

CLS LTD

EVENT GUIDE - LOGISTICS



WE ARE EXPO.

EVENT INFORMATION

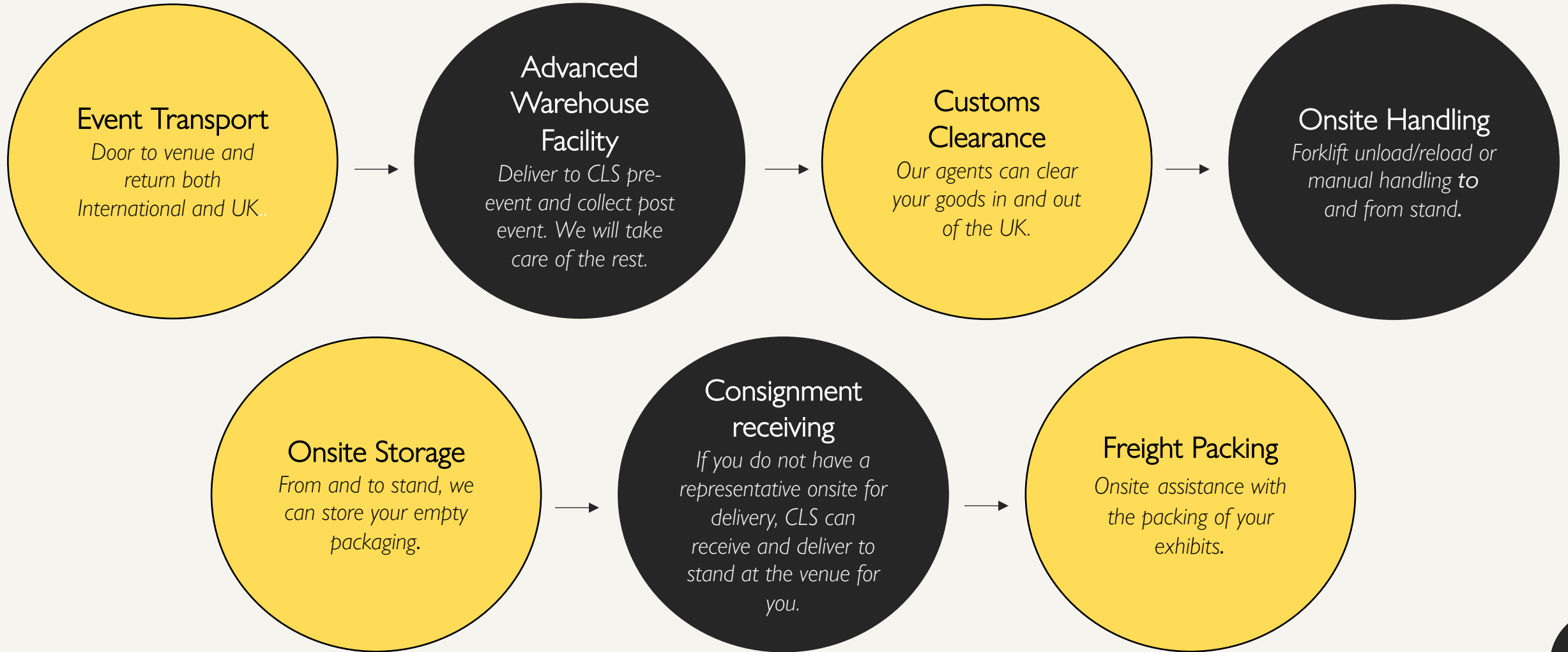
EVENT NAME	LONDON TECH WEEK 2026
VENUE	Olympia London Grand Hall & National Ground Olympia Way London W14 8UX
EVENT BUILD DATES	5 th – 7 th June 2026
EVENT OPEN DATES	8 th – 10 th June 2026
EVENT BREAKDOWN	10 th - 11 th June 2026

