

Dear WTM 2019 Exhibitor,

We welcome you as an Exhibitor in the Brand USA Pavilion at WTM London 2019 and offer our full support in making your participation a success.

Use the [WTM 2019 EXHIBITOR INFORMATION](#) website to manage your Brand USA Pavilion participation.

WTM EXHIBITOR PORTAL:

The Exhibitor Portal is now LIVE and you should now have received the link to access it. As soon as you have access please complete the following:

- Edit/update your company information including your logo and company description.
- Upload as much information into your online company profile as possible – Brochures, images, social media links, product information.
- Order Exhibitor Badges (*made available in August/September*)

If you or any of your co-exhibitors do NOT receive the link to the portal **please contact Reed's customer services team** who will resend it. They can be contacted one of 3 ways:

- **Live Help** - you can speak to one of our team via the live chat tool. This is on the footer (right hand side) of the WTM Homepage website www.london.wtm.com
- **Telephone Helpline** : + 44 (0) 20 82712171
- **Query Form** - Please click on <http://london.wtm.com/forms/customer-service-form/> which takes you to a web query form which allows the customer service team to respond to you quickly and efficiently.

PORTAL BOOTH ASSIGNMENT:

You will note in the Exhibitor Portal that you are listed with a booth number: **NA370**. At this point, the assigned booth number is a generic booth number assigned to all Brand USA Pavilion exhibitors. Correct booth numbers are expected to be updated in the Exhibitor Portal sometime before the end of August. Please note, you must sign into the [WTM Exhibitor Portal](#) and complete the catalogue listing and enter your company information prior to August 31, 2019, in order to make the printed catalogue deadline and to ensure your correct booth number is listed in the catalogue.

CATALOGUE LISTING/COMPANY INFORMATION: **Deadline – August 31, 2019**

After receiving login details from Reed Exhibitions, you will need to enter your company profile via the Exhibitor Portal. This information will be used for the show catalogue and online directory. Any exhibitor who has not edited/updated their company information and catalogue description by the deadline will not be included in the official show catalogue.

CO-EXHIBITING COMPANY/ORGANIZATION REGISTRATION: **Deadline – August 24, 2019**

Register your Co-Exhibiting Company/Organization via the EXHIBITOR INFORMATION website or [HERE](#).

COMPLIMENTARY PR & MARKETING OPPORTUNITIES

Please send the WTM London PR team your Press Releases on any exciting new product launches or destination developments NOW and in the coming months in the lead up to the show so that we can help promote these developments via our own releases and through social media. **Contact Julia Newbound WTM PR - julia.newbound@reedexpo.co.uk**

The Exhibitor PR workshop will take place July 16th, at the London & Partners offices, near Tower Bridge. This is a great way for any UK based company representative to learn about the PR opportunities available at WTM. Registration is required, please click [here](#) to register. If you or a company representative are unable to attend, the presentation will be available after the workshop.

Best regards,

The Brand USA Pavilion at WTM 2019 Team

BRAND USA PAVILION AT WTM London 2019

November 4-6, 2019 | London, UK

c/o **B-FOR** International

520 William Street, Suite E, Fredericksburg, VA 22401-5775, USA

+1.540.373.9935 ext. 211

info@b-for.com | www.brandusapavilion.com