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Accessibility

For full venue accessibility information please head to www.excel.london/visitor/venue-guide/accessibility or contact info@excel.london / accessibility@excel.london

Access: Shell Scheme Stands

Exhibitors with a Shell Scheme stand have access at the following times:

Build Up

Tuesday 12 November: 12:00 - 20:00

Show Open

Wednesday 13 November: 10:00 - 17:00 (*Exhibitor access from 08:00*)

Thursday 14 November: 10:00 - 16:00 (*Exhibitor access from 08:00*)

Breakdown

Thursday 14 November: 16:30 - 21:00

Access: Space Only Stands

Exhibitors with a Space Only stand have access at the following times:

Build Up

Monday 11 November: 08:00 - 20:00 (Exhibitor Contractors Only)

Tuesday 12 November: 08:00 - 20:00

Show Open

Wednesday 13 November: 10:00 - 17:00 (Exhibitor access from 08:00)

Thursday 14 November: 10:00 - 16:00 (Exhibitor access from 08:00)

Breakdown

Thursday 14 November: 16:30 - 22:00

Entrance Halls - N1, N3 & N4

Access: How to Get to the Venue

The nearest underground station to the venue is Canning Town which is 20 minutes walk away. There are two DLR stations: Custom House for events taking place in the west of the venue and Prince Regent for those taking place in the east. Please use E16 1FR if you are using a sat nav system. Please note access to the car park under the venue is only via Royal Victoria Dock Road or the A112, [click here](#) to see the map. Cycle racks are located by the west entrance, near the taxi rank. There is no charge to use the cycle racks.
[excel.london/visitor/venue-guide/accessibility](http://www.excel.london/visitor/venue-guide/accessibility)

Accommodation HotelPlanner

Need a place to stay? HotelPlanner is the official hotel partner for this year's event! You will find a comprehensive list of hotels with fantastic savings, exclusively for our exhibitors. We'd recommend booking as soon as possible to get the best rates! Please head to the [HotelPlanner website](#) to book.

Audio Visual

Absolute AV Solutions are the official suppliers of AV equipment for this Show, you are able to view their catalogue on the Exhibitor Portal, under 'Suppliers'. You may receive an email from Absolute AV Solutions about their services at the event.

Bathrooms

There are baby changing facilities on level 0 in both the male and female toilets in the Boulevard. In the ICC area (The east end of the venue) the red blocks between S9/S10, N10/N11, the Prince Regent DLR east corridor and East Level 0, the baby change facilities are in the disabled toilets. The family room can be found by S9. Inside has two changing mats, chairs for breastfeeding, a microwave to heat up baby food and a bottle warmer. It also contains a sink and toilet.

There are 40 toilets for disabled visitors located throughout the venue. You'll find them near the Business Services centre, located on level 0 between hall entrance N4 and S4, the ICC conference suites on Level 3 and the restaurants and cafes on Level 1 and Level 2.

Build Up

Exhibitors with Space Only stands have access to the hall on Monday 11th & Tuesday 12th November between 08:00 - 20:00. Exhibitors with Shell Scheme stands have access on Tuesday 12th November only, between 12:00 noon and 20:00. If you are unsure of your stand type, please reach out to your Account Manager.

Please read the Traffic Management document on the Exhibitor Portal to help you plan your arrival for build up. You are required to pre-book all vehicles which need access to the Lorry Way to unload.

Breakdown

Breakdown will take place on Thursday 14th November 16:30 - 21:00. Breakdown will not start until the hall is clear of visitors, this will be announced over the hall speakers. Access to the hall is only available to exhibitors, contractors and other staff assisting in the breakdown of stands, once it is clear of visitors. Cars and small vans can queue up at the venue for two hours before the event closes, as outlined in the breakdown notice which will be shared with you closer to the event. Larger vehicles may not enter the site until two hours after the event closes. You are required to pre-book all vehicles on Voyage Control, which need access to the Lorry Way to load.

