

# TOY FAIR 2024 BUILD/OPEN/BREAK SCHEDULE

## BUILD-UP

### 1. SELF- BUILD (SPACE-ONLY) STANDS

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

[www.olympia.co.uk/traffic](http://www.olympia.co.uk/traffic) (Open from 14th December 2023)

#### BUILD-UP

Fri 19th Jan	8am-8pm (STAND BUILD ONLY, <b>NO PRODUCT IN TODAY</b> )
Sat 20th Jan	8am-6pm
Sun 21st Jan	8am-6pm
Mon 22nd Jan	8am-10pm (STAND DRESSING ONLY)

**PLEASE NOTE THERE IS NO WORKING OUTSIDE OF THESE HOURS**

#### **NB: Stand/Product Security**

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

### 2. SHELL SCHEME STANDS

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

[www.olympia.co.uk/traffic](http://www.olympia.co.uk/traffic) (Open from 14<sup>th</sup> December 2023)

#### BUILD-UP

Sun 21st Jan	8am-6pm
Mon 22nd Jan	8am-10pm

**PLEASE NOTE THERE IS NO WORKING OUTSIDE OF THESE HOURS**

#### **NB: Stand/Product Security**

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

### **3. GREENHOUSE STANDS**

**Mon 22nd Jan            8am-10pm**

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

### **OPEN PERIOD**

**PLEASE NOTE VISITORS WILL BE ALLOWED IN FROM 08.45 EACH MORNING**

**Tues 23rd Jan                    9am-6pm (Exhibitor access from 7.30am)**

**Weds 24th Jan                   9am-6pm (Exhibitor access from 8am)**

**Thurs 25th Jan                   9am-4.30pm (Exhibitor access from 8am)**

**PLEASE ENSURE YOU LEAVE THE HALLS BY 6.30pm ON EACH OPEN EVENING  
(Tues/Weds)**

### **BREAK DOWN**

**Thurs 25th Jan            5pm- 11pm (Please wait for halls to be clear of visitors)**

**Fri 26th Jan                8am-10pm**

Please allow ½ hour for visitors to leave the halls before packing up. Your packing cases will not be available before this time. **Breakdown will not commence until 5pm** or before it is called over the tannoy.

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

**Shell Scheme/Greenhouse Exhibitors:** *Please ensure all shell and economy stands are cleared by 11pm on Thursday 25th January. Please contact the organisers if this is an issue for you. Anything left in the halls after this time will incur costs per hour until the halls are cleared. All dilapidations will be charged to the exhibitor.*

**Space-Only stands:** *Please ensure all halls are cleared by 10pm on Friday 26th January. NB: Anything left in the halls after this time will incur costs per hour until the halls are cleared. All dilapidations will be charged to the exhibitor, as will the disposal of excess stand materials, rubbish, and any carpet, including tape/tape residue.*