



**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"/>         |                          |