ICSCRM 2027 Exhibition Stand Booking Guide

This guide provides step-by-step instructions on how to book an exhibition stand through the ICSCRM 2027 Exhibition Portal. Please read the instructions carefully before completing your booking.

All exhibition stand bookings must be made through the online portal, where exhibitors can select their preferred stand, manage their booking details, upload company information and arrange payment.

Exhibition Stand Booking Process

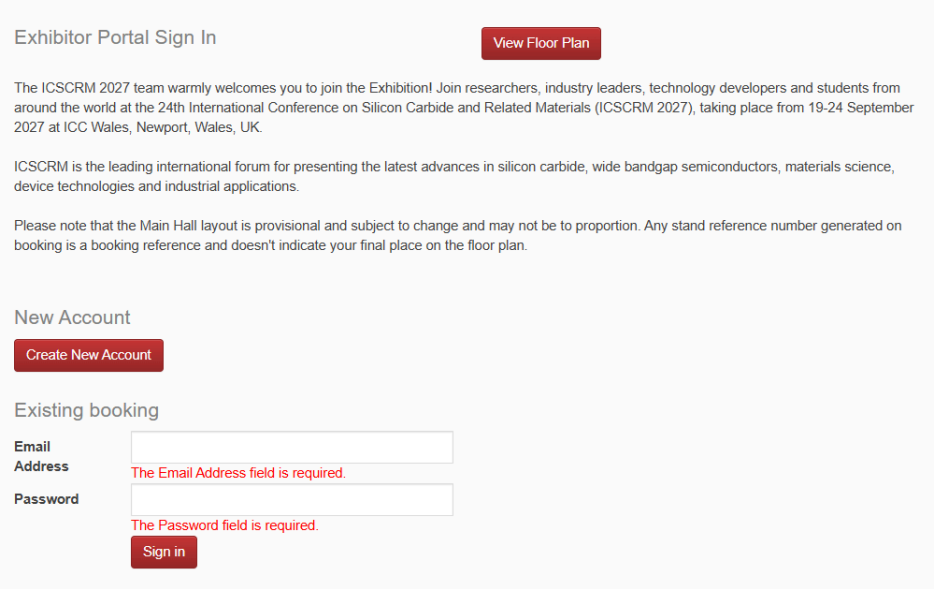
Step 1: Accessing the Exhibition Portal

Click on the exhibition booking link provided. This will take you to the login page.

If you are a new user, you will first need to create an account. Follow the on-screen instructions and complete the requested registration details.

Please have your company information and UK VAT registration number to hand, as these are required during registration. If you do not have a VAT number, simply complete this field as “N/A” or “Not applicable”.

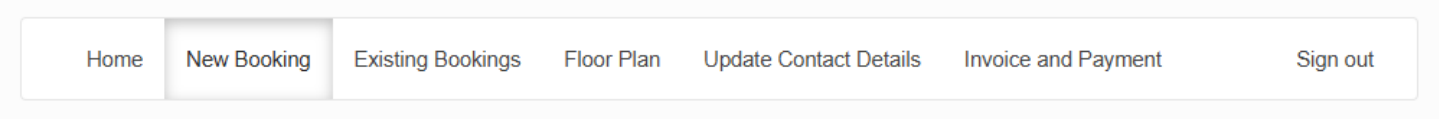
Once registered and logged in, you will be taken to the main portal homepage.



Step 2: Starting a New Booking

From the homepage, select the **New Booking** tab from the navigation menu at the top of the screen.

This will take you to the exhibition booking page, where you can select your preferred exhibition stand.



