



10-12 APRIL 2018
OLYMPIA, LONDON

TAKING WORDS FURTHER
CONTENT ACROSS MEDIA

The London Book Fair Contractor Manual

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Build, Show Times & Breakdown Timetable

Unfortunately, no early access will be permitted at The London Book Fair 2018.

Build Timetable

Friday 6 April	08.00 - 18.00	Space only
Saturday 7 April	08.00 - 18.00	Space only
Sunday 8 April	08.00 - 18.00	Space only and Shell scheme stands
Monday 9 April	08.00 - 20.00	Space only and Shell scheme stands
Monday 9 April	12.00 - 20.00	Press stands

All displays and exhibits must be completed and all excess products and packaging materials removed by 18:00hrs on Monday 9 April. Fines may be incurred by stands that are not completed by this time.

Show open days and times:

Tuesday 10 April	09.00 - 18.30
Wednesday 11 April	09.00 - 18.30
Thursday 12 April	09.00 - 17.00

(Visitor entrance - priority access from 08.45 on show open days)

Breakdown:

Thursday 12 April	17.30 - 22.00	Space only and Shell scheme stands
Friday 13 April	08.00 - 18.00	Space only
Saturday 14 April	08.00 - noon	Space only

Contractors and trolleys will not be permitted to enter the halls until it is clear of visitors, which we anticipate will be 30 minutes after the exhibition closes.

For reasons of security, exhibitors are advised to remove all portable and valuable items as soon as possible after the show closes and not to leave their stand unattended until all such items are clear.

All materials, packaging and waste must be removed from the halls and stand dismantling complete by 12.00 hrs. (Mid-day) on Saturday 14th April. Any waste or materials left for the Organisers disposal will be charged to the exhibitor/contractor.

Deliveries, Storage & Lifting

This section contains information on how to get items delivered to The London Book Fair, how you can store them and if you have any heavy items how you can get these delivered and moved around the exhibition. These services are provided by our official contractor, ILS.



Accessing the Venue

The online booking service will be available at the beginning of March. All exhibitors and contractors who are bringing stand materials and product 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 3 step process that will ensure that when you come to site you are able to unload straightaway without any delays.

To book your time slot please click on the Carbon Voyage link www.olympia.co.uk/traffic

Once logged in select the show that you are exhibiting at and state if you are an exhibitor or contractor. Select whether you are booking for a drop off for the build or a pick up for the breakdown choose the size of the vehicle you are bringing.

Next tick the unloading zone and time slot you would like to use, a plan and a description of the zones is available if you want to check which zone to use,

You will need to enter your stand number and Exhibition Company name.

Add in your vehicle number plate and the name of the driver (if you do not have this information now you can add it later) and then add in the postcode of your journey start point.

Print your pass and continue to make your booking for the breakdown.

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 for cars, 1 hour for vans and 1/2 tonne vehicles and 2 hours for large lorries. Once you have unloaded your vehicle you will need to remove it from the unloading space immediately.

IT IS COMPULSORY THAT EVERYONE WHO REQUIRES VEHICLE ACCESS TO SITE DURING BUILD UP AND BREAKDOWN PRE-BOOKS THEIR DETAILS IN TO THE TRAFFIC ONLINE SYSTEM. FAILURE TO DO THIS WILL RESULT IN DELAYS ON SITE.

Due to other shows taking place at Olympia alongside The London Book Fair we strongly recommend that you book in your vehicle as soon as possible.

Deliveries, Storage & Lifting Supplier

If you would like to find out more about your freight and lifting options and get a quote please contact International Lifting and Shipping direct to discuss your requirements.

ILS
International House
Colonnade Point
Central Boulevard
Prologis Park
Coventry CV6 4BU
UK

Tel: +44 (0) 2476 337955

Fax: +44 (0) 2476 336795

Contact: John

Email: jl@i-l-s.co.uk

Website: www.i-l-s.co.uk

Please note that the deadline for freight and lifting orders is the 16th March 2018, after this time a surcharge will be applied to all late orders.

Deliveries during build-up

Exhibits should not be sent to the site until a representative of your company is present to sign for your delivery. The Organisers and venue are unable to sign for any deliveries on your behalf. No deliveries will be accepted before 08:00hrs on Friday 6th April 2018.

Delivery Address:

Contact Name & Mobile number, Company Name, Stand Number

The London Book Fair 2018
Olympia Exhibition Centre
Hammersmith Road
Kensington
London W14 8UX

For the most reliable, cost-effective solution to ensure that your exhibits arrive safely and on time, we strongly recommend that you arrange freight with our official contractor, International Lifting and Shipping, who will ensure that your goods are picked up from anywhere in the world, delivered to the show, stored until you are ready to receive them, deliver them directly to your stand and make arrangements to return any goods safely.

From our experience, we find that build-up is a very busy period and many courier companies either refuse to deliver to a show during this time, arrive late or arrive onsite and find that they are unable to get a signature and therefore leave without delivering your goods. For these reasons we recommend using International Lifting and Shipping as your goods will arrive onsite before you do and will be stored safely until you are ready to receive them.

Easy Life Service

ILS (International Lifting & Shipping) offer an easy life service for you. This is to eliminate the risk of late or failed deliveries by couriers. We recommend that you send your shipment to our warehouse ahead of the show. We sign for delivery, store your goods and then transport them to the show and hold them in our storage facility for delivery to your stand upon your arrival onsite.

Please contact ILS (International Lifting & Shipping) directly for more information on the details below.

Tel: +44 (0) 2476 337955

Email: jl@i-l-s.co.uk / kelly@i-l-s.co.uk

Delivery of Exhibits during Show Open

If it is necessary for you to have a delivery during the show open period, please ensure that this is made 30 minutes before the show opens to visitors. Trolleys are not allowed on the show floor once the show is open and therefore any deliveries will have to be hand carried.

Removal of items during breakdown

You must not commence removing exhibits until the show is closed and all visitors have departed. Please refer to the exhibition timetable for full details. Trolleys and large packing items will not be allowed on the show floor until after this time, we anticipate this to be at least 30 minutes after the show has closed. Security have been briefed accordingly so please respect this rule.

If you have arranged a courier service, as recommended, through International Lifting and Shipping, they will deliver any stored boxes to your stand and collect your goods once they are packaged, labelled and ready to go.

You must not leave any goods unattended on your stand. Breakdown is a busy period and particularly vulnerable regarding thefts and damage. If you have arranged for a courier company to collect your exhibits, please ensure that you are on your stand to hand them over. The Organisers, cannot be held responsible for any loss or damage to your goods.

All exhibits & displays must be removed by 2200hrs on Thursday 12 April 2018 from all shell scheme stands and plinths. All space only stand fitting materials need to be removed by noon on Saturday 14th April 2018. Any goods left after this time, will be treated as rubbish.

Lifting of Exhibits

A competent and approved lifting contractor has been appointed. All lifting and forklifting must comply with The Lifting Operations and Lifting Equipment Regulations (LOLER). Please contact the lifting contractor, **International Lifting and Shipping**, for advice.

Other requirements and onsite assistance

International Lifting and Shipping offer many other services to help ensure that your build-up and breakdown runs as smoothly as possible. To find out more about how they can help, please [click here](#).

Stand Build Regulations

You will find below all the various stand build regulations for the space only stand that you have at The London Book Fair 2018.

You may also wish to refer to the **Health & Safety** section for further guidance as well as the e-guide which can be accessed when you [click here](#).

CDM

In preparation for The London Book Fair we would like to remind you of the change made in UK law that is now compulsory for all events in the UK.

In April 2015 the Construction (Design and Management) Regulations were revised and now apply to all 'construction' activities in the UK including all those at the event build up and break down periods of exhibitions.

The result of this is that you now need to be aware of and deliver your duties as laid out within the regulations. You will notice below the repeated use of the word "must", which means these are duties that have to be complied with under UK law and change in regulations.

There is compulsory documentation that you will have to produce for the management of your exhibition stand, these requirements are detailed below. The regulations are intended to provide a framework to help you ensure that your stand is constructed safely and help you understand your obligations.

The key principles to manage construction safely are:

- eliminate or control risks so far as is reasonably practicable
- ensure work is effectively planned
- appointing the right people and organisations at the right time
- making sure that everyone has the right information, instruction, training and supervision to carry out their work safely and without risks to health
- have systems in place to help parties cooperate and communicate with each other and coordinate their work
- consult workers with a view to securing effective health safety and welfare measures

If you do require any cabling to certain areas on the floor of your stand you will need to order a platform.

If you have any questions or queries regarding this please contact the **Operations Team**

Construction & Dismantle Phase Plan

Please [click here](#) for a document to guide you through your responsibilities as an Exhibitor or Contractor. Please take the time to read through this. In addition also [click here](#) for a template that can be used by the stand designer or contractor (Principal Designer as defined by the regulation) to complete their Construction and Dismantle Phase Plan. This is the document that it is compulsory to complete

Stand Plan Submission

Full dimensional drawings - showing all proposed constructional details and positions and dimensions of machinery exhibits - must be submitted and approved by us before any work is started. A Method Statement and Risk Assessment and CDM phase plan is also required to be submitted along with the stand plans.

**Deadline for all stand plans and accompanying paperwork:
Friday 9th February 2018.**

If you have booked a space only stand at The London Book Fair 2018 then you are required to submit stand plans showing dimensions and height, visuals, risk assessment and method statement to us by **9th February 2018** in to the stand plan system.

The Stand Check System (SCS) is now established as our means of collating and checking stand plans. The system will allow you access to upload all documents relating to your stand build. You are also able to obtain important show related information and see the status of your stand plan submission. When we initially set up the system the main contact that booked the stand will be assigned to the system. If another colleague or contractor needs to access the system to manage the stand then you can either add them yourselves within the system under the contact tab or alternatively email lbfoptions@reedexpo.co.uk with their contact details (full name, company, email address & contact telephone number) and we will add them into the system on your behalf.

How to submit: Please [click here](#) to set up your account and create a password. **This is only valid for the Primary Contact..** If you are the main contact, then please use your email address for the username then click on Forgotten Password under the login details which will enable you to create a password for your account. Please note that this is a unique password to you. This link will only work for the Primary Contact..

IMPORTANT If you are not in our system as the main contact then you will either have to request that the main contact adds you against the stand through the Contacts Tab within the system or, alternatively, email lbfoptions@reedexpo.co.uk with your contact details (full name, company, email address & contact telephone number) and we will add you into the system.

To help you navigate the system please find below a summary of the pages you will find within the website:-

My Stands - This lists all the stands that you are associated with. To Manage a specific stand please select it from the list.

Status - Summary of the status of the stand checking process. The checks are colour coded as follows:-

Red - No information received or the information submitted is not sufficient

Amber - Information received but not sufficient, subject to an onsite check or is awaiting to be checked by Operations Manager/Structural Engineer/Venue etc.

