



**10-12 MARCH 2020**  
**OLYMPIA LONDON**  
TAKING WORDS FURTHER  
CONTENT ACROSS MEDIA

# **The London Book Fair 2020**

## **On-Site Information Pack**

### **for Exhibitors & Contractors**

*Welcome to The London Book Fair. In this document you will find information that will be useful for a smooth build up and breakdown.*

*If you need to contact us in the period leading up to the show please email [lbfoptions@reedexpo.co.uk](mailto:lbfoptions@reedexpo.co.uk)*

## **Contents**

- Operations Team
- Working Safely during the Build and Breakdown
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- Access to Olympia London
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- Deliveries and Lifting Service
- Breakdown Information
- Maps – Venue Access, Exhibitor Services



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## Operations Team

**Operations Team will be based in Organiser's Office, Hall 2**

**Lead Operations Manager** - Sarah Worwood

**Operations Manager** - Jonathan Smith

**Operations Executive** - Tomoko Kawase

**Floor Management Team** - Andy Yeomans, Garry Martin, Laurie O'Shea

**Health & Safety Officer** - Meggie Goodridge, Andy Cadogan

**Mark out Colour - GREEN**

## Site Safety

### **CDM & Site Rules**

As an Exhibitor or Contractor working on The London Book Fair site during the Construction phase (build-up) and Dismantling phase (breakdown) of the event, the site rules must be adhered to and the listed warnings considered in your planning. There is also some other useful information included in the site rules. These site rules must be distributed to all that will be working onsite so please ensure you cascade them to your employees, contractors and sub-contractors. It is your responsibility to do so in line with CDM 2015. These site rules are in addition to the rules and regulations published in the exhibitors and contractors manual.

### **High visibility vest & suitable footwear must be worn:**

Friday 6<sup>th</sup> March - Monday 9<sup>th</sup> March and

Thursday 12<sup>th</sup> March, 1730hrs – Saturday 14<sup>th</sup> March

\*We will review the PPE clothing requirements on Monday 9<sup>th</sup> March around mid morning, however all exhibitors including shell and press stands are advised to dress appropriately. We recommend steel toed boots, otherwise sturdy shoes or boots to protect your feet. Please note trainers and sneakers are not suitable, and open toed sandals are prohibited. Where there is working at height you will also be required to wear a hard hat.

High visibility vests will be available to purchase at security points on B Gate and G Gate.

## Build-up and Breakdown (Construction & Dismantling Phase)

# Site Rules



As an Exhibitor or Contractor working on the Retail Expo site during the Construction phase (Build-up) and Dismantling phase (Breakdown) of the event, the site rules below must be adhered to and warnings considered in your planning. These site rules must be distributed to all that will be working onsite so please ensure you cascade them to your employees, contractors and sub-contractors. It is your responsibility to do so in line with CDM 2015. The rules below are in addition to the rules and regulations published in the exhibitors and contractors manuals.

### Site Rules:

|  |  |
|--|--|
|  | No Unauthorised Access. Children under the age of 16 will not be permitted.  |
|  | No smoking in exhibition halls or marked outside areas. This includes e-cigarettes   |
|  | Drinking of alcohol onsite during the build up and breakdown phase is forbidden. The taking of illegal drugs is strictly forbidden at all times.   |
|  | Site speed limit of 5mph must be adhered to at all times.  |
|  | High visibility clothing is advised to be worn during build up and breakdown as a result of the activities being undertaken.   |
|  | Hard hats Must be worn in designated areas. These areas are where there is overhead work taking place.   |
|  | Safety footwear is advised to be worn throughout the build-up and breakdown. This is at the discretion of the exhibitor/contractor as a result of the activities being undertaken. OPEN TOED SHOES WILL NOT BE PERMITTED AT ALL DURING BUILD-UP AND BREAKDOWN. |
|  | A permit to work is required before any hot working commences  |
|  | Machine and tool guards must always be used. Non-guarded machinery will not be permitted to be used and non-guarded tools will be confiscated.   |
|  | Trailing cables must be minimised wherever possible. Where they are required they must be clearly identified and used for the minimum time possible.   |
|  | All temporary scaffold towers must be correctly built in line with manufacturer's instructions and persons erecting must be suitably trained and competent.  |
|  | All working at height must be planned to minimise risks involved so far as is reasonably practicable.  |
|  | All Accidents, Incidents and near misses must be reported immediately to the Organisers office located on the grand hall gallery. Telephone number +44 207 598 6510  |
|  | Emergency Gangways and fire exits must be kept clear at all times  |

### Site Warnings:

|  |  |
|--|--|
|  | Caution – Slip & Trip Hazards  |
|  | Caution – Fork Lift trucks will be operating   |
|  | Caution – Crane operations & overhead working in designated areas  |
|  | Caution – Vehicle movement   |
|  | Caution – Working at height, danger of falling   |
|  | Caution – Live electrical installations  |
|  | Caution – Guard dogs on patrol   |
|  | CCTV in operation  |
|  | Unsafe working practices will not be tolerated. Work will ultimately be stopped and persons involved escorted offsite if practice or issue is not rectified. |

### Useful information:

|  |  |
|--|--|
|  | The Olympia London Medical Room will now be unmanned. If you require First Aid assistance please contact the Olympia London control room on ext 2666 or 0207 598 2666 for all Medical Emergencies. A qualified First Aider will be either dispatched to the First Aid room or directly to any accident area if required. |
|--|--|

- All **vehicles** requiring access to the halls must ensure they have booked a unloading/loading slot through the online Carbon Voyage System. When arriving onsite vehicles must report to the traffic office.
- Access **passes** for individuals to the site will be with wristbands issued onsite by the security team.
- There are many cafes/restaurant within close vicinity of the venue.
- There are permanent **toilet facilities** available within the hall.
- There will be a temporary **water** supply installed for drinking water from the Organisers Office and washing of brushes etc with the hall. A map to identify the locations will be available from the organisers' office.



Site safety starts here





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## **Exhibition Timetable**

**No early access will be permitted at the London Book Fair 2020**

### **Build Timetable**

|                  |               |                                    |
|------------------|---------------|------------------------------------|
| Friday 6 March   | 08.00 - 18.00 | Space only                         |
| Saturday 7 March | 08.00 - 18.00 | Space only                         |
| Sunday 8 March   | 08.00 - 18.00 | Space only and Shell scheme stands |
| Monday 9 March   | 08.00 - 20.00 | Space only and Shell scheme stands |
| Monday 9 March   | 12.00 - 20.00 | Press stands                       |

All displays and exhibits must be completed and all excess products and packaging materials removed by 18:00hrs on Monday 9 March. Fines may be incurred by stands that are not completed by this time.

### **Show open days and times:**

|                    |               |
|--------------------|---------------|
| Tuesday 10 March   | 09.00 - 18.30 |
| Wednesday 11 March | 09.00 - 18.30 |
| Thursday 12 March  | 09.00 - 17.00 |

**(Visitor entrance – priority access from 08.45 on show open days)**

### **Breakdown:**

|                   |               |                                    |
|-------------------|---------------|------------------------------------|
| Thursday 12 March | 17.30 - 22.00 | Space only and Shell scheme stands |
| Friday 13 March   | 08.00 - 18.00 | Space only                         |
| Saturday 14 March | 08.00 - noon  | Space only                         |

Contractors and trolleys will not be permitted to enter the halls until it is clear of visitors, which we anticipate will be 30 minutes after the exhibition closes.

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.

All materials, packaging and waste must be removed from the halls and stand dismantling complete by 12.00 hrs (mid-day) on Saturday 14 March. Any waste or materials left for the Organisers disposal will be charged to the exhibitor/contractor.



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## **First Aid and Medical Emergency**

### **Accidents & Medical Centre**

The Olympia London Medical Room is unmanned and if you require First Aid assistance please contact the Olympia London control room on ext2411 or 0207 598 2411 (ext2666 or 0207 598 2666 for all First Aid Emergencies) or the Organisers Office. A qualified First Aider will be either dispatched to the First Aid room or directly to any accident area if required. Medical Room is located on the gallery, next to stand 2C80.

