

## **2018 IMATS London Exhibitor Manual Summary**

This page provides important information on all of the materials and services you will need for your booth at IMATS London 2018.

### LOCATION:

Olympia National  
Hammersmith Road  
London (West Kensington) W14 8UX United Kingdom  
[www.olympia.co.uk](http://www.olympia.co.uk)

### EXHIBITOR MOVE-IN:

Thursday, May 17, 2018 1pm – 7pm Our show decorator INDEX Group will be building and furnishing stands from 8am to 1pm, so please do not arrive early. **IF you have a custom stand being built by a third party stand builder, please notify Dawn-Marie Gordon ASAP so that we can arrange an earlier start time for your build.**

**IMPORTANT: Thursday is officially move-in and set-up day. The few hours of time allowed on Friday are intended only for large, complex booths who could not finish by 7pm on Thursday. ALL exhibitors are required to set up on Thursday so that we can be assured that the show will be ready for our Friday 3pm show open.**

Friday, May 18, 2018 9am – 1pm FOR LARGE/COMPLEX STANDS ONLY! **All set-up must be completed by 1pm so that we can clear the aisles and ready the show floor for the 3pm open. Exhibitors are expected to vacate the premises by 1pm and return between 2:15 and 2:30pm. Go have a nice lunch!**

### EXHIBITION DATES:

Friday, May 18, 2018 *Make-Up Artist Pro-Card Day* 3pm – 7pm  
**Friday is not optional; all exhibitors must have their booths staffed and open!**  
Saturday, May 19, 2018 9am\* – 5pm  
Sunday, May 20, 2018 10am\* – 5pm

\*Exhibitors may arrive one hour prior to show open on Saturday and Sunday

EXHIBITOR MOVE-OUT: Sunday, May 20, 2018 5pm – 9pm\*\*

**\*\*Note: Everything must be removed from the venue Sunday night, so please make appropriate arrangements with WES Logistics or your freight company. NO EXCEPTIONS! Any and all abandoned freight will be turned over to WES Logistics who will take it back to their warehouse. You will be required to pay WES for transportation and storage charges before your items will be released to your carrier.**

BOOTH PACKAGE: Each 3m x 3m booth space comes with the following:

- FITZiN shell scheme hard wall system with BLACK fabric panels that are Velcro compatible, fascia with BLACK headers, white nameboard with black text
- One (1) 6' table draped BLACK (Item TB16 with TC16 linen)
- Two (2) folding chairs (Item TC19)
- One (1) wastebin (Item MS11)
- Four (4) exhibitor badges (for in-stand staff, artists doing demos in-stand, and their models)

The exhibition floor is ugly concrete. We will be carpeting the aisles and highly recommend for comfort and appearance that you consider carpeting your booth.

**BOOTH PACKAGES DO NOT INCLUDE THE FOLLOWING: CARPET, ELECTRICAL, LIGHTING, INTERNET (HARD-WIRE OR WI-FI)**

If you reserved multiple stand space, you will receive the quantities listed above for the equivalent of each 3mx3m stand that you reserved.

**PLEASE NOTE: If you have an island-style stand (no neighbors touching you), there will be no shell scheme walls but INDEX will put fascia around the perimeter of your space so that you still have name boards and a place to attach lighting. If you are bringing a custom booth and feel that fascia will interfere, please fill out the attached "SHELL SCHEME INFO" form and write NO FASCIA across the grid section of the form. Return the form to INDEX. You will then be considered "Space Only".**

**Along these same lines, anyone bringing a custom booth needs to notify show management (Dawn-Marie Gordon) by emailing her a mock-up design of your booth including dimensions. Anything higher than 2.4m (shell scheme wall height) needs show management approval. Any custom booth that is deemed to be a complex structure by The Olympia will require a structural engineer inspection and there will be a cost associated with this.**

**Additional Exhibitor Badges:** Please be aware that four (4) exhibitor badges are allotted per 3mx3m booth space equivalent. Badges will only have your company name on them, not individual's names, to allow for badge sharing among staff working different shifts. ALL staff working in your booth, including demo artists and their models, must be wearing an exhibitor badge. If you find that you require additional badges, you may purchase an additional 2 per 3mx3m booth equivalent for £35 each. Please see the order form attached. The deadline for preordering additional exhibitor badges is **Friday, May 4<sup>th</sup>**. If you miss the deadline, you will be able to purchase additional badges at the show from our Registration desk but there will be a £10 upcharge each.

