

EXHIBITION TIMETABLE

Independent Hotel Show is taking place in Olympia National Hall, please [click here](#) for live floorplan.

*****Some exhibitors on the ground floor will have been informed in advance of a restricted timetable due to the location of their stand*****

BUILD UP	HALL OPEN	ACCESS FOR:
Saturday 12 October	1300 – 1800hrs	Official contractors and SPACE ONLY sites. Contractors should check that all services have been pulled through in the correct position before they start to build the stand.
Sunday 13 October	0800 – 1800hrs	Official contractors and those nominated for Space Only sites. All construction waste must be removed from site. Click here for our waste policy and advice.
Monday 14 October	0800 – 2000hrs	Shell Scheme ready for exhibitors to begin interior display. All stands to be complete and any litter and stand construction materials to be removed from the halls by 1800hrs. Stand dressing only after this time. Please note last access to the hall will be 1900hrs.
<i>Any vehicles needing access to the loading bay must book into the Olympia Voyage Control System which will go live at 12.00pm on Thursday 12 September. It is a first-come, first-served system so book ASAP to avoid your ideal time slot being taken!</i>		

OPEN PERIOD	HALL OPEN	SHOW OPEN HOURS
Tuesday 15 October	0800 – 1800hrs	1000 – 1700hrs
Wednesday 16 October	0800 – 2200hrs	1000 – 1700hrs

BREAKDOWN	HALL OPEN	ACCESS FOR:
Wednesday 16 October	1730 – 2200hrs	Contractors will not be allowed access for breakdown until all visitors have left and it is deemed safe to do so. <u>All Shell Scheme stands must be completely cleared of all products, furniture, graphics, portable displays etc.</u> 7.5 tonnes vehicles and above will not be given access on Wednesday. Click here for the full breakdown procedures. Dismantling of shell scheme stands will be at 0800hrs on Thursday 17 October. The safety of any items left behind is the responsibility of the exhibitor. It is advisable NOT to leave the stand unattended during the breakdown period. *
Thursday 17 October	0800 – 1400hrs	Removal of stand fittings and clearance of Space Only sites only. ALL ITEMS MUST BE REMOVED BY 1400hrs. All construction waste must be removed from site. Click here for our waste policy and advice. Any items left behind will be deemed as waste and a disposal fine will be charged to the exhibitor. Please ensure your appointed stand builder removes the stand waste to avoid these charges.

Any vehicles needing access to the loading bay must book into the [Olympia Voyage Control System](#) which will go live at 12.00pm Thursday 12 September. It is a first-come, first-served system so book ASAP to avoid your ideal time slot being taken! We anticipate breakdown evening to be extremely busy in the loading bay. Therefore, if you can hand carry your goods to a parked car this is encouraged. The motorail car park will be available to book – [click here](#) to make a car park booking.

*** Do not leave valuables unattended at any time. Breakdown in a particularly vulnerable time so please be extra vigilant.**

**** Independent Hotel Show is a TRADE ONLY event, persons under the age of 16 will not be admitted into the Exhibition Hall AT ANY TIME, this rule is for ALL (exhibitors and visitors).**