

MCM Comic Con FFAIR Walkthrough

Space Only stands are required to submit certain documents via FFAIR portal in advance of build to obtain the Permission to Build/ Setup Certificate. You will not be able to commence build without a Permission to Build/ Setup Certificate.

Step 1 – receive the email from FFAIR

If you have not received the sign-up link to the portal, please contact [Ops Squad](#), and they will be able to assist you. The sign-up link comes from info@ffair.io or no-reply@ffair.io. You may search from emails from this sender.

Welcome to the FFAIR Space Only Submission Portal for MCM Comic Con London October 2025



no-reply@ffair.io <no-reply@ffair.io>

Today at 14:09

To: ops+mcmtest@opssquad.co.uk



Hi Test MCM

Ops Squad Ltd has sent you an invitation to the space only submission portal for MCM Comic Con London October 2025

MCM Comic Con London October 2025's space only submission portal is here!

This is the place where you can upload your space only documentation and easily keep track on the status of your submission.

You will also receive your permission to build certificate via this platform.

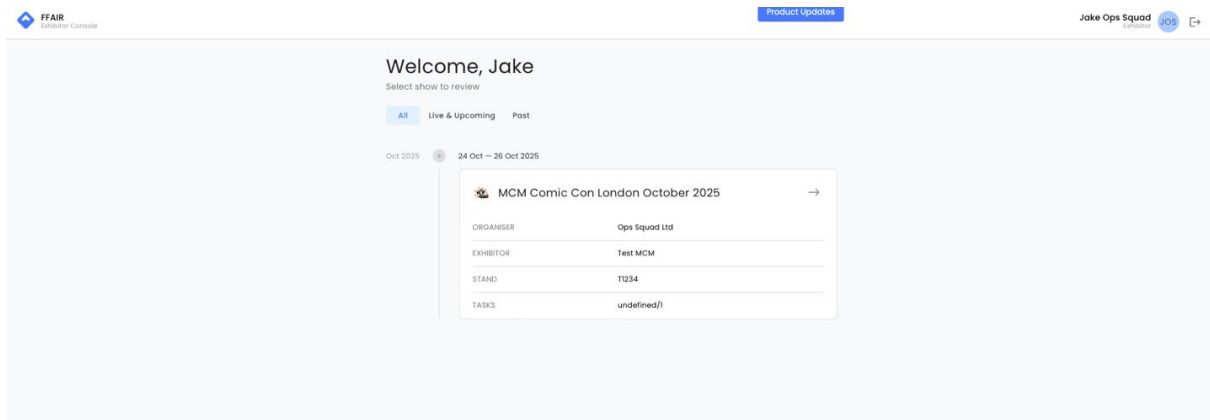
If you have any questions about your stand build, please contact us via the Messaging Board on the portal.

Many thanks
Stand Plan Audit Team – MCM Comic Con London October 2025

[ACCESS YOUR PORTAL HERE](#)

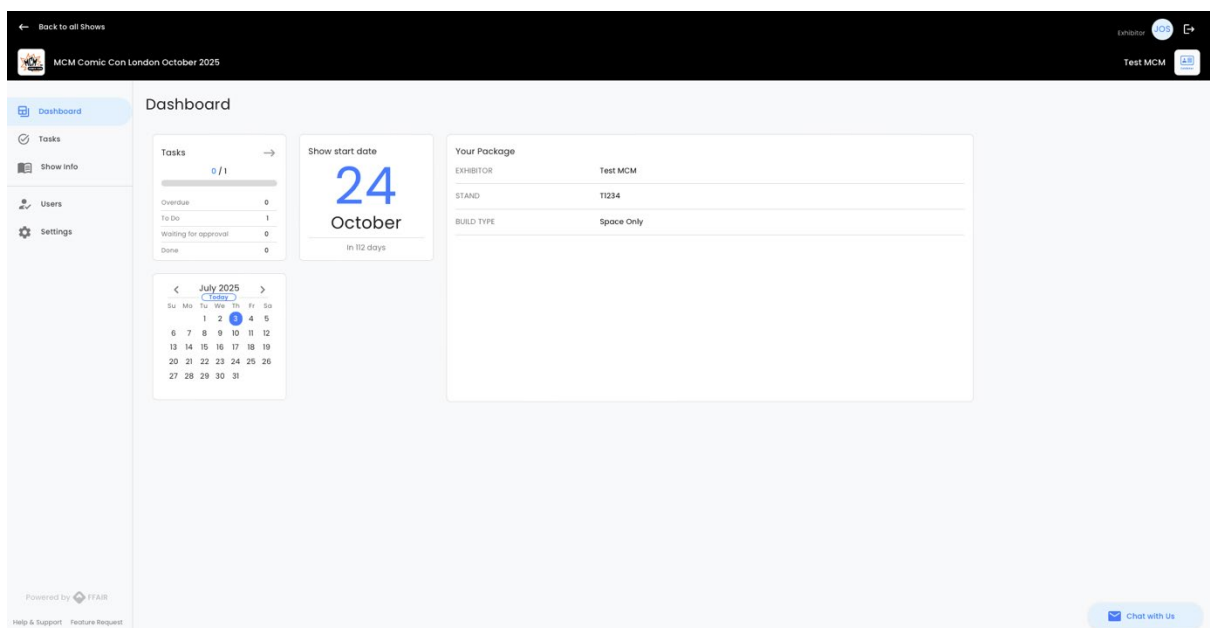
Click 'ACCESS YOUR PORTAL HERE'