CLS CONTACT	Paul Attwood
EMAIL	paul.attwood@clsexpo.com
TELEPHONE	+44 (0)7908559228

LONDON TECH WEEK

****Please refer to the exhibitor manual for access times relevant to you****

CLS SERVICES

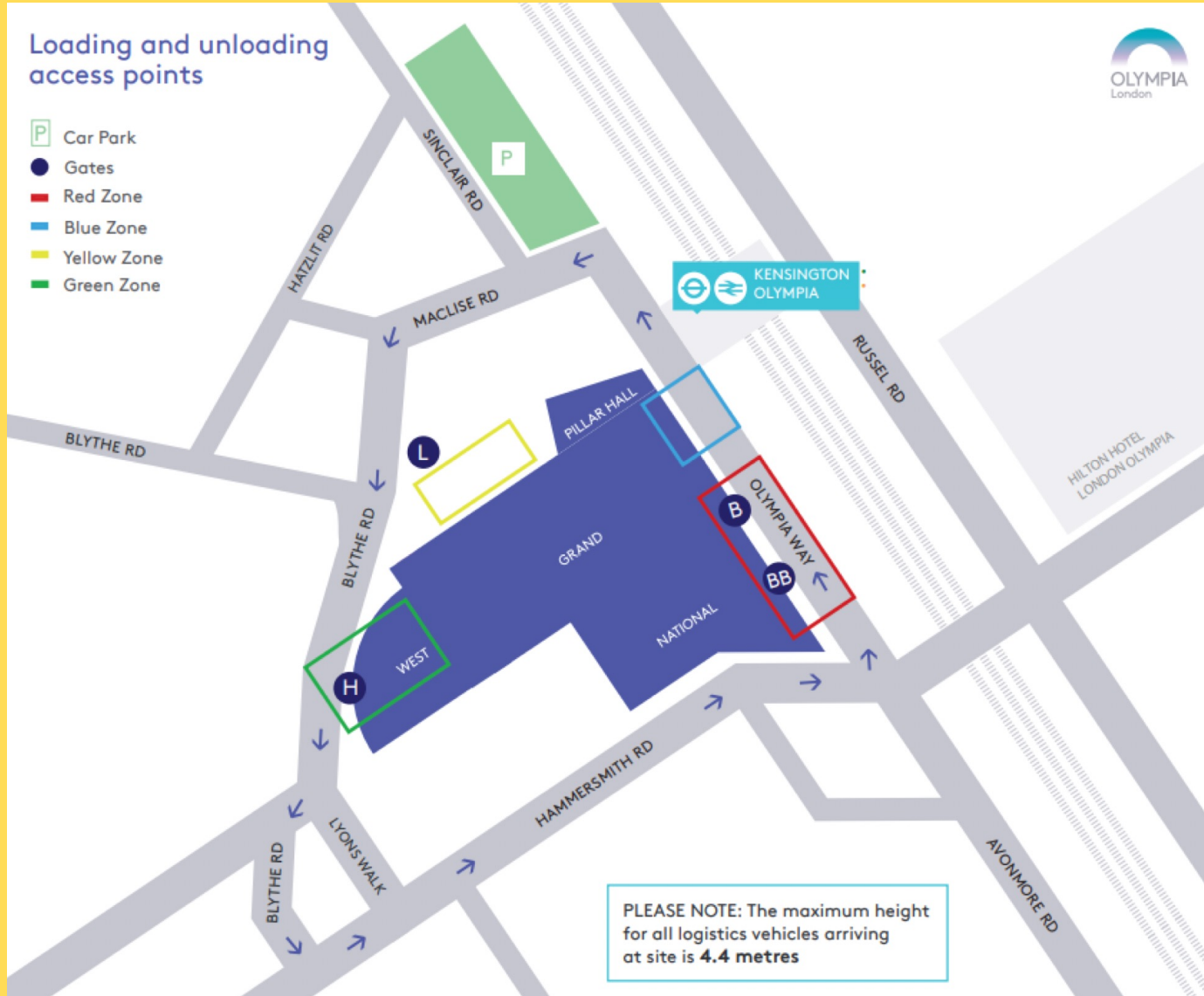


CONSIGNMENT INSTRUCTIONS

INT EXHIBITORS	UK EXHIBITORS	DIRECT DELIVERY (INT + UK EXHIBITORS)
For delivery to the advanced warehouse please consign to:	For delivery to the advanced warehouse please consign to:	For deliveries direct to the venue during official build dates/time:
CLS LTD (Broughsons) Unit 52 Hemming Road Washford Industrial Estate Redditch B98 0EA Stand Name: Stand Number: Opening times: 9am-4pm Mon/Fri	CLS LTD (Broughsons) Unit 52 Hemming Road Washford Industrial Estate Redditch B98 0EA Stand Name: Stand Number: Opening times: 9am-4pm Mon/Fri	LONDON TECH WEEK 2024 Grand Hall & National Ground Floor Olympia London Olympia Way W14 8UX **For more information please see page 4** Stand Name: Stand Number:
Receiving deadline: 5 working days prior to the event build date (late arrival will incur additional charges)	Receiving deadline: 3 working days prior to the event build date (late arrival will incur additional charges)	Please notify CLS should you require onsite receiving or onsite lifting and handling services.
Please ensure notification is sent to CLS prior to delivery, without notification or correct labelling your goods may be refused	Please ensure notification is sent to CLS prior to delivery, without notification or correct labelling your goods may be refused.	Freight cannot be delivered prior to the event build dates and must be collected by the end of breakdown.

Labelling: please create your own label of which must include the event name, stand name, stand number and a piece count (1 of 3, 2 of 3, 3 of 3 for example)

OLYMPIA LONDON



ARRIVING AT OLYMPIA LOADING BAY

It is compulsory that you have booked into the Olympia Traffic System prior to arriving onsite otherwise your vehicle will not be permitted access into the loading bays. If you are booked with CLS for transport we will take care of this for you.