Green - Check completed or N/A to your stand design.

We will only issue Permission to Commence Build once we are happy with the level of information received. The overall status of the stand will show at the top of the page under Stand Number. When this shows Yes the stand has been issued permission to commence build and an email to confirm this will be sent to the Primary Contact.

Important: When stand plans/documentation are received through the system the checks do not automatically update as they still need to be checked by the Operations Executive/Operations Manager. We aim to update/check any documents/plans received within 72hrs of receipt.

Show Info - Useful show related information i.e. contractors manual, exhibition timetable, official supplier details etc.

History - View all documents uploaded and emails sent

Upload (new file) - Upload new documents relating to the stand design or in response to any queries raised by us against the checks. Complete the description and select the file you would like to upload. If there is any important information to go with the documents, please include this in the message section. Once the file is uploaded this will be displayed in the history section of the website. You will also receive a pop up message to confirm that the file has been uploaded.

Contact - All stand contact details. Please note that the Primary Contact will receive all direct communications from the Stand Check System. If you know who your stand contractor is then please add their details here and change them to the Primary Contact. This would also be where you would add any colleagues who were managing the stand plans as well.

If you have any questions or queries then please do not hesitate to contact the **Operations Team**

Balloons

Helium Balloons (Blimps) & Toy Balloons are not permitted at The London Book Fair.

Ceilings on Stands

Some stands are visible from the gallery edge so you must ensure that any store rooms, meeting areas, light soffits, fascia e.g. any undressed stand build is covered with a muslin ceiling and cables are kept tidy. This relates to all stands in the centre well area of the Grand Hall and National Hall. If you are unsure whether this affects you then please contact the **Operations Team**.

Complex Structures

A complex structure is any form of construction of any height, which would normally be designed by an engineer and/or has, through a risk assessment, been found to provide significant risk. Structures over 4 metres in height, multi-storey stands, raised platforms and all suspended items are considered to be Complex structures.

For all stands exceeding 4m in height, with 2 storeys, with a platform exceeding 600mm in height, or deemed by us to be complex structures, drawings must be submitted to us for onwards submission to the venue, local authority and our structural engineers by the following deadline:

Deadline for all stands plans and accompanying paperwork: 9th February 2018.

These drawings must show the form and dimension of every structural member with appropriate general arrangement plan, sections and elevations, including full details of stairways. All calculations of loading and strength must be in English, and all drawings must be to scale. A Method Statement, Risk Assessment and CDM are also required by law - [click here](#) for templates.

All complex structures are subject to a pre-show plan approval and onsite inspection by Reed Exhibitions appointed structural engineers.

PERMISSION TO ENTER THE EXHIBITION PREMISES AND COMMENCE CONSTRUCTION WILL NOT BE PERMITTED WITHOUT THE FULL APPROVAL OF THE STRUCTURAL ENGINEER.

The Organisers reserve the right to prevent work being carried out by, or on behalf of, any Exhibitor who has not submitted stand design drawings in accordance with these regulations.

Demonstrations & Seated Audiences

Demonstrations on stands during the event must be safe and without risks to health and safety and where necessary covered by a risk assessment. Any presentation/demonstration likely to interest groups of 10 or more people must be located towards the centre of the stand and clearly shown on stand drawings, if it causes obstruction within the gangway and/or nuisance to any other Exhibitor, we reserve the right to cancel the presentation/demonstration or restrict the frequency.

Dividing walls

On divided sites, you are responsible for erecting and decorating side and back walls facing onto your stand areas to a height of 2.5m. Walls above this height must be clad and decorated on both sides, with the reverse side being decorated from 2.4m upwards by the Exhibitor who has them erected. Such walls overlooking adjoining stands must be finished in a neutral plain colour only. The minimum height for dividing walls is 2.5m.

The maximum height for dividing walls of single-storey stands is 4m.

Double Deck stands

Written application for permission to design stands of 2 storeys must be made directly to the organisers. Such stands may be built to a maximum height of 6m (including any name sign or trade mark). We require stand drawings to be submitted

to us for onwards submission to the venue and our structural engineers by **Friday 9th February 2018**.

In the interests of the Exhibition as a whole we reserve the right to determine the position of any 2-storey structure within a stand. The area occupied by the structure must not be greater than 50% of the total stand space. All 2 storey stands are classified as complex stands and charges will be made for structural approval.

Only submit plans for Double Deck stands with a thorough method statement if you believe this can be achieved in the time-frame available, unfortunately there is no scope available for late working.

Equality Act

It is the exhibitor's responsibility to remove all barriers to service and comply with the Equality Act. Where exhibitors have a platform on a stand a reasonable adjustment is to incorporate a ramp into the platform on the stand. If this is not possible then a signed point should be created where disabled people can be served off the platform at ground level. Whatever the content of the stand it needs to be accessible to all. Please note the following when designing your stand: Ensure that your stand incorporates enough space. 1.2 metres aisle widths are required – though only 750mm for an internal door – suggesting that 750mm would be enough

The gradient of any ramp should be no greater than 1:12 .If a stand is a double-decker, then it is probably not practical to offer lifts. Therefore please ensure that any services - such as refreshments can be brought downstairs on a tray for those that need it .Serving counters should have a low access point no higher than 760mm or a lap tray should be provided for the convenience of disabled people

The primary purpose of the Act is to consolidate the complicated and numerous array of Acts and Regulations, which formed the basis of **anti-discrimination law** in Great Britain. This was, primarily, the **Equal Pay Act 1970**, the **Sex Discrimination Act 1975**, the **Race Relations Act 1976**, the **Disability Discrimination Act 1995** and three major **statutory instruments** protecting discrimination in employment on grounds of **religion or belief, sexual orientation and age**. This legislation has the same goals as the four major EU Equal Treatment Directives, whose provisions it mirrors and implements.[1] It requires equal treatment in access to employment as well as private and public services, regardless of the protected characteristics of age, disability, gender reassignment, marriage and civil partnership, race, religion or belief, sex, and sexual orientation. In the case of gender, there are special protections for pregnant women. However the Act allows transsexual people to be barred from gender-specific services if that is "a proportionate means of achieving a legitimate aim". [2] In the case of disability, employers and service providers are under a duty to make reasonable adjustments to their workplaces to overcome barriers experienced by disabled people. In this regard, the Equality Act 2010 did not change the law. Under s.217, with limited exceptions the Act does not apply to **Northern Ireland**.

Early/late working

If you have appointed a stand contractor to build your open space stand, you must be assured that the design of the stand is such that it can be built within the specified times as stated in this manual.

Early or late working outside of the published build up and breakdown timetable will not be permitted.

Electrics

Where your stand is located in the halls will determine if the electricity will come from the floor, from the pillars and also from above your stand. For information please contact lbfoptions@reedexpo.co.uk

Electrical Installations

Exhibitors and contractors must comply with The Electricity at Work Regulations, the IEE Wiring Regulations, the EVA Electrical Regulations and the venue's electrical regulations.

All work must be carried out by competent and qualified electricians and all temporary installations must be protected by an RCD and inspected before power is supplied to the stand. All electrical installations should be carried out by the official contractor.

During build-up initial connections are made as early as possible, but in some cases this could mean opening morning if the stand (or block of stands) is not complete. The power to all stands will be switched off 15 minutes after the close of the show each day. Please also remember to order a 24 hour supply for the open period if required. You or your contractors

are advised to contact the official contractor, Freemans or view the mains electrics form to arrange a temporary power supply for actual construction of your stand if required. Power must not be taken from cleaners' sockets or other hall sockets.

When you order, you will need to specify using a grid the correct positioning for lights and sockets - should the grid not be submitted, the items will be positioned at the discretion of the contractor and charges maybe be levied for on-site charges.

Basic loading guidelines for socket outlets:

- 500 watt socket Laptops, PC Computers, TV's, videos, spotlights to 500w & refrigerators
- 1000 watt socket Domestic filter coffee machines & lighting up to 1000w
- 2000 watt socket Kettles* & machinery up to 2000w
- 3000 watt socket Hired coffee machines, machinery 2000w - 3000w

* These appliances are of varying power requirements dependent upon type and manufacturer. It is therefore essential that the reference tag or plate is fitted to each appliance and under law be read, the loading in watts or kW (kilo Watts = Watts x 1000) will be stated, and the appropriate size socket ordered.

As the exhibitor, it is your responsibility to order adequate power supply for your stand. Failure to do this will result in delays on site and could be a fire risk. On site checks will be carried out by the appointed Health & Safety Officer, as well as the official contractor. In all cases the decision of the Organiser and its appointed representative is final.

There should be sufficient correctly installed and rated power sockets to preclude the use of extension leads and long trailing flexes. If essential, extension leads must be correctly fused and limited to one per socket. Multi-sockets must not be used.

Electrical Testing

Every electrical circuit in a temporary installation (such as at an exhibition) now requires additional safety testing when it is installed.

This is a significant change and the UK exhibition associations have worked together to create a new process for this testing that minimises the impact and cost on our exhibitors. The costs are solely to cover the labour involved in the testing.

Space Only Exhibitors who use the official electrical contractor to install their electrics

Most exhibitors building their own stand use the official electrical contractor to do the electrical installation for them. When the official electrical contractor quotes for the installation they will also automatically include the cost of the additional testing. This cost will vary depending on the complexity of the installation but it will be no more than £150+vat.

Space Only Exhibitors who buy the mains only and use their own electricians to install their circuits

A few large exhibitors buy only the mains supply from the official electrical contractor and their own stand builder's electricians do the installation. When they order this 'mains only' supply the official electrical contractor already do some checks and approve them as being competent to do their own installation. This process will now be more rigorous and the stand builder's electrician will now need to be approved as competent to install and test their own installation. If the stand builder's electrician cannot or does not want to do their own testing then the official electrical contractor can quote for that work.

PLEASE NOTE: Some electrics on stands are designed as 'plug and play' this means that often the stand builder's electrician who comes onsite is not a qualified electrician as they are only plugging items together. However these electrics now need to be tested once they are all plugged together. If you have qualified electricians on your stand they will be able to do this testing themselves and there will be no additional cost to you. However, if your "electricians" are not qualified then you will need to ask your stand builder to bring someone who is qualified or get a quote for the testing from the official electrical contractor.

If you have any questions please contact the Operations Manager for your show. For a copy of the eGuide [click here](#).

Enclosed stands

The inclusion of large enclosed areas within a stand can only be permitted with the organisers' prior written permission.

Exhibition timetable

Please refer to the Exhibition Timetable for the build-up and breakdown schedule. The design of your stand must be such that it can be erected and dismantled within the published build up and breakdown periods' we have no scope for additional hours outside our published tenancy times.

