

Deliveries, storage & lifting

This section contains information on how to get items **delivered** to World Travel Market, how you can **store** them (if you don't have enough room on your stand) and if you have any **heavy items** how you can get these delivered and moved around the exhibition.

Delivery address

All deliveries to the show, must be addressed to:

Contact Name,
Company Name & Stand Number
World Travel Market 2008
ExCeL London
One Western Gateway
Royal Victoria Dock
London
E16 1XL

Please click here (http://www.wtmlondon.com/files/wtm08_courier_location.pdf) to download a map for deliveries. Please note that NO courier vehicles will be allowed on the ExCeL site and all deliveries must be made to the Courier Point at Peruvian Wharf. For further information please click here (http://www.wtmlondon.com/files/wtm08_final_traffic_guide.pdf) to download information regarding traffic access to ExCeL during build-up, show open and breakdown period.

PLEASE NOTE THAT ExCeL or the Organisers will not accept or sign for any deliveries. Please make sure that there is someone present on your stand to accept deliveries or alternatively use one of the services available from our official courier contractors, Schenker & ILS, further details are below.

Courier Deliveries

ILS/Schenker have been appointed by Reed Exhibitions as the official freight handling contractor for World Travel Market. The following instructions are to assist all exhibitors/contractors in the smooth flow of freight to and from World Travel Market. If you are unsure of any of the below information then please do not hesitate to contact us:

Tel: +44 (0) 207 069 4903
Fax: +44 (0) 207 069 4906
Email: excel.london@schenker.com

However, if sending deliveries through another courier company please ensure they have your stand number, hall details, company name, contact name and telephone number of the person who will receive the package onsite. If there is no one onsite to receive your courier delivery, your shipment will be received by our onsite freight contractor and a service charge will apply.

Please go to http://www.wtmlondon.com/files/wtm08_courier_location.pdf to download a map for deliveries.

Freight Forwarding - European Road/Air/Sea

If you are an exhibitor or stand constructor outside of the UK and require assistance to move your goods to World Travel Market you can contact us for information of our local agent that can assist with all your shipment requirements.

UK Transport

ILS/Schenker has over 20 branches throughout the UK so why not give us a call for a quote or comparison of your regular haulier/courier. We guarantee great rates to and from World Travel Market.

Advanced Warehouse

ILS/Schenker will be operating an advanced warehouse for WTM where goods can be consolidated and transferred to the show site ensuring fewer vehicles to ExCeL and peace of mind your shipment is on site when you arrive and cheaper costs for all exhibitors. Please contact us with your requirements. All shipments arriving at our advanced depot must be sent with a pre-advise to the above fax/email address.

Deliveries prior to build up – 4 November 2008

Schenker Ltd
C/o (Exhibitor Name & Stand Number)
ExCeL Exhibition Centre
1 Eastern Gateway
London
E16 1XL
Tel: +44 (0) 207 069 4900
Fax: +44 (0) 207 069 4906
Email: excel.london@schenker.com

DELIVERIES DURING TENANCY 5 NOVEMBER – 12 NOVEMBER

Schenker Ltd
C/o (Exhibitor Name & Stand Number)
WTM 2008 Courier Point
Peruvian Wharf
Dock Road
London
E16 1AG

Direct Deliveries

Sending shipments to an exhibition can be a hit and miss situation. This is why ILS/Schenker are on site from the first day of build to the last hour of the breakdown. Send your shipment to our service and we will accept hold and deliver the shipment when you arrive on your stand. Perfect! Please send your shipments to:-

World Travel Market 2008
C/o Schenker Ltd
(Exhibitor Name, Stand Number)
ExCeL Exhibition Centre
Seagull Lane
London
E16 1XL

UK Freight Arrival Dates
Advance Warehouse latest arrival date:-

Road Groupage 1 working day prior to goods required on the stand
Courier Shipments 1 working day prior to goods required on the stand

Marking Cases

Cases should be clearly marked on at least 2 sides as follows:-

Name of Exhibitor
Exhibition
Hall Number
Stand Number
Case Number (e.g. 1 of 5, 2 of 5, 3 of 5 etc where consignment is 5 cases.
Gross weight (in KGS)
Net weight (in KGS)
Dimensions (in CMS)

Packing

Packing should be designed with internal padding & battens as to be suitable for the nature of the goods and the intended mode of transport, and to be able to withstand both outward and return journeys, it should be capable of easy unpacking and repacking.

Insurance

It is the responsibility of the exhibitor to ensure that they have adequate insurance for their goods whilst in transit to and from the exhibition, whilst there and/or in storage and also in transit to other destinations. Schenker can insure your goods for you but this is on a require basis.

Tariff

Comprehensive quotations will be supplied upon receipt of consignment details where requested. Or a copy of our basic tariff can be sent.

Onsite Offices

ILS/Schenker will be based in the North and South Halls and our office operations times are as follows:-

Build Up

5 November	08:00 - 18:00
6 November	08:00 - 18:00
7 November	08:00 - 18:00
8 November	08:00 - 20:00
9 November	08:00 - 22:00

Breakdown

13 November	12:00 - 22:00
14 November	08:00 - 18:00
15 November	08:00 - 18:00
16 November	08:00 - 14:00

H M Revenue & Customs

Exhibitors requiring customs clearance should employ the services of, ILS/Schenker the official freight forwarding agent in advance of the freight arriving in the UK. All goods must be customs cleared at the point of entry into the UK as HM Customs & Excise no longer attends UK exhibition sites.

Lifting

Heavy Lifting – Forklifts/Cranes

Please contact International Lifting and Shipping at the earliest opportunity with details of large or heavy exhibits. These may need to be positioned in the early part of the move-in and may require special handling. ILS will operate all lifting/unloading equipment onsite. Please contact them direct if you require lifting services, their contact details can be found in the official suppliers page below.

VAT Reclaim

Overseas exhibitors can recover the VAT paid on many of their exhibition costs. Please choose the appropriate form:

VAT Reclaim form - English - http://www.ukvatrefunds.com/files/vat_reclaim_UK_Exhibitor.pdf

VAT Reclaim form - multi-lingual - http://www.ukvatrefunds.com/files/vat_reclaim_multilanguage_Exhibitor.pdf

Storage - Packing and Removal

Packing cases must be removed from the exhibition halls. You should therefore make prior arrangements for the safe-keeping of such items with one of the official freight contractors, there contact details are listed below in the official contractors contact page.

Return Courier Service

Crossflight, our official contractor of courier services, will be operating service desks located

within the exhibition hall in the North and South halls where they will be offering exhibitors and visitors an impressive range of distribution and value added services including:

- International express door to door courier services Worldwide
- Same day and overnight courier services throughout the United Kingdom
- Free packing service
- Insurance
- Airfreight and roadfreight options available

Preferential tariffs will be offered to all exhibitors. For further information please contact the WTM Team at Crossflight:-
Tel: +44 (0) 1753 776 180