



cruisingshow.com

BIRMINGHAM - NEC EXHIBITORS INFORMATION PACK

10th & 11th September 2016 Hall 7, NEC, BIRMINGHAM

COMPANY.....

.....

SUMMARY OF ACCESS/ BUILD UP/ BREAKDOWN TIMES

CRUISE SHOW, NEC, HALL 7.

BUILD UP

Thursday 8 th September 08.00 – 17:00	Access for space only stands via a Vehicle Entry door At the rear of the hall
Friday 9 th September 08.00 - 22.00	Access for space only and shell scheme stands via a Vehicle Entry door at the rear of the hall, shell scheme stands will be built & ready for interior treatment by 12.00 noon.

DELIVERIES DURING THE SHOW

On the Saturday and Sunday exhibitors can access the building from 08.00 via the front doors and for deliveries from 08.00 until 09.00 or 17.00 until 18.00 at a VE door at the rear of the hall.

SHOW OPEN HOURS FOR PUBLIC

Saturday 10 th September	10.00 – 17.00
Sunday 11 th September	10.00 – 16.00

BREAKDOWN

Sunday 11 th September	16.15 – 22.00
-----------------------------------	---------------

Organisers

Escape Events Ltd, Lower Dane, Hartlip, Kent, ME9 7TE UK Tel: +44 (0) 1795 844400 Fax: +44 (0) 1795 844862

CONTENTS

AGENDA–CONSTRUCTION	INSURANCE
AISLES	INTERNET & DATA SERVICES / TELEPHONE
ANIMALS	LOGISTICS/ LIFTING
BANKS	LOST PROPERTY
BOX OFFICE/ADVANCE TICKETS	MUSIC LICENCES
BREAKDOWN	NAKED FLAMES
BUSINESS CENTRE FACILITIES	NIGHT SCREENS
CAR PARKING	OPEN HOURS
CARPETING	ORGANISERS OFFICE DURING SHOW
CATERING	PRESS, PR & MARKETING ENQUIRIES
CASH POINT	PRESS OFFICE DURING SHOW
CLOAKROOM	PUBLIC ADDRESS SYSTEM
COMPLETION OF THE TENANCY	REMOVAL OF EXHIBITS
CONTRACTOR PASSES	RESTAURANT/CATERING FACILITIES
DELIVERIES DURING THE SHOW	SECURITY
DELIVERY OF EXHIBITS	SHOW GUIDE
DILAPIDATIONS & CHARGES	SPECIAL EFFECTS
DISABLED FACILITIES	SPECIAL TREATMENTS
ELECTRICAL SERVICES	SPECIAL/VEHICLE EXHIBITS
ELECTRICAL REGULATIONS	SMOKING POLICY
EMERGENCY PROCEDURES – EXHIBITORS	STAND/SHOW CLEANING
EXHIBITOR LISTING	STAND CONSTRUCTION
EXHIBITORS' PASSES	STANDS - SPACE ONLY SITES
FIRE & SAFETY REGULATIONS	STANDS - SHELL SCHEME
FIRE EXTINGUISHERS AND FLAMMABLES	STORAGE OF EQUIPMENT
FIRST AID	TELEPHONES, ISDN LINES & INTERNET
FIXING OF GRAPHICS/PHOTOS	TRANSPORT AND TRAVEL
FOOD AND DRINK SAMPLING	VEHICLE PASSES
FLORAL DECORATIONS	VENUE ADDRESS
FURNITURE SERVICES	WASTE & RECYCLING
GENERAL ENQUIRIES	WATER FEATURES
GRAPHICS	WASTE DISPOSAL
HEALTH & SAFETY	WATER, WASTE & COMPRESSED AIR
HOTEL ACCOMMODATION	WIFI AND INTERNET ACCESS

ORDER FORM CHECKLIST

Order forms to be returned to Escape Events ASAP

1. Exhibitors Passes Order Form
2. Health & Safety Declaration
3. Show Guide Advertisement
4. Stand Build Height (**Space Only Stands**)
5. Stand Contractor (**Space Only Stands**)

Orders to be returned to contractors ASAP

1. Blitz Communications
2. Electrics and Lighting Order Form (Freeman)
3. Furniture & Floor Covering (Freeman)
4. Flowers and Planting (Freeman)
5. Hotel Accommodation (Event Express)
6. Insurance (Hiscox)
7. Mobile card terminal (123 Hire)
8. Shell Scheme Extras (Freeman)
9. Shell Scheme Fascia Name Board (Freeman)
10. Logistics (NCSevents)
11. Internet (Event IT)

CONTRACTORS CONTACT DETAILS

Audio Visual

Blitz Communications
Tel: +44 (0) 20 8327 1002
E-mail: exhibitions@blitzcommunications.co.uk

Electrics

Freeman UK
Tel: +44 (0) 2477 601 601
E-mail: EMEA.ExhibitorServices@freemanco.com

Catering/Stand Catering

The NEC Birmingham
B40 1NT
E-mail: eventorders@thenec.co.uk
Tel: +44 (0) 844 338 8338
Fax: +44 (0) 844 581 1434

Floor Covering

Freeman UK
Tel: +44 (0) 2476 309 236
E-mail: EMEA.ExhibitorServices@freemanco.com

Furniture/ Floral

Freeman UK
Tel: +44 (0) 2476 309 236
E-mail: EMEA.ExhibitorServices@freemanco.com

Hotel Accommodation

Event Express
Tel: +44 (0) 1905 732737
E-mail: reservations@eventexpressuk.com

Insurance

Hiscox
Tel: +44 (0) 1206 773 940
Web: www.hiscox.co.uk

Mobile Card Terminal

123 Hire
Tel: +44 (0) 800 54 23 123
Fax: +44 (0) 800 54 27 123
E-mail: hire@123send.net

Shell Scheme

Freeman UK
Tel: +44 (0) 2476 309 236
E-mail: EMEA.ExhibitorServices@freemanco.com

Organisers

Escape Events Ltd
Lower Dane
Hartlip
Kent
ME9 7TE UK
Tel: +44 (0) 1795 844400
Fax: +44 (0) 1795 844862

Contacts:

General enquiries/ stand sales: Mary Briggs
E-mail: mary@escapeevents.co.uk

Sponsorship / stand sales: Chris Erasmus
E-mail: chris@escapeevents.co.uk

Marketing & Public Relations

Escape Events Ltd
Lower Dane
Hartlip
Kent
ME9 7TE

Contact: Madeleine Bayliss

E-mail: Madeleine@escapeevents.co.uk
Tel: +44 (0)1795 844400
Fax: +44 (0)1795 844862

Signage/Graphics

Freeman UK
Tel: +44 (0) 2476 309 236
E-mail: EMEA.ExhibitorServices@freemanco.com

Telephones/Internet

Event IT
The NEC Birmingham
B40 1NT
T: +44 (0) 844 338 8338
F: +44 (0) 844 581 1434
Int: +44 (0) 121 767 2357
E Mail: eventorders@thenec.co.uk

Venue Address

The NEC
Birmingham
B40 1NT

Tel: + 44 (0) 121 780 4141
Web: www.thenec.co.uk

Water, Waste, Gas & Air

Please contact the organisers

ALCOHOL

If you intend to supply alcohol on your stand at the show please contact the organisers for guidelines on quantities allowed. Tel: 01795 844400 Email: mary@escapeevents.co.uk

AGENDA – CONSTRUCTION

Build up for space only stands will begin at 08.00 on Thursday 8th September until 17:00 and for shell scheme stands your stand will be ready for dressing at 12 noon on Friday 9th stands must be completed by 22.00 on Friday 9th September (For health and safety reasons no under 16's are allowed on site during build up or breakdown). Any deliveries on Saturday 10th September must be completed by 09.00am.

AISLES

All aisles at the exhibition must remain unobstructed and accessible at all times. No part of your stand, furniture, exhibits or displays will be allowed to project beyond the boundary of your stand at any time. Exhibitors should only work within the confines of their stand area. No doors or windows shall open outwards onto an aisle. Bridging of stands over aisles will not be allowed. Carpeting across gangways will not be permitted. Freedom of all main and cross gangways is essential for the build-up and breakdown of the exhibition. These gangways should remain as free as possible from any sort of equipment or materials during these periods. Additionally, emergency aisles will be in operation during the build-up and breakdown. We shall issue full information prior to the show.

ANIMALS

Under no circumstances may live animals be used as a stand attraction or demonstration at this event.

BANKS

There is a NatWest Bank situated by Hall 4 in the Piazza. This is open Monday to Friday 09:00-16:30hrs (Wednesday 09:30-16:30hrs).

BOX OFFICE/ADVANCE TICKETS

Tickets on the door are £10.00 although tickets may be purchased in advance at the cost of £6.00 by telephone on 0871 620 4024 (calls cost 10p per minute + network extras) or online at www.cruisingshow.co.uk

BREAKDOWN

Sunday 11th September

16.15 – 22.00 Removal of valuable and portable items begins. **On no account may stands be broken down before 16.15.** All exhibits and stands must be removed from the building on Sunday 11th September by 22.00. **No goods may be stored overnight. Any goods left will be disposed of accordingly.**

BUSINESS CENTRE FACILITIES

The Visitor & Business Centres offer a range of services, from information to business centre services. Located near to Hall 5, and by Hall 9 in the Atrium. DHL services are also available. Opening times are dependant on site activity.

CAR PARKING

Car parking is available at the NEC. One vehicle pass per exhibitor will be issued with your exhibitor passes. If additional parking is required the cost will be £12 per vehicle per day, to guarantee the £12 per day it is as well to pre book. Lorry parking is free in the assigned lorry park, Cruise Show will be sign posted on the NEC electronic signage.

Exhibitor Advantage parking is now available see the link for more information

www.thenec.co.uk/exhibitoradvantage

CARPETING

The hall is carpeted throughout. If you wish to change the floor covering on your stand this can be done with approved tape. Contact Freeman UK. Tel: +44 (0) 2476 309 236 E-mail: EMEA.ExhibitorServices@freemanco.com

CASH POINTS

Cash points are located inside and outside the Natwest Bank by Hall 4. There are also other portable cash machines in the Atrium; there is a charge for using these machines. They are located in various locations around the Atrium.

CATERING

For all private hospitality and stand catering requirements please contact Food To You.

Tel: +44 (0) 844 3388 338 or email: eventorders@thenec.co.uk

CLOAKROOM

There are staffed cloakrooms adjacent to all halls when shows are on. Bags coats and luggage can be stored for £1 per item per day. Overnight storage is not possible at The NEC. Cloakrooms are open half an hour before show open and close half an hour after show finishes or until no items remain. Items left in the cloakroom after this time will be taken to the nearest Security Office on the Atrium, by Hall 6 or call 0121 767 2595

COMPLETION OF THE TENANCY

It is the responsibility of the Exhibitor to ensure all exhibits, stand materials, and other items relating to their stand at the exhibition are removed by completion of tenancy. The organiser and The NEC accepts no responsibility for anything left on the premises and has no storage facilities for late collections. Any exhibitor contravening this regulation will be charged according to the disruption caused.

CONTRACTOR'S PASSES

All contractors should be supplied with contractor's passes by the organiser and these must be worn at all times during the build and breakdown periods. No pass, no access.

DELIVERIES DURING THE SHOW

On the Saturday and Sunday exhibitors can access the hall from 08.00 via the main entrance. For deliveries from 08.00 until 09.00 or 17.00 until 18.00, access via the Vehicle Entry doors to the rear of the hall is via the lorry park. **No deliveries are allowed during open period to the public.**

DELIVERY OF EXHIBITS

All vehicles will be directed to the lorry park, marshals will then direct you to a VE door at the rear of the hall when space is available, the VE door will be used for all deliveries. Exhibits should not be sent to the NEC until your stand is ready to receive them. All goods must be marked:

Exhibitor's name, stand number and contact
The Cruise Show
The NEC
Hall 7
Birmingham
B40 1NT

A representative must be on site to receive the goods, as it is impossible for the Organisers or The NEC to accept delivery on the Exhibitor's behalf. Exhibitors should note that the licence granted for the exhibition prohibits delivery and movement of goods during the hours that the exhibition is open to the public. Please make sure you make your own arrangements for trolleys etc, they are not available for hire on site.

Vehicles entering and leaving the Loading Bay will be under the overall control of the traffic marshals.

To avoid congestion, Exhibitors must off-load or load their vehicles and remove them within 45 minutes. It is possible that a deposit of £50 may be required during this time; this will be dealt with on site on the day.

For the benefit of all users, waiting time in these areas is limited and all drivers must take heed of the Traffic Marshal's instructions. No vehicles are permitted in the Loading Bay overnight.

NOTE: The entrance foyer must not be used at any time for the delivery and/or collection of exhibits

A VE door at the rear of the hall will be operational during the following times:

Thursday 8 th September	08.00 – 17.00
Friday 9 th September	08.00 – 22.00
Saturday 10 th September	08.00 – 09.00 & 17.00 – 18.00
Sunday 11 th September	08.00 – 09.00 & 16.15 – 22.00 (Breakdown)

DILAPIDATIONS & CHARGES

The Organisers will pass on any charges to the exhibitor for damage to the exhibition halls, caused by exhibitors, their staff, contractors and agents. This includes the charge for damage to the hall carpet, the removal of any building rubbish left behind and any damage in anyway to the venue i.e. walls, floor etc. Please remember that you are responsible for making good any damage caused to the fabric of the Exhibition buildings by you, your agents or contractors. In your own interests you should satisfy yourselves as to the condition of your stand site before the building of your stand and after its clearance. Charges may also apply for excess waste, which is described as more than 2 boxes of literature, stand fitting materials, pallets, material packaging and quantities of unsold stock or 'give-aways'.

DISABLED FACILITIES

Please follow the link www.thenec.co.uk/planningavisit/disabledvisitors to our website to find information on access and parking, toilets, hearing assistance, medical facilities, mobility equipment hire and dedicated ticket lines.

If you have any queries or need assistance during your visit, please contact any member of NEC staff or the Organisers office.

ELECTRICAL SERVICES

The Organisers have arranged special terms and charges with Freeman UK Tel: +44 (0) 2476 309236 for the hire and installation of electrical fittings. The official order form is at the rear of this manual. One copy is to be sent direct to the contractor and the other retained by the Exhibitor. The correct rates and terms are set out on the order form. Exhibitors requiring light or power on 24-hour mains supply or who experience difficulty of any kind with the electrical supply should contact the Organisers' Office. In the event of electrical failure, exhibitors must report the matter to the Organisers' Office.

ELECTRICAL REGULATIONS

These regulations are subject to revision or addition at any time and details of any revisions and/or additions can be obtained from the Organisers.

All electrical installations on stands, features, displays or exhibits shall comply with the following:

-The Local Authorities and applicable acts.

-Institution of Electrical Engineers BS7671: 1992 - The current edition of the "Regulations for Electrical Installations" issued by the Institution of Electrical Engineers with any amendments thereto.

-Special Requirements - Any special requirements of the Authorities and the Company.

-Health and Safety at Work Act 1974. Electricity at Work Regulations 1989.

