

# Exhibitor Manual – Newport ICC Wales 2026

In this section

## Exhibition Timetable

The Exhibition Hall will be available to exhibitors and their contractors for stand construction/set-up as follows:

### **Build-up times**

Tuesday 3<sup>rd</sup> November 2026- 08:00-18:00, last entry 17:00

All stands must be complete and ready for exhibition opening at 08:00 on Wednesday 4<sup>th</sup> November 2026. Please ensure that all stands are built within the available timetable. Additional days are not available. Please note there is no overnight build.

### **Opening times**

Wednesday 4<sup>th</sup> November - 07:30-17:30 hrs

Thursday 5<sup>th</sup> November - 08:30-21:00 hrs (Networking Session 18.00hrs-21.00hrs)

Friday 6<sup>th</sup> November - 08:00-14:00 hrs

All exhibitors and contractors should vacate the hall 30 minutes after the exhibition closes each evening (apart from the last day of the show when the breakdown process begins).

### **Breakdown times**

Breakdown of stands will commence after the final break at **12:00hrs Friday 6<sup>th</sup> November**, the official closing time is 14:00hrs. Exhibits may not be removed from stands before that time unless by prior arrangement and agreement with the BOFAS Organisers. The exhibition hall must be clear of all exhibitors, materials and stand fittings by 17:00 **Friday 6<sup>th</sup> November 2026**.

Please note: Any packages remaining at the close of business on **Friday 6<sup>th</sup> November** will be disposed of by ICC Wales.

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### **Tabletop Stands**

A trestle table and 2 chairs will be available to order through ICC Wales <https://iccwales.celtic-collection-events.com/order/x4Ntp88Kd5GyWRGH1XIP>

Electric sockets – Please purchase these from ICC Wales directly using the form provided.

<https://iccwales.celtic-collection-events.com/order/x4Ntp88Kd5GyWRGH1XIP> - Please **NOTE** your **COMPANY NAME AND STAND NUMBER** on the order form.

Please ensure any pop-up back drops fit within the allocated stand space.

**Please submit a Risk Assessment form for your stand – this is required for all exhibitors.**

(There is no requirement for Method Statement, build plan or H&S documents for tabletop only stands)

## **Stand Plan Submissions**

Bespoke stands - exhibitors are required to complete the details of the contractor who is responsible for supervising the build by **Monday 7<sup>th</sup> September 2026**.

Please send the name, email address and phone number of the contractors and delivery service to [events@bofas.org.uk](mailto:events@bofas.org.uk) by **7<sup>th</sup> September 2026**.

Build contractors will need to submit detailed plans of the exhibition stand including 3D Technical Plan Drawing, Public Liability Insurance (copy of a certificate valid for event period), Method Statement, Health & Safety Document & Risk Assessment. Please ensure all documents are submitted no later than **Monday 5<sup>th</sup> October 2026**. These documents will need to be approved by the Organizer's Health and Safety Advisor and the venue.

To submit, please email the BOFAS Exhibitions Team [events@bofas.org.uk](mailto:events@bofas.org.uk)

1. Stand Plan. A technical drawing, including all specifications, together with a Construction Phase Plan (CDM 2015) and PL Insurance
2. Method Statement
3. Risk Assessment Document
4. Health & Safety Document

## **What does it look like/ what's included?**

Space only stands are just that. No walling or stand fittings are provided and you are responsible for organising all of this at your own cost. The design of your stand is your responsibility and must be such that it can be erected and dismantled within the time available; please refer to the exhibition timetable for the build-up and breakdown schedule. When you arrive on-site the area of the stand will be marked out on the venue floor. It is your responsibility to ensure that the stand is built to the correct floor markings. If you are unsure of these please contact the BOFAS organiser before commencing build.

## **Preferred Stand Contractor**

This year our recommended stand contractor for the exhibition is **Showlite**.

They will be able to provide a variety of custom-built stands and modular systems to meet all exhibitors' requirements. They cover design, construction, decoration, flooring, all forms of electrical fittings and graphics. To view bespoke stand packages and enquire, please contact [info@showlite.co.uk](mailto:info@showlite.co.uk) or visit their website.

