

ela 2018 Handbook: Your Essential Information



We are looking forward to seeing you soon at *Experience Latin America (ela)* 2018 on the 11th-13th June 2018. Please find some important information to help you plan ahead for the event.

Final Schedule

To print your schedule, please go to “Manage Meetings”, click on “Individual Schedule” and you will see the “Print Schedule” icon on the top right corner.

Please ensure you **print your schedule prior to the show**.

Badge and CCT Venues Check-in

You **cannot print your badge** prior to attending *Experience Latin America (ela)* 2018. Please report to the reception on the ground floor upon arrival to **collect your ela badge**. For security reasons, every delegate participating at *ela* 2018 must wear their badges at all times for the duration of the event.

Experience Latin America (ela) Check-in

Please take the lift to the **32nd Floor** where your badges will be scanned. Admission to the venue and social evening functions is strictly restricted to qualified buyers, exhibitors, media and invited guests with appropriate badges.

ela Registration

Delegates will have access to the venue from **8:15 am**, giving you plenty of time to register, prepare for your meetings or attend our 'Morning Unwind' sessions.

On the first day of the show, we will have an extended registration slot to allow all buyers and exhibitors to complete the check-in in time for their first appointment. The first appointment of the day will start at 9:40am.

On Tuesday and Wednesday, the first appointments will start at 9:15am.

How to get to the Venue

The full address of the venue for *ela* is:

CCT Venues Plus-Canary Wharf, Bank Street Level 32, 40 Bank Street London E14 5NR

You will find *ela* brand ambassadors just outside the station to direct you to the venue. Look out for the white T-shirt with pink writing.

Click [here](#) to see the area map. Plan your journey on the Transport for London website: <http://www.tfl.gov.uk/>

If you are travelling to the show on the tube, directions to CCT Venues Plus from various tube stations are given below:

Travel to Canary Wharf station on the Jubilee Line

Exit the station via the West Exit (sign posted 'Docklands Light Railway'). Take the large escalators up to street level. Turn left at the top of the escalators, in the direction of Jubilee Park and Bank Street. Walk towards the road – this is Bank Street. Cross the road, turn left and follow the road past 'Obica' until you reach the 40 Bank Street building.

Travel to Canary Wharf station on the Docklands Light Railway, DLR

Take any of the stairs/escalators that lead down from the platform to the concourse level of the station. Exit the concourse area through the doors that lead onto South Colonnade. Turn left and cross the road at the pedestrian crossing, turn left again and follow the road along until you reach some stairs (on your right hand side) leading down to Reuters Plaza (the one with the clocks).

Take these stairs down to Reuters Plaza and walk straight ahead to Bank Street, passing the Jubilee Line Station and Jubilee Park. Cross the road at the pedestrian crossing and turn to the left. Walk along Bank Street, past 'Obica' until you reach the 40 Bank Street Building.

Travel to Heron Quay station on the Docklands Light Railway, DLR

On arrival at Heron Quay station, take the stairs/escalators/lift down to Street level and exit onto Bank Street (between 20 & 25 Bank Street). Turn right and continue along Bank Street until you reach the 40 Bank Street building.

Contact Details

Please find below the key contact details of the *ela* Team:

ela Team T: +44 (0) 1242506444

M: +44 (0) 7828199600

CCT Venues Plus T: +44 (0) 203 588 3700

Parking Facilities

There are no parking facilities available at the venue. However Canary Wharf has four underground public car parks, the closest one being the Jubilee Place Car Park. For more info:

<http://canarywharf.com/getting-here/parking/>

Facilities within a 5-minute walk from the Venue

Canary Wharf Shopping Centre offers over 200 shops across three different shopping malls: Cabot Square, Jubilee Place, Crossrail Place and Canada Square.

These include extensive dining and bar options, as well as various banks and pharmacies; HSBC, Barclays, Lloyd's Bank, Natwest - Starbucks, Café Nero, Apostrophe, Costa, Cafe Brera - Pret A Manger, Itsu, Wagamama, Nandos, Wildwood - Waitrose, John Lewis, Tesco Metro and Marks & Spencer - Boots pharmacy - NHS walk in clinic

Refreshments

Complimentary coffee/tea/water and lunch will be provided daily at the venue.

Evening Events

Monday 11th June 2018 LATA Achievement Awards 18:00 to 21:30 (29th Floor CCT Venues Plus)

Tuesday 12th June 2018 *ela* Fiesta 18:30 to 24:00 (28 West)

Wednesday 13th June 2018 *ela* Encore 17:15-18:30 (29th Floor CCT Venues Plus)

Please note delegates can only attend the evening events on the days they have registered to attend meetings at *ela*.



Wi-Fi

Free Wi-Fi is available throughout the venue. Password will be provided on arrival.

Dress Code

The dress code at *ela* 2018 is smart casual. Cloakroom facilities are available upon arrival at level 32 where you can leave coats and bags. Please note that all coats, bags and personal items left in the cloakroom are left at owners' risk.

Storage

There will be storage space available at the venue. The venue will remain locked overnight. Please note that we do not take responsibility for any lost or stolen property. Storage is available for promo material, brochures, etc. from 08:15 am Monday 11th June but post-show on the Wednesday, any promotional material and personal belongings from the exhibition floor must be taken with you as part of our sustainability policy.

Shipping

For any queries or assistance with your delivery, please call the venue directly on +44 (0) 203 588 3700.

We look forward to seeing you at *Experience Latin America (ela)* 2018 and please do not hesitate to contact us if you need any further information.

Saludos Cordiales,

The *Experience Latin America (ela)* 2018 Team

For more show information chat with Byron, Lucy or Sophia now on +44 (0) 1242 506 444 or email info@experiencelatinamerica.travel





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