



# **IEEE International Conference on Communications**

**Excel, London**

**8<sup>th</sup> – 12<sup>th</sup> June 2015**

**Exhibitor Technical Manual**

## Table of Contents

### **A General Information**

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Definitions	3
Contacts	3/4
Venue Information	4
Map of Location	6
Dates	7
Floor Plan	8

### **B Exhibition Information**

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Schedule	9
Build-Up and Dismantling	9
Delivery & Storage	10
Technical Data of Exhibition Hall	10
Access	11
Electricity	11
Booth Design	11
Shell Scheme	12
Space Only Stands	12
Smoking/Alcohol/Drugs/Medicines	13
Flooring Coverings	13
Dilapidation	13
Empty Packaging	14
Cleaning	14
Noise	14
Water & Drainage	14
Emergency Exits	14
Fire Extinguishers	14
Exhibition Hall Podium	14
Young People	14
Materials & Tools	15
Furniture	15
Public Liability Insurance	15
Security	15
Hostess/Additional Personnel	15
Exhibitor Badges	15
Catering	15
First Aid	15
Smoke Machine	15
Exhibitor Editorials	15

### **C Terms & Conditions of Exhibiting** **16 to 17**

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### **D Rules & Regulations** **18 to 24**

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## A General Information

### Definitions

In this document, the following terms are defined as:

**Conference Organiser:** IEEE ICC 2015

**Conference Secretariat:** IEEE ICC 2015

**Exhibition Logistics Organiser:**

Zibrant Ltd

**Exhibition:** The exhibition being held in conjunction with the IEEE ICC 2015

**Exhibitor:** Includes any person, firm, company or corporation and its employees and agents to whom space has been allocated for the purpose of exhibiting within the Excel, London.

**Premises/Venue:** Those portions of the Excel, London licensed to the Conference Organisers.

### Contacts

#### Conference Organiser

#### Sponsorship & Exhibition Office:

Cooper Liu  
Department of Electrical and Electronic Engineering,

Imperial College London,

London, SW7 2AZ, UK

Tel: 0044 (0)20 759 46266

Fax: 0044 (0)20 759 46333

Email: qinxin.liu08@imperial.ac.uk

#### Conference Venue

The main meeting sessions, parallel symposia and exhibition space will all be held in the International Conference Centre at the Prince Regent east entrance of Excel, London:

ExCeL London  
One Western Gateway  
Royal Victoria Dock  
London  
E16 1XL



**Please direct any venue enquiries via the Exhibition Logistics Organiser:**  
**Contact: Lara Taglienti**  
**Email: lara.taglienti@zibrant.com**

#### Exhibitor Services



#### Full Circle

Full Circle is the official designated exhibition and electrical contractor

Please use the order forms for stand accessories, power and lighting



## A General Information

### GES

GES are the official in-house designated logistics/freight organiser.

All deliveries to ExCel **must** be managed by and booked with GES to ensure that equipment and packages reach your stand. Please use the order form for booking of all deliveries and collections.



### Concept Furniture

Concept Furniture are the official suppliers of exhibition furniture and accessories. Should you require additional furniture items please use the order booking form provided. No other furniture may be brought into the hall.



### Oldacre Florist

Floral displays for stands may be ordered from the brochure using the order form provided.

### Bank and Exchange Offices

The nearest bank to ExCel is:

**Bank:** Barclays

**Address:** Canary Wharf, 2 Churchill Place, London E14 5RB

**Phone:** [0345 734 5345](tel:03457345345)

**Hours:** [9:00 am – 5:00 pm](#)

Sat Closed

Sun Closed

### ATM Facilities and other amenities

Please see the interactive ExCel map

<http://www.excel-london.co.uk/visiting-excel/campus-guide/>

which shows the ATM points along the Boulevard. There is also a Post Office and other amenities featured here.

### Conference Documentation

Exhibitors are entitled to access the Conference App. Details will be provided in a separate confirmation from the Conference Organisers once the App is available.

### Access Badges

Exhibitors and sponsors are requested to collect their personnel name badges from the registration desk on Monday, 8<sup>th</sup> June 2015 before entering the Exhibition Hall during build up. Access to the Hall will be denied without the appropriate ID badge which must be worn at all times during the conference open days.

### Visa & Letter of Invitation

For attendees requiring a visa to enter the UK a support letter can be obtained from the Conference website

It is up to the individual attendee to take care of his or her own visa requirements.

### Poster Sessions

Scientific Posters will be located in the Exhibition Area.

### Internet / Wi-Fi

Internet at your stand can be ordered through the venue using the booking form. Alternatively you can access the free Wi-Fi available for all delegates in the venue, you will be provided with the access code at registration, however this is an insecure network with access for all and not suitable for exhibitor stands. Please be aware that due to technical reasons Wi-Fi networks always have their limitations regarding the number of logged in devices and available bandwidth. Therefore access for all attendees at the same time cannot be guaranteed.

### **Smoking**

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Smoking is banned in enclosed public places in the UK

