

FORM CHECKLIST

This checklist is in 4 sections:

- 1 Compulsory Forms**
- 2 Licences**
- 3 Services to your stand and for your personnel**
- 4 Your stand – construction and furnishing**

Forms 1, 3, 5 and 6 must be completed by ALL Exhibitors. The remaining forms in Section 1 must be completed where applicable (Form 2 – Space-only; Form 4 – Shell Scheme)

The forms in Sections 2, 3 and 4 are dependent on your specific requirements. Please ensure that you complete and return forms by the date shown. Failure to meet these deadlines may result in surcharges and contractors being unable to meet your precise requirements.

*Please remember to keep a copy of each completed form for your records
The early return of forms is always appreciated*

FORM	DOCUMENT	RETURN BY	CHECK ✓
	Section 1		
Form 1	Health & Safety Declaration	20 January 2010	
Form 2	Contractor Details and Stand Plans	20 January 2010	
Form 3	Exhibitor, Contractor and Vehicle Passes	12 February 2010	
Form 4	Shell Scheme Name Panel Form - EAG	20 January 2010	
Form 5	Show Guide Entry Form	21 December 2009	
Form 6	Press Information	8 January 2010	
	Section 2		
Form 7	Music Licence - PPL	20 January 2010	
Form 8	Alcohol Application	20 January 2010	
	Section 3		
Form 9	Marketing Materials	8 January 2010	
Form 10	Freight, Lifting – Sensible Wine Services (SWS)	12 February 2010	
Form 11	Hotel accommodation – Jigsaw Conferences Ltd	ASAP	
	Section 4		
Form 12	Electrics & Lighting Order Form - EAG	20 January 2010	
Form 13	Shell Scheme Accessories Form - EAG	20 January 2010	
Form 14	Plumbing Prepayment Order Form - Opex	26 January 2010	
Form 15	Telephone & Internet Requirements – eForce	29 January 2010	
Form 16	Audio Visual & Office Equipment – AventeQ Ltd	12 February 2010	
Insert	Furniture Order Forms – Camden Exhibition Services	12 February 2010	

COMPULSORY FORMS ARE SHOWN IN GREY