-"The Exhibition Venue Association" Regulations for Stand Electrical Installations".

-The current edition of the Regulations for Places of Public Entertainment and also with the current edition of the Regulations for Electrical Installations published by the Institution of Electrical Engineers and with regard to any future change in regulations or requirements in premises licensed for Public Entertainment and the Electricity at Work Regulations 1989.

Exhibitors/Contractors are permitted to use their own prefabricated electrical system providing that they have been pre-wired by a competent electrician and that it complies with the Exhibition Venues Association – Regulations for Stand Electrical Installations.

If it is your intention to bring your own prefabricated electrical system for your stand, you must have written confirmation from the company who completed the work that it complies with the above. You will be asked by the on-site exhibition health and safety officer for proof of this compliance. If you do not have this with you on-site, power will not be switched onto your stand. A copy of your public liability insurance will also be required for such systems. Subject to Licensing Authority approval, temporary electrical supplies may be provided subject to compliance with the Licensing Authority's Rules of Management and the IEE Regulations. Such installation shall not be provided for a longer period than one month.

Electric supply will not be provided to any installation which does not comply with these regulations or requirements.

- Lighting circuits must not exceed 1,000 watts.
- Flexible cable must not be used for stand wiring.
- All electrical wiring under floors must be protected by heavy gauge PVC or metal tube.
- All electrical wiring below 2.8 metres must be protected in PVC or metal tube,
- Lighting circuits must not be looped or connected to power circuits.
- All sockets must be 13 amp metal switch sockets.
- Main switches and distribution must be metal clad.
- Switch gear must be fused or circuit breaker on the phase conductors and solid neutral.
- All transformers shall be fused on primary and secondary side.
- All electrical equipment and exhibits must be guarded as to prevent risk or injury to persons.
- Only one flexible cable to be connected to a plug top, and all flexible cable to be kept to a minimum and not to exceed 2 metres.
- Only one multi-plug adaptor may be connected to each installed socket outlet.
- Multi-plug adaptors will not be used to feed other multi-plug adaptors.
- All neon signs below 2.5 metres must be enclosed in a metal case with suitable transparent front and controlled by an approved pattern "Fireman's Emergency Switch".

EMERGENCY PROCEDURES - EXHIBITORS

Every day, half an hour before opening, the emergency public address test will be broadcast. In the event of an emergency the following message will be broadcast at half—minute intervals. "Attention please. Staff call 100". This message is followed by continuous chimes. Your team should immediately inspect the area for suspicious items. If anything is discovered please don't touch the article but inform The NEC Security Control Room on 0121 767 2595 or internal ext 76666. The "Staff call 100" - announcement is a warning that it may be necessary to clear the building. If there is no danger the following message will be broadcast "Attention please. Cancel staff call 100". You must ensure that your team is properly aware of these protocols and they don't reveal the meaning of staff calls to the public as this might cause unnecessary panic.

All Exhibitors must be aware of The NEC's Fire Safety information and all staff briefed accordingly. The NEC will brief all Security staff during build-up. The Event Manager will carry out routine fire checks prior to show opening to ensure all gangways and exits are clear and continue to monitor throughout the show.

FIRE

Fire emergencies should be reported immediately to 0121 767 3333, or alternatively directly to the Control Room on ext 73333 from an internal phone.

BOMB THREAT

If a bomb threat is received on your stand, please obtain as many details as possible and then inform The NEC Control Centre by telephoning 0121 767 6666 or internal 76666. If anything is discovered please don't touch the article but inform The NEC Security Control Room on 0121 767 6666 or internal 76666.

- You should then:
- a) Immediately search your stand discreetly and thoroughly,
 - b) DO NOT TOUCH or disturb any suspicious objects found,
 - c) Whether or not a suspicious object is discovered please update the NEC Control Centre and the Show Organisers Office of your search
 - d) Mobile phones are not to be used throughout this procedure.

Nothing should be said to visitors or other exhibitors until specific instructions are issued.

EVACUATION

If it becomes necessary to evacuate the building, the following message will be broadcast: "Attention please, attention please, this is an emergency announcement. Circumstances make it necessary for everyone to leave the building. Please make your way calmly to the nearest exit". If evacuation is necessary, everyone must leave the building for their own safety. Once outside please follow the instructions of Venue staff who will direct you to the nearest assembly area.

MEDICAL EMERGENCIES

In the event of a medical emergency telephone (external) please call 0121 767 2222 or 2222 from an internal phone. Please give the exact location of the casualty and details of the injuries or medical problem.

EXHIBITOR'S PASSES

The Organisers will supply Exhibitors with passes in limited quantities.

Passes must only be used by bona fide stand assistants and essential employees, and Exhibitors shall be responsible for ensuring that these passes - which are NOT transferable - are only used by the persons nominated. **(Please see booking form at the back of the manual.)**

FOOD

If you intend to supply food on your stand at the show please contact the organisers for guidelines on quantities allowed. Tel: 01795 844400 Email: mary@escapeevents.co.uk

FIRE & SAFETY REGULATIONS

Any goods attached to your stand (other than exhibits) will constitute part of your stand and will be subject to these regulations.

TIMBER USED IN STAND CONSTRUCTION AND DISPLAYS

All timber under 1" thick (except for MDF which has non minimal thickness) must be impregnated (pressure process to CLASS 1 standard).

Boards, plywood, chipboard etc must be treated in the same way if they are under 3/4" thick - timber over 1" thick need not be treated. Treated boards will have BS 476 – Part 7 – Class 1 marked on them.

PLASTICS

Plastics must conform to BS 476 – part 7 – CLASS 1 fire regulations.

FABRICS USED IN DISPLAYS

Textiles fabrics used for interior display purposes on the stand must be flame proofed or purchased already treated by use of the approved chemicals, in accordance with BS 5438/BS 5852. Certain fabrics need not to be proofed i.e. wool, twill or felt. Textile fabrics used for interior decorative purposes within stands must be fixed taut and/or in tight pleats (not draped) to a solid background and secured 3" above floor level, not touching light fittings.

STAND DRESSING

Artificial plants and flowers are combustible and give off toxic fumes. These must not be used for stand dressing. Silk type flowers are acceptable providing they have been fire proofed to BS 476 (part 7) and are marked as such. Cellulose paints are flammable and must not be used as stand dressing.

FLOORING

Exhibitors own carpets or other floor coverings must be with approved tape and must not be tacked, glued or nailed directly into the venue carpet. Any questions please contact Freeman +44 (0) 2476 309 236 or E-mail: EMEA.ExhibitorServices@freemanco.com

LIQUIFIED PETROLEUM GASES (PROPANE, BUTANE ETC)

Any exhibitor wishing to use gases please call the organisers, Escape Events Ltd on 01795 844400 or email mary@escapeevents.co.uk for guidelines and assistance.

GANGWAYS

The gangways used in this venue are MINIMUM permissible in law. Under no circumstances will exhibits, stand dressings, tables and chairs etc. be allowed to encroach into gangways. Please keep your exhibits inside your stand at all times.

STORAGE

No excess stock, literature or packing cases may be stored on, around or behind your stand.

FIRE EXTINGUISHERS AND FLAMMABLES

The NEC will provide an appropriate level of fire extinguishers to cover the hall/s. These will be distributed prior to show open and collected at the end. A plan of where the extinguishers have been placed will be provided in the organizers office. The NEC and The NEC Arena are protected by a sprinkler system and portable fire extinguishers. In the event of a fire emergency:

- Break the glass on the nearest fire alarm point. These are located at each vehicle entry door, in organisers' offices and around the main Piazza and Atrium
- Telephone The NEC Security Control Room on 0121 767 2595 or 0121 767 3333 giving the location and nature of the incident
- Calmly notify adjoining exhibitors of the situation and, if safe to do so, tackle the fire with an extinguisher. Remember, keep calm, follow these procedures and help will arrive as soon as possible. -

FIRST AID

Please see Medical Emergencies above.

FIXING OF GRAPHICS/PHOTOS TO SHELL SCHEME WALLS

Freeman UK recommend the use of double-sided Velcro, sticky pads or double-sided tape for the fixing of graphics to the shell scheme walls. Nails, screws and staples must not be used, as they damage the panels. Any damage incurred will be charged for. If you want further advice on this matter, please contact Freeman UK Tel: +44 (0) 2476 309 236 or E-mail: EMEA.ExhibitorServices@freemanco.com

FOOD AND DRINKS SAMPLING

If you intend to offer food and drink samples on your stand, please obtain an Application to Supply Food & Beverage and/or Application to Supply Alcohol form from Escape Events. Please include the details of the products, which you will offer as samples. Please note that samples should be no more than:

Beer / Cider / Lager / Alcopops 100ml
Wine 50ml
Spirits 5ml
Soft Drinks 100ml
Food Items Bite Size Portions

FURNITURE SERVICES

Although Exhibitors may bring their own furniture to the exhibition those wishing to hire should apply to the official furniture contractor Contact: Freeman UK. Tel: +44 (0) 2476 309 236 E-mail: EMEA.ExhibitorServices@freemanco.com or by direct link <https://secure.info-fx.com/standalone2>

GENERAL ENQUIRIES

All enquires prior to the show should be addressed to:-

General enquires/Sales enquires: Mary Briggs

Sponsorship/Sales enquires: Chris Erasmus

Escape Events Ltd

Lower Dane,

Hartlip,

Kent,

ME9 7TE. Tel: +44 (0) 1795 844 400

Fax: +44 (0) 1795 844 862

GRAPHICS

Exhibitors requiring a quote for graphics for their stand please contact: Freeman UK. Tel: +44 (0) 2476 309 236 E-mail: EMEA.ExhibitorServices@freemanco.com

HEALTH & SAFETY DETAILS STATEMENT

It is the policy of Escape Events Limited to endeavour to seek the co-operation of all concerned in order to achieve the highest standards, in all aspects, of health & safety.

Escape Events Limited and The NEC Exhibition Centre, within the scope of their own laid down policies have a responsibility to ensure that safe working practices are maintained at all times, which includes ensuring that provision is made whereby persons other than The NEC or Escape Events Limited employees are reminded of their responsibilities whilst working at the exhibition Centre.

All persons working on or entering this exhibition have a responsibility for the staff and themselves and others who may be affected by their actions. Employers and Employees alike must work together to ensure that safety is a priority.

Safe working practices exist to provide a uniform approach to safety issues.

As an Exhibitor, Contractor or Agent you have a duty under The Health and Safety at Work Act 1974 to ensure that all personnel contracted by you are aware that they have a responsibility, so far as is reasonably practicable, for the health, safety and welfare of all employees, and that any plant or systems of work which may be used are, so far as is reasonably practicable, safe and without risks to health. This includes that all employees are provided with information, instruction, training and supervision to ensure not only their own health and safety but also that of others working or attending the vicinity.

Under the COSHH Regulations 2000 (Control of Substances Hazardous to Health), exhibition stands are considered to be a workplace. It is therefore your responsibility to ensure that all your staff and subcontractors have received sufficient Health and Safety training and are provided with the correct protective clothing and equipment to enable them to carry out their work in a safe manner in accordance with COSHH and the Act., particularly in the handling, use and dosing of water features and spas to prevent water borne disease or infection.

You are also required to have in your possession a copy of your own Health and Safety policy and a copy of the Health and Safety policy document of each contractor employed by you which may be requested during the exhibition. You must also ensure that you have a copy of the Health and Safety Policy for each subcontractor employed by you excluding those appointed by the Organisers.

Please note suitable footwear must be worn at all times, with no open toe shoes during the build up or breakdown of the event.

Below are some of the principal areas which need to be brought to your attention. If you have any queries please contact the HSE.

Health & Safety legislation is dynamic and as such new and revised regulations are being brought into force regularly. Exhibitors and contractors should ensure that where these regulations affect their operations that they conform to the changing requirements. If in doubt seek professional advice.

EXHIBITORS SHOULD BE AWARE OF THE FOLLOWING;

GENERAL REGULATIONS

Most regulations are covered within the pages of this section - please note below other general regulations:

- The point of contact for Health and Safety during the build up, breakdown and show open periods can be obtained from the organisers office at the show

- The exhibitor responsible for the stand should ensure that a suitable and sufficient assessment of risks to the health and safety of employees whilst they are at work has been carried out. It should also cover persons not in his employment, arising out of, or in connection with the part the exhibiting company is to play within the exhibition (i.e. during the exhibition build-up, open days & breakdown). Such an assessment should be recorded and reviewed as necessary.

-A person must be appointed who is responsible for health and safety matters on the stand.

-Operatives should wear suitable protective clothing relevant to their job which includes eye, hearing, foot and hand protection.

-During the build-up and breakdown periods your staff and sub-contractors should be constantly reminded by you of the need for vigilance regarding the health and safety of themselves and those working in their vicinity.

-Any violations or concerns regarding any of the points raised in this section should be reported to the Hall/Floor Managers or to the Organisers Office.

-Internal telephones are located around the hall perimeters and can be used to contact the emergency services:

Internal MEDICAL/FIRE/EMERGENCY: ext, 2222. or external: 0121 767 7222.

-All parking restrictions and speed limits must be adhered to.

-You must ensure that portable power equipment is used for the purpose for which it was designed and that the safety guards and dust collection bags are correctly fitted and used.

-You must ensure that portable electric tools are used with a minimum length of trailing leads and that such equipment is not left unattended with a live power supply to it.

-It is your responsibility to ensure that any equipment or pre-wired units comply with the NEC Exhibition Centre regulations before they are installed on site.

-No electrical cables must be allowed to cross gangways, passageways and fire exits.

-Any work area must be maintained free from general waste materials which could hazard operatives.

-That all contractors, particularly from abroad, are aware of the need to identify suitable and sufficient tools and equipment required for the job before coming on-site (with special consideration to general and NEC safety requirements). This prevents corner cutting and avoids risk taking.

PRODUCT DEMONSTRATIONS

a. All demonstrations must be carried out in accordance with the Health and Safety at Work, Etc., Act 1974. Provision and Use of Work Equipment Regulations 1998 and the COSHH Regulations 2000 (Control of Substances Hazardous to Health).

b. The Health and Safety at Work, Etc., Act 1974 requires that "any equipment being operated or demonstrated shall be inherently safe and not create a hazard to the demonstrator" or audience.

c. We would advise you that officers of Environmental Health and Trading Standards Department will be visiting the Exhibition to ensure compliance with the relevant legislation and we would request therefore that this information is passed to the relevant people within your organisation at the earliest opportunity.

d. All machines must be guarded to the UK Health and Safety standard which is normal for its operation in an industrial setting. Where guards are removed or made of special material for display purposes this must be indicated on the machine.

e. All exhibits must, where they are not sufficiently stable as free-standing models, be properly secured to the floor or other to the frame of base appropriate to the nature of the equipment within the confines of the stand.

f. Floors on stands must be kept clear of articles or substances likely to cause persons to slip or trip.

g. All electrical conductors must be properly installed and adequately protected as per NEC rules and regulations.

h. Exhibits must be positioned so that at no time do they protrude into the gangways (as a hazard to visitors).

i. Precautions must be taken to ensure that dust particles, fumes etc. from working machinery do not, in any way, discharge into common areas i.e. atmosphere, aisles, neighbouring stands etc.

j. Any stand incorporating a demonstration or exhibits providing a potential fire hazard must be constructed in approved materials (Class 0 or Class 1 with the permission of the venue). This applies particularly to the immediate area of the demonstration where a non-combustible material such as asbestos-free non-combustible building board or metal should be used.

k. All stand personnel should acquaint themselves with how to use the fire extinguisher supplied on the stand and with the position of the nearest fire alarm point in the building.

