

EXHIBITOR CHECKLIST TIMETABLE

Action by	Subject	Clause No.	Actioned
a.s.a.p.	Advertising, Sponsorship & Promotional Opportunities	7.7	(see website)
"	Hotel Accommodation	6.14	(Appendix 25)
26 February 2010	Hospitality Suites and Storage	5.1.18 & 5.4	(Booking Form)
"	Nominated Safety Representative(s)	4.6	"
"	Power for Decommissioning Chairs	4.8.7	"
2 July 2010	Stand Rental Balance	1.17.1	
16 July 2010	Compressed Gas / LPG	4.7.3	
"	Dangerous Substances	4.7.2	
"	Drawings for Approval	5.3.5	
"	Flammable Oils & Liquids	4.7.7	
"	Hazardous Exhibits	4.7.1	
"	Health and Safety Documentation	4.1.4	
"	Hospitality Areas on Stands	5.1.17	
"	Laser Products	4.7.5	
"	Naked Flames & Hot Surface	4.7.6	
"	Platforms over 600mm in height	5.1.7	
"	Radioactive Substances	4.7.4	
"	Risk Assessments and Safety Data Sheets	4.7.1	
"	Stand Designers & Contractors	5.5.1	(Appendix 2)
"	Theatre Style Seating	2.22	
"	Vehicles Used for Display Purposes	5.1.16	
"	Vessels containing in excess of 250 litres	5.1.14 e (v)	
28 July 2010 (Final Copy Date)	Product & Services Guide	7.5	(Appendix 21)
	Show Guide	7.4	
20 August 2010	Adhesive Logo Diary Stickers	7.3	(Appendix 20)
"	BDTA Drinks Reception Tickets		"
"	Continuous Electrical Supply	5.1.4	
"	Exhibitor & Contractor Entry Badges	2.15	(Appendix 16/20)
"	Exhibitors' Own Compressors	5.1.15	
"	Filming, Televising And Recording	2.19	
"	Music & Video Licences	2.10	(Appendix 17 -19)
"	Pre-show Registration Forms	7.2	(Appendix 20)
3 September 2010	Additions to Standard Shell Scheme	5.2.3	(Appendix 4)
"	Additional Lighting and Power	5.2.7	(Appendix 5)
"	Floor Loadings	2.23	
"	Fascia Details	5.2.5	
"	Heavy Loads (Shell Stands)	5.2.4	
"	Insurance	1.19	
"	Lotteries, Games of Chance, etc	1.7	
"	Notification of Other Products or Services	1.5.2	
"	Shell Scheme Floorcoverings	5.2.6	
"	Support Beams for Lighting / Equipment	5.2.8	
17 September 2010	Audio Visual Equipment	6.6	(Appendix 10)
"	Compressed Air, Water, Waste & Gas	5.1.14	Appendix 6)
"	Data capture scanners (Light Pens)	7.9	(Appendix 22)
"	Floral	6.5	(Appendix 9)
"	Furniture Hire	6.4	
"	Ground Handling, Lifting, Shipping & Storage	6.9	(Appendix 11)
"	Photography	6.7	(Appendix 23)
"	Stand Catering	6.8.1 & 6.8.4	
"	Telecommunications	6.2	(Appendix 8)
"	Television Licences	2.20	
"	Temporary Power Supplies	4.8.6	
"	Temporary Staff	6.10	(Appendix 24)
13 October 2010	Keys for Stand Cleaning	5.1.1a	