

## BREAKDOWN PROCEDURES

### Breakdown Period:

Wednesday 16 October 1730 – 2200 hrs

Thursday 17 October 0800 – 1400 hrs

### Vehicles

1. All vehicles **must** book a time slot via [Voyage Control](#) - Olympia's online traffic booking system **IN ADVANCE - live from 1200hrs on 12 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 16 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 16 October**. All HGV must plan to load on Thursday 17 October only. Please note, tenancy ends at 1400hrs on Thursday.

### General Information

1. The exhibition closes at **1700hrs on Wednesday 16 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. If you can hand carry your items to a legally parked car. This is encouraged as the loading bay on Wednesday evening will be extremely busy.
5. Do not bring vehicles to the hall until goods are packed and ready to load.
6. **Power supplies to stands will be switched off 15 minutes after the close of the Exhibition** unless an extension is specifically requested. Please contact the [organisers](#) directly before show build-up if you require your electrics to remain on.
7. Trolleys must not be used inside the hall until all visitors have cleared the building.
8. **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.
9. **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.
10. Security will be in operation in the hall, but exhibitors and their staff are advised to take every precaution in safeguarding their exhibits and other valuables at all times during the breakdown.
11. 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.

**REMEMBER**

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