Step 3: Selecting Your Exhibition Stand

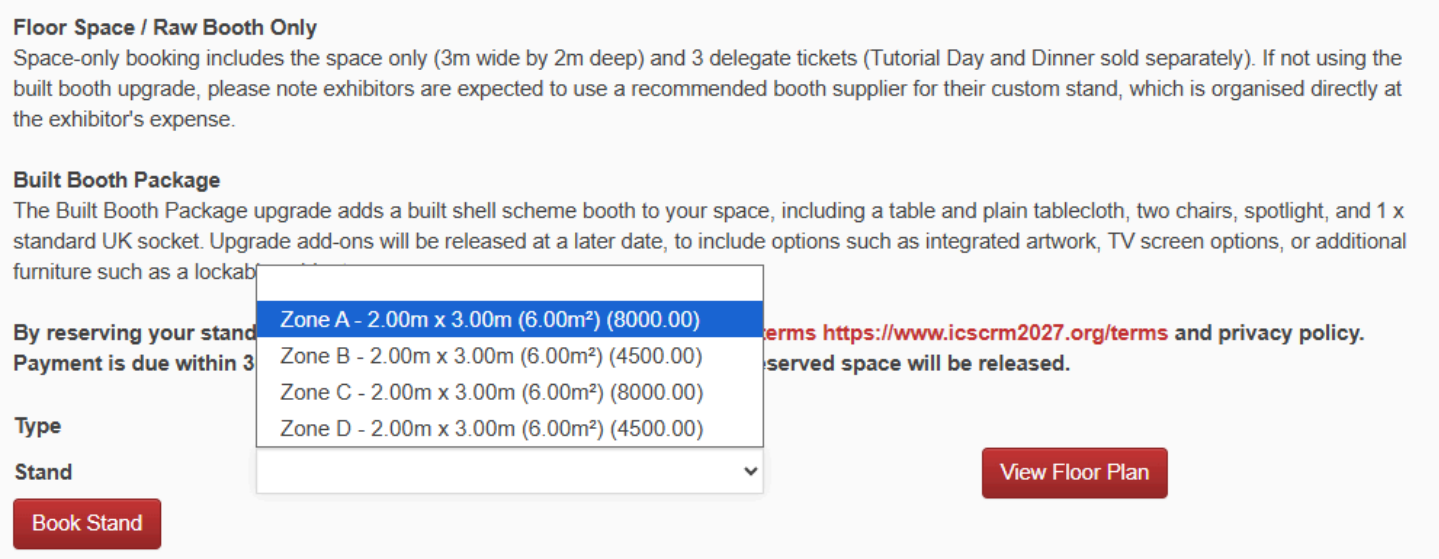
The stand type will automatically be set to **Standard**.

You will then be able to choose from four exhibition zones: A, B, C or D.

All exhibition stands measure 2.00m x 3.00m (6.00m²).

Please use the interactive floorplan available on the booking page to view the location of each zone and help you decide which stand best suits your requirements.

Once you have selected your preferred zone and stand option, follow the on-screen instructions to confirm your selection.



Please note: The Main Hall exhibition layout is provisional, subject to change and may not be to scale. Any stand reference number generated during booking is a booking reference only and does not indicate your final position on the exhibition floorplan.

Step 4: Viewing and Managing Your Existing Booking

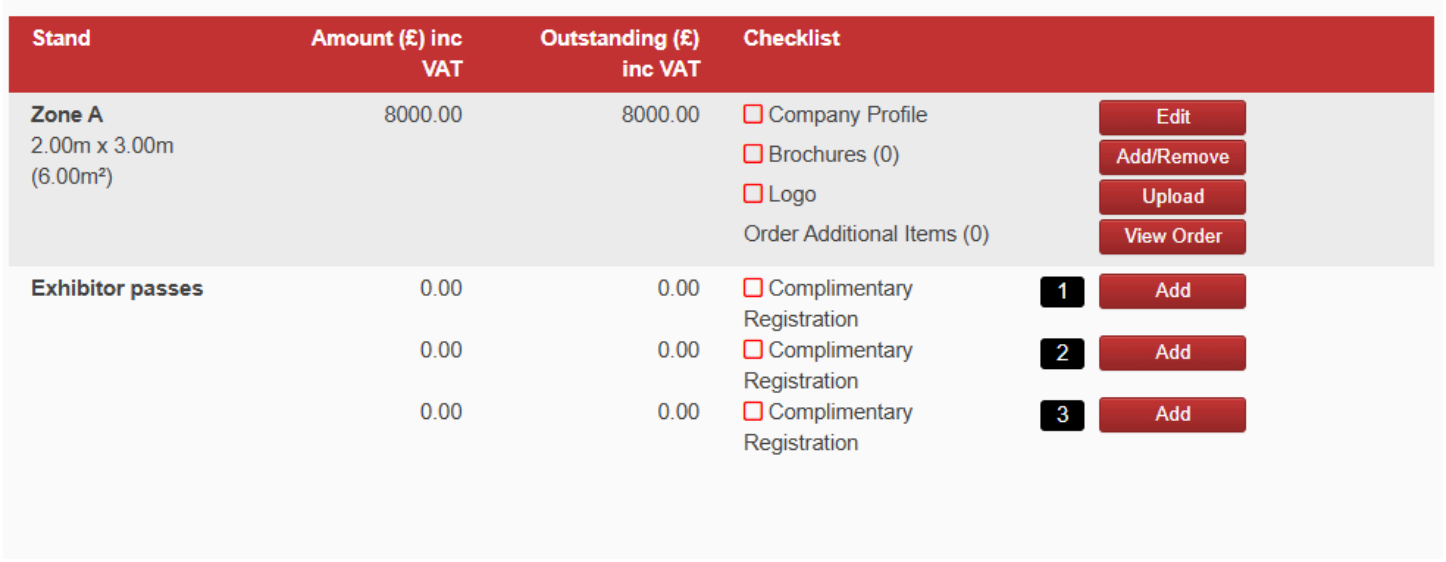
Once you have completed your initial booking, you can access your details at any time by selecting the **Existing Bookings** tab from the navigation menu.