In an emergency please DO NOT call 999 direct, all medical emergencies must be reported to ext2266 or externally on +44 (0) 207 598 2666 or via a member of the security team or the Organisers office who will contact the relevant authorities.

For all other medical requirements (non-emergency) be advised that the nearest pharmacist is located at:

#### **H Lloyd Chemist,**

382 Kensington High St, W14 8NL (adjacent to Costa Coffee/Hilton Hotel)

Tel: 020 7603 4761

Opening times:

Monday to Friday 9am-6:30pm

Saturday 10am-5pm

Sunday Closed

The nearest medical NHS walk-in centre (24hrs) is located at:

**Charing Cross Hospital**, Fulham Palace Rd, W6 8RF -Tel: 020 3313 3833



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## **Fire Safety**

you should ensure that you know:

- ✓ How to raise the fire alarm if you discover a fire
- ✓ Fire escapes/evacuation points routes
- ✓ What the fire alarm / call sounds like
- ✓ Location of your fire assembly point

## **Suspect Packages**

Make constant checks to ensure no unidentifiable packages / bags have been left on your stand.

If you discover a suspect package you should:

- ✓ Phone Control
- ✓ Give a full description of the package and its location
- ✓ DO NOT approach, touch or move the package
- ✓ DO NOT use a mobile phone within 10 metre radius of the package

**REMEMBER ALWAYS TO BE ALERT AND NEVER LOOK AFTER ITEMS BELONGING TO OTHER PEOPLE.**



## Exhibitors' & Contractors' Emergency Procedures

Please ensure that all staff are briefed on the following emergency procedures.

Exhibitors and contractors are asked to check for suspicious objects and ensure that their personal bags and possessions are kept safely locked away at all times to prevent causing unnecessary concern or invite theft. Please be aware of the location of the nearest fire extinguisher and nearest emergency exit.

### 1. MEDICAL EMERGENCIES

All medical emergencies, **including requests for ambulances** should be reported to the venue's Control Room immediately on 020 7598 2666 (internal **2666**). Please do not call the emergency services directly, as this could waste vital time and result in inaccurate location and medical information being communicated to ambulance crews.

Olympia London provides first aid assistance. Security personnel or the organiser should be contacted for help in the first instance. Alternatively, there is an emergency telephone with a direct link to the Control Room outside the venue's first aid room, which is located on the Gallery/Level One.

### 2. SEARCH ("Staff Call 100")

In the event of a bomb threat, you will hear the announcement (or receive the telephone call) as follows:

**"ATTENTION PLEASE. ATTENTION PLEASE. STAFF CALL 100"**

**Do not leave the building.** Inform your colleagues, and then assist in searching for suspicious objects in your work area. If you find a suspicious object, do **NOT** touch or move it. Clear the area of people calmly. Report to Control on **020 7598 2666** (internal **2666**) giving the exact location of the object. **Please do not cause undue concern to visitors at this stage.**

If you receive a bomb threat directly on the stand, please obtain as many details as possible and then inform Control on 020 7598 2666 (internal **2666**).

### 3. FIRE

If you discover a fire, or a fire is reported to you, operate the nearest fire alarm call point FIRST, then inform Control on **020 7598 2666** (internal **2666**).

### 4. EVACUATION

If evacuation is necessary, you will hear the following announcement:

**"ATTENTION PLEASE. ATTENTION PLEASE. HERE IS AN IMPORTANT ANNOUNCEMENT. IT IS NECESSARY TO ASK EVERYONE TO LEAVE THE BUILDING. PLEASE MAKE YOUR WAY CALMLY TO THE NEAREST EXIT. EVERYONE WILL BE RE-ADMITTED AS SOON AS POSSIBLE."**

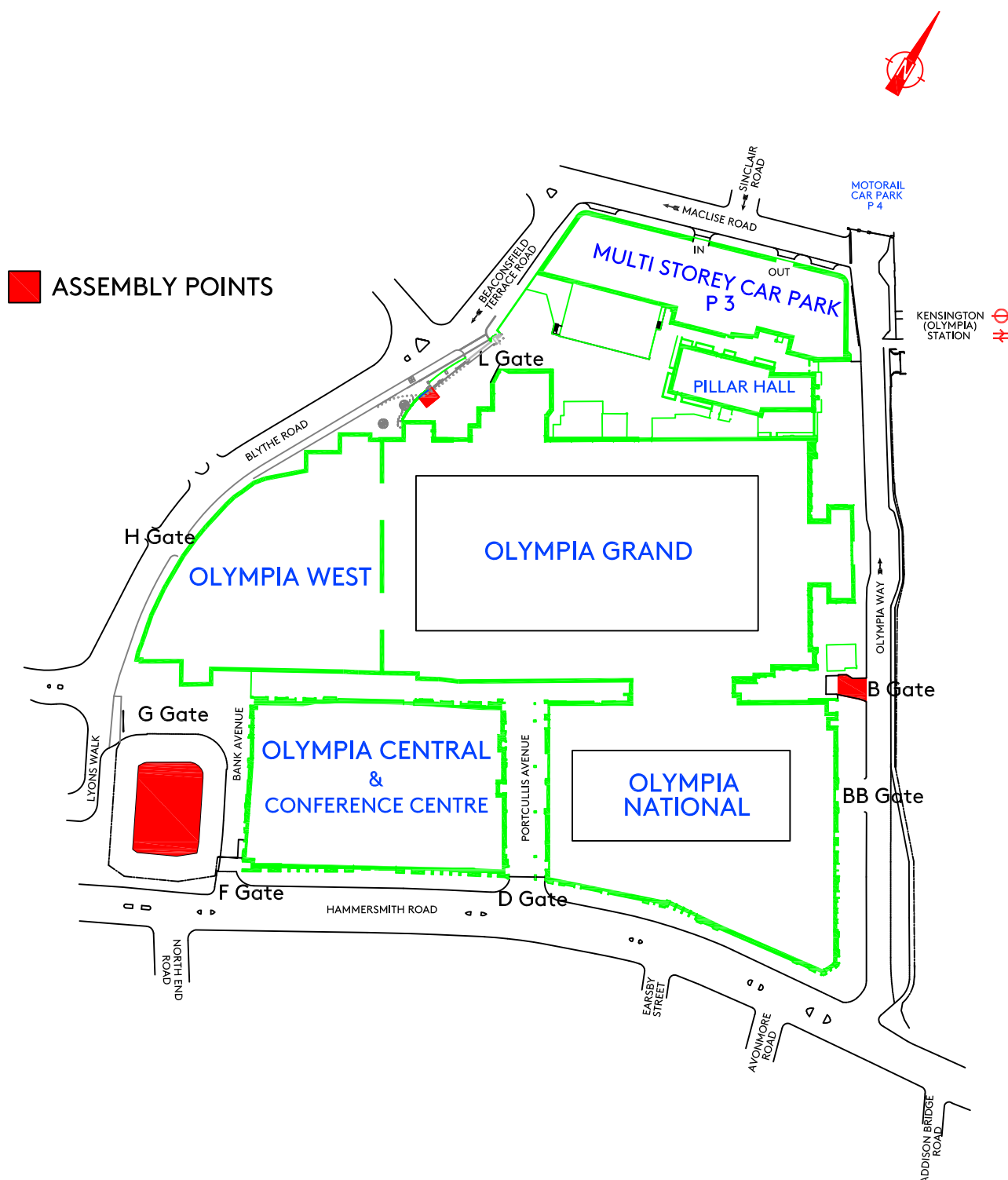
Please leave the building by the nearest exit and assemble at your assembly point (Olympia Way, G Gate or L Yard), or in the event of a wider cordon, at Brook Green. Exhibitors and contractors should account for all their staff and report to Control on 020 7598 2666 (internal **2666**).