### **Showlite**

Email: [info@showlite.co.uk](mailto:info@showlite.co.uk)

Tel: 0126436550

Website: <https://www.showlite.co.uk/>

**Stand Build Regulations: PLEASE ENSURE YOUR STAND BUILDER IS GIVEN THIS INFORMATION.**

1. Space Only exhibitors are advised, that no walls or stand fittings are provided and they should make their own arrangements for stand building and decoration.
2. The maximum build height in the exhibition hall is **4m** - stands must not exceed this height. This limit includes the overall height of the stand-fitting, any branding and all raised platforms as measured from the hall floor
3. **No more than 40% of an open side can be walled. Solid runs of walling along open perimeters are not permitted unless facing a Venue wall. Under no circumstances are neighbouring stands to be visually blocked off from the rest of the exhibition.**
4. All exhibits must be confined to the space limits of their respective booth(s) as indicated on the floor plan. All equipment, products, or materials to be displayed or demonstrated must be placed within the exhibit space in order to ensure that the attendee viewing the exhibit will stand within said booth space and not in the aisles. All exposed parts of displays must be finished to present an attractive appearance when viewed from the aisles or from adjoining exhibits.
5. Exhibits and walling must be positioned in such a way as not to obstruct the view of the exhibition or adjacent stand
6. **No stand or display exposing an unfinished surface to neighbouring stands will be permitted**, nor any solid wall of more than one third of the total length of any elevation be erected on the perimeter of a stand bordering a gangway which would impede the frontage or view from or into a neighbouring stand.
7. The outside finish must be the same as inside or equivalent in quality of build and all stands must be finished on any open tops.
8. Stand walls or decorations cannot exceed a height of 3.5m unless approval has been sought from the organisers. All visible walls over 3.5m must be dressed and conform to all other regulations but carry neither title, devices, advertising matter nor exhibitors where the elevation overlooks the lower stand. Walls must not overshadow or interfere with neighbouring stands without written prior approval from the organiser. No part of the stand construction (including rotating signs) or any exhibits may protrude over the gangways or neighbouring stands.
9. Disabled Ramps. There is no requirement to install access ramps on a stand platform up to 100mm. However, stands must be designed to be able to accommodate access and egress for wheelchair and mobility scooter dependant visitors.
10. All space only designs must be sent to ICC Wales for review and provisional approval. The provisional approval is subject to an onsite inspection, providing they meet the rules and regulations of ICC Wales. Please refer to the e-guide about stand build compliance.
11. High visibility vests must be worn by all contractors during build-up and breakdown. Failure to wear a hi-vis vest will prohibit access to the site.
12. Any damage caused to the venue structures will be charged to the offending Exhibition

**If you are employing a contractor to build your stand, it is essential that your contractor is fully aware of their responsibilities and that all work must comply with the rules and regulations.**

## **SPACE-ONLY STAND ADJOINING ANOTHER SPACE-ONLY STAND**

Exhibitors on part-island sites must provide a partition wall between themselves and their neighbours. The Organisers will not provide walling between adjoining space-only sites.

### **STAND IDENTIFICATION (SPACE ONLY)**

Exhibitors with floor space only sites are requested to ensure that their stand is clearly identified with company name and stand number placed in a prominent position.

## **CDM Information**

<http://www.hse.gov.uk/entertainment/cdm-2015/introduction.htm>

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### **COMPLEX STRUCTURES AND SPACE ONLY EXHIBITION STANDS**

If a stand is not constructed from shell scheme, the Event Organiser must submit the following to BOFAS and the ICC Wales for approval.

1) Detailed Scale Drawings Showing:

- Plan and Section views of the stand with measurements
- Elevations of the stand
- The width and position of all gangways within the stand
- The type of floor and floor loading of the stand
- Specification of the materials used.

