Housing 2018
Exhibitors Manual

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

Forms to Complete
• Form 7 - Compulsory Shell Scheme Construction Form
• Form 8 - Health & Safety Declaration incorporating CDM 2015
• Form 9 - Stand Designer / Contractor Details
• Form 10 - CDM Space Only Checklist
• Form 11 - Music Licences
• Joe Manby Ltd - Standfitting Order Form
• Joe Manby Ltd - Fascia Nameboard Form
• Joe Manby Ltd - Electrical Order Form
• Joe Manby Ltd - Graphic Order Form
• GES Ltd - Hall Piped Services Order Form

Stand Information Guidelines/Health & Safety
• Free Build Stand and Structure Information
• Joe Manby Ltd - Electrical Brochure
• Joe Manby Ltd - Standfitting Brochure
• Manchester Central - Emergency & Evacuation Procedures
• Manchester Central – Fire Assembly Points

Transport & Traffic
• Fishers - Transport Information Sheet A
• Fishers - Transport Information Sheet B
• Manchester Central - Getting Here Map
• Manchester Central - Delivery Access Map
How To Use Your Exhibitor Manual

The information detailed in the manual should provide you with everything necessary for your successful participation at Housing 2018. Some of the services explained will be essential to your participation, while others are an optional extra. Below are outlined the ways we recommend you use the information enclosed.

- Read the information in full now – this will ensure you are immediately aware of stand information, restrictions, cut off dates for orders, etc.

- Fill in and return all request / requirement forms immediately if possible; if not, please ensure you do so by deadline dates... it could save you money from surcharges incurred by late orders.

- Keep photocopies of any forms / order forms you complete and return, as they will be invaluable should you have any queries on site.

The checklist should assist you with meeting your deadline dates.

Please ensure that your designers and stand fitters are made aware of the regulations concerning stand construction, the use of officially appointed contractors and the build up and break down times.

If there is anything further you need to know or just need help and advice please give us a call and we will be happy to help.

**Unless prior agreement has been reached with the exhibition organisers, Ocean Media Group Ltd, any company that has not paid in full will not be permitted to exhibit at the show.**
<table>
<thead>
<tr>
<th>To Do</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arrange Audio Visual</td>
<td>A.S.A.P.</td>
</tr>
<tr>
<td>Arrange Lifting – Transport Information Sheet</td>
<td>A.S.A.P.</td>
</tr>
<tr>
<td>Compile Press Packs</td>
<td>Take Onsite</td>
</tr>
<tr>
<td>Compulsory Shell Scheme Construction Form (Shell Scheme) – Form 7</td>
<td>13 Apr 18</td>
</tr>
<tr>
<td>Electrical Power &amp; Lighting – Electrical Order Form</td>
<td>19 May 18</td>
</tr>
<tr>
<td>Exhibition Stand Transport – Transport Information Sheet</td>
<td>A.S.A.P.</td>
</tr>
<tr>
<td>Exhibitor Badges – Website Link</td>
<td>A.S.A.P.</td>
</tr>
<tr>
<td>Fascia Nameboard Details (Shell Scheme) – Fascia Nameboard Form</td>
<td>19 May 18</td>
</tr>
<tr>
<td>Furniture Requirements – Website Link</td>
<td>A.S.A.P.</td>
</tr>
<tr>
<td>Health &amp; Safety Declaration incorporating CDM 2015 (Shell Scheme) – Form 8</td>
<td>13 Apr 18</td>
</tr>
<tr>
<td>Insurance Cover</td>
<td>A.S.A.P.</td>
</tr>
<tr>
<td>Internet Connections – Website Link</td>
<td>1 Jun 18</td>
</tr>
<tr>
<td>Music Licences – Form 11</td>
<td>13 Apr 18</td>
</tr>
<tr>
<td>Scanner – Website Link</td>
<td>A.S.A.P.</td>
</tr>
<tr>
<td>Space Only Checklist CDM Regulations 2015 (Space Only) – Form 10</td>
<td>13 Apr 18</td>
</tr>
<tr>
<td>Stand Catering Requirements – Website Link</td>
<td>A.S.A.P.</td>
</tr>
<tr>
<td>Stand Designer / Contractor Details – Form 9</td>
<td>13 Apr 18</td>
</tr>
<tr>
<td>Standfitting Extras – Standfitting Order Form</td>
<td>19 May 18</td>
</tr>
<tr>
<td>Submit Risk Assessment, Method Statement &amp; Plan (Space Only)</td>
<td>18 May 18</td>
</tr>
<tr>
<td>Water &amp; Waste – Hall Piped Services Order Form</td>
<td>1 Jun 18</td>
</tr>
</tbody>
</table>
Your Exhibition Management Team

**EXHIBITION DIRECTOR**  
Sarah Payling

**ORGANISING OPERATIONS**
Rachel Hall  
Operations Director  
rachel@rshevents.com  
07771 628131

Post: RSH Events Ltd, Sherbourne House, Humber Avenue, Coventry, CV1 2AQ.