### 5. STAND DOWN

The signal for a return to work is made by the cancellation of emergency procedures. The search procedure is cancelled by the announcement :

**"ATTENTION PLEASE. ATTENTION PLEASE. STAFF CALL 100 IS CANCELLED."**

# Emergency Assembly Points







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## Catering Points During The Build

**Friday** – no open catering points

**Saturday** - no open catering points

**Sunday**

**Crussh** - Grand Hall 1000 –1800

**Pizza to Go** – National Hall 1000 -1800

**Monday**

**Eat St W14** – Grand Hall 0900 –1800

**Pizza to Go** – National Hall 0900 -1800

**Central Kitchen** – Central Level 1 1000 –1800

**Crussh** – Grand 0900 –1600

**FCB** – Grand Hall 0900 -1600

## Places to eat near Olympia London

Olympia London web site has extensive information on nearby restaurants, cafes and pubs.

<https://olympia.london/visiting/food-drink>

## Important Notice about Stand Catering

Please note that any stand catering items, which include food, drink and **coffee machines**, are subject to catering concession fees charged by the venue. We recommend using Levy Restaurant's stand catering service, including coffee machine hire, which is exempt from concession fees.

### Catering Concession Fee Guide

<https://levyrestaurants.standdelivery.co.uk/>

Order deadlines: Food – 7 March     Drink – 9 March



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## **Access To Olympia London**

### **PUBLIC TRANSPORT**

Olympia London has excellent public transport links.

[https://olympia.london/visiting/getting-here#public\\_transport](https://olympia.london/visiting/getting-here#public_transport)

### **VEHICLES**

On-line booking system **Voyage Control** will allocate the access gate for your vehicle when you book your delivery/collection slots. Alternatively, visit the business centre on the Grand Hall Gallery (on-site) to see a traffic representative who will be able to assist.

<https://www.voyagecontrol.com/olympialondon>

### **PEDESTRIANS**

Go to B Gate on Exhibition Way, between Olympia Grand and Olympia National.

### **CAR PARKING**

Olympia has one available public car park for LBF.

**P3** is a multi-storey car park with 380 spaces (height restriction of 2 metres). Please note that this is a shared public car park.

### **Accessible Parking**

The multi-storey car park (P3) has limited number of accessible parking spaces. Please inform car parking staff on arrival if you require a space. Specific parking bays are also available close to the venues, on a first-come, first-served basis.

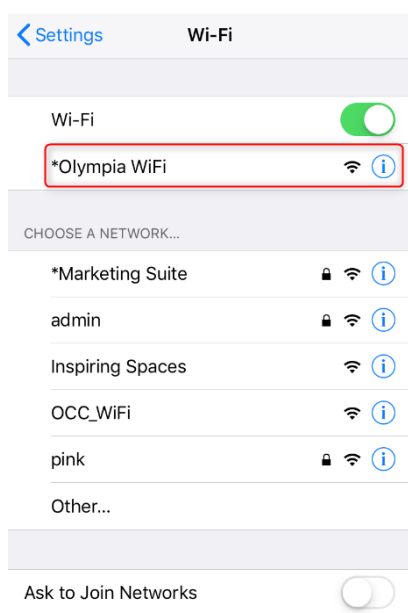
We recommend that you pre-book your parking for the show open period to ensure availability.

<https://parking.olympia.london/olympianewbooking/CarParking/CarParkingEntryPage.aspx>

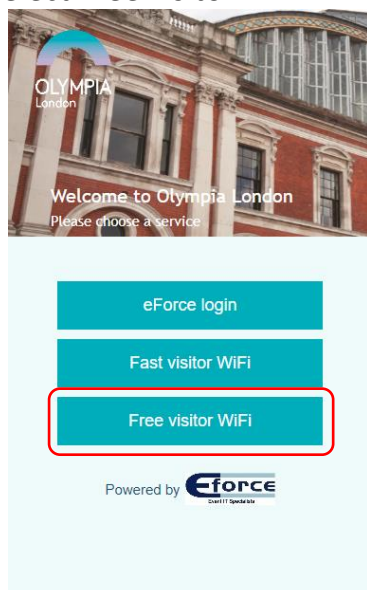
# Hello and welcome to Olympia London

We offer complimentary WiFi to all our visitors. To get connected to this service please follow our step by step guide below.

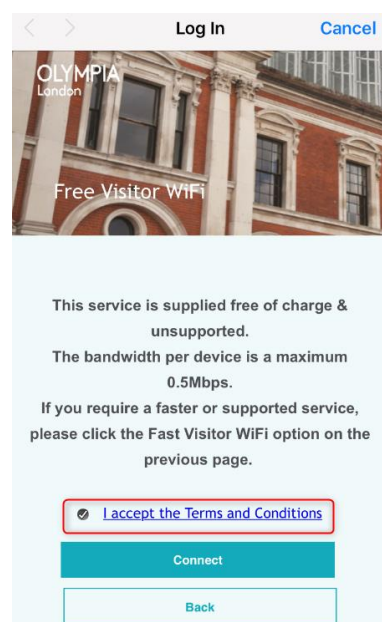
1. Go to your device settings; switch on WiFi and select '**\*Olympia WiFi**'.



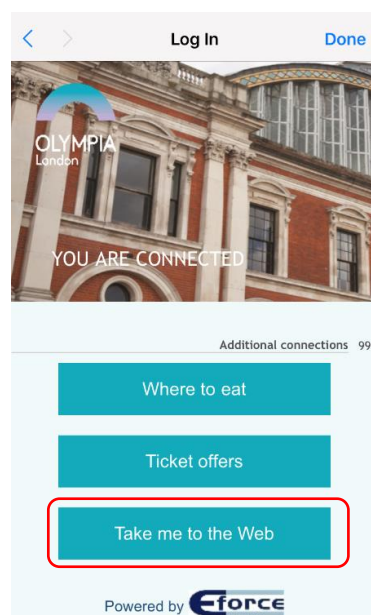
2. Sign in page will pop up. (If not open, your browser and you will be directed to the sign in page) Select Free visitor WiFi



3. Tick the box to agree to the Terms and conditions and click connect



4. You are now connected and will have complimentary WiFi access onsite for up to seven consecutive days.



## **FAQs**

### **How fast is the WiFi?**

The service is a 0.5mb uncontested connection, dedicated to your device.

### **My WiFi has stopped working. What can I do?**

It may be that your device has gone idle or to sleep. In which case try refreshing your connection by disabling, and then enabling the WiFi on your device.

### **I need technical support, who can I call?**

As this is a complimentary service, we do not offer technical support to individuals. If you would like to upgrade to a faster, supported service call our WiFi team, eForce, on 020 7598 2400/2600 or logon to Fast Visitor WiFi where you can purchase 1hr 4Mbps internet access.



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## **Deliveries and Lifting Service**

The London Book Fair has appointed **International Lifting & Shipping** as the official freight contractor. Please contact ILS for shipping and delivery requirements.

All deliveries to the show, must be addressed to:

**Contact Name & Mobile number, Company Name, Stand Number**

The London Book Fair 2020

Olympia London

Hammersmith Road

Kensington

London W14 8UX

**PLEASE NOTE** that the Venue nor the show Organisers will accept or sign for any deliveries. Please make sure that there is someone present on your stand to accept deliveries. Alternatively, you can contact our official courier contractor **ILS**, who can accept your deliveries and deliver them to your stand once you arrive onsite at an additional charge.

Go to: [ILS Courier Service Information](#)

If you are sending deliveries through another courier company please ensure they have the correct delivery details on the order as listed above). **Direct** deliveries must not arrive at the venue before Friday 6 March 2020 - they will be returned to your local logistics/carriers depot. If there is no one at your stand to receive your delivery, and the delivery is accepted at the Venue then please be aware that there may be an additional handling fee.

If it is necessary for you to have a delivery made during the show open period, please ensure that this is made 30 minutes before the show opens - [click here](#) to view opening hours. Trolleys are not permitted on the show floor once the show is open and therefore any deliveries will have to be hand carried.

