



BUILD AND SHOW OPENING TIMES

Build

Monday 10 June, 08:00-18:00

Space only contractors

Tuesday 11 June, 08:00-20:00

Space only & shell scheme exhibitors

Show opening times*

Wednesday 12 June, 08:30-17:30 (drinks reception 17:30-18:30)

Thursday 13 June, 08:30-16:30

*Exhibitor access on show days

Wednesday 12 June, from 07:30

Thursday 13 June, from 08:00

Breakdown

Thursday 13 June, *17:00-19:00

Shell scheme exhibitors

*17:00-22:00

Space only contractors

All vehicles arriving at the venue to unload or load must be registered via the ExCeL traffic booking system [Voyage Control](#).

BADGE AND ARRIVAL

Badge

Your badge has been emailed to you from cipd2024@livebuzz.co.uk. (please email cipd.exhibitors@wonderly.agency if you need it to be resent, remember to check your junk/spam folders).

Speed up your entry process. Print your badge and bring it with you to avoid queues for badge printing. Don't have a printer? Have your badge barcode ready to scan and print when you arrive at ExCeL.

Avoid the rush during show open – Exhibitor badge collection will be open from 14:00-18:00 on Tuesday when the hall is open for space only and shell scheme exhibitors.

When you arrive at Custom House station:

- Printed your badge? Follow the **green** floor sticker for badge holder entry via the N2 entrance
- Don't have a badge? Follow the **yellow** floor sticker to print your badge at N3 (note there is no entry via N3).

VENUE, TRAVEL, AND ACCOMMODATION

Venue

ExCeL London

N2 entrance (printed badge holders), or N3 for badge printing (no entry via N3)

Royal Victoria Dock, London, E16 1XL

Travel

Reduce your carbon footprint by using public transport where possible. ExCeL London is well served **by public transport** (the Elizabeth Line and DLR are the quickest routes to ExCeL London, alight at Custom House).

Accommodation

Enter the passcode: **HAYC11924** [on the accommodation website](#) for special rates.

EXHIBITOR MANUAL

For any exhibitor questions, please refer to the [exhibitor manual](#) or email cipd.exhibitors@haymarket.com.

LEADS RETRIEVAL

Please ensure that your SmartScan leads retrieval app has been ordered for your stand, available to purchase from the exhibitor hub which was emailed to your company rep. All the leads will be managed and downloadable from the Livebuzz exhibitor hub.

You can also download marketing assets, and invite key clients to the event and monitor their registrations.

Look for an email from festival-of-work-2024@livebuzz.co.uk.

EVENT PLATFORM

[ACCESS THE EVENT PLATFORM >>](#)

For the line-up programme, activities timetable, exhibitors directory, floor plan and more! Note there will not be any printed handouts of these onsite.

Username: (Your username is the same email address your badge was sent to)

Initially, you'll be prompted to create a password. Attended the CIPD Festival of Work last year? You can use the same password as before or reset your password after entering your email. (Remember to check your junk/spam folders). Update your preferences on the pop-up screen when you first log in, or at any time, by editing your privacy settings.

Please use the latest version of **Chrome, Firefox, Safari or Edge** (Not Internet Explorer).

ONSITE INFORMATION

Accessibility

Anyone with an accessibility requirement will be offered a different coloured lanyard for stewards to identify and offer support easily. Reserved accessibility seating is at the front and back of each stage (stewards will be wearing green t-shirts, if you need any assistance). Hearing loops are located at the front of the stages.

[What we're doing to make the event more accessible](#)
[ExCeL London accessibility guide](#)

Cloakroom There is a staffed cloakroom on the lower level of ExCel near the N4 and S4 entrances. This cloakroom is provided at no charge to visitors however, please note that items are left at your own risk. There is very limited space for luggage, so it is strongly recommended that luggage is left at hotels prior to your arrival at the venue and collected after your departure.

Food and drink on the Festival floor Check out the Social cafe for a variety of hot and cold drinks and grab-and-go options like sandwiches, salads, snacks and cakes. Looking for a hot food option? Head over to the street food trucks in the Meet and Eat area where you'll find:

Bian Dang, serving up some tasty breakfast and Taiwanese lunch options, including well-balanced boxes of steamed rice, stir-fried vegetables and a choice of twisted chicken or claypot aubergine. (Caters for halal, vegan, vegetarian and dairy-free).

Nazari, serving up wraps and mezze bowls, inspired by the dishes and flavours of North Africa, Spain and the wider Mediterranean. Choices of chicken, falafel and halloumi or all three!. (Caters for halal, vegan, vegetarian, dairy-free and gluten-free).

Don't forget to bring a reusable cup to get a discount off your hot drink, from the Social cafe inside the hall, or at any of the HEJ cafes on the boulevard.

Help onsite If you have any queries during the event, please visit the organiser office located to the left of the main entrance inside the hall.

Multi-faith prayer room The multi-faith prayer room can be accessed through the grey door next to the S9 entrance on the boulevard.

Phone charging Charging points are located in the boulevard (next to Venue Services and at hall entrances N4, N7 and S9). Just £2.00 for the first hour, or £4.00 if you drop it back within 24 hours.

Quiet room There is a dedicated quiet room onsite. Designed for anyone who needs it. Please feel free to come here to regulate and de-escalate. Please be mindful of others while using this space. This is not a meeting space. If you require an area to hold a meeting please use the networking areas in the Social cafe, Meet and Eat, or the boulevard.

Security Bag checks will be conducted as you enter the show. Please ensure you wear your badge and keep your personal belongings with you at all times.

Social media Join the conversation! #FestivalofWork



Sustainable events We're committed to making our events more sustainable. Click [here](#) to find out what we're doing and how you can help us minimise the carbon footprint of the event.

Water refill points Cut down on plastic waste! Bring a reusable bottle with you and access any of the free water refill points, located in the main boulevard of ExCeL London, at any time during the Festival.

WiFi (sponsored by MHR) Network name: **CIPD FOW free Wifi**
Password: **MHRglobal**