**EXHIBITION SALES**
Conor Tallon  
Sales Manager  
conor.tallon@oceanmedia.co.uk  
020 7772 8348

Phil Keith  
Business Dev Manager  
phil.keith@oceanmedia.co.uk  
020 7772 8347

Kashmira Jadeja  
Assistant Sales Mgr  
kashmira.jadeja@oceanmedia.co.uk  
020 7772 8316

Elizabeth Ralston  
Event Executive  
elizabeth.ralston@oceanmedia.co.uk  
020 7772 8340

Seun Aluko  
Sales Executive  
seun.aluko@oceanmedia.co.uk  
020 7772 8403

Post: Ocean Media Group Ltd, 21st Floor, 1 Canada Square, Canary Wharf, London, E14 5AP.

**SPONSORSHIP**
Conor Tallon  
Sales Manager  
conor.tallon@oceanmedia.co.uk  
020 7772 8348

Post: Ocean Media Group Ltd, 21st Floor, 1 Canada Square, Canary Wharf, London, E14 5AP.

**CONFERENCE**
Andrew Tosh  
Snr Conference Producer  
andrew.tosh@oceanmedia.co.uk  
020 7772 8508

Post: Ocean Media Group Ltd, 21st Floor, 1 Canada Square, Canary Wharf, London, E14 5AP.

**PR & MARKETING**
Alex Merriman  
Marketing Manager  
alex.merriman@oceanmedia.co.uk  
020 7772 8506

Post: Ocean Media Group Ltd, 21st Floor, 1 Canada Square, Canary Wharf, London, E14 5AP.

**Website:**  
www.cihhousing.com  
www.cih.org

**Email:**  
rachel@rshevents.com
Build Up, Break Down & Opening Times

Build Up

**Space Only exhibitor build**
- Sunday 24 June 2018 08:00 – 21:00
- Monday 25 June 2018 08:00 – 21:00

**Shell Scheme stand dressing**
- Monday 25 June 2018 10:00 – 21:00

Exhibition Opening Times

- Tuesday 26 June 2018 09:00 – 17:30
- Wednesday 27 June 2018 09:00 – 17:30
- Thursday 28 June 2018 09:00 – 16:00

Exhibitors must not carry out work on their stand during the exhibition open hours. Any alterations to stands or delivery of goods must take place during the build up and break down period or between 08:00 – 08:30 on show open days. Exhibitors wishing to replenish literature on stands should ensure it arrives by 08:30 on the show open days.

The halls close and the power to stands is switched off 15 minutes after the close of the show.

Break Down

- **Shell Scheme & Space Only**
  - Thursday 28 June 2018 16:00 – 22:00
- **Space Only**
  - Friday 29 June 2018 08:00 – 15:00

For security reasons, exhibitors and contractors may not vacate or remove equipment and displays until after the exhibition closes. **If this does occur we will not allow you to re-exhibit at future events.**

All shell scheme exhibitors must remove all items including graphics by 22:00 Thursday 28 June.

All space only exhibitors must dismantle and clear away their stand including platforms & flooring completely by 15:00 Friday 29 June.

Property not removed by 15:00 29 June may be disposed of at the discretion of the Organisers. Exhibitors and contractors will be liable for any charges thus incurred.

