

Permission to Exhibit

DEADLINE: FRIDAY, January 8, 2027

All EAC and Self Build/Pop Up booth builds are **REQUIRED** to receive Permission to Exhibit Certificates which will only be issued by our Health & Safety partner, Abraxys, once ALL required documents have been submitted and the review has been completed. Booth Plans emailed directly to Abraxys will NOT be accepted.

Helpful Links:

[Display Rules and Regulations](#) | [Exhibitor Insurance Requirements](#)
[PPE Requirements](#)

What is my booth number? You can check your booth number on the [live floorplan](#)

Types of Booth Builds:

1. **Exhibitor Appointed Contractor (EAC):** You will appoint an external contractor to build your exhibit.
2. **Self Build Booth (Pop-up):** You will manage the setup and dismantling of your booth without external assistance.

What Forms Do I Need to Submit?

Exhibitor Appointed Contractor (EAC)	Self-Build Booth (Pop-up)
<u>Your EAC will need to submit the following on your behalf:</u> 1. Permission to Exhibit Form: HERE 2. Risk Assessment Form • Risk Assessment Explanation 3. Method Statement Form 4. Technical Drawing 5. Your EAC must certify you they have read the Exhibitor Display Rules & Regulations, Guidelines for your booth type.	<u>Exhibitor will need to submit the following:</u> 1. Permission to Exhibit Form: HERE 2. Risk Assessment Form • Risk Assessment Explanation 3. Method Statement Form 4. Technical Drawing

Technical drawings must include all dimensions of your booth construction, a description of your flooring materials (including the height of raised platform floors), and a description of your boundary walling construction materials. If you are planning to have a rigged banner over your stand space, you must include on your drawing the dimensions, weight, and construction materials of your rigged banner