



Exhibitor Checklist & Deadlines

Compulsory Actions

Form	Deadline	Form Link	Contact / Queries
Compulsory Form <i>*including name panel for shell scheme exhibitors and marketing information</i>	22.09.22	Compulsory Form	T: +44 (0) 20 3292 0666 E: Catherine@waysandmeanevents.com
Site Rules <i>Every person coming on site during build up & breakdown must read</i>		Site Rules	T: +44 (0) 20 3292 0666 E: Catherine@waysandmeanevents.com
Space Only Stand Plan Submissions <i>Compulsory for space only exhibitors only</i>	15.09.22	Stand Plan Form	Nikki Walker T: +44 (0) 20 3292 0666 E: plans@waysandmeanevents.com

Optional Actions

Form / Service	Deadline	Booking Form Link	Contact / Queries
Accommodation	ASAP		ExCel Hotels
AV	ASAP		orders@onebigstar.com Order Form
Catering & Hospitality	ASAP	ExCel Hospitality	T: +44 (0)207 069 4100 E: sales@excelhospitality.london
Cleaning and Waste	22.09.22 <i>Orders received after the deadline date are subject to a 20% surcharge</i>	www.excel.london/webshop	T: +44 (0)20 7069 4400 E: exhibitororders@excel.london
Electrics & Lighting	22.09.22 <i>*early bird booking deadline</i>	Full Circle online orders	Full Circle T: +44 (0) 161 393 3949 E: exhibit@fullcircleeventsltd.co.uk
Furniture Hire	ASAP	creativehire.co.uk	Creative Hire T: +44 (0) 1676 542 616 E: adam@creativehire.co.uk
Floor Covering	22.09.22	Full Circle online orders	Full Circle T: +44 (0) 161 393 3949 E: exhibit@fullcircleeventsltd.co.uk
Internet	22.09.22 <i>Orders received after the deadline date are subject to a 20% surcharge</i>	Excel IT Graphics & Signage Form	Excel IT 0207 069 4400 itc@excel.london



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Shell Scheme Graphics & Signage	22.09.22	Full Circle online orders	Full Circle T: +44 (0) 161 393 3949 E: eehub@fullcircleeventsltd.co.uk
Shell Scheme Stand Accessories	22.09.22	Full Circle online orders	Full Circle T: +44 (0) 161 393 3949 E: exhibit@fullcircleeventsltd.co.uk
Stand Build Upgrades <i>Order a custom stand build via our show contractor Full Circle</i>	22.09.22	Full Circle online orders	Full Circle T: +44 (0) 161 393 3949 E: exhibit@fullcircleeventsltd.co.uk
Water, Waste, Gas & Air	22.09.22 <i>Orders received after the deadline date are subject to a 20% surcharge</i>		pipedservices@excel.london T: +44 (0) 207 069 4648