### **Accommodation**

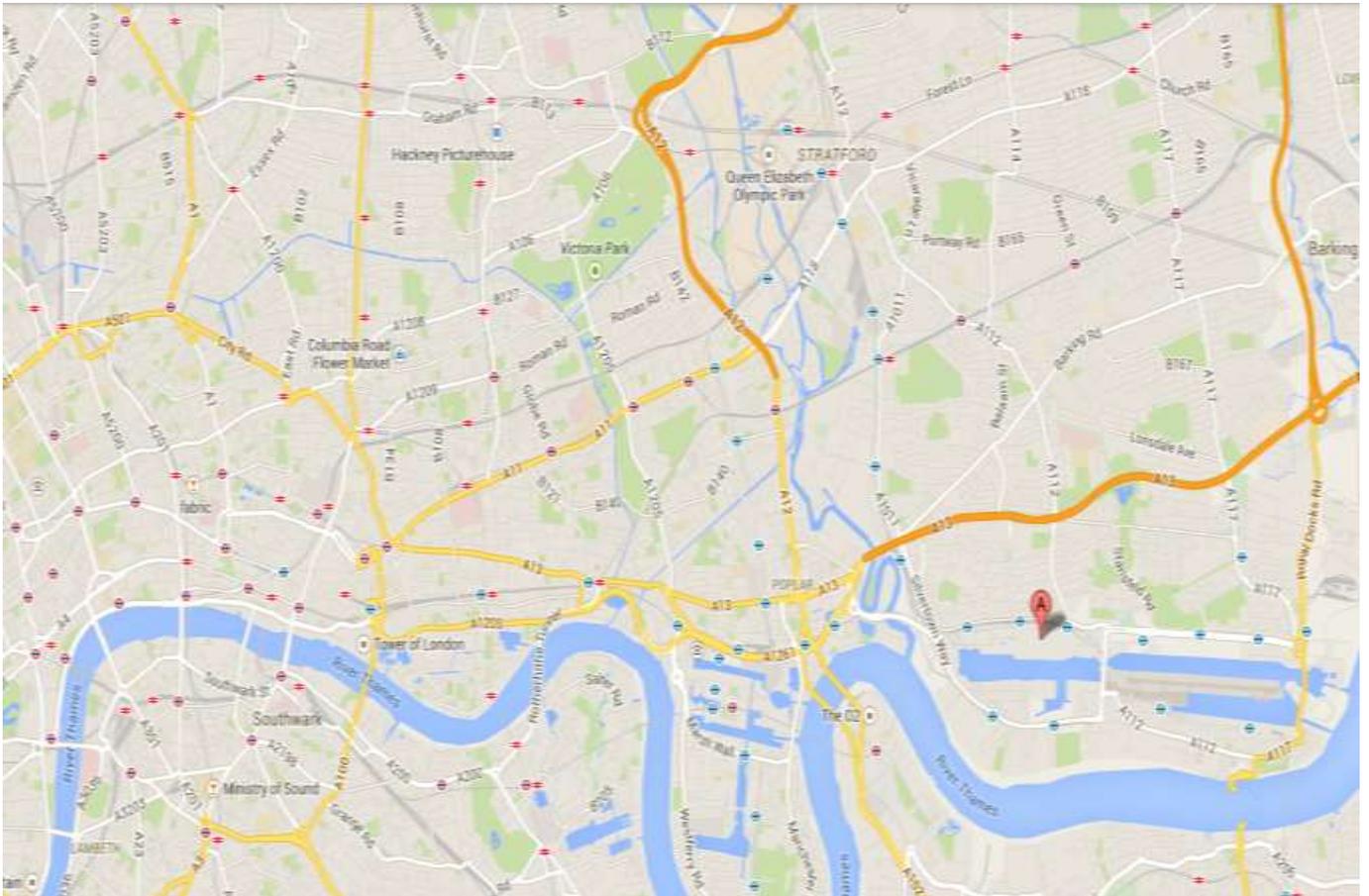
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Please visit the IEEE ICC 2015 website for accommodation requirements

<http://icc2015.ieee-icc.org/content/hotels>

## A General Information

### Map of Venue Location



**A = Excel, London**

## A General Information

### Social Events

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#### Overview

#### **Exhibition and Welcome Reception 18:00 – 21:00 Monday, 8<sup>th</sup> June 2015**

The exhibition opening and welcome reception will be held in the Capital Hall located on Level 0 of the International Conference Centre, ExCel. The evening will allow delegates to relax and socialise whilst having the opportunity to speak with exhibitors and patrons. All exhibitors must have personnel on their stands for the duration of the evening.

#### **Wednesday, 10<sup>th</sup> June 2015**

#### **Banquet at the Tower of London preceded by a Tour of the Jewel House.**

**Coaches will leave ExCel from 18:00  
hrs and return from 22:45 hrs**

To purchase tickets for the Tour of the Jewel House and the Banquet please follow the link <http://www.cvent.com/d/crjhh/4W>

**Tickets are US\$200 per person and  
include the tour and transport.**

### Dates to Remember

- Congress Dates

**8<sup>th</sup> – 12<sup>th</sup> June 2015**

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- Exhibition Dates

**8<sup>th</sup> – 11<sup>th</sup> June 2015**

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- Start of ordering items

**Monday 13<sup>th</sup> April 2015**

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- Deadline submission of logos for App
- Deadline advert submission for App
- Deadline Submission for company profile

**Monday 4<sup>th</sup> May 2015**

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- Deadline for booth layout submission

**Monday 4<sup>th</sup> May 2015**

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- Deadline for standard ordering (late fees apply after this date)

**Thursday 7<sup>th</sup> May 2015**

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- Deadline for submission of number of exhibitor badges required