This section allows you to view and manage your exhibition booking and provides access to additional information and options.

Within this section, you can:

- Add or update your company profile.
- Upload company brochures and other attachments.
- Upload your company logo.
- Add details of your complimentary delegate registrations.
- Select the Built Booth Package upgrade.

We recommend completing these additional details once your initial stand booking has been submitted.



Step 5: Adding a Built Booth Package Upgrade & Other Upgrades

If you have booked floor space only but would prefer a ready-built exhibition stand, you can select the **Built Booth Package** upgrade within the Existing Bookings section.

The Built Booth Package includes:

- A built shell scheme booth.
- One table with a plain tablecloth.
- Two chairs.
- One spotlight.
- One standard UK electrical socket.

Additional upgrade options are expected to be released at a later date. These may include integrated artwork, TV screen options and additional furniture, such as a lockable cabinet.

If you choose not to purchase the built booth upgrade, you will be responsible for arranging your own custom stand through a recommended booth supplier. This must be organised directly and at your own expense.

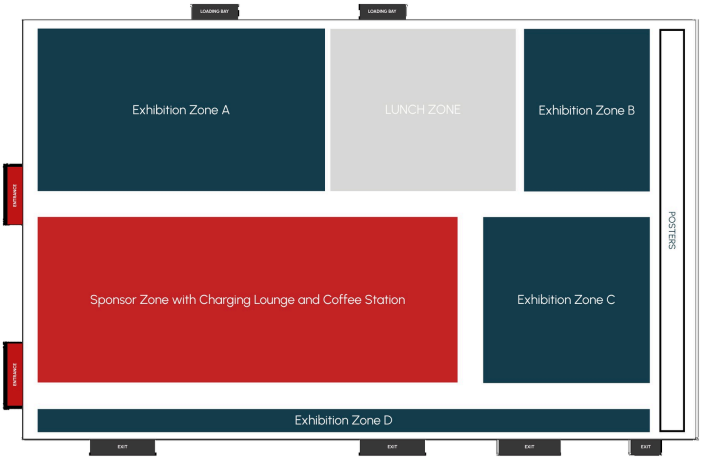
As other upgrades become available they will also be available via this area of the exhibition booking portal.

Step 6: Viewing the Exhibition Floorplan

To revisit the exhibition layout and view the available zones, select the **Floor Plan** tab from the navigation menu.

This will allow you to refer back to the exhibition layout and familiarise yourself with the different exhibition areas.

Please remember that the floorplan is provisional and subject to change.



Step 7: Updating Your Contact Details

If you need to amend your contact information after creating your account, select the **Update Contact Details** tab.

This section allows you to update your personal and contact information associated with your portal account.

Please ensure your details remain accurate so that the organising team can contact you with important booking and exhibition information.

Step 8: Invoice and Payment

To view your payment options and arrange payment for your exhibition stand, select the **Invoice and Payment** tab.

