

THE MEETINGS SHOW

2024

STAND PARTNERS

HANDBOOK

UPDATE #3

EXCEL LONDON
19-20 JUNE 2024

The
Delegate Wranglers®

WELCOME

S E V E N days to go!!!!

Welcome to our third DW Stand Partner update for The Meetings Show 2024 - we hope you're getting well and truly into game mode for the show!

As you know, in this handbook we'll be keeping you updated with everything you need to know about exhibiting with us...including:

- Last minute preparations
- More info for the 'Buyers Meet-Up' and how we can make it really fantastic!

So, with that in mind, read on as we share a few bits of key info with you.

Many thanks

Di, Amy & Neil
Team DW



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ACTIONS

REQUIRED BY YOU NOW...



These are the things that we need you to action urgently please

👉 REGISTER YOUR STAND STAFF

Make sure you've registered all your stand staff on the E-zone. It is essential that you do this in advance for all your team who are working on the stand.

Please remember that a maximum of 2 staff are allowed on your stand space at any one time - thanks

👉 TMS BADGE SCANNERS

You will all be hearing from Diane in the next day or so with instructions for the badge scanners, so look out for that email

👉 BUSINESS CARDS & MEETING MATERIALS

Do you need to order any business cards? Make sure to pack them and any materials to give away or use

ACTIONS - CONTINUED

👉 **REMINDER ABOUT KEEPING 4.00-4.30pm FREE ON WED 19 JUNE & ALSO TO TELL ALL THE BUYERS YOU MEET, ALL ABOUT IT!**

At 4pm on Day One of the show, we've arranged a **'Buyer only - DW Meet Up'** sponsored by our friends at **Lime Venue Portfolio** and **Excel London**

And this amazing event won't cost you anything - it's another benefit of exhibiting with DW!



It's taking place on the **DW stand** at **4pm** on **Wed 19 June** and will be a drinks reception for buyers and you guys - if you saw last year's, you'll know this is normally VERY well attended.

ACTIONS FOR YOU

- Try to block off appointments between 4.00-4.30pm on Wed 19 June
- **Make sure to invite any buyers that you meet, to come back at 4.00pm for a drink! If we all do this, it will ensure a packed meet-up on the stand!**

THE SHOW

Venue

ExCeL London
Royal Victoria Dock
1 Western Gateway,
London
E16 1XL

The Meetings Show website
is [here](#)

Official show timings

Wednesday 19 June 2023 - 09:30*-17:30 BST
Thursday 20 June 2023 - 09:30*-17:00 BST

** Exhibitors will have access to the show from 08:00 on both days.

** Power to stands will terminate each evening, from 30 mins after the show has closed.

Cloakroom

Cloakrooms are located throughout ExCeL London & there will be a charge per item

Wi-Fi

Free wi-fi will be available for all attendees. When you arrive at the venue, you just need to sign in to 'ExCeL FREE Wi-Fi' using their standard log in, or via LinkedIn, Facebook, or Twitter.

SHOW DAY

Stand partner access & set-up

We are on stand D81 and ask all stand partners to arrive promptly on Wednesday 19 June and not before (unless necessary) as we will be making final tweaks to the space until close.

It's really easy for you guys - we will do all the hard work so that you can just rock up on Wednesday 19 June with your literature / iPad / laptop or whatever and you're ready to go! The stand will be set up with your submitted branding so please don't bring any other pull-up banners etc as they will not be allowed on the stand.

Badge scanners

We have purchased a multi-licence scanner for all stand partners on the DW stand to use the badge scanning app. We'll provide more info next week.

Storage

There is very limited storage on the DW pavilion so please use the cloakroom at Excel for larger items such as suitcases etc

Refreshments

There are numerous options for grabbing some breakfast and lunch at Excel on the venue concourse.

DW Meet-Up - exclusively for buyers

Keep 4.00-4.30pm free on Wed 19 May for a DW Buyers Meet-Up drinks reception. Make sure to invite any buyers that speak to or you know are going to the event.

LOGISTICS

Getting to Excel London

We highly recommend that you use the **Citymapper app** on your phone to plan your journey quickly and easily - you can download this on Apple and Android phones via your app store. To use the app, simply type in your departure point and destination, then select your preferred mode of transport.

Parking

Parking is available onsite and is at a first come first serve basis using pay and display. If you are travelling to ExCeL London by road please use postcode E16 1XL to get there.

Accommodation:

There are plenty of hotels surrounding Excel London: Crowne Plaza, DoubleTree, Premier Inn, Moxy, Aloft, Novotel, Ibis, etc

Accessibility

There are a number of disabled parking bays that are spread across the car park. Any vehicle displaying the disabled blue badge is still required to pay the car park charge.

Contacts:

If you have any issues or questions, please feel free to get in touch with Diane by email [here](#) or by phone on 07812 333208

TMS Takeover

We will be having a TMS2024 Takeover on the Facebook group in the lead up to the show dates - full details to be announced in the next few weeks

TMS Insider Newsletter & Social Media

We've sent out two exclusive TMS Insider Newsletters to over 5,000 event pros each time, to tell them everything to do with the show including mentioning you, our incredible stand partners, along with some promotion and links, etc

You will have also seen that we've been posting nearly every day to promote the DW stand, you our stand partners and the show in general.

Social Media

Please use any of the following hashtag in your social media: **#showup #thedelegatewranglers #themeetingsshow #takethetime**

This will tag in both The Delegate Wranglers and The Meetings Show so we can share to help increase your exposure

Social media marketing assets

Keep using our branded social media graphics that we sent to you - this is a REALLY key time to get front and centre in the minds of the attendees, to help promote your attendance at the show.



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