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## **Exhibitors’ Checklist**

This is a summary of all the things to plan ahead for your stand, which are summarized on the Exhibitor Support Page:

<https://www.educationestates.com/exhibitor-resource-page>

Here is a helpful checklist which will enable you to keep track of all your forthcoming deadlines:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Return To** | **Online Link**  | **Deadline** | **Actioned** |
| Hotel Booking Form (Online or telephone) | Event Express | <https://www.eventexpressuk.com/e/education-estates-2022/> | ASAP | 🞏 |
| Risk Assessment  | Step Connect2 Ltd | Please complete and send the following form to operations@stepconnect2.com:[https://cdn.asp.events/CLIENT\_Step\_Con\_80BC107A\_EE72\_C5F1\_EB0DC18ED51B311F/sites/Education-Estates-2020/media/Manual-Docs/EE222---EXHIBITOR-RISK-ASSESSMENT-AND-DECLARATION-(002).doc](https://cdn.asp.events/CLIENT_Step_Con_80BC107A_EE72_C5F1_EB0DC18ED51B311F/sites/Education-Estates-2020/media/Manual-Docs/EE222---EXHIBITOR-RISK-ASSESSMENT-AND-DECLARATION-%28002%29.doc%20)   | 26 August | 🞏 |
| Health & Safety Induction and Declaration | Step Connect2 Ltd | Please complete and submit the following form:<https://zfrmz.eu/TeumeDXWk6SJpMrOEd4t>  | 26 August | 🞏 |
| Exhibitor Profile  | Step Connect2 Ltd | Edit your profile in the Ezone - login at [https://www.educationestates.com/ezone-login](https://www.educationestates.com/ezone-login%20)   | 26 August | 🞏 |
| Exhibition Guide Advertising request | Step Connect2 Ltd | Please email any enquiries to: rebecca@Stepconnect2.com | 26 August | 🞏 |
| Public Liability Insurance Certificate  | Step Connect2 | Please email a copy of your PLI certificate to: operations@Stepconnect2.com | 26 August | 🞏 |
| Space Only Plans | Step Connect2 Ltd | Please email plans to: operations@Stepconnect2.com | 2 September | 🞏 |
| Stand Carpet Order Form | Full Circle | You will receive login details for the Full Circle Online Portal – this is sent by Full Circle  | 12 September | 🞏 |
| Nameboard Form (Shell Scheme Only - Fascia)  | Full Circle | You will receive login details for the Full Circle Online Portal – this is sent by Full Circle  | 12 September | 🞏 |
| Shell Scheme Optional Extra’s | Full Circle | You will receive login details for the Full Circle Online Portal – this is sent by Full Circle  | 12 September  | 🞏 |
| Electrics & Lighting Order Form | Full Circle | You will receive login details for the Full Circle Online Portal – this is sent by Full Circle  | 12 September  | 🞏 |
| Furniture  | Creative Hire | Orders can be placed through directly through this website: [www.creativehire.co.uk](http://www.creativehire.co.uk) | 15 September | 🞏 |
| AV Order  | Sterling Events  | Complete the following form and email to: exhibitions@sterlingeventgroup.co.uk[https://cdn.asp.events/CLIENT\_Step\_Con\_80BC107A\_EE72\_C5F1\_EB0DC18ED51B311F/sites/Education-Estates-2020/media/Manual-Docs/Sterling---Exhibitor-AV-Order-Form---2-Day-Show-(002).pdf](https://cdn.asp.events/CLIENT_Step_Con_80BC107A_EE72_C5F1_EB0DC18ED51B311F/sites/Education-Estates-2020/media/Manual-Docs/Sterling---Exhibitor-AV-Order-Form---2-Day-Show-%28002%29.pdf)  | 12 September  | 🞏 |
| Air, Water & Waste Order Form (Piped services)  | Manchester Central | <https://www.manchestercentral.co.uk/online-ordering> | 15 September | 🞏 |
| Park Voucher Application Form  | National Car Parks | <https://www.ncp.co.uk/find-a-car-park/car-parks/manchester-central/> The code **MCEXHIB14** provides discounted parking of £14 per day, in the Manchester Central NCP. | 16 September | 🞏 |
| Couriers/ Deliveries/lifting & Storage | Cameron Logistics | Please complete and submit this form:[https://fs27.formsite.com/pUjkz4/form5/index.html](https://fs27.formsite.com/pUjkz4/form5/index.html%20)   | 16 September | 🞏 |
| Badge Scanners  | Jonas Event Technology | Please complete and submit this form:<https://eventdata.uk/Scanner/EducationEstates2022.aspx> | 17 September | 🞏 |
| Exhibitor Badges  | Jonas Event Technology | Please complete and submit this form:<https://eventdata.uk/Exhibitor/EducationEstates2022.aspx> | 17 September | 🞏 |
| Internet Order Form  | Manchester Central | <https://www.manchestercentral.co.uk/online-ordering>  | 23 September | 🞏 |
| Stand Catering  | Manchester Central | <https://www.manchestercentral.co.uk/online-ordering> | 22 September | 🞏 |
| Photography Services Form | Post Photographic | Please email: info@postphoto.co.uk to request a price for photography  | 23 September | 🞏 |
| Exhibitor Visitor Pass  | Step Connect2 Ltd | Select ‘Exhibitor Visitor’ on the drop-down list for all : <https://eventdata.uk/Admin/EducationEstates2022.aspx> | 25 September | 🞏 |