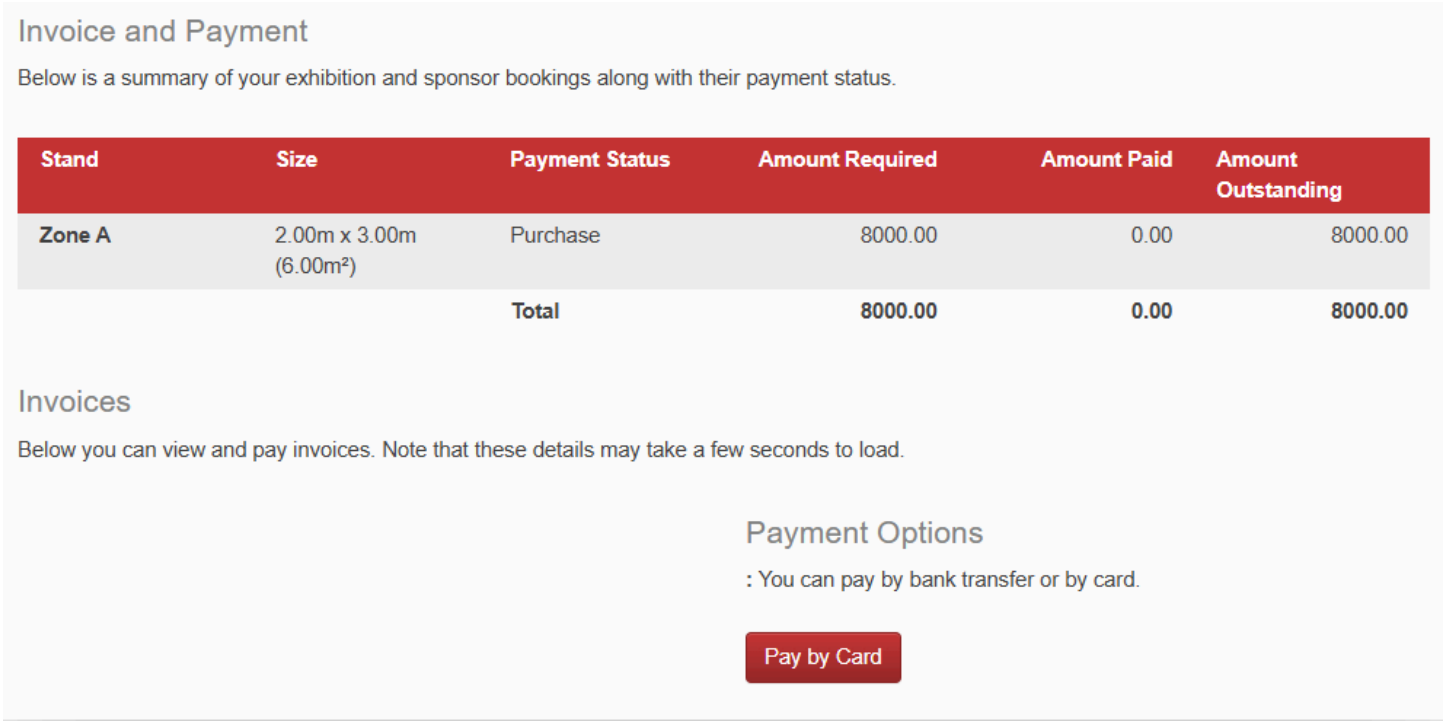
You will be able to choose between the following payment methods:

- **Invoice:** Request an invoice for your exhibition stand booking to pay by Bank Transfer.

- **Online Card Payment:** Make payment directly through the online portal using a payment card.

Please note that payment is due within 30 days of the invoice date. If payment is not received within this timeframe, your reserved exhibition space may be released.

We recommend arranging payment promptly to secure your booking.



Invoice and Payment

Below is a summary of your exhibition and sponsor bookings along with their payment status.

Stand	Size	Payment Status	Amount Required	Amount Paid	Amount Outstanding
Zone A	2.00m x 3.00m (6.00m²)	Purchase	8000.00	0.00	8000.00
		Total	**8000.00**	**0.00**	**8000.00**

Invoices

Below you can view and pay invoices. Note that these details may take a few seconds to load.

Payment Options

: You can pay by bank transfer or by card.

Pay by Card

Important Information for Exhibitors

Booking Confirmation

Once your booking has been submitted, you can return to the Existing Bookings section at any time to review your booking details and complete any outstanding information.

Stand Allocation

Stand selections are subject to availability. Please note that the reference number generated during booking is not confirmation of your final position on the exhibition floor plan.

Company Information

Please ensure your company details, VAT number and contact information are accurate and up to date.

Exhibition Stand Packages

The initial booking includes floor space only. The Built Booth Package is an optional upgrade and can be selected through the Existing Bookings section.

Payment Terms

Payment is due within 30 days of the invoice date. Failure to make payment within this period may result in your reserved exhibition space being released.

Terms and Conditions

By reserving an exhibition stand through the booking portal, you agree to the ICSCRM 2027 exhibition terms and conditions and privacy policy.

You can review these documents here:

- Exhibition Information
- Terms and Conditions
- Privacy Policy

Contact Us

If you experience any difficulties accessing the portal, completing your booking or managing your exhibition details, please contact the ICSCRM 2027 event management support team at hello@miceconcierge.com for assistance.