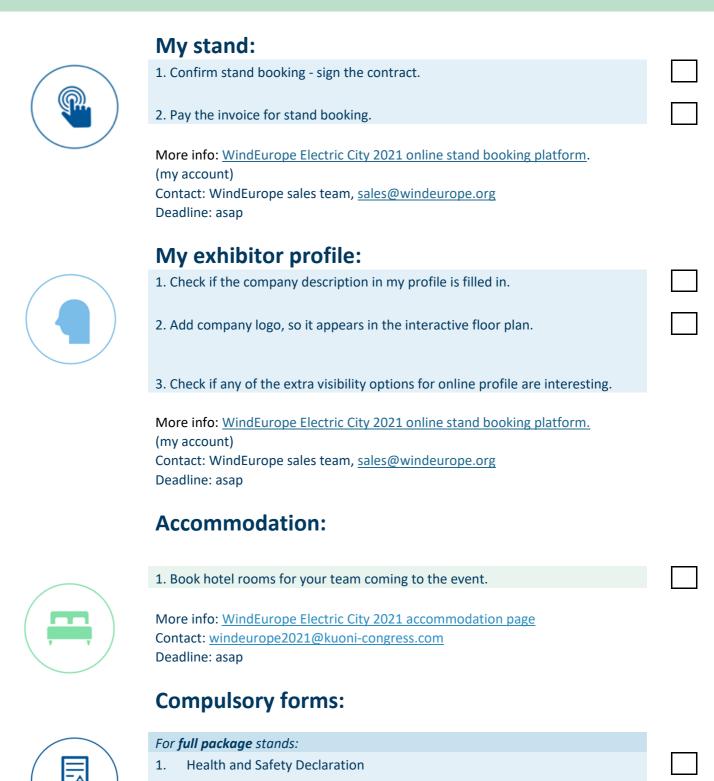


Checklist for exhibitors

2.

Exhibitor profile



3.	Nameboard form	
	havin and an estander	
1.	basic package stands: Health and Safety Declaration	
1.	Health and Safety Declaration	
2.	Exhibitor profile	
3.	Stand plans for approval	
4.	Risk assessment / Method statement (check that with your stand contractor)	
5.	Structural calculations for stands over 4m in height and double deckers.	
6.	Stand contractors team registration	
Cor	re info: Exhibitor Zone ntact: Aleksandra Nowak, Senior Exhibition Manager, anw@windeurope.org adline: 24 September 2021	
Cor Dea	ntact: Aleksandra Nowak, Senior Exhibition Manager, anw@windeurope.org	
Cor Dea	ntact: Aleksandra Nowak, Senior Exhibition Manager, anw@windeurope.org adline: 24 September 2021 rder services for your stand	
OI (or	rder services for your stand otional, depends on the stand type):	
Or Or Or	rder services for your stand otional, depends on the stand type): AV/IT equipment	
Or O	rder services for your stand otional, depends on the stand type): AV/IT equipment Catering	
Corporation Corpor	AV/IT equipment Catering Cleaning	
Corp Dea OI (or 1. 2. 3.	AV/IT equipment Catering Cleaning Electrics	
Corr Dea OI (or 1. 2. 3. 4.	Addine: 24 September 2021 rder services for your stand otional, depends on the stand type): AV/IT equipment Catering Cleaning Electrics Fascia board / Name board (for full package stands)	

9.

Graphics



windeurope.org/ElectricCity2021

10.	Hostesses	
11.	Internet	
12.	Meeting rooms	
13.	Photography	
14.	Rigging	
15.	Security	
16.	Telephone	
17.	Visitor invitations	
18.	Water / gas / compressed air	
More	e info: <u>Exhibitor Zone</u>	

Contact: Aleksandra Nowak, Senior Exhibition Manager, anw@windeurope.org
Deadlines overview — download file here.

Register your staff:



1.	Allocate your free passes that are part of your stand package.	
2.	Purchase additional passes, if needed.	
3.	Purchase gala dinner tickets.	

More info: Exhibitor Registration account, can be accessed from $\underline{\text{Exhibitor Zone}}$ as from September 2021.

Contact: events@windeurope.org

We advise to all exhibitors to finalise their registration before coming onsite.



Promote your company:

1.	Use event banners that you can customise, to promote your stand.	
2.	Check extra visibility options for your online profile.	
3.	Check sponsorship options.	
4.	Look at free press services for press release distribution.	
5.	Check different ways of inviting clients to the event.	

More info: Exhibitor Zone

Contact: WindEurope sales team, sales@windeurope.org