It is important you contact us if you foresee any problems keeping to this schedule. It is the responsibility of the exhibitor or their appointed contractor to ensure the stand is built to the correct floor markings. Please check with the organiser's office if you are in any doubt regarding your allotted floor space.

Fabrics Used In Displays

Textile fabrics used for interior display purposes on the stand must be FLAMEPROOFED or purchased already treated by use of approved chemicals, in accordance with BS 5438 & BS 5852. Certain fabrics need not be proofed, i.e. wool, twill or felt. Textile fabrics used for interior decorative purposes within stands must be fixed taut and/or in tight pleats (Not Draped) to a solid backing and secured 3 inches above floor level and not touching any light fittings. Cellulose paints are flammable and must not be used for stand dressing. Water based paints must be used.

Fire and Safety Regulations

All stand construction and displays must be made from fireproofed materials and installed to the satisfaction of the authorities. Any goods attached to your stand will constitute part of your stand and will be subject to these regulations.

Floor loading restrictions

Floor Loading restrictions

Grand Ground Floor - 3.2 tonnes per sqm

Grand Gallery Level1 - 410kg per sqm

Grand West Hall, Level 1 - 730kg per sqm

West Hall Lower - 3.2 tonnes per sqm

National Ground Hall - 3.2 tonnes per sqm

National Gallery Hall - 820kg per sqm

Central Hall Ground Level - 32. Tonnes per sqm

Central Hall Level 1 - 730kg per sqm

If you are exhibiting any items over this limit please inform the **Operations team** as soon as possible to arrange delivery.

Flooring

Space only sites are not carpeted - exhibitors must provide their own floor covering. Exhibitors with adjoining blocks of stands will not be permitted to place their own carpet in the gangways unless prior permission is given in writing by the organisers.

Nothing may be structurally attached to the floor of the Exhibition premises without the written consent of the Venue via the Operations Team. Carpet may only be fixed to the venue floor with approved carpet tape.

The recommended double-sided fixing tape to be used is code B7 and comes in 50mm x 50mm reels. Suppliers are: John Stock, Stickatak Ltd, Unit J, Braintree Road Ind. South Ruislip . Tel: +44 (0) 208 839 4405 email: sales@stickatak.co.uk. The use of carpet spray tape is not permitted.

All carpet / flooring and carpet tape must be removed and any charges for the removal of carpet / flooring or carpet tape left on the floor at the end of breakdown will be passed direct to exhibitors

Gangways and Emergency Exits

The gangways used in this venue are the minimum permissible by law. Under no circumstances will exhibits, stand dressings, tables, chairs etc., be allowed to encroach into gangways. Please keep your exhibits inside your stands at all times.

Doors and gates forming part of an escape shall be provided with a vision panel of clear glazing at sight level and must be hung to open in the direction of escape, clear of any steps, landings or gangways. Where necessary doors must be recessed so as not to open onto or obstruct the required width of any gangway or other escape route. Such doors shall be free from fastenings other than panic bolts in accordance with BS EN 1125.

Bridging and carpeting over gangways have specific rules and you should contact the organisers for further information before any arrangements for your stand are made.

Health and Safety

Please refer to the separate **Health & Safety section** for full details of Health and Safety regulations that need to be adhered to.

Height Limit

The overall height of stand fitting for single-storey stands is 4m from the floor level.

PLEASE NOTE:

There are further restrictions in some areas because of the ceiling heights, heating and ventilation systems, under the gallery level. There are several stands that include a Pillar/Column and some stand height restrictions are limited due to their location on the floor.

Please contact lboperations@reedexpo.co.uk for approval of your particular site and detailed information about pillar locations (if applicable) and build height regulations for your stand. It is also recommend that you carry out a site visit.

Where possible, requests to exceed 4m in height will only be considered provided they are submitted to us in writing and accompanied by full technical drawings and structural calculations. Any construction over 4m is classified as a complex stand and charges will be made for structural approval.

All complex structures are subject to a pre-show plan approval and onsite inspection by Reed Exhibitions appointed structural engineers.

Lifting and Logistics

The official Lifting and Logistics contractor will be the only company permitted to operate forklift trucks and cranes in the halls. The use of vehicle mounted 'HIAB' type cranes and self-drive lifting equipment and de-mountable forklift trucks will not be permitted within the halls or offloading areas.

International Lifting and Shipping will be happy to provide you with advice and a quotation for your requirements. Exhibitors planning to transport their goods through an international courier are advised to use the services of International Lifting and Shipping who have special facilities in place for the event.

LPG

All non-mains Flammable Gas including Compressed Gas & LPG (Liquefied Petroleum Gases -Propane, Butane, etc.) is prohibited on the premises at all times unless the venue is satisfied that exceptional circumstances apply and its prior consent is obtained.

Maintenance

Under **no circumstances** will maintenance work be permitted on stands during the exhibition open hours. If at any time during the exhibition open days you need to carry out maintenance work on your stand after the exhibition has closed please apply to the organisers by 14:00 hrs. on the same day.

Mobile Exhibition units/trailers

Mobile Exhibition units, caravans or similar vehicles are not permitted without our prior written consent from the organisers.

Organisers right to change stands and floorplan layout

In the interests of the Exhibition as a whole, it may be necessary to remove or alter anything in - or forming part of - any stand. If we feel this action must be taken this would have to be at the expense of the Exhibitor concerned.

The exhibition floorplan is subject to change at the discretion of the organisers. Please contact the organisers to obtain the latest version of the exhibition floorplan.

Pillars on Stands

Some stands include venue pillars. It is the exhibitor's responsibility to check if their stand is affected. Please email lbfoptions@reedexpo.co.uk

Plastics / Stand Dressing

All plastics must conform to BS 476 - PART 7 - CLASS 1 Fire Regulations. Lexan and Macralon are acceptable. **PERSPEX MUST NOT BE USED.**

Artificial plants and flowers which are combustible and give off toxic fumes must not be used for stand dressing. Silk type flowers are acceptable providing they have been fireproofed to BS 476 PART 7 and are marked as such. Plastic security night-sheets must also conform to the above standard.

Rigging

In many parts of the venue rigging will not be available. For more details please contact lbfoptions@reedexpo.co.uk

Lighting rigs are permitted above stands (please note that stand fitting items are NOT permitted to be suspended from the hall ceiling).

Important Information

Banners are not permitted to be suspended from the hall ceiling. The only banners permitted in the hall will be the organisers' directional signage and sponsorship banners.

All rigging must be an integral part of the stand design i.e structural support or a lighting truss to illuminate the stand and kept within the limits of your stand area, with a maximum trim height of 6m.

When placing orders for rigging with our official supplier please ensure that you provide the following information:-

- a fully completed 'Hoist & Fix/Third Party Rigging order form', available from the venue
- fully dimensioned plans
- the total weight to be suspended
- precise weight loadings for each individual suspension point
- specification of the materials used
- details of connection points and the orientation of the suspended item within the stand

Complex Rigging

Custom-built/bespoke structures/Suspended Structures.

- Custom-built/bespoke structures include items that have been constructed from non-modular materials, e.g. wooden structures and exhibits.
- Such items are classed as 'complex' and the complex structure procedure set out in the Stand Plans section must be followed, in order for them to be rigged.
- Bolts must be used on all joints and connections. Screws are not acceptable for joining members together.
- Rated, closed lifting eyes only are to be used; they must be integrated into the design and suitably bolted through the structure.
- Lifting points should be clearly identified and be suitable for the lifting operation.
- Materials used in construction must comply with the guidance in the 'Construction Materials' section of the Stand Construction section.
- Suspended Structures should not normally be directly attached to stand construction below. Where this is unavoidable, the structure will be treated as **Complex**. This will only be permitted if agreed by the venue/organisers and detailed structural calculations are submitted to demonstrate that lateral loading can adequately be resisted without excessive movement of the structure.

Risk Assessment & Method Statement

All contractors/exhibitors are required to submit a full risk assessment for the design, construction and arrangement of their stand. This risk assessment is to be submitted along with stand plans.

If you require help with producing a Risk Assessment or Method Statement, please [click here](#).

Signage

Signage and graphics are not permitted to overlook other stands where there is a dividing wall or to overhang gangways. Where illuminated fascia boards are used on stands, the lighting of them must be of sufficient power to light the fascia board only, and must not cause any spill of light onto neighbouring stands. No flashing lights will be permitted. We reserve the right to disconnect the electrical supply to any illuminated fascia which, in our opinion, is causing a nuisance to any other Exhibitor.

Stair Regulations

When designing a double deck stand, please ensure that staircases are designed and built to comply with the following regulations:

- a) A level landing must be provided at the top and bottom of each flight.
- b) Each landing must have an unobstructed length of not less than 1200mm.
- c) Flights shall have a minimum, unobstructed width of 1.1m.
- d) Doors shall not swing across landings.
- e) Flights between landings shall contain no more than 12 risers where the treads are less than 350mm and no more than 18 risers where the treads are 350mm or greater.
- f) The tread and riser of each step must be consistent throughout a flight.
- g) The rise of each step must be between 150mm and 170mm.
- h) The tread of each step must be between 280mm and 425mm.
- i) Risers must not be open.

- j) All nosings must be made apparent by means of a permanently contracting material 55mm wide on both the tread and the riser.
- k) The projection of a step nosing over a tread below should be avoided, but if necessary it must not exceed 25mm.
- l) A continuous handrail must be provided on each side of flights and landings.
- m) A single staircase shall not exceed 1.8 metres in width.
- n) Where a staircase is divided into more than one channel, no single channel shall be less than 1 metre wide and an additional handrail must be provided between channels.
- o) Spiral staircases are only permitted for exhibiting staff use and not for members of the public.
- p) Helical stairs are permitted where they comply with this guidance and their use is approved by the venue.
- q) Cupboards formed beneath the staircase shall be lined throughout with non-combustible material.
- r) Purpose-built access to trailers, boats, caravans and other, similar exhibits must be risk assessed where they do not comply with the above regulations. As a minimum, they must comply with the following:
 - The headroom must be a minimum of 2m
 - The width may not be less than 450mm and must be at least equal to the width of the entrance to the exhibit
 - The risers must not exceed 170mm in height (open risers not permitted)
 - Each tread must be a minimum of 280mm in depth
 - The width of landings at top and bottom must be equal to the width of the steps
 - Handrails must be provided

Handrails

- a) The vertical height to the top of the upper handrail from the pitch line of the surface of a ramp, flight of steps or landing must be between 900mm and 1000mm.
- b) Handrails shall be continuous across flights and landings of ramped and stepped access.
- c) Handrails shall extend at least 300mm beyond the top and bottom riser of any steps.
- d) Handrails shall contrast visually with the background against which they are seen, without being highly reflective.
- e) The surface of handrails shall be slip resistant.
- f) Handrails shall be terminated in a way that reduces the risk of clothing being caught.
- g) The profile of handrails shall be either circular, with a diameter of between 40 and 45mm, or oval, preferably with a width of 50mm.
- h) The clearance between the handrail and any wall shall be between 60 and 75mm.
- i) Double-width staircases shall have a central handrail.
- j) The clearance between a cranked support and the underside of the handrail shall be at least 50mm.
- k) Handrails shall be non-climbable, i.e. with solid infills or vertical guardrails, which should be no more than 100mm apart and without horizontal members between verticals

Barriers (Balustrades)

Barriers shall be provided to protect exposed edges of staircases, landings, balconies, galleries and other changes of level. They shall:

- a) Provide guarding to all exposed edges of stairs and ramps at a height of 900mm above the pitch line and to landings and balconies at a height of 1.1m.
- b) Be capable of resisting the forces set out in BS 6399-1.
- c) Be non-climbable, i.e., with solid infills or vertical guard rails a maximum of 100mm apart.

