



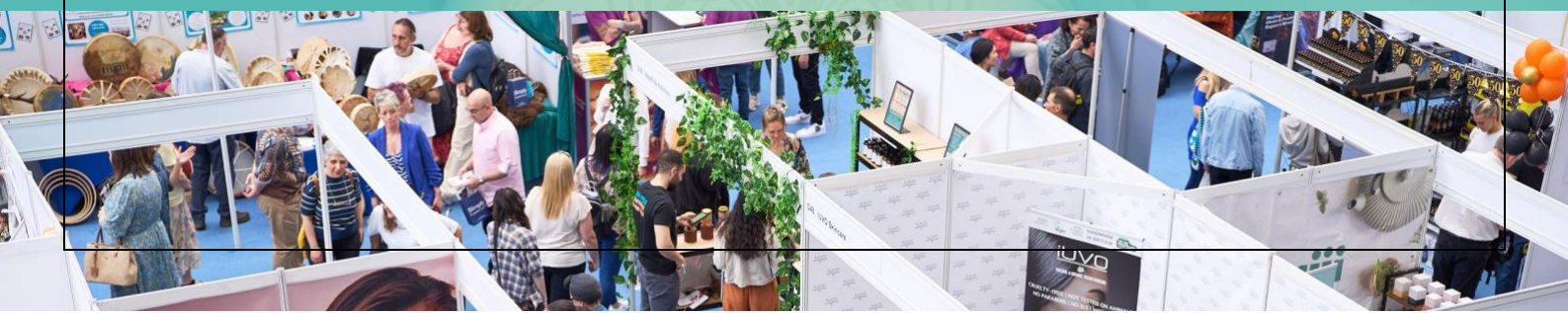
MINDBODYSPIRIT FESTIVAL

OLYMPIALONDON
22 - 25 MAY 2026

MINDBODYSPIRITFESTIVAL.CO.UK

EXHIBITOR MANUAL

HEALTH | YOGA | NUTRITION
SPIRITUALITY | WELLBEING MARKET



2026

We are back!

**Welcome and thank you for choosing to exhibit with us this year.
This May, join us as we return to Olympia London for another
unforgettable festival experience!**

**As we continue to grow, we are seeing such enthusiasm from our
loyal visitors and a growing awareness among the wider public
about the profound benefits of embracing a holistic, mind-body-
spirit-connected lifestyle.**

**Each year, our festivals thrive, and this year, we're brimming with
excitement. Attendance continues to rise, and positive feedback
pours in from our valued visitors. The MBS family of exhibitors,
presenters, musicians, and artists is ever-growing, evolving
together as we embark on this next chapter of the festival's
journey.**

**Love and Light,
Team MBS x**

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Important Dates & Deadlines

Payment Deadlines:

30% deposit due before 17th July 2025

40% payment due by 13th September 2025 (bookings after this date pay 70%)

30% payment due by 17th January 2026 (bookings after this date pay 100%)

To make a payment, click the link emailed to you from QuickBooks or make a bank transfer directly to our account:

Mind Body Spirit Festival Ltd

SC: 30-94-65 Acc: 30693868

BIC/SWIFT: LOYDGB21025

IBAN: GB26LOYD30946530693868

To pay via monthly direct debit please go to <https://pay.gocardless.com/BRT0002TFZABYDK> and email accounts@mindbodyspirit.co.uk so we can set up your payment plan.

H&S & Order Deadlines:

25th February 2026

Exhibitor Hub Details Sent Out

4th April 2026

Special Licenses Submission Completed

17th April 2026

Risk Assessments Must Be Submitted

24th April 2026

Deadline for Discounted Power Rates

24th April 2026

Deadline for Discounted Furniture, Carpet and Accessories

15th May 2026

Exhibitor Passes Emailed to You Directly

18th May 2026

Final Day for Standard Rate Power Charges

Onsite Timings:

Thursday 21 May	Exhibitor Build Up day	10:00-18:30
Friday 22 May	Exhibitor Opening Times	09:00-18:00
	Public Opening Times	10:00-17:00
Saturday 23 May	Exhibitor Opening Times	09:00-17:30
	Public Opening Times	10:00-17:00
Sunday 24 May	Exhibitor Opening Times	09:00-17:30
	Public Opening Time	10:00-17:00
Monday 25 May	Exhibitor Opening Times	09:00-17:30
	Public Opening Time	10:00-17:00
	Breakdown	18:00-22:00

All stands must be staffed at least 15 minutes before public opening, and at all times during public opening times.

Breakdown must be complete by 22:00.

Event Policy & Ethos

Our policy at Mind Body Spirit Festival Ltd, we prioritize health and safety in accordance with the Health & Safety at Work Act 1974. Exhibitors and contractors must adhere to current legislation during the build-up, open, and breakdown periods of the event. You can review the Guidance for Working at UK Exhibition Venues (eGuide) [here](#).

Our policy is to manage the festival safely and provide clear, simple guidelines for on-site health and safety compliance.

We have appointed an independent Health & Safety Consultant Julian Greenhalgh, who will ensure safety measures are followed during the event. You can reach Julian with any pre-event queries at events@mindbodyspirit.co.uk, FAO Julian Greenhalgh.

Our ethos is dedicated to fostering a warm and inclusive environment where everyone feels valued and welcomed. Our festival serves as a sanctuary for all, embracing diversity and inviting people from various backgrounds to connect, explore, and grow together. As exhibitors, you play a pivotal role in creating this supportive atmosphere. We encourage you to engage with fellow exhibitors, staff, and attendees with professionalism and kindness throughout the event. By upholding mutual respect and collaboration, we can ensure a harmonious and uplifting experience for everyone involved. Join us in contributing to a space where every soul can shine brightly and inclusivity thrives, creating lasting connections and inspiring journeys for all who participate. Should anyone not follow this ethos, they may be withdrawn from participating.

First aid and security will also be available on-site.

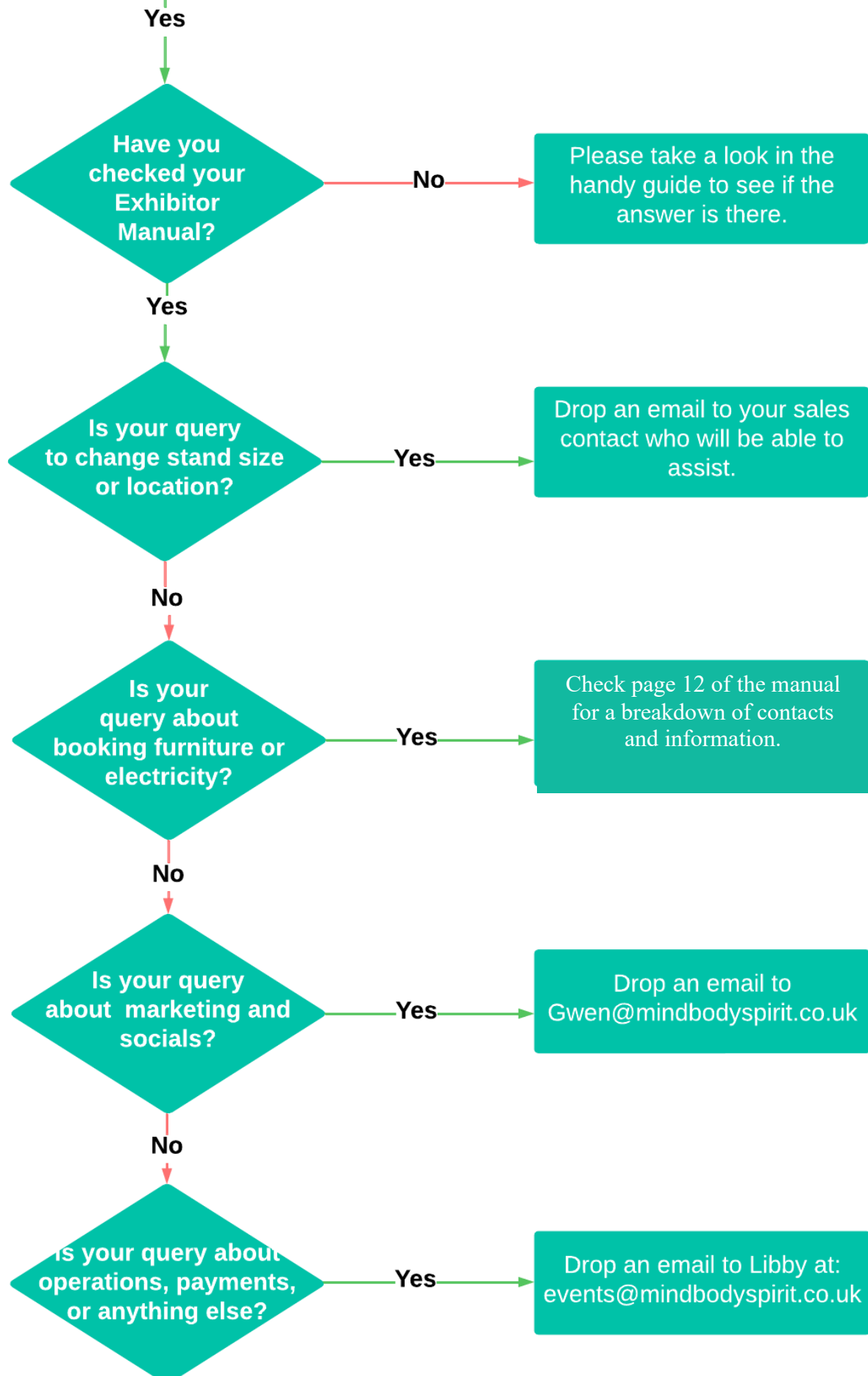
Some of the key risk areas are outlined throughout the guide, but it is vital that:

