



Exhibitor Checklist & Deadlines

Compulsory Actions

FORM	DEADLINE	FORM LINK	CONTACT / QUERIES
Order Shell Scheme & Floorcovering <i>*A floorcovering is compulsory for ALL exhibitors</i>	29.12.2025 <i>*early bird booking deadline</i>	RAI Amsterdam Webshop	RAI Exhibitor Services E: es@rai.nl
Compulsory Safety Form	31.01.2026	Compulsory form	Tia Thornhill T: +44 (0) 20 3292 0444 E: tia.thornhill@omni-nex.com
Compulsory Space Only Form <i>*Compulsory for space only exhibitors only</i>	31.01.2026	Space Only Form	Debbie Harris E: debbie@abraxys.com
Vehicle Booking Form <i>*Compulsory for any exhibitors or contractors delivering to the venue during build-up and breakdown times</i>	NOW AVAILABLE FOR BOOKING	Vehicle booking form	RAI Exhibitor Services E: es@rai.nl
Build Up & Breakdown Badges <i>*Compulsory for any personnel onsite during Build-Up and Breakdown</i>	NOW AVAILABLE FOR BOOKING	Build up badges	RAI Exhibitor Services E: es@rai.nl
Exhibitor Badges	ASAP	Exhibitor badges	Austin Gauthreaux E: exhibitorsalesteam@american-tradeshow.com

Optional Actions

FORM / SERVICE	DEADLINE	BOOKING LINK	CONTACT / QUERIES
Accommodation	ASAP	RAI Hotel Services Booking link	RAI Amsterdam, Hotel Services T: +31 (0)20 549 19 27 E: hotelservices@rai.nl
AV	ASAP	RAI Amsterdam Webshop	RAI Amsterdam E: es@rai.nl
Catering & Hospitality	13.02.2026	RAI Amsterdam Webshop	RAI Amsterdam E: es@rai.nl
Electrics & Lighting	27.01.2026	RAI Amsterdam Webshop	RAI Amsterdam E: es@rai.nl

	<i>*early bird booking deadline</i>		
Furniture Hire	ASAP	RAI Amsterdam Webshop	RAI Amsterdam E: es@rai.nl
Lifting / Couriers / Storage	ASAP	Contact DB Schenker here	DB Schenker Logistics Netherlands T: +31 (0)20 225 3973 E: fairs.amsterdam@dbschenker.com
Internet	ASAP	RAI Amsterdam Webshop	RAI Amsterdam E: es@rai.nl
Lead Capture & data collection (scanners)	ASAP	Scanner Order Form	Lead Capture E: exhibitorsalesteam@american-tradeshow.com .
Shell Scheme & Floorcovering	29.12.2025 <i>*early bird booking deadline</i>	RAI Amsterdam Webshop	RAI Amsterdam E: es@rai.nl
Stand cleaning	ASAP	RAI Amsterdam Webshop	RAI Amsterdam E: es@rai.nl