If you need lifting services, please contact International Lifting and Shipping.

### **International Lifting and Shipping**

Phone: +44 (0) 24 7633 7955

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

## **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 12 March | 17.30 - 22.00 | Space only and Shell scheme stands |
| Friday 13 March   | 08.00 - 18.00 | Space only                         |
| Saturday 14 March | 08.00 - noon  | Space only                         |

### **Staff and Contractor Access Times – NO TROLLEY MOVEMENT WILL BE PERMITTED UNTIL 1730HRS**

At 1700, 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 1730. Contractors and packing helpers will be directed to wait outside the contractor entrance next to B gate and G gate. Please do not issue contractors with exhibitor badges; security have been briefed to refuse access to all contractors prior to show close.

Please note the following:-

- The exhibition closes on Thursday 12<sup>th</sup> March at 1700hrs. Work may continue in the halls until 2200hrs. All vehicles must be removed from site by 2200hrs.
- All stand electrical supplies will be switched off at 1730hrs on Thursday
- The shell scheme will be dismantled from 0800hrs on Friday 13<sup>th</sup> March, therefore all display materials and products must be removed from site by 2200hrs on Thursday 12<sup>th</sup> 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 1700hrs on Thursday.
- Exhibitors and contractors are required to display their badges at all times 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.

**Contact: Kristina Jearrad**

Tel: +44 (0) 207 598 2510 or M: 07833 249716

Email: kristina.jearrad@olympia.london

- **The hall must be cleared of all stand-fitting, including waste materials by 12 noon on Saturday 14 March.**

**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 in order to make show breakdown quicker and smoother for all exhibitors and contractors. You can either book yourself on-line, or alternatively visit the business centre on the Grand Hall Gallery to see a traffic representative who will be able to assist.

### **Booking System**

In order 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 12<sup>th</sup> March– cars and light-goods vehicles**

- Show close at 17:00
- First available time slots for cars and light vans are 1730 hrs in G 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 1730 hrs until the hall closes at 2200 hrs

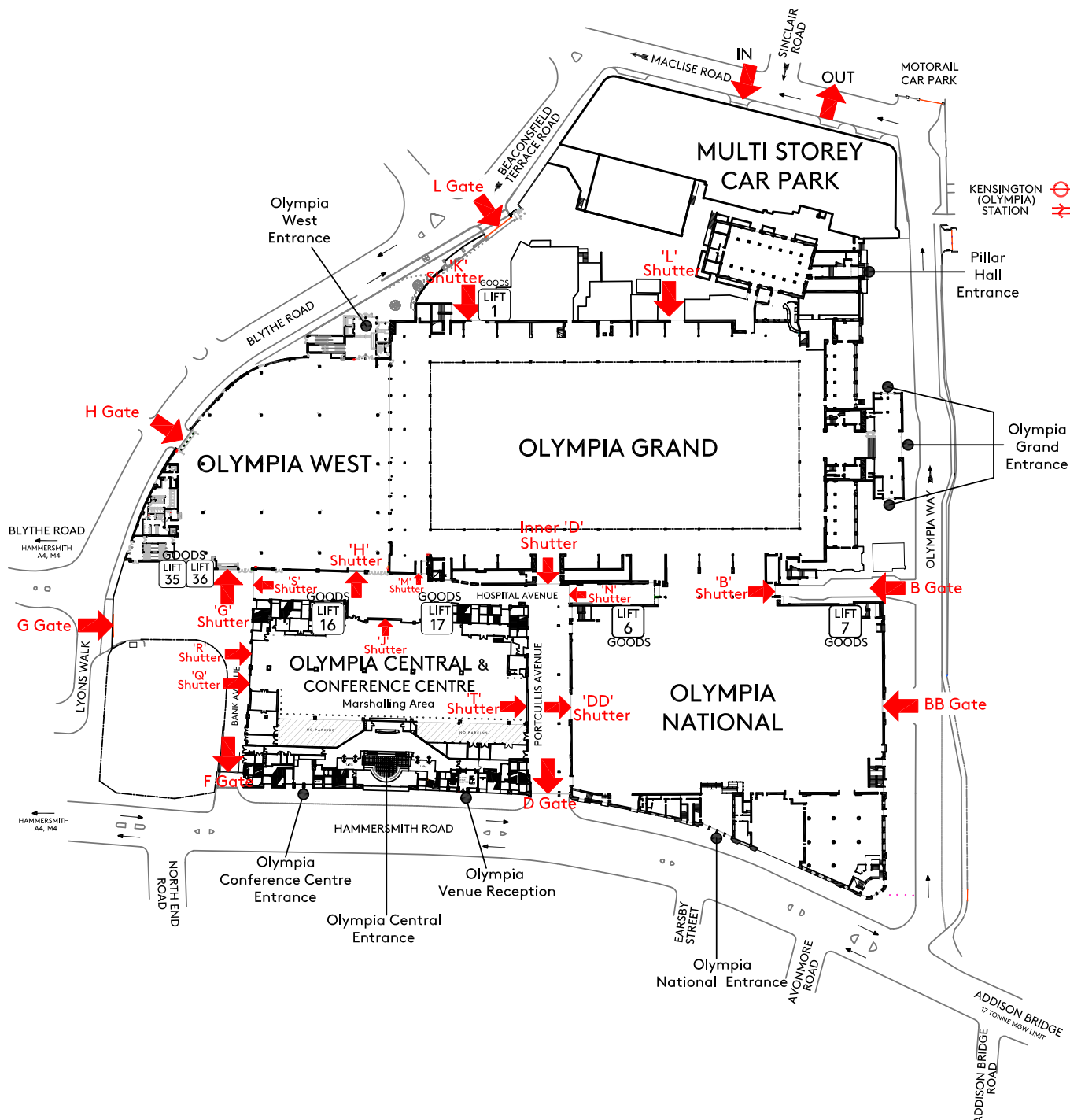
#### **Friday 13<sup>th</sup> March**

- To book your access slot, please visit <https://www.voyagecontrol.com/olympialondon>
- Slots are available between 0800 hrs and 1800 hrs, when the site closes

#### **Saturday 14<sup>th</sup> March**

- To book your access slot, please visit <https://www.voyagecontrol.com/olympialondon>
- Slots are available between 0800 hrs and 1200 hrs, when the site closes

