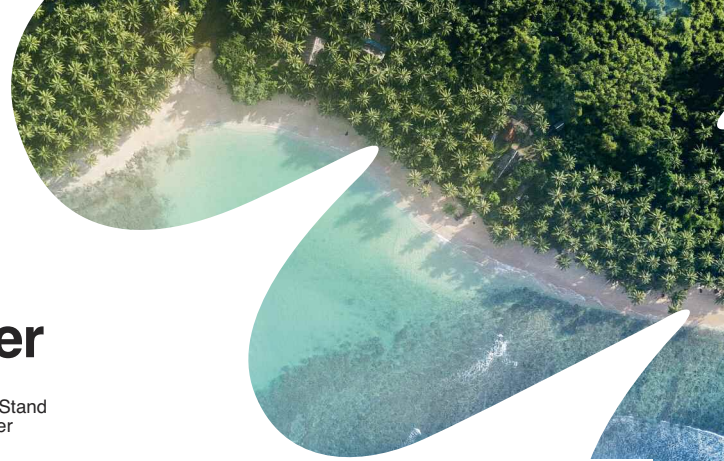




**wtm**<sup>®</sup>  
LONDON  
4-6 November 2019

**40**  
YEARS



# Your WTM London 2019 Planner

- Go to website
- Email
- 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	Login to the Exhibitor Portal - That's your platform to manage your participation. Make sure to update your company profile. This will be featured in the online Exhibitor Directory and the official Event Guide.	Available Now	
	MSH	Register your Sharers - Make sure to register your sharers to give them access to the Exhibitor Portal to update their company profile and manage their participation. Make sure to add the email address of the most relevant Sharer contact.	Available Now	
	MSH/SS	Take advantage of Sponsorship Opportunities available at WTM London	Available Now	
	MSH	Stand Plans (Space Only) deadline	02-Aug	
	MSH	Full payments are due for stands	12-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	19-Aug	
September	MSH/SS	Official WTM London Event Guide deadline – Please ensure your company profile and contact details are up-to-date in the Exhibitor Portal. This profile will be used for your entry in the Event Guide. Please register your sharers as well to ensure they are featured in the Event Guide too.	6-Sep	
	MSH/SS	Visa applications – If you require a Visa, you can simply request this in the Badging section within the Exhibitor Portal. This will be available once badging is live.	Available from 9-Sep	
	MSH/SS	Indigenous Catering price discount deadline – Please submit your applications for Indigenous Catering by this date to avoid late fees	13-Sep	
	MSH/SS	External Catering deadline – Applications after this date will not be accepted	20-Sep	
	MSH	Download your e-badges – Main Stand Holders can view/monitor or order Exhibiting Partner Badges status via their badging section in the Exhibitor Portal	Available from 24-Sep	
	MSH/SS	Indigenous Catering deadline - Please note applications after this date will not be accepted.	27-Sep	
	MSH/SS	'Connect Me' – Our new meetings organiser, book your meetings in advance with potential new and current clients to have a successful experience at WTM London 2019. Please note - you need to register for a badge first before accessing the system.	Available from September	
MSH/SS	'Invite your Clients' – With 'Invite your Clients', you will receive your own unique voucher code. Simply send the code to up to 250 clients via email and welcome them to your stand on exclusive by-invitation-only Monday.	Available from September		
October	MSH	Additional shell Shell Scheme Accessories and Packages deadline - Contact Freeman to order your stand packages and any extras including furniture, electrical and graphics	03-Oct	
	MSH	Space Only Electrical Orders - Orders made after this date will incur additional charges	03-Oct	
	MSH/SS	If you want to host a function or reception in a private room at WTM London, contact geoffrey.shipgood@reedexpo.co.uk Launching a new product or service? Book a Press Conference now - contact julia.newbound@reedexpo.co.uk. Book early to avoid disappointment.	07-Oct	
	MSH/SS	Last chance to submit your Media Diary of Events via the Exhibitor Portal (to be distributed to the media)	07-Oct	
	MSH/SS	Last chance to enquire an Interview Wall slot and take advantage of the WTM London branded Interview Wall in the International Media Centre. These are given on editorial merit	07-Oct	
	MSH	Order your onsite services including IT & Telecoms, Rigging, Cleaning & Waste and Piped Services by this date to avoid a surcharge	16-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	21-Oct	
	MSH	Download your e-badge – Print and take it to WTM London to ensure fast track entry	28 Oct	
MSH	Deadline to register any new Sharers	29-Oct		
November	MSH	Purchasing additional badges – Last chance to purchase any badges over your free allocation	01-Nov	
	MSH/SS	WTM London 2019 opens its doors for business!	04-Nov	
	MSH/SS	Press Packs - Make sure to deliver your press packs (20-30 recommended) to the International Media Centre located on the show floor from Sunday (from 13.00) before the show opens to ensure Media pick		
	MSH/SS	Make the most of your attendance at WTM London and follow up leads obtained from the event	Post WTM London	

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