

Airmic Conference 2016

6th – 8th June

HIC, Harrogate

Exhibitor Manual



Checklist

Form Name/Task:	Details:	Completed by:
Phone App profile	All exhibitors are to submit a short profile and eps company logo for the phone app	5 th February 2016
PPT Slide	All exhibitors to submit 1 PPT slide in your own design to promote your presence at the conference, less text more graphics is better	29 th April 2016
Stand designs	For space only stands. Please send stand plans for approval to Airmic@exhibitionsafety.com	29 th April 2016
Risk Assessment Form – Shell Scheme (Airmic)	This is compulsory form. To be sent back to susi.ozkurt@airmic.com http://www.airmicconference2016.com/exhibition/wp-content/uploads/2015/11/Risk-Assessment-for-exhibitors-.docx	6 th May 2016
Electrics & Lighting Order Form (Showlite)	This is a compulsory form for all to complete to return to: jgreen@showlite.co.uk http://www.airmicconference2016.com/exhibition/wp-content/uploads/2015/11/Electrical-Order-Form-Airmic-2016.pdf	6 th May 2016
Register all your exhibitor & Delegate passes	Register all your delegates and exhibitor passes (registration site open from February 2016) www.AirmicConference2016.com	6 th May 2016
Furniture Order Form (JMT indisplay)	View the furniture here: http://www.jmtindisplay.co.uk/specials/event/AIRMIC-ANNUAL-CONFERENCE-2016.html Place your order here: http://www.airmicconference2016.com/exhibition/wp-content/uploads/2015/10/Airmic-Furniture-order-form-2016.pdf	13 th May 2016
Internet Access/AV	To be sent back to: Exhibitionservices@hicyorkshire.co.uk	20 th May 2016

Equipment Order Form (HIC)	http://www.airmicconference2016.com/exhibition/wp-content/uploads/2015/11/IT-Services-Order-Form-2016_2017.pdf	
Stand Graphics (Showlite)	http://www.airmicconference2016.com/exhibition/wp-content/uploads/2015/10/Showlite-graphics-per-linear-metre-2015.docx	20 th May 2016
Stand Catering Order Form (Kudos Hospitality)	To be sent back to Kirsten.rolph@hicyorkshire.co.uk http://www.airmicconference2016.com/exhibition/wp-content/uploads/2015/11/HIC-Catering.-Stand-Order-Form-2015-16.pdf	20 th May 2016
Shell Scheme Extras/Accessories (Showlite)	To be completed if you have a shell scheme stand: http://www.airmicconference2016.com/exhibition/wp-content/uploads/2015/11/Shell-Scheme-Extras-Form-Airmic-2016.pdf	20 th May 2016
Shell Scheme Fascia/ Name Board Order Form (Showlite)	To be completed if you have a shell scheme stand: http://www.airmicconference2016.com/exhibition/wp-content/uploads/2015/11/Name-Board-Order-Form-Airmic-2016.pdf	20 th May 2016
Barcode Scanner Order Form (Ref Tech)	For more info or to book, visit: http://airmic16scannerhire.eventreference.com/ Pricing - Handheld Scanner Early Bird price is £165.00 + VAT. This rate is available until 23rd May 2016. LeadReference App - Main account - £99 + VAT Additional access to main account - £10 + VAT each	Early Bird Price until 23 rd May 2016

Surcharges may be applicable for orders not received by the specified deadline

Additional Forms: for you & your stand contractor

Airmic T&Cs 2016	http://www.airmicconference2016.com/exhibition/wp-content/uploads/2015/10/Airmic-Ts-and-Cs-for-2016.pdf	
Access/Load in details		

	http://www.airmicconference2016.com/exhibition/wp-content/uploads/2015/10/Dragon-Road-Map-With-Post-Codes.pdf	
HIC site rules	http://www.airmicconference2016.com/exhibition/wp-content/uploads/2015/10/HIC-Site-Rules-2015.pdf	
Travel Information/Map	http://hicyorkshire.co.uk/about-hic/getting-here	
Floor Plan of the HIC	http://www.airmicconference2016.com/exhibition/wp-content/uploads/2015/10/HIC-Yorkshire-map-with-entrance-numbers.pdf http://www.airmicconference2016.com/exhibition/wp-content/uploads/2015/10/You-are-Here-A3.pdf	
Compulsory Regulations & Emergency Procedures	http://www.airmicconference2016.com/exhibition/wp-content/uploads/2015/10/Emergency-Procedures-new-logo.pdf	

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Exhibitor Information

Access Times

Access will be available on the below dates:

Sunday 5th June: 'Space Only' stands 8am – 8pm

Monday 6th June: All stands 6am – 2pm

To ensure that the installation and dismantling periods run smoothly, exhibitors are requested to instruct their contractors and staff making deliveries and collections, to upload and load their vehicles as quickly as possible and then remove them promptly from the access point.