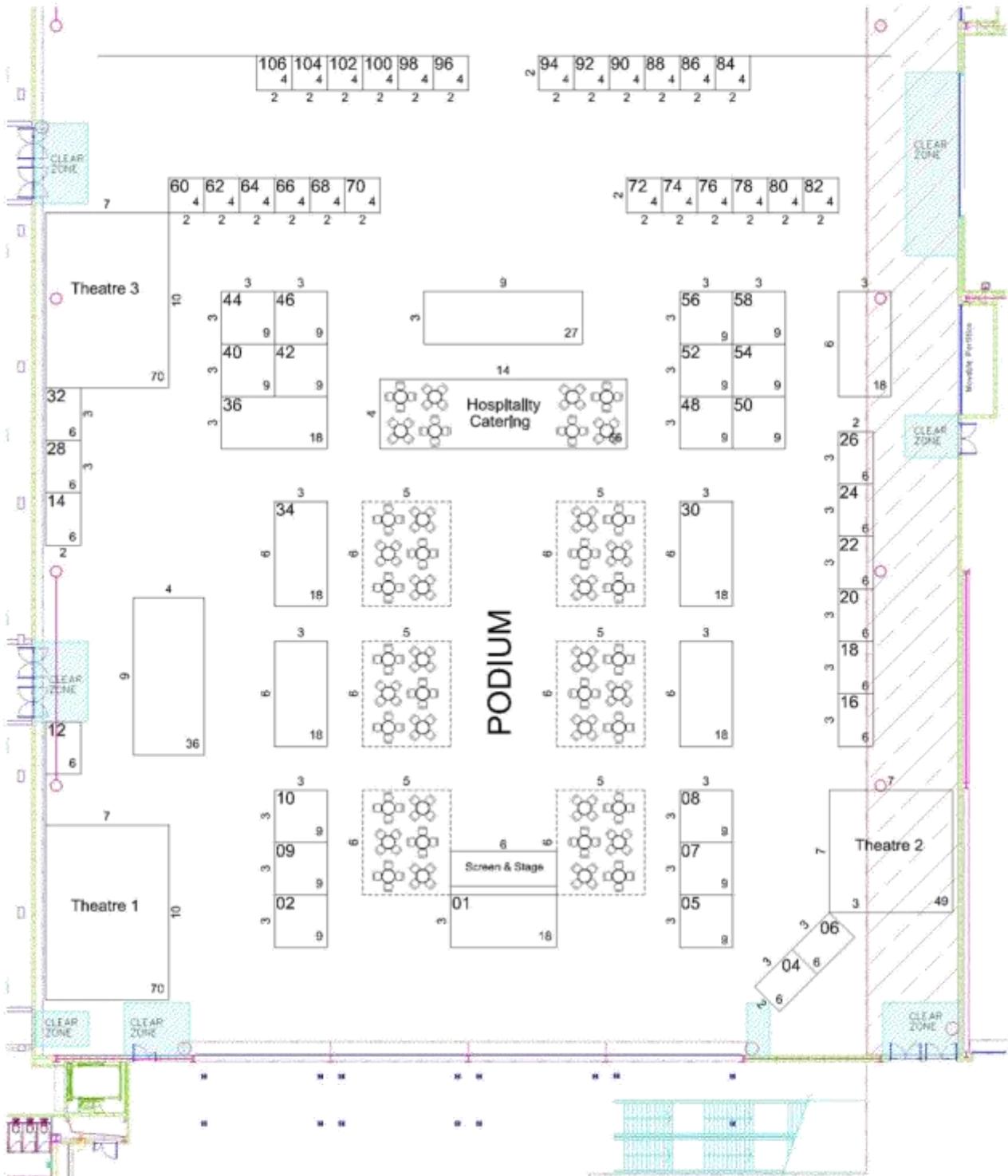
**Monday 25<sup>th</sup> May 2015**

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# IEEE 2015

## ExCeL, London Capital Hall

### 8 - 11 June 2015



**FULL CIRCLE**

— where it starts to be —

Please note that this floor plan is subject to change by the Organisers

1:200 @ A2  
Rev 07 - 14.04.15

## B Exhibition Information

### Exhibition Schedule

#### Exhibition Build Up

Monday, 8<sup>th</sup> June 2015      14:00 – 17:00      Stand set up and dressing

#### Exhibition Opening Times

Monday, 8 <sup>th</sup> June 2015	18:00 – 21:00	Exhibition open and Welcome Reception
Tuesday, 9 <sup>th</sup> June 2015	08:30 – 17:30	Exhibition open
Wednesday, 10 <sup>th</sup> June 2015	08:30 – 17:30	Exhibition open
Thursday, 11 <sup>th</sup> June 2015	08:30 – 18:30	Exhibition open

#### Exhibition Dismantling

Thursday, 11<sup>th</sup> June 2015      18:30 – 22:00      Removal of stand material and personal property

***There will be programme sessions taking place in the exhibition hall until 18:00 and no exhibits may be broken down until all delegates have left the hall following close of these sessions.***

#### Build-Up Times

Access to the exhibition hall will be available to exhibitors from 14:00 on Monday 8<sup>th</sup> June 2015. Exhibition build-up closes on Monday 8<sup>th</sup> June at 17:00 ready for hall cleaning before the start of the Welcome Reception. Basic shell scheme stands and stand furniture will be in place by 14:00 at the latest on Monday, 8<sup>th</sup> June 2015. If you require additional time for stand build please contact the Exhibition Logistics Organiser.

**All stands should be completed to the satisfaction of the organisers by 17:00 on Monday 8<sup>th</sup> June 2015.**

#### Cleaning after Build-Up

On Monday, 8<sup>th</sup> June by 17:00 Exhibitors must remove boxes, crates and tools from the aisles for the beginning of the general cleaning of the exhibition hall. If the exhibitor fails to do so then boxes/materials will be removed at the exhibitors' expense.

#### Dismantling Times

The exhibition will close at 18:30 on Thursday 11<sup>th</sup> June. Dismantling of stands may not start before this time, nor before all delegates have left the exhibition floor. Exhibitors with shell schemes shall vacate their booths, having removed all materials by 20:00. The exhibition area must be cleared of all exhibits / stands / materials by 20:00 on Thursday, 11<sup>th</sup> June as stands will be broken down.

**NB: Any items remaining in the hall after dismantling will be removed and**

## B Exhibition Information

**disposed of, neither the organisers nor the venue will be held responsible for any loss.**

During build-up and dismantling periods the exhibition hall is considered a building site. Therefore all stand contractors/exhibitors are responsible for the health and safety in their area. Please take the necessary steps to protect yourself and other stand builders / exhibitors from the risk of any accidents happening.

### **Delivery & Storage**

Please note that there are no storage facilities at the Excel, London. Deliveries must be arranged so that they arrive at the exhibition hall during the build-up/operation times of the exhibition.

