

INFORMATION FOR THE EXHIBITION DISMANTLING

Dismantling 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/stand.

Everyone onsite is reminded to ensure that they have read and understood the site rules.

Staff and Contractor Access Times

At 17:00hrs on 7 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 18:30hrs on 7 November and access at this time is for the removal of valuable items only*. No large trucks and vans will be allowed onsite that evening and the dismantling of stand fitting is not permitted.

*Only stands (stand numbers starting with S12) in the Auditorium are permitted to start dismantling from 18:30hrs on Thursday 7 November.

The halls must be cleared of all stand fitting, including waste materials by the following times:

- All stands (except stand numbers starting with S12) – 14:00hrs on Sunday 10 November
- Stands in Auditorium, stand numbers starting with S12 – 18:00hrs on Saturday 9 November

Vehicle Access

You are reminded that all vehicles needing access to the loading bays during dismantle must pre-book. The booking system is now live so to book your vehicle please go to excellondon.voyagecontrol.com. Any exhibitor or contractor vehicles that are not booked system will be denied access to the loading bay by the on-site traffic team.

On Thursday 7 November only cars and small vans are allowed onto the lorryways.

No vehicles will be allowed up onto the lorryway until the stand has been dismantled and ready for loading. Onsite the ExCeL traffic team will be checking this before vehicles are permitted access. Any vehicles that arrive too early will be redirected to a vehicle holding area off site.

[Click here](#) for access details.

Contractor Passes

All contractors who are coming onsite for dismantle need to register their details and complete the site induction before they will be allowed into the exhibition halls. You will receive an email confirmation once you have completed the process which you will need to use as access into the halls for dismantle each day.

[Contractor Registration](#) is now live so please share this information with all contractors coming onsite for build and breakdown.

The data collected from contractor registration is shared with relevant parties involved in the organisation of World Travel Market London. 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.

Personal Protective Equipment

Same procedures as build-up applies. From 17:30hrs on Thursday 7 November everyone on site should wear a high visibility vest/jacket and safety footwear. Hard hats must also be worn when necessary.

Waste

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.

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.

Order your segregated waste container now

Other Important information

- All stand electrical supplies will be switched off at 17:30hrs on 7 November. If you need temporary power then please contact GES Electrics.
- The shell scheme will be dismantled from 19:00hrs on 7 November; therefore, all display materials and products must be removed from site by 19:00hrs on 7 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 Thursday.
- 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 7 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 7 November.
- **Exhibitors and contractors are required to display their badges and high visibility vests/jackets at all times during the dismantle 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.**

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