All Stands must be complete by 2.00pm on Monday 6th June.

Stands must be complete and exhibitors ready at their stands for the 3.30pm refreshment break in the exhibition hall on Monday 6th June.

Accommodation

To book accommodation for this event, please use the below links:

www.AirmicConference2016.com/conference

AV Equipment

If you wish to hire any AV equipment for your stand, please contact: Exhibitionservices@hicyorkshire.co.uk

Breakdown

This will happen from 1.30pm on Wednesday 8th June and must be clear of the exhibition area by 7pm on that day. Please ensure all couriers collect stands and any stand materials by the stated time. Airmic cannot take responsibility for left articles. All items must be collected by end of tenancy Wednesday 8th June.



Cash Points / Banking Facilities

There is an ATM located outside the main entrance to Hall M and there are branches of all major banks in Harrogate town centre.

Catering

Kudos has the sole right to supply all food and drinks consumed on site. All alcohol, beverages, consumables and catering equipment must only be obtained from them. For more information contact Kirsten Rolph on kirsten.rolph@hicyorkshire.co.uk.

Car Parking

200 Pay and Display parking spaces are available for visitors in the Conference Centre underground car park, accessed from Springfield Avenue. Blue Badge spaces are available, but are also free to park in any marked bay. In addition, Jubilee Car Park, situated on Cheltenham Crescent, has an additional 440 spaces. Pay and display costs apply of £13 for 24 hours.

Please be aware that 6' 6" height restrictions apply in both of these. Odeon Car Park is the only open car park and therefore would be best for vans.

Carpet

The exhibition hall will be carpeted in dark grey carpet tile. Exhibitors can opt to have a different colour carpet if required but would need to order either 18mm floor flats or a 100mm platform for their stand.

Cleaning

The exhibition hall, gangways and all stands will be cleaned prior to show open days

Cloakroom Facilities

There will be a cloakroom and luggage storage facilities for delegates located in the registration area.

Damage & Loss

Neither the Organisers, nor the HIC accept any responsibility for damage or loss of any properties introduced by the Exhibitors or their agents/contractors. Exhibitors are especially warned that the exhibits are the sole responsibility of the exhibitors to whom they belong. Exhibitors should affect their own insurance against all risks. The strongest possible precautions against pilferage should be taken at all times.

Dilapidation

You are reminded that you will be charged for making any damage to the hall or stand area, including the floor, caused by your staff or contractors. All tape used to secure carpets must be removed at the end of the exhibition. Under no circumstances can stand construction, graphics, displays, etc. be attached to the fabric of the building



Deliveries & Collections

There are no facilities at the centre to receive and store goods sent prior to Sunday 5th June.

Deliveries can only take place between hours of 08:00 - 19:00 on the 5th and then 07:00 – 19:00 on Monday 6th June.

The venue and organisers cannot accept deliveries on exhibitors' behalf. Arrangements must be made for a representative to be available on the stand and drivers delivering exhibits must be supplied with full information about which stand and to which hall the delivery is to be made. Please ensure that all materials are appropriately labelled with your company name, the event name, date of the event, hall and stand number. If this is not arranged, deliveries may be turned away.

All goods should be addressed and clearly marked with the name of the representative and stand number to:

*Exhibitor Contact Name & Company & mobile
Airmic Exhibition 6th - 8th June 2016, Stand ?
Hall ?
Harrogate International Centre
Kings Road
Harrogate HG1 5LA*

Demonstrations

Please note any form of promotional demonstrations including mascots, televisions etc. can only be operated within the perimeters of your designated stand space and will not be allowed anywhere else on the show floor.

Exhibits or other devices which emit sound must be operated and controlled so that there is no disturbance to other Exhibitors.

You must contact the organisers for approval at least one month prior to the show and gain written permission.

Drinks Reception (Airmic)

Monday 6th June, 5.00pm – 6.30pm in both Exhibition Halls B&C.

(Your stands must be complete by 4pm. They do not need to be manned, but delegates will have access to both halls).

Tuesday 7th June 6.30pm – 8.30pm in the Royal Hall, at the HIC.

All exhibitors and delegates are welcome to attend. Badges must be worn at all times.