- 1) Every exhibitor undertakes their own risk assessment for their activities on site. This must be received by **17th April 2026**.
- 2) Every exhibitor must complete the health & safety declaration for by the due date in order to access the site. This states that you have fulfilled your legal obligations. Failure to complete this form could render your company directors liable to prosecution in event of an incident.
- 3) Non shell scheme exhibitors must obtain a separate, suitable and sufficient risk assessment and method statement from their principal contractor.

IMPORTANT CHANGES TO H&S AT EXHIBITIONS: As of April 2015, the Health and Safety Executive have introduced CDM regulations (Construction (Design & Management)) more information on this can be found further on in the manual.

Need some help with a query?

Useful Contacts If You Need Help:



Before the Festival:

Everything you need to do or be aware of in advance of the show will be included in this section. Read carefully so you know the upcoming deadlines and find the answers to most queries.

Understand & Complete Your Health and Safety Information:

Documentation

By the 17th April 2026, every exhibitor must have either completed our handy online H&S declaration <https://share.hsforms.com/1GCLHPKMRMONrOc2fesSTQ2i543>. These help us to identify any risks related to your activities at the festival.

If you have a basic stand setup with no major risks, you will need to outline this via the form or in your own separate documentation. Things to think about include how you will maintain your staff's wellbeing, safe lifting, risks to the public and build-up/breakdown as well as potential trip hazards and any fire risks (e.g. candles and electrics).

The shell scheme used to form the structure of your stand will be erected by Showlite and therefore included in their risk assessment, so no need to include this in your information.

If your stand is more complex, doesn't fit the standard setup, or is being built by an external contractor you will need a separate assessment from your contractor. A separate fire risk assessment will also be required for any custom builds.

These assessments are vital to ensure everyone's safety. The information submitted should be clear and practical, focusing on what you will be doing to avoid or minimise any potential hazards.

Do give as much information as possible so we can prepare accordingly. Actions not included in your risk assessment and deemed a hazard onsite may be stopped.

Materials:

All materials used in the construction of stands, features and displays, including signs and facias, must be:

- Of a suitable nature and quality for the purposes and conditions of their intended use
- Adequately prepared and fixed in order to adequately perform the functions for which they are designed
- Non-combustible, inherently non-flammable or durably flameproof in accordance with BS476-Part 7
- Water-based, where applicable, e.g. adhesives and paint British Standards are the minimum acceptable standards for construction materials. Suitable samples of materials may be submitted to the venue for approval. Materials may be tested on site to ensure that they comply

Water:

Any water installations, such as fountains or tubs must be treated due to the regulations relating to Legionnaires.

Decorations:

When decorating your stand please ensure all materials used are flame-proof or treated with a fire-resistant chemical. Thin materials like wallpaper, not thicker than 1mm, can be used if they are securely attached. Artificial plants and flowers are not allowed because they are flammable and can release toxic fumes. However, silk-type flowers are acceptable if they are fireproof or have been treated to be fire-resistant and are clearly marked as such.

Drapes, Curtains & Hangings:

Drapes, curtains, hangings, etc, must be inherently or durably flame-proofed or treated with a proprietary flame retardant. Test certificates must be available for inspection for any materials intended to be used onsite. Fabrics used for interior stand decoration must be fixed taut and/or in tight pleats (not loosely draped) to a solid backing, secured above floor level and not touching light fittings. Curtains on exit routes should hang 75mm clear of the floor, be parted in the centre and not conceal any exit signs.

Floor Coverings:

We will provide carpet with your stand. Any additional floor coverings (such as rugs) must be secured and maintained so that they do not cause a hazard. Other forms of fixing to the hall floor, such as cable clips, nails and bolts are prohibited.

A charge will be incurred for any fixings not removed by the end of the tenancy period, or any damage caused to the hall floor.

Stop The Drop:

"Stop the Drop" is a safety campaign aimed at preventing objects from falling from heights in various settings, such as exhibitions. The main goal is to raise awareness and implement measures to ensure that tools, equipment, or materials do not pose a risk by falling and potentially injuring people below.

Some key aspects of 'Stop the Drop' are:

- **Awareness and Training:** Educating workers and staff about the dangers of falling objects and how to prevent them through proper handling and storage techniques.
- **Safety Equipment:** Encouraging the use of appropriate safety equipment such as tool lanyards, safety nets, and guardrails to secure items at height.
- **Regular Inspections:** Conducting frequent inspections of work areas, equipment, and storage practices to identify and mitigate potential hazards.
- **Proper Procedures:** Establishing and enforcing protocols for safely moving and securing materials and tools, particularly when working at height.
- **Communication:** Ensuring clear communication among team members about the presence of overhead work and potential falling hazards.
- For more information click [here](#).

Check CDM Regulations:

This is applicable to any exhibitor constructing their stand, such as a custom build and does not apply to stand dressing, poster hanging, placing display cases, moving freestanding furniture etc.

For space only exhibitors who are building their own stand, the follow is completely applicable:

1. **Project Coordination:** You must appoint someone to coordinate all project roles. This responsibility can often be delegated to your stand builder/designer.
2. **Safety Compliance:** Ensure that all construction work meets safety standards and welfare requirements. This role is typically managed by your designer or contractor.
3. **Construction Phase Plan:** A Construction Phase Plan must be prepared and submitted to the MBS team. Your designer or contractor will develop this plan along with necessary Risk Assessments and Method Statements. This plan should outline duty holders, communication methods, site rules, welfare arrangements, and safety controls
4. **Notification:** You must notify the Health and Safety Executive (HSE) if your stand's construction exceeds 500 person days or involves more than 20 workers simultaneously for 30 or more working days.
5. **Define Key Roles:**
 - **Principal Designer:** Oversees the design's compliance with safety rules.
 - **Principal Contractor:** Manages the construction phase, ensuring health and safety measures are in place.
 - **Contractors:** Execute specific tasks under the direction of the Principal Contractor.
6. **Responsibilities:**
 - The Principal Designer ensures safe planning and design, identifies and controls risks, and prepares Health & Safety files.
 - The Principal Contractor plans and manages construction, creates site-specific rules aligned with venue regulations, provides inductions and welfare facilities, and controls site access.
 - Contractors must safely manage their work, coordinate with venue operations, and minimize disruption to neighbouring exhibitors.
7. **Site Rules and Induction:** All personnel onsite, including your team, temporary staff, and contractors, must adhere to site rules set by your Principal Contractor. This includes understanding procedures for construction phases, method statements, risk assessments, accidents, and incidents.
8. **Children under 16 are not allowed in the hall during build-up & breakdown**

Get Insurance:

As an exhibitor, it's important to have your own insurance policy to cover your legal liability to the public for any negligence. For this exhibition, you need public liability insurance with a minimum coverage limit of £5,000,000. If you already have a policy for your business, it might include this, or you could extend your cover. Contact your current insurer first to check. If you don't have the required coverage, you can purchase insurance from a variety of providers. A couple of providers are listed below, you are under no obligation to use these specific companies, and we are not endorsing them:

Event Insurance Services Ltd

Website: www.events-insurance.co.uk

Hiscox Event Assured UK

Website: Hiscox Event Insurance

If your business is based outside the UK, we strongly recommend speaking with insurance providers in your home country to arrange appropriate international cover. This will ensure your policy is valid for working in the UK and meets the required level of public liability insurance for the event. Please note that we are unable to arrange insurance on your behalf. Please ensure to allow plenty of time to obtain coverage. If your company is based abroad, you will need to contact providers in your country.