Step 2 – FFAIR portal



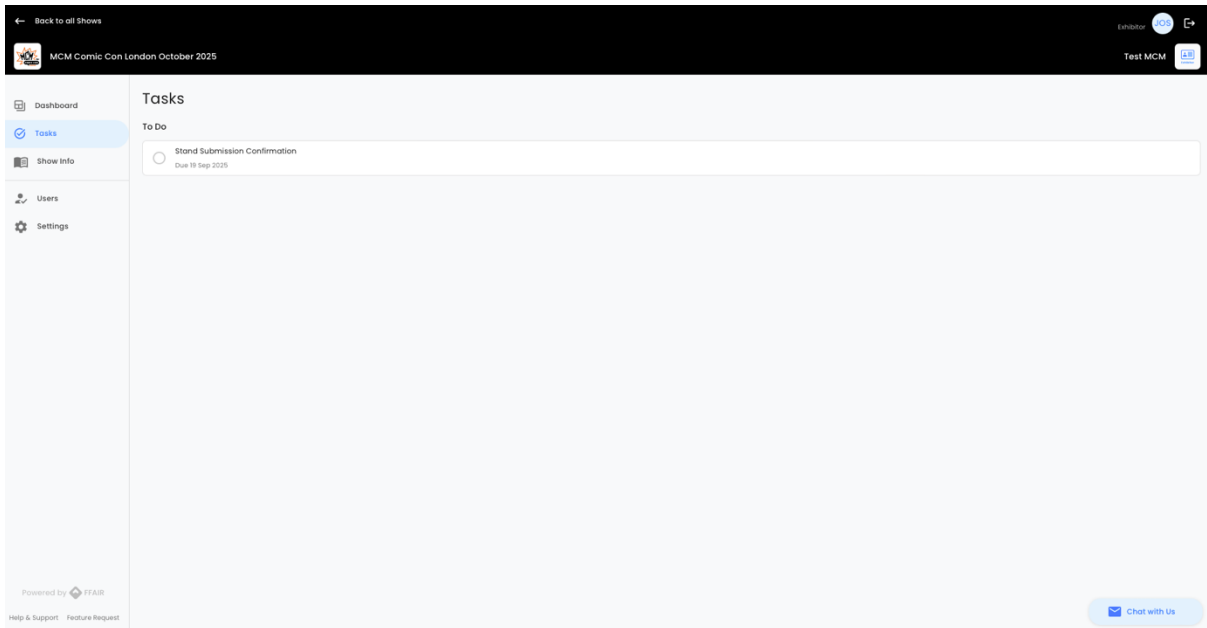
Click through to the show, this will bring you to your Dashboard

Step 3 – Dashboard



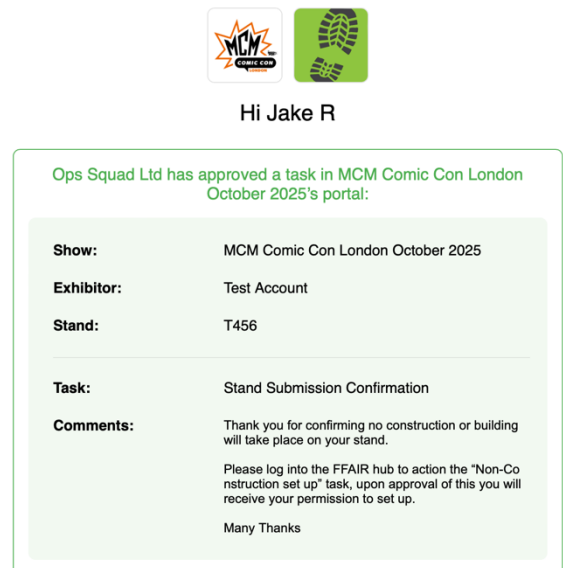
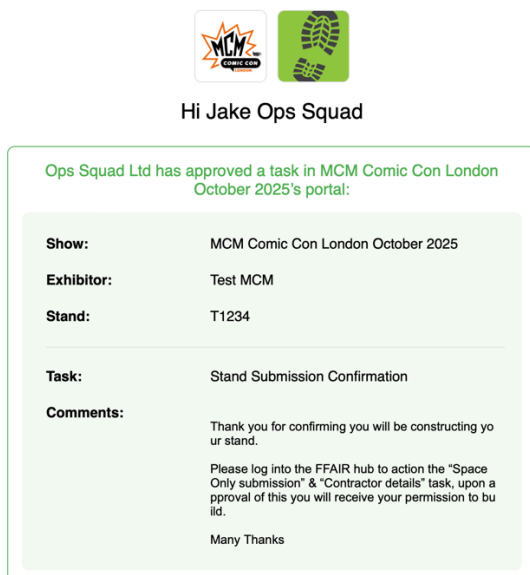
To submit your documentation please click 'Tasks' on the lefthand side of the page.

