



Exhibitor Forms, Checklist & Deadlines

Compulsory Actions

FORM	DEADLINE	FORM LINK	CONTACT / QUERIES
Compulsory Form <i>*Including nameboard entry for shell scheme exhibitors, your planned arrival day & time for build up and details of large equipment / machinery deliveries</i>	ASAP	Compulsory form	T: 020 3292 0555 E: dairytech@waysandmeansevents.com
Site Induction Form <i>*Compulsory for ALL exhibitors & contractors to complete before coming on-site for build & breakdown - access is not permitted into the venue during these times without proof of completion (you will receive an email to show to security to prove completion)</i>	ASAP	Site Induction Form	T: 020 3292 0555 E: dairytech@waysandmeansevents.com
Exhibitor Badges <i>*When you have completed the compulsory form, you will receive a code to enable you to book your exhibitor badges</i>	ASAP	Exhibitor Badges	T: 020 3292 0555 E: dairytech@waysandmeansevents.com
Space Only Stand Plan Submissions <i>*Compulsory for <u>Space Only Exhibitors</u></i>	11 December 2026	Stand plan upload <i>*the email required to log in is the one that was originally used to book your stand at the event</i>	KRM Safety Management T: +44 (0) 121 769 1455 E: standaudits@krmsafety.management

Optional Actions

FORM / SERVICE	DEADLINE	BOOKING FORM LINK WHERE AVAILABLE	CONTACT / QUERIES
Catering & Hospitality - ordering via NAEC Catering	6 January 2027	www.naecstoneleigh.co.uk How to Order	T: 02476 696969 E: Catering@stoneleighevents.com
Catering & Hospitality - providing own food/drinks <i>*Please note permission must be granted by the venue, The NAEC, and the concession fee paid by 6 January 2027 in order for you to gain permission to provide your own catering at the event</i>	6 January 2027	Intent to supply catering form (pdf version) <i>*This can also be completed via the exhibitor portal on the website www.naecstoneleigh.co.uk</i>	T: 02476 696969 E: Catering@stoneleighevents.com
AV (Audio Visual) Equipment: Pulse events	26 January 2027 <i>*Please contact supplier directly after this date</i>	AV Webshop	T: 0121 798 3158 E: Sales@pulseevents.live

Shell Scheme enhancements Show Ready upgrades Furniture Floorcovering Stand Graphics	19 January 2027 <i>*earlybird booking deadline</i>	ONLINE ORDERING PORTAL - DairyTech2027.exhibitconnect.co.uk <i>*All orders must be placed online - Full Circle will email you directly with your unique login</i>	T: 0161 393 3949 E: exhibit@fullcircleevenstsltd.co.uk
Electrics	19 January 2027 <i>*earlybird booking deadline</i>	<u>Electrical Order Form</u>	T: 024 7669 6601 (option 3) E: ops@nee.co.uk
Lifting / Storage	ASAP	Pre booking not required	T: 07973 289 386
Internet & Wifi	ASAP	www.naecstoneleigh.co.uk <u>How to Order</u>	T: 02476 696969 E: Eventorders@stoneleighevents.com