Submit Information for a Special Treatments License:

If you are planning to perform any invasive treatment on your stand, please inform us at the time of booking and read guidance to ensure you are following appropriate procedures. Please email events@mindbodyspirit.co.uk immediately to discuss your offering.

Treatments include invasive treatments, such as skin piercing, acupuncture, tattooing, electrolysis, cosmetic piercing, micro-pigmentation, Botox and non-invasive, hands-on treatments, such as massage, reflexology, manicures and pedicures.

Olympia will also require copies of your documentation, including details of public liability insurance cover for each person, qualifications and a risk assessment at least 45 days before the show. If not received before then, you may not be able to perform the treatments at the festival. The local council for Olympia is the Royal Borough of Kensington and Chelsea <https://www.rbkc.gov.uk/licensing>

Food & Drink Concessions & Sampling

All catering onsite is managed by Olympia. Hospitality supplies for onsite consumption must be obtained from the venue and can be booked here: <https://host-olympia.london/events/mind-body-spirit-festival-1>

All exhibitors selling food or drink to be consumed onsite will be liable for a concession fee to be paid to the venue. Please inform us as soon as possible if you wish to sell food and drink onsite. Please note that any concession fees incurred are the sole responsibility of the exhibitor.

If you wish to sample onsite, please get in touch with the team ASAP so we can discuss possibilities, costs and required documentation.

Please note sample sizes must not be larger than: 50ml Soft Drink & Bite Size Portions of food.

Arrange Performing Rights:

If you plan to play pre-recorded music at your event, you will need to apply for Phonographic Performance Ltd (PPL) and Performing Rights Society (PRS) licenses. Individual exhibitors cannot apply for these licenses directly. Instead, we will submit a list of stands requiring licenses, so please let us know if you need this. To gather more information from the source, you can contact:

- Phonographic Performance Ltd Performing Rights Society. Phone: 020 7534 1000

Additionally, if you wish to play music or videos in the halls, you must apply for the appropriate license from Video Performance Ltd. For further details, please contact:

- Video Performance Ltd. Phone: 020 7534 1400

You will also need sign off from the MBS team at least four weeks prior to the festival, with levels limited to an appropriate volume that doesn't disturb your neighbours.

Book Electricity & Furniture

If you need electricity, lighting, graphics, or furniture, please place your order through our official contractor, Showlite. They now offer an expanded range of options, including lockable counters, graphic boards, showcases, shelving, and doors to help you create a standout stand.

How to Order

To browse the brochure and place your order, simply visit Showlite's booking portal [\[click here\]](#). Please use Google Chrome for the best experience.

Here's a step-by-step guide to get started:

1. Create an account by entering your company name, email address, and stand number (found on your contract and the exhibitor hub).
2. Input your details, company address, and stand size (also listed on your contract).
3. If you're not using your own contractor, choose shell scheme as your build type.
4. Once submitted, you'll receive a verification email to confirm your sign-up. Follow the link in the email to set your password.
5. After logging in, you'll gain access to the show information and exhibitor shop.

If you have done a festival with us before and the link is taking you to the previous event portal please copy and paste the link information into a private/incognito tab on your browser.

Whilst we'll always do our best to support your set-up, anything relating to Showlite does need to be handled directly with their team. We're unable to extend their deadlines, adjust prices, or resolve technical issues with their portal, so it's always quickest to go straight to them for any queries.

NB: You can furnish your own stand if you do not wish to hire it, however all items will need to be appropriately fire treated.

The Sign-Up Process:

Welcome to  showlite

MINDBODYSPIRIT FESTIVAL
OLYMPIALONDON
23 MAY – 26 MAY 2025

 Mind, Body and Spirit Festival...

1 Add Credentials — 2 Provide Details

Company Name *

Email *

Stand number *

[Sign In](#) [NEXT →](#)

Provide Details

✓ Add Credentials — 2 Provide Details

First name * Last name *

Registered address

Post Code Contact phone number

Build Type *

Stand size

Stand Width (m) * Stand Depth (m) *

Area (m²) * Wall length (optional)

☐ Irregular

Where to Go Once you Have Logged in:

Click for booking information

Mind, Body and Spirit Festival 2025

MINDBODYSPIRIT FESTIVAL OLYMPIALONDON

Libby Goult Exhibitor LG

MBS

Filter by Supplier, Category and Colour

Floor Coverings

Anthracite Cord Carpet
SHOWLITE LTD (Floor Covering)
£13.10

Apple Stage Floor Vinyl
SHOWLITE LTD (Floor Covering)
£21.84

Apple Uni Velour Carpet
SHOWLITE LTD (Floor Covering)
£21.84

[SHOW MORE](#)

Click to access the full catalogue, complete with prices

Click to see more items in that category

If you'd like to talk through your needs with the Showlite team, please call: 01264 365550

Order Deadlines and Pricing

Please note that the timing of your order impacts the price!

Power: ssmith@showlite.co.uk

- Discount Rate: Orders placed before 24/04/2026
- Standard Rate: Orders placed between 24/04/2026 – 18/05/2026
- Surcharge Site Rate: Orders placed from 19/05/2026 and onsite

You're welcome to use small battery packs or USB-powered items on your stand, things like phone charging banks or fairy lights are fine. However, anything that uses a standard plug socket is classed as mains power and must be ordered through the official contractor. Please don't bring large battery packs with plug sockets (often known as power stations or power banks with AC outlets), as these are considered a fire risk, are not permitted in the halls and will be taken away.

Furniture: furniture@showlite.co.uk

A 20% surcharge applies to orders placed after 24/04/2026.

Carpet, Graphics & Extras: exhibitorsales@showlite.co.uk

Early Bird Discount: Orders placed before 24/04/2026

Useful Information and Top Tips:

- Power will go off 30 minutes after the show closes each day, so if you require items such as a fridge, you need to ensure you order a 24-hour supply.
- Although there is general hall lighting, consider if your stand could benefit from having its own lights to showcase your products. These could be battery operated to save electric costs.
- The power requirements of an exhibition stand depend on exactly the type and amount of equipment you plan to use. Please discuss your electrical needs with Showlite (ssmith@showlite.com). Failure to order the correct supply results in power failure for yourself and other exhibitors.
- If you have items that don't need mains power, such as phones and card machines, you may bring USB power banks as an alternative!

What size socket do I need?

500w (2 amp)

- Lighting up to 500w
- Laptop
- Tablet
- PDQ machine
- Computer
- TV
- Small fridge
- Mobile phone charger



1kw - 1000w (5 amp)

- Lighting up to 1kw (1000w)
- Small travel kettle
- Small domestic microwave

2kw - 2000w (10 amp)

- NO lighting is to be plugged into a 2kw socket
- Microwave
- Freezer
- Small coffee machine
- Small vacuum cleaner

3kw - 3000w (13 amp)

- NO lighting is to be plugged into a 3kw socket
- Vacuum cleaner
- Jug kettle
- Catering coffee machines
- Coffee urn
- Freezer /commercial freezer
- Irons

Plan ahead! You will not have access to power onsite unless it is booked, adding this onsite is not always possible and will be far more expensive!

Book Internet and Connectivity

eForce is the provider of Internet and telecoms services at Olympia London. If you need an Internet connection, telephone or ISDN line, laptop or Internet kiosk, please visit: <https://olympialondon.ungerboeck.net/PROD/app85.cshtml?aat=4a6e52577a32757a6f78434f2b414b49394e6f586f5579615973346b3933736239366747585a6e6f4852303d> to complete the booking.

To get the best rate book your IT requirements by the 20th of April, prices increase after this date, and a surplus onsite fee will be charged for bookings after the 19th of May.