Exhibitors and contractors attention is drawn to the tenancy build up and break down times, which are NOT flexible. All parties are required to ensure that all stands, regardless of design, are able to be completed within those times. You should therefore ensure that sufficient crew are allocated to the construction and dismantling, so as not to compromise safety, or the European Working Time Directive.
<table>
<thead>
<tr>
<th>Service</th>
<th>Company</th>
<th>Telephone</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electrics</td>
<td>Joe Manby Ltd</td>
<td>01423 814730</td>
<td>Fran Heaton</td>
</tr>
<tr>
<td></td>
<td>Hookstone Park, Harrogate, North Yorkshire</td>
<td></td>
<td><a href="mailto:ops@joemanby.co.uk">ops@joemanby.co.uk</a></td>
</tr>
<tr>
<td></td>
<td>HG2 7DB</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Health &amp; Safety</td>
<td>DIME Events Ltd</td>
<td>01799 551950</td>
<td>Phil Fellows</td>
</tr>
<tr>
<td></td>
<td>Unit 4, Highlands Farm, Berden, Bishops</td>
<td></td>
<td><a href="mailto:phil.fellows@dimeevents.com">phil.fellows@dimeevents.com</a></td>
</tr>
<tr>
<td></td>
<td>Stortford, Herts, CM23 1AB</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Internet</td>
<td>Manchester Central</td>
<td>0161 827 7676</td>
<td>Events IT</td>
</tr>
<tr>
<td></td>
<td>Petersfield, Manchester, M2 3GX</td>
<td></td>
<td><a href="mailto:EventsIT@manchestercentral.co.uk">EventsIT@manchestercentral.co.uk</a></td>
</tr>
<tr>
<td>Rigging</td>
<td>Knights Rigging Services Ltd</td>
<td>01253 894688</td>
<td>Karen</td>
</tr>
<tr>
<td></td>
<td>Unit 5, Aldon Road, Poulton-Le-Fylde, Lancashire, FY6 8JL</td>
<td></td>
<td><a href="mailto:mccc@knightrigging.co.uk">mccc@knightrigging.co.uk</a></td>
</tr>
<tr>
<td>Security</td>
<td>Event Solutions Show Staff Ltd</td>
<td>01799 551181</td>
<td>Karl Paynter</td>
</tr>
<tr>
<td></td>
<td>Unit 4, Highlands Farm, Berden, Bishops</td>
<td></td>
<td><a href="mailto:karl@eventsolutionsssecurity.com">karl@eventsolutionsssecurity.com</a></td>
</tr>
<tr>
<td></td>
<td>Stortford, Herts, CM23 1AB</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stand Catering</td>
<td>Manchester Central</td>
<td>0161 834 2700</td>
<td>Catering Team</td>
</tr>
<tr>
<td></td>
<td>Petersfield, Manchester, M2 3GX</td>
<td></td>
<td><a href="mailto:catering@manchestercentral.co.uk">catering@manchestercentral.co.uk</a></td>
</tr>
<tr>
<td>Stand Cleaning</td>
<td>ISS Cleaning</td>
<td>0161 834 2700</td>
<td><a href="mailto:iss@manchestercentral.co.uk">iss@manchestercentral.co.uk</a></td>
</tr>
<tr>
<td></td>
<td>Manchester Central</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Petersfield, Manchester, M2 3GX</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stand Fitting</td>
<td>Joe Manby Ltd</td>
<td>01423 814730</td>
<td>Paul Grahamslaw</td>
</tr>
<tr>
<td></td>
<td>Hookstone Park, Harrogate, North Yorkshire</td>
<td></td>
<td><a href="mailto:ops@joemanby.co.uk">ops@joemanby.co.uk</a></td>
</tr>
<tr>
<td></td>
<td>HG2 7DB</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Water &amp; Waste</td>
<td>Global Experience Specialists Ltd</td>
<td>02476 380 333</td>
<td>Ian Ellis</td>
</tr>
<tr>
<td></td>
<td>Silverstone Drive, Gallagher Business Park,</td>
<td></td>
<td><a href="mailto:iellis@ges.com">iellis@ges.com</a></td>
</tr>
<tr>
<td></td>
<td>Coventry, CV6 6PA</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Recommended Suppliers

<table>
<thead>
<tr>
<th>Service</th>
<th>Company</th>
<th>Telephone</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Audio Visual</td>
<td>Showcase AVI</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Paslow Hall Farm Estate</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>King Street</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>High Ongar</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Essex</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>CM5 9QZ</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Furniture</td>
<td>Europa International</td>
<td>020 8676 0062</td>
<td>Ronnie Cheasley-Clark</td>
</tr>
<tr>
<td></td>
<td>Europa House</td>
<td></td>
<td><a href="mailto:sales@europainternational.com">sales@europainternational.com</a></td>
</tr>
<tr>
<td></td>
<td>Meaford Way</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>London</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>SE20 8RA</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Website Link:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><a href="http://www.europainternational.com/">http://www.europainternational.com/</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Or</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>JMT Ltd</td>
<td>01923 851580</td>
<td>Jackie Kehoe</td>
</tr>
<tr>
<td></td>
<td>Unit A</td>
<td></td>
<td><a href="mailto:jkehoe@jmt.co.uk">jkehoe@jmt.co.uk</a></td>
</tr>
<tr>
<td></td>
<td>Ventura Park</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Old Parkbury Lane</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Colney Street</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>St Albans</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Herts</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>AL2 2DB</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Website Link:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><a href="http://www.jmt.co.uk">http://www.jmt.co.uk</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hotels</td>
<td>Visit Manchester</td>
<td>0161 238 4563</td>
<td>Manasseh Ming</td>
</tr>
<tr>
<td></td>
<td>Churchgate House</td>
<td></td>
<td><a href="mailto:abs@visitmanchester.com">abs@visitmanchester.com</a></td>
</tr>
<tr>
<td></td>
<td>56 Oxford Street</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Manchester</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>M1 6EU</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Photography</td>
<td>Alex Merriman</td>
<td>020 7772 8506</td>
<td>Alex Merriman</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><a href="mailto:alex.merriman@oceanmedia.co.uk">alex.merriman@oceanmedia.co.uk</a></td>
</tr>
</tbody>
</table>
Scanners & Exhibitor Badges