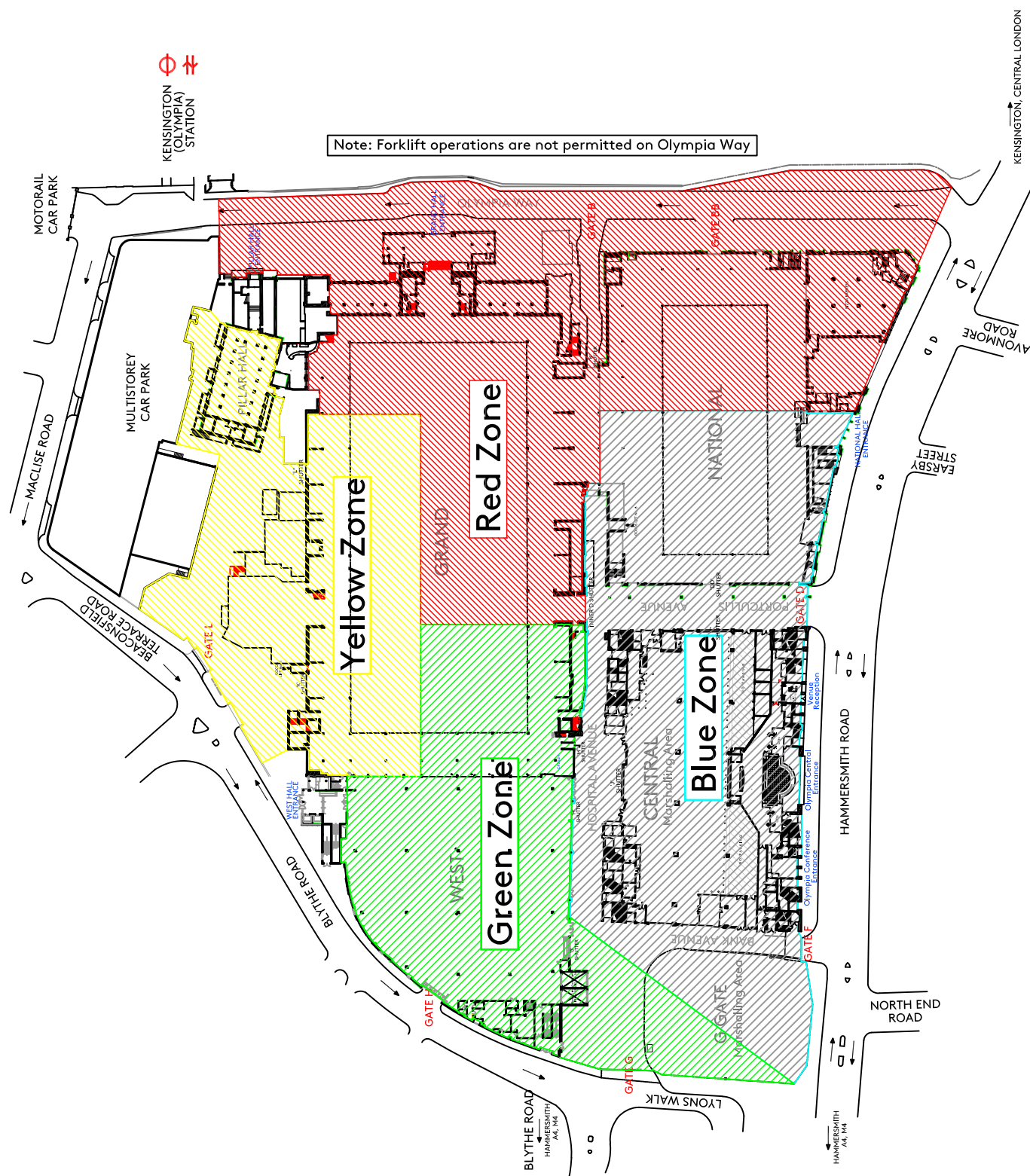
# Goods Access







## GOODS ENTRANCES / EXITS

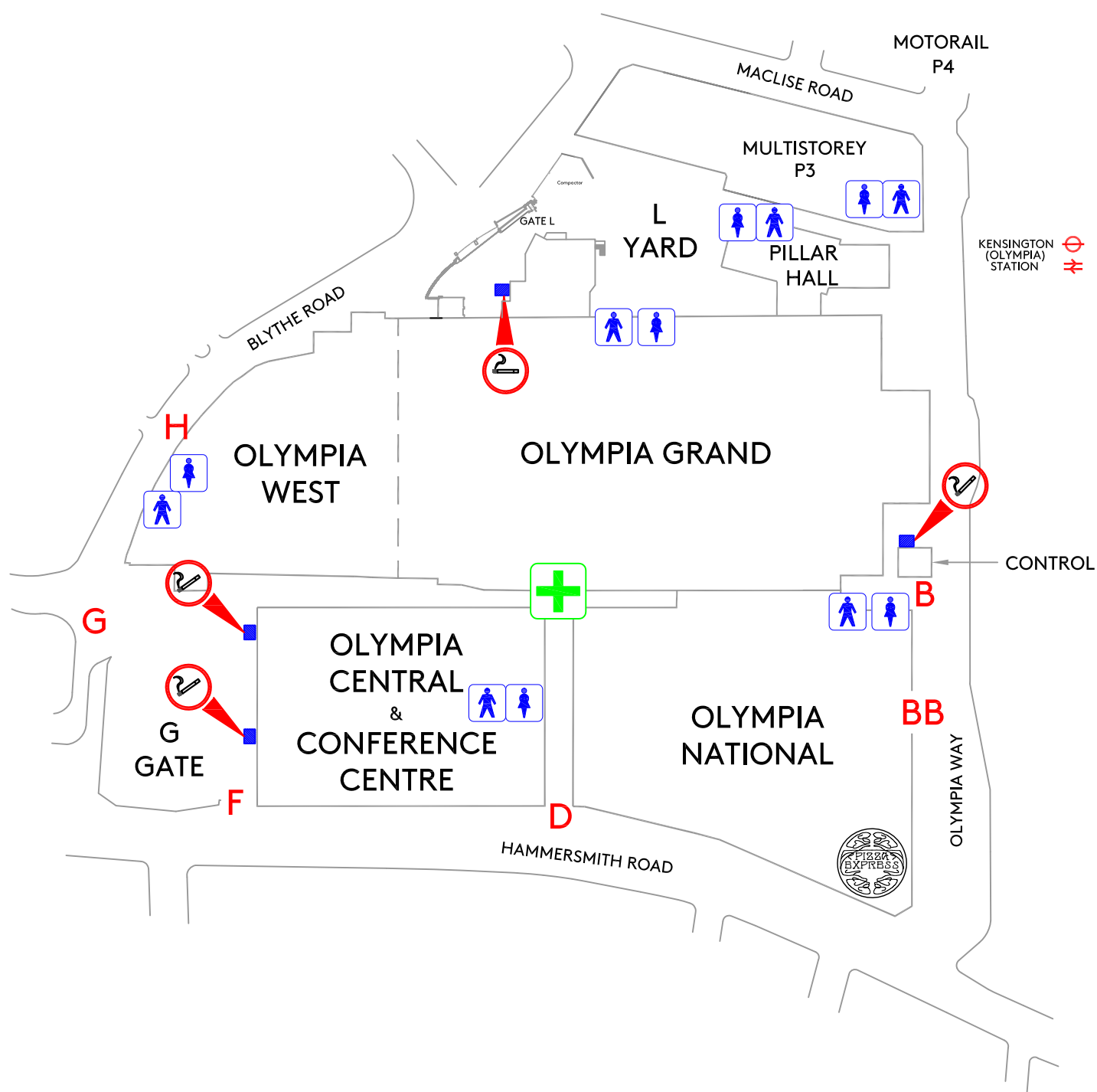
|        | B Shutter | B Gate | BB Gate | Inner D | D Gate | DD  | E   | F Gate | G Gate        | G Shutter | H Gate | H Shutter | J   | K   | L Gate        | L Shutter | M   | N   | Q   | R   | S   | T   |
|--------|-----------|--------|---------|---------|--------|-----|-----|--------|---------------|-----------|--------|-----------|-----|-----|---------------|-----------|-----|-----|-----|-----|-----|-----|
| Height | 3.7       | 0.0    | 4.4     | 0.0     | 3.7    | 4.3 | 4.2 | 4.6    | Un-restricted | 4.4       | 4.4    | 5.0       | 4.1 | 4.7 | Un-restricted | 0.0       | 2.0 | 3.8 | 4.4 | 4.4 | 4.0 | 0.0 |
| Width  | 2.9       | 0.0    | 4.1     | 0.0     | 8.0    | 8.0 | 5.0 | 5.5    | 5.5           | 6.0       | 4.2    | 4.2       | 0.0 | 4.3 | 7.2           | 0.0       | 1.6 | 5.3 | 4.0 | 6.0 | 6.0 | 0.0 |