EFI Logistics will be onsite until 21:00 if you need any help with collections or shipping. Discuss your logistics requirements with the EFI team by calling +44(0) 1444871314, emailing order@efilogistics.com or [visit their website, here](#).

There are no storage facilities onsite. No items are to be left on the stand. Any uncollected items will be disposed of and you will be charged. If your courier fails to collect a package or any large items, they will be stored by EFI Logistics at an additional cost.

Business Centre

The onsite Business Services shop is located on Level 0 between N4/S4 (by the orange car park entrance). It stocks everything exhibitors and contractors need during build and breakdown from safety equipment to smaller items like chalk and duct tape. They can also help with any photocopying and printing requirements. For more information, contact +44 (0)207 069 5050 or info@abouttowncarriages.co.uk.

Catering

There will be refreshment areas within the hall where food and beverage can be purchased during show open hours. Alternatively, Excel London has over 40 onsite cafés, bars and restaurants, for further information visit [click here](#). Use the filter option for dietary requirements to select outlets catering for your needs.

Carpet / Stand Flooring

All Shell Scheme stands, will be carpeted in dark grey, unless otherwise pre-arranged with Creative Live or your Account Manager at an additional cost. Space Only stands are required to provide their own flooring for the stand, aligning with stand regulations which can be found on the exhibitor portal. The aisles of the show will be carpeted as follows: Going Global in 'Blue Lagoon' (a light blue), The Business Show and The Franchise Zone in 'Cobalt Blue' (a dark blue), and Retrain Expo in 'Purple'. All sponsored Masterclasses will be in dark grey.

Cash Points

There are two Note ATMs near the west entrance of the venue by Costa and Orzo Deli, and another Note ATM in the centre of the Boulevard between entrances S6 and N6. There is a Barclays and a Note ATM located on level 0 between N4 and S4. Should the in-venue ATMs run out of cash, there is also an ATM nearby at the Tesco Express. There is a Travelex ATM by the S11 entrance on the Boulevard for currency exchange.

Catering

Catering is [available to order](#) from Excel London Hospitality. This will be delivered to your stand ready for opening. Services include coffee machines, kettles, a selection of snacks and sandwiches and soft drinks. Remember, no outside food or drink is allowed to be given as samples unless it forms an integral portion of your day to day business and your request to sample has been approved. If this is not the case for your company, in order to have food or beverages as part of your stand you will need to order it through Excel London Hospitality. For Early Bird pricing, make sure you place your order before **30th October 2024**.

Charging Points

There are power bank rental units spread throughout the Boulevard (next to Venue Services and at hall entrances N4, N7 and S9). You can rent a power bank for £2.00 for the first hour and then it's capped at £4.00 per day. Return the power bank to any Joos unit in London. You also have the option to purchase a power bank outright for £30.00.

Cleaning and Waste Management

Cleaning services are available to [order from the venue](#) for your stand. Any waste generated from building your stand or during breakdown including packaging, building materials and general rubbish must be removed from site. Any waste left on site will incur a charge in excess of that charged for a bin, pallet or skip in advance of the event. Please ensure you take your waste with you or [order venue waste disposal services](#).

Cloakroom

Venue cloakrooms are open during event hours. The cloakrooms are located on level 0 (down the stairs, in between hall entrances N4 & S4, next to the Business Centre). Please note no items can be stored overnight and cameras, laptop equipment or any other electronic devices cannot be stored in the cloakroom at any time.

Data Collection

Our registration company, Jonas Event Technology, provides a data collection service which enables exhibitors to scan visitor badges and record their data, such as their name, contact details and employment information (data provided at registration). The Engage Scanner App allows you to see the live data as you collect it, and you can also add notes, photos and voice notes. This is available to pre-order online, or order onsite. Alternatively, you can pre-order a handheld scanner which is collected onsite at the event (not available for onsite ordering). With the handheld scanner, you will be able to view data using your online account once it is downloaded at the Collection Desk onsite. Both the Engage Scanner app and the handheld scanner can be ordered here: [Data Scanner Order Form](#).