Step 4 – Tasks page



See your initial task of ‘Stand Submission Confirmation’ this will need to be completed by all exhibitors.

Step 5 – Confirming your stand submission



Once confirmed if you are constructing your stand or not you will receive one of the above emails.

Upon approval email you will be assigned your final tasks

Step 6 – Go back to FFAIR to upload required documentation

The screenshot shows the FFAIR dashboard for 'MCM Comic Con London October 2025'. The user is logged in as 'Exhibitor JOS'. The 'Tasks' section is active, showing a list of tasks. Under 'To Do', there are two items: 'Contractor Details / ON-SITE Contractor Details' (Due 19 Sep 2025, 0/10) and 'Space Only Stand Submission' (Due 19 Sep 2025 | 0 days in this status | by Jake Russell, UPDATED, 0/5). Under 'Done', there is one item: 'Stand-Submission-Confirmation' (Due 19 Sep 2025 | by Jake Russell, UPDATED). The dashboard includes a sidebar with 'Dashboard', 'Tasks', 'Show Info', 'Users', and 'Settings'. At the bottom, it says 'Powered by FFAIR' and has a 'Chat with Us' button.

The screenshot shows the FFAIR dashboard for 'MCM Comic Con London October 2025'. The user is logged in as 'Exhibitor JR'. The 'Tasks' section is active, showing a list of tasks. Under 'To Do', there is one item: 'Non construction set up' (Due 19 Sep 2025, 0/4). Under 'Done', there is one item: 'Stand-Submission-Confirmation' (Due 19 Sep 2025 | by Jake Russell, UPDATED). The dashboard includes a sidebar with 'Dashboard', 'Tasks', 'Show Info', 'Users', and 'Settings'. At the bottom, it says 'Powered by FFAIR' and has a 'Chat with Us' button.

Depending on response to 'stand submission' you will receive one of the above set of tasks.

Make sure to read the space only build regulations before uploading your documents.

Each task will have their own description of what is required so please refer to this, any questions you are able to use "Chat with us" feature and I will respond on the hub.

COMMENTS + ADD COMMENT



IMPORTANT: Once documents submitted ensure you clicked the below “Submit” button this shall change task to “waiting for approval” this will make it appear for review.

Step 7 – Waiting for approval and receiving permission to build / set up

Task Approved

no-reply@ffair.io <no-reply@ffair.io>
To: ops+mcmtest@opssquad.co.uk
Today at 14:41

Hi Jake Ops Squad

Ops Squad Ltd has approved a task in MCM Comic Con London October 2025's portal:

Show:	MCM Comic Con London October 2025
Exhibitor:	Test MCM
Stand:	T1234
Task:	Space Only Stand Submission
Comments:	Thank you for submitting the required documents for this stand. Please find your permission to build letter under the task section on FFAIR, this is subject to a on-site inspection.

Task Rejected

no-reply@ffair.io <no-reply@ffair.io>
To: jake+testmcm@opssquad.co.uk
Yesterday at 16:27

Hi Jake R

Ops Squad Ltd has rejected a task in MCM Comic Con London October 2025's portal:

Show:	MCM Comic Con London October 2025
Exhibitor:	Test Account
Stand:	T456
Task:	Non construction set up
Comments:	Thank you for submitting forms. Please can I ask you to include more hazards on your risk assessment. Manv Tanks

Allow time for the team to review your plans, please look out for any emails from no-reply@ffair.io. If for any reason we need amendments to your plans you will receive the right email, when plans are approved you will receive the email on the left.

Please note you have to log back into FFAIR to view your permission to build /set up.