**Exhibitor Welcome Packets:** Your printed exhibitor badges will be inside your welcome packet which you will sign for and pick up at Registration on set-up day, Thursday May 17<sup>th</sup>. Please pick up your packets as soon as you arrive for set-up so that you don't forget. Badges are not required to be worn on Thursday, but as of Friday morning you will not be able to gain

access to the venue if you are not wearing a badge. **Don't lose them or leave them in your booth or your hotel room!**

**Also, please let us know ASAP if you will not be attending the show and would like to assign someone else as the authorized packet pick-up person.**

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**INDEX Group** is once again our appointed show decorator. Below is a list of all of their order forms that you will find in their portion of the exhibitor kit. Please pay special attention to ordering deadlines on these forms as many of them have discounted pricing available for ordering before the deadline (the deadline is **Thursday, April 19<sup>th</sup>**). If you have any questions, please call INDEX Group at 0800 085 9885 or email them at the email listed at the bottom of the order form. All order forms need to be returned to INDEX Group. Please don't send them to us! You can also order online which is actually much more convenient and you can get it all done at once. Their website is [www.indexgroup.org](http://www.indexgroup.org)

- Nameboard Order Form
  - Additional Standfitting Order Form
  - Shell Scheme Info
  - Payment & Credit Card Charge Authorization
  - Electrical and Lighting Order Form
  - Floorcovering Order Form
  - Furniture Order Form
  - Audio Visual Hire Order Form
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#### **WIRED/WIRELESS INTERNET AND TELEPHONE LINES:**

Please see the attached eForce Connectivity Bulletin and order form. eForce prefers that you order online which is hopefully more convenient for you as well. Please go here to order: <http://eforce.co.uk/view-prices/>

**\*\* NOTE: Please be sure to order by April 18 to avoid their 20% surcharge! \*\***

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#### **RIGGING:**

If you wish to have any type of signage rigged/hung above your booth space, you will need to contact Rob Fitzgerald or Colin Caston at Outback Rigging Ltd. **You will also need to send me (Dawn-Marie) a mock-up with dimensions and graphics of anything you wish to hang prior to ordering from Outback Rigging.** Once you have show management approval, you may then place your rigging order. Contact info for Rob is [rob@outbackrigging.com](mailto:rob@outbackrigging.com) and Colin is [colin@outbackrigging.com](mailto:colin@outbackrigging.com) or 020 8993 0066 for either of them. Order forms and more information are attached.

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## **LOGISTICS/ADVANCE WAREHOUSE:**

We have once again appointed WES Logistics to be our official logistics company and advance freight receiving/storage warehouse. WES Logistics does offer complete, door-to-door services but of course you are not required to ship with their recommended agent(s). They will also be onsite during move-in and move-out and can assist you with material handling even if you did not ship to their advance warehouse. Please see the attached shipping instructions, tariff sheet and logistics order form. WES Logistics also has a convenient new micro site where you can take care of everything online! Go to <http://wes-group.com/events/imats2018/> **PAY SPECIAL ATTENTION TO THE CONSIGNMENT INSTRUCTIONS SECTION FOR ADDRESSES AND DEADLINES FOR AIR & SEA AS WELL AS ROAD COURIER SHIPMENTS.**

**Direct shipments to Olympia National:** Direct-to-show-site shipments will only be accepted on **THURSDAY, MAY 17 after 9 am.** You will need to pay WES Logistics for material handling to unload your freight and deliver to your booth. Your freight will not be touched until you have paid for onsite material handling.

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## **CDM REGULATIONS AFFECTING ALL EXHIBITORS:**

If you are only using the shell scheme that is provided by INDEX Group, you are required to fill out the attached **Risk Assessment for Shell Scheme Stands** and return it to me by **Friday, April 20<sup>th</sup>**. I need your liability insurance certificates by this date as well.

If you are either bringing in and building a custom display/stand yourself or are using a 3<sup>rd</sup> party stand builder, you are required to provide me with:

- **Full Risk Assessment**
- **Method Statement**
- **Health and Safety Declaration (see attached)**
- **A copy of your public liability insurance and your 3<sup>rd</sup> party stand builder's**
- **Your 3<sup>rd</sup> party stand builder's Health & Safety Policy**
- **A design layout including all dimensions of your proposed stand build**

Failure to provide the above items may delay or prevent your stand from being built.

