

Appendix 2

Event Planning Checklist for Exhibitions

The checklist below provides an indication of when you will be required to provide certain details for your exhibition. Timing may vary for large scale events or if there is a shorter lead time between the booking and your event date.

Your Claudelands Event Manager will provide you with specific details of event requirement and when they will be due during the planning phase.

| Timeframe | What | Check |
|--|---|--|
| Once contracted | <ul style="list-style-type: none"> Introduction to Claudelands Event Manager Begin event planning process Event Risk Management Plan completed Claudelands website listing Ticketing arrangements organised (if applicable) | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| 6 months prior or as soon as possible | <ul style="list-style-type: none"> Sponsored product/samples discussed with Claudelands Event Manager Exhibitor stand enticement options discussed Registration details, event programme forwarded to Claudelands Event Manager | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| 3 months prior | <ul style="list-style-type: none"> Obtain permits i.e. exhibition stand liquor licenses and building consents | <input type="checkbox"/> |
| 1 month prior | <ul style="list-style-type: none"> Confirmation of menus Confirmation of estimated catering numbers for exhibitor functions Confirmation of exhibitor tea and coffee requirements Floor plan finalised Room set up and hire equipment confirmed Security and cleaning requirements confirmed Audio visual requirements confirmed Communication, power, water and waste requirements finalised Signage plan confirmed Distribute Exhibitors Services Kit to exhibitors (if applicable) Exhibitor Services ordered (if applicable) | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| 10 business days prior | <ul style="list-style-type: none"> Advise of any deliveries to site | <input type="checkbox"/> |
| 4 business days prior | <ul style="list-style-type: none"> Final confirmation of catering numbers | <input type="checkbox"/> |
| Pack in day | <ul style="list-style-type: none"> External contractors inducted (Safety Commitment) | <input type="checkbox"/> |
| Post Event | <ul style="list-style-type: none"> Wash up account and final settlement (10-20 business days) Event de-brief Provide feedback to venue, by survey or directly to Business Development Manager | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |

Exhibitor Services Kit

The Exhibitors Services Kit contains important information that exhibitors need to be aware of including

- Important venue rules and regulations
- Venue safety and emergency evacuation procedures
- Exhibitor parking, access and deliveries information
- Exhibitor stand services, furniture and equipment hire
- Catering information
- Exhibitor service order forms

Your Claudelands Event Manager will provide you with a PDF Copy of the Exhibitors Services Kit for you to distribute to your exhibitors or alternatively, a copy can be accessed via the [Claudelands Website](#).