Stand number panel

A stand number panel must be displayed on every open side of the stand. The responsibility for this panel lies with the Exhibitor/Contractor.

Stand Space and Exhibitors Responsibility

Exhibitors are responsible for their own stand design and construction. No stand-fitting or carpet is provided by Reed Exhibitions on space only sites.

It is the responsibility of the exhibitor or their appointed contractor to examine the area and site allotted to you in order to avoid costly adjustments to stand structures. Where possible the organisers will provide on request detailed stand plots indicating the position of service ducts and pillars. Minor obstructions or height restrictions cannot always be indicated on the plans of the Exhibition.

It is the responsibility of the exhibitor or their appointed contractor to ensure the stand is being built to the correct floor markings. Please check with the organiser's office if you are in any doubt regarding your allotted floor space.

Stand fitting regulations contained within this section must be observed by you when planning your stand design and layout.

In order to achieve a smooth run up to the Exhibition, all exhibitors should provide us with details of their selected contractors. This will enable us to supply them with passes and any additional information they may require.

We will be pleased to offer advice and guidance where required.

Storage

No excess stock, literature or packing cases may be stored around or behind your stand. If you need help with storing freight cases, cases or large quantities of packing materials, please contact the official Freight and Storage contractor, International Lifting and Shipping.

Timber Used In Stand Construction & Displays

All timber under 1 inch thick must be impregnated (pressure process) to BS476 PART 7 CLASS 1 Standard. Boards, plywood, chipboard etc. must be treated in the same way if they are less than 18mm thick. Timber over 1 inch thick need not be treated & M.D.F. is acceptable in most cases. Treated boards will have BS 476 - PART 7 - CLASS 1 marked on them.

Venue and Local Authority Regulations

All work must be carried out in compliance with the regulations of the Venue and Local Authority. Please go to Olympia website for further information www.olympia.co.uk. Please also refer to the e-guide by [clicking here](#).

If an exhibitor erects a stand that does not conform fully and in all respects to the requirements of the Organiser, Venue and Local Authorities, the Organisers reserve the right to alter, demolish or reconstruct the stand at the exhibitor's expense and to make it conform to the regulations and requirements. Local Authority decisions are final.

Walling in open sides

Long runs of walling along open perimeters of stands must be avoided. Just 50% of any open side is permitted to be a solid wall. Where long runs of walling are present along open sides they must be relieved by display items and not left in plain colours. Any walling exceeding a half of any open side should be set back 0.5m from the open perimeter of the site.

Solid walling will not be permitted on main gangways, if you have any queries regarding the gangways surrounding your stands please contact us to discuss.

Final permission to build will not be issued until full plans, including a Risk Assessment and Method Statement, have been submitted.

Water Features

If you are intending to have water feature on your stand please confirm the details in writing to the Organisers so that written approval can be given. This is to ensure that the correct precautions are taken to minimise the risk of Legionnaires Disease.

Water & Waste

In some areas within Olympia it will not be possible to have water and waste. Please contact lbfoptions@reedexpo.co.uk for more information.

Waste

Contractors are not to discard sharp objects and to ensure that nails and screws are not left sticking out of waste wood and are either removed or hammered flat.

All waste and standfitting material must be removed from the exhibition hall on the final day of breakdown, any waste

material left will result in heavy charges being passed onto the exhibitor/contractor.

For more information regarding waste and cleaning at Olympia then please [click here](#).

Help us recycle

The London Book Fair is working to increase the volume of waste that is recycled rather than going to landfill. Therefore all exhibitors and contractors are requested to:

- 1) only bring standfitting, marketing material and associated packaging that is absolutely necessary as excess material often ends up as excess waste.
- 2) for those materials that they do bring - only bring materials onsite that are recyclable

Health and Safety

We appreciate that some of you may have limited experience with regards to the legal and practical aspects of health and safety management. This section is designed to give you sufficient guidance to undertake your responsibilities. Guidance, however, can only go so far and you have a legal duty to ensure that your operations do not compromise health and safety. Failing to do so can lead to prosecution and other legal sanctions. If you are unsure you are urged to contact the [Operations team](#)

Please do not leave health and safety issues to the last minute. The earlier we have your information the better the support we can give you.

For emergency procedures please [click here](#).

Policy Statement

Reed Exhibitions aims to set the benchmark standard for managing health and safety in exhibitions. This is not only our moral and legal duty, but it is commercially important for the success of every event. We recognise that our exhibitors rely on us to provide a trading environment on the exhibition floor that is safe and without risks to health. We also recognise that running a public event places a special responsibility on Reed Exhibitions and extends our duty of care not only to our staff but also to exhibitors, contractors, venue staff and visitors. The Exhibition Director is ultimately responsible for health and safety at the Show. To ensure that all Reed Exhibitions health and safety obligations are met, the Exhibition Director supported by the operations team will:

- Allocate sufficient resources to meet health and safety objectives
- Provide adequate control of health and safety risks arising from our work activities
- Consult with the venue, exhibitors and contractors on matters affecting health and safety
- Provide relevant health and safety information to employees and others
- Ensure all employees are competent to do their tasks particularly with regard to health and safety training
- Ensure so far as is reasonable that the contractors we engage for the show are competent
- So far as is reasonably practicable prevent accidents and cases of work related ill health and maintain safe and healthy working conditions.

Risk Assessment

Reed Exhibitions has carried out suitable and sufficient assessment of the risks associated with this event, details of which can be obtained from the organiser's office if you so require. However, general risks associated with any exhibition are as follows:

- Multiple contractors working in a single workplace
- Fall from working at heights and working on a live edge
- Objects falling from height or loads falling from vehicles
- Impact injury from moving vehicles

- Structural collapse of seating or an exhibition stand
- Outbreak of legionnaires disease from a water feature
- Food poisoning incident from temporary catering outlet
- Fire
- Major incident and civil emergency
- Excessive working hours

This is an overview and by no means a comprehensive account of the risks involved at this event. It is the absolute duty of all parties to ensure that under the Management of Health and Safety at Work Regulations and other legislation suitable and sufficient risk assessments are conducted on all significant risks. The Management Regulations and associated guidance also requires that risks should be mitigated with a view to achieving maximum reduction in the level of risk within the bounds of what is reasonably practicable. In general terms, emphasis should always be placed on eliminating or reducing risk at source. It must be remembered that personal protective equipment is usually a control of last resort.

You are required by law to complete a Risk Assessment for the operations and activities on your stand during the Build Up, Open Period and Breakdown. For a template [click here](#).

If you have a Space Only stand and employ a Stand Contractor to build and dismantle your stand it is their responsibility to provide a Risk Assessment and Method Statement for the construction and dismantling of the stand. However you will still need to carry out a Risk Assessment covering any additional activities (stand dressing, delivery and distribution of literature etc) for this period.

Exhibitors and Contractors Legal Duties

As an exhibitor or contractor you have a legal duty of care for the safety of anyone who may be affected by your activities. You are ultimately responsible for all aspects of safety on your stand or work area during the build up, the open period of the show and during the break down. Where exhibitors contract out the building and finishing of stands you are still ultimately responsible for the activities of your contractors.

You can accomplish your duties by ensuring that you do the following:

- Appoint a competent person to be responsible for health and safety on site. Please ensure that this competent person has read and agreed to abide by these regulations by ticking the check box at the bottom of this page.
- You MUST carry out suitable and sufficient risk assessment of all your activities and obtain relevant risk assessments from your contractors or sub-contractors. Exhibitors must obtain supporting method statements for the building and demounting of your stand.
- If you have a shell scheme stand the organiser has obtained the shell scheme contractors risk assessment for the build of your stand. However please ensure that you complete a risk assessment for your own activities during the build up, open period and breakdown especially if you are installing anything of a complex nature inside the shell scheme.
- Ensuring that your staff and sub contractors' staff working onsite are informed of the site rules and health and safety arrangements which are detailed below and you ensure so far as you reasonably can that they follow them.
- Ensuring that all staff contractors' and sub contractors' staff are familiar with the venue's emergency procedures which can be found in the [Emergency Procedures](#).

Stand Designers Legal Duties - Space Only stands

Stand designers have a legal duty to ensure that the stands are designed to be fit for the purpose intended, structurally sound and safe to build, use and demount without any undue risks.

Items to be submitted to Reed Exhibitions by Exhibitors' Contractors:-

- A suitable and sufficient Risk Assessment of activities on site supported by relevant documentation. Note this must be specific to the show, i.e. not generic, and specific to the work activities performed by the contractor

- A Method Statement outlining the process involved in the building and dismantling of the stand
- Name and contact details (including out of office telephone details) of the nominated health and safety representative on site
- Stand contractors involved in stand construction activities should comply with the requirements for exhibitors with regards to stand building

Items to be submitted to Reed Exhibitions by Exhibitors:-

- Exhibitor's Health and Safety Declaration - please tick the box below confirming that you have read this section and agree to abide by it's recommendations
- A copy of risk assessments and method statements covering the build up and breakdown of your stands
- A copy of your stand plans (not shell scheme)
- Notification and supporting risk assessments for any activity on your stand that represents a significant risk. This includes but is not limited to the following:-
 - Flammable substances or naked flame
 - Pressurised gases such as LPG
 - Hazardous chemicals and substances
 - Ionising radiation
 - Water features
 - Demonstrations
 - Visitor treatments - e.g massage

Please submit stand plans and supporting documentation by **Friday 9th February 2018**.

EU Directives for companies outside of the UK:

*For companies located outside of the UK, please refer to the following EU Directives:

EU Framework Directive 89/391, EU Workplace 89/654, EU Workplace Equipment Directive 89/655, EU Personal Protective Equipment Directive 89/656, EU Manual Handling of Heavy Loads Directive 20/269 and EU Display Screen Equipment Directive 90/270.

