

Dear WTM 2019 Exhibitor,

Use the **WTM 2019 EXHIBITOR INFORMATION** website to manage your Brand USA Pavilion participation.

**WTM EXHIBITOR PORTAL: NOW LIVE**

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 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](http://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.

**REMINDER 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.

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

This information will be used for the show catalogue and online directory please log on to the exhibitor portal to update your information [HERE](#).

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

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

**BADGES**

Each registered exhibiting company will receive 3 badges. Any additional badges will have to be ordered through the WTM Portal. For more information click [HERE](#) or via the EXHIBITOR INFORMATION website.

**SHIPPING INFORMATION: Consolidation Date – October 8, 2019**

TWI is the official shipper for the Brand USA Pavilion at WTM 2019. Shipping instructions can be found via the EXHIBITOR INFORMATION website or [HERE](#).

If you are shipping from outside of the US, shipping instructions can be found [HERE](#) or via the EXHIBITOR INFORMATION website.

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](mailto:info@b-for.com) | [www.brandusapavilion.com](http://www.brandusapavilion.com)