Barcode Scanner / Visitor Data Capture

Livebuzz are the contractor handling visitor registration, offer a barcode scanner / visitor data capture service.

- Scanners or apps for accurate and simple data capture on your stand.
- A simple, easy to use, handheld barcode scanner for use throughout the event or a downloadable app for iPhone or Android.
- The option to download your data at the end of each day so your office can start work on your leads before the show ends to get a head start on your competitors.
- Onsite training and guidance from one of our members of staff.

Exhibitors will be able to order scanners directly from their Livebuzz exhibitor zone. Usernames and log-in will be sent in due course.

Exhibitor Badges

We will once again be capping the amount of exhibitor passes each company is allowed, depending on the size of your stand as follows:

<table>
<thead>
<tr>
<th>Size of Stand</th>
<th>Passes</th>
</tr>
</thead>
<tbody>
<tr>
<td>12sqm and below</td>
<td>5 passes</td>
</tr>
<tr>
<td>30sqm and below</td>
<td>10 passes</td>
</tr>
<tr>
<td>Over 30sqm</td>
<td>15 passes</td>
</tr>
</tbody>
</table>

A website link will be sent to you in due course so that you are able to register for these badges.

If any members of your company, who are not working on the stand, wish to attend the exhibition they will be able to register themselves using your Exhibitor Guest Invite.

If you have any enquiries regarding exhibitor passes please contact Alex Merriman on 020 7772 8506 or at alex.merriman@oceanmedia.co.uk
Contractor Information

Access Doors
The dimensions of the access doors into the exhibition halls are 7.3 metres wide x 5.05 metres high.

Audio Visual Equipment Hire
Showcase AVI have been appointed for this service. Please follow the link for more information: - http://www.showcase-avi.com/housing2018/

Build Up & Break Down Access

Build Up
Vehicles requiring access to Manchester Central will be directed to the relevant goods entrance where they can unload. Once unloaded, vehicles will be asked to be removed and taken off site.

Manchester Central will issue passes and / or wristbands to all persons connected with the build up and break down of the event. We ask for these passes to be carried by the holders at all times when entry into the exhibition halls is required.

No delivery vehicles can remain in the halls overnight.

On the open days of the event we ask any vehicle delivering stock must be clear of the hall at least 30 minutes before the opening time of the event which is 09:00.

Break Down
Access to the hall is not permitted to contractors or other staff assisting in the break down of stands until it is clear of visitors. Vehicles can be parked on the venue's premises and will be 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.

Car Parking
Manchester Central has a 24 hour NCP car park located directly below the building.
The address of the car park is: -
Lower Mosley Street
Manchester
M2 3GX
Tel: 0161 817 8900
www.ncp.co.uk

Prices are as follows: -
Monday – Sunday (24 hours)
Up to 1 hour £3.50
Up to 2 hours £7.50
Up to 3 hours £10.50
Up to 4 hours £13.50
Up to 6 hours £18.50
UP to 24 hours £24.00

PLEASE NOTE: HEIGHT RESTRICTION OF 1.98M

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

Manchester Central does have a parking process and promotion for the event. Promotion Code: EXHIBMC

Instructions for use:
- Log onto www.ncp.co.uk
- Click on city
- Type in Manchester
- Choose Manchester Central
- Complete the pre-book form putting in dates required and enter the promo code
- Discounted rate will be applied which in this case will be £12 for the 24 hour period
- Instructions on how to use when onsite will then be sent directly to the applicant
Alternative car parks can also be found at www.ncp.co.uk

**Carpet**
Exhibitors with shell scheme stands will have light grey carpet included within their stand.

Exhibitors with space only stands are responsible for organising their own carpet requirement. The floor tapes approved for use at Manchester Central are Sellotape Double Grip 4415 and Stikatak B7 Exhibition Tape. If floor surfaces are found to be damaged you will be responsible for costs this incurs.

