

TOY FAIR 2020 BUILD/BREAK SCHEDULE

BUILD-UP

1. SELF- BUILD (SPACE-ONLY) STANDS

NB: EVERY VEHICLE EACH TIME IT ARRIVES ON SITE MUST BE **ALREADY** BOOKED INTO THE VENUE TRAFFIC SYSTEM AND ARRIVE AT THE DESIGNATED TIME SLOT:

www.olympia.co.uk/traffic (Open from 17th December 2019)

BUILD-UP

Fri 17th Jan	8am-6pm (STAND BUILD ONLY, NO PRODUCT IN TODAY)
Sat 18th Jan	8am-6pm
Sun 19th Jan	8am-8pm
Mon 20th Jan	8am-10pm (STAND DRESSING ONLY)

PLEASE NOTE THERE IS NO WORKING OUTSIDE OF THESE HOURS

NB: Stand/Product Security

We advise you ideally not to bring product into the show until the last day of build up. If you do decide to, please arrange your own security by calling G4S Security – details in the Suppliers and Services section of the Exhibitor manual. Never leave valuable items unattended at any time.

2. SHELL SCHEME STANDS

NB: EVERY VEHICLE EACH TIME IT ARRIVES ON SITE MUST **ALREADY** BE BOOKED INTO THE VENUE TRAFFIC SYSTEM AND ARRIVE AT THE DESIGNATED TIME SLOT:

www.olympia.co.uk/traffic (Open from 17th December 2019)

BUILD-UP

Sun 19th Jan	8am-8pm
Mon 20th Jan	8am-10pm

PLEASE NOTE THERE IS NO WORKING OUTSIDE OF THESE HOURS

NB: Stand/Product Security

We advise you ideally not to bring product into the show until the last day of build-up. If you do decide to, please arrange your own security by calling G4S Security – details in the

Suppliers and Services section of the Exhibitor Manual. Never leave valuable items unattended at any time.

3. GREENHOUSE STANDS

Mon 20th Jan 8am-10pm

(NB: ARRIVE BY NOON OTHERWISE YOUR SPACE MAY BE RELEASED UNLESS ORGANISERS HAVE BEEN NOTIFIED)

FAIR OPEN PERIOD

PLEASE NOTE VISITORS WILL BE ALLOWED IN FROM 08.45

Tues 21st Jan 9am-6pm (Exhibitor access from 7.30am)

Weds 22nd Jan 9am-6pm (Exhibitor access from 8am)

Thurs 23rd Jan 9am-5.30pm (Exhibitor access from 8am)

KidsOut charity trolley dash @ 5.30pm

PLEASE ENSURE YOU LEAVE THE HALLS BY 6.30pm ON EACH OPEN EVENING

BREAK DOWN

Thurs 23rd Jan 6pm- 11pm (Please wait for halls to be clear of visitors)

Fri 24th Jan 8am-10pm

Please allow ½ hour for visitors to leave the halls before packing up. Your packing cases will not be available before this time. **Breakdown will not commence until 6pm** or before it is called over the tannoy.

Stand dismantling will be permitted as long as it safe to commence – if you are unsure please speak to the floor managers.

Shell Scheme/Greenhouse Exhibitors: *Please ensure all shell and economy stands are cleared by 11pm on Thursday 23rd January. Please contact the organisers if this will not be the case. Anything left in the halls after this time will incur costs per hour until the halls are cleared. All dilapidations will be charged to the exhibitor.*

Space-Only stands: *Please ensure all halls are cleared by 10pm on Friday 24th January. Anything left in the halls after this time will incur costs per hour until the halls are cleared. All dilapidations will be charged to the exhibitor, as will the disposal of excess stand materials, rubbish and any carpet, including tape/tape residue.*