1. Contact details

**Pre-event**
Encore Media Group Ltd  
69- 71 Oakfield Road  
Clifton  
Bristol BS8 2BB  

**Main telephone no:** +44 (0)1179 9089027  
**Contact email:** claire@sixdegs.com  
**Event website:** www.blockchain-expo.com  

**During event**
Postal:  
Blockchain Expo  
G Gate, Blythe Road  
National Hall  
Hammersmith Road  
London  
W14 8UX  
www.olympia.co.uk  

**Main point of contact:**

Claire Taylor

For any urgent enquires on site please visit the organiser’s office or contact Claire Taylor  
+44(0) 7826543843
2. **Exhibition set-up**

2.1 **Exhibition contractor details**

**Contractor**  
Easy Exhibitions

**Tel:** 01733 889288  
**Email:** contact@show-n-go.co.uk

2.2 **Shell scheme packages**  
If you have selected a shell scheme package you will be provided with all items details below

2.2.1 **Walling** 2480mm high wall panels. No fixings may be made to the panels; however, a range of additional fittings are available from Easy Exhibitions including shelves, printed panels & integrated TV’s.

*Please note, any additional fitments will be charged directly to the exhibitor.*

2.2.2 **Nameboard** The title of exhibitors’ company name and stand number will be displayed.

2.2.3 **Height** Floor to top of panels is 2480mm

2.2.5 **Display materials** Graphics/posters may be attached to walls using double-sided Velcro. Graphics can be ordered from Easy Exhibitions.

2.2.6 **Electrics** Each shell scheme stand will be fitted with one standard 500w power point plus two 120w spot lights per space booked. Additional electrics can be ordered directly with Easy Exhibitions.

2.3 **Space only packages**  
If you have selected a space only package for the event you **MUST** provide a full method statement & risk assessment for your stand as well as a detailed floor plan with full dimensions.

Due to the new CDM regulations we also require a full construction phase plan.

All space only stands **MUST** be approved by the event manager prior to the show, failing to submit any of the required documents may result in you being unable to build your stand.

2.4 **Exhibition timetable**  
Shell scheme exhibitors will only be able to access the exhibition hall once the shell scheme has been completed.

Space only area will have access to the exhibition area earlier.

2.5.1 **Build-up period**  

<table>
<thead>
<tr>
<th></th>
<th>Tuesday 17th April</th>
<th>4pm – 7pm</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shell scheme</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Space only stands</td>
<td></td>
<td>9am – 7pm</td>
</tr>
</tbody>
</table>
2.5.2 Open period

<table>
<thead>
<tr>
<th>DATE</th>
<th>OPEN</th>
<th>CLOSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wednesday 18th April</td>
<td>08.00</td>
<td>18.00</td>
</tr>
<tr>
<td>Thursday 19th April</td>
<td>08.30</td>
<td>17.00</td>
</tr>
</tbody>
</table>

*these times are subject to change

2.5.3 Breakdown period

Space only  
Thursday 19th April  
5pm – 9pm

Shell scheme  
Thursday 19th April  
5pm – 7pm

All shell scheme exhibitors’ stands must be clear from the exhibitor hall by 19.00hrs on Thursday 19th April. After this time, the exhibition contractor will be clearing away the exhibition hall so a charge will be made to exhibitors who obstruct this work.

Please note: Exhibitors items CANNOT be removed from the exhibition hall until all delegates have cleared the area due to health & safety. To ensure the process runs smoothly please encourage delegates to vacate the building at the end of the event.

2.5 Access

2.5.1 Traffic management

All drivers looking to access the event need to know the stand number and its rough location in order to assist the marshalling staff. It is recommended that contractors and exhibitors bring their own trolleys to transport goods to and from their stands. This will reduce the amount of time it takes to load and unload and will assist with the free flow of traffic. A vehicle pass must be completed & displayed in all vehicles onsite.

2.5.2 Build-up access

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

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

If exhibitors do not print off their vehicle passes it is likely they will be turned away until they have been printed, so very important for them to be printed.