Arrange Onsite Payments: Alternatives to PDQ Machines

Mobile card readers are a flexible option for processing payments, pairing with a smartphone or tablet via Bluetooth. This setup turns your device into a chip & PIN machine, using its 3G or 4G data connection. Perfect for pop-up stores and stalls, these readers can be taken anywhere. Here are some popular options:

	iZettle/ <i>Paypal</i>	SumUp
How It Works	Uses a smartphone app, functioning on a pay-as-you-go model.	Uses a smartphone app; enter the amount, and process like a PDQ.
Advantages:	Accepts chip, swipe, and contactless payments from all major credit cards, plus Samsung Pay, Apple Pay, and Android Pay. Supports a wide range of cards: Visa, MasterCard, Visa Electron, Maestro, and American Express. No monthly fees; transaction fee decreases with increased usage.	Online dashboard for accounting and business decisions, with sales data exportable to Excel. No fixed monthly fees or minimum transaction volumes. Accepts all common payment types: contactless, magnetic strip, Apple Pay, Android Pay, and chip and PIN.
Disadvantages:	Extra cost for a receipt printer	Additional cost for compatible receipt printers.
Cost:	Card reader: £29 (one-time fee) Plans: Go - free or Go Plus-£20/month Transaction Fees: 1.75% per card transaction and 2.5% per invoice	Card reader from £25 + VAT Only pay transaction fees: 1.69% on transactions
Learn More:	iZettle Card Readers	SumUp Card Readers

Please note that a dedicated Wi-Fi connection will ensure stable usage of devices, so consider this when planning, venue free internet may not be enough.

Book Your Unloading Slot on Voyage Control

All vehicles unloading, whether cars or lorries, need to register on the booking in system by visiting <https://olympialondon.voyagecontrol.com>

The portal for booking your slots will go live from the 25th of April. This is a quick and easy process:

- If you have not used the system before, press the 'sign up' button at the top right corner of your screen.
- Select the event and type of vehicle.
- The system will then automatically allocate the best available time slot for the specified vehicle type. The time slot can be changed if inconvenient.
- You can then print a vehicle pass directly from the system.
- **YOU MUST HAVE A VEHICLE BOOKING BEFORE TRYING TO ACCESS THE SITE**

You do not need to know the vehicle registration to book your slot, this can be added when you know the details. Slots will book up quickly so to secure the time you want, get it locked in early!

Arrange Your Courier Deliveries:

Deliveries and collections can be booked at the same time. Exhibitors can either book on behalf of their stand contractors or email the link to the contractor for them to book their own time slot. The contractor will need the stand name and number when they make their booking. This again is all through Voyage Control.

Any deliveries to your stand on show open days must be completed and your vehicle removed from the loading areas no later than half an hour before the show opening time. The venue will not allow the show to open if vehicles are blocking fire exit routes and trolleys are not permitted on the exhibition floor during open hours in consideration of public safety.

If you are expecting goods to be delivered by courier, please ensure that they are aware of the dates of the show and hall opening times. Deliveries made before the show is in tenancy will not be accepted by the venue.

The venue address for couriers is:

Stand number

Mind Body Spirit

National Hall

Gate H

Olympia Exhibition Centre

London W14 8UX

Prepare for the Build:

- How are you getting to site?
- Have you booked your unloading slot?
- Have you got your high vis jackets ready for offloading?
- How much stock are you going to need; do you have a plan if you run out?
- What are you going to do with any rubbish? You cannot leave this at the venue or you will be charged an additional fee for wastage and cleaning
- Can you carry the items from your vehicle? There are no trolleys onsite so bring one with you if you need it!
- Are you building things? Do you have the right tools? Is your Risk Assessment prepared to cover these activities?
- Will your equipment need access to electricity? If so, book it!
- Have you got the furniture you need? Are you bringing it with you, or have you ordered it with Showlite?
- How are you going to lay out your stand? Does it all fit inside the footprint of the space you have booked? You cannot keep things in aisles
- Where are you storing any extra stock? Need onsite storage? Email: events@mindbodyspirit.co.uk
- Do you need internet access for payment terminals or collecting customer data? If so, book it!

Plan Your Marketing:

Even though the festival has been a regular fixture for many years we continue to work hard to ensure we deliver a quality and engaged audience. We achieve this with a multi-channel marketing strategy that includes both digital and physical advertisements, focusing on the core visitor profile through strategic partnerships and advertisements.

This includes but is not limited to:

- Brand ambassador marketing through our exhibitors and key presenters reaching millions of social media followers.
- Email marketing to our 55k+ mailing list and additional affiliate partner lists.
- Paid social media adverts to our 75k+ followers and specifically targeted interest groups. Press and print that spans all medias from national lifestyle magazines and daily newspapers to specialist publications and top end women's monthly magazines.
- Third party ticket sellers.
- Working with presenters and exhibitors to create content-based marketing through our partner's channels.

Social Media:

We would love to share your stories with our community via our social channels. The best way to engage our audience is to provide content that is of value to them. For example, if you sell crystals then a video showcasing 'how to use crystals for healing' or 'how to properly wash them' will work much better than 'buy my crystals' Or you could share your brand story, explain your journey, how are you different to big brands? Providing this style of content gives you a chance to put your brand in front of our audience prior to the festival.

Follow the Festival on our social channels below and tag us in all your pre festival content for the chance to be shared across our channels.

Please note that not all tagged content can be shared.

Instagram | @mbswellbeing Facebook | @mindbodyspiritfestival
LinkedIn <https://www.linkedin.com/company/mind-body-spirit-festival/>
TikTok <https://www.tiktok.com/@mbswellbeing>
YouTube <https://www.youtube.com/@mbsfestivalwellbeing>

If you have any further questions, please email social@mindbodyspirit.co.uk

Earn 25% Back on Your Ticket Sales:

We want to give you an easy way to earn uncapped ££ as part of our new affiliate scheme. You could earn a minimum of £4.50 per ticket sold via your unique tracking link just by including it on your website and marketing comms! If you're interested, please fill in this [form](#) and someone will be in touch early to organise the details.

Competitions:

We run competitions on our social channels throughout the year.

If you'd like to be considered, please fill out the form below and we'll be in touch.

<https://mbsfestival.typeform.com/to/Po7KsIIv> This is free to be part of however you must have strong product imagery and be able to distribute the prize to be considered.

Newsletters & Promocodes

Share that you are attending the event with our banners on your socials and newsletters. All visitors on your lists get a special 25% off standard one day entrance tickets to the festival with promocode: JOIN-US-25 or share this link:

www.eventbrite.co.uk/e/1383721220419/?discount=JOIN-US-25

It doesn't matter how big your reach is, if every exhibitor post is seen by 1,000 people, the combined reach would be a huge 250,000 of engaged potential visitors. We estimate our exhibitor family has a reach of over 2,000,000. If you have further questions or an idea you'd like run by us, please contact our Marketing Manager Gwen Holmes gwen@mindbodyspirit.co.uk

Be Aware of Marketing Scams

Each year, exhibitors report being contacted by marketing companies trying to sell bogus MBS 'lists' or 'advertisements'. These are scams, so please do not engage. We do not sell our database, lists, or adverts, and we are not affiliated with these organisations in any way. For your peace of mind, you can see our official team here: [Meet Our Team](#).

If you receive any suspicious calls or emails, please forward them to info@mindbodyspirit.co.uk.

The Association of Event Organisers (AEO) has also created an informative [video](#) on this issue to help you recognise and avoid these scams. Stay vigilant, and let's work together to keep your experience safe and enjoyable.

Check Your Stand Size and Information

The size of your stand and stand number can be double checked on your contract, make sure you know this information!

