



wtm[®]

LONDON

5-7 November 2018

Your WTM London 2018 Planner



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Add to calendar

MSH - Main Stand Holder

SS - Stand Sharer

When	Who	Action	Deadline Date	
August	MSH/SS	Book flights and accommodation – Plan your stay with HotelMap	Available Now	
	MSH	Ensure your company profile and contact details are correct on the Exhibitor Portal	Available Now	
	MSH	Stand Plans (Space Only) deadline.	03-Aug	
	MSH	Full payments are due for stands	10-Aug	
	MSH/SS	Exhibitor News – FREE promotion - All we need is 100 words on a launch of a new product, service, or development. This is promoted online prior to WTM London, via social media channels and during the event in a hard copy magazine	10-Aug	
	MSH/SS	Take advantage of Sponsorship Opportunities available at WTM	Available Now	
	MSH/SS	Organise Visa applications if necessary	Available Now	
September	MSH/SS	If you want to host a seminar or reception at WTM London, contact olivia.day@reedexpo.co.uk. Launching a new product or service? Book a Press Conference now - contact paul.nelson@reedexpo.co.uk	11-Sep	
	MSH/SS	Catalogue entry deadline, please ensure your company profile and contact details are correct on the Exhibitor Portal	14-Sep	
	MSH/SS	Indigenous Catering price discount deadline – Please submit your applications for Indigenous catering by this date to avoid late fees	14-Sep	
	MSH/SS	External catering deadline- Applications after this date will not be accepted	21-Sep	
	MSH/SS	My Invitations deadline – Invite 250 of your clients via the My Invitations system to have access to the targeted email service where you can email up to 1,000 pre-registered visitors from the WTM London database.	21-Sep	
	MSH	Download your e-badges - Main Stand Holders can view/monitor or order Exhibiting Partner Badges status via their badging section in their exhibitor portal	24-Sep	
	MSH/SS	My Event - Enhance your WTM experience, by using My Event planner to set up meetings with potential business partners and buyers.	28-Sep	
	MSH/SS	Indigenous Catering deadline - Please note applications after this date will not be accepted.	28-Sep	
October	MSH	Additional shell scheme accessories and packages deadline - Contact Freeman to order your stand packages and any extras including furniture, electrical and graphics.	04-Oct	
	MSH	Space Only Electrical Orders - Orders made after this date will incur additional charges	05-Oct	
	MSH/SS	Last chance to submit your media diary of events via the Exhibitor Portal (to be distributed to the media)	05-Oct	
	MSH/SS	Last chance to enquire an Interview Wall slot and take advantage of the WTM branded Interview Wall in the International Media Centre. These are given on editorial merit.	05-Oct	
	MSH	Order your onsite services including IT & Telecoms, Rigging, Cleaning & Waste and Piped Services by this date to avoid a surcharge	15-Oct	
	MSH	Last chance to submit Stand Presentation Form/ Festival Evening Form - This is for live music, events or presentations on your stand. Refer to the Exhibitor Manual and Exhibition Timetable for further information.	22-Oct	
November	MSH	Download your e-badge- print and take it to WTM to ensure fast track entry	01-Nov	
	MSH	Purchasing additional badges – Last chance to purchase any badges over your free allocation	01-Nov	
	MSH/SS	WTM London 2018 opens its doors for business!	05-Nov	
	MSH/SS	Make the most of your attendance at WTM and follow up leads obtained from the event	Post World Travel Market	

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Accommodation

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SmartSpace

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