If you are interested in reading the 90-page CDM Regulations 2015 document, please go to: <http://www.hse.gov.uk/pubns/books/l153.htm>

***NOTE: IF YOU HAVE NOT ALREADY DONE SO, PLEASE NOTIFY ME OF YOUR INTENT TO HAVE A CUSTOM STAND BUILT BY A 3<sup>RD</sup> PARTY CONTRACTOR, AND ALSO NOTIFY ME REGARDING WHETHER OR NOT YOU WISH TO HAVE THE FASCIA THAT INDEX GROUP PROVIDES. IF YOUR BOOTH IS ATTACHED TO OTHER BOOTHS, FASCIA MAY BE REQUIRED FOR STABILITY PURPOSES.***

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## **The Olympia's Vehicle Marshalling System for Build Up and Breakdown**

*All exhibitors and contractors who are bringing stand materials to Olympia and want to unload or load a vehicle on site will need to book a time slot on the on-line vehicle booking system. Once you are registered on the system, booking your space is a quick process that will ensure that when you come to site you are able to unload straight away without any delays.*

*To book your time slot please go to: [www.olympia.co.uk/traffic](http://www.olympia.co.uk/traffic)*

*Once logged in, select the show that you are exhibiting at and state if you are an exhibitor or a contractor. Next tick the unloading zone you would like to use (a plan and a description of the zones is available if you want to check which zone to use), then you will need to enter your stand number and Exhibitor Company name. Select whether you are booking for a drop off for the build or a pick up for the breakdown and choose the size of vehicle you are bringing. Add in your vehicle number plate and the name of the driver (if you don't have this info now you can add it later) and then add in the postcode of your journey start point.*

*The next page will show you the available days you can choose. Select one and then select a time slot. Exhibitors can either book in their stand contractors, or simply email the link to the contractor for them to book their own space.*

*There is a time limit of 30 minutes unloading time for cars, 1 hour for vans and 1/2 tonne vehicles and 2 hours for large lorries. Once you have unloaded your vehicles you will need to remove it from the unloading space.*

*If you arrive at Olympia without having booked your time slot, you may be delayed, or be asked to return during the next available slot.*

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### **PARKING:**

Please see the attached **Car Parking Tariff** sheet for the Olympia's car park and the **Van Parking** sheet which will give you parking options for vehicles that are too large to fit in the Olympia's car park.

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### **PEDESTRIAN ACCESS OUTSIDE OF SHOW OPEN HOURS:**

The main entrance to the Olympia National on Hammersmith Road will be locked on set-up day and up until 30 minutes prior to each day's show open on Friday, Saturday and Sunday. Please enter on foot via **B Gate** located on Olympia Way each day. Be sure that you are wearing your exhibitor badge starting Friday morning or you will not be able to get inside the venue!

## **IN-STAND CATERING:**

Levy Restaurants is the official caterer for the Olympia. You may place orders online for in-stand delivery during the show. Please go to [www.levyrestaurants.standdelivery.co.uk/IMATS2018](http://www.levyrestaurants.standdelivery.co.uk/IMATS2018) Once you make your selection(s), you will be asked to create a login and password. For assistance, please contact Lis Laumann at [Lis.Laumann@compass-group.co.uk](mailto:Lis.Laumann@compass-group.co.uk)

We have been asked to remind you that concessions/corkage charges are incurred when providing your own beverages/food at the show, including coffee machines. Therefore should you be planning on bringing anything for your stand please contact the Olympia events team at [OlympiaHospitality@compass-group.co.uk](mailto:OlympiaHospitality@compass-group.co.uk) or call them on 0207 598 5700

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## **Here are a few other items to be noted regarding the show:**

- Stand power will be shut off promptly at 5:30pm on Sunday. Please run all necessary cash out reports on your registers before the power goes off! NO stand/shell disassembling is to take place on Sunday until stand power has been shut off.
  - Please do not begin packing up prior to 5:00pm on Sunday. **Exhibitors must keep their stands fully operational until the show closes.**
  - The onsite Coat Check will close promptly at 5:30pm so be sure to pick up all personal belongings before then.
  - **PATIENCE IS A VIRTUE... NO CARTS, PALLET JACKS OR FORKLIFTS WILL BE ALLOWED ON THE SHOW FLOOR UNTIL ALL ATTENDEES HAVE CLEARED OUT OF THE BUILDING. THERE ARE ALWAYS EXHIBITORS WHO ARE ANXIOUS TO BEGIN PACKING UP WHILE OTHER EXHIBITORS ARE STILL SERVICING CUSTOMERS PAST SHOW CLOSE. WE CANNOT HAVE BOTH HAPPENING AT THE SAME TIME SO PLEASE FINISH PROCESSING ALL TRANSACTIONS AS CLOSE TO 5:00 AS POSSIBLE!**
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