PLEASE NOTE: Demonstration areas must be indicated on your stand plans and, where necessary, must include sound-proofing within the construction of this area.

Please ensure that any working machinery is only demonstrated to interested parties when necessary - and not used as an attraction to the stand.

The Organisers reserve the right to ban working demonstrations on-site if they in any way disturb neighbouring stands or pose a threat to any person.

DRINKS & DRUGS

The abuse of alcohol, drugs and other substances can affect work performance and safety. Any person found to be under the influence of alcohol, drugs or other substances, which in the opinion of the Organisers or the venue and their representatives constitutes a danger to themselves or any other person using the venue will be removed from the venue by security and if necessary further action will be taken to remedy the situation.

FIRE RESISTANT MATERIALS (Also see Fire & Safety Regulations)

All work must be carried out using non-flammable materials. The use of softwood board is prohibited except for platforms and counter tops, in which instances it must be impregnated to render them fire-proof. In particular we would like to draw attention to pegboards, which should be supplied as Class 1 flame retardant board or treated with an acceptable Class 1 paint. The use of polystyrene is prohibited.

Please refer to Local Authority Regulations - further details are available from the Event Planning Department, NEC Exhibition Centre.

FUMES

Any exhibit or process which generates noxious or toxic fumes, exhausts or smoke must be so arranged as to have an effective system to the outside atmosphere and be sited adjacent to an external wall of the hall. Full details of the exhibit or process and proposed exhaust system must be submitted to the Organisers/NEC for approval. Any attachments or fixings to the building structure or opening through the fabric of the buildings for the fumes must be made by Olympia at the expense of the person requiring these services.

HARD HATS

All stands being built over 4 metres in height, including the 2 metre area around the stand, will be designated as a 'HARD HAT AREA' during anytime when there is a risk from something from above - The Construction (Head Protection) Regulations 1989.

All contractors and exhibitors working within these areas during the build-up and breakdown of these stands MUST WEAR HARD HATS that conform to BSEN397: 1995.

It will be your responsibility to ensure that anyone walking onto your site during these times is wearing a hard hat. A plan showing hard hat areas will be supplied to all exhibitors/contractors prior to going on site.

HAZARDOUS SUBSTANCES - COSHH

The Control of Substances Hazardous to Health Regulations 2000 (COSHH) is intended to attack the problem of ill health caused by exposure to hazardous substances at work. The definition of a substance that is hazardous to health is any substances, that have by law, to be labelled as 'very toxic', 'toxic', 'harmful', 'irritant' or 'corrosive'. Substances for which a maximum exposure limit (MEL) or an occupational exposure standard (OES) has been set and harmful micro-organisms, substantial quantities of airborne dust or other substances which create comparable health hazards. If you, or any of your contractors, intend to use any substance which is covered by the above criteria we require that you carry out an assessment, in writing, under the regulations and submit the assessment to the Organisers at least 30 days prior to the substance being used on site.

HEALTH & SAFETY DECLARATION

The exhibitor Health & Safety Declaration is on the Health & Safety Declaration form. These Forms are to be completed and submitted by **ALL** exhibitors. Contractors should complete a Contractor Undertaking form.

If you require any further information regarding health and safety matters, please do contact the Organisers on + 44 (0) 1795 844400.

RISK ASSESSMENT (SPACE ONLY)

Risk Assessments are a legal requirement within the workplace, therefore, it is essential that ALL EXHIBITORS complete an assessment, prior to being on-site. Exhibitors who are building their own stand (without employing contractors) must submit a copy of their Risk Assessment along with their stand plans.

A step-by-step guide to Risk Assessments follows this section. All exhibitors must complete a risk assessment for their stand and indicate that this has been done on the Health & Safety Declaration form by the date specified.

Please note the following four easy steps to use as a guide when completing your Risk Assessment.

Step 1 HAZARDS

Look for the hazards, which you could reasonably expect to result in significant harm under the conditions in your workplace, (in this case your stand). Use the following examples as a guide:

- Slipping/tripping hazards (e.g. poorly maintained floors or stairs)
- Fire (e.g. from flammable materials)
- Chemicals (e.g. cleaning fluids)
- Moving parts of machinery (e.g. blades)
- Work at height (e.g. from platforms, tower scaffolds, etc.)
- Vehicles (e.g. forklift trucks)
- Electricity (e.g. wiring)
- Fumes (e.g. machinery)
- Manual handling
- Noise
- Poor lighting
- Temperatures

Step 2 WHO MIGHT BE HARMED?

There is no need to list individuals - just groups of people, for example:

- Office staff
- Maintenance personnel
- Contractors
- People sharing your stand/space
- Cleaners
- Members of the Public (e.g. visitors)

Pay particular attention to people who may be more vulnerable:

- Staff/Visitors with disabilities
- Inexperienced staff
- Lone workers
- Foreign staff/visitors

Step 3 IS THE RISK ADEQUATELY CONTROLLED?

Have you already taken precautions against the hazards you have listed?

Have you provided for example:

- Adequate information, instruction or training?
- Adequate systems or procedures?

Do the precautions:

- Meet the standards set by a legal requirement?
- Comply with a recognised industry standard?
- Represent good practice
- Reduce risk as far as reasonably practicable?
- Meet the regulations of the organisers and the NEC

If so then the risks are adequately controlled, but please indicate the precautions you have in place.

Step 4 WHAT FURTHER ACTION IS NECESSARY TO CONTROL THE RISK?

What could you reasonably do for those risks that you found that were not adequately controlled?

Give priority to those risks, which affect large numbers of people or could result in serious harm. Apply the principles below when taking further action:

- Try a less risky option
- Prevent access to the hazard (e.g. by guarding)
- Organise work to reduce exposure to the hazard
- Issue personal protective equipment
- Provide welfare facilities (e.g. washing facilities for removal of contamination and first aid)
- Remove the risk completely

SCAFFOLDING (MOBILE TOWER SCAFFOLD)/WORKING AT HEIGHT REGULATIONS 2005

All scaffolds and working platforms should be properly constructed to provide adequate working space and comply with the Construction (Health, Safety & Welfare) Regulations 1996. No scaffold may be erected, modified or dismantled, except under the supervision of an experienced and competent person, and all structures should be inspected by a competent person before use.

STATUTORY HEALTH & SAFETY REQUIREMENTS

Exhibitors and contractors are reminded that among the statutory duties which they have under health & safety law, the following are most important and could be subject to verification either when booking space or during the course of the exhibition.

-A written company Health & Safety Policy should exist if the company has 5 personnel or more. (See Section 2 (3) of the Health & Safety at Work Act 1974).

-A "suitable & sufficient" risk assessment should exist in respect to all the significant risks on your stand. This assessment must be in writing. (See Regulation 3 - The Management of Health & Safety Regulations (MHSW) 1992).

-One or more competent safety advisors must be appointed by an employer (exhibitor/contractor) to assist them in discharging their Health & Safety responsibilities (Regulation 6 - MHSW).

-Every employer (exhibitor/contractor) has a duty to co-operate with other employers, when sharing a workplace, whether temporarily or permanently. (Regulation 9 - MHSW).

-Every employer (exhibitor/contractor) must provide appropriate information to the principle of any outside contracting company they may decide to use on the risks associated with the work they will be doing, along with details of their Health & Safety Policy (Regulation 10 - MHSW).

- They must also ensure that any appointed contractors abide by all regulations in the exhibitor manual. As you are no doubt aware, the Health & Safety at Work Act 1974 together with all the regulations under this Act, impose duties and responsibilities on all employers in the UK. These regulations are not reduced when an employer is exhibiting at a trade fair. As the organisers of exhibitions, we are required by law to ensure all exhibitors and contractors abide by the regulations and all requirements of health & safety legislation.

WORKING EXHIBITS/MACHINES IN MOTION

a. No machines must be used unless the required guards and/or safety appliances are in position, properly adjusted and in full working order.

b. No person shall demonstrate or operate a machine unless he/she has received appropriate training and clear instructions; both in relation to the operation of the machine and their responsibilities to members of the public in both a normal and emergency situation.

c. Suitable clearly visible and accessible emergency stop controls must be available.

d. All sources of power to and from the machine including electrical, pneumatic and hydraulic, should be provided with an isolator which should be switched off when the machine is not actually being demonstrated by an authorised user.

e. Where necessary machines must be housed in noise enclosures and other appropriate noise reducing measures such as exhausts and silencers must be used.

f. Adequate extraction or other equally effective methods must be provided for dust, chips and fumes. Where necessary, appropriate explosion release and fire prevention measures must be incorporated in this.

g. Adequate lighting must be provided both for the machine and its surrounding area.

h. Where appropriate, screens must be used to provide adequate eye protection to members of the public.

i. Persons demonstrating machines must wear adequate personal protective equipment where appropriate.

j. Where demonstrations are likely to create toxic or noxious fumes or unacceptable strong smelling odours in the Hall, consideration must be given to providing exhaust to the atmosphere. If the demonstrations are of very short duration and at frequent intervals then it may be possible to exhaust above a height of 6 metres into the Hall. If the operation under demonstration is normally required by the Health & Safety Executive to exhaust the fumes to the outside atmosphere then this principle will apply in the Exhibition Hall. All details must be submitted to the venue.

WORKING TIME REGULATIONS

All exhibitors should ensure that all staff (their own and those of any company contracted by them) are aware and adhere to the Working Time Regulations 1998. Guidance in regard to these regulations can be obtained from the HSE.

HOTEL ACCOMMODATION

We are working with Event Express for show hotel accommodation. To book your accommodation please contact Event Express direct on:-

Tel: +44 (0) 1905 732737

Email: reservations@eventexpressuk.com

Direct booking link: <http://www.eventexpressuk.co.uk/cruise-show-birmingham/>

INSURANCE

Although every precaution is taken to protect Exhibitors and their property during the event, the Organisers expressly decline responsibility for any loss or damage, which may befall the person or persons or property of the Exhibitor or his agent from any cause whatsoever. Exhibitors are reminded that they are responsible for effecting insurance cover in respect of:

- a. Exhibits and contents of stand
- b. Public liability and Third Party Risk (**compulsory**)
- c. Expenses incurred due to abandonment or postponement of the Exhibition (**compulsory**)

It is in your own interest to arrange insurance as early as possible. The insurance company used by the Organisers is:

Hiscox a specialist insurer with a dedicated events team. They have been serving the exhibition industry for over 30 years, so they understand the kinds of risks exhibitors face and can offer protection against them.

To take out event insurance with Hiscox please call Hiscox Ltd, Tel +44 (0) 0800 840 2469, alternatively <https://www.hiscox.co.uk/events/exhibitors/>

INTERNET & DATA SERVICES / TELEPHONE

For all internet and telephone services please contact NEC Event IT

Tel: +44 (0) 844 338 8338 Fax: +44 (0) 844 581 1434 Int: +44 (0) 1210767 2357

Email: eventorders@thenec.co.uk

LOGISTICS / LIFTING SERVICES

We are working with NCS Events for show logistics, there is a form at the back of the pack with some rates, alternatively contact Steve Carter on +44 (0) 7957 398190 or email ncsevents100@yahoo.co.uk
Website www.ncsevents.co.uk

LOST PROPERTY

The main area is located in the Security office on the Piazza by the top of the stairs by Hall 1. There is also a smaller security office in the Atrium near Hall 6. For property lost on the same day during an exhibition, visitors can go in person to the nearest Security office. Once the show is over, all lost property is moved to the Atrium office located by hall 6. You can call 0121 767 3883 for lost property queries. The venue will retain lost property for a limited time, after which the Company shall consider the property to be abandoned and shall sell that property for its own account.

MUSIC LICENCES

Any exhibitor playing or performing music on their stand will require a music license under the terms of the Copyright, Designs and Patents Act 1988. Please contact the Organiser for further details on how to obtain licenses.

NAKED FLAMES

For anyone planning to exhibit or display naked flames (i.e. candles or oil based lanterns) you must submit a suitable risk assessment. The positioning of such items on the stand will need to be approved by the venue fire officer.

NIGHT SCREENS

All stands must be uncovered during the hours that the exhibition is open to the public. Night screens must be removed before 10.00am and stored out of sight until closing time each evening. If you use a night-screen, please ensure the organiser has a key so that the cleaners can clean your stand. Night screens must be fire resistant fabric. They can be hired for shell scheme stands from Freeman UK. Tel: +44 (0) 2476 309 236 E-mail: EMEA.ExhibitorServices@freemanco.com

OPENING HOURS (For the public)

Saturday 10th September 10.00 – 17.00

Sunday 11th September 10.00 – 16.00

ORGANISERS' OFFICE DURING SHOW

The Organisers' Office will be located just inside hall 8 main entrance. This Office will be manned from 08.00 Friday 9th – 11th September. Please report to the Organisers' Office with any questions or concerns you may have.

Tel: +44 (0) 1795 844400 (before Friday 9th September)

Tel: +44 (0) 0870 76 13328

PRESS, PR AND MARKETING ENQUIRIES

Marketing : Madeleine Bayliss

Tel: +44 (0) 1795 844400

Fax: +44 (0) 1795 844862

E-mail: Madeleine@escapeevents.co.uk

PRESS OFFICE DURING SHOW

The press office will be located just inside hall 8 main entrance in the Organisers office. This Office will be manned from 08.00 Friday 9th September – 11th September

Tel: +44 (0) 1795 844 400 (before Friday 9th September)

Tel: +44 (0) 0870 76 13328

PUBLIC ADDRESS SYSTEM

The public address system is reserved for Organisers for official announcements, **police and security messages ONLY**. It will not be used for messages from exhibitors or visitors and will not be available for publicity purposes for individual messages.

NB: It is IMPOSSIBLE for the Organisers to broadcast or convey messages to stands during the open days of the exhibition.

REMOVAL OF EXHIBITS

Interior fittings and goods belonging to any Exhibitor **MUST** be removed on closing night by 22.00, Sunday 11th September. Please ensure that all your staff have passes to carry out goods, which will allow entry into the building AFTER 16.00 on 11th September. All goods should be cleared from the exhibition building as soon as possible after closing and by no later than 22.00 on Sunday 11th September. Breakdown will commence once ALL visitors and children (under the age of 16) have vacated the hall. Small vehicles will have priority to access the rear of hall 7 via the gates once the show has closed. Larger vehicles will be queued on the designated lorry park from 07:00hrs the morning of breakdown. They will be sent down to the back of the halls once space becomes available.

RESTAURANT/CATERING FACILITIES

On show open days, there will be licensed catering facilities for the use of exhibitors and visitors throughout the Venue. Snack bars will be open during build-up. If you require stand catering or hospitality on your stand please contact Food to You.

