



Exhibitor Manual - ENC 2012 Industry Exhibition

Held at

Exchange Hall

Manchester Central
Convention Complex
Petersfield
Manchester
M2 3GX
www.manchestercentral.co.uk

Organiser

European Nuclear Society

Contact

ENS
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www.enc-2012.org



Time Schedule

Construction

December 8, 2012; 10 am to 7 pm

December 9, 2012; 7 am to 7 pm

Decoration of Shell Scheme Stands

December 9, 2012; 12 pm to 7 pm

December 10, 2012; 7 am to 8.30 am

Dismantling

December 12, 2012; 6 pm to 10 pm

December 13, 2012; 7 am to 12 pm

Opening hours of exhibition

December 10; 9 am – 6.30 pm

December 11; 9 am – 6.30 pm

December 12; 9 am – 4 pm

Please note that the ENC 2012 Exhibitor Manual frequently refers to the 'e-guide'.

The 'e-guide' is available at :

http://www.aeo.org.uk/files/eguide_2010.pdf



A to Z Editorial Listing

As an exhibitor, you are entitled to a free entry of 75 words editorial about your company or organisation which will be included in the Event Guide, cross referenced to the floor plan indicating your stand at the Show. Your entry will also be listed on the ENC 2012 conference website: www.enc-2012.org and it is important to put in a contact e-mail address for enquiries via the website.

Advertising Sites

Exhibitors must not affix or display advertisements or signs of any description anywhere within the exhibition except within the confines of their own stands. No advertising by means of posters, carrier bags, literature or otherwise shall be carried out by or on behalf of exhibitors away from their stands or in the vicinity of the Exhibition Hall or car parks.

Animals

Written application must be submitted to Manchester Central at least 28 days prior to the event in order to gain written consent for any animal, wild or domestic (except assistance animals) to be permitted on the premises. Without written approval, access of the animal(s) will be denied.

Please refer to the e-guide for further instruction on bringing animals to the Venue.

Audio-Visual Services

Manchester Central has a team of Audio-Visual Specialists to offer support both prior to, and on the days of, the event, making certain that all details are in place to meet your requirements and ensure that everything goes exactly to plan.

The team can help you to:

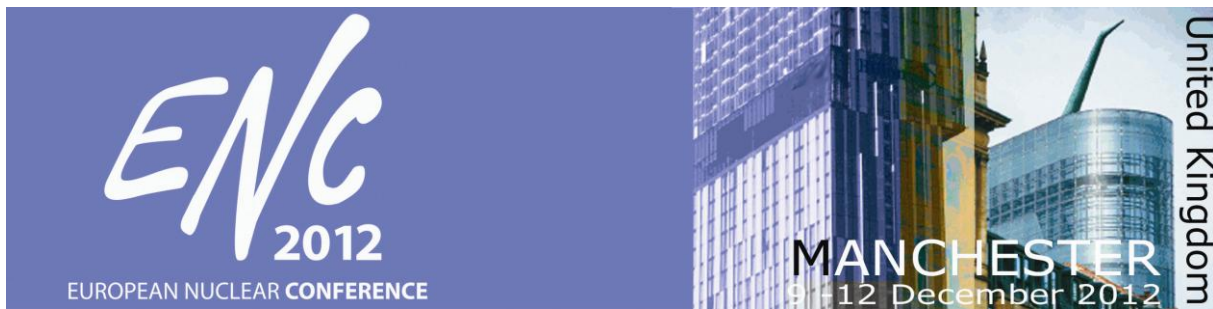
- Co-ordinate your audio-visual requirements, maximising the benefits of Manchester Central's in-house technical infrastructure.
- Create the look and feel that you want to achieve with innovative production techniques and in-depth know-how.
- Enhance your event interactivity with a range of services and communication solutions.

Manchester Central's preferred AV suppliers are Blitz Communications, who are based on site. To discuss your AV requirements at Manchester Central, call 0161 827 8759 or 0161 827 8756, or alternatively email Trish Bailey at tbailey@blitzcommunications.co.uk

For more information on the services available from Blitz Communications, please visit www.blitzcommunications.co.uk. Your AV order form can be found in [Appendix 1](#).

Balloons, Airships & Blimps

The use of balloons, airships and blimps within the Venue is strictly regulated. Please refer to the e-guide for further information. Please note that if you wish to have balloons at your stand, should any escape to the roof there could be a cost in retrieving the balloon.



Build-up & Break-down Access

Construction

December 8, 2012; 10 am to 7 pm

December 9, 2012; 7 am to 7 pm

Decoration of Shell Scheme stands

December 9, 2012; 12 pm to 7 pm

December 10, 2012; 7 am to 8.30 am

Dismantling

December 12, 2012; 6 pm to 10 pm

December 13, 2012; 7 am to 12 pm

Please note that the wearing of Hi-vis vest and appropriate footwear is a mandatory requirement during construction and dismantling times for everybody entering Exchange Hall. This also applies for Decoration of Turnkey stands during construction time on December 9, 2012. Hi-vis vest can be procured at Manchester Central at a cost of 3£ per vest.

During build-up, vehicles requiring access to Manchester Central should be directed to the front forecourt of Manchester Central (under the clock, accessed via Windmill street). The procedure will then be:

- If the vehicle arrives too early or there is no space, they will be directed to the rear of the venue to wait until it will be called round
- Venue traffic marshal (on the front forecourt) will take the exhibitor/contractor name, mobile number and stand name/number which will be put onto a vehicle carbon copy parking pass. One copy is given to the driver to put on the dashboard.
- Everyone in the vehicle will also be given a wristband (build only)
- The vehicle is then directed up the ramp to the unloading area and parked up by a second traffic marshal.

Manchester Central shall issue passes and/or wristbands valid for the build-up and break-down periods to all persons requiring admission to the halls in connection with the building or break-down of the exhibition. These passes must be carried by the holders at all times when entry into the hall is required.

Exhibits and similar materials shall only be delivered and unpacked at times when the public is not admitted to the hall in question. There is no vehicle access into the hall and only electric cherry pickers are permitted with their wheels covered. Forklifts can unload vehicles but cannot have access into the hall. This is to prevent fumes and damage to the permanent carpet tiles.

There is no on-site parking available at Manchester Central for contractors/subcontractors/ agencies unless previously agreed with Manchester Central.

On break-down, access to the hall is not available to contractors or other staffs assisting in the break-down of stands until it is clear of visitors. Vehicles will be parked on the



Venue's premises as instructed by Manchester Central's traffic management team. Contractors who arrive on-site in advance of the specified break-down will be refused entry until the allocated time.

All exhibits, stand-fitting and other materials brought into the halls must be removed from the halls by their owners at the end of tenancy.

Building Heights & Lengths

The stand design must ensure surrounding stands are not blocked-out by solid walls. Side-walls that block-out neighbours' view unreasonably will not be approved. We strongly recommend not exceeding 4m height. Any stand over four metres in height is deemed to be a complex structure and will therefore require independent structural engineer sign off. Please refer to 'Complex Structures' of this guide.

Adjacent walls must not be higher than 4m throughout the exhibit hall. Companies with space only stands are responsible for building the walls that separate the stand from adjacent ones. The rear part of adjacent walls must be finished in a way so that they do not bother adjacent stands.

See also 'Signs' and 'Stand design' for related information.

Building Works & Fixings

All fixings or attachments to, or penetration of, the fabric, structure or floors on Manchester Central's premises shall be carried out by Manchester Central appointed staff at the expense of the exhibiting company requiring the service. In order to enquire about this service please contact the Organiser.

The suspension of stand fittings or light fittings for exhibition stands from the structure of the hall roof will not be permitted. Manchester Central may permit suspension from the hall roof for banners or other decorative materials under certain conditions. Please contact Outback Rigging (mark.oakley@outbackrigging.co.uk) for further information.

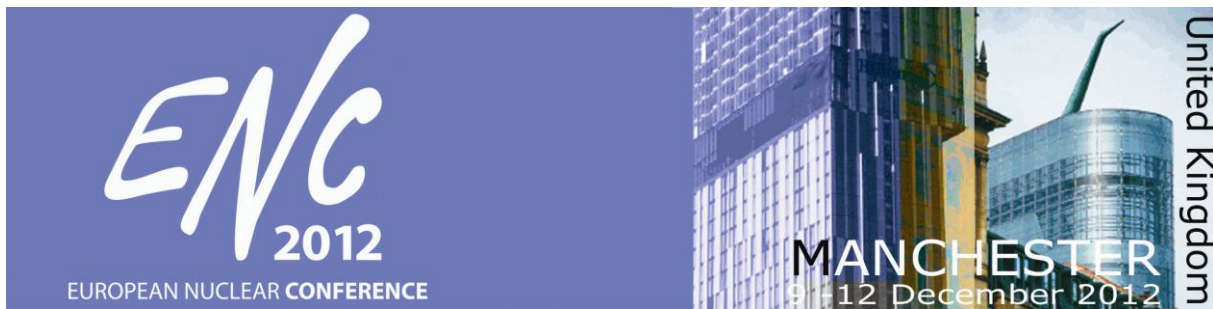
Car Parking

Manchester Central has a 24-hour NCP car park located directly below the building, holding 720 cars, including 18 disabled parking bays.

The address of the car park is:

Lower Mosley Street
Manchester M2 3GX
T: 0161 817 8900
www.ncp.co.uk

Prices are as follows:



Monday – Sunday (24 hours)
£6.10/2 hours
£9.50/4 hours
£10.50/6 hours
£14.50/12 hours
£18.40/Day

Please note that these prices might be subject to change.