The organisers and their contractors are not responsible for deliveries/materials delivered to the venue and exhibitors should be present to receive deliveries. The organisers and their contractors will neither accept any deliveries for exhibitors at any time, nor can be held responsible for any loss or damage of deliveries made in the absence of the person in charge. Advance delivery management should be booked via GES.

### **Customs Clearance/Material Handling & Forwarding/Storage**

Each exhibitor will be required to fulfil customs formalities with respect to equipment and products of foreign origin. The organisers cannot be held responsible for any difficulties. The handling and transportation of the exhibitor's material into, out of and within the exhibition will be at the exhibitor's expense. For customs clearance advice and assistance please

contact the appointed logistics company GES – as detailed on page 3.

### **Movement of Deliveries**

Exhibitors are advised to make their own arrangements for handling exhibits, brochures etc. If you require lifting facilities such as trolleys etc. please contact GES in advance of your arrival for more information.

### **Appointed Logistics Company**

GES have been appointed as the official logistics company for IEEE ICC 2015. Please contact them for assistance with customs clearance and transportation of exhibition material.

### **Technical Data for Exhibition Hall**

#### **EXHIBITION HALL**

Location:	Capital Hall
	Floor (level 0)
Flooring:	Carpet
Ventilation:	Centrally controlled air conditioning
Power Supply:	A power point will be provided by the organiser upon request. <b>Additional power points for booths need to be ordered in advance via the Order Form unless previously agreed with the Conference Organiser</b>

## B Exhibition Information

### **Traffic on the Exhibition Grounds, Emergency Exits, Safety Installations**

Only goods vehicles are allowed in the loading areas. Goods vehicles after loading/unloading in the loading areas must leave immediately to facilitate smooth flow of traffic. Vehicles will not be allowed to remain in the venue after business hours.

No parking will be allowed in the loading area.

### **Access Passes**

Access passes will be issued to all exhibiting personnel and their contractors for both the build-up and break down periods. Access to the exhibition area will not be permitted without a valid access pass. Passes will be given to all exhibitors and contractors on arrival onsite.

### **Types of Current and Voltages**

***Electrical supply to the exhibition booths must be ordered in advance by completing the Order Form.***

Available types of current and voltages on the exhibition hall

Type of supply single phase  
Single Phase alternation at 240V / 15 amp

Local electrical plug systems

Most commonly used plug is shown below. Adaptors will not be available and must be supplied by the exhibitors if required



### **Electrical Installations and Connections**

For safety reasons and the protection of electrical installation at the venue, all power main installations from source to outlet (on exhibition stands) must only be carried out by the appointed Technical Service Provider.

For safety reasons the use of coiled extension leads and double adaptors is not permitted in the exhibition hall. Approved extension may be ordered in advance by using the Order Form.

### **Faults of Technical Systems**

The Exhibition Logistics Organiser must be informed immediately in the event of any faults occurring in technical supply and technical systems. The organiser is not liable for loss or damage of equipment resulting from such faults.

### **Approval of Booth Design & Construction, Electrical Requirements**

In the interest of harmonious overall design of the exhibition, applications may be refused if the exhibit fails to fit in with the exhibition as a whole. Therefore a booth can only be set up if it is approved by the organisers. The exhibitor or its agent must send detailed reference documentation, including:

- Dimensioned drawings
- Material details of main elements of the stand
- Clearly marked positions of all required technical connections
- Visualization of the booth design (rendering or photographs)

## B Exhibition Information

Please send your booth documentation to [lara.taglienti@zibrant.com](mailto:lara.taglienti@zibrant.com) no later than **Monday 4<sup>th</sup> May 2015**.

At any time the contractor may be required to show appropriate supporting documents / certificates during the set up and the exhibition period at the booth.

**DEADLINE: MONDAY 4<sup>th</sup> MAY 2015**

### Booth Construction Heights

The maximum construction height is 2.m at all areas. To maintain an "open design" of all booths, booth sides that face aisle ways must be transparent and open.

### Shell Scheme Accessories

Shell scheme accessories, including lighting, power and furniture are available through Full Circle and Concept Furniture. Please refer to the Order Forms for a detailed list and to place orders by **7<sup>th</sup> May 2015**.

### Shell Scheme Packages

A basic shell scheme package is included with each booth space ***unless otherwise requested***.

This includes:

- Hard wall Booths
- Fascia panel with company name in black block text on white background
- Basic furniture including:
  - Table
  - Two chairs
  - Two spotlights
  - One power outlet



Basic furniture only as shown in the above illustrations

Additional furniture can be ordered through Concept Furniture using the order form.

All other shell scheme configurations must be discussed with the organisers and materials booked through Full Circle

### IMAGE OF SHELL SCHEME



### Space Only Stands

Free-build stands are allocated on a "space only" basis. This means that no stand services are provided and you are building or bringing your own stand.

### Stand Drawing Submissions

Free-build exhibitors are reminded of the following points:

## B Exhibition Information

- Drawings of all free-build stands must be submitted for approval to the Exhibition Logistics Organisers at [lara.taglienti@zibrant.com](mailto:lara.taglienti@zibrant.com) no later than **Monday 4<sup>th</sup> May 2015**. All space only structures must submit method statements and risk assessments. Please submit this information as well as your exhibition stand drawings to the Exhibition logistics organisers.
- Exhibitors are advised that the procedure for obtaining approval can take a considerable amount of time. Working drawings should therefore be submitted as soon as they are available.
- The maximum exhibition stand height is 2.5m (8').
- There are no height restrictions in the exhibition hall for rigging
- All stand designs with a raised platform must incorporate a wheelchair access ramp on at least one of its open sides.
- Any stand incorporating closed rooms/theatres with covered ceilings must include a vision panel or window and may be subject to approval on emergency lighting and exit width.
- All structures, materials, special designs, unusual construction and all signs shall confirm to safety standards and codes of practice and comply with all relevant statutory authority regulations.
- Any display work or materials contravening clauses must be modified to meet requirements.
- It is every space only exhibitor's responsibility to provide partition walls between themselves and their neighbours. These walls **must** be built to the height of the highest

point on your stand (minimum 2.5m high (8') and must be cleanly decorated on both sides.

