

Stand Information

Appointing Stand Designers / Contractors

Exhibitors can appoint their own contractors for all elements of their stand requirements with the exception of services provided by the official contractors. If you are appointing other contractors it is essential, for security and for ease of access to the halls, that you notify us of whom they are. Please complete and return **Form 8** located under the **Forms to Complete** section. **Please return this form by 12 October 2018.**

Audio Visual Equipment Hire

Showcase AVI have been contracted for this service. The link for more information will be available shortly. If you have any queries in the meantime please contact Rachel Hall on Tel: 07771 628131.

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.

Catering

With HOMES 2018 show at Olympia London now fast approaching we wish to remind you to check out our stand catering website should you need any refreshments / catering throughout the duration of the show.

<http://levyrestaurants.standdelivery.co.uk/HOMES18>

Levy UK are the contracted hospitality caterers for Olympia London Exhibition Centre and therefore if you are thinking about bringing in your own food, or alcoholic and non-alcoholic beverages, on the premises you may be liable for a charge.

Please contact Lis Laumann on Tel: 0207 598 5703, Email: lis.laumann@compass-group.co.uk for further information.

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.

Fascia Nameboard Details

Shell scheme exhibitors are required to complete **Full Circle – Name Panel Form** located under the **Forms to Complete** section. **Please return this form by 29 October 2018.**

Furniture

A range of stand furniture can be hired from the recommended contractor, please follow the link: -

JMT <http://www.jmt.co.uk/>

Goods Removal Form

In an effort to improve security, it is requested that any exhibitors wishing to take goods out of the exhibition hall after the build up period of the exhibition and before break down, should hand to a duty security guard an official Goods Removal Form, duly completed and endorsed by a representative of HOMES 2018. These forms are available from the Exhibition Organisers' Office. Anyone attempting to remove equipment without the form will be escorted to the Organisers' Office.

Insurance

Exhibitors should ensure they have adequate insurance protection when attending one of our exhibitions. As a minimum, we require you to have £2 million public liability cover against personal injury, damage to or loss of exhibits etc.

It is now compulsory that we have proof of your insurance before you arrive on site and set up of your stand can commence.

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.

Music Licences

If you intend to play music on your stand during the course of the exhibition you are required by law to obtain music licences. Please complete and return **Form 7** located under the **Forms to Complete** section. **Please return this form by 12 October 2018.** You will in due course be invoiced for the cost of your licence.

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 Cleaning

The cleaning of stands will be arranged by the organisers on a daily basis. Exhibitors are responsible for their own cleaning of exhibits on display.

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 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.

Stand Sharing

Stand sharing is only permitted with the approval of the organisers. All requests to stand share should be made in writing by **31 August 2018** and a £1,000 + VAT stand share fee, which includes an entry into the Event Guide, will be levied to each additional company on the stand. Please note that only the company who contracted the space will have a Fascia Nameboard provided for them (shell scheme stands only). The organisers reserve the right to refuse entry to stand sharers who have not been notified to them.

Trade Union Labour

Exhibitors must ensure that all of their contractors and sub-contractors shall observe the Code of Practice issued by the Advisory, Conciliation and Arbitration Service pursuant to the Employment Protection Act 1975 in their dealing with their respective employees working at the exhibition.

You may choose your own contractor for the design and erection of your stand, however it is recommended that they are a member of ESSA (Event Supplier & Services Association). ESSA members must observe a strict Code of Conduct, to cover workmanship, service and business practice.

Any queries regarding trade union labour shall be directed to ESSA on Tel: 0208 543 3888.

The organisers are not able to supply labour for the handling of goods and other items. Exhibitors should arrange with an appropriate contractor for this service.

All stand construction and displays must be made from fireproofed materials to the satisfaction of the authorities.

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 Prepayment**

Order Form located under the **Forms to Complete** section. **Please return this form by 31 October 2018.**