

INFORMATION FOR THE EXHIBITION BREAKDOWN/DISMANTLING

Breakdown is a very busy period so to ensure your company's smooth pull-out from the exhibition, we would be grateful if you could pass this vital information on to those staff and contractors involved in the removal of your exhibits. This document will also be emailed to the stand contractors.

Staff and Contractor Access Times

At 17:00hrs on 9 November, when the exhibition closes, please be advised that exhibitors will not be able to bring trolleys and other wheeled items into the show until we have cleared the hall of visitors, which we estimate will be at 17:30hrs.

Please do not issue contractors with exhibitor badges, security have been briefed to refuse access to all contractors prior to show close. Any contractors found in the hall with an exhibitor badge will be asked to leave site and their badge confiscated.

Contractors are not permitted on site until 17:30hrs on Wednesday 9 November and access at this time is for the removal of valuable items only. No large trucks and vans will be permitted onsite that evening and the dismantling of stand fitting is not permitted.

Vehicle Access

During the early stages of breakdown, small vehicles will have priority access. Larger vehicles will not be permitted access on 9 November.

All vehicles arriving onsite must have registered at ExCeL Traffic Office at Gallions Reach. Details of which can be [found here](#)

Please note the following:-

- All stand electrical supplies will be switched off at 17:30hrs on 9 November. If you need temporary power then please contact GES Electrics.
- The shell scheme will be dismantled from 19:00hrs on 9 November; therefore, all display materials and products must be removed from site by 19:00hrs on 9 November as they may be damaged or lost as contractors dismantle the shell scheme.
- For reasons of security, and in order that no discourtesy is shown to visitors, no items may be removed from stands before 17:00hrs on Wednesday
- Contractors are permitted to start dismantling stands from 08:00hrs on Thursday 10 November
- If you require forklift assistance then book this through the WTM London lifting contractor, ILS, who are located by the Organisers' Office.
- If you have rigging on your stand, please ensure that you have communicated with the rigging department to confirm when you will require your rigging points removed/lowered.
- The removal of aisle carpet will start at about 17:30hrs on 9 November so please take care when stepping out into the aisles.
- The venue rigging team will be accessing the halls from about 18:30hrs on 9 November.
- Exhibitors and contractors are required to display their badges at all times during the breakdown period.
- Catering equipment, furniture, floral etc, which has been hired, are the responsibility of the exhibitor until collected.
- **The evening of closing day is a critical time for security – please do not leave goods unattended at any time. As well as your stock, plasma screens, computers, laptops and mobile phones are at risk.**
- All waste, including brochures, stand graphics, carpet, stand fitting etc, MUST be removed. Any items left by exhibitors, or their contractors will incur a charge. The cleaning team will be open for the ordering of skips and waste bins.
- Please do not bring your vehicles up to the halls until goods are packed and ready to load.
- **The hall must be cleared of all stand fitting, including waste materials by 14:00hrs on Saturday 12 November.**

Contractor Passes

Same procedures as build-up applies for contractor passes. Before arriving onsite please ensure that you and your team have received, read and understood the site rules - a copy can be found [here](#).

At WTM London 2022 we now need all contractors who are coming onsite for build or breakdown to register their details and complete the site induction before they will be allowed into the exhibition halls. You will receive an e-badge once you have completed the process which you will need to use as access into the halls for build and breakdown each day.

Contractor Registration is now live and every contractor coming onsite for build or breakdown should follow the below instructions to register themselves and complete the site induction before arriving onsite. Please share this information with all contractors coming onsite for build and break down.

Before coming onsite:

1. Scan the QR code below with your mobile phone, or alternatively download the [TAAP Visitor Book App](#) to scan the QR code.



2. Fill in the registration form, attach a photo of yourself (this will be used to make sure the badge belongs to you onsite) and review the site rules.
3. Press 'Submit' to generate your e-badge which is valid for build and breakdown.
4. Save the e-badge to your phone to take onsite with you.

Onsite:

1. When you arrive onsite show your e-badge to security who will check your photo and then let you in to the exhibition halls. This will be done every day you enter the exhibition halls so make sure you have your e-badge easily accessible.

To avoid delays we strongly recommend you complete your registration in advance.

The data collected from contractor registration is shared with relevant parties involved in the organisation of WTM London 2022. For more information, please view our [Privacy Policy](#).

Please note that access to the venue during build-up and break-down periods is subject to persons wearing appropriate PPE; see the Site Rules for further detail.

Safety Footwear and Hard Hats

Same procedures as build-up applies. From 17:30hrs on Wednesday 9 November it is compulsory that everyone on site wears a high visibility vest/jacket and safety footwear. Hard hats must also be worn when necessary.

MAY WE THANK YOU IN ANTICIPATION OF YOUR CO-OPERATION AND WISH YOU A SAFE JOURNEY HOME.