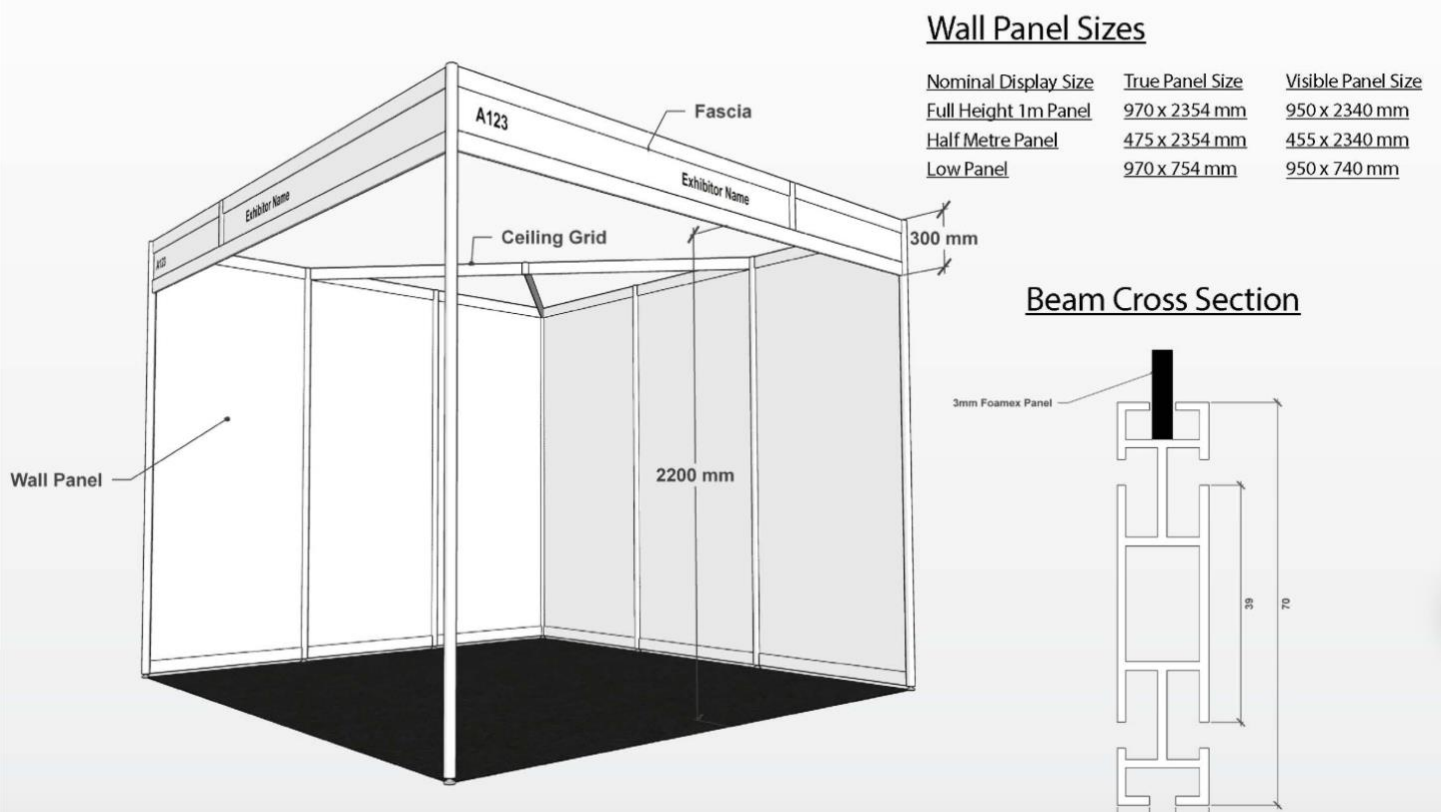
If you have booked a corner stand your area will be open on two sides, if not, it will be open on one (two side walls and a back wall). Keeping this in mind, think how you will lay out your stand and display your items.

We will provide a name board at the top of your stand. The name that will be displayed on the fascia is the name you nominated on your application and contract for space. If what you want displayed changes, please let us know by the 1st May 2026.

Please note that damage to the walls will be charged. If you require shelving, please contact Showlite to make special arrangements for a ladderax system to be attached to your stand.

The hall will be carpeted, and any leftover exhibition carpet is re-used or recycled.

shell scheme specification



Add your Information to Our Website:

In the build-up to the festival, we receive a huge amount of traffic to the website and visitors are very keen to plan ahead and see who is going to be at the festival. Make sure you complete your online listing and include:

- Clear list of the types of products and/or services you offer
- Your logo or a product image
- Links to your website and socials
- Any show promotions you might be offering.

To do this, you will receive an email with your log in information to our Exhibitor Hub, sign in and add your details! You will receive your log in by the 25th February, or if you book with us after this date, your details will be sent within one week of signing your contract.

Check You Have Your Tickets:

Exhibitor Passes:

Your exhibitor passes, for access to the Build, Live Days and Breakdown will be sent to you automatically, as e-tickets, directly from Eventbrite – no need to do anything! You will receive one pass for every square meter of your stand, for example a 2mx2m (4sqm) stand would receive four passes.

Your digital exhibitor e-tickets will then need to be exchanged for a wristband at the festival, for people arriving during build/break, this will be done at the welcome desk by the sales team, for anyone arriving during the three live days, they should head to the desk at the Info Point. Wristbands are for the entire durations of the festival so ensure all staff keep them on.

If you require additional passes or passes for staff who are only working for one day (for example volunteers working for a day during public hours of operation), please email: events@mindbodyspirit.co.uk.

Tickets will be sent by the 15th of May, so check in at info@mindbodyspirit.co.uk if you haven't received yours after this date.

Complimentary Guest Passes:

Exhibitors can take advance of 10 complimentary one day entrance tickets. To claim yours, head to: www.eventbrite.co.uk/e/1383721220419/?discount=EXHIBITOR-FAM
Or use the code: EXHIBITOR-FAM

Each guest will need to be sent their ticket in advance. You can either use their email address when checking out, to send the ticket directly or, redeem all ten of your tickets and email each of your guest the e-ticket. If you do this, please ensure each guest is sent a different ticket, every barcode is unique and therefore once it has been scanned, it will not be able to be used again. This code is for select guest and not to be shared to your audience. Please head to page 18 for a promo code which can be shared publicly. Misuse of the complimentary tickets will result in the code being deactivated and tickets cancelled.

Time for the Festival:

Getting Here:

By Train & Tube

Olympia London is the only venue in London with a dedicated Rail Station – Kensington (Olympia). It's served by the London Underground and national rail networks. A further five Underground lines are connected; only a short walk away, so everyone can arrive together. You can arrive to Olympia London easily via:

- London Overground
- Central Line
- Circle Line
- District Line
- Piccadilly Line
- Hammersmith & City Line

For a more comprehensive guide and detailed direction please visit www.olympia.london/visiting/getting-here

By Bus/Coach

Regular local buses all stop within very short walking distance of the venue. Bus Services: 9, 23, N23, 27, N27, 28, N28, 49, 391, N9

National Express Coaches offer round the clock services into the center of London. There are over 1,000 departure points in the UK. You will arrive at London Victoria Coach station. Then simply hop on the District Line to West Brompton and Kensington Olympia is one stop away on the London Overground. For more information call 08750 80 80 80.