2) Full risk assessment (including Fire) and method statement

3) Details of the stand contractor and a copy of their liability insurance

If a stand matches any of the following criteria it will be classed as a complex structure. Complex structures need to be signed off by an independent structural engineer and a design certificate must be submitted from them once the structure has been built.

Criteria of a Complex Structure are:

- Any stand over 4 metres in height (this includes the overall height of the stand or any part of measured from the venue floor)
  - Any structure regardless of its overall height which requires structural calculations
  - Any multi-storey stands
  - Any platform and or stage over 600mm high for exhibitors or public
  - Any temporary raised or tiered seating
  - Any stand requiring foundations
  - Any sound or lighting tower
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## **A-Z of Service and Regulations**

In this section

In the sections below, you will find forms and information to order services such as electricity, carpet, A/V, catering, furniture, and more. You will also find delivery information, and other key links including exhibitor registration.

### **Access**

ICC Wales is located in Newport, UK.

Located just off Junction 24 of the M4 Motorway, ICC Wales is within easy reach whether you choose to travel by car, public transport or on foot.

Get directions and full address details below:

Coldra Woods  
Newport  
South Wales  
NP18 1DE  
United Kingdom

What3Words [///drives.shape.region](http://drives.shape.region)

PLEASE NOTE THERE IS A HEIGHT RESTRICTION OF 4.8M WITHIN THE LOADING BAY.

THE LOADING DOOR DIMENSIONS INTO OUR EXHIBITION SPACE (MAIN HALL A) ARE 4.8M (H) X 4.4M (W)

### **Accommodation**

You can find out more on our dedicated accommodation page

<http://www.bofas.org.uk/annual-meeting/venue>

### **App**

Download the BOFAS App for Congress, please download it via [Apple Store](#), or [Google Play](#)

If you need any further support with the app please email us at [events@bofas.org.uk](mailto:events@bofas.org.uk)

### **Age restrictions**

No person under the age of 16 will be admitted to the venue during the build-up or break down. This rule applies to exhibitors' and contractors' children. Please ensure your staff and contractors are aware of this rule

### **Aisles**

During the build-up and breakdown periods, Emergency Gangways will be in operation and must remain completely clear at all times.

During the open period under no circumstances must any part of a stand, furniture, or exhibits project beyond the boundary of the stand.

### **Audio Visual**

A full range of audio-visual equipment can be hired for the duration of the exhibition. Please ensure that music and commentary for demonstrations, videos, presentations etc. is kept at a level which will not interfere with neighbouring stands. For televisions and screens please contact Tom at ICCW - [tom@iccwales.com](mailto:tom@iccwales.com).

### **Breakdown**

Please refer to 'Exhibitor Timetable'.

Exhibitors & Contractors are requested to report to the vehicle holding area (VHA) indicated on the map.

Removal of exhibits and displays commences after the exhibition has closed and all visitors have left the exhibition hall, an announcement will confirm when it is safe to start dismantling stands. Under no circumstances may any goods be removed or packed away from your stand before this time.

To help facilitate this, and ensure health and safety is maintained, the loading bay doors will not open, and vehicles will not be permitted in the hall, until the venue is clear of visitors, this may however take longer, and you must not breakdown your stand before the safe to proceed announcement is made.

If you have a courier arriving to collect goods, please do not ask them to arrive earlier than 14.00, or they may be turned away.

**Please note:**

Traffic around the halls in the evening will be particularly busy during breakdown.

We strongly advise you do not leave any items unattended on your stand. BOFAS and ICC Wales cannot accept responsibility for any loss or damage. We strongly advise that you have adequate insurance.

It is your responsibility to ensure that couriers collect by close of business on Friday 6<sup>th</sup> November 2026. Any packages not collected by this time will be destroyed.

**CAR PARKING**

Our dedicated parking for production and exhibition vehicles provides direct loading into the main hall and auditorium with plenty of parking with over 2,000 visitor parking spaces are located on levels -1 and -2.

**CARPET**

Main Hall is fully carpeted.

