



# 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>	20.09.23	<a href="#">Compulsory Form</a>	T: +44 (0) 20 3292 0666 E: <a href="mailto:catherine@waysandmeanevents.com">catherine@waysandmeanevents.com</a>
Marketing Information Form	20.9.23	<a href="#">Marketing Information Form</a>	T: +44 (0) 20 3292 0666 E: <a href="mailto:catherine@waysandmeanevents.com">catherine@waysandmeanevents.com</a>
ExCel Site induction for access during build up & breakdown <i>*includes site rules</i>	20.10.23	<a href="#">Site Induction</a>	T: +44 (0) 20 3292 0666 E: <a href="mailto:catherine@waysandmeanevents.com">catherine@waysandmeanevents.com</a>
Space Only Stand Plan Submissions <i>Compulsory for space only exhibitors only</i>	15.09.23	<a href="#">Stand Plan Form</a>	Karl Morgan E: <a href="mailto:karl@krmsafety.management">karl@krmsafety.management</a>

## Optional Actions

Form / Service	Deadline	Booking Form Link	Contact / Queries
Accommodation	ASAP		<a href="#">ExCel Hotels</a>
AV	ASAP		<a href="mailto:orders@onebigstar.com">orders@onebigstar.com</a>
Catering & Hospitality	ASAP	<a href="#">ExCel Hospitality</a>	T: +44 (0)207 069 4100 E: <a href="mailto:sales@excelhospitality.london">sales@excelhospitality.london</a>
Cleaning and Waste	20.09.23 <i>Orders received after the deadline date are subject to a 20% surcharge</i>	<a href="http://www.excel.london/webshop">www.excel.london/webshop</a>	T: +44 (0)20 7069 4400 E: <a href="mailto:exhibitororders@excel.london">exhibitororders@excel.london</a>
Electrics & Lighting	20.09.23 <i>*early bird booking deadline</i>	<a href="#">Full Circle online orders</a> <i>*Please note that full circle will contact you directly with your log in details for the portal</i>	Full Circle T: +44 (0) 161 393 3949 E: <a href="mailto:exhibit@fullcircleeventsltd.co.uk">exhibit@fullcircleeventsltd.co.uk</a>
Furniture Hire	ASAP	<a href="http://www.creativehire.co.uk">www.creativehire.co.uk</a>	Creative Hire T: +44 (0) 1676 542 616 E: <a href="mailto:info@creativehire.co.uk">info@creativehire.co.uk</a>
Floor Covering	20.09.23	<a href="#">Full Circle online orders</a> <i>*Please note that full circle will contact you directly with your log in details for the portal</i>	Full Circle T: +44 (0) 161 393 3949 E: <a href="mailto:exhibit@fullcircleeventsltd.co.uk">exhibit@fullcircleeventsltd.co.uk</a>

Internet	20.09.23 <i>Orders received after the deadline date are subject to a 20% surcharge</i>	<a href="http://www.excel.london/webshop">www.excel.london/webshop</a>	Excel IT 0207 069 4400 <a href="mailto:exhibitororders@excel.london">exhibitororders@excel.london</a>
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Form / Service	Deadline	Booking Form Link	Contact / Queries
Shell Scheme Graphics & Signage	20.09.23	<a href="#">Full Circle online orders</a>	Full Circle T: +44 (0) 161 393 3949 E: <a href="mailto:eehub@fullcircleevenstsltd.co.uk">eehub@fullcircleevenstsltd.co.uk</a>
Shell Scheme Stand Accessories	20.09.23	<a href="#">Full Circle online orders</a>	Full Circle T: +44 (0) 161 393 3949 E: <a href="mailto:exhibit@fullcircleevenstsltd.co.uk">exhibit@fullcircleevenstsltd.co.uk</a>
Stand Build Upgrades <i>Order a custom stand build via our show contractor Full Circle</i>	20.09.23	<a href="#">Full Circle online orders</a>	Full Circle T: +44 (0) 161 393 3949 E: <a href="mailto:exhibit@fullcircleevenstsltd.co.uk">exhibit@fullcircleevenstsltd.co.uk</a>
Water, Waste, Gas & Air	20.09.23 <i>Orders received after the deadline date are subject to a 20% surcharge</i>	<a href="http://www.excel.london/webshop">www.excel.london/webshop</a>	<a href="mailto:pipedservices@excel.london">pipedservices@excel.london</a> T: +44 (0) 207 069 4648