

Exhibitor Checklist & Deadlines

Compulsory Actions

FORM / SERVICE	DEADLINE	BOOKING FORM LINK (where available)	CONTACT / QUERIES
Compulsory Form <i>Compulsory for ALL exhibitors</i>	24.07.26	Compulsory Form	T: +44 (0) 020 3292 0555 E: exhibitionorders@nasc.org.uk
Site Induction for access during build up & breakdown <i>Compulsory for ALL exhibitors & contractors to complete before coming on-site</i>	Prior to arriving onsite	Site Induction	T: +44 (0) 020 3292 0555
Exhibitor Passes	Prior to arriving onsite	Coming soon We will be in touch to confirm when registration is live and you can order your exhibitor badges	
Vehicle Booking for Loading Bay Access <i>Compulsory for any exhibitor or contractor requiring vehicle access to the loading bay</i>	Bookings can be made from 06.08.26 <i>*Please refer to the note in Delivery & Traffic Instructions section regarding priority booking slots</i>	Vehicle Booking Link	Manchester Central Traffic Booking User Guide E: voyagetraffic@manchestercentral.co.uk
Space Only & Complex Structures Submissions <i>Compulsory for Space Only Exhibitors</i>	24.07.26		Ways & Means Events E: plans@waysandmeanevents.com
Public Liability Insurance	14.08.26 <i>*Deadline to upload own PLi to Inevexco portal, if providing</i>	InEvexco will contact you directly with instructions for providing your own insurance if you have it. You will then be credited the Insurance Participation Fee on your invoice	InEvexco E: exhibitor@inevexco.co.uk

Optional Actions - Official Contractors, Suppliers & Services

FORM / SERVICE	DEADLINE	BOOKING FORM LINK (where available)	CONTACT / QUERIES
Accommodation Booking	14.08.26	Booking link	Manchester Convention Bureau E: abs@visitmanchester.com
Catering & Hospitality	03.09.26	Booking link	Manchester Central T: +44 (0) 161 834 2700 E: catering@manchestercentral.co.uk

Electrics & Lighting / Flooring / Shell Scheme accessories / Furniture hire	07.08.26 <i>*Earlybird deadline date – price increase after this date</i>	<u>Full Circle Online Ordering</u> <i>Full Circle will email you directly following receipt of this manual, with your unique log in to the online ordering portal. If you have not received this please contact them using the contact details</i>	Full Circle T: +44 (0) 161 393 3949 E: exhibitors@exhibitconnect.co.uk
Filming & Professional Photography Permit Application <i>Required if you would like to film or have a professional photographer at the show</i>	ASAP	<u>Filming & Professional Photography Permit Application</u>	Manchester Central E: marketing@manchestercentral.co.uk
Forklifting / Storage / Shipping	28.08.26	<u>Forklifting & Shipping order form</u>	DSV Carla Cook, Manager, UK Events T: +44 (0) 1255 245 685 M: +44 (0) 7730 400493 E: carla.cook@dsv.com
Graphics	07.08.26	<u>Full Circle Online Ordering</u> <i>Full Circle will email you directly with your unique log in to the online ordering portal. If you have not received this please contact them using the contact details</i>	Full Circle T: +44 (0) 161 393 3949 E: eehub@fullcircleeventsltd.co.uk
IT & Internet Water & Waste	IT Services: 04.09.26 Water & Waste: 28.08.26	<u>Booking link</u>	Manchester Central T: +44 (0) 161 827 7676 E: EventsIT@manchestercentral.co.uk
Lead capture & data collection (scanners)	Coming soon	Details coming soon on how to effectively track leads on your stand	