Tel: +44 (0) 0844 338 8338 or Fax: + 44 (0) 844 581 1434 or E-mail: eventorders@thenec.co.uk

PLEASE NOTE: It is not permissible to bring alcohol into the hall. All articles or substances for human consumption, whether for eating or drinking, must be obtained from the sole catering contractor: foodtoyou.

SECURITY

Although every reasonable precaution is taken and the Hall is patrolled day and night, the Organisers can accept no responsibility for any loss or damage which may occur to the staff or the property of the exhibitor from any cause. Exhibitors **MUST NOT** leave their stands unmanned during the initial breakdown period, and should ensure that they are adequately insured.

SHOW GUIDE

Please see the forms at the back of the pack for details of sizes and rates to advertise in **Travel & Cruise** magazine, the official show guide for the event.

SPECIAL EFFECTS

The organiser and venue must be notified if you propose to use any special effects (lasers, smoke machines, pyrotechnics etc) at least 35 days before your tenancy begins. Details of approved products can be obtained from your organiser.

You will need to supply details of the operator, the manufacturer's details of the equipment to be used and a risk assessment of the operation.

SPECIAL TREATMENTS/ SPA TREATMENTS

Certificates and association membership details will be required to perform special treatments on your stand. Any exhibitor planning this sort of activity on their stand should contact Escape Events as soon as possible as in some cases special licences may need to be applied for. Below are some very general guidelines.

1. Treatment(s) may be performed only by person(s) fully qualified to do so.
2. Treatments may only be carried out using approved equipment and methods, in accordance with current industry accepted standards and practices relating to the treatment.
3. Any gown, wrap or other protective clothing, paper or other covering, towel, cloth or other such article used in the treatment shall:
 - a. be clean and in good repair and, so far as is appropriate, sterile and waste securely disposed of.
 - b. not have been used in connection with any other client.
 - c. appropriate hygiene arrangements in place e.g. hand washing facility, waste disposal

Please contact Mary Briggs at Escape Events on +44 (0) 1795 844400 or E-mail mary@escapeevents.co.uk

SPECIAL/VEHICLE EXHIBITS

If you are displaying a car, bus, motorbike, any vehicle or balloons (especially helium filled balloons) etc. on your stand, you must advise the organisers, in writing (fax or e-mail) by no later than August 9th 2016. Vehicles must be centrally located on the stand area, being set back at least 2 metres from the stand perimeter. There are specific rules which apply to the display of vehicles on your stand including: the battery must be disconnected, a drip tray should be positioned beneath the engine and a minimal amount of fuel (sufficient to position and remove the vehicle only) should be left in the tank. Agreement on delivery and removal times/dates must be discussed with and approved by the Organisers. CONTACT: Mary Briggs +44 (0) 1795 844 400

SMOKING POLICY

Smoking is prohibited in all internal areas of The NEC Venue including vape cigarettes, in accordance with current legislation. If you become aware of anyone contravening these regulations, please make it known to a member of NEC Security staff.

Smoking is permitted in the designated smoking areas outside Atrium entrances 1-4, the closest to hall 8 is Atrium 2

STAND/SHOW CLEANING

Staff are employed to clean the public gangways throughout the Exhibition and stands before 9.30am each open day, the charges for these services is included in your shell scheme hire fee. Exhibitors should deposit any rubbish or waste material from their stands in the gangways each evening. Cartons, boxes, etc. should be folded flat and stacked in the gangways.

STAND CONSTRUCTION SPACE ONLY AND SHELL SCHEME STANDS

All construction must be carried out in conformity with the rules and regulations of the Local Authority, the venue and the Organisers. A copy of the venue regulations can be sent to you on request. As an exhibitor at the show you have a duty under the Health and Safety at Work Act 1974 to ensure that all personnel working for your company are aware that they have a responsibility for the health, safety and welfare of all employees and that plant or systems of work which may be used are, so far as is reasonably practicable, safe and without risks to health. All employees should have the desired training and supervision to ensure complete health and safety.

STANDS - SPACE ONLY SITES

The Exhibitor is at liberty to employ a contractor of his choice to carry out the construction and erection of the interior of his shell, or for the complete stand if "space only" has been reserved, provided that:

- a) The name, address and telephone number of the proposed contractor is submitted in writing to the Organisers by 9th August 2016.
- b) Fully dimensioned drawings showing all constructional details are submitted in duplicate to the Organisers office before any work is put in hand and in any case no later than 9th August 2016.
- c) Electrical installations are handled only by the officially appointed electrical contractor to the exhibition.
- d) Stands and/or displays are constructed in accordance with the authorities' regulations as laid down in the Exhibition Rules & Regulations.
- e) Maximum build heights vary in the hall depending on location so please check maximum build heights with the Organiser.
- f) The Exhibitor's name and stand number are prominently displayed.
- g) Existing signs are left visible and access left to switch gear, fire fighting equipment, alarms and fire doors.
- h) The Contractors apply for Exhibition passes.

SPACE ONLY SITES PLAN SUBMISSION & APPROVAL

The Organisers reserve the right to reject or insist on alterations being made to any stand design.

All stand designs must be submitted for approval prior to construction. Please forward FULL working drawings to:

Martin Anslow
Escape Events Ltd
Lower Dane,
Hartlip,
Kent, ME9 7TE.

Tel: +44 (0) 1795 844400

Fax: +44 (0) 1795 844862

Under no circumstances will permission to build over 4 metres in height or a complex build be granted unless this deadline is met.

The requirements for plan submission of stands over 4m including Double Decker Stands:

1. Three copies of the plan view, showing the dimensions and positions of walling, features, major exhibits and demonstration areas.
2. Three copies of each elevation, showing all dimensions.
3. Three copies of structural calculations/drawings proving structural stability, showing weight loading etc in English.
4. A Risk Assessment and Method Statement.

All plans, calculations and documentation must be in English and should clearly state the Exhibiting Company's name, Stand Number and the name and contact number of the responsible contractor.

Please note: exhibitors submitting plans for stands over 4 metres will be invoiced £200 (+ VAT). This cost is for the additional work involved for the appointed Structural Engineer who will sign off your stand plans and attend your stand on-site to sign off your stand build. This also covers the work undertaken by our Health & Safety Consultant who is charged with checking plans, calculations and the relevant approval and certification.

4 METRES OR UNDER BUILD – The requirement for plan submission of stands under 4 metres: If your build in no way exceeds 4 metres or is not a complex structure i.e. platform over 600mm high:

Deadline for receipt of stand plans: 9th August 2016.

1. One copy of the plan view, showing the dimensions and positions of audio-visual equipment, walling, features, major (working) exhibits and demonstration areas.
2. One copy of each elevation, showing all dimensions.
3. A Risk Assessment and Method Statement.

** The Organisers reserve the right to reject or insist on alterations being made to any stand design.

STANDS - SHELL SCHEME

Shell stands will be erected for Exhibitors by contractors employed by the Exhibition Organisers, but the INTERIOR treatment and decoration of the stand and the appointment of a contractor to carry out this work is the responsibility of the individual Exhibitor. Shell stands will be ready for interior treatment by 12 noon Friday 9th September. The white shell scheme stand comprises: walls to a height of 2.5 metres, a grid ceiling, carpet and fascia board to the open sides of the stand. Electrics and furniture are not included in the shell and must be ordered through Freeman UK using the form at the back of the pack for electrics. To order furniture please go to <https://secure.info-fx.com/standalone2>

All materials used in the interiors of stands must be thoroughly fireproofed to the satisfaction of the Local Authority (see Fire & Safety regulations). Stands must be complete in every detail in readiness by 09.00 Saturday 10th September.

STORAGE OF EQUIPMENT

There are no storage facilities, although valuables may be deposited overnight with security. However, Escape Events Ltd will not accept responsibility for any loss or damage caused. Anything valuable and portable should be removed.

TELEPHONES, ISDN LINES AND INTERNET CONNECTIONS

Exhibitors requiring telephones points etc. on their stands must apply direct to Event IT

Tel: +44 (0) 844 338 8338 or e-mail: eventorders@thenec.co.uk . Exhibitors MUST order their own telephones and Internet connections.

TRANSPORT AND TRAVEL

For travel and transport information at The NEC please visit:

<http://www.thenec.co.uk/exhibitors/exhibitor-guide/vehicle-access#3>

VEHICLE PASSES

All vehicles entering The NEC VE door at the rear of the hall for the build and breakdown of events will require a vehicle pass, which is specific to the CRUISE Show. Please see the form at the back of the pack. These forms should be displayed on the dashboard or windscreen of your vehicle this form is for your use only and does not need to be returned to the organisers.

VENUE ADDRESS

The full address for the NEC is:

The NEC (Hall 7)

Birmingham
B40 1NT

Tel: + 44 (0) 121 780 4141

Web: www.thenec.co.uk

WASTE AND RECYCLING

The NEC has its own dedicated Waste Pre Treatment Centre. This enables waste to be segregated, processed and sent from site to be recycled. Cardboard, plastic, metal, wood, paper, plastic bottles and cans, and pallets are collected by local suppliers to the recycling industry. Please ensure you segregate recyclable waste from your general rubbish to assist the cleaners at the show.

Hazardous waste is classified by the 2005 Hazardous Waste Regulations as: light bulbs and fluorescent tubes, electrical equipment and fittings, gloss and emulsion paint and their containers, cooking oils and their containers, aerosols both full or empty, oils and lubricants and oily rags (this includes rags for cleaning shell scheme)

Excess waste is described as: more than 2 boxes of literature, stand fitting material, pallets, material packaging and quantities of unsold stock or 'give-aways'.

WATER FEATURES

All exhibitors planning to have water features on their stands will need to ensure that they have made their own provisions for the water supply and waste (see below). Exhibitors will also be responsible for the sterilisation of the water, and will need to provide proof of such water treatment. All water features and spas should be adequately fenced or sign posted to prevent drowning.

WASTE DISPOSAL

Please note, now that venues are more environmentally aware a maximum of one box of rubbish per stand will be permitted. Any additional waste will be chargeable; this will be charged direct from the venue direct not via Escape Events Ltd

WATER, WASTE & COMPRESSED AIR

Early application for these services is recommended, and Exhibitors should contact the organisers for your requirements at least 6 weeks before the exhibition.

WiFi & INTERNET ACCESS– suggest link to connectivity guide?

Visitors to the NEC can connect to free WiFi across the venue, enabling them to stay connected to their homes, offices and social media networks while they're attending an event, all for free! This can be accessed using a WiFi compatible device, such as mobile phone, laptop or tablet.

The free WiFi coverage is available in the following areas within the NEC and Genting Arena:

All public areas:

- All halls (excluding hall 16)
- All conference suites
- All organiser's offices
- All in-hall catering outlets
- Bridgelink
- LG Arena and Forum Live

Please note that the wireless network is not secure and we do not provide any virus scanning or firewall facilities.

If the visitor is unsure about how to connect, or experiences any difficulties whilst using this service, then they may ask the team at the Visitor and Business Centres or another member of staff. Front-line staff will be provided with a 3-step help guide to give to visitors which should help enable them to access the WiFi. Staff at the V&B centres will also have these help guides, as well as access to FAQs and Ts&Cs.

Follow these 3 simple steps to connect your tablet, smartphone or other WiFi enabled device to the NEC's free WiFi service.

1. Ensure that Wifi is enabled on your device
2. View the available wireless networks and select '_NEC Free WiFi' then click connect
3. Open your internet browser and follow the on screen instructions to register

For further information a connectivity guide can be found at the back of the pack

CRUISE Show
NEC, Birmingham 10th – 11th September 2016

EXHIBITORS PASSES ORDER FORM

Contact _____	
Company _____	
Telephone _____	Fax _____
Stand No _____	
Signed _____	Date _____

BEFORE COMPLETING THIS SECTION PLEASE READ THE FOLLOWING INFORMATION REGARDING EXHIBITOR PASSES:

EXHIBITOR PASSES

The Organiser's security staff will permit no Exhibitor or member of his staff to enter the exhibition without a valid Exhibitors pass.

The Organiser's will supply Exhibitors with such passes in limited quantities, based on the area of the stand:

Stands up to 12 sq. 8 passes

Stands up to 20 sq. 12 passes

Stands up to 50 sq. 20 passes

(NB: All passes will be sent once full payment has been received)

Exhibitor passes are for use by bona fide stand assistants only. Exhibitors will be responsible for their correct distribution.

In the event of a change of staff during the course of the exhibition new passes will be issued only in exchange for existing passes. Under no circumstances must a pass be changed or defaced in any way.

Passes remain the property of the Organisers and are subject to confiscation if used by any person other than the authorized users whose photographs they bear.

Please supply _____ exhibitor passes for use by our staff during Build-up, the show open period and Breakdown.

(NB: This amount should not exceed the quantity based on the area of your stand, if you require more then your allocated amount please contact the organisers.)

PLEASE RETURN THIS FORM TO:

ESCAPE EVENTS LTD, LOWER DANE, HARTLIP, KENT ME9 7TE
TEL: 01795 844400 FAX: 01795 844862 EMAIL: mary@escapeevents.co.uk

CRUISE Show
NEC, Birmingham 10th – 11th September 2016

HEALTH & SAFETY DECLARATION

To be returned ASAP

TO BE COMPLETED BY ALL EXHIBITORS' HEALTH & SAFETY OFFICER

We have read and understood our Health & Safety responsibilities as laid out in the Health & Safety section, and taken note of the most common areas of risk and will ensure all reasonable precautions are taken to eliminate or reduce such risks. We accept our responsibilities as laid out in the Health and Safety at Work Act 1974 and all other legislation covering the NEC Exhibition Centre.

If the below person is not on the stand at the exhibition then a principal Health & Safety representative must be accepted, briefed and trained in regard to their responsibility.

Name and Position:	
Exhibiting Company:	
Contact mobile phone no:	
Principal Health & Safety Representative for stand:	
Address:	
Tel:	Fax:
Email:	Signed:

In the event of the principal Health and Safety representative leaving the stand for any reason, a temporary Health & Safety representative must be nominated prior to his departure. The principal Health and Safety representative for your stand should understand that he may need to produce a copy of your own Health & Safety Policy, and the Health & Safety Policies of your contractors and sub-contractors upon request.

PLEASE RETURN THIS FORM TO:

ESCAPE EVENTS LTD, LOWER DANE, HARTLIP, KENT ME9 7TE
TEL: 01795 844400 FAX: 01795 844862 EMAIL: mary@escapeevents.co.uk

CRUISE Show
NEC, Birmingham 10th – 11th September 2016

SPACE ONLY STANDS – STAND CONTRACTOR

Please return this form ASAP

ONLY COMPLETE THIS FORM IF YOU ARE OCCUPYING A SPACE ONLY SITE

Part A

We are a SPACE ONLY stand and we are intending to construct our stand area ourselves, without the use of an external contractor.
I understand that I must forward a copy of my Risk Assessment and method statement for the build, along with my stand plans.