CDM Regulations - Important Regulation

CDM Regulations

In preparation for The London Book Fair 2018 we would like to make you aware of UK law that is compulsory for all events in the UK. In April 2015 the Construction (Design and Management) Regulations were revised and now apply to all 'construction' activities in the UK including all those at the event build up and breakdown periods of exhibitions. The result is that you now need to be aware of and deliver your duties as laid out within the regulations for the construction and dismantling of your exhibition stand at the event.

Please [click here](#) for a document to guide you through your responsibilities as an Exhibitor or Contractor, please do take the time to read through this. In addition also [click here](#) for a template that can be used by the stand designer or contractor (Principal Designer as defined by the regulation) to complete their Construction and Dismantle Phase Plan. This is the document that it is compulsory to complete.

As you will be operating your own CDM site within the larger CDM site of the whole event we ask that you also provide us, the organisers, with a copy of your Construction and Dismantle Phase Plan for reference. Please submit this directly to use to upload it into the Stand Check System.

Emergency Procedures

Evacuation or partial evacuation is on the advice of the Venue. Should an emergency occur that necessitates an evacuation, an announcement will be made over the PA system. Exit the building immediately via the nearest exit point and make your way on foot to your closest Assembly Point. Please refrain from using mobile phones at this time.

Whilst at the Assembly Point you will be kept informed of developments. When the emergency has ceased you will either be invited to return to the exhibition to resume normal business or advised to return the next day - in which case you will not be permitted to return to the exhibition to collect vehicles, bags, briefcases etc.

Please find below some tips for your pre-show team briefings (you will get a reminder on site by means of a stand drop).

Accidents & First Aid Room

If you are involved in or witness an accident, however small, at any point during your time on-site, it is your responsibility to report it to the Organiser's Office.

The First Aid room is located on the gallery level on the Grand hall in between stands 2C80 and 2C78, and is accessible from the show floor. There is also a First Aid room on the Gallery level in the National hall opposite stand 3B100.

If an ambulance is required, please do not dial 999 direct, all medical emergencies must be reported to Security Control who will contact the necessary authorities.

If an emergency occurs you can contact Security Control direct from an internal phone on 2666 or 0207 598 2666 from an external line. Security control will assist and co-ordinate the emergency services on your behalf.

Fire

All stand construction and displays must be made from fireproofed materials and installed to the satisfaction of the authorities.

Any goods attached to your stand will constitute part of your stand and will be subject to these regulations.

Suspect Packages

It is important to make constant checks to your stand to ensure that no unidentifiable packages, cases or bags have been deposited. If you discover a suspect package you should:

- Phone Control
- Give a full description of the package and its location
- DO NOT approach, touch or move the package
- DO NOT use a mobile phone within 10 metre radius of the package

In an emergency please do not dial 999 direct. All emergencies must be reported to ext 2666 or externally +44 (0) 207 598 2666, via a member of the security team or the Organisers Office who will contact the relevant authorities.

Venue Search

If duty personnel initiate a venue search you will hear: "Attention please. Attention please. STAFF CALL 100"

The message will then be followed by continuous chimes and broadcast at half minute intervals

The cancellation of this message will be:

"Attention please. Attention please. STAFF CALL 100 is cancelled"

Venue & General Information

Getting to The London Book Fair

The London Book Fair is held at Olympia. The full contact details are:

Olympia Exhibition Centre
Hammersmith Road
London
W14 8UX
Phone: +44 (0)20 7385 1200
Website: www.olympia.co.uk

The London Book Fair Organisers Office will be open throughout the tenancy period from 0800hrs on Friday 6th April to 1200hrs on Saturday 14th April 2018.

For more comprehensive information regarding the venue itself as well as how to get there by various means (car, train, plane etc.) [click here](#) to be taken to Olympia's website.

Accessing the Venue

All exhibitors and contractors who are bringing stand materials and product to Olympia and want to unload or load a vehicle on site will need to book a time slot on the Olympia Traffic Marshalling System vehicle booking system. Once you are registered on the system, booking your space is a quick 3 step process that will ensure that when you come to site you are able to unload straightaway without any delays.

To book your time slot please click on the Carbon Voyage website www.olympia.co.uk/traffic

Once logged in select the show that you are exhibiting at and state if you are an exhibitor or 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 Exhibition 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 the vehicle you are bringing. Add in your vehicle number plate and the name of the driver (if you do not have this information now you can add it later) and then add in the postcode of your journey start point.

The next stage will show you the available days you can choose. Select one and then select time slot. You will then be asked to check your booking and confirm it. You can edit or delete it at any time. You can also print off your vehicle pass on site.

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 for cars, 1 hour for vans and 1/2 tonne vehicles and 2 hours for large lorries. Once you have unloaded your vehicle you will need to remove it from the unloading space immediately.

IT IS COMPULSORY THAT EVERYONE WHO REQUIRES VEHICLE ACCESS TO SITE DURING BUILD UP AND BREAKDOWN PRE-BOOKS THEIR DETAILS IN TO THE TRAFFIC ONLINE SYSTEM. FAILURE TO DO THIS WILL RESULT IN DELAYS ON SITE.

Accidents

If you are involved in or witness an accident, however small, at any point during your time on-site, it is your responsibility to report it to the Organisers' Office.

The Medical room is located on the Gallery level of the Grand Hall, in between stands 2C80 and 2C78 and is accessible from the show floor. There is also a Medical room on the Gallery level of the National Hall opposite stand 3B100. The Medical room can be contacted via Olympia Control room on tel: (0)207 598 2411 (internal phones ext 2411)

In an Emergency please do not dial 999 direct, all medical emergencies must be reported to ext 2666 or externally on +44 (0)207 598 2666, or via a member of the security team or the organisers' office who will contact the relevant authorities.

Accommodation

If you are looking for accommodation for you and your team, Reed Exhibitions has partnered with HotelMap for the fourth year to help you find the perfect hotel in London for April 2018.

We have put together a HotelMap specifically for you showing the latest deals near the venue and across all of London.

- Access and compare live market rates, show specials and exclusive discounts from multiple sources
- Group bookings are welcome (call for more than 8 rooms)
- Free cancellation, prepay and pay at hotel options available
- TripAdvisor reviews and ratings
- Secure payment with Amex, Visa, Mastercard, Diners Club & JCB payment options as well as payment via invoice for groups
- Call centre assistance on +44 (0)20 7292 2320 quoting **MNNFN**

HotelMap

Web: Please [click here](#) to access the website.

Tel: +44 (0) 20 7292 2320

E-mail - Adam@HotelMap.com

Aisles

Exhibitors and contractors are not to dump items in the aisles. Exhibitors/contractors must remove all waste materials other than small items. Designated emergency aisles must be kept clear at all times - a floorplan of the emergency gangways can be found in the onsite Organisers Office.

During the open period no objects must protrude from the stands into the aisles nor must furniture or displays or parts of displays be placed in the aisles.

Alcohol and drugs

The consumption of alcohol onsite during the build-up and breakdown phase is forbidden. The taking of illicit drugs is also strictly forbidden at all times during the build-up, breakdown phase and open period.

Animals

Animals with the exception of guide dogs, are not allowed on site unless they are part of the event and written confirmation has been received from the Organisers 6 weeks before coming onsite, as approval needs to be gained from the Local Authorities.

Audio Visual

We have appointed two AV contractors, Aztec & DB Systems to provide audio visual equipment for the exhibition. Please [click here](#) for their contact details.

Please remember that Audio Visual equipment amplifiers or live music may not be used without written consent from the Organisers.

Audio Visual presentations/demonstrations must not exceed a 'reasonable volume'.

If any presentation/demonstration causes obstructions within gangways, and/or exceeds 'reasonable volume' causing a nuisance to neighbouring stands, we reserve the right to restrict the number of, or cancel, such presentation/demonstration. The sound limit for speakers is 70 DB+/-3db over ambient on any one stand.

Balloons

Helium Balloons (Blimps) & Toy Balloons are not permitted at The London Book Fair.

Business Centre

The Business Centre is situated in the Venue Event Management Offices on the Gallery in the Grand Hall on level 1 and also on the Gallery in the National Hall on level 1, next to the Organisers Office. It offers a comprehensive range of business services, including:

- Fax and Telephone Calls
- Photocopying and printing
- Internet access
- Telephone points for laptops
- PC workstations with standard office software
- Incoming messaging service

Car Parking

Olympia has two public car parks. P3 is a multi-storey car park with 380 spaces (height restriction of 2 metres). P4 is a flat-surface car park with 175 spaces (height restriction of 4 metres).

PLEASE NOTE that these are shared public car parks. **We recommend that you prebook your parking for the Show open period to ensure availability.**

Please inform car parking staff on arrival if you require a disabled space. The multi-storey car park (P3) has disabled parking facilities. Specific disabled bays are also available close to the venues, on a first-come, first-served basis.

Tel: +44 (0) 207 598 2515

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

Catering (General & Stand)

Situated within the Exhibition halls are a number of catering outlets - some of which will also be open during the build-up and breakdown periods.

Olympia regulations state that all food and drink that is to be consumed on or given away from a stand must be purchased from the Official Exhibitions caterers, Levy UK. They will be more than happy to help and advise you on a wide range of options available.

On December 13th (2014) a new Food Information Regulation EU1169/2011 came into action that affects all exhibitors that wish to have food on their stands.

Under this legislation, all food service businesses must be able to supply details of their products that, contain any of the 14 recognised allergens.

Celery, gluten, soys, sesame, mustard, lupin (flour), milk, eggs, peanuts, tree nuts, fish, crustaceans (prawns etc), molluscs (oysters, squid, etc) and sulphites.

If food packaging is not yet compliant, details of any product containing any of the 14 allergens must be listed clearly in an obvious place, such as on a menu, chalkboard or information sheet with a breakdown of allergens they contain.

Important aspects of this legislation are:

- Exhibitors must be able to demonstrate a thorough understanding of their legal responsibilities under food allergen legislation and must be able to confirm whether or not a food product contains an allergen.
- Information must be precise. For example, it is not acceptable to state that food 'could' or 'may' contain allergens. The use of the generic description, such as 'milk' or 'eggs' must be used.
- Written allergens information, such as product labels or as described above, must be available.
- Environmental health officers will police and enforce the regulations; non-compliance will result in large fines.

A useful information sheet that explains the new legislation can be downloaded. For more useful information on this legislation please [click here](#) to view from page 28 in the e-guide.

Entertaining Clients on the Stand

Levy UK are the only Hospitality provider at Olympia London and provide a bespoke service with a stylish and professional approach to make sure whatever is on the menu will look and taste fantastic.

We also wish to remind you that concessions / corkage charges are incurred when providing you own beverages / food at the show including coffee machines, therefore should you be planning on bringing anything for the stand please contact the venue events team on OlympiaHospitality@compass-group.co.uk or call them on 0207 598 5700 and they will be happy to advise and invoice for these.