By Car

Postcode | W14 8UX

To book parking please visit: <https://parking.olympia.london/OlympiaBooking>

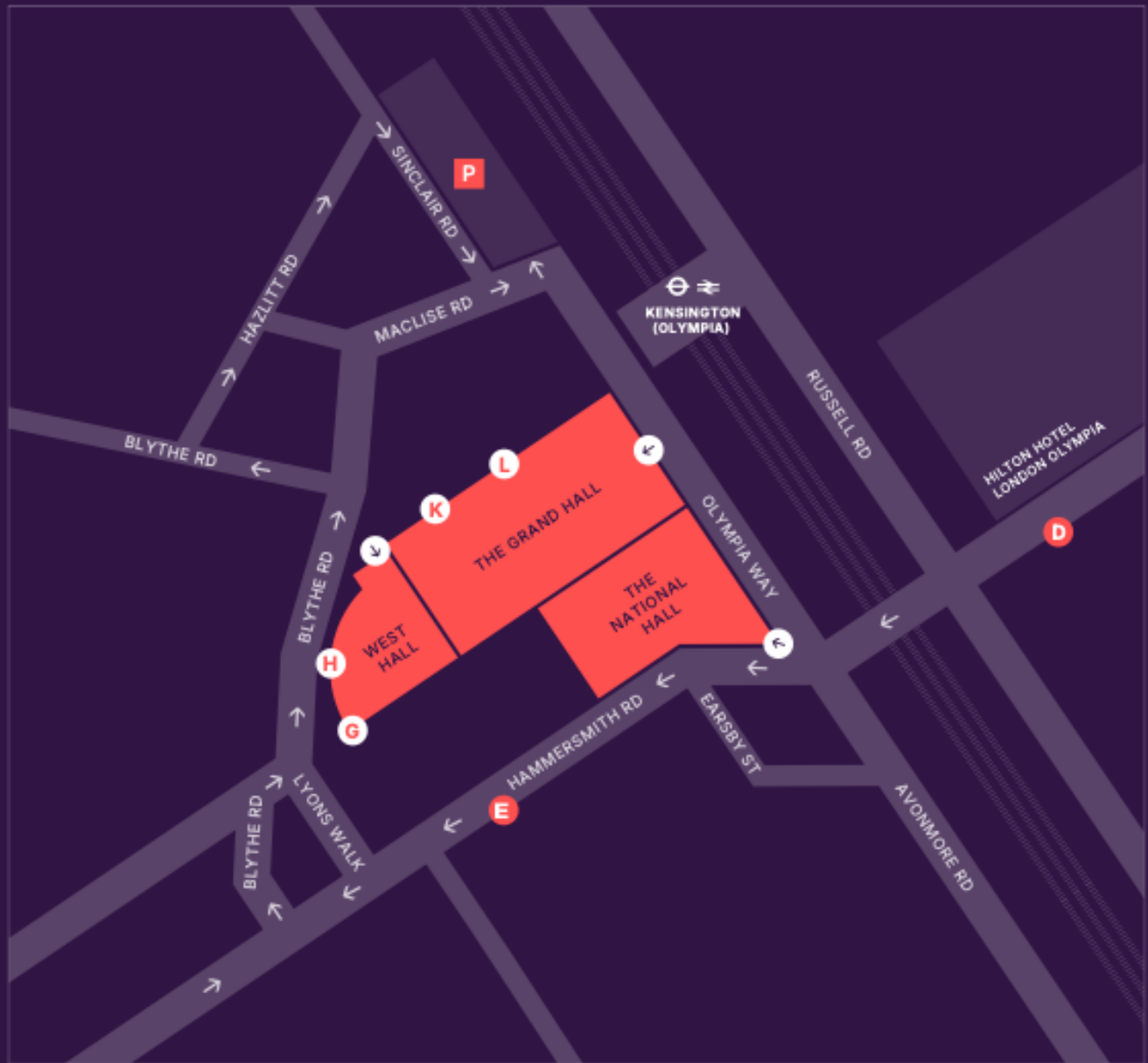
For a more comprehensive guide and detailed direction please visit www.olympia.london/visiting/getting-here

Since some refurbishments have occurred at Olympia disabled parking is located within the Motorail car park on a first come, first served basis.

The car parks are open from 07:00 until one hour after the building closes (or one hour after the event closes on open days).

EVENT PARKING ACCESS

OLYMPIA



P CAR PARK

GATES

ENTRANCE

BUS STOP

KENSINGTON OLYMPIA STATION:

LONDON OVERGROUND

DISTRICT LINE

NATIONAL RAIL

EVENT OFFSITE PARKING

OLYMPIA



KEY TO PARKING

P4 Olympia Motorail	P8 Kensington Hilton	P12 Royal Garden Hotel	P16 King's Mall
P5 Hilton London Olympia	P9 Broadwood Terrace	P13 Young Street	P18 Kensington Close
P6 West 12 Shopping Centre	P10 Kensington Town Hall	P14 Hammersmith Grove	P17 Copthorne Tara Hotel
P7 Westfield	P11 Hammersmith Novotel		

IT'S QUICKER AND EASIER TO TRAVEL TO OLYMPIA VIA PUBLIC TRANSPORT

OVERGROUND & TUBE

Kensington (Olympia) is on the London Overground network. It's one stop from Shepherd's Bush (Central line) or West Brompton (District line). The venue is next to the station. There are also direct services to Willesden Junction, Clapham Junction and Gatwick Airport.

BUS

Hammersmith Road: 9, 23, 27, 28, N9, N27
Holland Road: 49
North End Road: 391

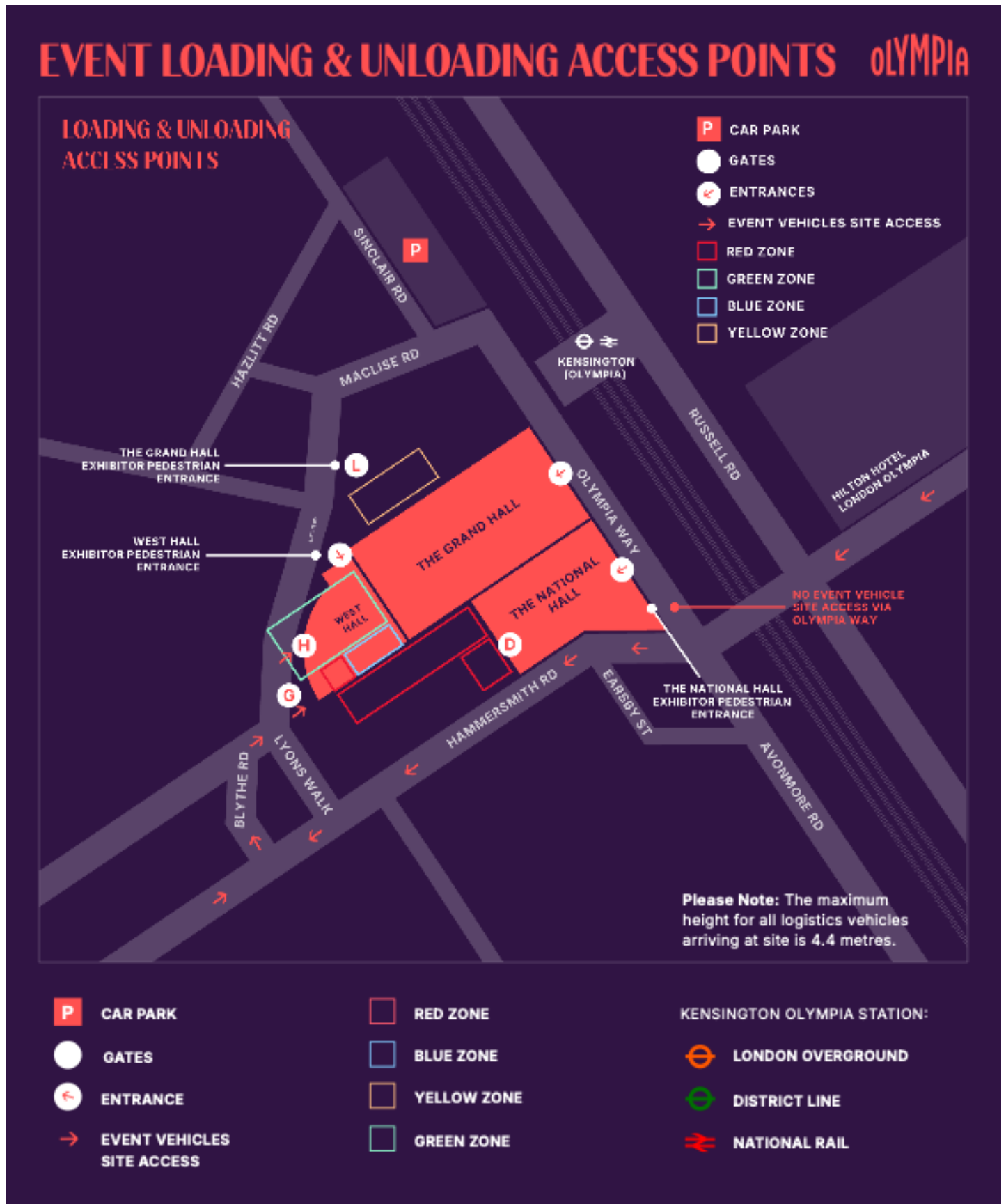
PARKING

If you do travel by car we advise that you pre-book online to guarantee a space.

Build-Up

Pass Process:

Ensure to prebook your offload time to obtain an Event Delivery Pass in advance using the online system: called Voyage Control by clicking [here](#). Voyage Control will be available to book from the 25th of April. Display your pass on your dashboard, **no pass, no entry**.



For help and guidance on using Voyage Control a full info guide can be found [here](#).

Entry will be via the new Red Zone which is located on the West side of the hall. You will enter via H Gate on Blythe Road instead of Oly Way. Exhibitors can still arrive on foot.

Children under 16 are not allowed in the hall during build-up & breakdown

Offloading Area:

You must wear high visibility clothing and sturdy closed toe footwear in the offloading areas. Park in an orderly manner and follow the traffic team's direction. Report any safety concerns to the nearest traffic or security officer.

