

EXHIBITOR'S CHECK LIST

- ☐ Set up is available from **12 noon on Tuesday 24th February 2026**
- ☐ There is a restaurant at the venue for any catering you require on Tuesday
- ☐ The event will conclude at **3pm on Thursday 26th February** – if you are leaving items for collection make sure they are clearly marked
- ☐ You can access the venue from **7am on Wednesday 25th February**
- ☐ The venue does not have a fork lift truck
- ☐ Venue will provide 6ft trestle table, tablecloth and 2 chairs
- ☐ Power is provided to ALL stands – bring along an extension lead (suitably PAT tested) just in case!
- ☐ A room has been assigned for storage – ask Event Staff for more information
- ☐ Have you registered your colleagues on the Exhibitor Portal? These do not include any Steering Group Members or Presenters
- ☐ Do any of your colleagues have any dietary requirements – let us know
- ☐ The Drinks Reception is open to all
- ☐ Have you invited Customers to this event?
- ☐ We can offer a **reduced price of £250+VAT** for exhibitors which include the Evening Network Event
- ☐ Mini Bus Service - operating between the airport / station / conference hotel (see the minibus document for more details)
- ☐ Your car/van can be left at the venue overnight if you are using the mini bus service to the conference hotel

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FPC2026

Future Propulsion Conference

- ☐ If you are not booked at the Best Western Manor Hotel, taxis can be booked at reception
- ☐ Have you ordered a scanner? These can be collected at the registration desk on either **Tuesday 24th February or Wednesday 25th February**
- ☐ Do you require a TV? These can be rented per day – email **Lynda@futurepowertrains.co.uk**
- ☐ Have you registered on the Online Network Tool to see who is attending and to swap your business card?
- ☐ Tell social media about your participation at FPC to encourage more registrations
- ☐ Please complete a feedback form (available from reception) and let us know how we can improve this event
- ☐ Finally, have you paid your invoice?