The Levy's ethos '**to create celebrated experiences through powerful partnerships**' is reflected in everything they do from menu planning to communicating with clients and as part of our package, Levy UK and ourselves will work with you to cater for all requirements 0207 598 5700 or via a member of the security team or the organiser's office who will contact the relevant authorities.

For further information contact:

Andrew Allen-Simpson

Head of Sales & Events

Levy Restaurants at Olympia London

Tel: 0207 598 5709

Fax: 0207 598 5727

Exhibitor Stand Orders: <http://levyrestaurants.standdelivery.co.uk/LBF2018>

Email: andrew.allensimpson@compass-group.co.uk

Exhibitor Catering

Levy Restaurants also offer exhibitor catering. So for staff refreshments or simple client hospitality, they offer a variety of food and drink, as well as equipment such as **kettles, coffee machines and watercoolers**.

For more information contact:

Andrew Allen-Simpson

Head of Sales & Events

Levy Restaurants at Olympia London

Tel: 0207 598 5709

Email: andrew.allensimpson@compass-group.co.uk

To place your order for Exhibitor stand catering and hospitality please visit the **Levy UK** online ordering website.

<http://levyrestaurants.standdelivery.co.uk/LBF2018>

Ceilings on Stands

IMPORTANT: Some stands on the ground floor will be visible from the gallery and therefore it is compulsory that any store rooms and kitchen areas are covered with a ceiling and that all cables are kept tidy. We also strongly recommend that any meeting areas are covered with at least a fabric ceiling if you do not want any activities taking place in this area to be visible from the gallery. You can order muslin ceilings from Freeman.

Children

Health and Safety regulations prohibit the presence of under 16's in the halls during build up and breakdown. Children will be refused access under all circumstances and no alternative facilities will be provided and access will be denied.

The exhibition is a trade event and is not a suitable environment for children during any period and as such no crèche facilities will be provided. Student groups will only be accepted by prior arrangement with the **Show team**.

Cleaning

It is your responsibility to maintain your stand in a clean condition at all times. We have made arrangements for basic stand cleaning to be carried out at no charge to you. The cleaning of exhibits will remain your responsibility, as will any special services that may be required such as the removal of bulk rubbish.

Please note that exhibitors who use night sheets must contact the organisers to ensure that arrangements can be made to clean the stand. If we are not able to access your stand overnight then we are unable to guarantee that it will be cleaned in time for show open.

Rubbish should be placed in gangways so that it can be cleared away prior to show open the following morning. Anything left in the gangways overnight will be construed as rubbish and will be cleared away.

Stand fitting materials, carpet, pallets etc are not included in the cleaning service and must be removed by the exhibitor or contractor. Any costs incurred for the removal of this type of waste will be forwarded to the exhibitor concerned.

If you wish to order a skip for the removal of any standfitting material, please contact the main cleaning company, OVS, tel + 44 (0) 207 598 2711.

Cloakrooms

Cloakrooms are on the right hand side upon entering the hall and are open daily during the open period, from half an hour prior to the show opening until 30 minutes after the close of the exhibition. A charge per item is payable of £1 per coat and £2 for bags. Cloakroom locations:

Grand Hall

West Hall

National Hall

Olympia Central Level 1

Olympia Central Level 2

Compressed Air, Gas, Water & Waste

The official contractor, FVS (Freeman Venue Services), is solely responsible for the supply and connection of natural gas, compressed air, water and waste services. Please [click here](#) to be directed to the order form if you require these services. .

Compressed Gases (e.g LPG)

The use of all non-mains Flammable Gas including Compressed Gas and LPG (Liquified Petroleum Gasses - Propane, Butane etc) is not permitted at Olympia, except where it is essential in the demonstration of an appliance specifically designed to operate an LPG. Written permission must be obtained from the Organisers, Venue and the Local Authorities at least 25 days prior to the exhibition.

Congestion & Low Emission Zone

Congestion Zone - The Western extensions to the London congestion charging zone is no longer in effect. For more information on the congestion zone please go to www.cclondon.com

Low Emission Zone - Olympia is situated within the Low Emissions Zone. This zone covers the whole of London.

For more information on the Low Emissions Zone (LEZ) please visit www.tfl.gov.uk

Customs Clearance

Please contact our official lifting, shipping & delivery contractor, ILS (International Lifting & Shipping) if you have any queries regarding customs clearance. Please [click here](#) for their contact details.

Demonstrations & Seated Audiences

All demonstrations must be carried out in accordance with the Health and Safety at Work Act 1972 and the COSHH Regulations (Control of Substances Hazardous to Health). A Risk Assessment must be completed and available onsite. Failure to produce a risk assessment may result in the demonstration being temporarily suspended whilst the safety of the demonstration is ensured.

The Health and Safety at Work Act 1974 requires that "any equipment being operated or demonstrated shall be inherently safe and not create a hazard to the demonstrator". For further advice and more detailed guidance please contact our **Operations team**.

Any presentation/demonstration likely to interest groups of 10 or more people must be located towards the centre of the stand and clearly shown on stand drawings. If it causes obstruction within the gangway, nuisance and/or over an acceptable volume to any other Exhibitor. The sound limit for speakers is 70DB+/-3db over ambient on any one stand. We reserve the right to cancel the presentation/demonstration or restrict the frequency. We would expect all exhibitors to show consideration for other exhibitors in the area. The Noise at Work Regulations 2005 and the Environmental Protection Act 1990 will be enforced onsite.

The following would be considered to be demonstrations:-

1. Special effects - laser, strobes, smoke

All special effects require prior approval by the venue so any exhibitors wishing to use special lighting, lasers or smoke machines etc should submit a detailed proposal with Risk Assessment and Certificate of Apparatus for use, to the Operations team at Reed Exhibitions, we will then pass it onto the venue for processing.

2. Special treatments - massage etc

Special treatments/massages - if any stand offers massages or special treatments to visitors, they should notify the Organisers immediately, as it will be necessary to apply for a Local Authority Licence.

3. Performance

Performing Acts - if any stand intends to have a performing act as part of their exhibit, such as a magician, contortionist etc please contact the Operations team with details, as it may be necessary to apply for a Local Authority Licence. We will also require proof of Public Liability Insurance and Equity membership from the performer, as well as a Risk Assessment.

Dust

Dust must be kept to a minimum. Dust extraction must be used, where fitted, on power tools.

Electrics

All electrical work must be carried out by the official contractor Freeman. Please note that the grid needs to be submitted with the order form to ensure that the electrics are fitted as per your requirements. Should a grid not be submitted, the items will be positioned at the discretion of the contractor and charges may be levied for on-site changes.

Stand Connections: During build-up, initial connections to stands are made as early as possible, but in some cases this could mean opening morning if the stand is not complete. The power to all stands will be switched off 15 minutes after the close of the show each day. Please also remember to order a 24-hour supply for the open period if required. On breakdown power will be switched off 15 minutes after show close and will not be reinstated. If you require power during this time please ensure that you order this through Freemans.

Temporary Power

Space only exhibitors and their contractors are advised to contact **Freemans Electric**s to arrange a temporary power supply for actual construction of stands if required.

Basic guidelines

1. Electrical installations must only be carried out by qualified approved persons properly supervised and appointed by the Organisers.
2. All clients' own fittings including displays and light boxes, must be complete with all connectors fully enclosed and having an earth connection at every fitting.
3. Flexible cord is not permitted for stand wiring unless forming part of a purpose manufactured system and being full in accordance with the appropriate B.S. Standard.
4. Flexible leads for static appliances must not exceed 2m.
5. All stands must be connected through a 30ma main RCD switch. Stands connecting to the venue supplies direct, do so at their own risk.
6. Socket adaptors are not permitted.
7. 3 Pin 4 way multi-plugs are permitted to a maximum of 1 per fixed socket outlet and rated at 1000w maximum. The lead must not exceed 2m.
8. Stand switch-fuses must be accessible at all times.
9. Low voltage system transformers must have external fuses correctly rated for each fitting on the secondary side. Internal fuses and thermal type cut-outs are not acceptable.
10. Bare conductor catenary low voltage systems are not permitted.
11. Appliances must have been tested by competent persons before energising. The person bringing the equipment into the hall is responsible for the test being carried out.
12. Electrical installations that do not comply with the Regulations will not be energised

Listed below are examples of "typical" loadings for items plugged into socket outlets: Always check all equipment to be plugged in for details of watts or amps needed to operate. This information should always be available on a plate attached to item.

Providing your own lighting? All exhibitors who bring their own lights must provide evidence of a valid PAT test report and show that they have ordered sufficient electrical sockets before their stand power is switched on. If onsite, your lights and installation are deemed as unacceptable then we will insist that you purchase lighting and/or additional sockets from Freemans.

Exhibitors wiring their own lighting with flexible 230vac extension leads and plugged in to each other from a single socket, is not the correct method of installation. Only the correct UK plugs or suitable adaptors should be used.

Fire

All stand construction and displays must be made from fireproofed materials and installed to the satisfaction of the authorities.

Any goods attached to your stand will constitute part of your stand and will be subject to these regulations.

Fabric Used in Displays

Textile fabrics used for interior display purposes on the stand must be FLAMEPROOFED or purchased already treated by use of approved chemicals, in accordance with BS5438 & BS5852. Certain fabrics need not be proofed i.e. wool, twill or felt. Textile fabrics used for interior decorative purposes within stands must be fixed taut and or in tight pleats (not draped) to a solid backing and secured 3 inches above floor level and not touching any light fittings. Cellulose paints are flammable and must not be used for stand dressing. Water based paints must be used.

First Aid

A fully equipped First Aid Room will be manned and operational throughout the hours of build-up, open and breakdown periods. This is located on the Gallery in the Grand Hall next to stand 2C80. If you need to contact them call: +44 (0)20 7598 2411 (non-emergency) or +44 (0)20 7598 2666 (emergency).

In an emergency please do not dial 999 direct, all medical emergencies must be reported to ext 2666 or externally on +44(0)207 598 2666 or via a member of the security team or the Organisers Office who will contact the relevant authorities.

Floor Conditions/Loadings

During build up there is a significant risk of slips, trips and falls and sharp objects left on the ground. All those working in the halls in build up and breakdown are strongly advised to wear appropriate safety footwear.

Floor loading limits may vary in different parts of the venue. Those using heavy equipment especially lifting equipment must consult the "**Floor loading restrictions**" section in Space only stand information with regards to safe floor loading limits.

Floorcoverings & Platform Floors

For those exhibitors providing their own flooring you may appoint a flooring contractor of your choice, if you require platform floors and additional floor coverings these can be ordered through **Freeman**.

For all platforms that exceed 13mm a ramp should be incorporated into this for accessibility onto the stand.

Floral

We have appointed Oldacre and Freeman as our official supplier to provide floral at The London Book Fair.

