













CHECKLIST

Task	Notes	Due Date	Add deadline to your calendar
Branding	Send your company logo (.AI or .EPS) and company bio to Megan Thomson to be added to the event page. Partner = 25 words Silver = 50 words Gold = 75 words Platinum = 100 words	3 rd June	
Speaker Information (if applicable)	Session title, overview, Speaker name, headshot & bio to be confirmed with Megan	1 st July	Add event to calendar       Powered by AddEvent
Exhibition Stand	Will you be having shell scheme or space only? Please confirm to Megan in writing before the deadline	26 th August	Add event to calendar       Powered by AddEvent
Stand Activation	You will gain, on average, 33% more visitors if you run a stand activation. Send your chosen activity, merch or prize giveaway to Megan and we can help promote this in our pre-event marketing.	26 th August	Add event to calendar       Powered by AddEvent
Nameboard Form	Enter the name for your shell scheme EXACTLY as you would like it by using the Nameboard Form found on the Business Design Centre Portal. Should you not use the form, your name may be incorrect and neither the organisers nor BDC can be held responsible.	9 th September	Add event to calendar       Powered by AddEvent
Health & Safety Documents	Please complete your Risk Assessment via the Business Design Portal. Risk Assessment needed for ALL stands Method Statement needed for space only stands For any external stand build, all the necessary CAD plans, PL insurance and risk/method assessments are required. These need to be uploaded onto the Business Design Centre's OEM.	9 th September	Add event to calendar       Powered by AddEvent

Stand Order Forms: AV, Graphics, Furniture, Electrical, Internet	<p>Please order furniture, AV and stand graphics via the links in the Exhibitor Hub</p> <p>Please order internet via the Business Design Centre Portal.</p> <p>NB these are not compulsory, but you may not be able to book these post 9th September</p>	9 th September	<p>Add event to calendar</p>  <p>Powered by AddEvent</p>
Speaking Session Presentation	<p>Send your finalised Powerpoint Presentation in 16:9 format to Megan.</p> <p>Please include custom fonts and videos as separate files.</p>	9 th September	<p>Add event to calendar</p>  <p>Powered by AddEvent</p>
Exhibitor Tickets	<p>Register your team and speakers using the registration instructions sent to you via email by Megan.</p>	9 th September	<p>Add event to calendar</p>  <p>Powered by AddEvent</p>
Courier Event Collateral	<p>Use the delivery labels in the Exhibitor Manual to ship your items to the venue</p>	22 nd September	<p>Add event to calendar</p>  <p>Powered by AddEvent</p>