- No exhibitor will be permitted to span an aisle by ceiling or floor covering.
- Please contact the Exhibition logistics organisers if you require a copy of the exhibition layout plans.
- It is the responsibility of the space only exhibitors to observe the building, fire and health and safety regulations of the venue. Copies of these are available on request from the Exhibition logistics organisers.

**Failure to comply with any of these points could result in approval of your stand being withdrawn.**

### Smoking/Alcohol/Drugs and Medicines

During Build-Up and Breakdown it is prohibited to smoke, use drugs or consume alcohol and to use any kind of medicine that delays the ability to react.

### Floor Coverings

The exhibition hall will be laid with carpet; however should you wish to order alternative flooring at an additional cost this is available via Full Circle.

### Dilapidation

Exhibitors are not allowed to alter, damage or in any way change any technical system, walls, parts of the hall or shell schemes. That includes drilling, nailing, welding, paints and adhesives etc. The exhibitors will be held responsible for the cost of making good or replacing any damage or dilapidation to the exhibition premises, whether caused by themselves, their agents and contractors or by any person

## B Exhibition Information

employed or engaged on their behalf by such agents or contractors.

### **Empty Packaging**

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Empty packaging of all kinds (e.g. boxes and packing materials) may not be stored in the hall, either inside or outside the stands. Any empty packaging must be removed immediately, due to fire and safety regulations.

### **Cleaning and Disposal of Waste**

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The general exhibition areas and aisles will be cleaned during the exhibition time on a daily basis but this does not include the booths. If you wish to have the booth cleaned (tables cleaned, floor cleaned) please place an order with [lara.taglienti@zibrant.com](mailto:lara.taglienti@zibrant.com)

Waste disposal is not included. The exhibitor is responsible for the disposal of its waste and any debris resulting from the dismantling of the exhibition. Exhibitors are reminded not to obstruct the gangways with their exhibits during the build-up. Refuse and waste materials which have been left in the exhibition area and have not been registered with the Exhibition Logistics Organisers in advance will be subject to a charge of minimum £15 per m<sup>2</sup> plus administration costs.

### **Noise**

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Inside the exhibition halls and during the exhibition hours

The projection of films and slides, the amplification of the spoken words with the aid of loudspeakers, the production of music and/or sound, as well as the use of television sets is allowed, subject to licence, as long as no hindrance is caused. The sound should be held at a low level.

The organisers reserve the right to determine at what point sound constitutes interference with others and if it must be discontinued.

Technical and posters sessions will be taking place every day from Tuesday to Thursday and exhibitors are requested to be mindful of the presenters during these times.

### **Water and Drainage Supply**

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There is no water or drainage supply available to any of the booths within the exhibition hall.

### **Emergency Exits**

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The emergency exits should always be kept free of obstructions and used in the case of emergency only.

### **Fire Extinguishers**

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Fire extinguishers should always remain accessible.

### **Exhibition Hall Podium**

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There will be a podium in the exhibition hall for industrial presentations during the coffee and lunch breaks. The podium will also be used for the best paper award.

### **Young People**

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People under the age of 16 are not allowed to access the exhibition hall during the Build-Up and Breakdown periods.

## B Exhibition Information

### Materials and Tools

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Only approved (i.e. certified) machines and tools may be used. The working area needs to be kept clean.

### Furniture

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The conference organiser will provide a basic table and two chairs. Please note that a tablecloth is not provided but may be ordered. Should you require additional furniture at your stand please complete the Concept Furniture Order Form. If you do not require the basic furniture please let the conference organiser know this [lara.taglienti@zibrant.com](mailto:lara.taglienti@zibrant.com)

### Public Liability Insurance

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Exhibitors are reminded of the need to consult their insurance company or brokers to cover themselves fully against all risks at the Exhibition.

### Security

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Exhibitors are requested to use common sense precautions at all times and to ensure that all stand personnel wear identity badges. Should any suspicious or unidentified articles be discovered they must be reported to the Exhibition logistics organisers immediately. The security provided by the Exhibition logistics organisers has been implemented to prevent unauthorised access to the exhibition areas and not to secure the contents of exhibition stands. Each exhibitor is responsible for their property and necessary precautions should be taken.

### Hostess/Additional Personnel

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Should you require a hostess or any additional stand staff. Please contact the event organiser [lara.taglienti@zibrant.com](mailto:lara.taglienti@zibrant.com)

### Exhibitor Badges

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Exhibitors will each receive 2 exhibitor badges with their stand. These badges will give access to the Exhibition Hall only. For access to the scientific sessions exhibitors must purchase full registration through the event website.

### Catering

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There are morning and afternoon refreshments breaks in the scientific programme each day and these will take place in the Exhibition Hall. Lunch is not provided for exhibitors or delegates but may be purchased from retail outlets.

### First Aid

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First aid is available from the venue if required.

### Smoke Machines

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Smoke machines are not permitted in the exhibition area.

### Exhibitor Editorials

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Each exhibitor may have a maximum of 50 words of free editorial in the Conference App. Please send your final copy to the event organiser [qinxin.liu08@imperial.ac.uk](mailto:qinxin.liu08@imperial.ac.uk) by **Monday 4<sup>th</sup> May 2015**.

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## C Terms and Conditions

### **Terms and Conditions of Exhibiting**

#### **1. Definitions**

The term "exhibition" in all cases refers to the exhibition being held in conjunction with the IEEE ICC at Excel, London, June 2015. The term "exhibitor" includes any person, firm, company or corporation and its employees and agents to whom space has been allocated for the purpose of exhibiting at the exhibition. The term "Exhibition logistics organisers" means Zibrant Ltd on behalf of the Local Organising Committee. The term "premises" refers to those portions of the stated Venue licenses to the organisers.