ONLY COMPLETE PART B IF YOU HAVE NOT TICKED THE BOX IN PART A

Part B

Your Stand fitting
Contractor:
Contact Name
Address:

Tel:

Fax:

Email:

Upon receipt of this completed form, we will send details of your booked space to your nominated contractor. It is the responsibility of the exhibitor to ensure that his contractor complies with the exhibition regulations, which includes sending the Organisers 3 copies of detailed stand plans (together with structural calculations of any build **OVER 4 METRES** in height) by **9th August 2016** in order to receive approval for stand building.

Failure to submit plans in time could result in the NEC Exhibition Centre and the Local Authority failing to grant approval of your stand build - no stand construction can take place unless written confirmation from the Organisers has been received by the contractor.

SUBMIT

Stand:	Company name:
Contact:	
Address:	
Tel:	Fax:
Email:	Signed:

PLEASE RETURN THIS FORM TO:

ESCAPE EVENTS LTD, LOWER DANE, HARTLIP, KENT ME9 7TE
TEL: 01795 844400 FAX: 01795 844862 E: mary@escapeevents.co.uk

CRUISE Show
NEC, Birmingham 10th – 11th September 2016

SPACE ONLY STANDS – STAND BUILD HEIGHT

Maximum build heights vary in the hall depending on location so please check maximum build heights with the Organiser

Please return this form ASAP

ONLY COMPLETE THIS FORM IF YOU ARE OCCUPYING A SPACE ONLY SITE

1. Under no circumstances may wall build exceed 4m metres in height.
2. A risk assessment and method statement covering the build-up and breakdown of your stand must be submitted with your plans.
3. Companies intending to build over 4 metres in height or of a complex nature will incur a cost of £200 + VAT for structural engineer approval.
4. Plans for stands exceeding 4 metres in height must be submitted with structural calculations (in English). The deadline for the receipt of stand plans over 4 metres is **9th August 2016**, this is the absolute deadline and no plans for stands over 4 metres in height will be accepted after this date. Under no circumstances will permission to build over 4 metres in height be granted unless the deadline is met.

Please tick as applicable

Our company intends to erect a stand, which exceeds 4 metres in height. I understand that a charge of £200.00 + VAT will be invoiced to my company to cover structural engineer fees to ensure stability of build, on-site inspection and certification.

Our plans are not complete at present but we may consider a structure, which exceeds 4 metres in height. I note the above deadline for over 4 metre stands.

It is our intention to have a Double Decker stand over 4 metres in height.

We do not intend to erect any structure, which exceeds 4 metres in height. I note the deadline date for receipt of plans under 4 metres is **9th August 2016**.

SUBMIT

Stand:	Company name:
Contact:	
Address:	
Tel:	Fax:
Email:	Signed:

PLEASE RETURN THIS FORM TO:

ESCAPE EVENTS LTD, LOWER DANE, HARTLIP, KENT ME9 7TE
TEL: 01795 844400 FAX: 01795 844862 E: mary@escapeevents.co.uk

VEHICLE PASS

This form should be displayed on the dashboard or windscreen of your vehicle and does not need to be returned to the organisers.

CRUISE Show Hall 7, NEC, Birmingham 9th – 11th September 2016
--

Exhibitor	
Stand Number	
Vehicle Registration	

Please note this is not a parking permit. All vehicles must be removed after loading/unloading. Please refer to breakdown instructions.

VEHICLE PASS

This form should be displayed on the dashboard or windscreen of your vehicle and does not need to be returned to the organisers.

CRUISE Show Hall 7, NEC, Birmingham 9th – 11th September 2016
--

Exhibitor	
Stand Number	
Vehicle Registration	

Please note this is not a parking permit. All vehicles must be removed after loading/unloading. Please refer to breakdown instructions.

DISPLAY ADVERTISING COSTS

DPS colour (420 x 297mm)	£3200
Page colour (297 x 210mm)	£1900
½ page colour (134 x 190mm horizontal)	£1100
½ page colour (275 x 92mm vertical)	£1100
¼ page colour (135 x 92mm)	£700

50 free words of editorial (exhibitors only). Optional inclusion of photo/logo @ £100 per show guide entry.

INSERTS

Please contact us for further details.

DEADLINES

Copy deadlines for show guide advertising are:

London	29th Jan 2016
Birmingham	5th Aug 2016
Autumn London	12th Aug 2016
Glasgow	2nd Sept 2016

COPY REQUIREMENTS

Travel&Cruise is produced from computer to plate using CMYK process colours. All artwork must be to the correct size for the advertisement space booked. Allow 3mm bleed all round for full page adverts. Artwork can be supplied on CD, DVD or emailed in the following formats:

APPLE MAC SOFTWARE

ACCEPTED:

CS4 through to CS CC

PC SOFTWARE ACCEPTED:

Photoshop, please make sure all fonts are supplied (printer and screen parts) and that all picture elements are at a minimum of 300dpi

FILE FORMATS ACCEPTED:

EPS, TIFF, JPG, PDF (print optimised) as CMYK and at a minimum of 300dpi resolution. Please make sure all fonts are supplied (printer & screen parts) and that all picture elements are at a minimum of 300dpi

Get your company noticed by 300,000 high quality cruise travellers, contact us now to find out more.

FOR FURTHER INFORMATION ON HOW TO GET INVOLVED PLEASE CONTACT:

Escape Events Ltd. Lower Dane, Hartlip, Kent ME9 7TE

T & 44 (0)1795 844400 F & 44 (0)1795 844862

E mary@escapeevents.co.uk travelandcruisemagazine.com



TRAVEL & CRUISE MAGAZINE

SHOW GUIDE BOOKING FORM

Company name	
Address	
	Post code
Telephone number	Fax number
Email address	
Contact name	Job title
Authorised signature	Date
Please reserve	(size) advertisement(s)
Price £	VAT £
Total £	

To book space please contact Escape Events Ltd on **01795 844 400** or alternatively complete the booking form and fax to **01795 844 862** or email to **mary@escapeevents.co.uk**.

In signing this form we declare that we are aware of the terms and conditions and that we accept them and will abide by them without exception.

This form should be returned to:
Escape Events Ltd. Lower Dane, Hartlip, Kent ME9 7TE UK
T &44 (0)1795 844 400 F &44 (0)1795 844 862

Cheques should be made payable to Escape Events Ltd.

Credit transfers, please send to: NatWest, Rainham, Kent Branch

Account Name: Escape Events Ltd
Account No: 13037773
Sort Code: 60-17-44
BIC: NWBKGB2L
IBAN: GB40 NWBK 6017 4413 0377 73

www.escapeevents.com
VAT No. 879 035 293 Registered in England No. 5511593

TERMS AND CONDITIONS

The order is now being processed. Copy and/or artwork should reach Escape Events by the date specified. If copy and/or artwork is not received by the copy date Escape Events reserve the right to put the client's name, address and telephone number in the space booked and charge the full cost of the space.

Cancellation of order must be in writing within seven working days of placing this order, or if the order is placed less than seven days before going to print, no less than 72 hours before going to print. Every endeavour will be made to ensure the accuracy of the advertisement, but the client shall be responsible for checking all proofs submitted by Escape Events. The publishers can accept no liability for any error which does not materially affect the meaning of the advertisement. If the client has a valid claim in respect of a serious error or non appearance of the advertisement or otherwise Escape Events total liability to the client shall not exceed the cost of the advertisement. Proofs will not be supplied following late copy or unless specifically requested.

Accounts are strictly net, payable within ten days from the date of invoice. If payment is not made on the due date, Escape Events reserve the right to charge the client interest (both before and after judgment) on the amount unpaid at a rate of 2% above Barclays Bank plc's base rate until payment in full is made.

This order confirmation is the publisher's acceptance of the client's order which shall from the date of this confirmation be binding on both parties subject to these terms and conditions to the exclusion of all other terms and conditions.

FURNITURE HIRE SPECIALISTS



Concept Furniture Hire supply high quality designer furniture for exhibitions & events worldwide.

We are delivery furniture to the Cruise Show offering **FREE DELIVERY** on all orders. We stock a wide range of tables, chairs, stools, showcases and accessories perfect for your stand.

TO ORDER FURNITURE FOR YOUR STAND

please visit www.conceptfurniture.co.uk/cruise-show.htm or contact
Lyndsey Hill - +44 (0) 1299 254097 or email lyndsey@conceptfurniture.co.uk



F R E E M A N

Standfitting: Octanorm

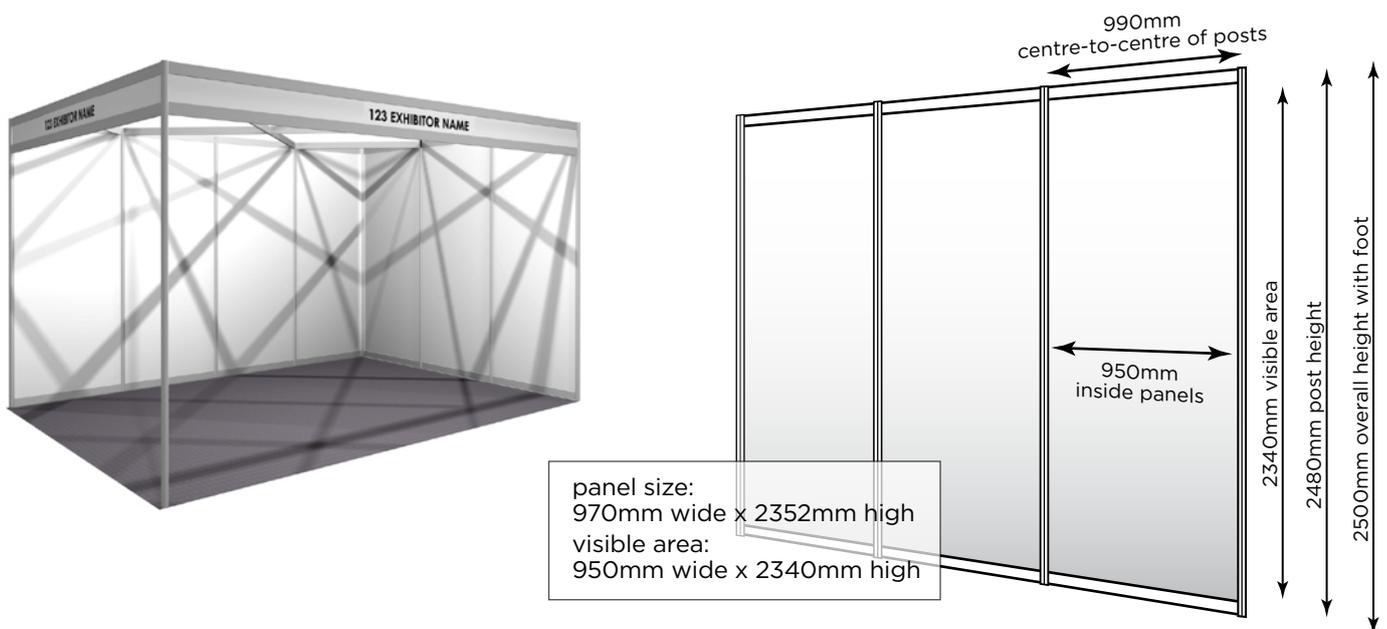
Octanorm is a modular stand system, comprising foam PVC panels and aluminum beams. The full height of a standard Octanorm stand is 2.5m high, the component measurements are shown in the specification below.

300mm fascia panels are provided on open sides supported by aluminium posts at the corners and at mid points when stands span over 4 metres. The shell scheme is completed by a diagonal grid of aluminium ceiling beams to give the structure rigidity and provide fixing points for lighting.

Large stands may require additional interior posts to support the ceiling grid. Nameboards of 150mm x 1500mm are provided by the organiser.

Standard options include: doorways with matching door or curtained entrance, extra panels to make up cupboards, shelves, counters, hanging rails, literature pockets and hat and coat hooks.

Raised platforms can also be ordered which will hide any unsightly electrical or plumbing cabling running through to other sections of your stand.



Decorating your stand: if you wish to attach graphics to the panels of your shell scheme, we suggest using double-sided velcro or sticky pads, which will not damage the panels of the stand.

Please note that these products must not be attached to the metalwork or fascia. Exhibitors must not glue, paint, staple, screw, nail or pin the panels to the stand or stick anything to the metal-work. Exhibitors must not use the ceiling grid system to hang any items as any damage caused to panels or metalwork will be charged for. Should you wish to hang heavier items to your shell scheme stand, please contact the standfitting department.

Cladding: having your stand clad in 18mm MDF will give a flush finish to your walls, which can be paint-finished and will allow you to use screws, staples, pins and nails, those which cannot be used on standard Octanorm; entire stands, partial or single panels may be clad.

For more information on our stand design and build services, please contact the standfitting department - **tel: 01495 273600 email: info@freemanuk.com**

IMPORTANT

EQUIPMENT POSITION DIAGRAM

This diagram will be used to place all orders on your stand. Ensure you complete the diagram clearly and show all heights and dimensions for the placement of all items you have ordered. Please circle the scale to which you have drawn your stand:-

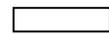
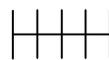
1 square = 1m

1 square = 2m

BACK OF STAND

FRONT OF STAND

If you do not complete this diagram or indicate the heights and dimensions of all orders, items will be placed at our discretion. Subsequent change will be subject to a £25 charge.

-  = **Extra wall panel**
-  = **Door section**
-  = **Curtain**
-  = **Shelf** (please state height)
-  = **Hat & coat hooks**

Space only 

Shell Scheme

Do you have a platform

Additional Information _____

COMPANY NAME _____

STAND NO _____

TERMS & CONDITIONS.

This extract of The Freeman Company (UK) Limited's Terms of Business summarises the principal matters relating to the provision of Shell Scheme Extras, Electrical Services, Hire of Furniture and Floral and Floor Coverings. At all times The Freeman Company (UK) Limited's full Terms of Business will apply and this extract is for clients' convenience only. The Freeman Company (UK) Limited's full Terms of Business can be provided, on request. For convenience paragraphs retain the numbering of The Freeman Company (UK) Limited's complete Terms of Business.

1.1 In placing a Client Order with The Freeman Company (UK) Limited the Client accepts, with no reservations, that these Terms and Conditions of Business take the place of any other document, prior written or oral agreement, as well as the Client's terms and conditions of purchase or hire.

1.2 The Freeman Company (UK) Limited's Terms and Conditions of Business can only be amended in writing.

1.3 The Contract will be interpreted and applied in accordance with English Law and the parties to the Contract agree to submit to the exclusive jurisdiction of the English Courts.

2.1 A Client Order must be evidenced in writing either by signing a The Freeman Company (UK) Limited Pre Payment Order Form or by accepting a The Freeman Company (UK) Limited Quotation. Except where stated, The Freeman Company (UK) Limited's terms and conditions of business for the placing of Client Orders, their variation and cancellation, will apply to Quotations, Pre Payment Order Forms, site orders and Electronic sales orders.

2.5.1.4 In the event that you cancel an order, even if only advised orally, you will be liable for any work put in hand in order to meet the timescales necessary to complete work to the deadlines of the Event for which the work is intended.

2.2.1.2 All Client Orders placed after the Defined Cut Off Dates will be subject to late order surcharges. The same will apply for any request to change a Client Order and/or additional Orders made outside the aforementioned deadlines.