Lift, stairs and escalator access is available from the car park directly into Manchester Central.

Please see [Appendix 2](#) for exhibitor/delegate discounted car park voucher application. Please note there is a limit of 250 car park vouchers a day, and tickets must be purchased a minimum of 10 days before the event. Refunds will not be issued for unused vouchers.

Carpet

The Exchange Hall comes inclusive of a permanent dark blue carpet with the occasional tile depicting the Manchester Central logo in a lighter blue.

Exhibitors wishing to build a space-only stand with secondary flooring must lay hardboard over the affected area of carpet before laying the secondary flooring.

Please ensure contractors protect the carpet when painting and building stands – any damage will be recorded in the dilapidation process and any associated repair costs will be passed on to the exhibiting company.

Catering

All food and beverage consumed on Manchester Central's premises must be purchased through Manchester Central Hospitality. For a full menu please contact Manchester Central Hospitality (mchospitality@manchestercentral.co.uk).

Manchester Central does understand the need to provide samples of food and drink products when demonstrating at an exhibition. Manchester Central's approval is required in writing for such activities. Please contact the Organiser for more information.

Please note that samples should be no more than:

Beer/Cider/Larger/Alcopops 100ml
Wine 50ml
Spirits 5ml
Soft drinks 100ml
Food items Bite-size portions

Food sampling must be carried out in such a way that consumers do not touch food that other people will eat; cross-contamination cannot occur.



Ceiling Height

Exchange Hall: 7.8m in centre of hall – 4.45m under the over-hang

See also 'Building Heights & Lengths' for related information.

Children

Children under the age of 16 are not permitted in the exhibition halls during the build-up or break down period of an event.

Cleaning

Manchester Central provides a cleaning service via the officially appointed contractor, ISS. ISS staff will remove all items of rubbish, from the event aisles, stands and public areas of the Venue. To make additional arrangements for specialist cleaning, please contact the Organiser.

Any items left unattended on the premises post-event which are not clearly marked to be collected will be thrown away and neither the organiser nor Manchester Central will accept any costs incurred for lost or damaged items. Items left for removal which fill an entire skip will be charged to the exhibiting company.

Each exhibitor is obliged to keep the stand and surrounding areas perfectly clean.

Complex Structures

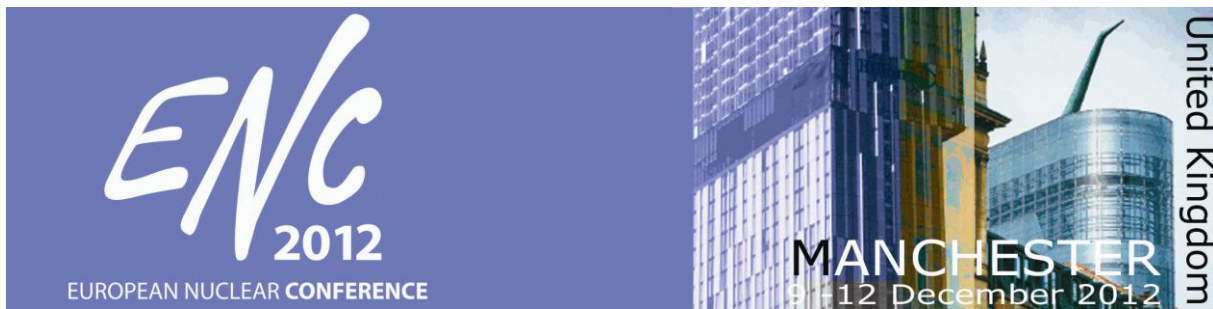
If a stand is not constructed from shell scheme, it is the responsibility of the stand designer to determine whether the construction is complex or not.

Examples of complex structures include:

- Any stand, over four metres in height, which requires structural calculations.
- Any structure, regardless of its height which requires structural calculations.
- Any part of a stand or exhibit which exceeds four metres.
- Multi-storey stands.
- Platforms and stages over 600mm high and all platforms and stages which are accessed by the public for viewing purposes (not including stand floor flats and platforms) will need to be signed off by an independent structural engineer (unless you are using the Venue in-house staging which is certificated annually).
- Temporary raised or tiered seating.
- A stand requiring foundations.
- Sound/lighting towers.
- Suspended items e.g. lighting rigs.

Submission procedures – Permission to build any complex structure will not be given until the Organiser has received two copies of the following:

1. Detailed, scaled drawings showing:
 - Plan views of each storey of the stand.



- Sections through each storey of the stand.
- Elevations including full steelwork and staircase details.
- Width position of gangways within the stand.
- Floor and / or roof loadings.
- Specifications of materials used.

2. Structural calculations

3. Risk assessment (to include fire hazards) and method statement

4. Written confirmation from an independent structural engineer with adequate professional indemnity cover, that the design is safe for its purpose. The inspection certificate must be completed and submitted once the structure has been built.

If any complex structure is modified after submission of the above information, plans must be re-submitted with details of all modifications and a structural engineer's confirmation that the final design is safe for its purpose.

Structures which appear to be complex, which have not been submitted for approval, will be challenged and construction may be stopped until satisfactory information and certification has been received.

The Venue reserves the right to monitor all construction activity and to challenge risk assessments and the methods used.

For Complex Structures, please refer to the e-guide for Platforms and Stages and Stand Construction and Stand Plans.

Compressed Gases

If your Stand includes the use of compressed gas, please refer to the e-guide and inform the Organiser.

Construction Materials

All materials used in the construction of stands, features and displays, including signs and fascias shall be:

- a) Of a suitable nature and quality for the purposes and conditions of their intended use.
- b) Adequately prepared and fixed in order to adequately perform the functions for which they are designed.
- c) Non-combustible, inherently non-flammable or durably flameproof, in accordance with BS476-Part 7.
- d) Water based, where applicable, e.g. adhesives and paint.
- e) Plywood, hardboard, pulp board or fibreboard rendered flame resistant by a process of impregnation acceptable to the Authorities and bearing a distinguishing brand mark to indicate that it has been so impregnated.
- f) Timber of any thickness impregnated and branded as (e) above.



Except that, counters and floors of stands may be of natural timber of minimum thickness of 25mm nominal, or chipboard, block board, etc, of a minimum thickness of 18mm finished thickness. Timber framing of stand may be of natural un-proofed timber of a minimum thickness to 25mm (nominal).

Panels of chipboard, block board, or plywood etc. of a thickness less than 18mm may be used in the construction of stands providing always that it has a 'Class 1' rating when tested in accordance with the provisions of BS.476 part 7 Class 1 marked on them. Where such materials have an applied finish of plastic or similar decorative materials, this test should be carried out with the material in its final decorative state.

British Standards are the minimum acceptable standards for construction materials. Suitable samples may be submitted to Manchester Central (n.yorke@manchestercentral.co.uk) for approval. Materials may be tested onsite to ensure that they comply.

For more information on suitable construction materials which can be used at Manchester Central, please contact Manchester Central (n.yorke@manchestercentral.co.uk) with your proposed plans.

Cooking on Stands

Any exhibitor wishing to do a cookery demonstration should notify the Organiser. For further information on cooking demonstrations, please refer to the e-guide.

COSHH

Any exhibit, process or feature that is likely to generate and/or emit gases, vapours, liquids, fumes or dust shall be constructed so as not to be prejudicial to health or a nuisance and shall comply with the requirements of the Control of Substances Hazardous to Health Regulations 2002.

Full details of the hazards arising, how they are harmful to health and the range of control measures which will be implemented must be provided to Manchester Central as least 28 days prior to the start of tenancy by the submission of a suitable and sufficient COSHH assessment carried out by a competent person.

Deliveries

All deliveries should be made during tenancy days only and should be addressed as follows:

ENC 2012
Exchange Hall
Stand number
Manchester Central
Petersfield
Manchester
M2 3GX



Manchester Central does not accept deliveries on behalf of organisers or exhibitors, so please ensure there is a representative from your company to receive the goods. Any deliveries made before the start of tenancy will be returned to the sender at their expense.

Please contact OnSite (alan.hazelhurst@btconnect.com) for flexible delivery solutions.

Disabled Access (on stands)

Stands should be designed to ensure that it is not unreasonably difficult for a disabled person to access the stand as required by The Equality Act.

- Platforms that exceed 38mm, in height, or a part platform that exceeds 20m² and 38mm in height, must ensure that it is accessible to a disabled visitor and should contain clear and specified access and constructed in such a way as to conform to the following:
- Bevelled with a ramp of no more than 5" (1:12 gradient).
- A minimum of 1,000mm wide.
- Fitted with a handrail on each side or other such division to avoid any trip hazard resulting in the change in floor level.

Disposal of materials

It is obligatory to collect and dispose of all material during the breakdown or dismantling of the event. When the dismantling period is over, the exhibitor loses any right to claim for losses or damage to property left behind and any costs incurred by the venue in removing this property will be charged to the exhibitor.

Electrical Power & Inspection

The appointed Electrical Contractor is Joe Manby Limited, Hookstone Park, Harrogate, North Yorkshire, HG2 7DB; Tel. +44 1423814730; Fax: +44 1423 814760; e-mail: Andrew@joemanby.co.uk;

Please see the Electrical Order Form in [Appendix 3](#) and contact details to place your electrical order for Exchange Hall. Please note that early booking prices are available only on orders received and paid for by 2nd November 2012. For all orders received after this date standard prices will apply, increasing your costs by 20%!

