

Checklist for Space Only Exhibitors

Compulsory Self-Build Exhibitor Tasks	Deadline	
Review the contents of the Exhibitor Manual	Upon receipt	
Complete Compulsory Stand Form 2	23 July 2024	
Submit all compulsory documentation to Event Support Solutions (Stand Design Inspection Form, Detailed scale drawings, Details of any rigging/ suspensions, Risk Assessment, Method Statement, Proof of Insurance)	23 July 2024	
Order your exhibitor badges	ASAP	
Make sure you have suitable insurance cover	ASAP	

Compulsory Custom-Build Exhibitor Tasks	Deadline	
Review the contents of the Exhibitor Manual	Upon receipt	
Complete Compulsory Stand Form 3	23 July 2024	
Submit your Risk Assessment	06 August 2024	
Make sure your stand builder submits all compulsory documentation to Event Support Solutions (Stand Design Inspection Form, Detailed scale drawings, Details of any rigging/ suspensions, Risk Assessment, Method Statement, Proof of Insurance)	23 July 2024	
Order your exhibitor badges	ASAP	
Make sure you have suitable insurance cover	ASAP	

Stand Design and Layout Tasks	Deadline	
Review the Organiser Display Rules & Regulations	ASAP	
Review the Venue Technical Guidelines	ASAP	
Factor in storage space for belongings/ promotional materials	ASAP	

Before the Show Tasks	Deadline	
Order any other stand services required		
The Works Events: <ul style="list-style-type: none"> • Floor coverings • Furniture • Cleaning • Staffing • Electricity • Internet • Etc. 	02 August 2024	



Make shipping & handling arrangements		
DB Event Logistics: <ul style="list-style-type: none"> • Advance deliveries not requiring customs clearance • Advance deliveries requiring customs clearance • Airfreight (arrival at DUS airport) • Sea Freight FCL (arrival at Rotterdam port) • Sea Freight LCL (arrival at Rotterdam port) • Unloading, reloading, storage, etc. 	13 September 2024 10 September 2024 09 September 2024 05 September 2024 02 September 2024 13 September 2024	
Order lead retrieval	30 August 2024	
Book your hotel	ASAP	
Arrange travel	ASAP	
Review and adhere to key deadlines	ASAP	
Review the Event Schedule for access times	ASAP	
Promote your involvement	Throughout	
Familiarise yourself with the show floorplan	ASAP	
Invite your customers to attend	ASAP	

Items of Special Risk	Deadline	
Decide if you will be bringing any items of special risk (compressed gases, hazardous substances, heat generating displays, rigging, vehicle displays, static/ working machinery)	23 July 2024	
Submit all relevant data sheets/ technical specifications	23 July 2024	
Submit your Certificate of Insurance (ensuring your values reflect those detailed in your exhibitor manual)	23 July 2024	
Ensure your Risk Assessment details the control measures in place to mitigate risk	23 July 2024	

Useful Links:

- [Exhibitor Manual](#)
- [Compulsory Stand Form 2 – Self-Build Exhibitors](#)
- [Compulsory Stand Form 3 – Custom-Build Exhibitors](#)
- [Exhibitor Risk Assessment](#)
- [Stand Plans & RAMS Submissions – Stand Builders](#)
- [Key Deadlines](#)
- [Register for your Exhibitor Badge](#)
- [2024 Floorplan](#)