



**Craft Hobby + Stitch International**  
**NEC, Birmingham : 5 - 6 September 2021**

## Exhibitor's CHECKLIST

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