

Diabetes UK Professional Conference



Sharing knowledge, changing lives

6–8 March 2019, ACC Liverpool

EXHIBITION
SERVICES

Exhibitor Deadlines & Checklist

To avoid missing important deadlines or incurring late order surcharges, please complete all forms relevant to your organisation before the deadline dates shown below.

It is advisable to keep a copy of all completed forms to bring with you to site.

To Do	Deadline	✓
Book Accommodation	Immediately	
Arrange Insurance Cover	Immediately	
Order Stand Catering	Immediately	
Order Furniture Requirements	Immediately	
Order Floral Requirements	Immediately	
Contractor Information	21/12/2018	
Submit Stand Plans for Approval	18/01/2019	
Complete Risk Assessment	18/01/2019	
Complete Method Statement	18/01/2019	
Complete Health & Safety Declaration	18/01/2019	
Order Stand Electrics	25/01/2019	
Order Rigging Requirements	08/02/2019	
Order Water & Waste	08/02/2019	
Shell Scheme Nameboard	08/02/2019	
Order IT/AV	22/02/2019	
Book Storage	22/02/2019	
Freight Handling/Forklift Services	22/02/2019	
Complete Site Induction Document	22/02/2019	
Contractor Wristbands	Available on site	