



Project Controls
EXPO
London, UK

PARTNERS' LOGISTICS INFORMATION

Wembley Stadium, London

15-16 November 2022

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DATE

Tuesday, 15th November 2022

- Specialist Workshops
- 4 Seminar Streams
- Free Partner Showcase
- Panel Discussion and Audience Q&A
- Awards Black Tie & Gala Dinner

Wednesday, 16th November 2022

- 4 Expo Streams
- Free Partner showcase
- Panel Discussion and Audience Q&A
- Evening Social & Networking
- Stadium Tour

VENUE

Wembley Stadium, London
HA9 0WS, United Kingdom

ENTERING THE VENUE

Entrance to Wembley stadium on Tuesday, 15th & Wednesday, 16th November 2022

All attendees will be using the main entrance, that is the **Club Wembley Main Entrance** situated on ground level at the north of the stadium.

For partners who are carrying big items to and from the stadium, has **2 options** to load and/or off-load items:

The main/primary access point for all deliveries and collections is **West Service Gate**. After entering, drive through to the loading bay where the sign post shows **Wembley Logistics/Delaware North Logistics**.

Please note, West Gate is close to the Wembley Park Boulevard street.

To come up to the Great Hall, delegates should use lift number 26, and press on the 3rd floor.

The **secondary delivery/collection entrance** is Gate 3, which connects to the **level 1 Turnstiles**. Unless otherwise mentioned, please do not use this entrance to off-load/collect items.



VENUE ACCESS (CONTD...)

PARKING

There are several public pay and display car parks nearby and more information can be found at [Wembley official parking](#).

IMPORTANT

It is imperative that photo ID such as a driving licence or passport is brought with you to the venue for registration.

You will not be allowed to enter the venue building without photo id even if you have pre-registered. Security is very strict at the Wembley Stadium, hence there will be no exceptions.

Accepted ID:

The ticket / badge should be retained by guests throughout their time in the Stadium as it will be needed for re-entry should they leave the building.



Valid Passport

Citizen Card

Driving Licence



Provisional Licence

CSCS Card



LOGISTICS INFORMATION FOR PARTNERS

01 | Stand set-up & delivery of partners' exhibit items:

Please note, this year ALL stands are pre-built. To check the respective stand design, as per your partnership level, please check Expo **media pack**.

You may arrange your stand for example, setting up the table with promotional items, setting up the pull up banners (if any), on Monday 14th November, between 11:00 hrs to 18:00 hrs and/or Tuesday morning, 15th November 2022, between 07:00 hrs – 07:30 hrs. Please carry the promotional items and/or pull-up banners, along with you to the venue when you set-up the stand. on 14th or 15th November 2022.

Important note: Partners who will be carrying big items inside the venue is required to notify the Expo team in advance. Partner is required to fill-up **NEW Vehicle Booking Form** (request for this form if you need one) and send it to Amrita Biswas at **amrita@projcon-group.com** at least 3 days prior to the event. **Vehicle access will be denied if this form doesn't reach the venue on time.**

Should the **international partner/s** wish to courier their exhibit's promotional items or pull-up banner etc., please contact Amrita Biswas at **Amrita@projcon-group.com** or

Enrose Wani at **enrose@ProjectControlExpo.com** for further instructions. **Please note, the items must reach us by 9th November 2022**, hence please contact us ASAP should you have this requirement.

02 | Collections of Partners' exhibit material:

We request all partners to collect their items on the last day of the event, i.e. 16th November. Due to a limited storage facility, the stadium will not be able to hold packages post the Expo event.

For our international partners, the items should be labelled and handed over to the Expo staff, on the 16th November. Expo staff will relocate them to a separate location from where our partners need to book the pick up at their own cost. Full details on this will be shared while booking your shipment to the venue.

03 | Wrap-up of stands:

Partners can wrap-up their items for e.g., promotional material, pull-up banners etc (if any) from 16:00 hrs on Wednesday, 16th of November.

PROCEDURE FOR BADGE COLLECTION

Partners can enter the stadium at 07:00 on both days (i.e. 15-16 November 2022). Your name badge will be shared with you upon arrival at the venue on Tuesday 15th November. Please present your ID and the registration confirmation email to receive your name badge. Alternatively, you may also log in to the Expo App and confirm for your registration.

All exhibitors are required to give the names of delegates manning the stand at least **10 days** in advance.

DATA COLLECTION

Project Controls Expo has launched a brand-new **App** with a variety of useful features. A detailed guideline on its benefits and features is published under the **FAQ section**.

The QR code scanning option is now integrated within the Project Controls Expo App. ALL our Partners and delegates will not only be able to scan and retrieve delegates' information quickly and easily, but also there will be no additional charges to procure additional scanners. The collected leads can be emailed to your own account easily within the app. Detailed guideline on how to scan the QR code and download leads is explained under the **Data Collection Guideline via App**. All exhibitors are required to give the names of delegates manning the stand at least 10 days in advance.

For any further query, please get in touch with us at
Amrita@projectcontrolexpo.com / Preetul@projectcontrolexpo.com



HOW TO PLACE AN ORDER FOR AV EQUIPMENT

Project Controls Expo offers pre-built stands to all our partners. Please see the **media pack** to understand the pre-built stand space and the items that are provided as per the partnership level.

To order additional equipment, you may please get in touch with our preferred vendor at **wembley@encoreglobal.com**. The pricing (**for TWO days**) as follows:

- Laptop £220+VAT
- 27" LCD Monitor £240+VAT
- 46" LED Monitor £440+VAT
- 55" LED Monitor £600+VAT
- 75" LED Monitor £900+VAT
- Colour Printer £250+ VAT (limited stock)

Please note: All orders must be placed at least 12 days prior to the event, i.e. by 4th November.

For any further information, you may also refer to the **Partners' Checklist document**



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