Oldacre Florists

ExCeL London
Seagull Lane
London
E16 1XL

Tel: +44 (0)20 7069 4235
Mob: +44 (0)7785 266 541
Email: info@oldacre.co.uk
Contact: Lynn Edmonds

Furniture

We have appointed 3 official suppliers to provide furniture at The London Book Fair.

Concept Furniture International Ltd

Camden Exhibition Services

JMT Indisplay Ltd

Freeman UK Ltd

Hanging Wires

Hanging wires are not to be left hanging below head height and must be marked with hazard tape.

Hazardous Substances

Hazardous substances are not to be brought into the halls unless essential. The use of hazardous substances must be subject to a COSHH assessment. Exhibitors must declare the use or display of hazardous substances as a special risk and must obtain written permission from the organisers/venue for their use inside the hall prior to commencement of the show.

Hot Works

All hot works must be subject to a hot working permit obtainable from the Organisers Office.

Late Working

If you have appointed a stand contractor to build your open space stand, you must be assured that the design of the stand is such that it can be built within the specified times as stated in this manual.

Early or late working outside of the published build up and breakdown timetable will not be permitted.

Please [click here](#) for the exhibition timetable.

Lifting/Forklifting

A competent and approved lifting contractor has been appointed. All lifting and forklifting must comply with The Lifting Operations and Lifting Equipment Regulations (LOLER). Please contact the lifting contractor, **International Lifting & Shipping** for advice.

Lost Property

Lost property should be handed in to the show security onsite and once the show is over lost items that are unclaimed will be handed to Olympia Control, who will log the items and keep them for up to 3 months.

The contact number for the control room is 0207 598 2411.

Maintenance

If you need to carry out maintenance work on your stand this will need to wait until the exhibition closes for the day. Please advise the Organisers by 14.00 hrs on the same afternoon in order that arrangements may be made for the admission of workmen and the provision of lighting.

Charges may be incurred by the exhibitor to cover additional costs for staff and venue services.

Music Licences

If you intend to play music on your stand at any time during the show as an accompaniment to video or live demonstrations, whether live or from records, tapes, discs or videos, you will require a licence. You may not play music if you have not paid for a licence.

Phonographic Performance Ltd (PPL)

PPL administers licensing of sound recordings for most recorded music played in the UK. They issue a license and levy a tariff on the broadcast and public performance (which includes exhibitions stands) on behalf of the record companies for each stand which plays music during a show.

Video Performance Ltd (VPL)

Under the conditions of the 1988 Copyright Designs & Patents Act exhibitors wishing to have a music video broadcast from their stand must apply for a licence from Video Performance Ltd - this is required by law.

Performing Rights Society (PRS)

PRS administers licensing of sound recordings for most recorded music played in the UK. They issue a licence and levy a tariff on the broadcast and public performance (which includes exhibitions stands) on behalf of the writers and publishers of the music for each stand that plays music during a show.

However, an administrative arrangement has been entered into between the Organisers, who are members of the Association of Exhibition Organisers, and the PPL and PRS for a licence to be obtained on your behalf. Tariffs are calculated for each day on which music is played and the exhibitor should provide the Organisers with accurate information about your intentions which will allow them to determine the licence fee payable by you. Please [click here](#) to email the Operations Team with details of which licences you require so we can obtain these on your behalf at a set fee

Patents and Copyrights

By entering into an agreement to attend this exhibition you warrant to Reed Exhibitions that all designs and artwork on, or relating to your stand and any items displayed on your stand, shall not infringe any trade or copyright or patents or other intellectual property rights of any third party in any way.

In the event that the exhibition is under any legal obligation (whether by virtue of a court injunction or order or judgement or a recommendation or decision of a Trading Standards Officer or otherwise) to have removed either any item or items displayed on your stand or any design or artwork on, or relating to your stand, then (without prejudice to any other rights which Reed Exhibitions may have) Reed Exhibitions reserves the right to have that item or items removed from your stand or to close your stand at the exhibition. No compensation or damages will be payable as a result of such removal or closure by Reed Exhibitions.

The Organisers cannot accept responsibility for any conflict of trading at the Exhibition.

Plastics/Stand Dressing

All plastics must conform to BS746 - Part 7 - Class 1 Fire Regulations. Lexan and Macralon are acceptable. PERSPEX MUST NOT BE USED.

Artificial plants and flowers which are combustible and give off toxic fumes must not be used for stand dressing. Silk type flowers are acceptable providing they have been fireproofed to BS476 PART 7 and are marked as such. Plastic security night sheets must also conform to the above standard.

Public Address System

The Public Address system is for use by the Organisers and authorities only. During the Exhibition only official and emergency messages will be broadcast.

Rigging

In many parts of the venue rigging will not be available. For more details please contact lbfoptions@reedexpo.co.uk

Lighting rigs are permitted above stands (please note that stand fitting items are NOT permitted to be suspended from the hall ceiling).

Important Information

Banners are not permitted to be suspended from the hall ceiling. The only banners permitted in the hall will be the organisers' directional signage and sponsorship banners. All rigging must be an integral part of the stand design i.e structural support or a lighting truss to illuminate the stand and kept within the limits of your stand area, with a maximum trim height of 6m.

When placing orders for rigging with our official supplier please ensure that you provide the following information:-

- a fully completed 'Hoist & Fix/Third Party Rigging order form', available from the venue
- fully dimensioned plans
- the total weight to be suspended
- precise weight loadings for each individual suspension point
- specification of the materials used
- details of connection points and the orientation of the suspended item within the stand

Complex Rigging

Custom-built/bespoke structures/Suspended Structures.

- Custom-built/bespoke structures include items that have been constructed from non-modular materials, e.g. wooden structures and exhibits.
- Such items are classed as 'complex' and the complex structure procedure set out in the Stand Plans section must be followed, in order for them to be rigged.
- Bolts must be used on all joints and connections. Screws are not acceptable for joining members together.
- Rated, closed lifting eyes only are to be used; they must be integrated into the design and suitably bolted through the structure.
- Lifting points should be clearly identified and be suitable for the lifting operation.
- Materials used in construction must comply with the guidance in the 'Construction Materials' section of the Stand Construction section.
- Suspended Structures should not normally be directly attached to stand construction below. Where this is unavoidable, the structure will be treated as **Complex**. This will only be permitted if agreed by the venue/organisers and detailed structural calculations are submitted to demonstrate that lateral loading can adequately be resisted without excessive movement of the structure.

Security

Security is provided for The London Book Fair from 08:00 on Friday 6th April. Please do not arrange for goods to be delivered to the hall before this time. Please assist us by wearing your contractor pass at all time. Entry to the hall will not be permitted without a pass.

Please take account of the following security advice from the venue:

- Make contact with the exhibition security company for advice on how to secure the items on your stand. There may be overnight secure store for valuable items.
- Take home any valuable items each night if there is no secure storage facilities on-site.

If you are a victim of theft please report it immediately to the show security company.

Smoking

Smoking is only allowed in designated external areas, please note that this also includes electronic cigarettes.

Telephones, Facsimiles, ISDN Lines & Internet Services

Telephone, Internet and facsimile services can be provided on all stands by the venue supplier eForce. If you need to speak to eForce directly regarding your requirements then please contact them on:-

Tel: +44 (0)207 370 8400 or email: sales@eforce.co.uk

Timber Used in Stand Construction & Displays

All timber under 1 inch thick must be impregnated (pressure process) to BS476 PART 7 Class 1 standard. Boards, plywood, chipboard etc must be treated in the same way if they are under 18mm thick. Timber over 1 inch thick need not be treated & M.D.F is acceptable in most cases.

Treated boards will have BS476 - Part 7 - Class 1 marked on them.

VAT Reclaim Service

Overseas exhibitors can recover the VAT on a wide range of expenses, thereby cutting the cost of exhibiting. For more information regarding this [click here](#) to be redirected to the Quipsound website.

Vehicles for Display

All petrol-fuelled motor vehicles or other petrol engine equipment fitted with a fuel tank, including boats, plant or machinery, must comply with the following:

- The fuel tanks of motor vehicles manufactured prior to 1984 must contain only sufficient fuel to move the vehicle in and out of the hall, due to the absence of safety features which prevent leakage.
- Fuel tanks of motor vehicles manufactured from 1984 onwards may contain fuel.
- Fuel tanks on all other petrol engine equipment must be empty.
- The fuel tank must be sealed, wherever possible with a lockable cap
- Vehicles may require a drip tray and must be positioned within the boundaries of the stand so that any protrusions, doors, tail lifts etc, do not infringe the stand perimeter
- The running of engines during the open period of an exhibition is strictly prohibited

- For vehicles required to operate as part of a moving demonstration, "pit" positions must be clearly defined and agreed with the venue. Suitable fire extinguisher(s) must be provided
- Filling or emptying of fuel tanks inside the hall is strictly prohibited at all times

Waste

Contractors are not to discard sharp objects and are to ensure that nails and screws are not left sticking out of waste wood and are either removed or hammered flat.

All waste and standfitting material must be removed from the exhibition hall on the final day of breakdown, any waste material left will result in heavy charges being passed onto the exhibitor/contractor.

For more information regarding waste and cleaning at Olympia then please [click here](#).

Help us recycle

The London Book Fair is working to increase the volume of waste that is recycled rather than going to landfill. Therefore all exhibitors and contractors are requested to:

- 1) only bring standfitting, marketing material and associated packaging that is absolutely necessary as excess material often ends up as excess waste.
- 2) for those materials that they do bring - only bring materials onsite that are recyclable
- 3) help us maximise recycling by using the appropriate waste bins in the hall where there is a choice.

Water Features

In some areas within Olympia it will not be possible to have water and waste. Please contact lbfoptions@reedexpo.co.uk for more information.

The filling and draining of water features and exhibits must be carried out by the venue's official contractor for piped services. Fire hoses must not be used for this purpose. Under no circumstances may water be discharged onto the floors, into ducts or any other unauthorised part of the premises, as serious damage may be caused to the electrical mains and services.

The approved code of practice "Legionnaires Disease: The Control of Legionella Bacteria in Water Systems" must be complied with.

Written permission must be obtained from the Organisers/Venue for the use of water in any stand display or exhibit and must be the subject of a separate Risk Assessment detailing how the risk is controlled through water treatment and testing. This will need to be sent to the Organisers in advance of the exhibition.

Working at Heights

Exhibitors and contractors should familiarise themselves with and adhere to the Working at Height Regulations 2005. A simple rule of thumb would be:-

- Avoid working at height wherever possible
- If working at height cannot be avoided, use work equipment or other measures to minimise the distance and consequences of a fall should one occur.

Any work at height should:-

- be properly planned and organised
- take account of weather conditions that could endanger health and safety
- be undertaken by staff who are trained and competent
- carried out in an area that is safe
- utilise equipment that has been appropriately inspected
- ensure that fragile surfaces and falling objects are properly controlled.