#### **2. Application**

The Exhibition logistics organisers reserve the right to refuse any application or prohibit any exhibit without assigning any reason for such refusal or prohibition.

#### **3. Exhibition Dates and Cancellation**

The Local Organising Committee reserves the right to change the venue, time and date of reservations up to six months before the start of the Conference.

The Exhibition logistics organisers reserve the right to postpone the exhibition from the set dates and to hold the exhibition on other dates as near to the original dates as possible, utilising the right only when circumstances necessitate such action and without any liability to the Exhibition logistics organisers.

The Exhibition logistics organisers accept no responsibility for any damages if the event is not performed due to any obstacle or hindrance outside the control of the Exhibition logistics organisers, which the Exhibition logistics organisers could not reasonably have foreseen when signing the exhibition contract and which the Exhibition logistics organisers could not have avoided at a reasonable effort of cost. Such obstacles and hindrances include, but are not limited to, the outbreak of war, civil riots, governmental or other obstacles for the freedom of travel, union actions, natural disasters, fire, flooding and any other circumstances that fall within the meaning of the above.

#### **4. Exhibition Layout**

The Exhibition logistics organisers reserve the right to change the exhibition floor layout if necessary. The Exhibition logistics organisers reserve the right in unforeseen circumstances to amend or alter the exact site of the location of the stand and the exhibitor undertakes to agree to any alteration to the site or the space re-allocated by the Exhibition logistics organisers.

#### **5. Bankruptcy or Liquidation**

In the event of the exhibitor becoming bankrupt or entering into liquidation (other than voluntary liquidation for the purpose of amalgamation or reconstruction) or having the Receiver appointed, the contract with such an exhibitor will terminate forthwith, the allotment of stand space will be cancelled and all sums paid by the exhibitor under the contract will be forfeited.

## C Terms and Conditions

### **6. Contract Cancellation**

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In exceptional circumstances the Exhibition logistics organisers will be prepared to consider cancellation of their contract with exhibitors, but only if the following conditions are complied with:

- a. that the request for cancellation is submitted by registered post
- b. that the request is received at least three months prior to the opening of the exhibition.
- c. that the Exhibition logistics organisers are able to re-let the cancelled space in its entirety
- d. that the reason given for the request of the cancellation is, in the opinion of the Exhibition logistics organisers, well founded.
- e. that the exhibitor agrees that the Exhibition logistics organisers shall retain 10% of the contract price if the cancellation is accepted up until 9 months prior to the Conference, 50% of the contract price if the cancellation is accepted up until 6 months prior to the Conference and 100% of the contract price if the cancellation is accepted less than three months prior to the Conference.

## D Rules and Regulations

### 1. Payment of Stand Space

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Exhibitors have seven (7) days in which to make their final payment when it falls due. After this time and only when monies have not been paid, the stand will be available for sale to another Company. All deposits paid will be automatically forfeited and no refund will be made. No exhibitor shall occupy their stand space in the exhibition until all monies owing to the Exhibition logistics organisers by the exhibitor are paid in full.

### 2. Occupation of Stand Space

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The exhibitor, his servants, agents, employees and contractors may enter the building at any time which will be nominated to them for the purpose of stand fitting and dressing. In the event of an exhibitor failing to take possession of their stand the Exhibition logistics organisers have the right to re-allocate the stand and all monies paid shall be forfeited. In the event of the exhibitor failing to occupy the said space by the advertised opening time of the show the Exhibition logistics organisers are authorised to occupy or cause the said space to be occupied in such manner as may be deemed best for the interest of the exhibition without refund to the said exhibitor and without releasing the exhibitor from any liability within these rules and regulations.

Unless otherwise agreed in writing by the Exhibition logistics organisers, exhibitors are not authorised to sublet, share or transfer their stand space.

### 3. Set-Up and Breakdown of Exhibits

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Exhibitors will be advised when they may commence set-up and breakdown of exhibits. Exhibitors are prohibited from commencing such set up and break down until the times designated.

The Exhibition logistics organisers will use their best endeavours to adhere to the nominated date for the commencement of exhibitors work but will accept no responsibility for any costs, claims or expenses arising from any variation to such date. Exhibits which do not reasonably satisfy the Exhibition logistics organisers shall be modified by the exhibitor in such manner and within such time as the Exhibition logistics organisers may require and in default the Exhibition logistics organisers may remove such exhibits at the expense of the exhibitor who shall forfeit all sums paid by the way of deposit, rental or otherwise.

No exhibitor shall erect any sign, stand, wall or obstruction which in the opinion of the Exhibition logistics organisers interferes with another exhibitor.

The exhibitor is responsible for the safety of his products, displays and stand. During breakdown no material should be left unattended at any time. It is the responsibility of each exhibitor to leave his stand spaces clean and tidy during the exhibition and after breakdown. All exhibits, displays, stand fittings and materials must be removed from the premises but the time and date stated by the Exhibition logistics organisers. Breakdown and removal of exhibits may not commence until after the official closing time. Any special arrangements for build up or breakdown and removal of exhibits must be made in consultation with the Exhibition logistics organisers.

### 4. Height Restrictions

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Exhibition stands are allowed to build up to the maximum height of 2.5m. Exhibitors building their own stand must have the prior approval of the Exhibition logistics organisers.

## D Rules and Regulations

### **5. Stand Construction and Services**

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For insurance, security reasons and to adhere to regulations stipulated by the stated venue, the Exhibition logistics organisers have appointed official contractors for all shell scheme stand construction, all electrical services (mains and fitting) and all ancillary services. Due to the necessity of co-ordinating all such activities during build up and breakdown periods and for security purposes, no other contractors will be permitted to undertake any of this work without the prior consent of the Exhibition logistics organisers.

### **6. Banner and Posters**

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Exhibitors may not utilise any poster sites within the exhibition area unless they have been given permission to do so by the Exhibition logistics organisers. Promotional Posters may not be displayed in the foyer, session hall foyers, corridors or any other public areas within the premises other than official Conference signage.

