

CHECKLIST

In order to make the process of preparing for Live as straightforward as possible, the following items need to be completed. We would be grateful if you would complete these by deadlines set, as late submission can incur additional charges. Orders may incur additional charges after deadline dates.

Order Forms and other information can be found on the Bristol Live [exhibitor links page](#).

Please copy Megan into any communications.

Due Date	Task	Notes
Ongoing	Promotion	All marketing collateral can be found on the Exhibitor Links Page
15 th August 24 th October	Speaker Information (if applicable)	Speaker name, headshot, topic title and key takeaways will need to be confirmed with Megan by 15 th August. PowerPoint slides are to be sent to Megan by 24 th October
12 th September	Branding	Required for event site; .AI or .EPS logo, company bio (dependent on partnership level), twitter handle & website landing page. Partner = 25 words Silver = 50 words Gold = 75 words Platinum = 100 words
9 th October	Nameboard Form	Enter the name for your shell scheme EXACTLY as you would like it by using the Nameboard Form found on the Exhibitor Link. Should you not use the form, your name may be incorrect and neither the organisers nor Index Group can be held responsible.
9 th October	Order Forms; Electrics, Graphics, Floorcovering, Furniture	These forms can be found in the Exhibitor Link. NB these are not compulsory, but you may not be able to book these post 9 th October
10 th October	Stand Activations	You will gain, on average, 33% more visitors if you run a stand activation. Please send over to Megan what you will be doing and do feel free to get in touch for ideas as well. <i>Please be aware that Pinpoint holds exclusive rights to provide coffee at this event, so no other exhibitor will be permitted to have a barista on their stand.</i>
23 rd October	Order Forms; AV, Internet	These forms can be found in the Exhibitor Link. NB these are not compulsory, but you may not be able to book these post 23 rd October
24 th October	Exhibitor Tickets	Please order these via the Registration Link that will be emailed to you directly