Dogs

Excel welcomes all Guide and Assistance Dogs. Guide and Assistance Dog owners have important rights under the Equality Act 2010 meaning they are legally permitted to enter establishments where the public are admitted. If you wish to advise the venue of your planned visit, please contact info@excel.london. Please be aware that welfare facilities for support animals are not available onsite and all owners will be fully responsible for the action of their animal, which will need to be kept under control and on a lead, harness, or in a pet carrier at all times.

Electric

The official contractor for electric connections is Creative Live. [Click here](#) to view their catalogue and order electric for your stand. For any queries regarding services and products, please contact sales@creativelive.uk.

Excel London Emergency Procedures

Please [watch this short video](#) about the emergency procedures at Excel London.

Exhibitor Badges

All staff who will be working on your stand are required to register for an exhibitor pass prior to the event. You can register for free [using this link](#). Bring your email confirmation with you and visit the Exhibitor Registration Desk inside the hall on Tuesday 12th November after 14:00, and your exhibitor pass can be printed for you. You will need your exhibitor pass in order to access the hall from 08:00 on Show Days and also to enter the exclusive Exhibitor Drinks on Wednesday 13th, held at [The Fox](#).

Exhibitor Drinks

You are invited to attend our Exhibitor Drinks, taking place on Wednesday 13th November from 17:00 at [The Fox](#). Don't forget to bring your Exhibitor Badge for access to this exclusive networking event!

First Aid

You can approach any Excel staff who can help you with a medical emergency or go to level 0 on the Boulevard and down the stairs by N4/S4. Alternatively, visit the Organisers Office inside the hall.

Floorplan

You are able to download the event floor plan [here](#).

Flowers and Plants

No artificial plants and flowers may be used for dressing stands at Excel. Only real and silk-type flowers and leaves can be used. The silk-type must be clearly marked as conforming to BS 54387.

Furniture

The official contractor for furniture hire is Creative Live. [Click here](#) to view their catalogue and order furniture for your stand. For any queries regarding services and products, please contact sales@creativelive.uk.

Graphics

The official contractor for graphics is Creative Live. [Click here](#) to view their catalogue and order graphics for your stand. For any queries regarding services and products, please contact sales@creativelive.uk.

Insurance (Public Liability)

All exhibitors are required to hold valid Public Liability Insurance for the duration of the show, including build up and breakdown. This must be submitted to your Account Manager no later than **11 October 2024**. If you don't have suitable cover, we've partnered with SmartSure to

make it as easy and affordable as possible. [Visit their website here](#) to find out more and purchase your cover. Please note, we don't need to see your Employee Liability Insurance.

Internet

Excel London is the exclusive provider of internet connectivity and networking services at the venue. [Click here](#) to view services available and order your connection(s). There is an early bird rate applied to orders received before **14th October 2024**.

Lighting

The exhibition hall will be lit with the existing venue lighting. Additional lighting can dramatically change the impact of an exhibit, no matter the size, and used effectively, can emphasise specific areas of a stand or highlight products. Lighting is available from Creative Live, [click here](#) to view their catalogue and order. For any queries regarding services and products, please contact sales@creativelive.uk.

Logistics

EFI Logistics is the official freight forwarder, customs agent and on-site materials handling company for The Business Show London, 2024. Their team will help you move your materials into and out of the show. They provide transport and handling services, including door-to-stand pick up, shipping from anywhere in the world and advanced receiving at their secure warehouse facility. EFI is a HMRC approved UK Customs Agent. If you want to ship to the show from outside the UK, contact EFI Logistics for more details and instructions.

Book early to guarantee your early bird rate! Order by **Monday 28th October 2024**.

During breakdown on 14 November 2024, EFI Logistics will be onsite until 21:00 if you need any help with collections or shipping. Discuss your logistics requirements with the EFI team by calling +44(0) 1444871314, emailing order@efilogistics.com or [visit their website here](#).