Once logged in you select the show that you exhibiting in and the type of vehicle that you are bringing. The system will then allocate you the best time slot available which you can amend to another available time if you are not happy with the allocated time slot. You can book your drop off for the build and collection for the breakdown at the same time and print off your vehicle pass directly from the site. Exhibitors can either book in their stand contractors, or simply email the link to the contractor for them to book their own space. Please ask your contractor to have the details of the stand name and number that they will be working on when they make their booking.

There is a time limit of 30mins unloading time for cars, 1 hour for vans and &1/2 tonne vehicles and 2 hours for arctics. Once you have unloaded your vehicles you will need to remove it from the unloading space. Failure to do
so will result in your vehicle not being able to come onto site for the pull out.

Please note, this system will not work on Internet Explorer 9 or older, but does work on current Internet Explorer systems, Google Chrome, Firefox, mobile devices and smart phones.

2.5.3 Open period
No vehicles are permitted on the perimeter roads during event open times. Any deliveries should be made and vehicles removed prior to event opening time.

2.5.4 Pull-out
Vehicles arriving at Olympia to collect exhibits will need to book their space on the on-line vehicle booking system at http://apps.voyagecontrol.com/olympia. Access will be restricted to cars and light vans up to transit size until (2 hours after show closes). Only after this time will access be available to larger vehicles.

Cars have 30 minutes to load their materials and vans have up to 1 hour, so stands must be de-rigged or dismantled before you bring vehicles on site.

There are several car and lorry parks around the area and exhibitors are advised to use these facilities, as the police will not allow waiting or parking on the street. Please do not risk removal fees.

REMEMBER: DO NOT BRING YOUR VEHICLE TO THE HALL UNTIL YOUR BOOKED TIME SLOT AND UNTIL YOUR GOODS ARE PACKED AND READY TO LOAD.

PLEASE COOPERATE WITH THE POLICE AND THE OLYMPIA TRAFFIC STAFF; THEY ARE THERE TO HELP.

3. Exhibitor Information

3.1 Alcohol
Any stands wanting to serve alcohol must supply an application letter no later than 14 days prior to the event, to ensure that all legal requirements can be met.

Please note the following restrictions apply:

- The consumption of alcohol is not permitted on the exhibition floor during the build-up and breakdown periods of the event.
- Alcohol provided for the purposes of hospitality must be provided by Levy Restaurants
- Alcohol may not be served at the venue before 10am.
- Exhibitors are not permitted to retail alcohol for on-site consumption.

If you wish to supply alcohol, please contact claire@sixdegs.com

3.2 AV equipment
EventPro Solutions are the official supplier of audio visual equipment.

AV presentations/demonstrations must not exceed a ‘reasonable volume’ or cause gangways to be obstructed. If any presentation/demonstration causes an obstruction within the gangway and/or nuisance to any other exhibitor, the organisers reserve the right to restrict the frequency and/or cancel the presentation/demonstration.
If you require additional AV equipment for your stand, please complete the relevant form and return to EventPro Solutions.

**Contractor:** EventPro Solutions

**Tel:** +44 1827 250500  
**Website:** www.eventproav.co.uk  
**Email:** pthorpe@eventproav.co.uk

### 3.3 Catering

Levy Restaurants operate a stand catering delivery service for exhibitors. Stand orders can be made via the online service or the following contacts;

**Tel:** 020 7598 5709  
**Email:** Paulina.kaczor@compass-group.co.uk

[www.leiths.standdelivery.co.uk](http://www.leiths.standdelivery.co.uk)

### 3.4 Carpets/floor covering

The venue is carpeted however exhibitors have the option of ordering specific carpet colour or platforms from our event contractors.

If you require alternative flooring, please contact our stand contractors directly to discuss.

### 3.5 Contractor access

Details of all contractors should be passed to the event’s manager prior to the event build. If we do not have contractor details they may not be able to gain access to the venue. Vehicle passes must also be displayed in all vehicles wishing to load & unload from the venue.

Contractors will not be allowed into the hall during the open period of the show.

**Form:** Contractor access

### 3.6 Cleaning

It is your responsibility to maintain your stand in a clean condition at all times.

All stands within the exhibition hall will be cleaned overnight during the open period of the event at no additional charge to exhibitors. Please note that this does not include the cleaning of exhibits or other stand surfaces.