# Olympia Loading & Unloading Zones

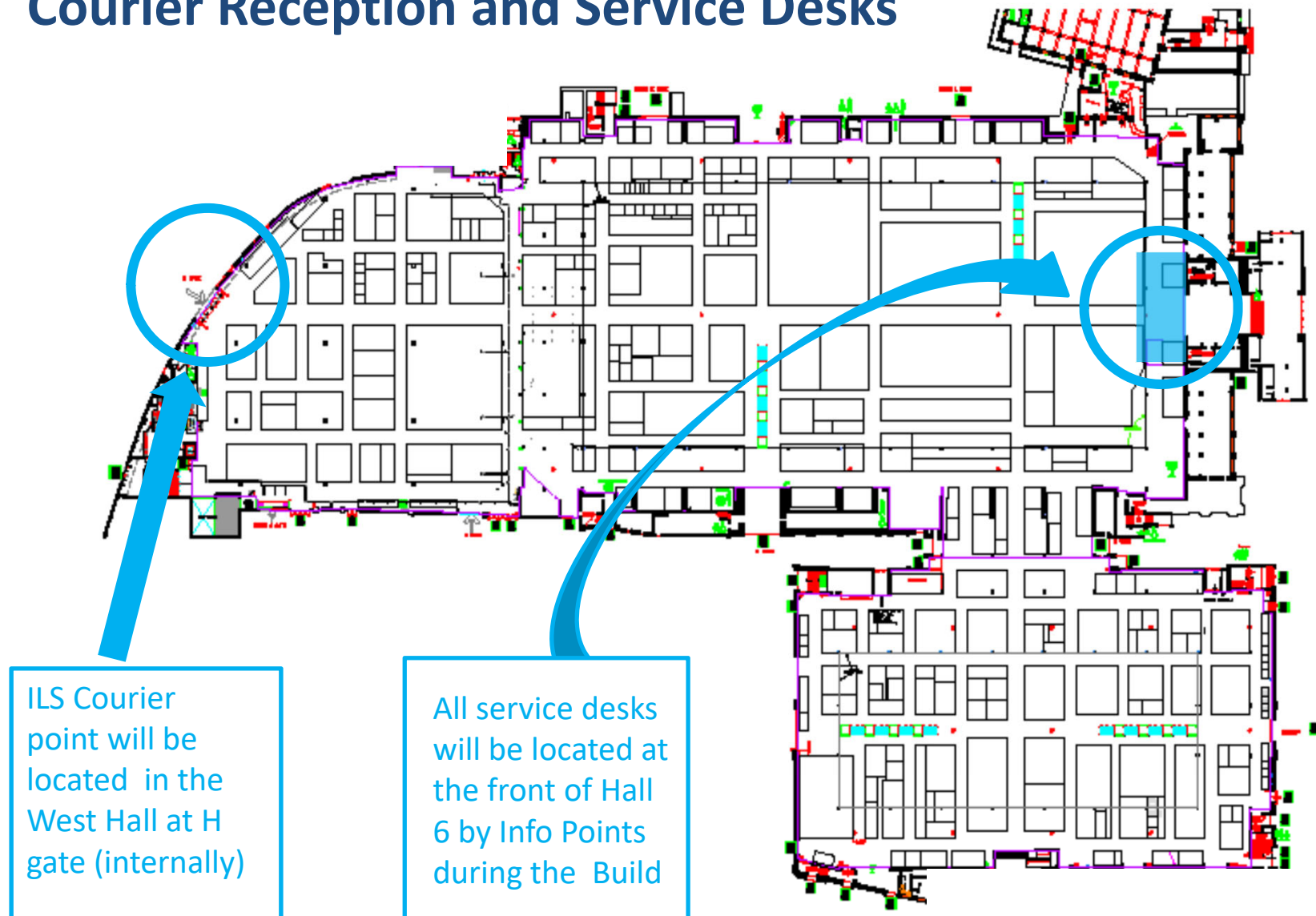


# Designated Smoking Areas and Build-up Services

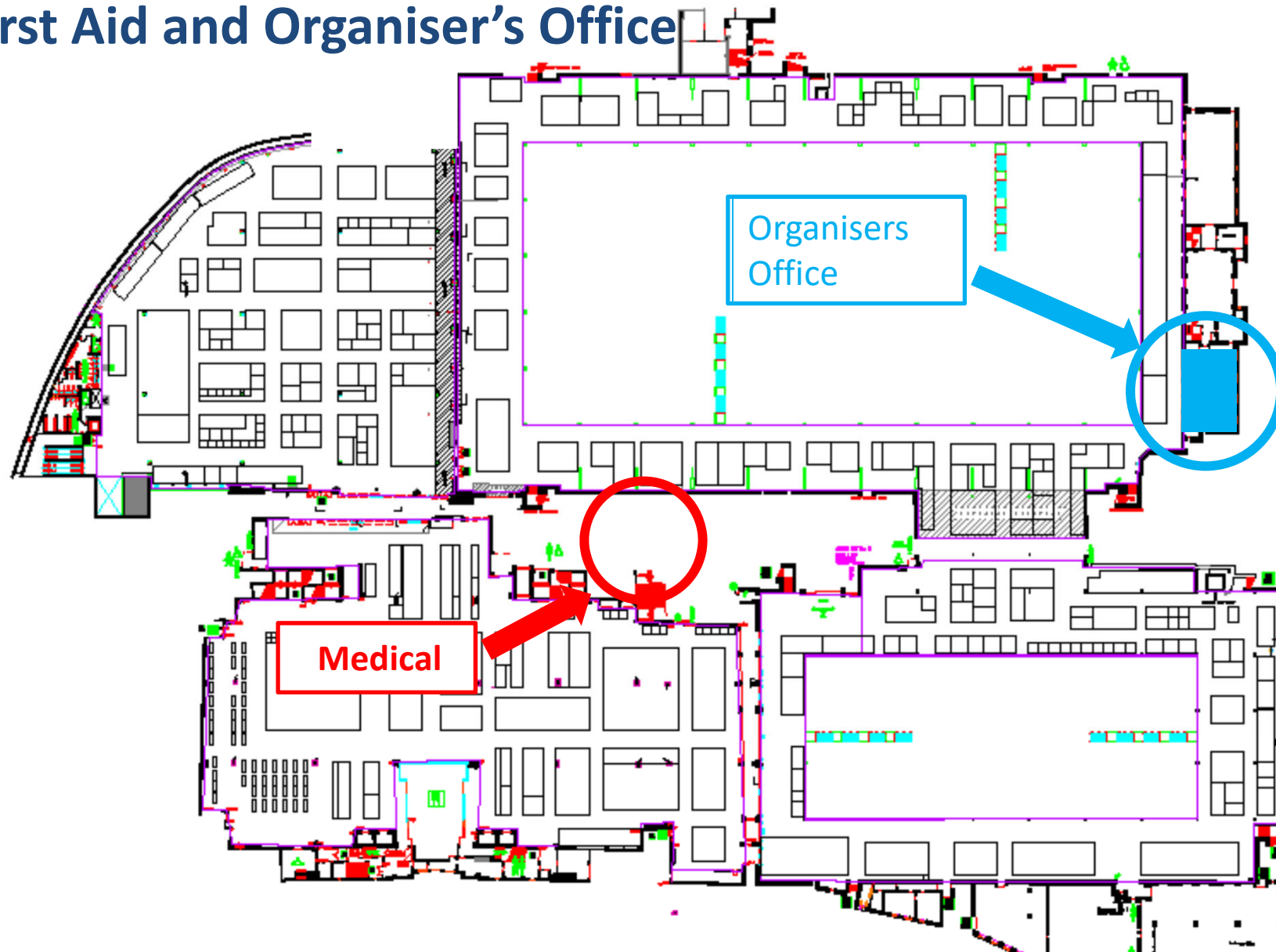
-  Designated smoking areas
-  Gents toilets open at all times
-  Ladies toilets open at all times
-  First Aid



