

Onsite Logistics & important deadlines

for WTM London 2024

Build & Dismantle Schedule

You must ensure that you have read the Build and Dismantle Timetable [here](#). Please pay close attention to the following:

- **Stands numbers starting with 'S12' have a different dismantle schedule**
- **Late and overnight working is no longer permitted.**
- **Your stand must be designed that can be built and dismantled safely and on time without building beyond 8pm on each day of show build. Exhibitors need to make design decisions in good time to allow their stand contractor to have the time to pre-fabricate as much as possible. Stand contractors must not be bringing raw materials on site, as much of the stand as possible must be pre-fabricated in advance and just erected onsite. Construction from raw materials is strongly discouraged.**
- **Monday 4 November is for stand dressing only. No construction work must take place on this day**
- **Stands in the Boulevard (stand numbers starting with 'BL') have a separate build and dismantle schedule which has been shared with those exhibitors.**
- **Anyone unloading before 14:00hrs on Thursday 31 October must book fork lift assistance with the official logistics provider, I.L.S International. No self-off loads are permitted during this time.**

We have been able to secure additional build days for stand numbers starting with S8 to S11 ONLY so if this applies to you and you require extra build days please contact your client's WTM Sales Manager to discuss options and costs. We are unable to extend this to all stands due to other shows taking place at ExCeL before WTM London.

Space Only Stand Plan Submissions

The Space Only stand plan submission deadline was 29 August 2024. [Click here](#) for further details and guidance on what documents you need to submit as part of the submission. If you missed this deadline it is vital that you submit the necessary information immediately. Failure to submit documents on time can result in you not being permitted to start building the stand.

You are reminded that if you are building a stand over 4m in height and/or have a suspended structure that is not a truss and fabric banner you must submit Structural drawings and calculations. The [stand plan submission guidance](#) will help you to avoid issues and costly adjustments to your stand.

Please also ensure you have read the [Stand Build Regulations](#) in full paying close attention to Display Materials, Walling along open sides and Rigging.

Once permission to build has been given no changes must be made to the structure of the stand. This also includes adding extra elements to any suspended structures. If this happens you will be asked to remove the item.

Schedule your Transport

There is limited space in the halls and therefore you are not permitted to off load furniture and stand dressing items until your stand is ready to receive them. If these types of items arrive too early then they must be put into storage at your own cost, the lorry way/unloading area is not a storage area. So please do not bring any stand dressing items like furniture, floral etc. until your stand is ready to have these items delivered straight on to the stand.

The organisers reserve the right to arrange with the official logistics provider to remove any stand fitting items that are blocking aisles into storage and the contractor will incur a 100% surcharge (as set out in the ILS tariff) for the removal and storage of these items.

You do not need your furniture on the first day of build so be considerate of others and plan your deliveries accordingly. Contact the [Official Logistics Provider](#) (password: WRLDTRVL24) to discuss your options.

We expect all contractors to always keep aisles around their stand clear.

Traffic booking system during Build and Dismantle

ExCeL's vehicle booking system will be in place again this year and the website will be available about 4 weeks before build starts for you to book in your vehicles. Changes have been made to improve the process and we expect all stand contractors to follow instructions pre-show and onsite.

Enforcement cameras are now in operation on the lorryway so anyone caught not adhering to the traffic rules will be asked to leave site immediately.

When booking in your vehicles please refer to the lorry door number on the WTM London 2024 plan and not the stand number.

For parking ExCeL no longer operate a pay and display system. If you need to park then you must book this in advance. Further information can be found [here](#).

Plant Hire

If you have identified through your Risk Assessment and Method Statement that you require a Cherry picker and/or Scissor lift to build and dismantle your stand safely then this must be ordered through the venue's recommended plant hire supplier [Nationwide Platforms](#). Plant hire from any other supplier will not be permitted onsite. [Click here](#) for further details on the regulations for operating plant hire onsite.

It will be possible to rent plant hire onsite but to avoid issues and delays you should be planning for this in advance.

Stand Waste

Contractors should be reviewing their Stand build materials to plan for as much pre-fabrication as possible. Please consider modular systems, materials that are recycled/recyclable and that can be reused to reduce the amount of unnecessary waste generated onsite, this also includes packing materials.

All stand contractors must include details on how they will manage their waste in their Method Statement submitted to Ops Squad as part of the stand plan submission process.

Exhibitors and contractors are responsible for the removal and disposal of all stand-fitting waste created during build-up and dismantle. We expect all contractors to have detailed waste management plans and order necessary waste bins through ExCeL for build up and dismantle. This will be monitored and checked onsite by the WTM Floor Management team and ExCeL Waste Ambassadors. ExCeL have a number of waste removal options on their webshop so please [click here](#) and order this service now. Heavy financial penalties will apply to anyone who leaves stand waste on site, enforcement cameras are in operation.

Ordering Deadlines

To avoid additional costs it is really important that you check the deadlines to order products and services [here](#). You must pay close attention to the following deadlines:

- **Electrical mains**
 - Deadline is 2 October 2024.
 - 20% surcharge then applies to all orders placed up to 22 October 2024
 - An additional 20% surcharge is then added to any orders placed after 22 October 2024

- **Rigging**
 - If your stand number starts with S8, S9, S10 or S11 then the deadline is 6 September 2024
 - Deadline for all other stands is 13 September 2024
 - Any new of additional orders placed after this date will not be accepted
 - Once the rigging order has been accepted and confirmed by ExCeL rigging team no changes must be made.

Exhibitors' and Contractors' Legal Duties

Every stand contractor has a legal duty of care for the safety of anyone who may be affected by their activities. It is important that you understand your legal duties so ensure you have read and understood the [Health and Safety Section](#) in the manual. If anything is unclear then please contact the Operations team at wtm.operations@rxglobal.com

Further useful Information

The WTM London 2024 [Exhibitor and Contractor manual](#) contains important information that you need to help you effectively plan for the show. There is also a [Operational Documents](#) page that has some really useful documents to help you plan with links to all order forms.

If you are a stand designer who is appointing a contractor to build the stand you must ensure that you have shared all this information with them.

We want everyone to have a smooth build and breakdown experience so we expect everyone to cooperate, understand their own responsibilities and the knock-on impact that their actions can have on the success of the event.

Further information will be communicated soon relating to:

- Vehicle Booking system
- Onsite Health & Safety Responsibilities
- Final contractor mailing with further useful information to help with the final stages of your planning