

ORGANISER CRITICAL DATES CHECKLIST

EVENT:

DATES:

ORGANISER:

TASK	DUE	ACTION DATE	COMPLETION DATE
2 x 1:200 DWG scale floor plans prior to stand selling for initial check by the venue	Immediately		
Obtain exhibitor manual template from www.necgroup.co.uk	Immediately		
Draft manual to be sent to venue for checking before going live	Immediately		
Include link to http://www.thenec.co.uk/planningavisit/disabledvisitors on the show website	Immediately		
Team meeting with venue to discuss event requirements, floorplan and risk assessment	90 days before tenancy		
Obtain provisional markout date and plan submission date from venue			
Send venue regular exhibitor lists	Ongoing		
Inform venue of any complex structures and send copies of scaled plans, risk assessments and structural calculations either directly or via your stand approval company	2 months before tenancy		
Inform venue of any "items of special risk" and apply for licences if required	2 months before tenancy		
Send venue telephone / fax / internet / tannoy requirements for the organisers office identifying the port numbers.	2 months before tenancy		
Obtain performance licences as necessary	2 months before tenancy		
Send venue graphics artwork for hall entrance sign and venue directional signage	1 month before tenancy		
Send venue H&S policy, pro-forma and risk assessment including a fire section	1 month before tenancy		
Send venue hall entrance plans for approval	1 month before tenancy		
Send venue seminar theatre and feature area plans for approval	1 month before tenancy		

Confirm actual markout date and colour with venue	1 month before tenancy		
Banner plans to Rigging	14 days before tenancy		
Submit all PO numbers for orders to venue	14 days before tenancy		
Final markout plan, final show risk assessment and floor layout certificate submitted to the venue	5 days before markout date		
Sample exhibitor, vehicle and contractor passes to be sent to venue	7 days before tenancy		
Banners to Rigging stores	7 days before tenancy		
Provide all risk assessments, qualifications and insurances for any items of special risk or activities with public participation	7 days before tenancy		
Early access list including names and vehicle registrations to venue	Day before tenancy		
Certification of: <ul style="list-style-type: none"> • Complex structures • Final show layout • Temporary seating installation • Items of special risk 	Before Event Opening		