

Exhibitor Checklist & Deadlines

Compulsory Actions

FORM	DEADLINE	FORM LINK	CONTACT / QUERIES
Compulsory Form <i>*including name panel for shell scheme exhibitors</i>	10 April 26	Compulsory form	T: +44 (0) 20 3292 0444 E: tia@waysandmeanevents.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 0444 E: tia@waysandmeanevents.com
Site Induciton <i>Every person coming on site during build up & breakdown must read</i>	Before Arriving Onsite	Site Induction	T: +44 (0) 20 3292 0444 E: tia@waysandmeanevents.com
Space Only Stand Plan Submissions <i>Compulsory for space only exhibitors only</i>	10 April 26	Space Only Approval Form	KRM T: +44 (0) 20 3292 0444 E: standaudits@krmsafety.management
Exhibitor Badges	ASAP	Exhibitor badges	T: E:

Optional Actions

FORM / SERVICE	DEADLINE	BOOKING FORM LINK	CONTACT / QUERIES
AV	ASAP		Immersive AV T: + 44 (0) 1952 953500 E: hello@contentav.co.uk
Catering & Hospitality	Coming Soon	Coming Soon	Host T: +44 (0) 20 4558 3144 E: info@host-olympia.london
Contractor Site Induction	ASAP	Site Induction	T: +44 (0) 20 3292 0444 E: tia@waysandmeanevents.com
Electrics & Lighting	31 March 2026	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	31 March 2026 <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: jesse.james@dsv.com
Internet		Coming Soon	Event IT T: +44 (0) 207 598 2400 E: SalesEventIT@olympia.london
Shell Scheme	27 March 26 <i>*early bird booking deadline</i>	Shell Scheme	Showlite T: +44 (0) 1264 365550 E: exhibitorsales@showlite.co.uk
Waste	ASAP	Waste & Cleaning Form	Olympia E: cleaningservices@olympia.london