Exhibitors may employ their own professional technicians (ESSA/EEPTU Registration, JIB graded etc.) to install electrics, but connections to the halls mains supply must be ordered and carried out by Melville Electrical Services. Any electrical installations made by Exhibitor's technicians will require a full risk assessment, which should be sent to OnSite (alan.hazelhurst@btconnect.com) one month before the Build Up date. All electrical work carried out shall be at anytime subject to an inspection and approval of the Exhibition Halls Electrical Surveyor.

Any lighting installed below 1.5 metres or low level, should be highlighted on stand plans and Risk Assessments, and should not give out excessive heat. If heat is generated, barriers should be installed, to prevent contact.



Power leads must not cross any gangway and must be kept to a minimum. The use of multi blocks (4 way fused sockets) may be permitted if the cable length does not exceed 2 metres and the total output for all 4 sockets does not exceed 500 watts.

All stand electricity supplies will be switched on half an hour before the opening of the show on show days, and switched off half an hour after the show closes, except on the last day, when the supply will be switched off at the close of the exhibition, or by prior arrangement with the electrical contractor.

Exhibitors and Contractors requiring power during the build-up period are advised to order prior to the deadline date – Supplies can be arranged on the day but a surcharge will apply.

Each block of stands will require a mains box and cable and could possibly be positioned on your stand, please ask for a floor plan with ducts to show mains positions.

Exhibitors should furthermore carefully read **EVA Regulations for Stand Electrical Installations** in [Appendix 4](#).

Emergency Announcements

All exhibitors need to take notice of Manchester Central's Emergency Procedures Information which is available in [Appendix 5](#). It stipulates the Exhibitor's responsibilities and procedures in the event of an emergency.

Filming

If you intend to do any filming of any kind at your event, please complete the Filming Agreement Form ([Appendix 6](#)) and send it to Manchester Central (g.spilling@manchestercentral.co.uk).

Fire Escape Routes

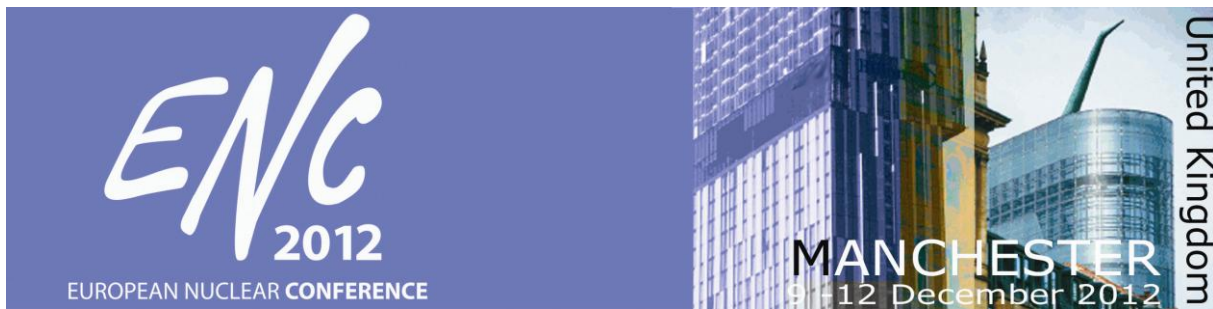
Fire exits should be kept free of obstruction at all times. This includes vehicle entry doors, main entrances to the exhibition halls, foyer exits, and conference room exits.

Fire & Safety Regulations

Please refer to the e-guide for complete information on fire regulations with regard to stand construction, materials and dressing.

First Aid

The mobile phone number of the first aid emergency is **07527 254 221**. This should be called in the first instance if someone requires first aid. Dedicated first aiders will be onsite throughout the event. Should you not be able to contact first aid directly, contact a steward or member of security who will immediately radio them.



Floor Loadings

Floor loading in the Exchange Hall is given as 1,000 kg/m².
Display vehicles up to 40 tonnes gross weight are permitted in the main hall.

All documentation to support evidence of loads and movements must be verified in writing to Manchester Central (n.yorke@manchestercentral.co.uk) for discussion and approval 28 days prior to event.

Floor Tape

The tapes approved for use at Manchester Central are **Sellotape Double Grip 4415** and **Stikatak B7 Exhibition Tape**. It is the exhibitor's responsibility to ensure contractors observe this requirement. If floor services are found to be damaged in the dilapidation examination post event, organisers will turn to the respective exhibitor for the cost of repairs.

Florists

Springbank flowers are Manchester Central's suggested florist:

345 Chester Road
Manchester M16 9FD
T: 0161 877 5888
www.springbankflowers.co.uk

Food & Drink Samples

Please refer to **Catering** earlier in this guide.

Food Hygiene

Please refer to the e-guide.

Forklift

Please contact OnSite (alan.hazelhurst@btconnect.com) for rental of forklifts.

Freight Forwarder

We suggest contacting OnSite for transport services. Please see [Appendix 7](#) for OnSite's Transportation Service Order Form.

Furniture

Please refer to www.joemanby.co.uk or contact Andrew@joemanby.co.uk.



Hazardous Substances

Please refer to Chapter 21 of the e-guide for guidance if your stand requires the use of hazardous substances.

Health & Safety

Under the Health & Safety at Work Act 1974 (HASWA) and the Workplace (Health & Safety & Welfare) regulations 1992, organisers have a duty to ensure that all personnel under their management are familiar with, and fulfil the responsibilities to ensure, so far as is reasonably practicable, the health and safety and welfare of themselves and those working around them.

Exhibitors and their contractors should pay attention to the following (this list is not finite):

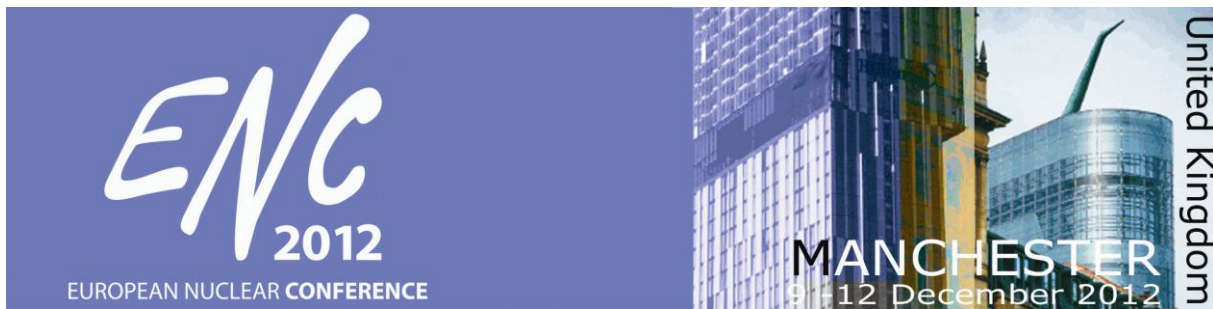
- The need to maintain emergency exits and keep gangways clear (through build, open and breakdown).
- Knowledge of the fire and emergency evacuation procedures, location of the assembly point for the relevant part of the building and the location of the medical rooms.
- Good housekeeping must be maintained throughout build, open and breakdown to allow any potential hazards to be easily identifiable.
- Ladders, mobile scaffold towers, cherry pickers etc, must be used in a safe manner, using suitable equipment in the approved way.
- The consumption of alcohol is not permitted on the exhibition floor during the build and breakdown periods of an event. The use of drugs or smoking is strictly prohibited throughout the duration of the event.
- Borrowing tools, ladders, fork lifts or cherry pickers from Manchester Central is not permitted.
- All portable power equipment must be used only for the purpose for which it was designed and the correct safety guards and devices must be fitted and used. Trailing power leads must be kept to a minimum and not across gangways. Petrol powered equipment must not be used on site.
- With effect from the 1 September 2010, Organising Teams and Contractors employed by the exhibitors of space-only stands will be required to wear appropriate PPE (Personal Protective Equipment), that is, hi-vis waistcoat or jacket, appropriate footwear and hard hats (where applicable) whilst in the Exhibition Halls during event build-up and break-down periods.

Please be aware that the wearing of hi-vis vests and appropriate footwear is a mandatory requirement, whilst wearing of hard hats will only be required in defined hard hat areas.

This requirement will be clearly displayed at various access points in and around the Venue and will be strictly enforced.

- Only acceptable substances are allowed on site, and full compliance with COSHH regulations is required.

Please refer to the e-guide for further guidance on your Health & Safety responsibilities.



Health and Safety Declaration Form

All exhibitors need to fill out the Exhibitor Health & Safety Declaration Form ([Appendix 8](#)) and return it to OnSite (alan.hazelhurst@btconnect.com).

Heat Generating Displays

Please refer to the e-guide for guidance.

Hot Works Permits

Please see the e-guide for guidance.

Insurance

Whilst the Organiser takes every precaution to protect your property during the event, the Organiser is not responsible for any loss or damage. You may wish to consider buying insurance cover.

You are responsible for insuring against any legal liability incurred in respect of bodily injury or third parties or damage to property belonging to third parties. In addition to this you should protect your expenditures against Abandonment and Cancellation or Curtailment of the event due to reasons beyond your control.

The Exhibitor shall take out and maintain at all times:

- public liability insurance in respect of claims made against the Exhibitor for bodily injury or damage to property for a limit of indemnity of not less than £2,000,000.
- sufficient insurance to cover irrecoverable expenses in the event of cancellation and/or abandonment of the event for any reason beyond the Exhibitor's control.

The Organiser shall be entitled to inspect the Exhibitor's event insurance policy, which the Exhibitor shall make available on request.

