THE AHG EXPO 2027 CHECKLIST

ACTIONED	DUE DATE	ITEM	LINK
☐ Yes ☐ N/A	**NOW DUE**	Exhibiting?	Read the BCEC Event Safety & Design Guidelines HERE
		Deposit stand fees payment due within 7 days of booking	Please refer to your invoice for payment options
		Public Liability Insurance Certificate of Currency (please check the coverage period includes the date of the expo)	Email documents to: mailto:Exhibitors@AHGExpo.com.au
☐ Yes ☐ N/A	**Friday, 13 November 2026**	50% stand fee payment due	Please refer to your invoice for payment terms
☐ Yes ☐ N/A	**Friday, 15 January 2027**	Final payments due for all outstanding stand fees. *Note: You will not receive your unique Exhibitor Registration code until payment is finalized)*	Email remittance to: mailto:Exhibitors@AHGExpo.com.au
☐ Yes ☐ N/A	**Friday, 29 January 2027**	Stand designs due *(SPACE ONLY and CUSTOM STAND holders only)*	Email documents to: mailto:Exhibitors@AHGExpo.com.au
☐ Yes ☐ N/A	**Friday, 5 February 2027**	Alcohol sampling requests due	Click HERE to order
☐ Yes ☐ N/A	**Tuesday, 9 February**	Do you require power? *(SHELL SCHEME Exhibitors receive 1 x 4amp outlet per 9m2 of floor space – for any additional requirements, you must order)*	Click HERE to order
☐ Yes ☐ N/A	**Tuesday, 9 February (artwork due 16 February)**	Fascia Signage *(SHELL SCHEME Exhibitors only)* and Moreton Hire furniture orders due	Intro Pod 3m x 3m Booth 6m x 3m Booth 9m x 3m Booth
☐ Yes ☐ N/A	**Friday, 19 February 2027**	Supply your content and images for marketing purposes	LINK TO BE PROVIDED SOON
☐ Yes ☐ N/A	**Friday, 26 February 2027**	Safety permits submission deadline - required for exhibitors with cooking activities, fire/naked flames, water and more	Click HERE to access forms. Email completed forms to: mailto:exhibitorservices@bcec.com.au
☐ Yes ☐ N/A		Freight, storage requirements and forklift hire *(you are not permitted to bring your own forklift)*	LINK TO BE PROVIDED SOON
☐ Yes ☐ N/A		Order your complimentary Lead Scanner through LUP Events	LINK TO BE PROVIDED SOON
☐ Yes ☐ N/A	**Friday, 5 March 2027**	Food & Beverage Order/Sampling /External Supplies requests due	Click HERE to order
		Do you require your stand to be cleaned? (vacuuming carpet etc)	
		Do you need rubbish to be removed from your stand?	
☐ Yes ☐ N/A	**Before you enter the BCEC Exhibition Halls**	Every exhibitor attending the AHG Expo (including ALL staff) must complete the BCEC *'Safety Information for Event Workers'* form prior to entering the exhibition halls	Click HERE to submit your form