2.2.1.3 Acceptance of a Client Order will be conditional on timing and on stock availability. The Freeman Company (UK) Limited reserves the right to supply in lieu and in place of the equipment ordered, any similar equipment fit for the general purpose of the required items of equipment or service.

2.5.3 In the event of cancellation of a Client Order by a Client, the Client will pay to The Freeman Company (UK) Limited the labour and material costs of any work undertaken by The Freeman Company (UK) Limited in order to fulfil the Client Order, at The Freeman Company (UK) Limited's Fully Costed Rates.

2.6 Any Client Order placed on Site will be charged at the surcharged price as detailed in the exhibitor manual or as detailed on any Prepayment Order Form.

3.1.3 Furniture hire Prices are quoted for the Duration of the Event for which they are made available hired (provided the total hire period does not exceed 14 days). A delivery charge may be applied if The Freeman Company (UK) Limited is not an Official Contractor at an Event.

3.1.4 All Prices are exclusive of VAT.

3.2.2 Where a Client wishes to amend a Client Order after work has started on Site, the Client will be charged in accordance with the terms set out below at 3.3.1, for changed Client Orders. The Freeman Company (UK) Limited will only proceed to make any change after a Site Order Variation Sheet has been signed by the Client's representative on Site. Labour time incurred by The Freeman Company (UK) Limited or its contractors will be charged at The Freeman Company (UK) Limited Fully Costed Rate.

4.1 It is the duty of the hirer to provide at such event or exhibition, a duly authorised representative to accept the furnishings and to give a written receipt. If the hirer fails to provide for this, he will not be permitted to dispute subsequently the facts of the delivery and be deemed to have accepted the delivery and these conditions.

4.2 In the event of non delivery or if the Client is not satisfied that the goods or services that have been ordered are delivered in conformity to the Quotation then a member of The Freeman Company (UK) Limited Site team must be notified before the Open Period of the Event. If the Client is not satisfied with the remedial action taken by The Freeman Company (UK) Limited, the matter should be addressed with the Senior member of The Freeman Company (UK) Limited Site team or with the Event Organiser's on site staff.

4.3 In the event of a dispute that cannot be resolved on site, the Client will submit their complaint in writing to The Freeman Company (UK) Limited within seven days of the opening of the Event. The Freeman Company (UK) Limited will consider the complaint and respond to the Client within 10 working days.

4.4 No complaint will be addressed unless it has been brought to the attention of The Freeman Company (UK) Limited's team before the Open Period of the Event.

4.5 If, after return, apparently malfunctioning products are found by The Freeman Company (UK) Limited to be to specification and fully operational, then the Client will be charged for The Freeman Company (UK) Limited's costs in recovering and replacing the item with all costs calculated at the at The Freeman Company (UK) Limited Fully Costed Rate.

4.6 Once the Contract is complete, the Client will not be able to claim "force majeure" or an act of God against The Freeman Company (UK) Limited, as The Freeman Company (UK) Limited will be considered to have performed its contractual obligations.

4.7 For the hire of furniture, the liabilities of the Client commence at the time the furniture is delivered to Site, or are collected from The Freeman Company (UK) Limited's premises, and continue until they are collected from the Site by The Freeman Company (UK) Limited or are returned to The Freeman Company (UK) Limited's premises. During this time the Client will:-

(i) Keep at the Client's own expense the furniture in good and substantial repair and condition and in the event of any article being damaged beyond repair or lost by fire, theft or any other cause whatsoever, will pay The Freeman Company (UK) Limited the full replacement value of the furniture plus the original - hire charge. In the event of any item being damaged and requiring repair the Client will pay the full cost of such repair in addition to all hire charges.

(ii) Keep the furniture fully insured to their full replacement value against all risks. Clients are reminded that the period of the insurance shall include at least five days prior to the opening of the event or exhibition for which they are hired, and at least five days after its conclusion. Furniture is hired only on this condition.

PAYMENT

4.8.1 Unless otherwise agreed, all Client Orders for items ordered from Pre-payment forms must be accompanied by full payment.

4.8.2 In the event of non payment within the terms detailed in our Quotation The Freeman Company (UK) Limited reserve the right to withhold the goods or services that have been ordered.

4.8.3 In the event of late payment, with reference to the terms detailed in The Freeman Company (UK) Limited's Quotation, The Freeman Company (UK) Limited reserves the right to charge interest of 3% p.a. over the HSBC base rate until paid. 5.2.4 Save as expressly provided in all these Terms and Conditions, the Client shall indemnify The Freeman Company (UK) Limited against all actions, claims and demands whatsoever arising from any loss or damage of whatsoever nature suffered by any party as a result of its conduct in completing the Contract or complying with any Event or Site conditions.

6.1 It is the duty of the hirer to provide at an event or exhibition, a duly authorised representative to accept the furnishings and to give a written receipt. If the hirer fails to provide for this, he will not be permitted to dispute subsequently the facts of the delivery and be deemed to have accepted the delivery and these conditions.

6.2 As from its being made available, its delivery or acceptance, the Client will be responsible for the safety of The Freeman Company (UK) Limited's property throughout the Duration of the Event and will be responsible for any damage to The Freeman Company (UK) Limited's property caused by the actions of the Client or its customers.

6.3 During this period The Freeman Company (UK) Limited disclaims all responsibility concerning documents, objects, samples, equipment or other goods present in / under / on the equipment rented by the Client.

6.4 Clients are reminded that all equipment should be emptied of personal belongings immediately at the end of the Open Period of the Event, in order that The Freeman Company (UK) Limited's property may be removed from Site as quickly as practical. The Freeman Company (UK) Limited accepts no responsibility for the safe custody of goods left in cabinets, draws or similar storage items.

7.1 The Freeman Company (UK) Limited provides all goods, including complete stand structures on hire only and the Client undertakes:

7.1.2 To use the equipment in accordance with its usual purpose, to do nothing nor allow anything to be done that could lead to its damage or its disappearance, to give it the normal maintenance required, to keep it and to return it in good working order and clean, and to respect The Freeman Company (UK) Limited's particular recommendations, specific advice for use, and appropriate warnings which it acknowledges having read notably in these Terms and Conditions, the specifications sheets, and/or the documents that were handed over to it on delivery.

7.1.3 Not to carry out any modification or repair to The Freeman Company (UK) Limited's property, however small.

7.1.4 Not to nail, apply adhesive or paint, or damage The Freeman Company (UK) Limited's property in any way without The Freeman Company (UK) Limited's agreement or the express permission as set out in the Exhibitor manual for the Event.

7.1.5 To allow any of The Freeman Company (UK) Limited's representatives or persons authorised by the latter, unrestricted access to the equipment installed for purposes of maintenance and to take any necessary steps to make their mission easier.

7.1.6 To return goods to The Freeman Company (UK) Limited free of any object.

7.1.7 To be responsible for any electrical item connected to a socket or mains connection installed by The Freeman Company (UK) Limited and to accept full responsibility and all consequential costs resulting from the connection of a faulty or inappropriate electrical item connected to a socket or mains connection installed by The Freeman Company (UK) Limited.

7.1.8 To pay The Freeman Company (UK) Limited the cost of repair or replacement (as appropriate) for any item damaged whilst in the care of the Client however caused.

8 All goods, materials, plant or machinery supplied by The Freeman Company (UK) Limited, shall be on hire unless otherwise stated. The period of hire will be Duration of the Event unless otherwise stated. The Freeman Company (UK) Limited shall enter the Site to collect and to remove its property as soon as permitted after the end of the Open Period.

10.1 The illustrations and / or photos featured in the sales documentation (irrespective of the medium) are for guidance only and are not binding specifications.

10.2 Clients may photograph work carried out by The Freeman Company (UK) Limited for their own marketing purposes only and attention is drawn to paragraph 9.2 (please see full terms and conditions regarding the use of The Freeman Company (UK) Limited designs).

This diagram will be used to place all orders on your stand. Ensure you complete the diagram clearly and show all heights and dimensions for the placement of all items you have ordered.

Please circle the scale to which you have drawn your stand 1 square = 1m 1 square = 2m

BACK OF STAND

FRONT OF STAND

If you do not complete this diagram or indicate the heights and dimensions of all orders, items will be placed at our discretion. Subsequent change will be subject to a £25 charge.

- O** = **Spotlight**
- X** = **Switch Socket at floor level**
- Ø** = **Switch Socket at ceiling height**
- O—O—O** = **Light track**
- =====** = **Fluorescent**
- C** = **Conn to c/o lighting**
- M** = **Mains**

COMPANY NAME _____ **STAND NO** _____

TERMS & CONDITIONS

This extract of The Freeman Company (UK) Limited's Terms of Business summarises the principal matters relating to the provision of Shell Scheme Extras, Electrical Services, Hire of Furniture and Floral and Floor Coverings. At all times The Freeman Company (UK) Limited's full Terms of Business will apply and this extract is for clients' convenience only. The Freeman Company (UK) Limited's full Terms of Business can be provided, on request. For convenience paragraphs retain the numbering of The Freeman Company (UK) Limited's complete Terms of Business.

- 1.1 In placing a Client Order with The Freeman Company (UK) Limited the Client accepts, with no reservations, that these Terms and Conditions of Business take the place of any other document, prior written or oral agreement, as well as the Client's terms and conditions of purchase or hire.
 - 1.2 The Freeman Company (UK) Limited's Terms and Conditions of Business can only be amended in writing.
 - 1.3 The Contract will be interpreted and applied in accordance with English Law and the parties to the Contract agree to submit to the exclusive jurisdiction of the English Courts.
 - 2.1 A Client Order must be evidenced in writing either by signing a The Freeman Company (UK) Limited Pre Payment Order Form or by accepting a The Freeman Company (UK) Limited Quotation. Except where stated, The Freeman Company (UK) Limited's terms and conditions of business for the placing of Client Orders, their variation and cancellation, will apply to Quotations, Pre Payment Order Forms, site orders and Electronic sales orders.
 - 2.5.1.4 In the event that you cancel an order, even if only advised orally, you will be liable for any work put in hand in order to meet the timescales necessary to complete work to the deadlines of the Event for which the work is intended.
 - 2.2.1.2 All Client Orders placed after the defined Cut Off Dates will be subject to late order surcharges. The same will apply for any request to change a Client Order and/or additional Orders made outside the aforementioned deadlines.
 - 2.2.1.3 Acceptance of a Client Order will be conditional on timing and on stock availability. The Freeman Company (UK) Limited reserves the right to supply in lieu and in place of the equipment ordered, any similar equipment fit for the general purpose of the required items of equipment or service.
 - 2.5.3 In the event of cancellation of a Client Order by a Client, the Client will pay to The Freeman Company (UK) Limited the labour and material costs of any work undertaken by The Freeman Company (UK) Limited in order to fulfil the Client Order, at The Freeman Company (UK) Limited's Fully Costed Rates.
 - 2.6 Any Client Order placed on Site will be charged at the surcharged price as detailed in the exhibitor manual or as detailed on any Prepayment Order Form.
 - 3.1.3 Furniture hire Prices are quoted for the Duration of the Event for which they are made available hired (provided the total hire period does not exceed 14 days). A delivery charge may be applied if The Freeman Company (UK) Limited is not an Official Contractor at an Event.
 - 3.1.4 All Prices are exclusive of VAT.
 - 3.2.2 Where a Client wishes to amend a Client Order after work has started on Site, the Client will be charged in accordance with the terms set out below at 3.3.1, for changed Client Orders. The Freeman Company (UK) Limited will only proceed to make any change after a Site Order Variation Sheet has been signed by the Client's representative on Site. Labour time incurred by The Freeman Company (UK) Limited or its contractors will be charged at the The Freeman Company (UK) Limited Fully Costed Rate.
 - 4.1 It is the duty of the hirer to provide at such event or exhibition, a duly authorised representative to accept the furnishings and to give a written receipt. If the hirer fails to provide for this, he will not be permitted to dispute subsequently the facts of the delivery and be deemed to have accepted the delivery and these conditions.
 - 4.2 In the event of non delivery or if the Client is not satisfied that the goods or services that have been ordered are delivered in conformity to the Quotation then a member of the The Freeman Company (UK) Limited Site team must be notified before the Open Period of the Event. If the Client is not satisfied with the remedial action taken by The Freeman Company (UK) Limited, the matter should be addressed with the Senior member of The Freeman Company (UK) Limited Site team or with the Event Organiser's on site staff.
 - 4.3 In the event of a dispute that cannot be resolved on site, the Client will submit their complaint in writing to The Freeman Company (UK) Limited within seven days of the opening of the Event. The Freeman Company (UK) Limited will consider the complaint and respond to the Client within 10 working days.
 - 4.4 No complaint will be addressed unless it has been brought to the attention of The Freeman Company (UK) Limited's team before the Open Period of the Event.
 - 4.5 If, after return, apparently malfunctioning products are found by The Freeman Company (UK) Limited to be to specification and fully operational, then the Client will be charged for The Freeman Company (UK) Limited's costs in recovering and replacing the item with all costs calculated at the at the The Freeman Company (UK) Limited Fully Costed Rate.
 - 4.6 Once the Contract is complete, the Client will not be able to claim "force majeure" or an act of God against The Freeman Company (UK) Limited, as The Freeman Company (UK) Limited will be considered to have performed its contractual obligations.
 - 4.7 For the hire of furniture, the liabilities of the Client commence at the time the furniture is delivered to Site, or are collected from The Freeman Company (UK) Limited's premises, and continue until they are collected from the Site by The Freeman Company (UK) Limited or are returned to The Freeman Company (UK) Limited's premises. During this time the Client will:-
 - (i) Keep at the Client's own expense the furniture in good and substantial repair and condition and in the event of any article being damaged beyond repair or lost by fire, theft or any other cause whatsoever, will pay The Freeman Company (UK) Limited the full replacement value of the furniture plus the original - hire charge. In the event of any item being damaged and requiring repair the Client will pay the full cost of such repair in addition to all hire charges.
 - (ii) Keep the furniture fully insured to their full replacement value against all risks. Clients are reminded that the period of the insurance shall include at least five days prior to the opening of the event or exhibition for which they are hired, and at least five days after its conclusion. Furniture is hired only on this condition.
- PAYMENT**
- 4.8.1 Unless otherwise agreed, all Client Orders for items ordered from Pre-payment forms must be accompanied by full payment.
 - 4.8.2 In the event of non payment within the terms detailed in our Quotation The Freeman Company (UK) Limited reserve the right to withhold the goods or services that have been ordered.
 - 4.8.3 In the event of late payment, with reference to the terms detailed in The Freeman Company (UK) Limited's Quotation, The Freeman Company (UK) Limited reserves the right to charge interest of 3% p.a. over the HSBC base rate until paid. 5.2.4 Save as expressly provided in all these Terms and Conditions, the Client shall indemnify The Freeman Company (UK) Limited against all actions, claims and demands whatsoever arising from any loss or damage of whatsoever nature suffered by any party as a result of its conduct in completing the Contract or complying with any Event or Site conditions.
 - 6.1 It is the duty of the hirer to provide at an event or exhibition, a duly authorised representative to accept the furnishings and to give a written receipt. If the hirer fails to provide for this, he will not be permitted to dispute subsequently the facts of the delivery and be deemed to have accepted the delivery and these conditions.
 - 6.2 As from its being made available, its delivery or acceptance, the Client will be responsible for the safety of The Freeman Company (UK) Limited's property throughout the Duration of the Event and will be responsible for any damage to The Freeman Company (UK) Limited's property caused by the actions of the Client or its customers.
 - 6.3 During this period The Freeman Company (UK) Limited disclaims all responsibility concerning documents, objects, samples, equipment or other goods present in / under / on the equipment rented by the Client.
 - 6.4 Clients are reminded that all equipment should be emptied of personal belongings immediately at the end of the Open Period of the Event, in order that The Freeman Company (UK) Limited's property may be removed from Site as quickly as practical. The Freeman Company (UK) Limited accepts no responsibility for the safe custody of goods left in cabinets, draws or similar storage items.
 - 7.1 The Freeman Company (UK) Limited provides all goods, including complete stand structures on hire only and the Client undertakes:
 - 7.1.2 To use the equipment in accordance with its usual purpose, to do nothing nor allow anything to be done that could lead to its damage or its disappearance, to give it the normal maintenance required, to keep it and to return it in good working order and clean, and to respect the The Freeman Company (UK) Limited's particular recommendations, specific advice for use, and appropriate warnings which it acknowledges having read notably in these Terms and Conditions, the specifications sheets, and/or the documents that were handed over to it on delivery.
 - 7.1.3 Not to carry out any modification or repair to The Freeman Company (UK) Limited's property, however small.
 - 7.1.4 Not to nail, apply adhesive or paint, or damage The Freeman Company (UK) Limited's property in any way without The Freeman Company (UK) Limited's agreement or the express permission as set out in the Exhibitor manual for the Event.
 - 7.1.5 To allow any of The Freeman Company (UK) Limited's representatives or persons authorised by the latter, unrestricted access to the equipment installed for purposes of maintenance and to take any necessary steps to make their mission easier.
 - 7.1.6 To return goods to The Freeman Company (UK) Limited free of any object.
 - 7.1.7 To be responsible for any electrical item connected to a socket or mains connection installed by The Freeman Company (UK) Limited and to accept full responsibility and all consequential costs resulting from the connection of a faulty or inappropriate electrical item connected to a socket or mains connection installed by The Freeman Company (UK) Limited.
 - 7.1.8 To pay The Freeman Company (UK) Limited the cost of repair or replacement (as appropriate) for any item damaged whilst in the care of the Client however caused.
 - 8 All goods, materials, plant or machinery supplied by The Freeman Company (UK) Limited, shall be on hire unless otherwise stated. The period of hire will be Duration of the Event unless otherwise stated. The Freeman Company (UK) Limited shall enter the Site to collect and to remove its property as soon as permitted after the end of the Open Period.
 - 10.1 The illustrations and / or photos featured in the sales documentation (irrespective of the medium) are for guidance only are not binding specifications.
 - 10.2 Clients may photograph work carried out by The Freeman Company (UK) Limited for their own marketing purposes only and attention is drawn to paragraph 9.2 (please see full terms and conditions regarding the use of The Freeman Company (UK) Limited designs.