The Organiser recommends that the Exhibitor also takes out insurance to cover loss or damage to the Exhibitors own property or property for which the Exhibitor is responsible during the course of the event.

Internet

Organisers provide free open internet access on Monday 10, Tuesday 11 and Wednesday 12 December 2012. Exhibitors requiring Advanced Internet Connection (e.g. for audio or video streaming over the internet) should contact Computer Services at Manchester Central (computerservices@manchestercentral.co.uk; Tel: T +44 (0)161 834 2700 (Ext 2271)).

Lasers

Lasers are deemed an item of special risk. Any person demonstrating or using laser products must comply with the e-guide. Please refer to the e-guide.



Licences (copyright)

PRS & PPL & VPL Licences.

Music

Is PPL the same as PRS?

No, a PPL licence is a Public Performance Licence which is different from a PRS which is Performing Rights Society.

Whenever you play a sound recording in a public area there are two separate licence fees that need to be paid for.

There is a copyright fee for the musical and lyrical composition (PRS), and a separate copyright fee for the actual sound recording (PPL).

One fee will go to PPL which is distributed to record companies and performers. The other fee goes to PRS which is distributed to composers and publishers.

Video

Do I need a VPL Licence as well?

By law, any person or organisation wishing to use music video footage in a broadcast or public performance situation requires a VPL licence.

Any organiser or exhibitor who wishes to have any type of pre-recorded, video or live music on their stand or at the event must contact the below to apply for the required licence.

PPL/VPL general enquiries PRS enquiries

www.ppluk.com www.prsformusic.com

T: 020 7534 1000 T: 0800 068 48 28

F: 020 7534 1111 F: 020 7306 44 55

E: info@ppluk.com

To apply for the licenses required.

Loss, damage or accident to Exhibitor's property or personnel

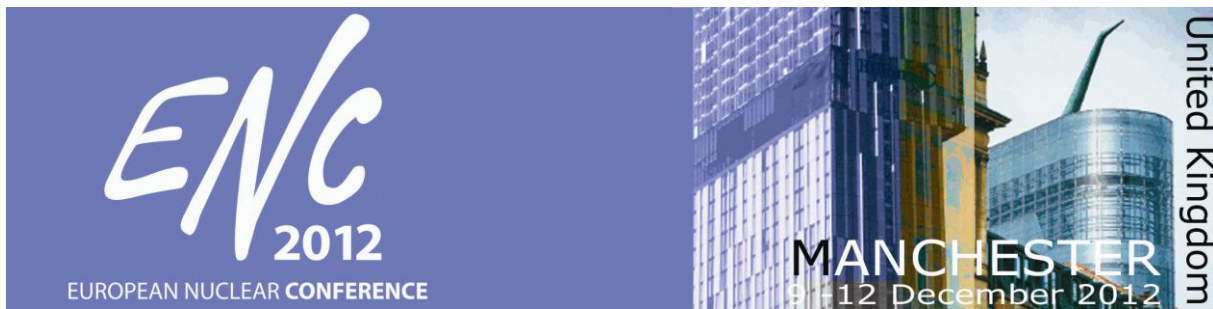
Although every reasonable precaution is taken throughout the build-up, open period and breakdown, the Organiser cannot be held responsible for any loss, damage or accident, which may occur to any Exhibitor's or Contractors) property or personnel. We strongly recommend that any small or attractive items be kept under constant supervision. Your stand should never be left unmanned at any time. All exhibitors are responsible for insuring their stand and property. Do not leave any small items or graphics on the stand over the breakdown period as they will be easily mistaken as unwanted.

Massage

You must advise the Organiser if you wish to offer a massage service at your event. Please refer to the e-guide.

Naked Flames, Hot Surfaces & Flammable Substances

Please refer to the e-guide.



Noise Levels

The Organiser will monitor the noise/sound levels throughout their event. Manchester Central reserves the right to test the noise levels if it believes there is a need to and, to terminate the activity if necessary. Please refer to Chapter 28 of the e-guide for further information and guidance on noise levels.

Passes

Vehicle and contractor passes

The Manchester Central traffic management team will issue vehicle passes on site, asking for vehicle and driver's details. This pass will be displayed in the vehicle window throughout the unloading and loading process.

Organisers, contractors and exhibitors must be issued with a wrist band which authorises access in and out of the halls. This must be worn throughout the build process to ensure access.

Platforms & Stages

The general height of platforms must not exceed 100mm, but areas may be elevated for display purposes.

The flooring must not be less than a nominal 25mm thick and must be laid with close joints. Platforms must be of a strength and stability sufficient to carry and distribute the weight of the stand fittings and exhibits, stand personnel and visitors, having regard to the loading limits of the hall floor.

The corners of raised floors of stands at junctions of gangways shall be rounded off or splayed, where no exhibit sits on corners.

Platforms and stages exceeding 600mm in height are deemed to be a complex structure and will therefore require independent structural engineer sign off. Please refer to **Complex Structures** of this guide.

Pop Up Systems – Space Only

Pop Up Systems should only be positioned against the perimeter wall of the venue, unless, a back wall is constructed by your contractor or the back of the system is completely covered, to avoid exposing electric wiring etc. It is each space only client's responsibility to provide a dividing wall between themselves and other stand and to dress back of stand accordingly. (If in doubt please contact the organisers). Please dismantle Pop Up Systems as soon as the breakdown begins to avoid any damage.

Rigging

Outback Rigging are Manchester Central's contracted riggers who are contracted to put any required points in the ceilings of Manchester Central. There is an extensive range of hanging products available, which can enhance your event from banners, lighting rigs, support structures to tall stands. For a full range of services and prices please refer to [Appendix 9](#). Please note that all rigging orders are to be carried out directly with Outback



Rigging and orders must be made at least 14 days before tenancy to avoid a late booking surcharge.

Risk Assessment

Every Exhibitor and Contractor must complete and submit a Risk Assessment ([Appendix 10](#)) for their stand; the Risk Assessment shall cover the stand and the activities taking place on their stand when the general public is in the exhibition.

A more detailed Risk Assessment will be required for any complex structure along with structural calculations.

Sampling

Please see **Catering**.

Security

The organiser provides Security Guards during the event. If your stand requires additional security coverage you could contact Manchester Central (a.taylor@manchestercentral.co.uk).

Seminar Theatres (within exhibitions)

If you wish to build seminar theatres within your exhibition, please refer to the information provided in the e-guide.

Shell Scheme Stands

Shell scheme stands must be constructed and certified as safe by a shell scheme contractor.

The Shell Scheme Stand provider for ENC 2012 is:

Joe Manby Limited
Hookstone Park
Harrogate
North Yorkshire
HG2 7DB
United Kingdom
(Andrew@joemanby.co.uk)

Signs

We require that the size of your signs be reasonable. Signs that enclose stands and signs that block-out other stands from view will not be approved. Signs will be authorised above adjacent walls only if a mutual agreement is found between the two adjacent companies.



Fascias on stands shall not project more than 750 mm above the top of the stand and any projecting signs must be not less than 2.1m above floor level.

Smoke Machines

Any smoke generating apparatus shall be operated in a way that the effect cannot be mistaken for a real fire. Written warning of the use of smoke or haze machines must be submitted to the Organiser 6 weeks in advance to ensure that relevant precautions are taken that there is no interference with the Venue's fire detection system. Use of the apparatus must be included in the risk assessment.

Space Only Stands

Space only stands must be constructed by a competent stand building contractor and documentation provided to the Organiser.

If any part of the stand is over 4m in height, this will be deemed a complex structure and must be signed off by an independent, qualified Structural Engineer. Please refer to the e-guide for further information. The Structural Engineer's services must be paid for by the exhibitor.

Special Effects

If an exhibitor or a performer intend to include special effects on the stand, you must notify the Organiser at least 6 weeks in advance of tenancy.

Commonly used special effects which have various requirements include lasers, smoke machines and pyrotechnics. Please refer to chapter 38 of the e-guide to follow regulation requirements. If any other types of special effects are to be used, please consult the Organiser before confirming their use.

Special Licences

Certain activities which you may wish to include on your stand may not be covered by Manchester Central's premises license. Examples of such activities include filming, having animals (domestic or wild) on site, working children and crèche facilities – however, this list is not exhaustive. Special licenses for such activities will need to be applied for at least 6 weeks in advance from Manchester City Council. Please inform the Organiser of your intentions and actions. If you are unsure of whether a certain activity you wish to include requires a special licence, please contact the Organiser.

For PRS, PPL, VPL music and video licences please see the **Licences** section of this guide.

Stand Catering

For further information on the catering services available to exhibitors and to request a copy of the stand catering order form, please call 0161 834 2700 – ext. 2221 or e-mail mchospitality@manchestercentral.co.uk.



Stand Design

Each exhibitor is asked to take into account the impact of the stand construction on neighbouring stands. If a particular stand design blocks-out another stand from view, even when complying with the rules outlined in this exhibitors guide, the layout will not be approved. Please note that 'no approval' means no permission to construct the stand.

Stand Plans

The Organiser needs to receive stand plans for all space-only stands to ensure that all rules, regulations and guidelines are being adhered to and the construction height limitations are not being exceeded. Please be aware that stands with a travel distance of over 12 metres are deemed as a complex structure and should be treated as such.

Storage Areas

Storage within Manchester Central is very limited. Prior or post tenancy, Manchester Central will not accept responsibility to store anything due to the lack of space, which means that all deliveries must be made during the build period.

