

INFORMATION FOR THE EXHIBITION BREAKDOWN

The information in this letter is important to ensure exhibitors and contractors have a smooth pull-out from the exhibition. We would be grateful if you could pass this vital information on to those staff and contractors involved in the removal of your exhibits and breakdown of your stand.

Breakdown:

Thursday 24 September	17:45 – 19:00	Turnkey Shell Stands
	18:00 – 22:00	Space Only Stands
Friday 25 September	08:00 – 12:00	Space Only Stands

Staff and Contractor Access Times – NO TROLLEY MOVEMENT WILL BE PERMITTED UNTIL 1800HRS

- At 17:30, when the exhibition closes, please be advised that you and your staff will not be able to bring trolleys and other wheeled items into the show until we have cleared the hall of visitors, which we estimate will be at 18:00.
- For reasons of security, exhibitors are advised to remove all portable and valuable items as soon as possible after the show closes and not to leave their stand unattended until all such items are clear.
- Contractors and packing helpers will be directed to wait outside the contractor entrance next to West and Olympia Way. Please do not issue contractors with exhibitor badges; security have been briefed to refuse access to all contractors prior to show close.
- All materials, packaging and waste must be removed from the halls and stand dismantling complete by **12.00 hrs on Friday 25 September**. Any waste or materials left for the Organisers disposal will be charged to the exhibitor/contractor.

Please note the following:

- The exhibition closes on Thursday 24 September at 17:30hrs. Work may continue in the halls until 22:00hrs. All vehicles must be removed from site by 22:00hrs.
- All stand electrical supplies will be switched off at 18:00hrs on Thursday.
- The Turnkey Shell packages will be dismantled from 19:00hrs on Thursday 24 September; therefore, all Turnkey shell display materials and products must be removed from site by 19:00hrs on Thursday 24 September as they may be damaged or lost as contractors dismantle the shell scheme.
- For reasons of security, and in order that no discourtesy is shown to visitors, no items may be removed from stands before 17:30hrs on Thursday.
- Exhibitors and contractors are required to always display their badges during the breakdown period.
- Catering equipment, furniture, floral etc, which has been hired, are the responsibility of the exhibitor until collected.
- **The evening of closing day is a critical time for security – please do not leave goods unattended at any time. As well as your stock, plasma screens, computers, laptops, and mobile phones are at risk.**
- All waste, including brochures, carpet, stand fitting etc, **MUST** be removed. Any excess waste left by exhibitors, or their contractors will incur a charge. If you have specific requirements for waste removal, please contact Facilities Department at Olympia London.

Tel: +44 (0) 207 598 2510

Email: cleaningservices@olympia.london

- **The hall must be cleared of all stand-fitting, including waste materials by 12:00 on Friday 25 September**

MAY WE THANK YOU IN ANTICIPATION OF YOUR CO-OPERATION AND WISH YOU A SAFE JOURNEY HOME & LOOK FORWARD TO SEEING YOU AGAIN NEXT YEAR.

VEHICLE ACCESS FOR SHOW BREAKDOWN

Olympia has implemented an online vehicle booking system to make show breakdown quicker and smoother for all exhibitors and contractors.

Booking System

To access the venue and ensure you can load your vehicle without delay, you will need to book a time slot on the online vehicle booking system before you arrive.

In order to book your collection slot, you first need to register on the system. Please visit <https://www.voyagecontrol.com/olympialondon>, preferably using Google Chrome, Firefox or Mozilla.

Booking your space is a quick and simple process:

- Select the event name and your vehicle type
- The system will automatically allocate the best available time slot for your vehicle type
- The time slot can be changed if the allocated slot is inconvenient
- A vehicle pass can be printed directly from the system

You can either book on behalf of your stand contractor (if you have one) or simply email the link to your contractor for them to book their own space.

Please ask your contractor to have the details of the stand name and number that they are working on when making their booking.

Thursday 24 September— cars and light-goods vehicles

- Show close at 17:30
- First available time slots for cars and light vans are 17:30 hrs in H gate however access to halls will not be permitted before visitors are clear of halls.
- All car and light van drivers will need to book a slot for breakdown access for the size of vehicle they are using
- This can be done by visiting <https://www.voyagecontrol.com/olympialondon>
Small to mid-sized vehicles will be able to book a breakdown slot from 17:30 hrs until the hall closes at 22:00 hrs

Friday 25 September

- To book your access slot, please visit <https://www.voyagecontrol.com/olympialondon>
- Slots are available for Space Only stands between 08:00 hrs and 12:00 hrs, when the site closes