Setting Up Your Stand:

Check your name plate at the top of your stand when you arrive, it will show your stand name and stand number in black lettering on a white name board.

When you arrive, your shell scheme and carpet will be all set up. Power and furniture will be delivered directly to your stand by our contractors.

If you are displaying things on the shell scheme walls, posters and literature must be attached by velcro tabs only, see the welcome team to get some.

Under no circumstances should anything be stuck, nailed, pinned or screwed to the walls. Please note that damage to the walls will be charged.

The boundaries of the stand are delineated by the shell scheme construction and do not include any aisle space whatsoever. Displays must not be placed anywhere other than within the perimeter of your stand. Canvassing of visitors is not permitted beyond the perimeter of each exhibitor's stand such as in the aisles or entrance hall. You must not block the front of a neighbouring stand with your displays nor arrange your stand in such a manner as to cause the public to block the aisle in front of it, or any adjacent stand.

Limited storage space is available. Please contact the events team for more information.

Stand Cleaning

Your stand will be vacuumed each day, and small amounts of rubbish will be removed, but exhibits will not be cleaned. All waste, except small quantities of litter, produced by your stand must be removed from the venue at the end of the event. A charge will be made for disposal of any large items, such as boxes of literature, stock and stand fitting materials.

Exhibitors are required to order waste bins in advance via the Olympia Cleaning Webshop – [Exhibitor Service Centre/ Cleaning and Waste Management | Exhibiting | Olympia](#).

Available bin options (all 1100L Euro Bins):

- Cardboard Waste Bin
- Plastic Waste Bin
- Mixed Waste Bin

Each bin holds approximately 15–18 standard clear plastic bags or 15–20 cardboard boxes (depending on size).

In addition to the large 1110L bins for smaller stands (e.g., 2m x 2m Shell Scheme), Olympia have introduced 60L clear plastic bags (equivalent to a standard household bin bag). These are intended to support stands that generate lower levels of waste. Each plastic bag will be clearly labelled with: Stand Number + An initial to indicate the type of waste so they can be reviewed on collection:

- P = Plastic
- C = Cardboard
- MW = Mixed Waste

Important Information:

- All waste services must be pre-ordered where possible. The Webshop will close 24 hours before build begins.
- Olympia provides stand waste removal only. Bins are not placed on stands; the Olympia team will collect rubbish from your stand.
- Please ensure waste is clearly separated, flat packed where possible, and left in the instructed collection area.
- For large volumes of waste (e.g., stand-building materials), please contact the Cleaning Services Team: cleaningservices@olympia.london.

Waste Removal Pricing

Waste Type	Size	Price (ex VAT)
Plastic Waste	1100L bin	£120
Plastic Waste	60L bag	£10
Cardboard Waste	1100L bin	£20
Cardboard Waste	60L bag	£5
Mixed Waste	1100L bin	£150
Mixed Waste	60L bag	£15
Food Waste	240L bin	£30
Bottle Recycling	240L bin	£20
Specialist Waste	–	Price on request

Breakdown:

Breakdown occurs at the end of the final day of the event when exhibitors dismantle their stands and remove their products. This is a very busy time as everyone is eager to pack up and head home. To keep the process smooth and safe, several control measures are in place.

Key Points to Remember:

Book your slot on Voyage Control, you will not be permitted access without a pass.

After the event closes, there will be a delay before vehicles are allowed to the rear of the halls. This ensures all visitors have left the premises.

Every event breakdown is different, so be patient and follow the guidance provided.

Breakdown Procedures:

You will receive a breakdown notification on your stand over the show weekend with information on the process of loading out on Monday evening. Follow the guidance provided to load your items safely and efficiently. Children under 16 are not allowed in the hall during build-up & breakdown

Staying Safe

UK Threat Level – SUBSTANTIAL

Security is Everybody's Responsibility Help us to keep the venue safe and secure. Look out for any suspicious activity wherever you are. Keep your eyes and ears open. Challenge strangers in your areas or report them to security immediately. Report any suspicions no matter how small; Security would rather investigate false alarms than miss something.

It's essential for everyone involved in the exhibition to work in a safe and secure environment.

Adhering to the guidelines and rules below will help ensure a pleasant experience for all.

- Unattended Bags and Packages: Regularly inspect your exhibitor area for any unattended packages, cases, or bags. Check your stand each morning before the show opens.
- Know the nearest fire extinguisher and nearest emergency exits
- Make sure all electrical appliances are switched off each night or if there's an evacuation.
- Carry Your Wristband at all times. Keep your official identification pass with you throughout build-up, open, and breakdown periods to avoid delays.
- Stay vigilant and report any suspicious activity to security immediately.
- If you notice anything unusual, trust your instincts and contact security

Suspicious Packages:

What you should do if you find a suspicious package: HOT Principles	
Is the Package H.O.T? • Hidden? • Obviously Suspicious? • Typical for its surrounding? Ask those around you if they know who the package belongs to or if they saw someone leaving it there. Never touch a suspicious item in any way	Ask anyone within the immediate area of the package to move away without causing alarm Give the security staff as much information as possible Assist the security staff if requested to do so
DO NOT cause panic or alarm, be polite and professional.	

Search (“Staff Call 100”)

In the event of a bomb threat, you will hear the announcement (or receive the telephone call) as follows:

“ATTENTION PLEASE. ATTENTION PLEASE. STAFF CALL 100”

Do not leave the building. Inform your colleagues, and then assist in searching for suspicious objects in your work area. If you find a suspicious object, do NOT touch or move it. Clear the area of people calmly. Report to Control on 020 7598 2666 (internal 2666) giving the exact location of the object. Please do not cause undue concern to visitors at this stage.

If you receive a bomb threat directly on the stand, please obtain as many details as possible and then inform Control on 020 7598 2666 (internal 2666).

Fire

If you discover a fire, or a fire is reported to you, operate the nearest fire alarm call point FIRST, then inform Control on 020 7598 2666 (internal 2666).

Evacuation Procedures

If evacuation is necessary, you will hear the following announcement:

“ATTENTION PLEASE. ATTENTION PLEASE. HERE IS AN IMPORTANT ANNOUNCEMENT. IT IS NECESSARY TO ASK EVERYONE TO LEAVE THE BUILDING. PLEASE MAKE YOUR WAY CALMLY TO THE NEAREST EXIT.”

Stand Down

The signal for a return to work is made by the cancellation of emergency procedures. The search procedure is cancelled by the announcement:

“ATTENTION PLEASE. ATTENTION PLEASE. STAFF CALL 100 IS CANCELLED.”

Medical Emergencies

All medical emergencies, including requests for ambulances should be reported to the venue’s Control Room immediately on 020 7598 2666 (internal 2666). Please do not call the emergency services directly, as this could waste vital time and result in inaccurate location and medical information being communicated to ambulance crews.

Olympia Events provides first aid assistance, which can be requested via the telephone number above. There are also emergency telephones outside the venue’s first aid room, located in Olympia Grand, and in Olympia National at the shutter adjacent to the Grand, both with a direct link to the Control Room.

General Safety Tips

- Keep an Eye on Your Stand
- Plan a staff rota for managing your stand during breaks.
- Monitor visitors to your stand and report any suspicious behaviour to security.
- Keep smartphones and tablets secure to prevent theft.
- Consider hiring additional security if you have high risk items
- Secure high-value items with appropriate locking devices.
- Use non-generic locks for cupboards and storage units to enhance security.
- Safeguard cash at all times, including during breakdown.
- Do not leave cash boxes unattended.
- Display a sign if you don't want photos taken of your stand or products.
- Report any concerns about theft or copying to security immediately.

Security

Security is provided for the show from 08:00 Thursday 21 May 2026. Please do not arrange for goods to be delivered to the hall before this time. Please assist us by always wearing your exhibitor pass. Entry to the hall will not be permitted without a pass.

Please take account of the following security advice from the venue:

- Contact the exhibition security company for advice on how to secure the items on your stand. There may be an overnight secure store for valuable items.
- Take home any valuable items each night if there are no secure storage facilities on site.
- Do not leave your stand unattended at any time during build-up, the open period, or the get-out of the show. Do not leave the hall until all visitors have gone each evening.
- Do not position desirable items at the front of your stand, where you may not be able to keep an eye on them.
- Ensure you have enough staff, so that the stand is not vulnerable to thieves and do not ask a neighbouring exhibitor to watch over your stand while you go for a break. They may become busy and not be able to keep an eye on your stand.
- Remove all portable or valuable items from the stand on the evening the show closes. Do not leave them until the following day for collection.
- Arrive in time for the show. Ensure your stand is staffed at least 15 minutes before show open time each day, but remember that the hall is open from 0900 hours.
- Use a lockable cabinet to store your personal possessions during the show open hours. You should be able to hire one from Showlite.
- Use a night sheet. If you have a shell scheme stand, you should be able to hire one from the stand fitting company.
- If you are a victim of theft, please report it immediately to the show security company.