Testing Charge

From July 1st 2012 all electrical contractors will be required to test their electrical installation to a minimum standard demonstrated in the Current EIA Electrical regulations e-guide also Incorporating BS 7671 17th edition. Therefore after careful consultation with **Escape Events 2016** the following testing charges will now be put in place.

Shell Scheme Exhibitors

All items ordered from the official order form will now be subject to £15.00 testing charge per stand.

Space Only Exhibitors

Where The Freeman Company (UK) Limited are requested to carry out the stands electrical installation a charge of £15.00 per circuit will be brought into effect up to a maximum of £150.00

Direct Mains Only

All direct mains can only be ordered through The Freeman Company (UK) and only after meeting the following criteria will charges be applied and mains installed;

- Copies of the relevant qualifications of any personnel responsible for the completion of the installation must be provided.
- The person carrying out testing must be qualified to the required standard.
- All qualifications, insurance and general details must be provided to The Freeman Company (UK) where upon £150.00 administration fee plus the cost of the main will be charged. The Freeman Company (UK) will then be able to collate the information and forward it on to **The Escape Events 2016** H&S representative.

Following the completion of the installation by the allocated contractor the following must also be adhered to before energisation of the supply may be facilitated;

- The installation must meet the standards required by the regulations, however should the installation not meet these requirements The Freeman Company (UK) are authorised to postpone energisation until they are met satisfactorily.
- If for any reason the electricians responsible for the installation cannot carry out the required Test & Inspection, The Freeman Company (UK) may carry out this service on their behalf for the fee of up to a Maximum of £300.00 dependent on the Complexity of the installation to be Tested, which includes standby during the open period of the event. This will be in addition to any costs related to the mains supply or administration. Please be aware that any personnel involved will still remain responsible for their own installation

Should you require any further information or quotations please do not hesitate to contact a member of the related The Freeman Company (UK) Electrical team, via email or phone, using the contact details provided on the official order form.

For electrics at the following various exhibitions: **Escape Events 2016**

In the experience of The Freeman Company (UK) Limited in providing electrical supplies for exhibitions, we find that many exhibitors are not aware of the power requirements of equipment that they will be using. This Quick Reference Guide is designed to assist exhibitors in planning their power requirements, and if followed, will reduce the likelihood of problems occurring at the exhibition venue.

Freeman Company (UK) Limited provides standard 3-pin English 13A socket-outlets, but with four different power ratings. The list below indicates the sort of equipment that can be used with each of the power ratings:

SK1 (500W) IS RATED AT 2 AMP AND CAN SUPPLY:

One computer [or 2 x laptops]

A small domestic fridge

Four mobile phone chargers

Table lamp

Television and video

or any combination of the above using a single 4-way extension (maximum length 2m) subject to a total load of 500W

SK2 (1000W) is rated at 4 AMP AND CAN SUPPLY:

Small domestic coffee machine (750W – 1kW)

Small domestic steamer (900W – 1kW)

Small microwave cooker (750W – 1kW)

Vacuum Cleaner (800W – 1kW)

SK3 (2kW) AND SK4 (3kW) ARE RATED AT 10 AMP AND 13 AMP AND CAN SUPPLY:

Jug Kettle (2kW – 3kW)

Catering coffee machine (1.5kW – 3kW)

Industrial Cleaners (1.2kW – 3kW)

Please Note:

The list indicates individual items that can be used with each socket, with the exception of the 500W socket above. All sockets are supplied on daytime power only unless 24-hour continuous power is requested and quoted for.

Actual power requirements will vary dependent upon the individual equipment used. All electrical equipment has a Rating Plate that shows its power consumption in Watts (W) or kilowatts (kW). You should carefully examine all equipment to be used and calculate the exact power usage before ordering your electrical power requirements.

If you are ordering a socket so as to be able to supply your own lighting arrangement(s), then in accordance with the regulations, the maximum power rating of any single lighting circuit is 1000W (1kW), so if, for example, you had 3kW of lighting on your stand, you would need to order 3 x 1kW sockets for this arrangement.

Under the current regulations it is not permissible to order a socket and use it to supply a consumer unit if you are carrying out the installation of your own electrical wiring and equipment. In these circumstances you will need to order an electrical mains supply.

Exhibitor Order Form



Blitz | GES

Audio-Visual Rental & Staging Services



cruisingshow.com

Event Name: Birmingham Cruise Show | **Event Dates: 10-11 September 2016**

Audio Visual Equipment Hire

All Exhibitors must complete this form to order AV equipment during the above named event.

Please ensure completed forms are sent to Blitz | GES on
 Email: exhibitions@blitzcommunications.co.uk
 Tel: +44 (0)20 8327 1002

Orders must be paid and received no later than 7 working days prior to the show

LED Screens

Item Description	Price (per unit per event)	Quantity	Total (£)	Sound (y/n)	Wall Mounted y/n	HDMI
32" LED Screen	£250.00					
40" LED Screen	£275.00					
46" LED Screen	£300.00					
55" LED Screen	£505.00					
60" LED Screen	£665.00					
70" LED Screen	£855.00					
80" LED Screen	£985.00					
95" LED Screen	£3,000.00					

Touch Screen LCD Monitors

32" Touchscreen	£390.00					
42" Touchscreen	£575.00					
46" Touchscreen	£650.00					
55" Touchscreen	£815.00					
65" Touchscreen	£1,065.00					

Additional Exhibition Equipment options

Twin Pole Monitor Stand	£45.00					
Parabella Monitor Stand	£95.00					
High Spec Laptop - Windows Based	£180.00					
Apple iPad	£95.00					
Blu-Ray Player	£70.00					
DVD Player	£40.00					
USB Media Player	£70.00					

Sound options

2 Speaker PA System	£195.00					
4 Speaker PA System	£250.00					
Radio Microphone	£150.00					
Lectern/Table Microphone	£60.00					

*** Apple Mac equipment and accessories are available, please enquire for price and availability ***

Technical Support

<i>Item Description</i>	<i>Price Per Day</i>	<i>Quantity</i>	<i>Total (£)</i>
<i>Bespoke Requirements (Available on Request)</i>	<i>POA</i>		
<i>Dedicated Show Technician An additional installation technician may be required depending on event circumstances and timing.</i>	<i>£285</i>		

*** Please be advised, VAT is chargeable to all companies in the UK. If you are part of the EU then please provide your VAT number, if you are outside the the EU then VAT is not applicable ***

** Installation charges may apply - please speak to our on site representative.
This list of equipment is not exhaustive - please speak to our on site representative for a bespoke quotation.*

<i>Subtotal</i>	
<i>Previous Subtotal</i>	
<i>VAT @ 20%</i>	
<i>Total</i>	

Blitz | GES contact details:
Exhibitions | Tel: +44 (0)20 8327 1002 | Email: exhibitions@blitzcommunications.co.uk

Additional Requirements

Event Details

Event Title:	
Stand Name:	Stand Number:
Stand Contact:	
Stand Contact Email:	

Invoice Contact Details

Title:	First Name:	Last Name:
Company Name:		
Invoice Address:		
Country:	Post Code:	
Telephone:	Fax:	
Email:		

Payment Details

<input type="checkbox"/>	Credit / Debit Card number: <small>(AMEX payments carry a 4% surcharge)</small>		
	Name: <small>(as shown on card)</small>	Expiry:	Start Date:
	Card Type:	Issue:	Authorisation Number:
	Card Holder's Signature:		
	Card Holder's Address:		
<input type="checkbox"/>	Cheques must be sent with order form and made payable to 'Blitz Communications Ltd'		
<input type="checkbox"/>	BACS Transfer Please allow 3-4 working days	Account Name Blitz Communications Ltd Bank PO Box No 4 RY 250 Regent Street London W1A 4RY Sort Code: 56 - 00 - 27 Account No: 58301011	
<input type="checkbox"/>	CHAPS Transfer Please allow 1-2 working days		

NB: You are responsible for international transfer charges. Any unpaid balance will be debited from your account.

Standard Terms:

- All orders are subject to confirmation.
- Full and cleared payment is due no later than 5 working days prior to event.
- No orders will be delivered without payment.
- If you wish to order via credit card but do not want to put credit card details on this form, please contact us.
- On receipt of all hire equipment the customer accepts full liability for loss or damage.
- This document forms an agreement with Blitz Communications Ltd for services and equipment.

Ncs Events - Freight Management Services		
Please complete this form in detail and email back to Steve Carter ncsevents100@yahoo.co.uk		
SHOW:	CRUISE Show NEC, Birmingham 2016	
SHOW DATE :-	10th & 11th September 2016	
<i>OUTBOUND FREIGHT</i>		
Exhibitor Name:-	Stand No:-	
Contact Name and Email address:-		
Collection Date requested:	Delivery Date requested:-	
Collection Address:-		
Number of Pieces:-	Approx Weight:-	
Total Volume:-	Approx Value:-	
Special Instructions:-		
<i>RETURN FREIGHT</i>		
Exhibitor Name:-	Stand No:-	
Contact Name and Email address:-		
Collection Date requested:	Delivery Date requested:-	
Return Delivery Address:-		
Number of Pieces:-	Approx Weight:-	
Total Volume:-	Approx Value:-	
Any Special Instructions:-		
Invoice Address:-		
Costs + vat		
Outbound only £	Return Only £	Outbound and Return £

Choosing what's right for you, from our range of IT and internet connectivity services & solutions

At the NEC, we fully understand how increasingly important connectivity is to our Exhibitors and Organisers, and their visitors. To help everyone enjoy a great NEC experience we have put together a helpful range of services and solutions to suit your varying needs, and to make connectivity easy and convenient for you.

Planning is the key to success.

It's essential to get your connectivity organised well ahead of your event, so you're sure you are getting the service you want and need. It also ensures that any potential questions, issues or problems can be answered in advance – leaving you free to focus on business at your event, rather than worrying about IT.

Please don't leave it to the last minute - this guide will help you consider your options and make an informed decision about which service to choose. Once you have made your choice, or if you would like some further advice or assistance, you can book your connection or talk to our specialist team by contacting Sales and Customer Support.

Sales and Customer Support

Phone: 0844 3388338
E-mail: eventorders@thenec.co.uk
Web: thenec.co.uk/exhibitors

Your connectivity options

- **Hard Wire**
Guaranteed connection, the option the NEC strongly advise for Exhibitors.
- **WiFi**
Suitable for simple web browsing but with no guaranteed connection.
More suited to Visitors.
- **Cellular Mobile network**
Reliant on the mobile network operator, not ideal for a busy show environment where the network can often become saturated.

Your connectivity options

1. Hard Wire

A hard wired connection, installed by the NEC and delivered to your stand on a dedicated cable, **is the only way to guarantee fast, reliable connectivity**. The volume of traffic or users on this service has no impact on your dedicated connection – making it the most advisable choice for Exhibitors who wish to connect to their office systems, use web-based displays or make transactions on their stand.

- Delivered to your stand on a dedicated CAT5 cable with RJ45 connection by 2pm on the last build day.
- Varying speeds available.
- Device will connect via DHCP once connected.
- Additional devices can be connected to this service.
- Speak to our Sales and Customer Support team to book Hard Wire connectivity and to discuss any extra services you may be looking for.

2. WiFi

The NEC now provides a free basic WiFi service across the venue, accessible using any compatible device, such as smart phone, laptop or tablet. It's ideal for Visitors who want to browse the web, check their emails or use social networks. Performance can vary depending on demand and usage, though, so it is not advisable for Exhibitors – this free service should not be used where the connection is integral to the operation of your exhibition stand.

If the types of devices you are using on your stand mean that WiFi is your only connectivity option – for instance, iPads – please contact our Sales and Customer Support team, using the phone or email details below. Please also read the separate section on the problems caused by unauthorised wireless routers.

Unauthorised 'non NEC' wireless routers: why and how they cause problems

Exhibitors are asked, wherever possible, to not bring in their own wireless routers. There are very good reasons for this.