Textile Fabrics

Curtains to openings or recesses, where permitted by the Authorities, will be required to be:

- Rendered inherently non-flammable material to the satisfaction of the Authorities.
- Be fixed taut and/or in tight pleats, to a solid backing and secured at floor level by a 75mm deep skirting, except that, such solid backing will not be required to curtaining or window features, or to fabric ceilings not inclined at a greater angle than 20 degrees to the horizontal.
- 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 fireproofed to BS 476 Part 7 and BS EN13773 and are marked as such.
- Upholstery seating shall be required to meet the pass criteria for smouldering ignition source 0, flaming ignition source 1 and crib ignition source 5 when tested in accordance with section 5 BS 5852:1990

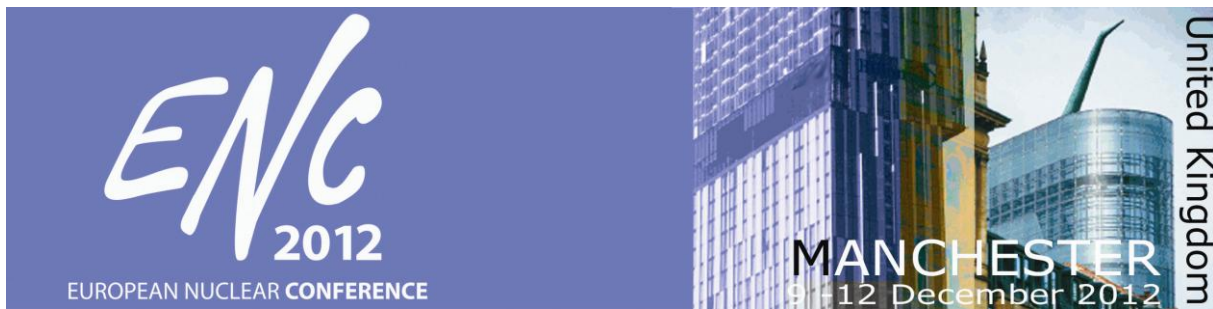
All stands and displays must be carried out in accordance with the Health & Safety at Work Act 1974 and the Shows Rules and Regulations.

Vehicles in the hall

If you wish to display a vehicle within your stand, please refer to the e-guide.

Additionally, the Venue requires that any static vehicle used for display purposes be issued a permit, to be clearly displayed in the windscreen during the open period.

Delivery and removal times of the vehicle must be agreed with the Organiser in advance.



Vehicles in the Exchange Hall will not be permitted access without covers on the wheels to protect the permanent carpet. They must respect the limits of weight loading. Access of vehicles needs to be approved by the Organiser.

The use of diesel cherry pickers in Exchange Hall is strictly prohibited due to them creating dangerously high emission levels for those working within the vicinity, and also smoke levels activating the smoke detectors.

Water & Waste

If you require a water and waste service on your stand please contact Melville and use the order form and contact details in [Appendix 11](#). Please liaise with Melville when ordering the water and waste, as the location of the pipes may affect your stand design or layout.

Weapons

Any exhibitor wishing to display items which are, or could be used as, a weapon (this includes kitchen knives or cork screws), must carry out a risk assessment to ensure that a suitable measure has been put in place which avoids the misuse by a visitor. For additional information please refer to the e-guide.

In all instances please notify the Organiser.

Working Machinery

Please refer to the e-guide for guidance to exhibitors wishing to demonstrate machinery.



Appendix 1

AV Order Form

Appendix 2

Parking Voucher Application Form

Appendix 3

Electrical Order Form

Appendix 4

EVA Regulations for Stand Electrical Installations

Appendix 5

Emergency Procedures Information

Appendix 6

Filming Agreement Form

Appendix 7

Transportation Services Order Form

Appendix 8

Exhibitor Health & Safety Declaration Form

Appendix 9

Rigging Order Form

Appendix 10

Exhibitors Risk Assessment

Appendix 11

Hall Piped Services Ratecard & Order Form



Exhibitor Order Form

Blitz Communications Ltd
 Contracted on site provider of Audio-Visual rental and staging to Manchester Central

EVENT NAME: _____ **EVENT DATE:** _____

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

Please ensure completed forms are faxed to **Blitz Communications Ltd** on **+44 (0)161 832 8476** or email **tbailey@blitzcommunications.com** by:

Item Description	Price Per Event	Quantity	No. of Days	Total (£)
Laptop PC hire (standard) (configured and supported on site)	£175.00		3	
30"/ 32" LCD Screen (inc stand)	£265.00		3	
42" Plasma Screen (inc speakers and stand)	£285.00		3	
50" Plasma Widescreen (inc speakers and stand)	£410.00		3	
61" Plasma Widescreen (inc speakers and stand)	£675.00		3	
65" Plasma Widescreen (inc speakers and stand)	£900.00		3	
DVD Player	£40.00		3	
Stand Sound System (inc headset or handheld microphone)	POA		3	
Bespoke Requirements (available on request)	POA		3	
Dedicated Show Technician An additional installation technician may be required depending on event circumstances and timing.	£780.00		3	
*Non-dedicated Show Technician (dependent on requirements)	FOC		3	

* 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.

Blitz contact details:
Trish Bailey | Tel: +44 (0)161 827 8759 | Email: tbailey@blitzcommunications.co.uk
Wendy Robinson | Tel: +44 (0)161 827 8756 | Email: wrobinson@blitzcommunications.co.uk

SUB TOTAL	
VAT @ 20%	
TOTAL	



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 National Westminster 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:
<ul style="list-style-type: none"> • All orders are subject to confirmation. • Full and cleared payment is due no later than 7 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.



PARKING VOUCHER APPLICATION FORM EXHIBITORS & DELEGATES ONLY

Return this form to:

The Administration Team
 National Car Parks, NML House, 61 High Street, Manchester, M4 1AZ
 Fax: 0161 817 8900
 Email: ManchesterCentralVoucherapplication@ncp.co.uk

EVENT TITLE: European Nuclear Conference (ENC) 2012
EVENT DATES: 9 December 2012 to 12 December 2012; additional build-up date: 8 December 2012; additional break-down date: 13 December 2012

DEADLINE DATE: 10 days before tenancy

Manchester Central (G-MEX)

We require Parking Vouchers as follows: ___@ **£12.00** per day **including V.A.T.** (1 voucher per day per car). Please tick dates when vehicles are using car park and ensure you include **all** your contact information. **Also note that we will not be issuing any vouchers past the deadline date.**

BUILD UP	OPEN DATE/S	BREAKDOWN
Date	«Event_Start_Date» to «Event_End_Date»	Date

Total Amount Due:

Exhibiting Company:

Contact Name:

Telephone No:

Address:

**Issue Number:
(Switch or Solo)**

Start Date:

Expiry Date:

Post Code:

Security Code:

(The last 3 digits on the back of your card)

Debit / Credit Card Number:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

- Cheques made payable to **National Car Parks M/cr Ltd.**
- Please note we do not accept American Express
- Vouchers sent on receipt of payment. No later than the deadline date ().
- Refunds are not available after the start of the event/exhibition/conference.
- No stock or valuables should be left unattended.
- Entry to, and use of the Car Parks is at your own risk.
- On arrival take parking ticket from entry barrier, when leaving place the same ticket in exit barrier followed by correctly dated pre-paid validation ticket to allow exit.



- Vouchers are valid for cars and small vans at Manchester Central only. There is a height restriction of 6 feet 6 inches on the Manchester Central Undercroft Car Park.
- **Please note that only 250 vouchers will be issued per day.**

CAR PARKING

SUGGESTED COPY FOR INFORMATION BOOKLETS

UNDERCROFT CAR PARK

**Access from Lower Mosley Street
Open 7 days, 24 hours (manned)
Fully Automatic**

Vouchers must be applied for in advance – there are a limited number Available (250 vouchers per day) and cannot be purchased "on the day".

Exhibitors / Delegates can obtain special Car Park vouchers at a reduced rate of **£12.00 per day including VAT** for the build up, breakdown and open days of the events. Tickets must be purchased before the **deadline date (10 before an event)** using the attached application form and paid for in advance by credit card or cheque made payable to **NATIONAL CAR PARKS M/CR LTD**. Tickets will be returned by post together with a full VAT receipt.

Please note refunds will not be issued for unused vouchers.

PLEASE EMAIL COMPLETED APPLICATION FORM TO:
manchestercentralvoucherapplication@ncp.co.uk

OR RETURN BY POST TO:

**National Car Parks
NML House
61 High Street
Manchester
M4 1AZ**

Polite Notice to all Event, Exhibition and Conference Organisers

- Please do not adjust the format of the application form except to include your company name or event logo.
- Before inclusion into your event documentation and distribution to your event visitors/ delegates, please complete the event title and applicable dates on the application form.
- The deadline for all applications to be 10 days prior to the event.

We thank you in advance for your cooperation. 25

On behalf of National Car Parks Limited



ENC
Manchester Central
10th – 12th December 2012



ELECTRICAL ORDER FORM

EXHIBITOR NAME AND ADDRESS	CONTACT NAME
	CONTACT TELEPHONE
	CONTACT EMAIL
STAND NUMBER	ACCOUNTS EMAIL FOR INVOICE
VAT REG. NUMBER (Non-UK EU Customers)	SIGNATURE

I agree to Joe Manby Limited's terms and conditions of sale

PLEASE RETURN
 By: 2nd November 2012
 To: Andrew Manby
 Email: andrew@joemanby.co.uk
 Joe Manby Limited
 Hookstone Park
 Harrogate
 HG2 7DB, UK
 Tel: +44 (0) 1423 814730
 Fax: +44 (0) 1423 814760

EARLY BOOKING PRICES ARE AVAILABLE ONLY ON ORDERS RECEIVED AND PAID FOR BY 2nd NOVEMBER 2012
 STANDARD PRICES WILL APPLY TO ORDERS RECEIVED OR REMAINING UNPAID AFTER THIS DATE, INCREASING YOUR COSTS BY 20%.

