

Contractor Information

Access – Goods Lifts

For the build-up and break down the only access is by goods lifts to Level 1, the dimensions of these lifts are as follows: -

	Length	Width	Height	Capacity
Lift 16	5.2 metres	1.9 metres	2.5 metres	2500kg
Lift 17	4.1 metres	1.9 metres	2.1 metres	2500kg

Build Up & Break Down Access

Olympia has implemented an online vehicle booking system, in order to make build-up and breakdown quicker and smoother for all exhibitors and contractors.

If you wish to deliver or collect during build-up and breakdown, you will need to book a time slot before you arrive. This will ensure you can unload or load without delay.

In order to book your delivery or collection slot, you first need to register on the system. Please visit <http://voyagecontrol.com/olympialondon>, preferably using **Google Chrome, Firefox or Moxilla**. You can register at any time on the system, and you will be able to book for this event 30 days prior to the event date.

Booking your space is a quick and simple process:

- Select the event and click on your user type (i.e. Exhibitor or contractor).
- Input your stand number and name (this is a free text box).
- Select either drop off or pick up.
- Select your vehicle type and then add in your number plate and driver details. If you don't know these they can be added later, up to 30 minutes before you are due on site from a smart phone or tablet.
- Select the date and the time you would like to load/unload.
- Review and confirm your booking.

The booking can be amended up to the point of arrival on site. A vehicle pass can be printed directly from the system and you will receive an email confirmation of the booking.

You can book both your drop-off for the build-up, and collection for the breakdown at the same time. You can either book on behalf of your stand contractor, if you have one, or simply email the link to the contractor for them to book their own space. Please ask your contractor to have the details of the stand name and number that they will be working on when they make their booking.

If you arrive at Olympia without having booked your time slot, you may be delayed, or be asked to return during the next available slot. The maximum time allocated will depend on the type of vehicle, and vehicles must be removed as soon as they have been unloaded or loaded.

Couriers delivering to or collecting from stands do not need to make a booking and will be directed straight to the hall.

On the last day of the event, breakdown time slots allocated by the system for vehicles larger than a mid-size van, e.g. Luton or Sprinter, start from 2 hours after the event closes.

If you need assistance, please contact Olympia via online help on the system. We thank you in advance for your co-operation and wish you a successful event.

If your goods are being delivered by a courier, please ensure that they are delivered between 08:00 and 18:00 on Monday 26 November or Tuesday 27 November 2018 clearly marked as follows: -

(Company Name)
(Stand Number)
HOMES 2018
Central Level 1
G Gate

Olympia Exhibition Centre
Blythe Road
London
W14 8UX

Carpet

Exhibitors with shell scheme stands will have black carpet included within their stand.

Exhibitors with space only stands are responsible for organising their own carpet requirement. The floor tape approved for use at Olympia is to be NEC approved tape. If floor surfaces are found to be damaged you will be responsible for costs this incurs.

Gangways will be carpeted in midnight blue.

The recommended carpet supplier is Full Circle. Please refer to **Full Circle - Floorcovering Form & Full Circle Carpet Swatch** located under the **Forms to Complete** section.

Contractor Passes

Contractor wristbands will be issued upon arrival at Olympia.

Damage & Dilapidations

The organisers reserve the right to charge the exhibiting company or their contractor for any damage that may occur during the exhibition build, open or break down period, to the shell scheme components or any part of the halls, walls, pillars or other parts of the premises. This includes the removal of carpet tape and carpet tape residue.

Electrical Power & Lighting

The organisers have appointed **Full Circle** as the official and sole electrical contractors. All electrical work for the exhibition will be carried out by **Full Circle**. Please contact them at the earliest opportunity regarding your requirements and complete **Full Circle – Electrical Equipment Form** located under the **Forms to Complete** section. All orders must be received by **29 October 2018**.

All stand supply will be switched off when the halls are not in use except by prior arrangement.

Announcements on the PA system will be made 30 minutes before the power is switched off. During build up this will be 19:30 on Monday 26 November and 21:30 on Tuesday 27 November. On open days this will be 30 minutes after the show closes.

Exhibition Stand Transport & Lifting

For further information on transportation of stand materials or lifting services on site please contact Rachel Hall on Tel: 07771 628131.

Floor Loadings

No point loading should exceed 730kg/m².

Motor Vehicle Exhibits

All petrol-fuelled motor vehicles fitted with a fuel tank must comply with the following: -

- The fuel tanks of motor vehicles must contain only sufficient fuel to move the vehicle in and out of the hall.
- The fuel tanks on all other petrol engine equipment must be empty.
- The fuel tank must be sealed, wherever possible with a lockable cap.
- All vehicles must be provided with a drip tray and shall be positioned within the boundaries of the stand so that any protrusions, doors, tail lifts etc, do not infringe the stand perimeter.
- The running of engines during the open period of an exhibition is strictly prohibited.

- For vehicles required to operate as part of a moving demonstration, "pit" positions must be clearly defined and agreed with the venue. Suitable fire extinguisher(s) must be provided. Filling or emptying of fuel tanks inside the hall is strictly prohibited at all times.

Rigging

Unfortunately rigging is not permitted in this hall due to the engineering limitations of the building. If you have any further queries please contact Rachel Hall on Tel: 07771 628131.

Signage

The recommended signage and graphics contractor for this show is Full Circle: -

Full Circle - Individual Graphic Panels

Full Circle - Full Cladded Graphics

Please refer to their forms located under the **Important Information** section.

Stand Construction – Shell Scheme

Shell Scheme stands provided will be in accordance with **Full Circle - Shell Scheme Visual** located under the **Important Information** section. No alterations can be made to the standard shell scheme. However, additional extras can be ordered through the official Shell Scheme contractor. Please refer to **Full Circle – Shell Scheme Accessories Form** located under the **Forms to Complete** section.

All interior stand fittings must be contained within the shell scheme structure.

It is the responsibility of all exhibitors to arrange their individual electrical and lighting requirements. Please complete **Full Circle – Electrical Equipment Form** located under the **Forms to Complete** section. **Please return this form by 29 October 2018.**

ALL Shell Scheme Stand Holders MUST complete and return the 'Compulsory Shell Scheme Construction Form 6 by 12 October 2018 – There are NO exceptions. All shell stands must complete and return the form. In addition, all Shell Scheme Exhibitors must complete and return the Health & Safety Declaration Form 6A.

Please note that the organisers retain the right to demand a full risk assessment if deemed necessary.

Stand Construction – Space Only

Please refer to the **Free Build Stand And Structure Information** located under the **Important Information** section.

Water & Waste

If you require this service please contact **Freeman Venue Services** direct as the location of pipes may affect your stand design or layout or please complete the **Freeman Venue Services – Plumbing Pre-Payment Order Form** located under the **Forms to Complete** section. **Please return this form by 31 October 2018.**