

# DELIVERY & REMOVAL OF GOODS

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## **DELIVERY OF EXHIBITS**

Exhibitors must arrange in advance for the supply of labour, lifting equipment, etc. for the handling of their own goods and exhibits. If assistance is required, Exhibitors are strongly advised to contact SWS Ltd, the official lifting contractor, in advance for a quotation and to avoid delay on-site, telephone: +44 (0) 1622 832 640 or +44 (0) 7917 352 171. Please note that there is no facility on-site for the 'borrowing' of trolleys/ladders or other equipment. All equipment is the possession of the various official contractors, **NOT** the organisers, and any loans must be arranged through them.

Exhibitors that need to transport goods to the show, should also contact:

**Mark Homer  
Sensible Wine Services Ltd  
Unit 7 Underlyn Farm  
Underlyn Lane  
Marden  
Kent TN12 9BQ**

**T: +44 (0) 1622 832 640  
F: +44 (0) 1622 832 641**

**M: +44 (0) 7917 352 171  
E: [mark@sensiblewine.com](mailto:mark@sensiblewine.com)**

## **Delivery of Stands:**

'Space-only' Exhibitors may commence building their stands from 0800 hrs on Wednesday 24 February.

Shell scheme Exhibitors may start delivering exhibits from 0800 hrs on Thursday 25 February.

To ensure an efficient build-up you are asked to notify your transport drivers that gate marshalling will be in operation.

At Olympia there is a multi-storey car park (P3) which is accessed from Maclise Road. Pedestrian access for the National Hall is via B Gate on Olympia Way. Accessible parking is available at street level. The Olympia Motorail Car Park (P4) can accommodate cars, vans and lorries up to and including 7.5 tonnes. Please note that parking is not free during build-up and breakdown, you can book parking tickets on-line at [www.eco.co.uk](http://www.eco.co.uk) or by calling +44 (0) 871 871 9809. Once vehicles are unloaded, they must be removed from in and around the hall.

Security is always a concern during build-up and breakdown. Remember you will require extra staff in order to look after your exhibits in both the vehicle and on the stand as you deliver or remove your exhibits.

## **Parcels, Letters and Courier Deliveries:**

Please ensure that no deliveries are arranged before Wednesday 24 February 2010. Deliveries made before this date will be turned away. If you need to deliver goods to the Hall during Friday 26 February – Sunday 28 February, please arrange this through the Organiser's office. Access is possible only between 0800 – 0930 hrs daily.

**Please note that a representative of your company MUST be present to sign for any deliveries to the Exhibition Centre.**

**THE ORGANISERS CANNOT SIGN FOR DELIVERIES ON YOUR BEHALF.**

All deliveries should be consigned to:

**Exhibitor's Name**  
**Exhibitor's Company**  
**Stand Number**  
**Who Do You Think You Are? LIVE**  
**National Hall, Olympia |**  
**Hammersmith Road**  
**London**  
**W14 8UX**

### **MAINTENANCE & RESTOCKING OF STANDS**

The large vehicle access doors will not be open on the show open days. Restocking deliveries should be made between 0800 hrs and half an hour before the show opens each morning via B gate. You must provide your own trolleys and ensure that a member of your staff is present to receive deliveries.

Please note that Health & Safety regulations prevent the use of trolleys in the halls during the open times of the show when public are in the halls. You will therefore need to carry goods by hand if they are delivered after the show has opened.

There is no free storage facility on site, so it is important that you include in your stand design, sufficient area for all products and literature that you will need at the show. Storage is available from our lifting contractor SWS Ltd. Please complete Form 10 or contact them directly for a quote.

If you wish to carry out maintenance work after the show closes at night, please advise the Organisers' Office no later than 1200 hrs on the same day to allow arrangements to be made for the admission of workmen and provision of lighting.

### **REMOVAL OF EXHIBITS AND STANDFITTINGS**

The Event Timetable on page 5 includes dates and times for you to remove your exhibits. Breakdown will commence half an hour after the show closes on **Sunday 28 February**, once the hall has been cleared of visitors.

Vehicles arriving to collect exhibits will only be permitted to park around the building in the areas designated by the Metropolitan Police and Olympia Gate Staff from 1500 hrs onwards. Exhibitors with cars in the local multi-storey car parks should leave them there until their exhibits are ready to load.

**Shell Scheme Stands** must be completely clear of the hall by **2200 hrs** on Sunday 28 February. Any of your own exhibits or stand equipment left on shell scheme stands after this will be removed and stored at your own expense. Please note charges for this unplanned service are high.

**Space-only Stands** may continue their breakdown until **1400 hrs** on Monday 1 March. No goods or equipment can be stored on site after 1400 hrs.

Please ensure that all dismantling, de-rigging and packing of your stand is carried out before any vehicle is brought on site. For more information about access to Olympia and for all delivery and breakdown queries, please contact the Operations Team on +44 (0) 1784 482 860.