Lost Property

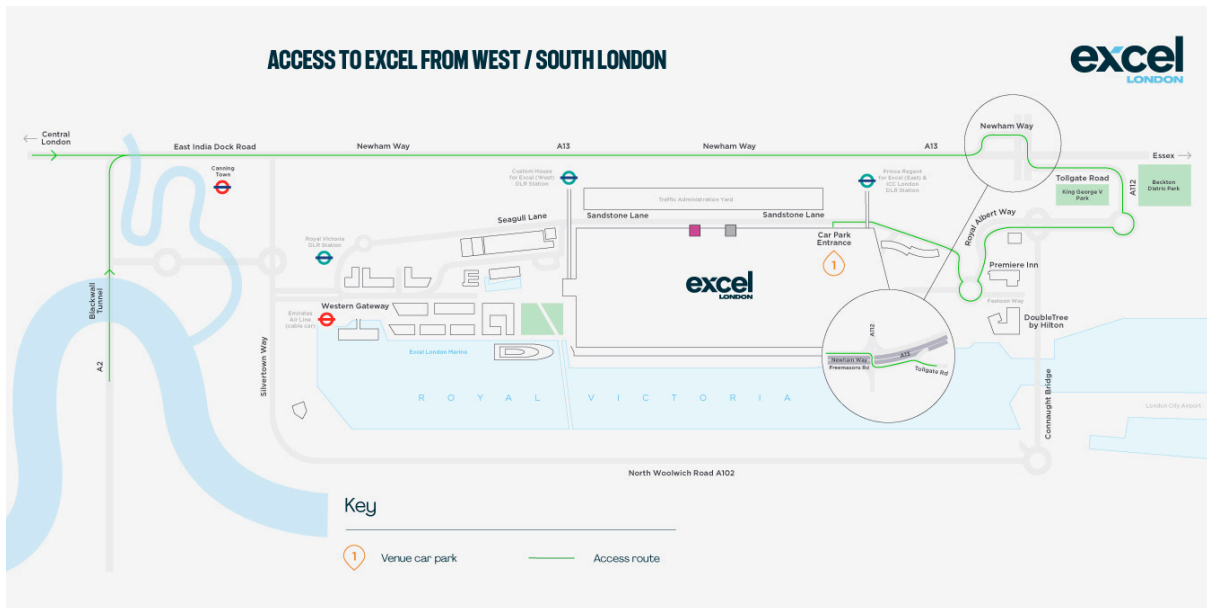
Excel London works with a lost property partner, NotLost, to reunite you with your lost items. If you think you've lost something at Excel London, please complete the form at <https://notlost.com/excel-london>. If you find any lost property, please take it to the Organisers Office at the front of the hall.

Merchandise and Branded Products

Visit [Brand Matters](#) to view their catalogue of branded products, perfect as promotional materials for your stand.

Parking

Access to the car park is only via the A13, please see the map below. Please be aware that there is no access to the venue car park from Western Gateway or Seagull Lane.



If you are travelling from central London or from the south, using the Blackwall Tunnel to access the car park and lorryways, please use the A13 and turn off on the A112 junction taking Tollgate Road southbound.

If you're using satnav, please enter the postcode E16 1FR for the entrance to the car park or what3words ///cheer.events.began. For further information, please visit the [Excel London website](https://www.excel.london).

The Ultra Low Emission Zone (ULEZ) includes Excel London. Please visit [this Transport for London website](https://www.transportforlondon.gov.uk/ulez) to check whether your vehicle is subject to ULEZ charge.

Excel London has a number of disabled parking bays that are spread across the car parks. Blue badge holders can park for £25 per day in one of the clearly marked bays in the car park. There is an £80 fine without displaying a valid blue badge.

Pharmacy

There is a pharmacist on Freemasons Road, which is located on the other side of Custom House station.

Prayer Room

The prayer room can be accessed through the grey door next to the S9 entrance on the Boulevard.

Sampling (Food and/or Beverage)

Sampling of food and beverage is only permitted for the producer, manufacturer or seller to promote the bigger product and where they form an essential part of the event. If this does not apply to you and you still wish to have food or/and drinks available on your stand these

are available to order directly from the venue, [here](#), which has an early bird order discount until **30 October 2024**.

