

Important Exhibitor and Contractor information – please read

Contractor Badges – build up and breakdown

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 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](#).

If you have any issues registering in advance, please contact wtm.operations@rxglobal.com

Please note:

- Contractor e-badges are NOT valid to gain entry to the exhibition halls during the show-open period. If you require access to the show during show open, then you will need to speak to your client to order a badge as part of their allocation.
- Access to the venue during build-up and break-down periods is subject to persons wearing appropriate PPE; see the Site Rules for further details.

Exhibitor Badges – build up/breakdown

Exhibitors will be able to access the halls during build-up and breakdown with their 2022 Exhibitor Badge so please have this ready to show the security team.

Build Up Times

The exhibition timetable can be found [here](#).

Wednesday 2 November 2022

Restricted timed access on this day only. Your timeslot will be determined by location of stand in the hall. If you are building more than 1 stand, you will need to consider that different access times for each stand may apply. Organisers' decision is final. See the exhibition timetable for the access plan.

Please be aware that during the build-up period, the doors of all the halls will be open and therefore the halls will be cold, so it is recommended that you wear suitable clothing.

In order to keep gangways clear furniture, stand dressings and exhibits should not be offloaded until the stand is ready to accept delivery directly onto the stand area. This will be enforced by the organisers and floor managers. Furniture in the gangways may be removed to storage at your cost. Please schedule your deliveries carefully.

Breakdown/ Dismantling

The final exhibition day is Wednesday 9 November 2022. Please note that access will not be given to contractors that evening. The Wednesday evening is for the removal of hand carriable and valuable items only. No stand dismantling will be permitted until Thursday 10 November 2022 (from 08:00hrs). All exhibits, standing fitting and excess waste must be removed by 14:00hrs on Saturday 12 November. If excess waste or carpet tape is left on the stand area the cost for its removal will be charged back to the exhibitor, therefore please ensure that the stand area is suitably cleared, and the waste removal has been booked with the ExCeL London Cleaning.

T: +44 (0) 207 069 4400 E: exhibitororders@excel.london

Please [Click here](#) for the ExCeL London website which provides additional useful information relating to the venue.

Full breakdown instructions are attached to this email.

Cleaning & Hygiene

Hand sanitisers will be readily available throughout the venue. Please continue to follow guidance and wash your hands frequently

All high touch points should be cleaned regularly with appropriate cleaning materials during build, show open and breakdown.

Deliveries

Deliveries WILL NOT be accepted before Wednesday 2 November 2022. At no times will they be signed for by the Organisers. All courier deliveries will be made directly to the official logistics contractor, ILS. You can either then collect these yourself or arrange for the lifting contractor to deliver to your stand for a small fee.

All delivery drivers will need to report to Excel's new traffic booking office, Gallions Reach, where they will be issued with their access documentation before they can proceed to the lorryway. An overview of the new procedures can be found [here](#). If delivery drivers need access to the halls at any point they will need to complete the site induction in order to gain their e-badge for entry. This may cause hurdles for courier drivers and therefore we recommend using our official contractor ILS.

Early Access/Late Working

The halls will be open from 0800 to 2000hrs each day of build-up. Late and overnight working is available on some days, and we recommend that you book this in advance to avoid the risk of your onsite request being denied. Click [here](#) to view the costs and book. Any late working booked onsite will incur a surcharge. Failure to agree and carry out the terms laid out in the form will result in your team being asked to leave site and any payments made will not be refunded.

Emergency Gangways

All emergency gangways will be clearly marked on site with red tape. These gangways should be kept clear at all times to allow for emergency access, particularly during the build –up and breakdown periods.

Any package materials left in the gangways will be cleared as waste and you will be charged by the venue. If you wish to keep packaging materials, please arrange storage with [ILS](#).

Electrics/Power to stand

Electricity will be switched off each evening, 30 minutes after the close of the show, with the exception of 24-hour supply services.

