

ANNUAL LUNCHEON 2026: ACCREDITED MEMBER FAQ



Commercial Interiors UK's Annual Luncheon is the industry's flagship event, bringing together our accredited members, their clients, prospects, designers, specifiers, operators and sector leaders for an afternoon of business development, lead generation, networking, celebration and industry connection. This FAQ has been created to help members understand how the event works, who to invite, and how to make the most of the opportunity.

ABOUT THE ANNUAL LUNCHEON

Who should attend the Annual Luncheon?

The Annual Luncheon is open to Commercial Interiors UK accredited members and their invited guests. It is designed for members who want to build relationships, entertain clients, generate new business conversations, reconnect with the sector and raise their company's profile within the CIUK community.

What is the main purpose of the event?

The Annual Luncheon is designed to support business development, client engagement and meaningful industry connection. Members use the event to generate new leads, strengthen existing relationships, host clients, meet prospects and reconnect with the wider commercial interiors community.

What if we have never attended before?

The CIUK team can help you understand the format and advise on how to make the event work for your business. The Annual Luncheon is a valuable opportunity for members attending for the first time.

Can I use the event for client hospitality?

Yes. The Annual Luncheon is an excellent opportunity to host clients, prospects and key contacts in a prestigious but relaxed setting. Many members use the event to thank clients, develop relationships and create new business conversations outside normal working hours.

BOOKING, TICKETS AND PAYMENT

When will tickets be released?

Tickets will be released 13th July 2026.

How much are tickets?

Tickets are £295 + VAT per person.

Do I need to book a full table?

No. Members do not need to book a full table. You can book from a minimum of two tickets. Full tables of 10 and 12 are available in limited numbers, but smaller bookings can be an effective way to attend if this is your first Annual Luncheon.

Are tickets refundable?

No. All tickets are non-refundable.

Can tickets be transferred to another CIUK event?

No. Tickets are valid only for the specific event for which they are purchased and cannot be transferred to other events or future dates. Each event is planned and budgeted independently, and your booking helps us deliver the best possible experience for all attendees.

When must invoices be paid?

Invoices must be settled prior to the event. Attendees will not be permitted to attend if payment has not been received.

Will I receive a ticket?

Commercial Interiors UK does not provide physical or digital tickets. Entry is by name on the official guest list. Your printed badge and lanyard will act as your event ticket.

GUESTS AND INVITATIONS

Who should I invite as a guest?

Members should invite guests who are relevant to their business development and client engagement objectives.

- Designers
- Operators
- Specifiers
- Procurement contacts
- Architects
- Project contacts
- Developers
- Key industry contacts

What if I struggle to find a guest?

Please contact the CIUK team as early as possible. We may be able to help you consider suitable guest types or identify potential guests, but we need advance notice to support this properly. The earlier you let us know, the more effectively we can advise and assist.

Can I bring colleagues from my own company?

Yes, but members must allocate at least half of the places purchased to guests. The event is designed to support networking between members and external guests, you should use your tickets for business development.

Can I invite a CIUK member company as my guest?

No. Member companies may not invite employees of other CIUK member companies as guests. If a CIUK member wishes to attend the event, they must purchase their own ticket allocation.

Can I invite a non-member commercial supplier?

If you wish to invite a non-member commercial supplier, this must be approved by the CIUK team in advance.

GUEST LISTS AND NAME CHANGES

When do I need to provide my guest list?

Final confirmed guest lists must be provided by the deadline indicated on the booking form, usually the week prior to the event.

However, we strongly recommend inviting your clients, prospects or key contacts as soon as your booking is confirmed. This gives you the best chance of securing the guests you would most like to attend, reduces the risk of dropouts and helps avoid the possibility of another member inviting the same contact first.

We recommend sending guest information to CIUK as early as possible. This helps us share important event details, reduce last-minute uncertainty, prepare badges and lanyards, capture dietary requirements and support a smooth check-in experience on the day.

What information do I need to provide for each guest?

For each attendee, please provide:

- Full name
- Company name
- Email address
- Dietary requirements: deadline two weeks before the event.

Why do you need guest email addresses?

Guest email addresses allow CIUK to share essential event information directly with attendees, helping them feel informed and welcome before the event and reducing drop outs.

Will I receive the event guest list?

Companies that have provided their completed guest list will receive the full event guest list.

Will email addresses be included on the guest list?

No. The event guest list will include attendee names and company names only. Email addresses will not be shared.

What if one of my guests can no longer attend?

Please notify the CIUK team as soon as possible. Any proposed replacement must be approved by CIUK.

Can I change a guest name on the day?

Yes, name changes can be made on the day where necessary, but the replacement attendee must be replacing an existing named guest or booked place. The member company must confirm who the replacement attendee is replacing before entry can be approved. Once approved by the CIUK team, a new badge will be printed in the replacement attendee's name.

TABLES AND SEATING

How are shared tables arranged?

For members booking fewer than 10 or 12 tickets, shared tables will be carefully planned with relevant, non-competitive companies wherever possible. Shared tables can be a valuable way to meet new contacts, expand your network and build relationships.

Can CIUK guarantee who I will sit with?

CIUK will always aim to plan table arrangements carefully and avoid competitive clashes wherever possible. Specific table placements or seating requests cannot be guaranteed.

ENTRY, BADGES AND LANYARDS

Why is the lanyard important?

Your lanyard acts as your event ticket and must be worn throughout the event. It is issued to the named attendee only and must not be shared, exchanged or passed to another person. Anyone attempting to re-enter without their lanyard will be refused entry.

Can someone else from my company use my lanyard?

No. Lanyards and badges are issued to named attendees only. They cannot be passed to another employee, colleague or representative from the same company. Anyone

attempting to enter/ re-enter the event using a lanyard issued in another name will be refused entry or asked to leave.

ON THE DAY

What should I expect on the day?

The afternoon begins with welcome drinks, followed by a three-course lunch in the main ballroom. Guests will hear speeches, celebrate the Lifetime Achievement Award and enjoy live entertainment. A cash bar continues into the evening.

What time does the event take place?

The Annual Luncheon 2026 takes place on Thursday 19th November 2026, from 12pm midday to 7.45pm.

Where is the event held?

The event takes place at the Royal Lancaster Hotel, London.

What is the dress code?

The dress code is lounge suit or cocktail dress.

MAKING THE MOST OF THE EVENT

How can I make the most of the event?

To get the most value from the Annual Luncheon, we recommend:

- Inviting guests as early as possible
- Choosing guests relevant to your business development
- Sharing guest details with CIUK promptly
- Arriving in time for welcome drinks
- Reviewing the guest list before the event
- Planning who you would like to meet or reconnect with
- Following up with contacts after the event

CONTACT

Who should I contact if I have questions?

Please contact the Commercial Interiors UK team at info@commercial-interiorsuk.com