



HOTELYMPIA

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THE FUTURE OF HOSPITALITY  
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# OPERATIONS TOP TIPS

INTRODUCING



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# Operations Tip No 1

## Use The Operations Manual

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INTERIORS  
& TABLEWARE  
SHOW

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Hi,

Useful Links

Activity List

Progress



- Welcome
- Exhibition Timetable
- Official Suppliers & Useful Contacts
- Health & Safety Information
- Electrical Information
- Stand Type Information
- A – Z General Information
- Compulsory Forms** ←
- Optional Forms
- Proceed to Checkout

Welcome to the Hotelympia 2018 Operations Manual

This Operations Manual is here to help you organise your stand.

Please take time to look over the **Compulsory and Optional Forms** as this summarises what information you need to send to whom, by which date. This checklist down the left hand side is very important as some external suppliers will add on surcharges for late orders.

If you have any queries please contact:

Shell Scheme Exhibitors - [Clare O'Keefe](#)  
Space Only Exhibitors - [Kayleigh Williams](#)

We look forward to working with you towards a successful Hotelympia 2018.

EXHIBITION TEAM

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**Commercial Manager**  
**The Interiors & Tableware Show**

**Commercial Executive**  
**The Food Service Show**



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# Operations Tip No 2

Check the wattage of your equipment and do not overload your sockets

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# Operations Tip No 3

Complete your Health and  
Safety Declaration and  
Exhibiting Company Risk  
Assessment

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# Operations Tip No 4

Check your contractor  
knows their  
responsibilities under  
CDM

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[www.cdm4events.org.uk](http://www.cdm4events.org.uk)

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Show



THE  
FOODSERVICE  
SHOW



HOSPITALITY  
TECH SHOW



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# Operations Tip No 5

You will need a Hi Vis  
Jacket to be on the  
Lorryway

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# Operations Tip No 6

Wear suitable footwear – no high heels or open toe shoes

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# Operations Tip No 7

Use a ladder or step  
ladder safely

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[www.stop-the-drop.co.uk](http://www.stop-the-drop.co.uk)

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# Operations Tip No 8

## Sampling / Food Safety and Stand Hospitality

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# Operations Tip No 9

## Use ILS – International Lifting & Shipping

- Easy Life Service
- Courier Reception
- Forklift
- Empty Crate Storage

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# Finally Tip No 10

Read our emails

Call us

Email us

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