

Exhibitor Checklist & Deadlines

Compulsory Actions

FORM	DEADLINE	FORM LINK	CONTACT / QUERIES
Compulsory Form	4.10.23	Compulsory form	T: +44 (0) 20 3292 0333 E: londonbuild@waysandmeansevents.com
Olympia London Site induction for access during build up & breakdown <i>*includes site rules 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>	12.11.23	Site Induction Form	T: +44 (0) 20 3292 0333 E: londonbuild@waysandmeansevents.com
Exhibitor Badges	You will be able to register for Exhibitor Badges via the E-zone. For assistance with accessing the E-zone please contact londonbuild@oliverkinrossevents.com		
Vehicle Booking <i>*Compulsory for any exhibitor / contractor delivering to the venue</i>	<i>Available from 16.10.23</i>	Vehicle booking	Help guide <i>*please ensure any forklift bookings are at the same time as your vehicle booking</i>
Name Panel <i>Compulsory for shell scheme exhibitors only</i>	17.10.23	Full Circle will contact you directly with details of how to access the online ordering portal for booking your name panel	Full Circle T: +44 (0) 161 393 3949 E: exhibit@fullcircleeventsltd.co.uk
Space Only Stand Plan Submissions <i>Compulsory for space only exhibitors only</i>	4.10.23		Essential Events T: +44 (0)1926 470 100 E: info@essentialevents.co.uk

Optional Actions

FORM / SERVICE	DEADLINE	BOOKING FORM LINK (if applicable)	CONTACT / QUERIES
Electrics & Lighting / Shell Scheme Stand Accessories & Stand Build Upgrades / Floor Coverings / Graphics	17.10.22	Full Circle will contact you directly with details of how to access the online ordering portal for booking these items	Full Circle T: +44 (0) 161 393 3949 E: exhibit@fullcircleeventsltd.co.uk
Accommodation	ASAP	https://www.londonbuildexpo.com/book-accomodation	
AV	ASAP	AV Booking form	T: +44 (0) 20 803 4000 E: sales@aztecuk.com
Catering & Hospitality	ASAP	Host Olympia	T: +44 (0) 20 7598 5636 E: info@host-olympia.london
Furniture Hire	ASAP	Creative Hire	Creative Hire T: +44 (0) 1676 545 616 E: info@creativehire.co.uk
Forklifting / Couriers / Storage	ASAP	Please contact supplier for a quote	DSV T: +44 (0)121 780 2627 E: Carla.cook@dsv.com
Internet	ASAP	Eforce	Eforce T: +44 (0) 207 598 2400 E: sales@eforce.co.uk
Package Upgrades (furniture & electrics)	ASAP	For furniture & electric upgrades please contact your sales rep	