**Catering**

Lunch, tea and coffee are included in your package. These will be provided during the official breaks and will be served in and around the exhibition hall. Delegates will flow through the exhibition on their breaks. These will be your busiest times.

Provision of Food and Beverages at ICC Wales have the sole rights to provide all food and beverages within ICC Wales. Additional catering for your stand can be ordered directly from the venue. Please contact Jamie (Event Manager - [jamie@iccwales.com](mailto:jamie@iccwales.com)) to place an order.

**Coffee Machines**

Any stand intending to have a coffee machine on the stand, must obtain prior consent from the venue and organisers, and comply with all regulations required. Please contact Jamie (Event Manager - [jamie@iccwales.com](mailto:jamie@iccwales.com)) for more information.

**Cleaning**

General cleaning of the venue will take place during the event build and prior to the event opening each day. All general waste produced (including cardboard etc.) must be taken away by exhibitors to be disposed of and are not to be left on site. It is the responsibility of each exhibitor to make sure their stand is kept clean and tidy. If an exhibitor requires ICC Wales to clean their stand, this can be arranged for a fee. Please contact Jamie (Event Manager - [jamie@iccwales.com](mailto:jamie@iccwales.com)) for more information.

ICC Wales will not dispose of bulk exhibition waste and event organisers should make arrangements for the removal of wooden pallets, unwanted stand build materials, carpets etc. at the end of tenancy. If such materials are left behind, the cost of disposal will be re-charged to the exhibitor.

### **Damage & Loss**

Neither BOFAS or the ICC Wales will accept responsibility for damage or loss of any properties of the exhibitors or contractors. All exhibits are the sole responsibility of the exhibitors. There will be CCTV at the venue (not within the exhibition space), but the individual stands and exhibits lie with the responsibility of each exhibitor. Valuables should not be left unattended on stands and be locked away overnight and additional care should be taken during exhibition build and breakdown. In the unlikely event of theft, please report to the organisers immediately at the registration desk in the main exhibition hall

### **Deliveries & Collections**

You are welcome to send items directly to the venue. The venue is not accepting items before Tuesday 3<sup>rd</sup> November 2026. Any deliveries attempted outside the dates of the event will be turned away.

All deliveries should be addressed in the following way:

**FOA: Jamie Griffin**

**BOFAS Annual Scientific Meeting 2026**

**<The stand number & Company Name>**

**Loading Bay 1**

**International Convention Centre Wales**

**Coldra Woods**

**Newport**

**NP18 1DE**

**Please include a contact name and telephone number from YOUR company on all deliveries to the ICC Wales.**

There are no permanent storage facilities on site at the ICC Wales so please ensure that all deliveries and collections are made within your contracted tenancy.

#### **1. UNLOADING TIMES Tuesday 3<sup>rd</sup> November 2026**

08.00 to 10.00 will be for unloading by Platinum & gold stand deliveries. Times will be allocated only when we receive full H&S documents, stand drawings, and insurance details. No unloading after 17.00

11.00 to 16.00 will be for all self-unloading.

18:00hrs all materials must be removed from the hall ready for 08.00 opening 4<sup>th</sup> November 2026.

**Please note that under CDM regulations, all visitors to the hall at this time must wear high visibility jackets, appropriate footwear, and hard hats where necessary.**

Any exhibitors wishing to come and see their stand on Tuesday 3<sup>rd</sup> November can request access at the registration desk from 15.00hrs and will be granted access until 17.00hrs.

### **Fork Lift**

If you require a forklift for load in/load out, please speak to Tom at ICCW - [tom@iccwales.com](mailto:tom@iccwales.com) 28 days before the event date.

## **EXHIBITION BREAKDOWN**

Exhibition breakdown will be from 14:00- 17:00 on Friday 6<sup>th</sup> November 2026 after the last lunchbreak.

Timings may be subject to minor change.

**UPON ARRIVAL, A TRAFFIC MARSHAL WILL BOOK YOU IN. YOU WILL BE CALLED TO LOAD AT THE ACCESS POINT. ONCE YOU LOAD, THE VEHICLE SHOULD BE REMOVED TO CAR PARK.**

All structures, goods and conference materials brought into the venue left at the venue after the event will be regarded as refuse and disposed of accordingly.

