

PRE SHOW OPERATIONAL INFORMATION



IMPORTANT INFORMATION

Space Only Access

Access for stand construction is 0800hrs – 2000hrs on Monday 10th May. Please note that there will be no early access.

Shell Scheme Access

Access to dress shell scheme stands is from Monday 10th May, 1200 – 2000 hours.

If you require assistance with unloading, please contact Agility Logistics on +44 (0) 121 780 2627 immediately to pre-book services.

Temporary Power

Please note that it is the responsibility of the contractor and **not** the organiser to arrange temporary power during build up. Please contact Mark Simpkins of Melville Electrical Services on +44 (0) 121 780 0402 to discuss your requirements.

Late Working

Late working will only be permitted on Monday 10th May in special circumstances. You must apply direct to the Organisers office before 1500hrs the day that this is required. There will be a charge of £50.00 per hour per stand which is payable up front. This cost is to cover additional security, hall lighting and health and safety cover. Please note that a 24 hour temporary power supply should be ordered through Melville Exhibition Services on +44 (0) 121 780 0402.

Trailers – Build Up & Breakdown

Please brief your contractors and drivers to place a board under the foot support whenever trailers are being dropped in the hall. This will prevent damage to the NEC floor.

Important Information

It is vital that **ALL EXHIBITORS** complete the Health & Safety Declaration form (This can be found in the Checklist & Forms tab of the online manual) and return it to UBM Live immediately, if not done so already. It will only take a few minutes to complete. **Failure to complete this form will result in a refusal to exhibit on site.**

Waste Disposal

Should it be necessary for waste material to be removed at the close of the show, the cleaning department can provide quotations for special skip hire on 0121 767 2798. The NEC will also provide bins for waste outside most of the Vehicle Access Doors.

Any rubbish left in the hall will be skipped by the cleaning department and a charge of £500 per skip to the relevant exhibitor.

BADGES & PASSES

Car Parking

There are free car parking passes available for exhibitors. They are allocated according to stand size and can be collected from the Organisers' Office from the 10th May onwards. For visitors there is a charge of £8 per day.

Contractor & Vehicle ID Passes

Please find attached the Vehicle ID pass for Facilities 2010 – please print as required. Contractor Passes can be picked up from Security on the entrances on arrival and the Organisers Office in 2.3 Hall 2.

Exhibitor Badges

These are currently being sent out direct from MDS. Last minute requirements can be dealt with on-site from the entrance on Monday 10th May or each Open Day of the show from 0830hrs.

CLEANING

All stands and gangways will be cleaned each day of the open period, although the cleaning of exhibits will remain the responsibility of each individual exhibitor. Each evening you are requested to place all bags of waste in the gangways for removal. Please contact the Organisers Office if you require additional cleaning.

Exhibitors with locked offices or nightsheets must leave duplicate keys with the Organisers, clearly labelled with the stand number and company name to enable overnight access for cleaning staff.

DELIVERIES AND ACCESS

You are reminded that the Pay System will operate during build-up on Monday 10th May and that all vehicles making deliveries on this day will go through this system. Full details can be found within the Delivery of Goods – Deposit System form in the Checklist & Order Forms tab of the Online Manual. In order to minimise delays, you are encouraged to pre-purchase your tickets.

Please note that the Organisers cannot take any responsibility for courier deliveries, or for signing delivery notes and

consignment slips. Couriers will be directed to your stand – please ensure there is someone there to receive all deliveries during build-up and the open period. (Please note that a lot of courier companies do not deliver at weekends).

EMERGENCY GANGWAYS

Please note that there is to be no off loading into gangways under any circumstances. Any product offloaded into gangways will be removed by Worldwide and storage will be charged.

Please contact Agility on +44 (0)121 780 2627, as soon as your stand plans are complete to pre-book your lifts and to discuss your unloading schedule.

All emergency gangways will be marked and should be kept clear at all times during build-up and breakdown. On site Health & Safety Officers will be responsible for implementing this requirement – please co-operate with them at all times.

STORAGE

There are **NO** storage areas in the venue and empty boxes cannot be stored behind stands etc as they are a serious fire hazard. Any empty boxes found by the cleaners will be taken as rubbish and disposed of. If you need to book storage space on site for empty boxes, promotional material etc. please contact Agility on +44 (0)121 780 2627.

IF YOU NEED US:

Please remember that our organising team is here to assist you on any matter relating to the event:

Operations

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Finally, we wish you a very successful show and please do contact us with any questions you may have.