Gangways will be carpeted in teal. The recommended carpet supplier is Europa International.

**Catering**
All food and beverage consumed on Manchester Central’s premises must be purchased through Manchester Central Hospitality.

Manchester Central does understand the need to provide samples of food and drink products when demonstrating at an exhibition.

Please note that samples should be no more than:
- Beer/Cider/Lager/Alcopops 50ml
- Wine 25ml
- Spirits 10ml
- Soft drinks 50ml
- Food items Bite-size portions – 28g

Food sampling must be prepared and carried out in accordance with the Food Safety Act 1990 and HACCP.

For further information please refer to the following link: -
https://www.manchestercentral.co.uk/exhibitors/facilities.

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

**Contractor & Vehicle Passes**
The Manchester Central traffic management team will issue vehicle passes on site, asking for vehicle and driver’s details. This pass is to be displayed in the vehicle window throughout the unloading and loading process. Contractors and exhibitors will be issued with a wristband which authorises access in and out of the halls; this must be worn throughout the build process to ensure access.

**Damage & Dilapidations**
The organisers reserve the right to charge the exhibiting company or their contractor for any damage that may occur during the exhibition build, open or break down period, to the shell scheme components or any part of the halls, walls, pillars or other parts of the premises. This includes the removal of carpet tape.

**Deliveries**
All deliveries should be made during tenancy days and times only and should be addressed as follows: -

Addressee
Housing 2018
Central 1 / 2
Stand Number
Manchester Central
Petersfield
Manchester
M2 3GX
The organisers or the venue do not accept deliveries on behalf of 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 your expense.

**Electrical Power & Lighting**
The organisers have appointed Joe Manby Ltd as the official and sole electrical contractors. All electrical work for the exhibition will be carried out by Joe Manby Ltd. Please contact them at the earliest opportunity regarding your requirements and complete the Joe Manby Ltd - Electrical Order Form located under the **Forms to Complete** section. All orders must be received by **19 May 2018**.

All stand supply will be switched off when the halls are not in use except by prior arrangement. Announcements on the PA system will be made 30 minutes before the power is switched off. During build up this will be at 21:30 each night. On open days this will be 15 minutes after the show closes.

**Emergency & Evacuation Procedures**
A full copy of the Manchester Central – Emergency & Evacuation Procedures can be found under the **Stand Information Guidelines / Health & Safety** section.

**Exhibition Stand Transport & Lifting**
Any exhibitor requiring transportation of stand materials or lifting services on site should contact Fishers on Tel: 0800 197 0296 or refer to the Fishers - Transport Information Sheet located under the **Transport & Traffic** section. Please return this form A.S.A.P.

For forklifting booked 2 weeks or more before the show a discounted rate of £30 + VAT per cbm (min charge of 2cbm) is offered.

Storage is charged at £40 + VAT per cbm (min charge of 2cbm).

**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.

**Floor Loadings**
Central Halls 1, 2 and combined.  
Floor loading is given as 1,400kg/m².  
Point load of 7 tonnes is permissible 3m apart, or at 2m distance from other distributed loads.

**Furniture**
A range of stand furniture can be hired from either of the two recommended contractors, please follow the links:

- JMT Ltd [http://www.jmt.co.uk](http://www.jmt.co.uk)

**Hi Vis Policy**
Manchester Central insist that everybody who enters the exhibition halls within the build up and break down periods of the event are to wear hi-vis jackets at all times. Please ensure that you issue these to every member of staff before arriving onsite. We have a limited amount which can be purchased onsite from the main entrance.
Internet
If you require secure access to your stand at all times for presentations etc., we strongly recommend you order a wired connection.

For further information please refer to the following link: -
https://www.manchestercentral.co.uk/exhibitors/facilities.

WiFi access is available FOC throughout the event. Select the MCCC network on your device after which you will be prompted to enter your name and contact details before being automatically connected. Please note that this is for checking the odd email etc. and is not a reliable or secure service.

Motor Vehicle Exhibits
All petrol-fuelled motor vehicles fitted with a fuel tank must comply with the following:

- The fuel tanks of motor vehicles manufactured prior to 1984 must contain only sufficient fuel to move the vehicle in and out of the hall, due to the absence of safety features which prevent leakage.
- Fuel tanks of motor vehicles manufactured from 1984 onwards may contain fuel.
- The fuel tank must be sealed, wherever possible with a lockable cap.
- Vehicles may require a drip tray and must be positioned within the boundaries of the stand so that any protrusions, doors, tail lifts etc. do not infringe the stand perimeter.
- The running of engines during the open period of the exhibition is strictly prohibited.
- Filling or emptying of fuel tanks inside the hall is strictly prohibited at all times.