If you require enhanced cleaning services please contact Freeman Venue Services (FVS) Graham Shearsmith on 0207 598 5516

### 3.7 Children

Children under the age of 16 will not be granted permission to enter the exhibition hall from build-up to breakdown, inclusive of the open period. Security officers have instructions not to allow children under the age of 16 onsite.

### 3.8 Code of practice
Please ensure that your stand is staffed at all times during the open period of the exhibition and that all exhibits remain displayed during the open hours. In order that no discourtesy is shown to last minute visitors to the show or to any other exhibitors around you, the organisers ask that no dismantling of the displays or exhibits commence before 1700hrs or until visitors are clear of the exhibition hall on Tuesday 24th Jan 2017.

3.9 Customs clearance
Customs clearance of goods takes place at the port of entry. For further information please contact:

HM Customs and Excise Tel: 08450 109000
Advice Centre Web site: www.hmce.gov.uk Thomas Paine House
Angel Square
Torrens Street
London EC1V 1TA

You are advised to appoint a freight forwarding contractor who can arrange clearance on your behalf, as well as transport to and from Olympia Conference Centre and on-site lifting.

Event official freight

Jemima Broadley
SITE Event Logistics

Tel: + 44 203 178 5397
Mob: + 44 7825 183220
jemima@siteeventlogistics.com
www.siteeventlogistics.com

3.10 Deliveries
All deliveries must be made during tenancy hours 8am – 6pm on Tuesday 17th – Thursday 19th April and addressed to the following:

Your Company
Blockchain Expo
Organisers Office or Stand No
G-Gate, Blythe Road
Hammersmith Road
London
W14 8UX

All deliveries should be directed to the organiser’s offices. The venue cannot take responsibility for any deliveries. During event open hours, vehicles are not permitted to park on the perimeter road. Deliveries should be kept to a minimum at these times. If any deliveries needed to be made during the event arrangements should be made in advance with the event manager.

We have appointed SITE Event Logistics as our preferential freight company. If you have any freight requirements, please contact:

Jemima Broadley
SITE Event Logistics
No goods will be accepted into the venue before the event build-up period.

3.11 Dilapidations
Please remember that exhibitors are responsible for making good any damage caused to the fabric of the exhibition hall, by you, your agents or contractors. In your own interests, you should satisfy yourselves as to the condition of your stand site before build-up and during breakdown.

3.12 Electrical installations
The officially appointed exhibition contractor must carry out all electrical work within the exhibition hall. Requests for any additional electrical installations must be ordered through the main contractors ordering process.

The electrical supply will be switched off 30 minutes after the exhibition closes each evening.

Electrical installation regulations
1. 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.
2. Flexible cord is not permitted for stand wiring unless part of a purpose manufactured system and being fully in accordance with the appropriate B.S Standard.
3. Flexible leads for static appliances must not exceed 2m.
4. Extension leads are not permitted.
5. Socket adapters are not permitted.
6. 3 Pin 4 way multiplugs are permitted to a maximum of 1 per fixed socket outlet and rated at 500w maximum. The lead must not exceed 2m.
7. Stand switch-fuses must be accessible at all times.
8. Low voltage system transformers must have external fuses correctly rated for each fitting on the secondary site. Internal fuses and thermal type cut-outs are not acceptable.
9. Bare conductor catenary low voltage systems are not allowed.
10. Appliances must have been tested by competent persons before energising. The person bringing the equipment into the Exhibition Hall is responsible for the test being carried out.
11. Electrical Installations that do not comply with these Regulations will not be energised.

3.13 Exhibitor passes
All your staff will need to wear individual name badges during the show. You should register your exhibitor passes in advance.

3.14 Exhibition stand layout (Space only)
If you are having a space only stand, you are required to submit a stand layout along with a completed risk assessment form by 16th March 2018 to the organisers along with a full Construction Phase plan. The organisers will deal with any issues that may arise promptly so that your attendance at IoT Tech Expo is not adversely affected.

Deadline: 16th March 2018

3.15 Filming
If you are planning any filming or recording for television, radio, etc, at your event, please inform the event manager, who will supply you with the appropriate form.

