



Craft Hobby & Stitch International 2012

Exhibitor's CHECKLIST

| | Item | Deadline | TICK RELEVANT BOX WHEN COMPLETED | |
|--------------------------|--|--------------|----------------------------------|--------------------------|
| | | | Form returned | Not required |
| 1 | Visitor invitations | ASAP | <input type="checkbox"/> | <input type="checkbox"/> |
| 2 | Tell us your news – for PR company | ASAP | <input type="checkbox"/> | <input type="checkbox"/> |
| 3 | Furniture hire | ASAP | <input type="checkbox"/> | <input type="checkbox"/> |
| 4 | Floral hire | ASAP | <input type="checkbox"/> | <input type="checkbox"/> |
| 5 | Exhibitor badges | ASAP | <input type="checkbox"/> | <input type="checkbox"/> |
| 6 | Electrical orders and layout plans | 13 January | <input type="checkbox"/> | <input type="checkbox"/> |
| 7 | Additional services | 23 January | <input type="checkbox"/> | <input type="checkbox"/> |
| 8 | Lifting and handling and/or shipping | ASAP | <input type="checkbox"/> | <input type="checkbox"/> |
| 9 | Data Pens to capture buyers' details | Book on-line | <input type="checkbox"/> On-line | <input type="checkbox"/> |
| FLOOR AREA STANDS | | | | |
| 10 | Contractor's name and details to ICHF | 15 December | <input type="checkbox"/> | <input type="checkbox"/> |
| 11 | Layout plan for approval | 15 December | <input type="checkbox"/> | <input type="checkbox"/> |
| 12 | Carpet for floor area stands (see Additional services order form) | 23 January | <input type="checkbox"/> | <input type="checkbox"/> |
| SHOW GUIDE | | | | |
| 13 | Product Locator | ASAP | <input type="checkbox"/> | <input type="checkbox"/> |
| 14 | Distributor Listing | ASAP | <input type="checkbox"/> | <input type="checkbox"/> |
| 15 | A-Z 40 Word Web/Show Guide | ASAP | <input type="checkbox"/> | <input type="checkbox"/> |
| 16 | Bright Sparks Editorial | ASAP | <input type="checkbox"/> | <input type="checkbox"/> |