

SECURE ROOM BOOKING FORM

The storage of items in the Secure Room is by pre-booking only. Please complete and return this form as soon as possible to jsops@closerstillmedia.com. Once your booking has been processed, we will share details of onsite arrangements.

Please note: Insurance is the responsibility of the Exhibitor. Neither CloserStill Media, The Event and Exhibition Partnership Limited, nor Olympia London can accept any liability for the loss or damage of such property left in this facility.

Name of company:	
Stand number:	
Name of person needing to access the Secure Room:	
Onsite contact number for the person needing access:	

Approximate size of total stock to be stored (please write quantity):

	Quantity	Unit cost	Total cost
Small, up to 50,000cm ³ (e.g. 50cm high x 50cm wide x 20cm deep)		£115	£
Medium, up to 75,000cm ³ (e.g. 50cm high x 50cm wide x 30cm deep)		£130	£
Large, up to 100,000cm ³ (e.g. 50cm high x 50cm wide x 40cm deep)		£170	£
Overall Total:			£

For the purpose of our collaboration with the local Police Force and Security team, please provide an approximate value of items that you will be storing in GBP: £



Approximate arrival time if known.

(Please tick):

Saturday 31 st August	Sunday 1 st September
<input type="checkbox"/> 08:00 – 14:00	<input type="checkbox"/> 07:00 – 09:00
<input type="checkbox"/> 14:00 – 20:00	

Approximate departure time if known.

(Please tick):

Monday 2 nd September
<input type="checkbox"/> 16:00 – 17:00
<input type="checkbox"/> 17:00 – 18:00
<input type="checkbox"/> 18:00 – 19:00

To assist us in helping your stock to get into the hall quickly, please indicate how it will be arriving.

Please note: there will be a dedicated drop off point for the unloading of stock directly into the hall. As it is a dedicated drop-off point, the vehicle must leave as soon as the stock has been unloaded:

- ☐ Armoured vehicle: unloading next to the hall
- ☐ Car or Van: unloading next to the hall
- ☐ Car or Van: goods brought into the hall from the car park
- ☐ Other, please describe:

Please tick this box to indicate that you have adequate insurance to cover your items in the Secure Room, or that you are covered under the Jewellers Block:

- ☐ Yes, I have adequate insurance in place
- ☐ Yes, I have cover under the Jewellers Block
- ☐ No, I do not have insurance in place: please note, items without insurance are left at your own risk

Signature:

Date: