

Key Information for the Finance Professional Show 8th November 2017

Timetable and Access

Build Up	Tuesday 7 th November Wednesday 8 th November	3pm – 6pm 8am – 9am
Opening Times	Wednesday 8 th November	9.30am – 4.30pm
Break-down	Wednesday 8 th November	4.30pm – 6.00pm

*** All “Space Only” stands will be contacted directly by Rachel or Ruth with details on individual set up times.**

FP Show Stand Packages

The packages are as follows:

- Bronze – Shell scheme stand, lighting, stand furniture and a 500W power socket.
- Silver - Shell Scheme stand, lighting, stand furniture, a 500W power socket and a badge data scanner
- Gold - Shell Scheme stand, lighting, stand furniture, a 500W power socket, an advertisement in the show programme
- Platinum – Shell scheme stand, lighting, stand furniture, a 500W power socket, a badge scanner and a half page advertisement in the show programme
- Space only – if you have booked a “space only” site you will need to order your electrics and furniture separately

If you are unsure which package you have booked, please do contact Rachel or Ruth.

*** If you are employing a company to build your stand please do contact Rachel or Ruth as we may be able to arrange earlier access for your contractor and they will need to submit additional health and safety information.**

Build Up

Build up will take place between 3pm and 6pm on Tuesday the 7th November and from 8am on the morning of the show. Access to the venue for vehicles is via G Gate.

During build up all members of your team MUST be wearing a hi-visibility waistcoat, and appropriate footwear*.

*Appropriate footwear is fully enclosed front and back with a sturdy sole, flip flops will not be permitted.

Olympia London operates an online vehicle booking system, in order to make build-up and breakdown quicker and smoother for all exhibitors and contractors.

If you wish to deliver or collect during build-up and breakdown, you will need to book a time slot before you arrive. This will ensure you can unload or load without delay.

In order to book your delivery or collection slot, you first need to register on the system. Please visit www.olympia.co.uk/traffic, preferably using **Google Chrome, Firefox or Mozilla**. You can register at any time on the system, and you will be able to book for your show from 30 days before the event.

Booking your space is a quick and simple process:

- Select the event and click on your user type (eg. exhibitor or contractor)
- Select your access gate. G Gate.
- Input your stand number and name (this is a free text box)
- Select either 'drop off' or 'pick up'
- Select your vehicle type and then add in your number plate and driver details. If you don't know these they can be added later, up to minutes before you are due on site from a smart phone or tablet
- Select the date and the time you would like to load/unload
- Review and confirm your booking

The booking can be amended up to the point of arrival on site. A vehicle pass can be printed directly from the system and you will receive an email confirmation of the booking.

You can book both your drop-off for the build-up, and collection for the breakdown at the same time. If you arrive at Olympia London without having booked your time slot, you may be delayed, or be asked to return during the next available slot. The maximum time allocated will depend on the type of vehicle, and vehicles must be removed as soon as they have been unloaded or loaded.

Couriers delivering to or collecting from stands do not need to make a booking and will be directed straight to the hall.

On the last day of the event, breakdown time slots allocated by the system for vehicles larger than a mid-size van, e.g. Luton or Sprinter, start from 2 hours after the event closes.

Deliveries

Please ensure that goods are only delivered between the hours of 8am and 6pm on Tuesday 7th November.

Please ensure all deliveries are clearly marked with;

Contact Name, Company Name & Stand Number

Addressed to:

The Finance Professional Show,
Olympia Central, Level 2
Hammersmith Road,
Kensington,
London,
W14 8UX

All deliveries must be made during these allocated times. Failure to do this may result in difficulty locating your delivery.

YOUR STAND PACKAGE

The following are included in **Shell Scheme Stands** at The Finance Professional Show:

Walls All stands are 2.5m tall and are made up of Octonorm shell scheme. An image displaying the full dimensions of the shell scheme can be found towards the rear of this manual along with the details of how to order shell scheme graphics inserts should you wish.

Carpet Olympia Central is a carpeted venue.

Fascia A fascia board will run across the front of your stand and this will carry your company name.

Lighting Your stand will have two spotlights.

Power Your stand will have a single 500W electrical socket. This will be enough to power laptops, phone chargers and standard exhibition kit. You are able to use 4 gang extensions, providing they have been Portable Appliance Tested and the total amount plugged in does not exceed the wattage of the socket. If you have any additional features on your stand, such as a coffee machine or a fridge you will need additional power. You can order additional power directly through the show contractor. If you are unsure how much additional power you will need you can call Full Circle directly and they will be able to help you. Full details can be found in your additional information pack.

Furniture Your stand will have furniture as part of your package, full details can be found in the Forms to Complete section. You have a choice of four options for your furniture package – you simply need to circle the option you would like and return the form to Ruth and Rachel at exhibitors@thefpshow.co.uk.