- Unauthorised routers compete with the NEC's own wireless system, and with other unauthorised routers.
- This can cause the whole system to become saturated, so all the wireless networks are unable to work efficiently and ultimately affect the venues free WiFi service for your visitors.

Before considering bringing in your own wireless router, please speak to the Sales and Customer Support team first.

If you have no other choice than to bring one in, please follow these guidelines carefully – to protect not just yourself, but also all other wireless users including other exhibitors and your visitors and customers.

- Don't offer open WiFi access, as your bandwidth will be used up by other devices, leading to slow internet speed.
- Adjust the router to the lowest power setting, if possible, so it does not interfere with the rest of the show.
- If your router has multiple broadcast options and only one is needed, please disable the others.
- Ensure you hide your SSID (Service Set Identifier) meaning only the devices you specify can connect to the SSID.

3. Cellular Mobile Network (including 3G/4G data connectivity)

The NEC has **coverage across all the mobile networks, but has no control over their performance or capacity**, which is reliant on the network operator (EE, Vodafone, O2, Three etc) themselves.

In a busy exhibition environment, the network infrastructure can become saturated by the sheer volume of users and usage. When that happens, mobile devices may be unable to take payments (on GPRS Devices) make and receive calls, texts or data. As you've probably experienced, this is a common problem across all venues where large crowds gather, from shows to sporting arenas.

All in all, the NEC are unable to absolutely guarantee connectivity through either WiFi or the Cellular Mobile Network, as is the case with any large venue. That's why we recommend that a hard wired, cabled connection is used wherever possible. Book yours well in advance – to ensure that we can provide one – and you'll have complete peace of mind about remaining connected throughout your show.

When you're ready to order your connection, or if there's anything you'd like to discuss, simply give Sales and Customer Support a call.

We look forward to hearing from you.

Sales and Customer Support

Phone: 0844 3388338

E-mail: eventorders@thenec.co.uk

Web: thenec.co.uk/exhibitors



t. 0844 338 8338
 i. 0044 121 767 2357
 f. 0844 581 1434
 e. eventorders@thenec.co.uk
 p. The NEC, Birmingham, B40 1NT
 w. thenec.co.uk/exhibitor

Event IT

IMPORTANT INFORMATION

We are pleased to advise you that we now offer FREE public WiFi in all halls, suites, catering pods and public areas of the NEC.

However, due to the instability of wireless connectivity within the structure of an exhibition, if a stable IT connection is an integral part of your stand we strongly recommend a hard wired connection as the most secure and reliable source of internet.

Please note it is YOUR responsibility to ensure that your stand builder correctly routes your cables to final location. Event IT will pull the cable to the nearest floor duct and exit within your stand and provide approximately 6m of additional cable for your stand builders to route.

Internet & Data Services		<u>Advance Price</u>	<u>Standard Price</u>	<u>QTY</u>	<u>Value £</u>
1Mbps - Broadband Internet Access	EA	£400.00	£480.00	<input type="text"/>	<input type="text"/>
20Mbps - Broadband Internet Access	EA	£4,300.00	£5,160.00	<input type="text"/>	<input type="text"/>
25Mbps - Broadband Internet Access	EA	£5,300.00	£6,360.00	<input type="text"/>	<input type="text"/>
50Mbps - Broadband Internet Access	EA	£10,300.00	£12,360.00	<input type="text"/>	<input type="text"/>
2Mbps - Broadband Internet Access	EA	£700.00	£840.00	<input type="text"/>	<input type="text"/>
5Mbps - Broadband Internet Access	EA	£1,300.00	£1,560.00	<input type="text"/>	<input type="text"/>
VLAN Connection	EA	£175.00	£210.00	<input type="text"/>	<input type="text"/>
Additional IP Address	EA	£58.00	£69.60	<input type="text"/>	<input type="text"/>
10Mbps - Broadband Internet Access	EA	£2,300.00	£2,760.00	<input type="text"/>	<input type="text"/>
				Total	<input type="text"/>
Telephony Services		<u>Advance Price</u>	<u>Standard Price</u>	<u>QTY</u>	<u>Value £</u>
Standard Phone Line & Handset Package	EA	£137.00	£164.40	<input type="text"/>	<input type="text"/>
Standard Telephone Line	EA	£125.00	£150.00	<input type="text"/>	<input type="text"/>
PDQ Machine with Line Package	EA	£245.00	£294.00	<input type="text"/>	<input type="text"/>
ISDN Line	EA	£275.00	£330.00	<input type="text"/>	<input type="text"/>
				Total	<input type="text"/>
Event IT Equipment		<u>Advance Price</u>	<u>Standard Price</u>	<u>QTY</u>	<u>Value £</u>
Entry Level Specification Laptop - Intel Core 2 Duo 2.0Ghz, 2GB RAM, 60GB HD, CDRW/DVD Drive, 14.4" TFT Screen	EA	£60.50	£72.60	<input type="text"/>	<input type="text"/>
Mid Range Specification Laptop - Intel Core i5 2.4Ghz, 4GB RAM, 320GB HD, DVDRW Drive, 14" TFT Screen	EA	£83.50	£100.20	<input type="text"/>	<input type="text"/>
High End Specification Laptop - Intel Core i7 2.2Ghz, 8GB RAM, 1TB HD, Blu-Ray, 17" LED Screen	EA	£172.00	£206.40	<input type="text"/>	<input type="text"/>

VAT Reg No: 670 3116 63

The NEC, Genting Arena, Barclaycard Arena and The ICC are part of the National Exhibition Centre Limited.
 Registered Office: The National Exhibition Centre Ltd, The National Exhibition Centre, Birmingham B40 1NT (registered in England, number 979395).



t. 0844 338 8338
 i. 0044 121 767 2357
 f. 0844 581 1434
 e. eventorders@thenec.co.uk
 p. The NEC, Birmingham, B40 1NT
 w. thenec.co.uk/exhibitor

8 Port Switch	EA	£76.50	£91.80	<input type="text"/>	<input type="text"/>
8 Port Security Router	EA	£243.00	£291.60	<input type="text"/>	<input type="text"/>
CAT 5 Cabling - 5 metres	EA	£6.50	£7.80	<input type="text"/>	<input type="text"/>
CAT 5 Cabling - 10 metres	EA	£13.00	£15.60	<input type="text"/>	<input type="text"/>
CAT 5 Cabling - 15 metres	EA	£18.50	£22.20	<input type="text"/>	<input type="text"/>
CAT 5 Cabling - 20 metres	EA	£24.50	£29.40	<input type="text"/>	<input type="text"/>
			Total	<input type="text"/>	<input type="text"/>

VAT Reg No: 670 3116 63

The NEC, Genting Arena, Barclaycard Arena and The ICC are part of the National Exhibition Centre Limited.

Registered Office: The National Exhibition Centre Ltd, The National Exhibition Centre, Birmingham B40 1NT (registered in England, number 979395).



t. 0844 3388338
 f. 0844 5811434
 e. eventorders@thenec.co.uk
 p. The NEC, Birmingham, B40 1NT
 w. thenec.co.uk

Contact Details (Please Complete in BOLD Print)					
Name of Exhibition		Hall No.		Stand No.	
Company Name		Stand Name			
Address					
Address					
Postcode		Website			
Company Tel No		Company Fax No			
VAT Reg No.					
Order Contact Name		Order Contact Number			
Order Contact Email		Position in Company			
Onsite Contact Name		Onsite Contact Number			
Order Summary					
Event IT			£		
Main Services			£		
NEC Security			£		
Health and Safety			£		
Trades			£		
FoodToYou			£		
Total			£		
Surcharges			£		
VAT (Prevailing Rate)			£		
Grand Total			£		



t. 0844 3388338
 f. 0844 5811434
 e. eventorders@thenec.co.uk
 p. The NEC, Birmingham, B40 1NT
 w. thenec.co.uk

Use Of Your Information

The National Exhibition Centre will hold and process your contact details on our database and may use to provide details of services, products, events or offers that we feel may be of interest to you. We may make this information available to carefully selected third parties who may contact you with further information of their services, products, events or offers. Please indicate within the following if you do not wish to receive information from:

NEC Selected 3rd parties

Please indicate your preferred contact method: Email Telephone

Help Us To Help You

The NEC is committed to making it as easy as possible for our customers to order products and services from us. In order to help us achieve this more effectively please tell us where you heard about the products and services we offer:

Previous Visitor NEC Website Organiser Website On-line Manual
 Exhibitor Manual Recommendation Telephone Enquiry Email Enquiry

Are there any other products or services that you would like us to provide :

.....

Should you have any further information that you wish to give us please email : exhibitorfeedback@necgroup.co.uk

Signature

The signatory declares that he/she has read and accepts the Standard Terms and Conditions and is duly authorised by the Customer to bind the Customer and make it subject to the rights and obligations as set out in this Agreement. Please indicate to confirm

Signature: Print Name: Date:.....

Payment Details

The Customer confirms that if it incurs call charges or fails to return any Equipment, the NEC may take payment in relation to such in accordance with the Standard Terms and Conditions using the payment method and details provided above.

Payment Method (please Indicate below)				Total Value Of Order (inc VAT)		£	
Cheque (to be made payable to "The National Exhibition Centre Limited.")				Credit/Debit Card:			
Card Holders Name:				Start Date:		/	
Issue number:				Expiry Date:		/	
Card Number:							
Security Code (the last three digits on the back of the debit/credit card)				Please tick to authorise payment using the credit/debit card details provided.			



25% discount on Virgin Trains' Advance Fares NEC Trade Exhibition/Business Event Factsheet

If you are holding a trade exhibition or business event at the NEC then you and your visitors are entitled to 25% off train travel to the venue with our Travel Partners Virgin Trains. To help explain more about this offer we've put together this factsheet which covers some frequently asked questions about the offer.

What is the offer?

Simply book your journey to the NEC using the link below and the 25% discount will be automatically applied to your booking:

www.virgintrains.co.uk/nec/

What do I need to do to validate my ticket?

You need to make sure that you have confirmation that you are attending an event at the NEC with you when you are travelling (as the conductor may ask you for this on the train). So, please make sure you have your exhibitor/visitor passes or email confirmation with you.

I'm staying overnight in Birmingham before my event so my train ticket date won't match the event details – does this matter?

As long as you have your hotel booking with you and are within a few days either side of the event when you travel then your ticket will be valid.

My event has been rescheduled or cancelled – will my train ticket be valid for the new date or can I get my money back if it's cancelled completely?

Unfortunately not. The date on the train ticket needs to match, or be within a few days of the event date (if you are staying overnight prior to attending the event). You cannot get your money back if the event is cancelled.

I'm an organiser and I want to promote this offer to my visitors – when's best to do this?

You can book your tickets up to 12 weeks prior to the show date so it's best not to promote the offer to your visitors before this 12 week period. Also, remember you can't get the tickets if it's less than 24 hours before you're due to travel, so don't promote the offer the day before your event.

I'm an organiser – how can I promote this offer to my visitors?

We've sent you an html email which you can send to your visitors. This explains the offer and sets out the terms and conditions for them. The URL above (www.virgintrains.co.uk/nec/) can also be provided to your visitors

I'm an organiser – as well as sending out the email to my visitors can I also include the link on my show website?

Yes, if you require artwork for a website button or banner, please provide the relevant specifications to your NEC Sales or Event Manager and we can supply. Please see below some example digital artwork available:



I've still got some questions about the promotion – who should I contact?

You can email customer.relations@virgintrains.co.uk or call 0333 1031031 with any further queries.

HIRE A CREDIT CARD TERMINAL FOR YOUR STAND AT THE BIRMINGHAM CRUISE SHOW 2016

WE HAVE A RANGE OF CREDIT CARD TERMINALS AVAILABLE TO HIRE FOR THE SHOW

	MOBILE TERMINAL 1 Network SIM card	
	MOBILE TERMINAL with 123Roam SIM 4 Networks on one SIM card	
	IP BLUETOOTH TERMINAL Connects via the internet - portable up to 100m	
	PSTN BLUETOOTH TERMINAL Connects via a phone line - portable up to 100m	
	Wi-Fi enabled BLUETOOTH TERMINAL Connects to a Wi-Fi signal - portable up to 100m	

It really is as easy as **123**

1. Your terminal(s) are delivered ready to use

2. The HIRE - Make the most of every sale*

3. Simply post the terminal(s) back

*A technical helpdesk operates 364 days a year for any technical queries you may have

EXHIBITOR INSURANCE

GUIDANCE FOR OUR EXHIBITORS

Please note that our terms and conditions require you to carry a £2m limit of Public Liability Insurance. This is *not* the same as Employers' Liability insurance, which is mandatory in the UK and other EU countries. You may already have Public Liability cover, however it is important to note that not all business policies offer cover for organised events taking place outside your business premises. If in doubt you should consult your insurance provider.

We wish to draw your attention to the exhibitor insurance offered by Hiscox, which includes the following cover:

- **Legal Liabilities.** This provides financial protection if you face a legal claim from a member of the public for injury or property damage (public liability) or an employee for injury sustained at work (employers' liability).
- **Cancellation and abandonment.** This insures against the loss of expenses if you are unable to attend the event due to circumstances beyond your control, or if the event has to be cancelled, abandoned, postponed or relocated due to circumstances beyond the organiser's control.
- **Property Damage.** This insures against the physical loss of or damage to your property, including loss of property in transit to or from the event. You should note that whilst we take every precaution to protect your property during the event, the Organisers are not responsible for any loss or damage to your property.

Stand alone public liability insurance or cover for more than one event is also available.

Rules set by the financial regulators in European countries do not permit us to advise you on any insurance matter. You are under no obligation to purchase insurance from Hiscox and may choose to seek a quote from other providers.

Hiscox can insure exhibitors located within European Union countries, Norway, Monaco and Switzerland. *Exhibitors from other countries must arrange insurance locally.*

You can purchase exhibitor insurance from Hiscox in one of 2 ways:

1 - Call +44 (0) 800 840 2469.

2 - Online at www.hiscox.co.uk . Simply click the "Buy Online" button on the "exhibitors" section of their homepage

Site Map



- Outlet Shopping
- Genting Hotel & Spa
- Bars and Restaurants
- Cinema
- Genting International Casino
- The Vox Conference Centre

Key

- P1/P2** Piazza entrances
- A1/A2/A3** Atrium entrances
- i** Visitor & Business Centre - T: +44 (0)121 780 4141
- 👋** Welcome desk
- 🌳** The NEC woodland
- Car parks**
- South:** S1-S7
- East:** E1-E5
- North:** N1-N12
- West:** West car park

- A** VIP parking
- B** Disabled parking
- C** NEC visitor parking/ outdoor exhibition area
- D** West Midlands bus stop
- E** NEC Express 1
- F** NEC Express 3
- G1 G2 G3 G4 G5** Gates

- 🚗** Taxi rank **PH** Private hire taxi pick up / drop off
- 🚻** Car park toilets (including accessible toilet)
- ✈️** Airport
- 🚆** Train
- 📮** Box office & Arena entrance
- 🚌** Shuttle bus to halls
- 🚏** Arena bus stop (to East Car Parks)
- Pedestrian footpaths
- ⤵️** Pedestrian footpaths subway