Please note: Temporary power must be ordered if necessary for completing work during the build process. If you have not yet ordered your electrics or lighting requirements, please do so online at

Web: [Expresso by GES](#)

Face Masks

We strongly recommend that you wear a face mask when you are in indoor spaces with individuals that you would not normally mix with.

Health & Safety at Work

The law requires that everyone take a responsible attitude towards health & safety. We ask that you work with us to maintain a safe workplace during the exhibition. Space only stand holders must have copies of their stand build contractor's Risk Assessment, Method Statement and any health & Safety policies. The H&S and Floor Managers will be ensuring that contractors are working safely in the halls and in particular working at height practices - it is really important that the appropriate ladders, scaffold towers and manual lifts are used safely. For additional guidance, please visit www.stop-the-drop.co.uk

Onsite Team Details

The Organiser's Offices are located in N5 and S6 and can be contacted from Wednesday 2 November on Tel: +44 (0)20 7069 6013 (North) and Tel: +44 (0)20 7069 6018 (South)

The Reed Exhibitions Operations team will be wearing branded safety jackets and along with the Floor Managers and H&S Manager will be in the halls to assist with any general issues you may have.

Personal Protective Equipment (PPE)

Everyone onsite during build up and breakdown, including exhibitors, will be required to wear a high visibility vests/ jacket and safety footwear. WTM London Site Rules and Venue Emergency Procedures are attached to the email.

NEW for 2022 – Every Space Only stand contractor will have nominated their Health & Safety Representative. This individual will be issued with a High Visibility vest that must be worn at all times when onsite. The wearing on the vest will enable everyone onsite to be able to identify the main contact for that stand.

Rigging – Onsite Complex Rigging Sign Off

For those stands with complex rigging, your structure must be checked by the RX appointed independent structural engineer before being hoisted or suspended. You will be issued with a slip to

confirm that your suspended structure has been inspected by a structural engineer and permission has been given to raise it.

No further changes must be made to the suspended structure before it is raised. If you make any further changes/add or remove any additional elements, then you need to contact the Health & Safety team to arrange for your structure to be inspected again.

You must not raise your complex rig until it has been checked.

Stand Cleaning

Your stand will be vacuumed each night before show open. For double decks – only the ground level will be vacuumed. Any waste generated during the show open period must be in tied up bin bags and left in the aisles at the end of each day. As is usual, the cleaning of exhibits will remain your responsibility, as will any special services that may be required such as the removal of bulk rubbish. Please contact Excel London Cleaning to book - Tel: +44 (0) 207 069 4400 Email: exhibitororders@excel.london

Stand Information Form/Stand Events

Before coming onsite all exhibitors must complete the [Stand Information Form](#).

Unloading/reloading

Please note that International Lifting & Shipping (ILS) are the only company permitted to operate fork lift trucks or any type of lifting equipment in the halls for WTM.

To make arrangements for forklift unloading and storage please contact ILS as soon as possible
Email: Rachel@i-l-s.co.uk

Vehicle Access

[Please click here](#) for the Traffic Guide.

Vehicle Parking

[Please click here](#) for the ExCeL London Parking information.

Waste Removal

It is essential that every stand removes their stand fitting waste from site during build up and breakdown. Charges will be applied for the removal and disposal of any waste left onsite. Skips can be booked with ExCeL London Cleaning and there will be a surcharge for orders placed onsite. Tel: +44 (0) 207 069 4400 Email: exhibitororders@excel.london

Welfare

We all have a duty of care to help and support event industry professionals and here at RX, the safety and wellbeing of everyone onsite is one of our top priorities. Everyone has a role to play to look out and care for our colleagues and peers and we can all do this by taking the following steps:

- Provide sufficient amount of onsite crew to reduce long working hours
- Share any pre-show information with all onsite staff so they can be better prepared/informed e.g. emergency procedures, site rules, contractor badges, catering facilities available
- Ensure adequate breaks for staff
- Everyone on site should have access to drinking water, catering & toilet facilities
- Be kind. Be considerate

We look forward to seeing you on site.

Jessamy Ganesh & Liv Chard
WTM London Operations Team