### **7. Electrical Requirements**

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Full lighting and power services are available to exhibitors through the official electrical contractor. Exhibitors may provide their own electrical fittings only where such fittings are in the form of made-up units, showcases and/or signs complete and ready for connection to the mains supply.

Electrical devices, which interfere with radio or television systems, must be switched off immediately if requested by the Exhibition logistics organisers.

The use of electrical appliances shall only be permitted if they conform to the conditions concerning electrical appliances as laid down by the appropriate authority and other statutory bodies. Before such appliances are used, permission must be obtained from the Exhibition logistics organisers. The use of coffee makers (unless hired from the venue) immersion heater and electric heaters with unguarded elements is not permitted.

Exhibitors must not use or install or permit or suffer to be used or installed any supplementary plant for the generation or supply of electricity to the premises unless they have obtained the written consent of the Exhibition logistics organisers and/or the venue.

### **8. Moving Equipment**

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Exhibitors are required to provide information to the Exhibition logistics organisers of all displays involving moving equipment. Moving equipment must not be left unsupervised at any time.

### **9. Trade Union Labour**

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All stand fitting construction or display work should be carried out by members of the appropriate Trade Unions recognised by the Exhibition Industry at the rates of pay and overtime and conditions in accordance with the Terms of the Working Rules Agreement currently in force.

## D Rules and Regulations

### **10. Obstruction of Gangways and Open Spaces**

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Exhibitors will not be allowed to display exhibits in such a manner as to obstruct the light or impede or project over gangways or affect the displays of neighbouring exhibitors. Gangways must at all times be kept clear and free for passage. All emergency exits and access to service areas are to be kept clear at all times and must not be restricted or rendered unrecognisable. Public gangways shall remain the means of escape even during build up and breakdown periods. Any exhibitor who continues to cause obstruction or nuisance after notice has been given will be liable to have his stand closed by the Exhibition logistics organisers at the exhibitor's expense and risk.

### **11. Conduct of Exhibitors and Representatives**

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**Annoyance:** The Exhibition logistics organisers reserve the right to stop any activity on the part of any exhibitor that may cause annoyance to other exhibitors or visitors. Business must be conducted only from the exhibitor's own stand and under no circumstances may this be carried out from a gangway or elsewhere within the exhibition.

**Microphones/Audio Visual Equipment:** The use of microphones/audio visual equipment is permitted but the volume must not be such as to cause annoyance to other exhibitors. The Exhibition logistics organisers reserve the right to prohibit such use if, in the Exhibition logistics organisers opinion, this is the case.

**Publicity Material:** Publicity material shall be displayed and/or given away only from the exhibitor's own stand. Leaflets displayed at any other point throughout the premises will be removed or destroyed by the Exhibition logistics organisers.

**Projected Images:** Projected images, however generated, may not play on to aisles or onto other stands.

An exhibitor may not, except by express written permission of the Exhibition logistics organisers, display directly or indirectly, advertise or give credits to any products other than his own or his named principal's. The display of acknowledgement or credit indicating membership of organisations or trade associations is not allowed except by the express written permission of the Exhibition logistics organisers. The Exhibition logistics organisers reserve the right to have masked or removed from the premises any product or sign violating this regulation.

### **12. Performing Rights Society Licence**

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For exhibitors who intend having music at their stand, even for demonstration purposes only, a Performing Rights licence is required by law to authorise such use of its international copyright repertoire. Licences can be obtained for the duration of the exhibition by contacting the event venue.

### **13. Children and Animals**

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It is strictly forbidden for children under the age of 16 and all animals except Guide Dogs to be brought in to the exhibition during build up, open days and breakdown periods.

## D Rules and Regulations

### **14. Fire Precautions – Stand Materials**

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In accordance with the requirement of the appropriate authority, all materials used in construction work, display materials etc. Must be effectively fire proofed or made of non-flammable materials in accordance with the standards of every appropriate authority. Fire extinguishers will be provided by the Exhibition logistics organisers in the display areas and placed as regulations require. The exhibitors must comply with any reasonable instructions given by the appropriate authority or the Exhibition logistics organisers to avoid the risk of fire. Exhibitors are advised to acquaint themselves with local legislation in respect of the Fire Precautions.

All materials used in the constructions of stands and stand interiors must be fireproofed to the satisfaction of the local Fire Authority. Plastics should not be used in the construction of stands without the special permission of the Exhibition logistics organisers. Failure to abide by these regulations may result in the removal of the offending materials.

All fabrics dressing walls or ceilings should be fire retardant. Any person, whether exhibitor, staff, contractor or worker, discovering an outbreak of fire should make immediate use of the exhibition area fire alarm system and if it is safe to do so endeavour to put out the fire by the use of extinguishers located throughout the exhibition area. The Exhibition logistics organisers should be notified immediately.

Exhibitors are reminded that they must comply with any reasonable instructions to avoid the risk of fire and are advised that the venue has stringent regulations governing materials used onsite during an exhibition.

### **15. Dangerous Materials and Exhibits**

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The exhibitor must conform to the conditions concerning explosives and dangerous combustible materials as laid down by the appropriate authority and other statutory bodies. Any material or exhibit not approved by the appropriate authority or by the Exhibition logistics organisers must be removed from the building at the request of the Exhibition logistics organisers.

### **16. Laser Products**

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Any exhibitor demonstrating or using laser products must note and observe the following requirement: Full details of equipment that will be used must be submitted to the Exhibition logistics organisers for the final approval not later than four (4) weeks prior to the commencement of the exhibition. Failure to submit adequate details may result in the display being prohibited. Exhibitors must provide suitable fire extinguishers and warning notices.

### **17. Gas Cylinders**

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Prior approval from the Exhibition logistics organisers is required before CO<sub>2</sub> gas cylinders can be used. The use of compressed gas cylinders other than CO<sub>2</sub>, e.g. LPG, or of other explosive or highly flammable materials will not be permitted except under exceptional circumstances and with the prior approval of the organisers and the venue.

