



13-14 May 2026

Exhibitor checklist

Deadline	Action	✓
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.	
ASAP	Site induction Form-All exhibitors must complete this site induction form which will allow you access through security on arrival for set up	
28 February	Book your hotel; we have a special M+H rate for rooms here	
27 March	Submit stand plans and paperwork for Space Only stands here	
27 March	Complete your free Show Guide Profile	
10 April	Order stand extras and graphics	
12 April	If you require guaranteed, fast, internet connection order here	
From 13 April	Book your vehicle access pass (compulsory for all vehicles). Opens about 30 days before the show. The later you leave it, the less likely you are to get an unloading/loading slot.	
13 April	Order furniture	
13 April	Order electrics and lighting (strongly advised)	
24 April	Submit proof of insurance and health & safety declaration – compulsory	
30 April	Order audio-visual equipment	
8 May	Pre order food for delivery to your stand – it saves time and money	
12 May	Order your badges (compulsory) and visitor data scanners here	