Please note the following guidelines:

- During event open periods, only hand-held, battery-operated equipment may be used in the hall. Gangways must be clear of dollies, tripods, cables and any other accessories.
- Companies may use any filmed material of the interior, exterior and contents of the venue and may edit, record, televise, repeat filmed/recorded material, provided that the filmed/recorded material is not used in any way that might be to the detriment of the venue, its owner or the event, or that might bring them into disrepute.

If you would like to apply for filming at the event please contact Claire@sixdegs.com

3.16 First Aid
The medical centre is located behind the registration desks. Calls for emergency services should be directed to the venue emergency line 0207 598 2411, this can save vital time in ensuring that the emergency vehicle is directed to the correct location once on site.

3.17 Furniture
Thorns Exhibition Services has been appointed as the official furniture contractor, who can supply an extensive range of furniture for hire. Please contact them directly to request a catalogue or download information from their website.

All furniture will be delivered to your stand during build-up and will be left on your stand for when you arrive.

Mollie Richardson
Senior Sales Administrator
Direct Line: +44 208 275 6849
Main Line: +44 208 801 4445
Website: http://www.thorns.co.uk/
Brochure: http://www.thorns.co.uk/media/thorns-catalogue.pdf

3.18 Health & Safety
It is the responsibility of the exhibitor to ensure the health, safety and welfare of all employees, contractors and visitors as far as is reasonably practicable throughout your event.

It is recommended that the exhibitor appoint a supervisor for the stand, with the specific responsibility for ensuring the Health & Safety of their staff and any contractors appointed by the Exhibitor.

You are asked for the appointed person to read and sign the event health & safety declaration form and return it by the below deadline.

Below are the principal areas we would like to bring to your attention but will not be restricted to the following:

- The understanding of fire and emergency procedures and location of the first aid centre.
- The need to maintain emergency exits and keep gangways clear.
- Ensuring that good housekeeping is maintained in your work areas, thereby minimising risks and allowing any remaining hazards to be identified easily.
• Working at height must be carried out in a safe manner, using suitable equipment in the approved way, in accordance with current legislation.
• All powered access equipment shall only be operated by fully trained and certified personnel. Copies of training certificates must be available for inspection and anyone who cannot prove their competency may be asked to leave the venue.
• Only acceptable substances are allowed on site and full compliance with the COSHH regulations is required.
• All portable power equipment must be used only for the purpose for which it was designed and the correct safety guards and devices must be fitted and used. Trailing power leads must be kept to a minimum and not cross gangways. Petrol powered equipment must not be used.
• Personal protective equipment (PPE) must only be used where other protective measures have been considered unrealistic i.e. PPE is the last line of defence. PPE must be suitable and sufficient for the job and employees trained in its use and limitations. Please note that Olympia London recommends the use of hard hats and appropriate footwear on construction and dismantling of all structures.
• All contractors must be aware of the need to identify suitable and sufficient tools and equipment required for the job before coming on site. Borrowing of tools and equipment from Olympia London is not permitted.
• The consumption of alcohol is not permitted on the exhibition floor during the build-up and breakdown periods of the event.

This is not an exhaustive list, but identifies common issues.

Form: Health & Safety Declaration
Deadline: 6th April 2018

3.19 Insurance
Please ensure you have suitable insurance cover for the duration of the show. Insurance for fire, public liability and theft must be taken out by each exhibitor at its own expense. The insurance is to cover the full period of occupancy of the premises by the exhibitor, its agents and employees.

3.20 Literature
The distribution of leaflets and other promotional materials is confined to the stand area and is not permitted in the gangways or elsewhere in the exhibition venue, unless agreed with the organisers in writing prior to the opening of the show.

The organisers reserve the right to prohibit the display or distribution of advertising matter that could give rise to offence and to confiscate the supplies thereof for the duration of the event.

For further information regarding Marketing opportunities, please contact Sarah Wheeler on 01179 809023.

3.21 Organiser’s Office
If you would like to contact the organizers office please report to the ticket office located by the main entrance.

Prior to this time if you have any queries regarding your participation at the event please contact Claire Taylor on +44 117 908 09027 or claire@sixdegs.com.