Electrical Tools and Equipment

All portable equipment used on build-ups and breakdowns must be used via a 110volt transformer and must adhere to all current regulations. Please do not overload any power points and please ensure that all your electrical equipment has the correct fuses. All electrical equipment must be kept on a secure surface.



Electrical points on stands

All “space only” stands come exclusive of any electrical points; this will need to be purchased via Showlite.

Exhibitor Badges

Official badges will be issued to every exhibitor. The badge will act as a security pass and must be worn at all times. Admission to the exhibition will not be permitted to personnel who are not wearing the appropriate badge.

Exhibitor Delegates Badges

You can register your delegates online at www.AirmicConference2016.com from February 2016.

Exhibitor Events

Exhibitors should not organise any external events during the conference times or during any of the Airmic drinks receptions.

Exhibition Hall Location

The Exhibition will be located in both Halls B & C.

Exhibition Opening Times

Monday 6th June: 5.00 pm – 6.30 pm (Welcome Drinks Reception)

Tuesday 7th June: 8.30am – 6.30pm

Wednesday 8th June: 8.30am – 1.30pm

Please note the conference will actually commence from 2.00pm on Monday 6th June.

Fabrics

Please ensure that all fabrics used on stands have the relevant fire proofing solutions. It is a requirement that all drapes brought into the venue conform to BS 5867 Specification for Fabrics for Curtains and Drapes.

Fire Precaution

Fire extinguishers are located at convenient points around the Halls. All materials used for the interiors of stands must be thoroughly fireproofed or be non-combustible to the satisfaction of the local authority. Failure to do so may result in the removal of all offending fittings. Any person whether Exhibitor or Contractor discovering a fire, should immediately notify a member from HIC staff.

First Aid

A First Aid team will be located on site at the HIC. Please contact a member of staff for any medical emergencies.

Forklifting & Porter Services

If you require any of these services, then please contact:

Peter Gilbert, Crusade Exhibition Services Ltd, Tel: 01423 701005, Email: info@crusade-ex.co.uk

Furniture

All exhibition stand furniture must be ordered via the official stand contractor for the event JMT indisplay
Please see the furniture order form for options and prices.

Gangways

The gangways used in this venue are the minimum permissible by law and have been subject to approval by the Local Authority. Under no circumstances will exhibits, stand dressing, tables and chairs, etc. be allowed to encroach into the gangways. All exhibits must be kept inside your stand space at all times.

Health & Safety

In accordance with the Health & Safety at Work Act 1974, and the Management of Health & Safety at Work Regulations 1999, the event organiser and exhibition contractor must supply the Event Manager with:

- i. A copy of their organisation's H&S policy statement
- ii. A Method Statement for work being undertaken as well as a Safe Systems of Work document to highlight the control measures being put in place in a written format
- iii. A suitable and sufficient risk assessment/s to cover the event as a whole

These documents should be made available at least 14 days prior to the start of the event, in case of any query, and should examine all potential risks to exhibitors, staff, ACC staff & delegates. In addition, the event organiser should obtain a risk assessment from each exhibitor plus any additional contractor/s, which must be brought onto site and be available for viewing in case of any query from H&S advisors or local Authority inspectors. For further assistance with the completion of risk assessments, please visit <http://www.hse.gov.uk/risk/index.htm>

Specific Items of Risk:

For all relevant documentation and guidelines about specific items of risk visit:
http://www.aeo.org.uk/files/eqguide_july_14_clean_copy.pdf

Height Limit and Rigging

The height restriction for stands in both halls is 4m, except for all perimeter stands which are 2.8m. This limit includes the overall height of the stand fitting and all raised platforms as measured from the hall floor.

There is no rigging available at the HIC.

The minimum height for dividing walls is 2.5 m and all visible reverse sides of stands must be dressed.



Internet Access

Harrogate International Centre (HIC) offers complimentary 0.5mb Wi-Fi to exhibitors and visitors at the event. It is recommended that if you require a dedicated stable internet connection that you order a hardwired internet solution from HIC's IT Department.

IMPORTANT: Wireless routers must not be used without contacting HIC's IT department prior to the event.

Please contact the Allan Clark Technical Manager on 01423 537223 or email allan.clark@hicyorkshire.co.uk for more information.

Lunch/Refreshments

Lunch will be provided on Tuesday and brunch on Wednesday in designated catering areas inside both exhibition halls. Exhibitor lunches are available 30 minutes prior to the stated times for delegate lunches.

Lost Property

Any lost property found must be handed in to the Organisers Office. Lost property will be taken to the concierge team at HIC. If after 6 weeks, no claim has been made for the property, HIC shall consider that title to that property has been abandoned and shall pass on the property to the local police station.