Music Licences
If you intend to play music on your stand during the course of the exhibition you are required by law to obtain music licences. Please complete and return Form 11 – Music Licences located under the Forms to Complete section. Please return this form by 13 April 2018. You will in due course be invoiced for the cost of your licence.

Rigging
Knight Rigging Services 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 stand from banners, lighting rigs, support structures to tall stands etc. All rigging requirements are to be approved by the organisers in the first instance. Please contact Rachel Hall, Tel: 07771 628131.

Security
Full 24 Hour security commences at 07:00 on Sunday 24 June through to 15:00 on Friday 29 June. However, exhibitors are reminded that they are responsible for their own goods and should not leave valuables unattended at any time.

Smoking Policy
Smoking, including e-cigarettes, is strictly prohibited in all internal areas of Manchester Central. A designated smoking area is marked outside Charter Foyer, Central Foyer and Exchange Lower Foyer where smoking bins are provided.

Stand Construction – Shell Scheme
Shell Scheme stands provided will be in accordance with Joe Manby Ltd – Standfitting Brochure – located under the Stand Information Guidelines / Health & Safety section. No alterations can be made to the standard shell scheme. However, additional extras can be ordered through the official Shell Scheme contractor. Please refer to the Joe Manby Ltd – Standfitting Order From located under the Forms to Complete section.

All interior stand fittings must be contained within the shell scheme structure.
It is the responsibility of all exhibitors to arrange their individual electrical and lighting requirements. Please complete the Joe Manby Ltd - Electrical Order Form located under the Forms to Complete section. Please return this form by 19 May 2018.

ALL Shell Scheme Stand Holders MUST complete and return Form 7 – Compulsory Shell Scheme Construction Form by 13 April 2018. There are NO exceptions. All shell stands must complete and return the form. In addition, all Shell Scheme Exhibitors must complete and return Form 8 – Health & Safety Declaration by 13 April 2018.

Please note that the organisers retain the right to demand a full risk assessment if deemed necessary.

Stand Construction – Space Only
Please refer to the Free Build Stand and Structure Information located under the Stand Information Guidelines / Health & Safety section.

Trade Union Labour
Exhibitors must ensure that all of their contractors and sub-contractors shall observe the Code of Practice issued by the Advisory, Conciliation and Arbitration Service pursuant to the Employment Protection Act 1975 in their dealing with their respective employees working at the exhibition.

You may choose your own contractor for the design and erection of your stand, however it is recommended that they are a member of ESSA (Event Supplier & Services Association). ESSA members must observe a strict Code of Conduct, to cover workmanship, service and business practice.

Any queries regarding trade union labour shall be directed to ESSA on Tel: 0208 543 3888. The organisers are not able to supply labour for the handling of goods and other items. Exhibitors should arrange with an appropriate contractor for this service.

All stand construction and displays must be made from fireproofed materials to the satisfaction of the authorities.

Water & Waste
If you require this service please contact GES Ltd direct as the location of pipes may affect your stand design or layout or please complete the GES Ltd - Hall Piped Services Order Form located under the Forms to Complete section. Please return this form by 1 June 2018.
Stand Information

Access Doors
The dimensions of the access doors into the exhibition halls are 7.3 metres wide x 5.05 metres high.

Accessibility To The Venue
The majority of the exhibition space is on ground floor and can be accessed directly from street level. All first floor facilities can be reached by lift and stairs.

Advertising & Sponsorship
Please refer to the Marketing & Publicity Guide.

Appointing Stand Designers / Contractors
Exhibitors can appoint their own contractors for all elements of their stand requirements with the exception of services provided by the official contractors. If you are appointing other contractors it is essential, for security and for ease of access to the halls, that you notify us of whom they are. Please complete and return Form 9 – Stand Designer/Contractor Details located under the Forms to Complete section. Please return this form by 13 April 2018.

Audio Visual Equipment Hire
Showcase AVI have been appointed for this service. Please follow the link for more information: http://www.showcase-avi.com/housing2018/

Build Up & Break Down Access
Build Up
Vehicles requiring access to Manchester Central will be directed to the relevant goods entrance where they can unload. Once unloaded, vehicles will be asked to be removed and taken off site.