## D Rules and Regulations

### 18. Health & Safety

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Exhibitors are reminded that any equipment being operated or demonstrated shall be inherently safe and not create a hazard for the demonstrator or visitor. The exhibitor is required to notify the local enforcing authority when there is an accident resulting in death or major injury or notifiable dangerous occurrence.

It is a requirement of the venue that all exhibitors and contracts comply with the law and regulations covering Health and Safety at Work at all times.

### 19. Risk Assessment

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All exhibitors are required to complete a Risk Assessment form. Risk Assessment forms are enclosed with this manual – please complete the appropriate form for Shell Scheme or Space Only stands and return to the Exhibition logistics organisers.

### 20. Damage to the Venue Premises

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No nails, screws or other fixtures may be drawn into any part of the premises, including floors, nor may any part of the premises be damaged or disfigured in any way, including the use of sticky tape, Velcro, gaffa tape etc. Should any such damage occur, the exhibitor responsible will be invoiced for any reparation charges incurred.

### 21. Liability

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The Exhibition logistics organisers will endeavour to protect exhibition property while on display at the exhibition. However, it must be clearly understood that the Management of the Venue, the organising committee and the Exhibition logistics organisers cannot accept liability of the loss or damage sustained or occasioned from any cause whatsoever.

Exhibitors will be responsible for all damage to the property and for any loss or injury caused by them or their agents or employees and will indemnify the Exhibition logistics organisers against all claims and expenses arising therefrom.

In the event of it being necessary for any reason whatsoever for the exhibition to be abandoned, postponed or altered in any way in whole or part, or if the Exhibition logistics organisers find it necessary to change the dates of the exhibition or vary the hours the exhibition is open, the Exhibition logistics organisers shall not be liable for any expenditure, damage or loss incurred in connection with the exhibition. The Exhibition logistics organisers shall further not be liable for any loss that the exhibitor or exhibition contractors may incur owing to the intervention of any authority which prevents or restricts the use of the premises or any part thereof in any manner whatsoever.

### 22. Insurance

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Exhibitors are reminded of the need to consult their insurance company or brokers to cover themselves fully against all risks at the exhibition.

The Exhibition logistics organisers can advise exhibitors of suitable insurance brokers upon request. Particular attention is drawn to the need for the following:

Abandonment Insurance: Exhibitors will have seen from the above that the Exhibition logistics organisers are not obliged to return any monies paid for space in the event of the cancellation or restriction of the exhibition

Stand, Fixtures and Similar Insurance: All risks on loss or damage to exhibitor's property, fixtures, fittings and all other property of a similar nature such as personal effects or directors, principals and employees whilst on the premises and transit risks from the exhibitors premises to the exhibition and return.

## D Rules and Regulations

Public Liability Insurance: All exhibitors must have Public Liability Insurance. The organisers will have the right to request sight of documentation on-site. Please consult your insurance brokers to cover you fully against all risks at the exhibition.

### 23. Restricted Use

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All obligations under the Terms and Conditions shall not be cancelled or affected by any reason of the use of the premises or any part thereof being prevented or restricted by any exhibitor's failure to obtain or the failure of any local authority or other body to grant any necessary licence, permission or approval.

### 24. Works

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No exhibitor shall object to the construction, demolition, repair or replacement of any building or plant or the carrying out of any other activity or undertaking of any vibration, noise or other nuisance arising there from or in relation thereto whether under or over or (in the case of emergency only) within the premises or any other adjoining or neighbouring premises and whether by the premises or any other owner or occupier.

If the exhibitor fails to comply in any substantial respect with the terms of these Rules and Regulations, the Exhibition logistics organisers have the right to sell the stand space. The exhibitor, however, will be liable for any loss suffered by the Exhibition logistics organisers thereby and all monies paid by the exhibitor shall be absolutely forfeited to the Exhibition logistics organisers.

### 25. Storage

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No empty crates, cartons, boxes, shavings or other packing materials may be stored on the premises. Exhibitors should make their own arrangements for the removal of boxes and packing materials prior to the opening of the exhibition. Exhibitors are advised to store packing cases, cartons, boxes etc. in their delivery vehicles if at all possible. Please note that it is contrary to the fire regulations for any packing materials to be stored on or behind stands, in gangways or to obstruct the fire exits.

### 26. Items Left on Site

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Any goods/materials/deliveries or miscellaneous items left on the premises without proper authority will be treated as abandoned and disposed of accordingly.

## D Rules and Regulations

### **27. Compliance with Rules and Regulations**

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If the exhibitor fails to comply in any substantial respect with the terms of these Rules and Regulations the Exhibition logistics organisers have the right to re-sell the stand space.

The exhibitor, however, will be liable for any loss suffered by the Exhibition logistics organisers thereby and all monies paid by the exhibitor shall be absolutely forfeited to the Exhibition logistics organisers.

The Exhibition logistics organisers are responsible for the control of the exhibition area. Exhibitors are responsible for the control and supervision of their own stands. The decision of the Exhibition logistics organisers is final and decisive on any question not covered in the foregoing Rules and Regulations.

**The Exhibition logistics organisers may from time to time add to or vary these Rules and Regulations and do anything at their sole discretion they deem desirable for the proper conduct of the exhibition, provided that such amendments or additions do not operate to diminish the rights reserved to the exhibitor under these Rules and Regulations and shall not operate to increase the liabilities of the Exhibition logistics organisers, exhibitors must comply in all respects with the requirements of every appropriate authority, with the Terms of Agreement by which the Exhibition logistics organisers may occupy the premises and with the policies of insurance affected by the Exhibition logistics organisers. Copies of the Agreement and policies of insurance may be inspected at the exhibition office 30 days prior to the opening of the exhibition.**

**All exhibitors should note that participation at the exhibition implies acceptance of these Rules and Regulations.**