

Museums + Heritage Show 2024

Exhibitor Checklist



15-16 MAY 2024
OLYMPIA LONDON

Deadline		✓
ASAP	Book your parking – space is very limited and we advise leaving your car behind! Read this section first – there are critical updates for vehicle access.	
29 March	Submit stand plans and paperwork for Space Only stands here (Not applicable if you have a Shell scheme stand)	
29 March	complete your free Show Guide Profile	
w/c 15 TH April	Book your vehicle access pass (compulsory for all vehicles). The later you leave it, the less likely you are to get an unloading/loading slot.	
9 April	if you require guaranteed, fast, internet connection order here	
12 April	Order furniture	
14 April	Order electrics and lighting (strongly advised)	
19 April	Order stand extras and graphics	
26 April	Submit proof of insurance and health & safety declaration - compulsory	
6 May	Order audio-visual equipment	
10 May	Pre order food for delivery to your stand - it saves time and money	
10 May	Order your badges (compulsory) and visitor data scanners	