Manchester Central will issue passes and / or wristbands to all persons connected with the build up and break down of the event. We ask for these passes to be carried by the holders at all times when entry into the exhibition halls is required.

No delivery vehicles can remain in the halls overnight.

On the open days of the event we ask any vehicle delivering stock must be clear of the hall at least 30 minutes before the opening time of the event which is 09:00.

Break Down
Access to the hall is not permitted to contractors or other staff assisting in the break down of stands until it is clear of visitors. Vehicles can be parked on the venue’s premises and will be 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.

Carpet
Exhibitors with shell scheme stands will have light grey carpet included within their stand.

Exhibitors with space only stands are responsible for organising their own carpet requirement. The floor tapes approved for use at Manchester Central are Sellotape Double Grip 4415 and Stikatak B7 Exhibition Tape. If floor surfaces are found to be damaged you will be responsible for costs this incurs.

Gangways will be carpeted in teal. The recommended carpet supplier is Europa International.

Catering
All food and beverage consumed on Manchester Central’s premises must be purchased through Manchester Central Hospitality.
Manchester Central does understand the need to provide samples of food and drink products when demonstrating at an exhibition.

Please note that samples should be no more than:
- Beer/Cider/Lager/Alcopops 50ml
- Wine 25ml
- Spirits 10ml
- Soft drinks 50ml
- Food items Bite-size portions – 28g

Food sampling must be prepared and carried out in accordance with the Food Safety Act 1990 and HACCP.

For further information please refer to the following link: - https://www.manchestercentral.co.uk/exhibitors/facilities.

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

Company Profile
Please refer to the Marketing & Publicity Guide.

Conference Session Passes
Exhibitors will receive two complimentary conference session passes that allow staff members to gain access to all conference sessions. These passes will be included in your welcome pack at the exhibition. Please note, these passes do not include access to conference delegate catering.

Contractor & Vehicle Passes
The Manchester Central traffic management team will issue vehicle passes on site, asking for vehicle and driver’s details. This pass is to be displayed in the vehicle window throughout the unloading and loading process. Contractors and exhibitors will 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.

Damage & Dilapidations
The organisers reserve the right to charge the exhibiting company or their contractor for any damage that may occur during the exhibition build, open or break down period, to the shell scheme components or any part of the halls, walls, pillars or other parts of the premises. This includes the removal of carpet tape.

Deliveries
All deliveries should be made during tenancy days and times only and should be addressed as follows: -
- Addressee
  - Housing 2018
  - Central 1 / 2
  - Stand Number
  - Manchester Central
  - Petersfield
  - Manchester
  - M2 3GX

The organisers or the venue do not accept deliveries on behalf of 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 your expense.
Electrical Power & Lighting
The organisers have appointed Joe Manby Ltd as the official and sole electrical contractors. All electrical work for the exhibition will be carried out by Joe Manby Ltd. Please contact them at the earliest opportunity regarding your requirements and complete the Joe Manby Ltd - Electrical Order Form located under the Forms to Complete section. All orders must be received by 19 May 2018.

All stand supply will be switched off when the halls are not in use except by prior arrangement. Announcements on the PA system will be made 30 minutes before the power is switched off. During build up this will be at 21:30 each night. On open days this will be 15 minutes after the show closes.

Emergency & Evacuation Procedures
A full copy of the Manchester Central – Emergency & Evacuation Procedures can be found under the Stand Information Guidelines / Health & Safety section.

Event Guide - Product & Services Information
Please refer to the Marketing & Publicity Guide.

Exhibition Stand Transport & Lifting
Any exhibitor requiring transportation of stand materials or lifting services on site should contact Fishers on Tel: 0800 197 0296 or refer to the Fishers - Transport Information Sheet located under the Transport & Traffic section. Please return this form A.S.A.P.

For forklifting booked 2 weeks or more before the show a discounted rate of £30 + VAT per cbm (min charge of 2cbm) is offered.

Storage is charged at £40 + VAT per cbm (min charge of 2cbm).

Exhibitor Guest Invitations
Please refer to the Marketing & Publicity Guide.

Fascia Nameboard Details
Shell scheme exhibitors are required to complete the Joe Manby Ltd - Fascia Nameboard Form located under the Forms to Complete section. Please return this form by 19 May 2018.

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 Extinguishers
Fire extinguishers will be provided by Ocean Media Group Ltd and Manchester Central. Fire alarms will be tested shortly before the exhibition opens on Tuesday 26 June.

Floor Loadings
Central Halls 1, 2 and combined.
Floor loading is given as 1,400kg/m².
Point load of 7 tonnes is permissible 3m apart, or at 2m distance from other distributed loads.

