

## How To Use Your Exhibitor Manual

The information detailed in the manual should provide you with everything necessary for your successful participation at HOMES 2018. Some of the services explained will be essential to your participation, while others are an optional extra. Below are outlined the ways we recommend you use the information enclosed.

- Read the information in full now – this will ensure you are immediately aware of stand information, restrictions, cut off dates for orders, etc.
- Fill in and return all request / requirement forms immediately if possible; if not, please ensure you do so by deadline dates... **it could save you money from surcharges incurred by late orders.**
- Keep photocopies of any forms / order forms you complete and return, as they will be invaluable should you have any queries on site.

The checklist should assist you with meeting your deadline dates.

Please ensure that your designers and stand fitters are made aware of the regulations concerning stand construction, the use of officially appointed contractors and the build up and break down times.

If there is anything further you need to know or just need help and advice please give us a call and we will be happy to help.

**Unless prior agreement has been reached with the HOMES 2018 organisers, Ocean Media Group Ltd, any company that has not paid in full will not be permitted to exhibit at the show.**