DESCRIPTION	EARLY BOOKING PRICE	STANDARD PRICE	QTY	TOTAL
500W SOCKET OUTLET	82.70	99.24		
1000W SOCKET OUTLET	125.40	150.48		
2000W SOCKET OUTLET (not permitted for lighting purposes)	210.80	252.96		
3000W SOCKET OUTLET (not permitted for lighting purposes)	296.20	355.44		
500W SOCKET OUTLET 24 hr (Fridge)	195.00	234.00		
5FT FLUORESCENT FITTING	42.69	51.22		
6FT FLUORESCENT FITTING	44.54	53.45		
8FT FLUORESCENT FITTING	48.68	58.41		
GENERAL PURPOSE SPOTLIGHT	40.25	48.30		
LOW VOLTAGE SPOTLIGHT	40.41	48.49		
HALOGEN FLOODLIGHT – 300W	58.62	70.34		
METAL HALIDE – 70W	63.41	76.09		
SOFT WIND FANS	40.25	48.30		
LONG ARM 50W SPOTLIGHT	47.41	57.37		
LONG ARM 300W HALOGEN FLOODLIGHT	47.25	56.70		
LONG ARM 150W FLOODLIGHT	65.62	78.74		
CONNECTION TO CLIENTS OWN FITTING – See note below	-	-		
CEILING BATTENS	9.00	PER METRE		
MAINS CONNECTION				-

YOU **MUST** INDICATE ON THE GRAPH OVERLEAF THE REQUIRED POSITION OF FITTINGS ORDERED AND YOUR PREFERRED POSITION OF MAINS OR THESE WILL BE FITTED AT OUR DISCRETION
SITE ALTERATIONS WILL INCUR A SURCHARGE
 ALL ITEMS ARE ON HIRE UNLESS STATED OTHERWISE

Credit/Debit Card Surcharge @ 2.5%	
SUB TOTAL	£
VAT @ 20%	£
TOTAL	£

EXHIBITORS REQUIRING CONNECTIONS TO THEIR OWN FITTINGS SHOULD ORDER THE APPROPRIATE SOCKET OUTLET AND HAVE A PLUG TOP FITTED TO THEIR EQUIPMENT PRIOR TO THE EXHIBITION.
 FULL PAYMENT INCLUDING VAT AT 20% IS DUE WITH ORDER. A 2.5% SURCHARGE APPLIES TO ALL CREDIT/DEBIT CARD PAYMENTS.

CHEQUE ENCLOSED (PAYABLE TO Joe Manby Limited)		BANK TRANSFER/BACS PAYMENT	
PLEASE CHARGE THE FOLLOWING CREDIT/DEBIT CARD		BANK DETAILS	
CREDIT CARD	DEBIT CARD	Bank Name: NATWEST, HARROGATE	
CARD NO:		Account No: 36611913	
SECURITY CODE:		Bank Sort Code: 53-50-21	
VALID FROM:		IBAN Number: GB2BNWBK53502136611913	
		Swift Number: NWBKGB2L	
		Account Name: JOE MANBY LIMITED	
NAME ON CARD:		Value date:	
SIGNATURE OF CARDHOLDER:			



EVA Regulations for Stand Electrical Installations

Although you and your contractor should be conversant with the complete document, we feel you should be more aware of the most important issues for which you are responsible.

- 1 YOU MUST ENSURE THAT YOUR CONTRACTOR AND EXHIBITORS ARE AWARE OF ALL THE CURRENT REGULATIONS THAT APPLY TO EXHIBITION ELECTRICAL INSTALLATIONS AND THAT THEY ADHERE TO THEM.
- 2 ALL INSTALLATIONS WILL BE TESTED FOR COMPLIANCE WITH THE REGULATIONS AND WILL NOT BE ENERGISED IF FOUND TO BE UNSAFE.
- 3 APPLIANCES SUPPLIED AND USED BY STAND HOLDERS MUST BE TESTED BEFORE BEING USED AND PROOF OF THIS WILL BE REQUIRED. STAND HOLDERS OWN EQUIPMENT MUST ALSO COMPLY WITH THE REGULATIONS AND WILL BE SUBJECT TO SPOT CHECKS.
- 4 ALL ELECTRICAL WORK MUST BE CARRIED OUT BY SUITABLY QUALIFIED AND EXPERIENCED ELECTRICAL PERSONNEL AND DOCUMENTARY PROOF OF COMPETENCE MAY BE REQUIRED.
- 5 EVERY STAND SHALL HAVE ITS OWN MEANS OF ELECTRICAL ISOLATION, WHICH MUST BE EASILY ACCESSIBLE.
- 6 EXTERNAL INSTALLATIONS MUST BE PROTECTED BY A SAFETY DEVICE KNOWN AS RESIDUAL CURRENT DEVICE (RCD).
- 7 PARTICULAR ATTENTION MUST BE GIVEN TO THE EARTHING REGULATIONS.
- 8 NO EXPOSED MEANS OF CABLE JOINTS WILL BE PERMITTED.
- 9 NO LAMP HOLDERS USING SPIKES FOR CONNECTIONS WILL BE PERMITTED.
- 10 PARTICULAR ATTENTION SHOULD BE PAID TO THE REGULATIONS RELATING TO EXTRA LOW VOLTAGE LIGHTING (SELV).
- 11 SOCKET OUTLETS MUST NEVER BE CLOSER THAN 2 METRES FROM A SINK UNIT (UNLESS PROTECTED BY AN (RCD) AND FLOOR SOCKETS MUST BE PROTECTED AGAINST INGRESS OF WATER.
- 12 NO MULTI-WAY ADAPTERS ARE TO BE USED.
- 13 ALL ELECTRICAL EQUIPMENT IS TO BE SUITABLY GUARDED WITH PROPER CONSIDERATION FOR ITS USE.
- 14 LAMPS AND APPLIANCES WITH HIGH TEMPERATURE SURFACES SHOULD BE GUARDED AND USED WELL AWAY FROM COMBUSTIBLE MATERIALS.
- 15 PERMISSION WILL BE NEEDED BEFORE USING STEP-UP TRANSFORMERS OR ANY FORM OF H.T. LIGHTING.
- 16 ALL APPLIANCES FOR HEATING PURPOSES (INC. KETTLES, COOKERS OR HEATERS) MUST BE THERMOSTATICALLY CONTROLLED.
- 17 THE WIRING OF STANDS IN FLEXIBLE CORDS IS NOT ALLOWED. THE MAXIMUM LENGTH OF FLEXIBLE CORD TO AN APPLIANCE IS 2 METRES. EXTENSION LEADS ON REELS/DRUMS OR IN COILS OF FLEXIBLE CORD ARE NOT PERMITTED.
- 18 PLUG TOPS MUST COMPLY WITH THE APPROPRIATE BRITISH STANDARD AND BE SUITABLY FUSED.

We would hope that the above précis will enable you to fully understand the implications of the Regulations and ensure that safety is maintained by their implementation.



Manchester Central
 Convention Complex
 Petersfield
 Manchester M2 3GX
 T +44 (0)161 834 2700
 F +44 (0)161 833 3168
 info@manchestercentral.co.uk
 www.manchestercentral.co.uk



Notice to all exhibitors

THIS IS AN URGENT AND MOST IMPORTANT NOTICE

1. Security (Suspicious Items)

It is of the utmost importance that each Exhibitor nominates a sufficient number of staff to ensure the observance of the instruction given in the **EXHIBITION EMERGENCY PROCEDURE NOTICE** below:-

In the event of an emergency, the message “**ATTENTION PLEASE – STAFF CALL 100**” will be broadcast and repeated at half minute intervals.

The responsible member(s) of the staff on duty on each stand will immediately inspect the stand to ensure that no object of a suspicious nature has been placed there. If one is discovered, the article **should not be touched**. Telephone the Security Office (834 2700 ext.2206) or inform a member of the Manchester Central Convention Complex Staff/ Security Guard.

The broadcast of this message must be taken as an alert to all stand personnel that **it may** be necessary to clear the building.

When the Security Staff are satisfied that there is no danger, the following call will be broadcast over the Public Address System:-

“ATTENTION PLEASE – CANCEL STAFF CALL 100”

Please ensure that your staff is aware of these procedures and that they **DO NOT** make any mention to visitors of the meaning of the ‘Staff Call’ **as this could cause panic**.

If it is necessary to clear the building, the following message will be broadcast over the Public Address System:-

**“ATTENTION PLEASE! ATTENTION PLEASE!
 WILL EVERYBODY LEAVE THE BUILDING BY THE NEAREST EXIT.
 THIS IS AN EMERGENCY.
 THE STAFF WILL ASSIST AND DIRECT YOU.
 PLEASE DO NOT USE THE LIFTS.”**

In the event of an evacuation of the Central Hall, Exhibitors’ staff is requested to assemble in the car park to the rear of the Central Hall (or Front Forecourt if within Exchange Hall/Auditorium). If these areas are not appropriate, you must follow instructions from Security Staff. This is necessary so that the Company can readily contact Exhibitors to man their stands when the emergency is over.