There are strict sampling regulations in place, including size regulations and certain hygiene/health and safety documents. If you intend to sample your own product, please let your Account Manager know **as soon as possible** so we can review and let you know what we need from you in order to get it approved. All documents must be submitted no later than 28 days prior to the first day of the event (**13 October 2024**). Onsite sales are not permitted, all samples must be free of charge. **Note that sampling will not be permitted without prior approval.** You can find more information about food and beverage sampling on the Exhibitor Portal, under 'Supplier List', 'Catering & Hospitality'.

Scam Warning

We do not sell any of your data. Scammers are getting extremely clever, they will offer you data at a cost but never deliver it - please check with your account manager if you are unsure of a company. Our team all has the @thebusinessshow.co.uk or @bsmexpo.com domain, and all of our suppliers will be on our 'Suppliers List' page. Our official suppliers may contact you in the run up to the show to let you know about services they offer.

Shops

Market Express (Amazon Just Walk Out) is located by the Hall Entrance N10, there is also a Tesco Express about 600m from the west entrance to the venue.

Space Only Stands

Space Only Stands are not provided with flooring or any build. If you have not yet arranged a contractor to build your stand, [reach out to Creative Live](#), our Show Contractor, who may be able to help. Space Only exhibitors must submit their stand plans to their Account Manager **as soon as possible**. All Space Only stands are required to provide their own flooring.

Sustainability

Excel London was certified carbon neutral in 2022 - and was the first UK venue to achieve the internationally recognised PAS 2060 status. The venue also uses 100% renewable electricity, sends zero waste to landfill (and has done for more than 10 years), earning the 'Triple Crown of Sustainability' and even housing one of the UK's largest wormeries. They have signed up to the Net Zero Carbon Events Pledge, committing to a 50% emissions reduction by 2030 and to become net zero by 2050. For more information, [visit their website](#).

Smoking

Excel London operates a no smoking policy throughout the venue. Smoking is permitted outside the venue. E-cigarettes and vaping are not permitted within the venue. These can be used outside the venue only.

Traffic Management / Lorry Way Access

Excel London has adopted the Voyage Control pre-show vehicle booking system for deliveries to the show floor to ensure clarity in terms of access and to reduce waiting times. For a seamless process, it is essential that all vehicles needing access to the venue's loading bays are pre-booked on the Excel London Vehicle Booking System. Any exhibitor vehicles that are not booked on the system will be denied access to the loading bay by the on-site traffic team. For more information on how to book your vehicle(s), please read through the Traffic Management document on the Exhibitor Portal under 'Show Schedule'. To book your vehicle, visit <https://excellondon.voyagecontrol.com/dashboard/> from **21 October 2024**.

Ultra Low Emission Zone: Excel London

The Ultra Low Emission Zone (ULEZ) includes Excel London. Please visit <https://tfl.gov.uk/modes/driving/check-your-vehicle/> to check whether your vehicle is subject to ULEZ charge.

Vehicle Displays

Please inform your Account Manager as soon as possible if you intend to have a vehicle displayed on your stand during the event. We will need some additional information from you for review before we can approve your vehicle display request. If approved, you will be required to hand keys for the vehicle to the Organisers once your vehicle has been placed. These will be returned to you once it is safe to leave, during breakdown.

Water Refill Stations

There are four water refill stations located by the East and West Entrances, as well as by the S4 and S7 hall entrances.

Wheeled Vehicles (Personal)

Hoverboards, skateboards, segways, scooters, rollerblades, and bicycles are not permitted for use anywhere within the venue or the Boulevard.

WiFi

At Excel there is free, fast WiFi which is suitable for browsing, social media, and email. When you arrive at the venue, sign in to '_Excel FREE Wi-Fi' using our standard log in, or via LinkedIn, Facebook, or Twitter. We cannot guarantee the strength or reliability of this connection however, therefore if a strong connection is integral to your stand we recommend that you order a personal connection from the venue. You can view the services available and order a connection [here](#).