### **Collection**

Please ensure courier collection forms are affixed to any items being collected by couriers – pack stand and leave in stand space in Main Hall (labelled as the delivery instructions) - ICCW crew will move to a central location for pick-up - please ensure these are fully labelled.

Exhibitors are responsible for ensuring all goods and materials are collected before the end of tenancy and must not leave them unaccompanied for collection at a later date. ICC Wales will not take responsibility for ensuring items are collected following an event and reserve the right to dispose of any uncollected goods or materials which are left after tenancy.

### **Delegate List**

As in previous years, BOFAS will give a pre-registered delegate list sent out one week before Congress starts. A final list, including day registrations will be sent after the Congress. This will include delegates names and workplace.

### **Exhibitor Editorial**

Each exhibiting company will have the opportunity to upload the following details onto the BOFAS App:

- Company profile (maximum 100 words)
- Company logo (jpeg)
- Category
- Contact details – email/ phone
- Stand number
- Company website (URL)
- Product details (name and description)
- Resources – PDF documents (maximum 3)
- Promotional video (Vimeo URL only) Platinum stands only
- Social media platforms including: Twitter, LinkedIn, Facebook, YouTube

Please log into the Exhibitor Portal and complete the information and tasks set by the organiser by **Monday 26th October**.

## **Electrical Contractor**

**Please submit all requests to Tom at ICC using the form provided**

<https://iccwales.celtic-collection-events.com/order/x4Ntp88Kd5GyWRGH1XIP>

## **Furniture**

ICC Wales will supply a 6' trestle table and two chairs if requested. Please use the order link provided.

<https://iccwales.celtic-collection-events.com/order/x4Ntp88Kd5GyWRGH1XIP>

## **Flooring/Carpet**

Main Hall is fully carpeted.

## **LeadCapture App**

At an additional cost we offer Lead Management available through LeadCapture App (Available on iOS and Android) which allows exhibitors to scan delegate badges, this is a great opportunity to capture data for leads post event. The app comes with an online platform where the captured data can be downloaded into an excel file. Further details will be sent out nearer to congress date.

With the LeadCapture app you can:

- Scan delegate badge barcodes
- Qualify leads & make notes
- Filter your data for in-depth analysis
- Export to Microsoft Excel

Details on how to purchase a licences can be found on the Exhibitor Portal.

If you opt to purchase a Lead Reference app, you will receive an email from CVENT approx. two weeks prior to the event with full instructions on the App and how you can download the data collected post event. In case of any further questions, please contact [events@bofas.org.uk](mailto:events@bofas.org.uk) and we will be more than happy to assist.

## **Health & Safety / Risk Assessments**

### **Risk Assessments**

**Risk Assessment** All Exhibitors **MUST** complete a Risk Assessment for the safety of their own staff and stand visitors. If a third party stand contractor is responsible for the build of your stand, please ensure that they are aware of this requirement.

Unloading allocation will not be given until paperwork has been received. There are no waivers, all exhibitors must produce a risk assessment, even if the risk is low, stating that they have carried out an analysis, and find it low risk. Such things as use of a table and roller banners would be low risk. If using a PC, please ensure cables are not a trip hazard.

## **Method Statement**

A method statement must be submitted by all contractors/exhibitors for works being carried out at the event. This should include safe systems of work and highlight the control measures which will be put in place. This is in addition to the legal requirement for a Risk Assessment.

Hi-Vis Policy During build-up and breakdown, all personnel must wear hi-vis (High visibility) clothing within high risk areas such as our service yard. Personnel not wearing hi-vis will not be permitted in these areas.

Please submit to [jamie@iccwales.com](mailto:jamie@iccwales.com)

## **Height Restrictions**

### **Space Only Stands**

The maximum permissible height for building is Main Hall = 3.5m; inclusive of any platform installation. This limit includes the overall height of the stand-fitting, any branding and all raised platforms as measured from the hall floor.