If evacuation of the venue is necessary, the Company **strongly recommend that Exhibition staff leave the building, as the Company will not be responsible for any damage, loss or injury howsoever caused.**



The Emergency Co-ordinator wishes to stress the importance of a **CONSTANT CHECK** being made on the contents of Exhibitors' stands to see that no unidentified package, case or bag has been left lying around. In any case of doubt, the article should not be touched. Inform the persons above.

It must be stressed that extra vigilance on the part of everyone is absolutely vital.

2. Fire Procedures

The whole of the Manchester Central Convention Complex has a comprehensive fire detection system and fire fighting equipment.

Should an emergency arise on your stand, you should take the following action:-

- (1) **Break the glass on the nearest fire alarm point. These are located at each vehicle door and other fire exits.**
- (2) **Telephone the security office, 834 2700 extension 2206, giving the location and nature of the incident, or inform a member of the Manchester Central convention complex staff/security guard. security reception is located in the charter foyer.**
- (3) **Notify your adjoining stand occupiers of the situation.**

If you follow the procedures given, assistance will arrive. Please stay calm. Reassure visitors who may be in the vicinity.

In the event of an evacuation being necessary, the following alert message will be broadcast:

**“ATTENTION PLEASE! ATTENTION PLEASE!
WILL EVERYBODY LEAVE THE BUILDING BY THE NEAREST EXIT.
THIS IS AN EMERGENCY.
THE STAFF WILL ASSIST AND DIRECT YOU.
PLEASE DO NOT USE THE LIFTS.”**

In the event of an evacuation of the venue, Exhibitors' staff is requested to assemble in the car park to the rear of the building (or Front Forecourt if within Exchange Hall/Auditorium). If these areas are not appropriate, you must follow instructions from Security Staff. This is necessary so that the Company can readily contact Exhibitors to man their stands when the emergency is over.

If evacuation of the Exhibition Halls is necessary, the Company **strongly recommend that Exhibition staff leave the building, as the Company will not be responsible for any damage, loss or injury howsoever caused.**

3. Medical Emergencies

In the event of urgent medical assistance being required, inform persons listed without delay on 834 2700 extension 2211/2206 (or mobile 07527 254221) giving exact location of the casualty and details of injuries sustained e.g. obvious bleeding, unconsciousness. The First Aid Room will be informed and a First Aider will be sent to the incident location.



Filming Agreement Form



Filming dates: _____

Production Company: _____

Location manager name: _____

Contact number: _____

Name of producer: _____

Area in which filming will take place:

- 1) _____
- 2) _____
- 3) _____

It is understood between the film crew and the Chief Executive of the property that the filming will only be used for the above mentioned program; other interested parties should contact Angie Robinson or Dirk Pittaway for any footage.

It is understood that the above mentioned crew are to be accompanied by a designated member of Manchester Central staff.

Signed _____ Date _____

(on behalf of the film crew / broadcaster)

Signed _____ Date _____

(on behalf of Manchester Central)



To be completed by Producer for and on behalf of the film crew / broadcaster

Number of film crew: _____

Tracking required: _____

Cameras – mounted or steadicam: _____

Fire exits – Loading in / out: _____

Crew arrival time: _____

Crew departure time: _____

We need confirmation that:

- a) There will be minimal disruption to the everyday running of the venue and to any clients / delegates attending the venue that time.
- b) Your crew will behave in a professional manner at all times
- c) If asked by a member of Manchester Central Convention Complex management, you will terminate filming immediately.
- d) All areas that filming takes place must be left as found including signage, furniture and decoration.
- e) All rubbish and unwanted items used by the filming crew must be removed on departure of the venue.

Any damage that occurs during filming that is attributed to said film crew must be paid for by the Production Company / Broadcaster.

Any loss of business due to repair or renovation of Manchester Central goods or premises must be paid for by the Production Company / Broadcaster.

Any food and beverage consumed on the premises must be purchased via the venue, unless agreed otherwise in advance.

Food & Beverage supplied by production catering vans and outside suppliers must be consumed off the property. Please bear in mind when setting up catering for crew & actors, please make this a tidy area, and not restricting access to the venue for the general public.

Please complete and return to:

Gemma Spilling
 Manchester Central Convention Complex
 Windmill Street
 Manchester
 M2 3GX

Tel: 0161 834 2700/ Email: g.spilling@manchestercentral.co.uk



OnSITE

Transportation Services

We have considerable experience in providing a range of transport services for the exhibition industry, including collection, delivery and storage facilities. For your added information we hold "Goods in Transit" insurance cover (to a maximum of £2 million (individual item/s up to a maximum of £50k)

In order for us to provide a prompt competitive quotation please complete and return to the address on page 2 before **1st December 2012.**

Venue	<u>Exchange Hall, Manchester Central</u>	Dates	<u>8-13 December</u>
Event Name	<u>ENC Industry Exhibition</u>	Stand No:	_____

Company Name	_____		
Contact Name	_____	Position	_____
Address	_____ _____ _____		
	_____	Postcode	_____
Tel	_____		
Fax	_____		
Mobile	_____		
Email	_____		

Preferred Delivery Date



OnSITE

Details of required service/s (please identify collection and delivery address and in the box please identify the goods to be transported)

Quantity	Description	L x W x H	Weight

Please indicate if you require any of the following/additional services:-

- 1 Cranage / Lifting/offload and reload
- 2 Unpacking / Packing
- 3 Erection of Exhibits
- 4 Storage

Please note that OnSITE will not be held liable for items left unattended on Exhibition Stands.

Please return to:-
 OnSITE
 87 Silk Mill Road
 Watford
 Hertfordshire
 WD19 4TW
 Tel: +44 (0) 7768 562770

Or by email to: alan.hazelhurst@btconnect.com

"You look after your clients and we'll look after you"



**EXHIBITORS HEALTH & SAFETY DECLARATION FORM
EUROPEAN NUCLEAR CONFERENCE
10th – 12th December 2012 at MANCHESTER CENTRAL**

Please fill out and return immediately to:

OnSITE
87 Silk Mill Road
Watford
Hertfordshire WD19 4TW

1. The Health & Safety At Work Act, Etc, 1974 (HASAWA74)

It is a condition of entry into the exhibition that every Exhibitor, Contractor, Sub – Contractor, supplier and their agents comply with the HASAWA74 and all other legislation covering the venue. The Exhibitor accepts that it is their legal and moral responsibility to ensure that their own and others health and safety is not put at risk by their actions (or in-actions) throughout the tenancy.

Our Health & Safety representative on the stand will be:

Contact:..... Stand No:.....

Position:..... Mobile No:.....

Exhibitor:.....

Address:.....

.....

..... Postcode:.....

Tel:..... Fax:.....

To be signed by a senior person within the exhibiting company.

Authorised by:..... Date:.....

Print:..... Position:.....

NB Contractors passes will not be sent out to your contractors until this form has been returned, duly signed by the exhibiting company.



Please tick applicable boxes:

- We are shell scheme only. We have trained and made our stand staff aware of the potential risks present onsite and we will copy them in with the Safety Bulletin. Our exhibits, demonstrations and work practices cause NO HAZARDS to either others or ourselves onsite.
- We are space only. My principle Contractor has under taken a specific Risk Assessment for this event I accordance with HASAWA74 and he has trained and notified his staff and sub – Contractors in all such areas identified as being of risk. A copy is available on request.
- I have ensured that our principle stand Contractor has a suitable and sufficient Method Statement prepared for the show – and he has satisfied me of his Competence to undertake the tasks required by him.
- I will make available at the show a copy of our own Company’s Health & Safety Policy and Risk Assessment. Our stand staff will be sufficiently instructed and trained in relevant matters in order to carry out their tasks competently.

Our principle Stand Contractor is:
Company:.....

Contact Name:..... Position:.....

Address:.....

.....

..... Postcode:.....


Tel:..... Fax:.....

Mobile:..... Email:.....


Please remember to take a copy of this form for your files and then return to:

Alan Hazelhurst
 OnSITE
 87 Silk Mill Road
 Watford
 Hertfordshire
 WD19 4TW
 Phone: 07768 562770
 Email: alan.hazelhurst@btconnect.com





**Manchester
Central**



MANCHESTER CENTRAL RIGGING ORDER FORMS
AND POINT LOAD INFORMATION

BEFORE COMPLETING THE ATTACHED ORDER FORMS PLEASE ENSURE THAT THE FOLLOWING
INFORMATION HAS BEEN PASSED TO YOUR STAND DESIGNERS OR CONTRACTORS.

MOTOR POINTS ARE SUFFICIENT TO TAKE A 1 TONNE SUSPENDED LOAD.

ALL DROPS OTHER THAN CATENERY DROPS ARE SUFFICIENT TO TAKE
A 250KG LOAD


SHORT CATENERY DROPS ARE SUFFICIENT TO TAKE A 25KG LOAD

IF YOU NEED TO SUSPEND LIGHTING TRUSSES, SPECIALLY DESIGNED FLOWN ITEMS OR ANY
ITEM OVER 250KGS THEN YOU MUST SUPPLY DRAWINGS AND LOAD INFORMATION TO
ENABLE OUTBACK AND MANCHESTER CENTRAL TO COMPLETE HEALTH AND SAFETY DOCUMENTATION.


