

# **HOMES 2017**

## **Exhibitor Manual**

### **Exhibitor Manual**

- How To Use Your Exhibitor Manual
- Checklist
- Your Exhibition Management Team
- Build Up, Break Down & Opening Times
- Official Contractors
- Recommended Suppliers
- Contractor Information
- Barcode Scanners & Exhibitor Badges
- General Information
- Stand Information

### **Forms to Complete**

- Form 6 – Compulsory Shell Scheme Construction Form
- Form 6A – Health & Safety Declaration incorporating CDM 2015
- Form 7 – Music Licences
- Form 8 – Stand Designer / Contractor Details
- Form 9 – Space Only Stand Check Sheet
- eforce – Connectivity Order Form
- Freeman Venue Services – Plumbing Prepayment Order Form
- The Freeman Company (UK) Ltd – Electrics & Lighting Pre-Payment Order Form
- The Freeman Company (UK) Ltd – Electrical Testing Information
- The Freeman Company (UK) Ltd – Electrical Quick Reference Guide
- The Freeman Company (UK) Ltd – Floorcovering Order Form
- The Freeman Company (UK) Ltd – Shell Nameboard Form
- The Freeman Company (UK) Ltd – Shell Extras Pre-Payment Order Form
- The Freeman Company (UK) Ltd – Shell Scheme Quick Guide

### **Important Information**

- Free Build Stand And Structure Information
- Olympia – Business Centre Charges
- Olympia – Electrical Safety
- Olympia – Free Venue Wi-Fi Guide
- The Freeman Company (UK) Ltd – Shell Scheme Visual & Specification

### **Transport & Traffic**

- The Freeman Company (UK) Ltd – Onsite Handling & Logistics Form
- Olympia – How To Get Here Map
- Olympia – Loading & Unloading Zones
- Olympia – Traffic Procedure for Exhibitors, Contractors & Suppliers

### **Emergency Procedures**

- Emergency Procedures - Olympia