## **Height / See Through Restrictions**

No stand shall exceed 4m in Height. Stands under 12m<sup>2</sup> can only build to 3.5m high, unless express consent is obtained in advance.

No stand may have more than 40% of an aisle facing side, walled above 1.2m. This is to ensure see through and avoid other exhibitors facing a wall of another stand. The organisers decision on this is final.

## **Insurance**

Whilst we take every precaution to protect your property during the event, we are not responsible for any loss or damage. We recommend that you buy insurance cover.

You are responsible for insuring against legal liability incurred in respect of bodily injury to third parties or damage to property belonging to third parties. In addition to this, you should protect your expenditures against Cancellation and Abandonment or curtailment of the event due to reasons beyond our control.

## **Internet Access**

There will be free Wi-Fi throughout the whole of the meeting.

If you require a hard line or dedicated Wi-Fi network setup on your stand this can be accommodated at a direct cost to you from ICC Wales. Please contact Tom for more information – [tom@iccwales.com](mailto:tom@iccwales.com).

## **Parking**

A car park is available under the building at ICC Wales (levels -1 and -2) and can be used by exhibitors and stand builders during the event. The vehicle height limit on level -1 is 2.1m, level -2 is 2.2m.

Vehicle Marshalling Area - All Exhibitors' and Contractors' vehicles which require access to the ICC Wales service yard during build up and breakdown must display a vehicle pass. This is not a parking permit so once unloading or loading is complete, the vehicle must be removed from the service yard.

## **Vehicle access**

Before you arrive at our venue, we need the following information for us to manage traffic operations safely on our roads.

- Your name / Company
- Vehicle make / model / registration
- Contact Number

These details will be passed to the Security Control team before granting access. If you are unable to provide the details requested this may result in access being denied, so help us minimise disruption by being prepared.

### **Payment & Invoices**

All invoices for exhibition stands must be settled in full 4 weeks before the event date. Stands will not be allowed to be built unless full payment has been received.

### **Programme**

Please view the BOFAS website for delegate registration details and an up to date programme for the BOFAS Annual Scientific Meeting 2026.

<http://www.bofas.org.uk/annual-meeting/programme>

### **PPE Requirement**

Appropriate Personal Protective Equipment (PPE) is required for the job being carried out. During build-up and breakdown, all personnel MUST wear high visibility jackets and steel toe shoes; you will NOT be allowed onsite without this. Other forms of PPE such as hard hats eye protection, gloves, etc must be worn if required when performing a specific task.

### **Registration - Exhibitor Badges**

Please register yourself and/or your colleagues through the **Exhibitor Portal for complimentary passes** within your package. If you wish to purchase additional exhibitor tickets you can do so online. <http://www.bofas.org.uk/annual-meeting/info-for-exhibitors>

**Registration is open and will close at 23.59 on Monday 19<sup>th</sup> October 2026 for all exhibitors.**

Please ensure that you have completed the registration details of all of your attendees no later than **MONDAY 19<sup>th</sup> October 2026**.

Failure to register by this date will mean any additional attendees will be required to queue at the Onsite Registration point and register in person at 07:30 on Wednesday 4<sup>th</sup> November 2026.

Exhibitor badges must be worn by all stand personnel whilst within the Open period of the exhibition. These badges will be available for collection from the Exhibition Registration Desk on arrival.

If there are changes to team members (substitutions) during the event, BOFAS will require a full list of names and timetable of day attending for each team member by Friday 30<sup>th</sup> October 2026.

Please be aware team members not registered or noted on the substitution lists will be denied entry.

### **Rigging**

Rigging should be ordered directly with ICC Wales. Please email Tom at ICC Wales ([tom@iccwales.com](mailto:tom@iccwales.com)) if you would like any more information.

## **Security**

ICC Wales provides 24-hour CCTV building security cover via its security control room.