Please approach Olympia London via Olympia Way, off Hammersmith Road. Marshals will direct you to the appropriate area.

To book in your vehicle please sign up to Olympia voyage control using the below link

<https://voyagecontrol.com/olympialondon>

Thank you!

CUSTOMS INFORMATION

TEMPORARY IMPORT

CLS strongly recommend an ATA Carnet for temporary importation, this process will allow your freight to have free reign in and out of the United Kingdom for a period of (12) months or until expiry of the Carnet. If sending giveaway item's they cannot be imported temporarily and must not be added to your ATA Carnet, a separate permanent import is required for this. To arrange an ATA Carnet please speak with your local chambers of commerce to arrange or contact CLS who can advise. CLS do not offer a BOND for temporary import/export.

PERMANENT IMPORT

This is for items that will remain in the United Kingdom, import duty and Value Added Tax (VAT) will apply. CLS can act as the UK importer on your behalf or arrange the importation into the UK (fees apply) please note it's the sender's responsibility to ensure all fees are paid to customs prior to clearance and the correct/accurate documentation is submitted (see below).

DOCUMENTATION

Should you require CLS to handle or act as the UK importer on your behalf please advise prior to sending your items and supply a full commercial invoice to info@clsexpo.com please ensure your commercial invoice has the following information:

- Full description of items (serial numbers alone will not be accepted) including number of units, value per unit and total value
- HS Number/Commodity code (for info visit <https://www.gov.uk/trade-tariff>) please ensure all items have this and their country of origin.
- Piece count, Net and Gross weight per commodity, Dimensions required per box/pallet etc.
- Highlight on invoice the reason for import including event name and dates.

For additional information please do get in touch,
our experienced team are on hand and we look
forward to supporting you at LONDON TECH
WEEK 2026!

