



Exhibitor manual

Waste disposal

To ensure an efficient, sustainable event, Excel 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 Excel's [Waste Management Guide](#) for information on the types of bins available, as well as details on the removal of bulky waste and food.

1. Pre-booking waste management services

- **Pre-booking:** All exhibitors and contractors must pre-book waste management services prior to the event via [Excel's Webshop](#). This allows the venue to coordinate resources and ensure sufficient capacity for waste collection and disposal.
- **Available services:** Excel offers waste collection, material recycling, and disposal options tailored to your needs. Please see the available waste services for your event on [Excel's Webshop](#) 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) via [Excel's Webshop](#). It is a legal requirement to separate WEEE (electric/electronic) good and hazardous materials so please ensure relevant services are ordered at [Excel's Webshop](#).
- **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:** Excel's waste management team will collect your waste containers once they are full, or you have finished with them. Should you require additional collections, please email the [Excel Exhibitor Services team](#) or call +44 (0)20 7069 4400 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.

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 [Excel's 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 [Excel's Sustainability Team](#) in advance to allow sufficient time for necessary arrangements and coordination with their charity partners.

Waste generated during the open days

During the open days of the event, 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. Bags can be supplied upon request from the Organiser Office.

Exhibitors should place any full bags in corner of their stand 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 [Excel Exhibitor Services team](#) or call +44 (0)20 7069 4400.