



16-18 March 2027
Excel London
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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.

DISMANTLING:

Thursday 18 March	17:30-22:00	Shell Scheme and Space Only
Friday 19 March	08:00-20:00	Space Only
Saturday 20 March	08:00-Noon	Space Only

Please note the following:

- The exhibition closes on Thursday 18 March at 17:00. Work may continue in the halls until 22:00. All vehicles must be removed from site by 22:00.
- All stand electrical supplies will be switched Off at 17:30 on Thursday.
- The Shell Scheme will be dismantled from 08:00 on Friday 19 March; therefore, all display materials and products must be removed from site by 22:00 on Thursday 12 March 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 17:00 on Thursday.
- Exhibitors and contractors are required to always display their badges during the breakdown period.
- Catering equipment, furniture, floral, etc., which has been hired are the responsibility of the exhibitor until collected.
- **The evening of dosing 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, carpet, stand fitting, etc., MUST be removed. Any excess waste left by exhibitors, or their contractors will incur a charge. If you have specific requirements for waste removal, please pre-book your waste receptacles ahead of time Via the [webshop](#):

The halls must be cleared of all stand fitting, including waste materials by 12:00hrs on Saturday 20 March

VEHICLE ACCESS FOR SHOW BREAKDOWN

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.

Thursday 18 March



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- Only cars and small vans are allowed onto the lorryway.
- 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.

Friday 19 March

- To book a vehicle slot, please visit excellondon.voyagecontrol.com
- Slots are available between 08:00-20:00 when the site closes

Saturday 20 March

- To book a vehicle slot, please visit excellondon.voyagecontrol.com
- Slots are available between 08:00-12:00 when the site closes

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 the link below with all contractors coming onsite for dismantle.

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

PERSONAL PROTECTIVE EQUIPMENT

Same procedures as build applies. From 17:30hrs on Thursday 18 March everyone on site should wear a high visibility vest/jacket and safety footwear, this includes exhibitors.

ONSITE MANAGEMENT OF WORKERS DURING DISMANTLE

The Principal Contractor has a responsibility to ensure that there is consistency onsite between the team responsible for Constructing and Dismantling the stand. The appointed Foreman and Health & Safety Representative should be onsite for both periods to effectively manage and monitor all activities taking during construction and dismantling.

The Team appointed to dismantle the stand should have knowledge and experience on how the stand was constructed. The Principal Contractor has a legal responsibility to provide clear instructions and appropriate equipment and tools for the workers to be able to dismantle the stand safely and on time.

Any work that is being carried out unsafely and where the WTM Health & Safety team identify that insufficient equipment and tools have not been provided, will stop all work until the workers find the correct equipment and tools. Any additional costs incurred will be passed on to the exhibitor.



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WASTE

Exhibitors and contractors are responsible for the removal and disposal of all stand-fitting waste created during dismantle. We expect all contractors to have detailed waste management plans and order necessary waste bins through Excel for 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.

MAY WE THANK YOU IN ANTICIPATION OF YOUR CO-OPERATION AND WISH YOU A SAFE JOURNEY HOME AND WE LOOK FORWARD TO SEEING YOU AGAIN NEXT YEAR.