

COMPULSORY TASKS WITH DEADLINES



1 12 February 2026
Health and safety Declaration online form – **compulsory for the exhibitor**
Access the form from the dashboard of the Exhibitor Zone.

2 20 February 2026
Exhibitor profile entry deadline – **compulsory**
Access the form from the dashboard of the Exhibitor Zone.
Company name indicated as marketing name in the Exhibitor Profile form (access from the Exhibitor Zone dashboard) will be used on fascia board of the stand and in all printed materials.

3 16 March 2026
Stand activities notification online form submission deadline - **compulsory**
See Exhibitor Zone dashboard to access the form

4 03 April 2026
Registration deadline to purchase additional passes and pay by bank transfer / invoice.
After this date only payment by credit card will be allowed.

5 10 April 2026
Advised date by when to allocate names to your free staff passes - **recommended**
Please note that free passes do have to be assigned to the person and there will be no desk onsite to make this arrangement. Access to your registration account will be possible from the Exhibitor Zone dashboard, as from the beginning of January 2026

Tasks compulsory for your stand builder:

- 5 February 2026**
- Stand plans submission for complex structures such as over 4m high, two-storey stands , complex rigging– recommended
- 12 February 2026**
- Stand plans submission online form – **compulsory for the stand contractor**.
See Exhibitor Zone dashboard to access the form
- Stand plans submission documents – stand plans, with dimensions, elevations, and visuals; Risk Assessment; Method Statement and Structural Calculations if applicable
All documents should be sent by email to operations@windeurope.events
- 13 March 2026**
- IFEMA services – such as i.e. electricity - order deadline
- After this date surcharge will be applied, and services depend on availability.
- 25 March 2026**
- Registration of the stand contractors' teams for the build up / break down – **compulsory for the stand contractor**.
- Access to the registration will be sent to stand contractors only once all stand plans documents and online form is submitted.
- 03 April 2026**
- CEVA services orders deadline – freight/storage/forklifts
After this date surcharge will be applied.