

**Show Name:** Food, Drink & Hospitality Week

**Organising Company:** Montgomery Group

**Show dates:** 17-19th March 2025

**Venue:** ExCel London

**Hall if applicable:** North Halls - 3-20

**Operations Key**

**Contact:** Kate  
Bridle

**Email \*:**

[kate.bridle@montgomerygroup.com](mailto:kate.bridle@montgomerygroup.com)

**Phone Number:**

020 7886 3088

**Secondary  
Operations**

**Contact:**  
Bethany  
Duffield

**Email:**

[bethany.duffield@montgomerygroup.com](mailto:bethany.duffield@montgomerygroup.com)

**Phone**

**Number:** 020  
7886 3023

**Live floorplan link:** <https://ifem-ife-pub-hrc2025.coconnex.com/floorplan/html>

**Floorplan Upload if live link is unavailable:**  
[378425831780\\_IFE\\_IFEM\\_HRC\\_2025\\_Hall\\_1\\_13-11-2024-12-31-31\\_Ops\\_Tech\\_View.pdf](#);

**Stand Plan Submission:** 03 January 2025

**Electrics:** 17 March 2025

This information has been compiled by ESSA in partnership with the Organiser of this event. And was correct the day of publishing.

See something wrong with the information provided? Contact [info@essa.uk.com](mailto:info@essa.uk.com) to suggest an edit

**What is the early bird rate for electrics?:** 15% off of standard rates

**When does early bird electrics expire?:** 13 February 2025

Standard rates from 14.02 - 02.03

**What are the walling to Open Side regulations?:**

**What are the height restrictions?:** 7m including multi-story stands

**Are window plans acceptable? If so over what height?:**

**Is rigging possible?:** Yes

**Are there any additional costs for elements such as right to rig, double deck fees' in place of the rigging specific one?:** [https://excel.jotform.com/team/excel-rate-cards/excel-london\\_rigging-rate-card-2025](https://excel.jotform.com/team/excel-rate-cards/excel-london_rigging-rate-card-2025)

**Electrics - Company Name:** Showlite

**Email:** [j.green@showlite.co.uk](mailto:j.green@showlite.co.uk)

**Phone:** +44 (0)1264 365 550

**Order form live link:**

**Upload file if applicable :**

[378425831780\\_IFE\\_IFEM\\_HRC\\_2025\\_Hall\\_1\\_13-11-2024-12-31-31\\_Ops\\_Tech\\_View.pdf](#);  
[319295560287\\_IFE\\_&\\_IFEM\\_2025\\_-\\_EDITABLE\\_Electrical\\_Order\\_Form.pdf](#);

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# ESSA

Event Supplier and  
Services Association

**Rigging - Company**

**Name:** ExCeL Event  
Services

**Email:**

[rigging@excel.london](mailto:rigging@excel.london)

**Phone:** +44 (0)207 069

4400

**Order form live link:**

<https://excel.jotform.com/team/exhibitor-services/excel-services-order-form-2025>

**Upload file if applicable:****Logistics - Company**

**Name:** DSV Solutions &  
ILS

**Email:**

[jesse.james@dsv.com](mailto:jesse.james@dsv.com) /

[jl@i-l-s.co.uk](mailto:jl@i-l-s.co.uk)

**Phone:** +44 (0)121 780

2627 / +44 (0)247 633

7955

**Order form live link:**

[https://cdn.asp.events/CLIENT\\_Montgome\\_B1B4C8FA\\_E3BA\\_05DA\\_18BFD74DA8885\\_CDB/sites/FHW-2024/media/IFE-2025-Order-Form.docx/](https://cdn.asp.events/CLIENT_Montgome_B1B4C8FA_E3BA_05DA_18BFD74DA8885_CDB/sites/FHW-2024/media/IFE-2025-Order-Form.docx/)

**Stand Plan****Inspection**

**Team:** Scot-  
Baker

**Email:**

[standapproval@montgomerygroup.com](mailto:standapproval@montgomerygroup.com)

**Phone:** +44

(0)208 946

1536

**Shell Scheme -****Company Name:**

Showlite

**Email:**

[exhibitorsales@showlite.co.uk](mailto:exhibitorsales@showlite.co.uk)

**Phone:** +44(0)1264

36550

**Order form live Link:****Upload file if applicable :**

[378425831780\\_IFE\\_IFEM\\_HRC\\_2025\\_Hall\\_1\\_13-11-2024-12-31-31\\_Ops\\_Tech\\_View.pdf](#);

[319295560287\\_IFE\\_&\\_IFEM\\_2025\\_-\\_EDITABLE](#)

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[Electrical Order Form.pdf](#);  
[228974988692\\_HRC\\_2025 - ILS Order Form.doc](#);  
[422114254562\\_IFE & IFEM 2025 - Editable Shell Scheme Extras Order Form.pdf](#);

**Please advise the process for accessing the Manual / EZONE:** Once the Ezone is live, the Exhibitor will be send their login details. Within their Exhibitor Hub, is the manual.

**Is there any further information you wish ESSA Members know:**

<b>Phase (build, open, break):</b>	<b>Date:</b>	<b>Time (from - til):</b>	<b>Type of access permitted:</b>
Build up	13.03.25	0800-1800	Space Only
Build up	14.05.25	0800-1800	Space Only
Build up	15.03.25	0800-1800	Space & Shell
Build up	16.03.25	0800-2000	Space & Shell
Open	17.03.25	1000-1700	
Open	18.03.25	1000-1700	

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Open	19.03.25	1000-1600	
Breakdown	19.03.25	1630 - 2200	Space & Shell
Breakdown	20.03.25	0800-1800	Space Only
Breakdown	21.03.25	0800-1600	Space Only
<p><b>Access Information - Vehicle:</b> All exhibitors, contractors and show suppliers must book every time they need to access the loading bays, whether during build-up, break-down or in exceptional circumstances during show open. This does not apply to couriers (please see the Delivering to your Stand section).</p> <p>Exhibitors will be notified by the organiser that the ExCeL Vehicle Booking System is live 21 days prior to the event's first tenancy date. No vehicle will be permitted access to the loading bay without a booking confirmation.</p> <p><b>Access Information - Contractor:</b> All contractor staff will need to register to have a build-up &amp; breakdown e-badge. These are only valid for build-up and breakdown.</p>			

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