If you would like to double up your furniture or would like to order additional pieces for your stand you can do this directly through the contractor 3rd Element. All of their contact details can be found on the furniture order form.

Audio Visual Equipment We have a nominated AV contractor for the event this year, this is Blitz Communications. If you would like to order any AV equipment for your stand such as Plasma screens or Laptops details on how to order can be found in the additional information pack.

Fixings When attaching anything to walls, exhibitors are asked to use Blu-Tack or Velcro. When using Velcro you must have both male & female/ hook & loop. Velcro can be purchased from any hardware store or websites such as www.vikingtapes.co.uk. Velcro and Blu-Tack must be supplied by yourselves.

Fixings which MUST NOT be used. Screws, nails, bolts, glue, pins or staples will permanently damage the panels and any damage will be charged to the exhibitor.

The Venue

How to get to the Venue

Olympia Central is conveniently located in the heart of the Capital and is the only venue in London with a dedicated rail station served by London underground and national rail networks. A full description on how to get to the venue can be found on the website at:

<http://www.olympia.co.uk/visiting/getting-here/train-tube>

Car Parking

There is no free exhibitor parking within the Olympia complex. Car parking is available at the venue and full information about the costs and how to book can be found here -

<http://www.olympia.co.uk/visiting/parking/book-parking>

Security

The Finance Professional Show does not take any responsibility for items left, lost or damaged before, during or after the show has concluded. Although there is a security presence at the event please ensure valuable items such as laptops are not left unattended at **any** time.

Where to stay

This year we have a special exhibitor rate agreed with our nominated hotel, The K West Hotel and Spa. K West Hotel & Spa is a 4 star deluxe hotel, a great base point for the Olympia Exhibition Centre, which is only an 8 minute walk. The hotel prides itself on great transport links from the airport and across London. With 219 well appointment bedrooms, the hotel is designed to offer a soothing respite from the fast pace of London life, with luxurious super king size beds. The hotel also offers a sophisticated cocktail lounge and a no-fuss restaurant (Kanteen) which serves gourmet dishes using only fresh ingredients.

The booking rate for exhibitors is £165 inclusive of VAT, single occupancy, with a continental breakfast, upgrades are available. The booking code is FPS2017, and to book your room please contact Alana Irles on AI@k-west.co.uk. All bookings are subject to availability.

If you would like to look at alternative accommodation a full list of hotels in the vicinity of the venue can be found on the venue website at <http://olympia.london/visiting/accommodation>

GENERAL EXHIBITION INFORMATION

Admission

Admission to the exhibition is **FREE** for visitors.

Anything Unusual?

If you are doing something on your stand which you think is extraordinary or unusual then please get in touch with us. We may be able to use this in our marketing material or we may need further information to comply with the venue regulations.

It is important for us to know if your stand will feature any of the following; alcohol, filming, gambling, interactive features or food items. London Olympia have very strict guidelines on the distribution of alcohol and food. If you are planning to give out drinks or to provide catering please contact Charlotte Ansell at Olympia on 020 7598 5707 or Charlotte.ansell@compass-group.co.uk and she will be able to help.

Olympia and the organisers have the right to deny any activities from happening should any necessary paperwork not have been completed.

Bag Searching

During show open day there will be mandatory full bag search in operation.

Break-down

Break-down will commence once the show has closed and all visitors have left the building. Break-down will be announced at 4.30pm. Please note that for Health & Safety reasons, exhibitors are not permitted to remove items from their stand until this time. No goods can be left after 8pm or stored to collect at a later date. **A charge will be levied for excess rubbish left behind e.g. boxes of literature.**

Canvassing

We do not allow visitors to promote or sell their services to exhibitors. If you see anyone who is doing this, please notify a member of staff immediately. The organisers reserve the right to remove any persons who are not complying with the above.

Catering

Full catering facilities will be available at the venue, both during build up and during opening hours. Items are sold on a cash basis. London Olympia also provide an on-stand catering service.

Duration

All companies must exhibit for the duration of the show and, for Health & Safety reasons, must not attempt to break down or remove items from the hall until the show has closed. The loading area will not be open for vehicular access until the close of the show.

Fire Precautions

Please advise a member of the Events Team or front of house staff immediately upon discovering a fire. Olympia Central does have its own Emergency Procedures and further details will be on your stand for the morning of the event.

First Aid

In the event of anyone requiring first aid, please notify a member of the front of house staff. Trained personnel will be on duty throughout the exhibition. In the unlikely event that a member of your team should require an ambulance please notify the events team, and the venue will arrange this.

