

BREAKDOWN PROCEDURES



L O N D O N

4-5 Oct 2022
Olympia London

Breakdown Period:

Wednesday 5 October 1730 – 2200 hrs
Thursday 6 October 0800 – 1200 hrs

Vehicles

1. All vehicles **must** book a time slot via [Voyage Control](http://www.olympia.london/traffic) -<http://www.olympia.london/traffic> - Olympia's online traffic booking system **IN ADVANCE - live from 1200hrs on Thursday 1 September**. This system ensures you are able to collect exhibits straight away without delays onsite. Please ensure you have **printed your Vehicle Pass** to speed up the process.
2. **Early time slots will only be given to cars and light vans until 1900 hrs on Wednesday 5 October**. After this time, larger vehicles (up to and including 7.5 tonne) will be able to book.
3. **HGV (over 7.5 tonne) are not permitted on Wednesday 5 October**. All HGV must plan to load on Thursday 6 October only. Please note, tenancy ends at 1200 hrs on Thursday.

General Information

1. The exhibition closes at **1700hrs on Wednesday 5 October** and the hall will remain open until **2200hrs**. Contractors will not be allowed onto the exhibition floor until all visitors have cleared the building and it is safe for breakdown to commence (approx. 1730hrs).
2. Under no circumstances are exhibitors permitted to remove any goods from their stand or commence breaking down their stand before the Exhibition closes.
3. Shell scheme exhibitors must remove all product, graphics and furniture by **2200hrs** in order to facilitate the dismantling of the stands. If for any reason it is not possible for you to clear your stand by this time please contact the Organisers to discuss the possibility of storing goods overnight.
4. Do not bring vehicles to the hall until goods are packed and ready to load.
5. **Power supplies to stands will be switched off 15 minutes after the close of the Exhibition** unless an extension is specifically requested. Please contact electrics@indexgroup.org before the show build-up.
6. Trolleys must not be used inside the hall until all visitors have cleared the building.
7. **We recommend that you do not leave your stand or any items unattended during the breakdown period as this is a "high risk" time for security**. If possible, work in pairs, to avoid this. All portable exhibits, valuable items and any graphics or artwork required for future use should be removed from the hall as soon as possible.
8. **Exhibitors are encouraged to take anything valuable with them**. Exhibitors who leave any exhibits or valuables on their stand during the first night of breakdown are strongly advised to arrange for a security guard to man their stand until the exhibits and valuables are removed from the hall.
9. Security will be in operation in the hall, but exhibitors and their staff are advised to take every precaution in always always safeguarding their exhibits and other valuables during the breakdown.
10. Exhibitors are reminded that although the Organisers take every precaution to ensure the safety of the Exhibition, the Organisers, the venue nor any of their contractors can take responsibility for losses or damage that occur during the breakdown period.
11. Please co-operate with Olympia Traffic Staff – they are there to help!

REMEMBER

PLEASE CO-OPERATE WITH OLYMPIA TRAFFIC STAFF – THEY ARE THERE TO HELP.

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, which can be requested via the telephone number above. There are also emergency telephones outside the venue's first aid room, located in Olympia Grand, and in Olympia National at the shutter adjacent to the Grand, both with a direct link to the Control Room.

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."

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."