General Regulations

- all working platforms are to have a guardrail, mid rail and toe board. Tools are to be kept on lanyards so far as is reasonably practicable.
 - static and mobile platforms must be fit for purpose (see working platforms)
 - separate risk assessments are required for working on a live edge (before rails are in place). In such cases fall arrest equipment must always be used.
 - operatives working at height other than on static working platform designed for that purpose (e.g scaffold) must be clipped on
 - operatives working at height must have suitable head protection e.g bump caps
 - ground access to the areas in the vicinity must be controlled to prevent persons accidentally walking directly under high works.
- Ground workers in the vicinity must not work directly under high works and wear suitable head protection e.g hard hats.
- ladders must be footed or tied off and used in accordance with construction (Health, Safety and Welfare) Regulations.
 - the use of domestic ladders is strictly forbidden.

Work Equipment and Tools

Exhibitors and contractors have duties under the Provision and Use of Work Equipment Regulations to ensure that all tools are fit for purpose and safe to use.

All dangerous moving parts such as circular saws must be guarded with controls to prevent unauthorised use.

The use of battery powered tools is strongly encouraged to reduce trailing cables and risk of electrical hazards. Power tools are to take power from the 110v centre tapped earths provided and not from cleaners sockets which are 240v. Those using mains powered tools must ensure that cables are not trailed across aisles.

All portable electrical equipment must be subject to a suitable portable equipment testing regime.

Working Platforms

All Mobile Elevated Work Platforms (MEWPS) must comply with LOLER and have had a thorough inspection (TI) in the previous 6 months.

Motorised platforms are to have a guardrail, mid rail and toe board. Mobile access towers must be correctly constructed.

Mobile access towers must be fit for purpose. Outriggers are to be used correctly with the correct height to width ratio (3.5 x shortest base width indoors and 3 x shortest base width outdoors).

Mobile access towers may not be moved whilst in use and wheels must be locked off.

Ladders must be footed or tied off and used in accordance with Construction (Health Safety and Welfare) Regs. The use of domestic ladders and steps is strictly forbidden.

All of the above are a summarised guide. For full details on any particular aspect you must seek professional advice for instance look on the HSE website www.hse.gov.uk or feel free to seek advice from the [Operations Team](#).

Supplier Contacts

Quality Charter - Official Suppliers



Reed Exhibitions limited has a thorough process for and takes all reasonable care in the evaluation and appointment of its Official Contractors. This includes aspects that are most visible to the Exhibitors such as customer service, pricing and product range along with other aspects like track record, Health & Safety performance and financial stability. Reed Exhibitions appoints multiple 'Official Suppliers' for services for each Exhibition wherever it can so that Exhibitors have a choice.

'Official' status puts specific responsibilities on the Contractor such as ensuring the quality of stock and making sure that they provide a full service and keep qualified people and spare on-site to maintain a first class service throughout the Exhibition. As a result non-official companies can sometimes appear to undercut Official Suppliers as they can offer older equipment or a partial service and can just deliver with no obligation to set up or maintain throughout the Exhibition. This can create last minute problems and unexpected costs for the Exhibitor.

In addition to this Reed Exhibitions is increasingly seeing non-official suppliers aggressively mailing companies pre-Exhibitor using the Exhibition name and in some cases the logo, which can imply that they have our support. These companies do not have any endorsement from Reed Exhibitions and we recognise the inconvenience, annoyance and confusion that these communications can have on our Exhibitors.

As a result Reed Exhibitions has applied to trademark the logo above. This logo is strictly controlled, can only be used by Official Suppliers and only relating to the services that they are specifically appointed for on that Exhibition.

We hope that this 'Quality Charter' will help Exhibitors distinguish between Official Suppliers and other companies. Only those companies with our endorsement will have this logo on their communications. For your peace of mind, all Contractor: using this logo are bound by the responsibilities covering:-

- Quality service
- Quotations & Payments
- Post Exhibition Service
- Dispute Resolution
- Health & Safety
- Data Protection
- Sustainability

To view the full quality charter showing the commitment our suppliers have agreed to please contact the **Operations team**.

Accommodation & Travel

HotelMap

Tel: +44 (0) 20 7292 2320

E-mail - Adam@HotelMap.com

<https://www.londonbookfair.co.uk/Help/book-accommodation/?exhibitors>

Audio Visual

Aztec Event Services Ltd

Units 1-2 Falcon Business Centre
Wandle Way
Mitcham
Surrey
CR4 4NB

Tel: +44 (0) 207 803 4000

Fax: +44 (0) 207 100 1609

Email: sales@aztecuk.com

Website: <http://shop.aztecuk.com/show-selector/march/lbf.html>

DB Systems

64 Hundred Tewkesbury Business Park
Tewkesbury
Gloucestershire
GL20 8SF

Tel: +44 (0) 845 226 3083

Fax: +44 (0) 845 120 5552

Email: enquiries@dbsystems.co.uk

Website: www.dbsystems.co.uk

Catering - Stand & Hospitality

Hospitality Catering

Andrew Allen-Simpson

Head of Sales & Events

Levy Restaurants at Olympia London

Tel: 0207 598 5709

Fax: 0207 598 5727

Exhibitor Stand Orders: <http://levyrestaurants.standdelivery.co.uk/LBF2018>

Email: andrew.allensimpson@compass-group.co.uk

Cleaning

Olympia Ltd – Facilities Department

Contact: Kristina Jearrad

Email: kristina.jearrad@olympia.london

Tel: +44 (0) 207 598 2510 or M: 07833 248716

Contractor Associations

Event Supplier and Services Association (ESSA)

119 High Street

Berkhamsted

Hertfordshire

HP4 2DJ

Tel: +44 (0)1442 285 812
Fax: +44 (0)1442 875 551
Email: info@essa.uk.com
Website: www.essa.uk.com

Customs Clearance

International Lifting & Shipping - (ILS)

International House
Colonnade Point
Central Boulevard
Prologis Park
Coventry CV6 4BU UK

Contact: John Lawson
Tel: +44 (0) 2476 337 955
Fax: +44 (0) 2476 336 795
Email: jl@i-l-s.co.uk or kelly@i-l-s.co.uk
Website: www.i-l-s.co.uk

Deliveries

International Lifting & Shipping - (ILS)

International House
Colonnade Point
Central Boulevard
Prologis Park
Coventry CV6 4BU, UK

Contact: John Lawson or Kelly Gouveia
Tel: +44 (0) 2476 337 955
Fax: +44 (0) 2476 336 795
Email: jl@i-l-s.co.uk or kelly@i-l-s.co.uk
Website: www.i-l-s.co.uk

Electrical Contractor

The Freeman Company (UK) Ltd

Tel: +44 (0) 2477 601 601
Email: tim.oconnell@freemanco.com
Contact: Tim O'Connell

Floor coverings

The Freeman Company (UK) Ltd

Tel: +44 (0) 2476 309 236
Fax: +44 (0) 2476 639 461
Email: EMEA.ExhibitorServices@freemanco.com

Floral

Oldacre ExCel London
One Western Gateway
London
E16 1XL
T: +44 (0)207 069 4235
E: info@oldacre.co.uk
Contact: Lynn Edmonds

Furniture

Concept Furniture International
Unit 131 Hartlebury Industrial Estate
Hartlebury
Worcestershire
DY10 2JY

Contact: Tammy Greenfield
Tel: +44 (0) 1299 254 097
Fax: +44 (0) 1299 254 091
Email: tammy@conceptfurniture.co.uk
Website: www.conceptfurniture.co.uk

Thorns Group

Welham Distribution Centre, 172 Travellers Lane
Welham Green, Hatfield
Hertfordshire, AL9 7HN

Contact: Alicia Hill
Tel: +44 (0) 20 8801 4444
Fax: +44 (0) 20 8801 4445
Email: alicia@thorns.co.uk
Website: www.thorns.co.uk/

JMT Indisplay Ltd

Unit A, Ventura Park
Old Parkbury Lane
Colney Street
St Albans
HERTS
AL2 2DB

Contact: Hayley Tustain
Tel: +44 (0) 1923 851 580
Email: sales@jmtindisplay.co.uk
Website: www.jmtindisplay.co.uk

The Freeman Company (UK) Ltd

Tel: +44 (0) 2476 309 236

Fax: +44 (0) 2476 639 461

Email: EMEA.ExhibitorServices@freemanco.com

Graphics

The Freeman Company (UK) Ltd

Unit DC5, Prologis Park,

Imperial Road,

Coventry,

CV8 3LF

Tel: +44 (0) 2476 309 236

Fax: +44 (0) 2476 639 461

Email: EMEA.ExhibitorServices@freemanco.com

Lifting

International Lifting & Shipping - (ILS)

International House

Colonnade Point

Central Boulevard

Prologis Park

Coventry CV6 4BU, UK

Contact: John Lawson or Kelly Gouveia

Tel: +44 (0) 2476 337 955

Fax: +44 (0) 2476 336 795

Email: jl@i-l-s.co.uk or kelly@i-l-s.co.uk

Website: www.i-l-s.co.uk

Shell Scheme Contractor

The Freeman Company (UK) Ltd

Unit DC5

Prologis Park

Imperial Road

Coventry

CV8 3LF

Tel: +44 (0) 2476 309 236

Fax: +44 (0) 2476 639 461

Email: EMEA.ExhibitorServices@freemanco.com

Shipping (Freight Forwarding)

International Lifting & Shipping

International House
Colonnade Point
Central Boulevard
Prologis Park
Coventry CV6 4BU, UK

Tel: +44 (0) 2476 337 955
Fax: +44 (0) 2476 336 795
Email: jl@i-l-s.co.uk
Website: www.i-l-s.co.uk
Contact: John Lawson

Space Only Stand Build Contractor

SmartSpace

Gateway House
28 The Quadrant
Richmond
TW9 1DN
United Kingdom

Phone: +44 (0) 208 439 5682
Email: smartspace@reedexpo.co.uk
Web: www.reedsmartspace.co.uk

Hytex Communication Services Ltd

Hytex House
Geddings Road
Hoddesdon
Hertfordshire
EN11 0NT
United Kingdom

Tel: +44 (0) 1992 479 999
Fax: +44 (0) 1992 479 091
Email: jo.goodwin@hytex.co.uk
Web: www.hytex.co.uk

Telephones & IT Communications

Eforce

Room 419
Earls Court Exhibition Centre
Warwick Road
London
SW5 9TA
UK

Tel: +44 (0)207 598 2400
Fax: +44 (0)207 598 27575
Email: sales@eforce.co.uk
Website: www.eforce.co.uk

Temporary Staff

Bond Associates

ADM3884

London

SW1A 1ZW

Tel: +44 (0)845 1304548

Email: info@bondassociates.co.uk

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