



Exhibitor Guidelines

8-10 September 2026, Centre for Student Life, Cardiff University

We look forward to welcoming you to Ento26 as an exhibitor. You will receive all the key conference information through the main delegate email nearer to the event. This document outlines specific details for exhibiting.

Registration

All exhibitor representatives must be registered for the event, and you have been contacted about this separately with the relevant code.

Accommodation

Exhibitors are responsible for securing their own accommodation. We are working with the Visit Cardiff who have secured rooms at competitive rates across the city and are providing a free booking service. You can find out more here: [Ento26: Accommodation & Travel - Royal Entomological Society](#)

Set-up/breakdown times

You will be able to enter the venue between 13:00 – 18:00 on Monday 7 September to set up. Alternatively, you can arrive from 08:00 on Tuesday 8 September (note this is when registration opens, with the conference welcome starting at 09:00).

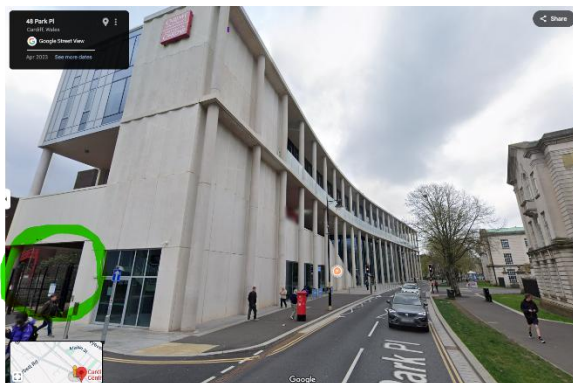
You will be able to breakdown between 11:45 and 14:00 on Thursday 10 September.

Your stand

Exhibitors will be positioned in either level 3 or level 4 of the foyer areas, and a member of the RES team will be on hand to guide you to your stand. Catering stations and posters are located on both levels so there are equal opportunities for exposure.

You will be provided with one table (140cm x 60cm) and two chairs with access to an electrical socket. You will need to bring a tablecloth and may benefit from bringing an extension lead.

Delivery, drops offs and pick-up



If you will be driving and are intending to drop off larger items for your stand, there is a service tunnel at the back of the building as shown here.

This has restricted access for drop off purposes only, up to 30min stay. When you are at the gate, you can just ring the button, and a member of the Building Support team will open it for you. Please note after the drop off is completed, you must move your car to alternative car parking space.

Deliveries will **only** be accepted Monday to Friday 08:30 – 19:30. **Please note the venue does not open over the weekend and evenings, so no deliveries should be arranged then.**

All items must be clearly labelled: Name of the company for ENTO 2026 including the number of items (ex: 1 out of 2 boxes).

FAO Teodora Petkova-Duval and CSL Building support team
Centre for Student Life (CSL)
Cardiff University
Park Place
Cardiff
CF10 3BB

Please inform us if any items sent by courier are especially bulky or have specific handling requirements. Please note Cardiff University, the venue and the organisers do not take any responsibility for any damaged, lost or undelivered items.

All exhibitions need to be dismantled and have items packed and ready for collection by 14:00 on 10th September 2026. **Anything which is not labelled for collection will be disposed of at the end of the event. Please note you need to print your label in advance.**

Materials can be collected by courier on the next working day (Monday to Friday – 08:30 – 19:30)

Note that the building is a publicly accessible space and an open area. While the building has on-site Security, we cannot guarantee the safety of items left unattended. Cardiff University nor ENTO 2026 is responsible for any lost or stolen personal belongings.

Contact

If you have any questions in the lead up to the conference, please contact RES Events Manager, Fran Fleming: fran.fleming@royensoc.co.uk

We look forward to welcoming you to Ento26!