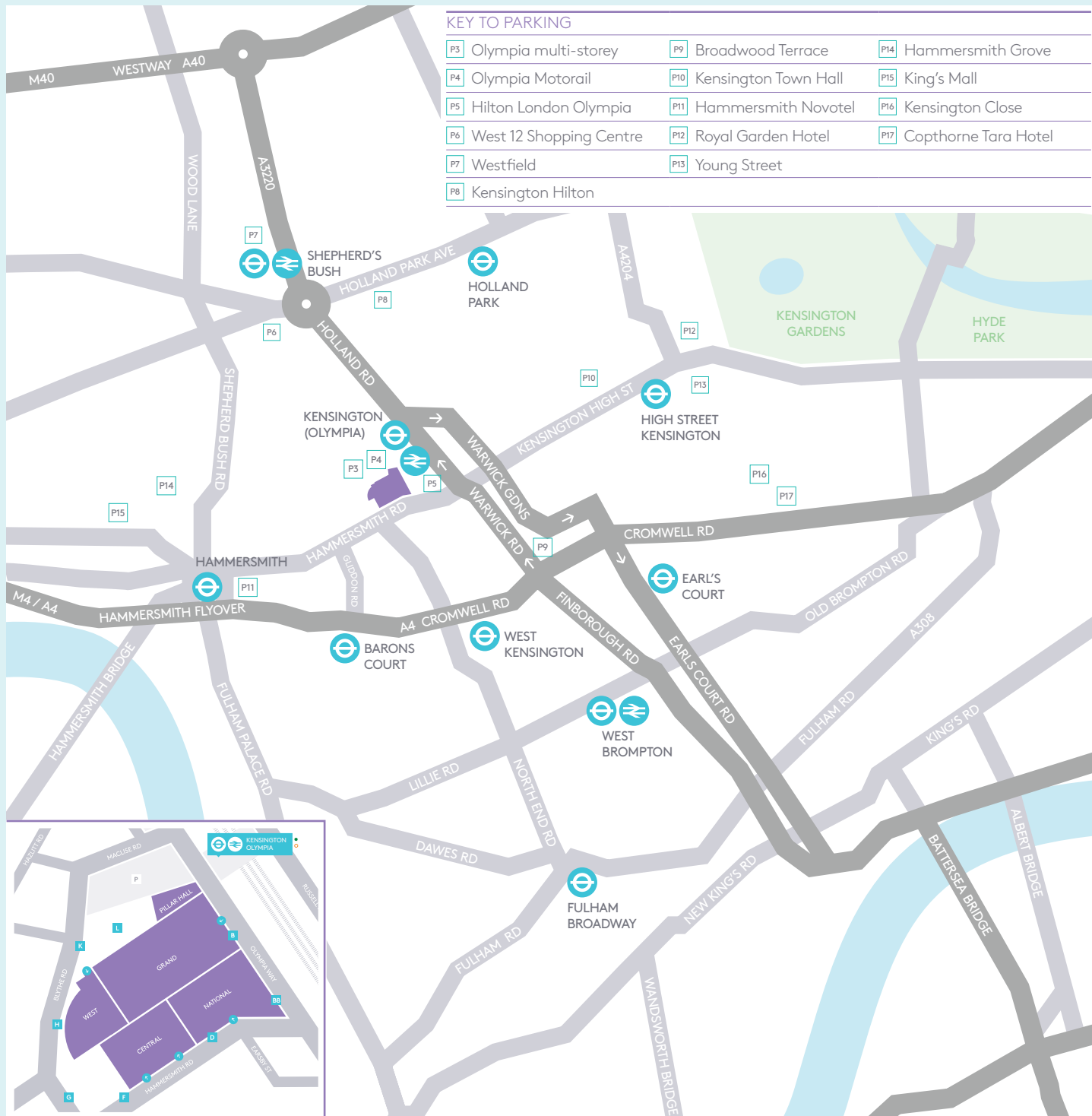
# Courier Reception and Service Desks



# First Aid and Organiser's Office







## It's quicker and easier to travel to Olympia via public transport

### OVERGROUND & TUBE

Kensington (Olympia) is on the London Overground network. It's one stop from Shepherd's Bush (Central line) or West Brompton (District line). The venue is next to the station.

### BUS

Hammersmith Road: 9, 10, 27, 28, N9, N10  
Holland Road: 49  
North End Road: 391

### PARKING

If you do travel by car, we advise that you pre-book online to guarantee a space.

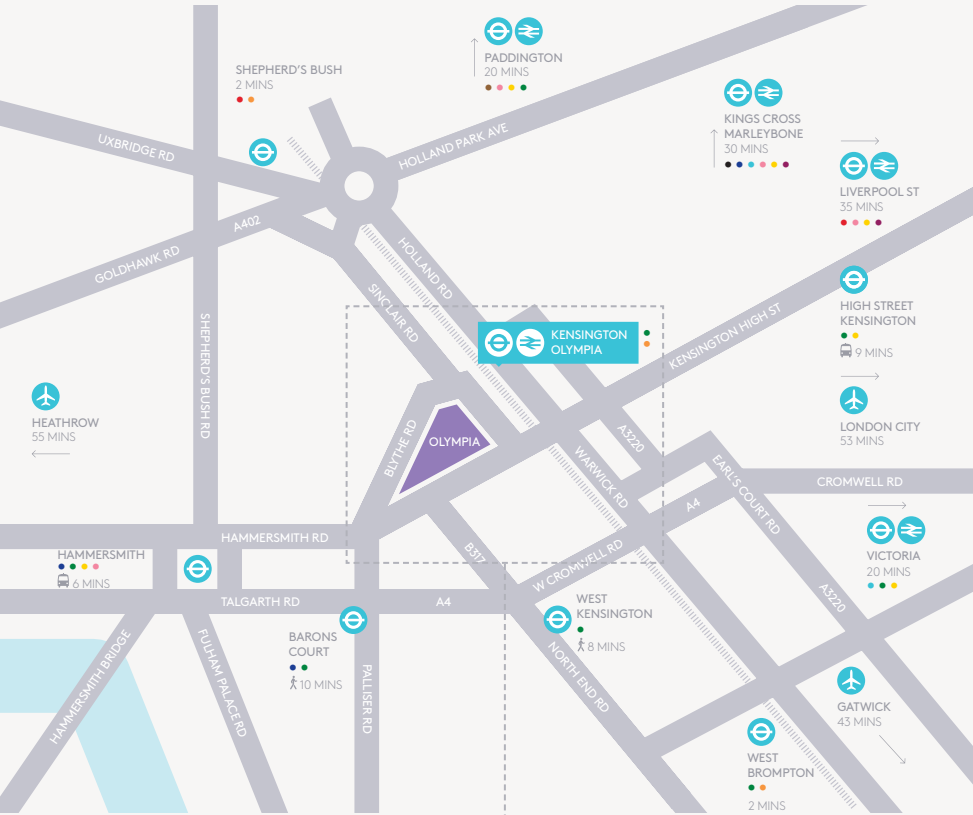
### USEFUL LINKS

Transport for London: [tfl.gov.uk](https://tfl.gov.uk)  
Rail enquiries: [nationalrail.co.uk](https://nationalrail.co.uk)  
Parking: [olympia.co.uk/parking](https://olympia.co.uk/parking)

