

【下記は2018年の例です。実際のスケジュールとは異なりますので、ご注意ください。

2019年は3月12日（火）から14日（木）開催のため、1か月程度前倒しになります

開催日 2018年4月10日から12日 9:00～18:30、最終日は17:00閉場  
搬入日 4月8日8:00以降  
搬出日 4月12日22:00まで

3月中旬までに、搬入関係の予約をすませること。遅れると超過料金がかかる。
ロンドンブックフェアの指定業者International Lifting and Shipping service (ILS) に依頼すると、個々のブースに届けてくれる。
※独自で業者を頼んだ場合は、車のナンバーの登録、運転者の名前の登録、駐車場の確保、運転者用パスの取得等が必要。3月初めまで。
開催日当日の30分前までには搬入をすませること、開始30分以降、開場中は、トロリー（カート・台車）の使用は禁止。

#### 撤収

最終日・閉場（17:00）以降に、片付けを開始すること。 トロリーの使用、大きなパッキングアイテムは、閉場後30分を経過後に使用可能。
指定業者（ILS）に依頼するとスタンドに箱を届けてくれる。出展社がパッキングし、ラベル貼りをした準備済の箱を、ILSが回収する。
4月12日（LBF最終日）の22:00までに全ての搬出、展示の撤去を済ませること。残っているものはごみとして扱われる。

次頁、前回の輸送についてのご案内です。変更の可能性もありますが、大まかな流れについてご確認いただくと幸いです。（日付は2019年とは異なります）

## 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.



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### 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](http://www.olympia.co.uk/traffic)

Once logged in select the show that you are exhibiting at and state if you are an exhibitor or 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.

I L S  
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](mailto:jl@i-l-s.co.uk)  
Website: [www.ilsh.co.uk](http://www.ilsh.co.uk)

website: [www.ils-co.uk](http://www.ils-co.uk)

Please note that the deadline for freight and lifting orders is the 16<sup>th</sup> 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 6<sup>th</sup> 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

## 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](#).