



**Craft Hobby + Stitch International
NEC, Birmingham : 16-18 February 2020**

Exhibitor's CHECKLIST

			TICK RELEVANT BOX WHEN COMPLETED	
	Other Items	Deadline	Form returned	Not required
	SHOW GUIDE			
1	Product Index	13 December		
2	Distributor Listing	13 December		
3	A-Z 40 Word Web/Show Guide	13 December		
4	Visitor invitations / E-invite (from Exhibitor Zone only)	10 January		
5	Tell us your news – to PR company	ASAP		
6	Furniture hire (from Exhibitor Zone only)	-	-	
7	Exhibitor badges – ordered online (LiveBuzz exhibitor Hub)	Book on-line	-	
8	Electrical orders and layout plans	10 January		
9	Additional services	10 January		
10	Lifting and handling and/or shipping (from Exhibitor Zone and details in letter)	-	-	
11	Data Pens to capture buyers' details (LiveBuzz exhibitor Hub)	Book on-line	-	
12	New product showcase	Bring on build-up day		
	FLOOR AREA STANDS			
13	Contractor's name and details to ICHF	13 December		
14	Layout plan for approval	13 December		
15	Carpet for floor area stands (see Additional services order form)	10 January		
16	Lighting, power, furniture orders	ASAP		