Frequently Asked Questions

What comes with the stand, is furniture or electricity provided?

- The stand is, shell scheme and fully carpeted in the show's choice of colour.
- Furniture and electricity are not provided; you can either bring your own decorations and furniture or hire them. Please note, you will not have access to electricity unless you book it – the hall does not have public sockets.

When can I breakdown the stand?

- You can build your stand on Thursday 21st May from 10:00–18:30 and breakdown your stand from 18:00 to 22:00 on Monday 25th May,

Is there car parking provided?

- All car parking is chargeable at Olympia. Please visit <https://www.olympia.co.uk/visiting/parking> for more details and to pre-book.

I have an over height vehicle, where can I park?

- Vans and Lorries can book a parking space in the Motorail which has a height restriction of 4m. If this is changed, we will advise closer to the show.

Do I need insurance cover for the event and if so where do I get it from?

- Yes, you will need £5,000,000 Public Liability Insurance to exhibit at the Olympia. Firstly, check your existing insurance policy as it may already cover it. If not, you will require insurance in order to take part in this event.

I have quite a lot of products/shelving on my stand is it ok to build into the aisles?

- All components and parts of your stand must be contained within your designated shell scheme stand area and you cannot build into the aisles due to health and safety regulations.
- We also ask all exhibitors to be mindful of each other and not obstruct/block neighbouring exhibitors by having too many staff in the aisle or encroach on fellow exhibitors' stand space.
- As per the eGuide Emergency Gangways must be kept clear.

Can you recommend any local hotels?

- There are various hotels in different price brackets around Olympia, and the surrounding area. We would recommend booking early to get the best prices and before all hotels are booked.

Where do I get my exhibitors passes from and how many can I have?

- Your exhibitor e-tickets will be emailed to you by the 15th May. Both Exhibitor and Guest passes are issued through Eventbrite. The exhibitor passes will need to be exchanged for a wristband at the festival.
- All passes are given in relation to the size of the stand and staff needed to man them. This is calculated on a square meter-age system.
- All passes must be worn by staff working on the stand only.

How do I secure my posters and banners?

- We supply, on build up day, strong double-sided velcro free of charge on the exhibitor arrival desk.

Can I leave my products on my stand at night?

- Yes you can. However, your products are left at your own risk, hence we advise you to check with your insurance policy for suitable cover. We take all the measures we can in providing you with a safe and secure venue, with 24-hour security guards in place. If you would like a lockable cover, you can hire these through our contractors Showlite.

Site Rules

Working at Olympia London

- All accidents, incidents, near misses, and dangerous occurrences must be reported immediately to your Event Manager.
- Olympia London investigates all reported incidents. Event organisers must ensure that they notify Olympia London of any incidents promptly.
- Unsafe or dangerous work will be stopped immediately until resolved to Olympia London's satisfaction.
- First aid assistance is available in the first aid room in Olympia Grand.
- For emergencies, contact the Control Room on 020 7598 2666 or extension 2666.

Access to Olympia London Premises

- Controlled access is managed by event organisers. Only authorised personnel with contractor or exhibitor passes may enter the halls. Passes must be worn and visible at all times.
- Venue Event Management and Health & Safety Teams have unrestricted access to all event areas.
- All Olympia staff have undergone a health and safety induction. Contractors and exhibitors must adhere to the event organiser's induction policies.
- Contractors may only work within authorised areas. Access to restricted zones, such as roof areas, requires prior approval from the Event Manager and adherence to additional induction procedures.

Vehicle Access and Movement

- Vehicle access to halls must be approved by the Venue Event Manager or Principal Contractor. All vehicles must comply with venue-specific traffic rules, including speed limits and designated parking areas.
- Vehicle marshalling areas around Olympia are controlled by traffic staff. Pedestrians must use designated walkways, and vehicles must give priority to pedestrians inside the halls.
- High visibility vests must be worn during vehicle loading/unloading in loading bay areas.
- Forklift and vehicle movement must be managed by the Principal Contractor, adhering to venue safety policies.
- Manual pallet trucks are permitted, but electric pallet trucks require prior authorisation from the Event Manager. Identification tags must be attached to all forklifts.

Health and Safety Compliance

- Maintain 2m-wide escape routes and keep all gangways clear.
- Closed toes shoes must be worn at all time during build up and breakdown.
- Fires must be reported to the Control Room immediately.
- Ensure familiarity with the location of fire alarms, escape routes, and extinguishers. Firefighting equipment must not be tampered with.
- Hot work requires a Permit to Work issued by the venue's Fire and Safety Officer. Permits are valid only for the date of issue and must be returned once the work is completed.
- Safe methods must always be used for working at height.
- All gas cylinders must be recorded and tagged by the Fire and Safety Officer. Storage must be in designated areas, and cylinders cannot remain on-site when open to the public.
- Good housekeeping must be maintained at all times. Dispose of waste responsibly. Excess waste penalties may apply.

Exhibitor and Contractor Responsibilities

- All exhibitors and contractors must wear their allocated passes at all times.
- Stand designs must comply with venue regulations. Larger structures may require approval, including structural drawings and method statements.
- All electrical work must be conducted by qualified personnel and comply with BS7671 regulations. Portable appliances must be PAT-tested and labelled.
- Noise levels must not disrupt neighbouring stands or visitors. Distribution of promotional materials is restricted to allocated stand areas.
- Exhibitors are responsible for their stand and belongings. Suspicious activity should be reported immediately.
- Smoking, including e-cigarettes, is only permitted in designated smoking areas outside the halls.
- Food and beverage services must comply with venue regulations. External caterers require prior approval.

Emergency and Enforcement Procedures

- Olympia operates an Improvement and Prohibition Notice system to ensure compliance. Verbal warnings will precede formal action where possible.
- Emergency evacuation instructions must be communicated to all personnel by the event organiser.
- Emergency calls: 020 7598 2666 (Control Room).

Tips For Exhibiting:

Exhibiting at the Mind Body Spirit Festival offers a powerful opportunity to unlock your business's true potential. Here are nine essential tips to ensure a happy and successful show:

1. **Set Clear Goals:** Define what you want to achieve—whether it's direct sales, building your contact database, or generating follow-up interest. Having specific objectives from the outset makes your results more measurable.
2. **Showcase Your Involvement:** Make sure your existing customers know you'll be at the Festival. Create web links using our marketing assets that can be found [here](#). Include copies of the event programme and flyers inside your orders. Contact us to get yours now! Ensure to update your information on our Exhibitor Hub, this information will go directly on to our website for everyone to see!
3. **Plan Your Stock:** Decide which products and services to showcase. Prepare essential marketing materials like business cards, flyers, and catalogues to make it easy for customers to reach you.
4. **Enhance Your Stand Visuals:** Capture attention with bright, inviting displays and friendly staff. Use promotional materials on your stand walls to convey a professional image. Keep your space uncluttered with a clear focal point.
5. **Prepare Your Staff:** Brief your team on company goals and provide necessary training. Schedule breaks to ensure they're refreshed and ready to engage with visitors. A warm smile and readiness to assist are key.
6. **Engage at the Festival:** Take the opportunity to upsell and cross-sell to new and returning customers. Use demonstrations to educate and showcase your offerings. Gather feedback to gauge market perception and collect testimonials. Don't forget to collect contact details or encourage people to sign up to your newsletters!
7. **Follow Up After the Show:** Track leads and follow up promptly with contacts made during the event. Send a follow-up message to remind them of your stand. Keep customers informed about new products and services throughout the year.
8. **Have Fun:** Enjoy your time with us, experience everything the festival has to offer and respect everyone!
9. **Do It All Again:** Consider rebooking your stand during the event. The sales team will visit your stand to allow you to lock in our lowest rates on stand space for future events, complete with a 14-day cooling off period.

The best way to make the most of your time with us is to plan, prepare and achieve your goals!