

## Exhibitor manual

To ensure an efficient, sustainable event, our venue has implemented waste management practices designed to minimise environmental impact and maintain high standards of cleanliness and organisation. We kindly request all exhibitors and contractors to follow the guidelines and pre-book waste management services, as necessary.

Download our waste management guide [here](#).

### 1. Pre-Booking Waste Management Services

- **Pre-Booking:** All exhibitors and contractors must pre-book waste management services prior to the event. This allows us to coordinate resources and ensure sufficient capacity for waste collection and disposal.
- **Available Services:** Our venue offers waste collection, material recycling, and disposal options tailored to your needs. Please see our waste services on the webshop for your event and confirm your requirements by ordering by the indicated deadline.

### 2. Segregation of Waste Materials

- **Separate Waste Streams:** To maximise recycling and minimise waste sent for incineration, all exhibitors and contractors are required to order containers for their waste materials according to the appropriate waste stream (e.g., wood, Dry mixed recycling, general waste). It is a legal requirement to separate WEEE (electric/electronic) good and hazardous materials so please ensure relevant services are ordered for these items.
- **Provision of Containers:** Containers will be provided per waste stream accordingly.

### 3. Sustainable Practices

- **Reduce Waste:** We encourage all exhibitors and contractors to limit the use of single-use materials, plastics, and unnecessary packaging. Choose reusable stand designs and materials where possible or opting for eco-friendly alternatives that can be recycled post-event.

#### 4. On-Site Waste Collection and Disposal

- **Regular Collection:** Our waste management team will collect your waste containers once they are full, or you have finished with them. Should you require additional collections, please contact our exhibitor services team to place a further order.
- **Excess Waste Charges:** Waste exceeding the agreed-upon collection quantity may incur additional fees.
- **Contaminated Waste:** Any collections that are found to be excessively contaminated will incur additional fees.

#### Contamination charges

At Excel London, sustainability drives everything we do. From sourcing 100% renewable electricity and recycling used cooking oil into biofuel to being a proud London Living Wage employer, we are committed to making a positive impact.

To further enhance our efforts, we have introduced new waste streams to help exhibitors separate waste at its source, making recycling more efficient and effective. Our new waste streams include:

- **Dry Mixed Recycling (DMR)**
- **Wood Waste**
- **Bulky Waste** (oversized recyclable materials)
- **Food Waste**
- **Hazardous Waste** (including upholstered furniture and electronic items)
- **General Waste** (non-recyclable waste)

These waste containers will be managed by our onsite Waste Ambassadors. They are here to assist and will consult with you if there are any questions or concerns about contamination, ensuring that waste is correctly sorted, and the new system runs as smoothly as possible.

To maintain the efficiency of these waste streams, additional charges will apply when containers are deemed significantly contaminated:

- £149 per contaminated container
- £50 per food waste bin



We thank you for your cooperation as we work together to minimize waste and maximise sustainability at Excel London.

If you would like more clarification on what items are to be disposed of in the different waste streams, please consult our How-To Guide linked here:

<https://www.excel.london/uploads/excel-london-waste-management-services.pdf>

Your cooperation in following these guidelines is greatly appreciated and instrumental in making the event environmentally responsible. For further assistance or to book waste services, please refer to the webshop. Thank you for helping us create a sustainable event environment!

### Donations

Donations can play a vital role in finding a home for surplus materials and food as well as supporting the local community rather than becoming waste. If you wish to donate, please contact the Sustainability Team at **sustainability@excel.london** in advance to allow sufficient time for necessary arrangements and coordination with our charity partners.

### Waste generated during the open days

Exhibitors are requested to utilise clear bags for general waste, orange bags for dry mixed recyclables and a food waste caddy / bag for any food waste. Please note that black bin bags are not permitted at any time. Exhibitors should place any full bags in the aisle at the end of each open day so that they can be collected overnight. Please note that any items left in the aisles during open days will be considered litter and disposed of.

If you have any questions, please contact the team at [ExhibitorOrders@excel.london](mailto:ExhibitorOrders@excel.london)