

Onsite Health & Safety and Waste Management

Schedule your Transport

There is limited space in the halls 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. These types of items must not arrive on the first day of your build and sit in the aisle. 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. To avoid the risk of furniture and dressing items being turned away during the first few days of build why not arrange for these items to be stored with the <u>Official Logistics Provider</u> until you are ready for them.

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

Health & Safety File

The Space Only Stand Contractor Manager and/or Health and Safety Representative must ensure that they have their site safety file ready to be reviewed by the WTM Health & Safety Manager and Stand Audit Manager. At a minimum the site safety file must include:

- Stand plans
- Risk Assessment
- Method Statement
- Construction and Dismantle Phase Plan
- Live Edge Working Policy (Double Decks only)
- Structural Calculations (Double Decks, complex stands and those with complex rigging)
- Waste Management Plan

Live Edge Working (Double Deck Stands Only)

As part of your stand plan submission you should have included details on what measures you have in place to reduce the risk of falls from height from working on a live edge. This will be checked onsite by the WTM Health & Safety Manager and any unsafe working will result in work being stopped while improvement are made. If unsafe working continues then contractors may be asked to leave site. There is zero tolerance to unsafe working.

Click here for further details

Working at Height

You are reminded that working at height can be a high-risk activity and close attention will be taken on working practices during the build and dismantling of stands. Where possible working at height should be avoided and if unavoidable the use of work equipment (such as scaffold towers) and other measures (such as edge protection and/or fall arrest harnesses) should be used to minimise the consequences of a fall.

For further advice on working at height safety, please visit the Stop the Drop website

Suspended structures

For stands with complex rigging, the 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 the suspended structure has been inspected by a structural engineer and permission has been given to raise it.

Once permission has been given no further changes must be made which includes adding or removing any items. If any changes are made then you will be asked to lower the rig and put it back to how it was when it was inspected by the structural engineer. The structural engineer will then have to reinspect the rig before it can be re raised or suspended in its final position.

You must not raise your complex rig until it has been checked. <u>Click here</u> for further details on the Rigging Regulations.

Plant Hire

If you require the use of a cherry picker of scissor lift, then this must be ordered through the venue's recommended plant hire supplier - <u>Hire Cherry Pickers & Scissor Lifts in East London (nationwideplatforms.co.uk)</u>. Plant hire from any other supplier will not be permitted. You must also adhere to the regulations outlined in the exhibitor and contractor manual.

Late/Overnight working

Late working outside of the published build up and breakdown timetable is no longer permitted.

Working beyond 8pm on each day of show build will not be permitted. Exhibitors should be making 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.

Please be reminded that all stand construction must be completed by 8pm on Sunday 3 November 2024. This includes ensuring that all aisles around your stand are clear of stand fitting materials. Monday 4 November is for stand dressing only and your activities must not impact on the aisle carpet being laid from Monday Morning.

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 ask your client to contact their 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.

Changes to stand builds

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.

Waste Management

All Space Only stands are required to submit a Waste Management Plan to Ops Squad Stand Plan team prior to arriving on-site. During build-up and dismantle, exhibitors and contractors will be able to order additional waste containers by heading to the Exhibitor Service Desk or scanning the QR codes at one of the wedge bases, both located inside the event halls.

As part of ExCeL's commitment to sustainable events, they have introduced seven new waste streams to maximise the reuse and recycling of waste. Segregated waste containers can now be purchased as part of ExCeL's waste services and pre-booked via the Webshop or booked onsite. These new waste streams include dry mixed recycling, wood waste, bulk waste, food waste, general waste, pallet removal and hazardous & WEEE (electrical) removal.



There is a zero tolerance to not effectively managing your waste onsite and anyone doing so will be heavily fined. Enforcement Cameras and Waste Ambassadors are in operation. ExCeL Waste Ambassadors, WTM Safety and Organisers reserve the right to enforce contractors to order waste containers as they deem necessary.

If you are planning on feeding your crew onsite we kindly ask that you order food caddies through ExCeL to correctly dispose of your food waste. WTM and ExCeL London are committed to improving sustainability across the show. Analysis has shown that one simple action to improve the volume of material that can be recycled after the show is to ensure that food waste is kept completely separate and doesn't contaminate other 'dry waste'.

Ordering a food waste Caddie ensures that all food waste across the show is managed correctly, reduces the amount of contaminated waste across the show and improves recycling rates.

Not correctly managing your waste can impact on the show delivery with aisle carpet unable to be laid and show not opening on time. We expect everyone onsite to cooperate with the Waste Ambassadors, WTM safety team and Organisers.

If you have any questions, please contact the venue directly at exhibitororders@excel.london.

We want everyone to have a smooth build and dismantle 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:

- Final contractor mailing with further useful information to help with the final stages of your planning. This will include Dismantle Procedures.

WTM Operations team

SCAN TO ORDER ONLINE







ORDER YOUR WASTEBINIFOR BREAKDAYS

Or visit the service desk to order

- NON-RECYCLABLES
- FOOD RECYCLING
- DRY MIXED RECYCLING
- BULKYMASTE
- HAZARDOUS WASTE

SCAN TO ORDER ONLINE