ICC Wales cannot be held responsible for any items which are left unattended. Exhibitors are responsible for the security of their own stand and its materials. All stand items should be secured overnight and when a stand is left unmanned. In the unlikely event of a theft, the incident should be reported to ICC Wales immediately.

## **Storage**

Unfortunately, there are no storage facilities available on-site. You are responsible for arranging storage of your literature, packing cases and boxes. All items must be stored within the confines of your stand. Please do not store anything behind your stand. Fire regulations require that any items found outside your stand be removed, as they are a fire hazards.

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## **Social Events**

### **BOFAS Gala Dinner – followed by ToeJam Gig – charity**

Wednesday 4th November 2026 19:30-22:00hrs and 22:00 – 00:00hrs  
Celtic Manor Exhibition Hall

### **Networking Evening for ALL attendees and Exhibitors**

Thursday 5th November 2026 18:00-21:00hrs  
Exhibition Hall C, ICC Wales

## **Social Media**

Please follow us on

[Twitter](#)

[Facebook](#)

[LinkedIn](#)

## **Space Design**

This year our preferred stand contractor for the exhibition is Showlite. [www.showlite.co.uk](http://www.showlite.co.uk)

## **Trolleys**

Trolleys are not provided at the venues, so please bring your own. Trolleys are only permitted on the exhibition floor outside event opening hours, for the safety of visitors

## **Venue**

**Venue address:**

ICC Wales  
Coldra Woods  
Newport  
South Wales  
NP18 1DE  
United Kingdom

### **Wastage**

It is not permitted for any exhibitor or contractor to leave any unwanted displays or material of any kind when leaving the site at the end of build-up or break-down. Any costs incurred by BOFAS in the removal and disposal of items left on site will be recharged to the exhibitor.

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### **Key Deadlines & Forms**

In this section

**All Exhibitors**

| Action                                                             | Forms & Info                                                 | Deadline                      |
|--------------------------------------------------------------------|--------------------------------------------------------------|-------------------------------|
| Health and Safety Declaration Form                                 | <a href="#">Click here</a>                                   | 26 <sup>th</sup> October 2026 |
| Risk Assessment Form                                               | <a href="#">Click here</a>                                   | 26 <sup>th</sup> October 2026 |
| Furniture (trestle table/chairs)                                   | <a href="#">Click here</a>                                   | 26 <sup>th</sup> October 2026 |
| Electrics                                                          | <a href="#">Click here</a>                                   | 26 <sup>th</sup> October 2026 |
| Stand Graphics                                                     | <a href="#">Click here</a>                                   | To be confirmed with supplier |
| Cleaning (additional)                                              | <a href="#">Click here</a>                                   | 26 <sup>th</sup> October 2026 |
| LeadCapture App                                                    | <a href="mailto:events@bofas.org.uk">events@bofas.org.uk</a> | 6 <sup>th</sup> October 2026  |
| Catering                                                           | <a href="#">Click here</a>                                   | 26 <sup>th</sup> October 2026 |
| AV                                                                 | <a href="#">Click here</a>                                   | 26 <sup>th</sup> October 2026 |
| Internet                                                           | <a href="#">Click here</a>                                   | 26 <sup>th</sup> October 2026 |
| Exhibitor Registration                                             | <a href="#">Click here</a>                                   | 19 <sup>th</sup> October 2026 |
| Submission of stand plans (inc Risk Assessment & Method Statement) | <a href="#">Click here</a>                                   | 26 <sup>th</sup> October 2026 |
| Stand Design Packages (optional)                                   | <a href="#">Click here</a>                                   | To be confirmed with supplier |

## FAQs

In this section

## **When is the Annual Meeting?**

The BOFAS Annual Congress 2026 is taking place on Wednesday 4<sup>th</sup> – Friday 6<sup>th</sup> November 2026 in ICC Wales. Exhibition set-up date is Tuesday 3<sup>rd</sup> November 2026.