Marketing Material

Exhibitors may distribute advertising and printed materials from their stand but must not distribute literature in the neighbourhood of entrances or exits, nor in such a manner as to cause annoyance or disturbance to other Exhibitors. In the event of complaints the matter shall be referred to the Organisers for their decision.

Music

Exhibitors wishing to play any recorded material (including CD/Record/Cassette/Video) must obtain a licence from the Phonographic Performance Limited (PPL) and Performing Rights Society (PRS). Exhibitors are solely responsible for obtaining any licence required to play music on their stand.

Noise

The use of microphones, videos or music is permitted, but the volume must not be such as to cause any annoyance to other exhibitors. The organisers reserve the right to prohibit their use if, in the organisers' opinion, any annoyance is being caused and remove the offending equipment and/or exhibitor from the Hall.

Painting or Spraying

Under no circumstances is painting or spraying permitted in the exhibition halls.



Plumbing Services

Water and waste facilities are only available on certain stands. Information on exact positions is available from HIC Exhibition Services.

Power

Power requirements should be confirmed to the stand contractor and exhibition organiser prior to the event. Additional power will not be available once the exhibition has been built. Any requirements for 24-hour power should be made clear to the stand contractor and event organiser.

Scanners

Exhibitors can hire barcode scanners from RefTech which can be used to scan barcodes on delegate badges in order to obtain delegate contact information.

For more information or to order one, please use the scanner hire link - <http://airmic16scannerhire.eventreference.com/>

Security Advice

Exhibitors are warned not to leave valuables unattended on their stands whether during the build-up, open or breakdown periods. Special care should be taken of mobile phones as these can be easily misplaced or stolen. Do not leave your stand unattended at any time. No exhibits may be removed from the hall during Build-up or the Open days of the show without obtaining a pass out authorisation from the Organisers Office. Passes should be worn at all times by both exhibitors and contractors.

'Space only' Stand Plans

All 'space only stands' must send their stand plans in for approval by **Friday 29th April**. Please email them to Alan Knight- Drewey, PMS Safety Limited, Airmic@exhibitionsafety.com, T: 01323 638636

Shell Scheme Stands

If required, this must be purchased from Airmic before the event. (Price is £400 plus VAT). Octanorm shell scheme to include white smooth faced Velcro compatible panels, 1 x 500w power supply, 2 x spot lights and a name board including stand number to each open side.

Please indicate where you want your spot lights and power supply by downloading the relevant form – Shell Scheme Extras Form.

You can view a Shell Scheme stand here: <http://www.airmicconference2016.com/exhibition/wp-content/uploads/2015/11/Airmic-Conference-2016-Shell-Scheme-Issue-A.pdf>

Storage

All exhibitors can store items in an allocated room for exhibitor storage; this will be located in both exhibition halls. Please ask at Registration once on-site. There is a limited amount of space available. Your stand builders must take all material away with them which are not being used during the event.

Venue Address

Harrogate International Centre, Kings Road, Harrogate HG1 5LA

W: www.hicyorkshire.co.uk

T: 01423 500500

Waste & Recycling

There are waste and recycling bins located throughout the building. More than 90% of waste generated by events at the HIC is recyclable. If you have a large amount of waste or any specialist disposal requirements please contact Debbie Yates - deborah.yates1@hicyorkshire.co.uk

Workshop Sessions

Exhibitors *cannot* attend workshops. However, exhibitors may attend keynote speeches & Airmic Forum and do not have to book in advance.

Important Contacts

Airmic Events Manager	Susi Ozkurt	020 7680 3084	Susi.ozkurt@airmic.com
Event Manager (HIC)	Debbie Yates	01423 537379	Deborah.yates1@hicyorkshire.co.uk
Technical Manager (HIC) for AV/Internet/Rigging/Production	Allan Clark	01423 537370	allan.clark@hicyorkshire.co.uk
Catering & Hospitality (HIC)	Kirsten Rolph	01423 537334	Kirsten.rolph@hicyorkshire.co.uk
Shell Scheme /Elec (Showlite)	Jenni Green	01264 365550	jgreen@showlite.co.uk
Stand Plans/Health & Safety	John Revington /Alan Knight-Drewer	01323 638636	Airmic@exhibitionsafety.com
Barcode Scanners – (Ref Tech)	Rachel Marven	01824 62666	scanners@reftech.co.uk
Accommodation Services	Karen Spencer	0113 378 1163	karen.spencer@conference-leeds.com
Furniture Hire (JMT indisplay)	Jackie Power	01923851580	Jackie@JMTIndisplay.co.uk