STAND CONTRACTORS PERFORMING HOIST AND FIX OPERATIONS MUST COMPLETE RISK
ASSESSMENTS, METHOD STATEMENTS AND CONFIRMATION OF COMPLIANCE
WITH LIFTING OPERATIONS AND LIFTING EQUIPMENT REGULATIONS 1998

**THIS INFORMATION MUST BE SUPPLIED TO OUTBACK RIGGING'S TECHNICAL DEPARTMENT
AT LEAST THREE WEEKS BEFORE THE SHOW DATE TO GUARANTEE STAND APPROVAL.**

IF YOU ARE IN ANY DOUBT PLEASE CALL US AT OUTBACK AND WE WILL HELP

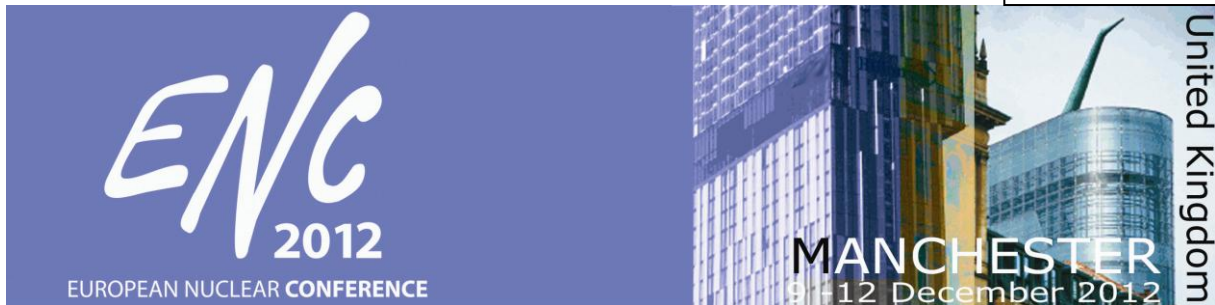


**Manchester
Central**



Contact: Mark Oakley

Phone: 0121 781 0272
Fax: 0121 782 8673
Email: markoakley@outbackrigging.com



Manchester Central. Rigging order form		
Name of show:		
Exhibitor name:		
Stand no:		
Full Invoice Address:		
		Phone:
		Fax:
		E-mail:

Description	Unit cost	Quantity	Total
Manchester Central Halls			
Primary Motor Point Inc Safety,Excludes Hoist	£135.00		
Primary Point with Stinger	£145.00		
Drop wires (including termination)	£90.00		
Manchester Central front entrance External Banner Installation	£600.00		
Manchester Central foyer Banner installation	POA		
Hoist and Fix per point	£50.00		
Manchester Central Exchange Hall			
1T Rigging Point	£85.00		
Drop wires (including Termination)	£70.00		
Hoist and Fix per point	£40.00		
Rigging equipment hire			
Electric chain hoists up to 1000kg	£65.00		
Manual Chain Block up to 1000Kgs	£25.00		
Distribution and control per way	£14.00		
Aluminium Tube, per metre run	£1.50		
Rigging services			
Quotations for supply and installation of complete rigging system	POA		
Rigging equipment hire - large range available	POA		
Truss hire - large range available	POA		
	Sub-total		
	VAT @20%		
	Total		

PAYMENT DETAILS
Full payment must be submitted with this form including VAT two weeks prior to load in date.
A 20% surcharge will be applied for late orders.
Cheques crossed and made payable to Outback Rigging Ltd. Credit Cards accepted.
Work will not commence until All Drawings and Plans have been submitted,and payment received

		Contact: Mark Oakley
	Unit 17 Elmdon Trading Estate Bickenhill Lane Birmingham B37 7HE	Phone: +44 121 781 0272 Fax: +44 121 782 8673 Email: markoakley@outbackrigging.com



**Exhibitors Risk Assessment
EUROPEAN NUCLEAR CONFERENCE
10th - 12th December 2012 @ Manchester Central**

Stand No:..... Date:.....

Company Name:.....

1. Hazard Category: Select the most appropriate category for the hazard you have identified. Look only for hazards on your stand, which you could reasonably expect to result in significant harm. Tick any of the following which are applicable:

- | | | | | | | | |
|-----------------------|--------------------------|--------------------------|--------------------------|---------------------|--------------------------|-------------|--------------------------|
| Adverse Weather | <input type="checkbox"/> | Falling Objects | <input type="checkbox"/> | Special Effects | <input type="checkbox"/> | Noise | <input type="checkbox"/> |
| Complex Structure | <input type="checkbox"/> | Fall from Height | <input type="checkbox"/> | Stored Energy | <input type="checkbox"/> | Fire | <input type="checkbox"/> |
| Compressed Air | <input type="checkbox"/> | Dust / Fumes | <input type="checkbox"/> | Gas / LPG | <input type="checkbox"/> | Explosion | <input type="checkbox"/> |
| Use of Vehicles | <input type="checkbox"/> | Water Features | <input type="checkbox"/> | Radiation | <input type="checkbox"/> | Slip / Fall | <input type="checkbox"/> |
| Use of Work Equipment | <input type="checkbox"/> | Hazardous Substance | <input type="checkbox"/> | Equipment Machinery | <input type="checkbox"/> | Electricity | <input type="checkbox"/> |
| Extreme Temperatures | <input type="checkbox"/> | Use of lifting Equipment | <input type="checkbox"/> | Others | <input type="checkbox"/> | NONE | <input type="checkbox"/> |

If you answered none return this form to the Organiser, if you ticked any of the above hazard categories please complete the following sections for each individual hazard.

2. Who is at Risk – identify the people who are at risk from this hazard.

- | | | | | | |
|-------------|--------------------------|-----------------------|--------------------------|------------------|--------------------------|
| Exhibitors | <input type="checkbox"/> | Maintenance Staff | <input type="checkbox"/> | Pregnant Workers | <input type="checkbox"/> |
| Cleaners | <input type="checkbox"/> | Members of the Public | <input type="checkbox"/> | Disabled Persons | <input type="checkbox"/> |
| Contractors | <input type="checkbox"/> | Office Staff | <input type="checkbox"/> | Children | <input type="checkbox"/> |

3. Risk Assessment Probability x Severity = Risk Rating

- | | | |
|---------------|----------|---|
| Very Low Risk | 1 to 4 | Requires no action. |
| Low Risk | 5 to 7 | Requires no action. |
| Medium Risk | 8 to 14 | May require action or creating more awareness, look at specifics. |
| High Risk | 15 to 36 | Requires immediate action! |

Probability – How likely is the hazard to cause harm?

1. Negligible



- 2. Possible Occurrence _____
- 3. Occasional Occurrence _____
- 4. Frequent Occurrence _____
- 5. Regular Occurrence _____
- 6. Common Occurrence _____

Severity – What is the worst possible outcome?

- 1. Trivial injury _____
- 2. Minor injury _____
- 3. Major injury to one person _____
- 4. Major injury to several persons _____
- 5. Death to one person _____
- 6. Multiple deaths _____

4. Existing control measures – What controls have been implemented to control hazard?

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5. Are these control measures adequate to contain hazards?

Yes No

6. What additional controls are required to control hazard?

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Contact Name:.....

Signature:.....

Please post or email to:
 Alan Hazelhurst, OnSITE, 87 Silk Mill Road, Watford, Hertfordshire WD19 4TW
 Tel: 07768 562770 Email: alan.hazelhurst@btconnect.com



HALL PIPED SERVICES RATECARD & ORDER FORM

Melville Exhibition Services
 Silverstone Drive Gallagher Business Park Coventry CV6 6PA
 Tel: +44 (0)2476 380 333 Fax: +44 (0)2476 380 428
 Email: ian.ellis@melville.co.uk

Valid from 1st October 2011 - 30th September 2012

Return at least 14 days before tenancy commences. Orders received after this date will be subject to a 20% surcharge

PLEASE SUPPLY THE UNDERNOTED SERVICES AS SHOWN ON AN ATTACHED DIMENSIONAL DRAWING

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
	WATER & WASTE		
	0.5" Water & 1.5" Waste	£ 410.00	
	0.5" Water & 1.5" Waste to clients own sink & water heater	£ 490.50	
	0.5" Water only	£ 205.00	
	1.5" Waste only	£ 205.00	
	Tee Off	£ 80.50	
	Compressed Air	£ 377.00	
	Cable Run for Aerials - TV (CENTRAL HALL ONLY)	£ 92.00	
	Floor Fixings	£ 27.00	
	Surcharge - Duct or Exit Move 20% - Cancellation Minimum 50%	TOTAL	£
	Please note that orders for water and waste do <u>not</u> include a sink or water heater	Plus VAT	£
	FULL PAYMENT MUST ACCOMPANY THIS ORDER	TOTAL COST	£

PAYMENT DETAILS If paying by cheque, please write the name of the exhibition, your stand number and company name on the back. Thank you.

PLEASE NOTE : IF PAYING BY VISA, MASTERCARD, JCB CREDIT CARDS AND AMERICAN EXPRESS CHARGE AND CREDIT CARDS WE RESERVE THE RIGHT TO ADD 2.5% SURCHARGE TO THE TOTAL AMOUNT OF THE ORDER

If you would prefer to pay by Debit/Credit Card, please fill in the following information:-

PLEASE DEBIT MY VISA/ AMEX/ MASTERCARD/ DELTA/ DINERS CLUB/ SWITCH*

** delete where applicable*

Card Number Expiry Date Signature on Card

Switch Card Issue Number, if applicable Name of Card Holder

EXHIBITOR DETAILS

SHOW / EXHIBITION		
Stand Number	Company Name	
Invoice Address		
Postcode	Country	Contact Name & Signature
Telephone Number		Fax Number