## **What are the build times?**

### Space Only Stands

Tuesday 3<sup>rd</sup> November 2026- 08:00 - 18:00, last entry 17:00

### Shell Scheme Stands

Tuesday 3<sup>rd</sup> November 2026- 08:00 - 18:00, last entry 17:00

## **What are the exhibit hours?**

Wednesday 4<sup>th</sup> November 2026- 07:30-17:00 hrs

Thursday 5<sup>th</sup> November 2026- 08:30-21:00 hrs (Networking evening 18.30 - 21.00)

Friday 6<sup>th</sup> November 2026- 07:30-14:15 hrs

## **Can I cancel my stand?**

All cancellations requests must be sent via email to [events@bofas.org.uk](mailto:events@bofas.org.uk) Requests to cancel or downsize may incur a cancellation fee based on the date the request has been received by BOFAS.

- a) Cancellation automatically forfeits 25% of the cost of the stand
- b) Cancellation 1st Aug- 31<sup>st</sup> September 2026, exhibitor is liable for 75% of the cost of the stand
- c) Cancellation after 1<sup>st</sup> October 2026, exhibitor is liable for 100% of the cost of the stand

## **Can I get early/late access for build?**

There is no early access available at this venue or working outside of the stated hours.

## **What are the breakdown times?**

Friday 6<sup>th</sup> November 2026- 14.00hrs - 17.00hrs.

Immediately after the show is the most common time for loss and theft to occur. We highly recommend that valuables, particularly of a portable nature are not left unattended at any time on your stand at any point during the show e.g., laptops, mobile phones, handbags.

**How do I register for an exhibitor pass and how many can I have?** The quantity of exhibitor badges issued per stand; is dependent on what package you have confirmed and the size (m2).

- Platinum - 8 x Exhibitor Passes per day
- Gold - 6 x Exhibitor Passes per day
- Silver - 4 x Exhibitor Passes per day
- Bronze - 2 x Exhibitor Passes per day

Please create an exhibitor pass for every person exhibiting with your company. To register your complimentary booth staff exhibitor pass, please go to the Exhibitor Portal to do so.

If you wish to purchase additional exhibitor tickets, you can do so online. [BOFAS](#) registration link

Registration confirmation emails will be sent to all attendees at the point of booking. Staff will need to report to the registration desk where a badge will be printed.

### **Is there storage onsite?**

No storage is available within the hall for exhibitors. All items must be stored within your stand or Cameron Logistics will organise for an additional charge.

### **What is provided with my stand?**

Space only stands: No flooring, furniture, electrics, or other services are provided with Space Only stand bookings. Only the space is provided. Main Hall is carpeted throughout.

Many stand services are available and are listed within the exhibitor manual.

### **Can exhibitors view their stand during build?**

Any exhibitors wishing to come and see their stand during build may do so by pre-arrangement.

Under CDM regulations, all visitors to the hall (during build-up and breakdown) at this time must wear high visibility jackets, appropriate footwear, and hard hats where necessary.

### **Vehicle access**

Before you/your delivery company arrive at our venue, we need the following information for us to manage traffic operations safely on our roads.

- Your name / Company
- Vehicle make / model / registration
- Contact Number

[These details will be passed to the Security Control team before granting access. If you are unable to provide the details requested this may result in access being denied, so help us minimise disruption by being prepared.](#)

### **Vehicle access – Main Halls A**

[Enter via the loading bay entrance and follow instructions](#)

[Park your vehicle in designated parking spaces only.](#)

[Exit is via the same route that you entered from.](#)

[Engines MUST be switched off when your vehicle is not in use](#)

[All vehicles authorised to remain on site must be parked up in the underground car park after build-up. Our Security & Traffic Team will point you in the right direction. Any unauthorised vehicles may be charged or removed from site.](#)

[There is strictly no parking on any of the hatched yellow boxes around the venues and within the service yards.](#)

### **When can I access the hall for break down?**

The exhibition closes at 14.00 on Friday 6<sup>th</sup> November 2026, the hall can be accessed for breakdown of stands from 14.00 - 17.00 hrs.

### **What is the height limit for my stand?**

Space Only = Main Hall 1 = 3.5m

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### **Contact Us**

BOFAS Operations Team

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