

Exhibition services

How to order services for your exhibitor stand...

Please note, unless otherwise stated, any order forms must be completed and returned at least 5 working days (14 days for catering orders) prior to the Event Tenancy Period – Orders after this date cannot be guaranteed and may be subject to additional charges.

The following instructions will guide you through the process of ordering your exhibitor stand orders via our online booking system. Let's get started...

1. Go to <https://www.naecstoneleigh.co.uk/>
2. Go to the top right of the page, click the navy avatar button, and click register now.
3. Fill out all details, create your account following the instructions to register.
4. This will take you to your **NAEC Hub**, if this does not appear re-click the top right hand avatar button.
5. Scroll to the bottom of the **NAEC Hub** page or select the Venue Event Services tab at the top of the page, then order exhibition services.
6. Ensure your details are up to date, your details can be viewed under the '**Your Details Form**'.
7. You will then need to fill out the '**Exhibitor Details Form**' which is a mandatory field
8. Select the form(s) you wish to complete, such as catering or IT for example.
9. Please read all instructions and **terms and conditions** <https://www.naecstoneleigh.co.uk/naec-terms-conditions-for-orders/> carefully for your selected form before placing your order.
10. Once you have completed a form, click the blue button at the bottom of your form that states '**NEXT / REVIEW AND PAY**'
11. You will be redirected to a check out page, please carefully check your order is correct along with your details before proceeding to payment by reading ticking to confirm that you have read the '**TERMS AND CONDITIONS**', click the '**SUBMIT AND PAY**' button at the bottom of the page.
12. You will automatically receive a **confirmation email** to confirm your order has been placed.

If you have any issues placing your order(s), please don't hesitate to contact our dedicated Venue team by calling 02476 696969 or by emailing eventorders@stoneleighevents.com. Please note, office lines and inboxes are primarily monitored Monday-Friday, 09:00-17:00.

If you have any questions or queries regarding payments, please contact our finance team on 02476 858215 or by emailing finance@stoneleighevents.com.