Health & Safety Regulations

All items **must** remain within your allocated stand space. Failure to comply with this will result in the offending items being removed. Infringing on aisles around your stand, any other public walkways or blocking entrances is **strictly prohibited**. Exhibits may not extend beyond the stand space booked.

During build up all members of your team **MUST** be wearing a hi-visibility waistcoat, and appropriate footwear*.

*Appropriate footwear is fully enclosed front and back with a sturdy sole, flip flops will not be permitted.

Helium Balloons

Helium balloons are **NOT** permitted in Olympia Central. Should you bring in helium balloons and they escape into the ceiling space you will be charged for their removal.

Insurance

Whilst we take every precaution to protect your property during the exhibition, we are not responsible for any damage or loss and we recommend that you check your company insurance covers equipment and personnel working off site. You are also responsible for insuring against any legal liability incurred in respect of injury or damage to property belonging to third parties. In addition to this, you should protect your expenditures against abandonment and cancellation or curtailment of the event, due to reasons beyond our control.

Noise Level

The use of microphone and audio visual equipment is permitted, but the volume must not be such as to cause annoyance to other exhibitors. The organisers reserve the right to prohibit their use if, in the organisers' opinion, any annoyance is being caused. In relation to copyright and public performance, it is the personal responsibility of the exhibitor, at their own expense, to obtain all appropriate licenses, including those issued by the Performing Rights Society and Phonographic Performance Ltd. The organisers reserve the right to prohibit any recorded or live performance if the exhibitor is unable to produce the appropriate licence for inspection.

Stand Completion

Stands must be completed 30 minutes prior to opening and must be clean and in good order. Boxes must not be stored on or behind stands. If you need to store any items, please get in touch with a member of the Finance Professional Show team on the day.

Waste

Olympia as a venue are committed to the environment and as a result have a very strict excess waste policy. A charge will be levied for any boxes of literature or promotional items left behind at the end of the show.

Wi-Fi Availability and Internet Access

Olympia Central has free Wi-Fi access available. All users can connect to the internet as and when they want for simple transactions such as sending emails, simple web browsing and accessing social networks and this is all available free of charge! If, however, your stand relies on a strong internet connection for presentations etc. we would recommend an additional hard-line to ensure smooth running. A hard-line internet connection is available at Olympia Central if required, email exhibitors@thefpshow.co.uk for further information.

Health and Safety

Please spend five minutes familiarising yourself with The Finance Professional Show Health & Safety Policy. It is essential that you understand your Health & Safety obligations as an exhibitor. By receiving this manual it is deemed that you have read and understood your responsibilities.

If you require further information please contact R&R Events on 0845 004 3169 or email info@rr-events.co.uk.

In order to assist with the below, the Risk Assessment included within the forms to complete will help highlight areas for consideration, including training, welfare and use of equipment.

The Health & Safety at Work Act (1974) covers exhibition and conference venues as places of work. As an exhibitor it is essential that you are aware of your obligations within the Act.

The Finance Professional Show, as the organisers, have a duty to ensure that exhibitors and contractors are aware of their responsibilities. R&R Events as a contractor working on behalf of The Finance Professional Show have undertaken to make you aware of this policy.

These responsibilities include:

- Ensuring, so far as is reasonably practical, the health, safety and welfare of all employees and any article, plant, substance, or system of work which may be used, are safe and without risk to health.
- Ensuring that all employees are provided with information, instruction, training and supervision to ensure their health and safety, and that of others in the vicinity, by what they do or do not.

Main areas to check, but not restricted to:

- Understanding of Fire and Emergency procedures and location of First Aid centres.
- The need to maintain emergency exits and keep gangways clear at all times.
- Ensuring that working at height is done in a safe manner, using suitable equipment in the approved way e.g. steps, scaffold towers.
- Ensuring that staff wear suitable protective clothing.

- Ensuring that all powered access equipment, i.e. fork lift trucks, cranes, etc are operated by fully trained and certified personnel.
- Ensuring that only acceptable substances be allowed onsite and full compliance with the COSHH (Control of Substances Hazardous to Health) regulation is required e.g.: fluorescent type lighting tubes require specialised disposal as hazardous waste.
- Ensuring that Personal Protective Equipment (PPE) is used if other protective measures are unrealistic and that employees are trained in its use and limitations.
- Ensuring portable power equipment is only used for the purpose for which it was designed, with safety guards and devices fitted and used. Power leads must be kept to a minimum and not cross gangways. Power requirements must not overload the systems order. Equipment should carry a current testing certificate.
- The need that staff are trained to ensure safe working practices including the importance that good housekeeping is maintained in all work areas, minimising hazards.
- Ensuring all contractors employed on behalf of your company are given a copy of this policy.

NB. May we remind exhibitors that you are obliged to report accidents to the organisers office or the first aid post as soon as reasonably practical.