3.22 Patent & Copyright
The exhibitor must make sure of Protection of Patent Rights for equipment or products displayed, following the legal regulations in force. These formalities must be made before exhibiting these products or equipment, as the organisers cannot be held responsible in this particular field. For further information, please contact:
3.23 Photography/Video recording
IoT Tech Expo will have an official photographer who will be present at the venue for the duration of the event. Exhibitors wishing to utilise the services of the official photographer should contact the press office. The exhibitor will be liable for all fees connected with any specific work carried out on their behalf.

IoT Tech Expo will have photographs/video recordings taken throughout the event and you are reminded that when signing your exhibitor contract you gave permission to be photographed, recorded and/or videotaped. These photographs, recording and/or video tapes will be used for public display and/or sale after the show.

3.24 Press & public relations
All PR activity must be approved by the marketing department. The contacts for the event are Mark Boyle (mark@sixdegs.com) or Emma Clapp (emma@sixdegs.com).

Tel: +44 (0) 117 980 9027

Please contact the marketing department with information regarding new products/services, VIP guests attending the show, or any other interesting information, which can be used to publicise the event.

3.25 Printing
Our preferred supplier for printing solutions is Insight Print Media. Insight Print Media provides innovative print solutions managing projects from the initial concept stage through to design, production and fulfillment. They boast an impressive range of clients including design agencies, event organizers, marketing agencies, brand owners and corporate businesses. Backed by a comprehensive portfolio we have print solutions to cover everything including: literature re-branding, events, interior branding and nationwide product launches.

If you have any print requirements for the event please contact Tom for a quotation

Get Some Insight
Email: tom@getsomeinsight.com
Tel: 01173 600 222

3.26 Rubbish
Olympia cleaning contractor will remove general waste from the event during build-up, open period and breakdown. The following are excluded from this service and must be removed from site by the contractor or exhibitor, otherwise charges will be incurred by the exhibitor for removal:

- Excessive waste including pallets, packaging and rubbish produced by exhibition stands (whether through working demonstrations, unpacking of exhibited items or otherwise)
- Abandoned stand fitting materials and equipment
- Hazardous waste. Hazardous waste is defined as follows:
- light bulbs and fluorescent tubes
- electrical equipment and fittings
- gloss and emulsion paint and their containers
- cooking oils and their containers
- aerosols; full or empty
- oils and lubricants
- oily rags (this includes rags for cleaning shell scheme)

If you require additional information please contact Freeman Venue Services (FVS) Graham Shearsmith contacted on 0207 598 5516

3.27  Risk assessment & method statement (space only stands)
All exhibitors must ensure that a competent person carries out a suitable and sufficient Risk Assessment of the significant risks to Health & Safety relating to their employees and/or any individuals involved in the undertakings during the event.

The organisers must receive a completed copy of this risk assessment, method statement & construction phase plan by the 16th March 2018.

3.28  Security
A security contractor has been appointed and will be responsible for securing the exhibition area as well as undertaking random bag searches. Encore Media Group and Olympia assume no responsibility for loss, damage or theft incurred to any exhibit or property of the exhibitor.

If you require static guards on your stand, please contact Claire Taylor on (0)117 908 9027 claire@sixdegs.com.

Please do not leave valuables unattended on your stand at any time, especially during breakdown.

3.29  Storage facilities
There will be no permanent storage facilities provided in the exhibition hall and all items required by exhibitors will need to be stored on the exhibitors’ stand.

Please do not store anything behind your stand. Fire regulations require that any items found outside your stand will be removed, as they will be deemed a fire hazard. Packing case must be removed from the exhibition hall. You should therefore make prior arrangements for the safekeeping of such items.

Please note that Encore Media Group or Olympia will not accept responsibility for items left behind at the end of the show. If items are left without the organiser’s approval, you may be charged for the disposal of the item(s).

3.30  Telephone lines/fax/internet
If you require any IT services for your stand (including cable internet connection), please contact our provider:

eForce
www.eforce.co.uk

Tel: 0207 598 2400
Email: sales@eforce.co.uk

Form:  IT & Internet order form