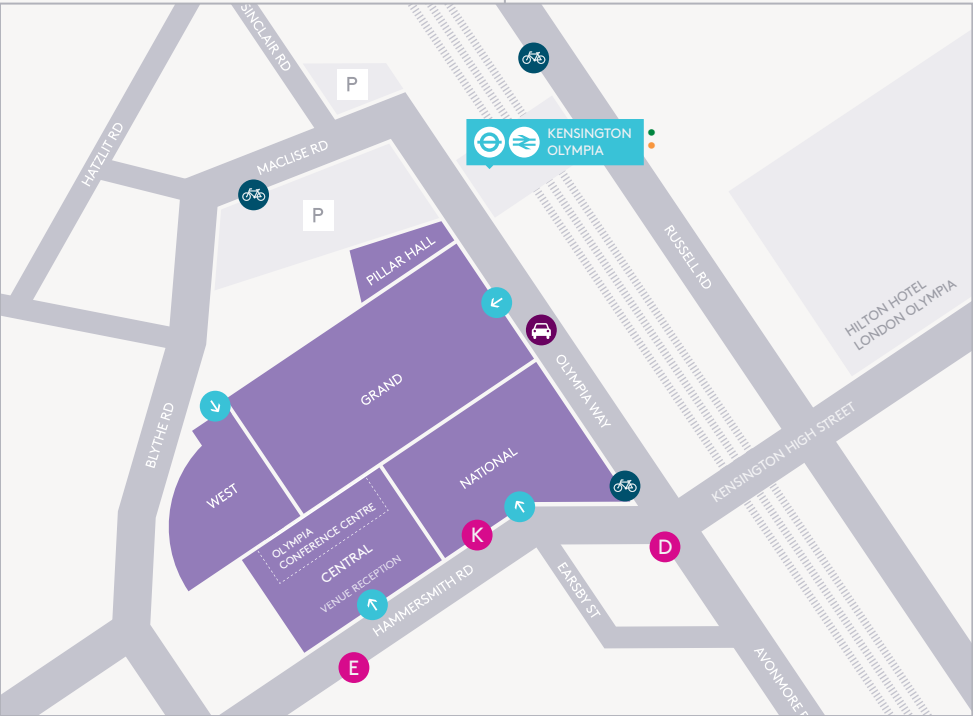
There are also direct services to Willesden Junction, Clapham Junction and Gatwick Airport.

# WHERE TO FIND US

Olympia London  
Hammersmith Road  
Kensington  
London W14 8UX



- KEY
- CENTRAL
  - CIRCLE
  - DISTRICT
  - HAMMERSMITH & CITY
  - LONDON OVERGROUND
  - METROPOLITAN
  - NORTHERN
  - PICCADILLY
  - VICTORIA



- KEY
- BUS STOP
  - BIKE HIRE
  - TAXI RANK
  - ENTRANCE

## **Catering Concession Fee Guidelines (2019/2020)**

The following is intended for guidance only. Concession fees shall generally be calculated according to the nature and size of the event (attendance, audience profile, length of show etc.) and the nature of the products which the parties wish to give away or sell. Where in the opinion of the Olympia London Catering Manager, an exhibitor could be deemed to be operating a 'catering outlet' then Retailing Rates will be applied.

Where an exhibitor wishes to utilise their own caterer or suppliers for the purposes of hospitality then fees are levied by our Hospitality Caterer. These would be either as contract buy-out fees, corkage charges or concession fees, the scale of which would be determined by the scale of the activity taking place.

### **Sampling only (no monetary transaction taking place)**

Where sampling takes place in line with the Olympia London Catering Rules & Regs, a concession fee would not be applied.

By way of a reminder, the sampling rules & regs are:

- i. Items being sampled must be the exhibitor's sole purpose of their business
- ii. All samples must be given out free of charge
- iii. Any proposed sampling activity must be notified in writing to the organiser and verified by the venue

The acceptable sampling sizes are:

- Unwrapped food - "bite size" portions
- Individually wrapped items
- Soft and hot drinks - 50ml (1.75 fl oz)
- Beers/Ciders or similar - 50ml (1.75 fl oz)
- Wine/Fortified wines/Champagne/Alcopops/similar- 25ml (0.9 fl oz)
- Spirits and similar - 5ml (0.18 fl oz)

### **Concession fees**

These are applied where **over-sized sampling** is practised, over the levels shown above.

This would generally be at a rate of **£150+VAT per show open day** for smoothies/ice creams and **£350+VAT per show open day** for other foods. This is at the discretion of the Catering Account Manager depending on the type and volume of items being brought in.

### **Coffee machines**

The use of coffee machines on your stands for hospitality purposes will be charged a concession fee from **£450+VAT per show open day** for a full Barista machine or **£150+VAT per show open day** for a Nespresso style table top machine. Written permission must be requested seven days in advance and we reserve the right to refuse requests.

### **Retailing (food being sold)**

Where retailing of foods and/or drinks take place clearly for **off-site** consumption, i.e. bagged/wrapped for removal from the venue, then **no** concession fees are levied.

Where retailing of foods and/or drinks for **on-site** consumption, or can be deemed to be for consumption on-site within the venue, then concession fees will be levied.

**As a general rule**, if the foods on sale are of such nature that they do not compete either directly or partially with venue Catering Partners offers or operations, then **no** concession fee is levied. Items which would fall into this category are: nuts, confectionary, and special dietary products. This does not include ethnic catering.

If the foods on sale are of such nature that they **do** compete either directly or partially with our contracted Catering Partners offers, then a concession fee is levied.

### **Exhibitors retailing for on-site consumption generally fall into four categories:**

1. Retailing of soft drinks/ice creams and/or smoothies, fresh fruit juices, etc. a concession fee of **£150+VAT per show open day** would be levied
2. Retailing of foods (wrapped/prepared or otherwise), etc. a concession fee of **£350+VAT per show open day** would be levied
3. Where an exhibitor/feature is or can be deemed to be operating a food led no alcohol 'catering outlet', i.e. Café, a concession fee of **£750+VAT per show open day** would be levied. If they include alcohol in their offer, the concession would increase to **£1000+VAT per show open day**
4. Where an exhibitor/feature is or can be deemed to be operating an alcohol led 'catering outlet', i.e. Bar, a Contract Buy-out fee of **£1500+VAT per show open day** would be levied. If they include food in their offer, the Contract Buy-out/concession fee would remain at £1500+VAT per show open day

Concession fees for restaurants are negotiated on a show by show basis as their requirements are generally specific to the event.

## Providing your own beverages at Olympia London

If you are thinking of catering for yourself you will be liable for a charge.

### Corkage

This is the charge placed on wines, beers, liquor and soft drinks brought into the venue that have been purchased elsewhere. If you are using alcoholic beverages, The Venue or Levy UK will become the licensee for your event and you will be briefed on the relevant licensing legislation.

|                                |                    |                          |
|--------------------------------|--------------------|--------------------------|
| Champagne                      | (70cl)             | £20+vat per bottle       |
| Sparkling Wine                 | (70cl)             | £15+vat per bottle       |
| Wines                          | (70cl)             | £10+vat per bottle       |
| Spirits                        | (70cl)             | £30+vat per bottle       |
| Beers                          | (330ml can/bottle) | £1.80+vat per can/bottle |
| Soft Drinks and Mixers         | (330ml)            | £1.50+vat per can/bottle |
| Mineral Water and Fruit Juices |                    | £1.50+vat per bottle     |

Beverage sampling sizes (for exhibitors own product):

- Soft and Hot Drinks - 50ml (1.75 fl oz)
- Beers/Ciders or similar - 50ml (1.75 fl oz)
- Wine/Fortified wines/Champagne - 25ml (0.9 fl oz)
- Spirits and similar - 5ml (0.18 fl oz)

In compliance with current legislation both the sale and supply of alcohol must be licensed under The Licensing Act (2003), therefore, sampling is also a licensable activity. Any stands who wish to supply alcohol (except that provided by the official caterers, Levy UK), whether for on-site or off-site consumption, must follow the above sampling sizes and provide the name of a Personal Licence holder, together with a copy of their licence.

A quotation for corkage fees is determined by type of items and quantities being brought into the venue. The corkage fee includes any of the following:

- Receiving stock into the venue
- Storage (refrigerated or otherwise)
- Preparing stock/products for serving
- Providing the necessary disposables

If looking to run a full bar with no monetary transaction taking place e.g. hospitality cocktail or spirit bar there will be a charge of **£750+vat per show open day**.

**Further Notes:**

- It is the event organisers responsibility to ensure that all food and drink activities occurring at the event are confirmed in advance with the venue, as per their hire agreement with Olympia London
- It remains the responsibility of the event organisers to ensure that all aspects of the operations and businesses being permitted to offer food and drinks at the event operate within all guidance found in the Eguide
- Concessionary fees and buy-out fees are charged directly to the event organiser as per the Additional Service invoice. Individual parties, such as exhibitors carrying out hospitality led offers, may be able to pay directly with the venue or chosen hospitality caterer – at time of writing, this is Levy UK