

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 14 March	17.30 - 22.00	Space Only and Shell Scheme stands
Friday 15 March	08.00 - 20.00	Space Only
Saturday 16 March	08.00 - noon	Space Only

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

- 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 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.

Please note the following:

- The exhibition closes on Thursday 14 March at 1700 hrs. Work may continue in the halls until 2200 hrs. All vehicles must be removed from site by 2200 hrs.
- All stand electrical supplies will be switched off at 1730 hrs on Thursday.
- The Shell Scheme will be dismantled from 0800 hrs on Friday 15 March; therefore, all display materials and products must be removed from site by 2200 hrs on Thursday 14 March 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 1700 hrs 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 Jearrard 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 16 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 14 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 15 March

- To book your access slot, please visit <https://www.voyagecontrol.com/olympialondon>
- Slots are available between 0800 hrs and 2000 hrs when the site closes.

Saturday 16 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.