

## Checklist for Stand Builders

Compulsory Stand Builder Tasks	Deadline	
Review the contents of the Exhibitor Manual	Upon receipt	
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	
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"> <li>• Floor coverings</li> <li>• Furniture</li> <li>• Cleaning</li> <li>• Staffing</li> <li>• Electricity</li> <li>• Internet</li> <li>• Etc.</li> </ul>	02 August 2024	
Make shipping & handling arrangements		
DB Event Logistics: <ul style="list-style-type: none"> <li>• Advance deliveries not requiring customs clearance</li> <li>• Advance deliveries requiring customs clearance</li> <li>• Airfreight (arrival at DUS airport)</li> <li>• Sea Freight FCL (arrival at Rotterdam port)</li> <li>• Sea Freight LCL (arrival at Rotterdam port)</li> <li>• Unloading, reloading, storage, etc.</li> </ul>	13 September 2024 10 September 2024 09 September 2024 05 September 2024 02 September 2024 13 September 2024	
Review and adhere to key deadlines	ASAP	
Review the Event Schedule for access times	ASAP	
Familiarise yourself with the show floorplan	ASAP	

### Useful Links:

- [Exhibitor Manual](#)
- [Exhibitor Risk Assessment](#)



- [Stand Plans & RAMS Submissions – Stand Builders](#)
- [Key Deadlines](#)
- [2024 Floorplan](#)