

Exhibitor Checklist & Deadlines

Compulsory Actions

FORM	DEADLINE	FORM LINK	CONTACT / QUERIES
Compulsory Form <i>*including name panel for shell scheme exhibitors</i>	10 October 25	Compulsory form	T: +44 (0) 20 3292 0333 E: angela@waysandmeansevents.com
Vehicle Booking Form <i>*compulsory for any exhibitors delivering to the venue</i>	ASAP	Vehicle Booking In (available 1 month prior to the show)	T: +44 (0) 20 3292 0333 E: angela@waysandmeansevents.com
Site Rules <i>Every person coming on site during build up & breakdown must read</i>	Before Arriving Onsite	Site rules	T: +44 (0) 20 3292 0333 E: angela@waysandmeansevents.com
Space Only Stand Plan Submissions <i>Compulsory for space only exhibitors only</i>	17 October25	Space Only Approval Form	KRM T: +44 (0) 20 3292 0333 E: standaudits@krmsafety.management
Exhibitor Badges	ASAP	Exhibitor badges	T: E:

Optional Actions

FORM / SERVICE	DEADLINE	BOOKING FORM LINK	CONTACT / QUERIES
AV	ASAP	AV Order Form	Aztec T: +44 (0) 20 7803 4000 E: sales@aztecuk.com
Catering & Hospitality		Catering Form	Host T: +44 (0) 20 4558 3144 E: info@host-olympia.london
Electrics & Lighting		Electrics Form	Showlite T: +44 (0) 1264 365550 E: exhibitorsales@showlite.co.uk
Furniture Hire	ASAP	Furniture Hire	Creative Hire T: +44 (0) 1676 545 416 E: Sales@creativelive.uk
Floorcovering	17 October 25 <i>*early bird booking deadline</i>	Floorcovering Form	Showlite T: +44 (0) 1264 365550 E: exhibitorsales@showlite.co.uk
Lifting / Couriers / Storage	ASAP		DSV T: +44 (0)121 780 2627



			E: Carla.cook@dsv.com
Internet	ASAP	Internet Form	Event IT T: +44 (0) 207 598 2400 E: SalesEventIT@olympia.london
Shell Scheme	17 October 25 <i>*early bird booking deadline</i>	Shell Scheme & Flooring Order Form	Showlite T: +44 (0) 1264 365550 E: exhibitorsales@showlite.co.uk
Waste		Waste & Cleaning Form	Olympia E: cleaningservices@olympia.london