Furniture
A range of stand furniture can be hired from either of the two recommended contractors, please follow the links:

Europa International http://www.europainternational.com/
Goods Removal Form
In an effort to improve security, it is requested that any exhibitor wishing to take goods out of the exhibition hall after the build up period of the exhibition and before break down, should hand to a duty security guard an official Goods Removal Form, duly completed and endorsed by a representative of Housing 2018. These forms are available from the Exhibition Organisers’ Office. Anyone attempting to remove equipment without the form will be escorted to the Organisers’ Office.

Hi Vis Policy
Manchester Central insist that everybody who enters the exhibition halls within the build up and break down periods of the event are to wear hi-vis jackets at all times. Please ensure that you issue these to every member of staff before arriving onsite. We have a limited amount which can be purchased onsite from the main entrance.

Insurance
Exhibitors should ensure they have adequate insurance protection when attending one of our exhibitions. As a minimum, we require you to have £2 million public liability cover against personal injury, damage to or loss of exhibits etc.
It is now compulsory that we have proof of your insurance before you arrive on site and set up of your stand can commence.

Internet
If you require secure access to your stand at all times for presentations etc., we strongly recommend you order a wired connection.

For further information please refer to the following link: -
https://www.manchestercentral.co.uk/exhibitors/facilities

WiFi access is available FOC throughout the event. Select the MCCC network on your device after which you will be prompted to enter your name and contact details before being automatically connected. Please note that this is for checking the odd email etc. and is not a reliable or secure service.

Motor Vehicle Exhibits
All petrol-fuelled motor vehicles fitted with a fuel tank must comply with the following:

- The fuel tanks of motor vehicles manufactured prior to 1984 must contain only sufficient fuel to move the vehicle in and out of the hall, due to the absence of safety features which prevent leakage.
- Fuel tanks of motor vehicles manufactured from 1984 onwards may contain fuel.
- The fuel tank must be sealed, wherever possible with a lockable cap.
- Vehicles may require a drip tray and must be positioned within the boundaries of the stand so that any protrusions, doors, tail lifts etc, do not infringe the stand perimeter.
- The running of engines during the open period of the exhibition is strictly prohibited.
- Filling or emptying of fuel tanks inside the hall is strictly prohibited at all times.

Music Licences
If you intend to play music on your stand during the course of the exhibition you are required by law to obtain music licences. Please complete and return Form 11 – Music Licences located under the Forms to Complete section. Please return this form by 13 April 2018. You will in due course be invoiced for the cost of your licence.

Rigging
Knight Rigging Services 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 stand from banners, lighting rigs, support structures to tall stands etc. All rigging requirements are to be approved by the organisers in the first instance. Please contact Rachel Hall, Tel: 07771 628131.

Security
Full 24 Hour security commences at 07:00 on Sunday 24 June through to 15:00 on Friday 29 June. However, exhibitors are reminded that they are responsible for their own goods and should not leave valuables unattended at any time.

Smoking Policy
Smoking, including e-cigarettes, is strictly prohibited in all internal areas of Manchester Central. A designated smoking area is marked outside Charter Foyer, Central Foyer and Exchange Lower Foyer where smoking bins are provided.

Stand Cleaning
The cleaning of stands will be arranged by the organisers on a daily basis. Exhibitors are responsible for their own cleaning of exhibits on display.

Stand Construction – Shell Scheme
Shell Scheme stands provided will be in accordance with Joe Manby Ltd – Standfitting Brochure – located under the Stand Information Guidelines / Health & Safety section. No alterations can be made to the standard shell scheme. However, additional extras can be ordered through the official Shell Scheme contractor. Please refer to the Joe Manby Ltd – Standfitting Order From located under the Forms to Complete section.

All interior stand fittings must be contained within the shell scheme structure.

It is the responsibility of all exhibitors to arrange their individual electrical and lighting requirements. Please complete the Joe Manby Ltd - Electrical Order Form located under the Forms to Complete section. Please return this form by 19 May 2018.

ALL Shell Scheme Stand Holders MUST complete and return Form 7 – Compulsory Shell Scheme Construction Form by 13 April 2018. There are NO exceptions. All shell stands must complete and return the form. In addition, all Shell Scheme Exhibitors must complete and return Form 8 – Health & Safety Declaration by 13 April 2018.

Please note that the organisers retain the right to demand a full risk assessment if deemed necessary.

Stand Construction – Space Only
Please refer to the Free Build Stand and Structure Information located under the Stand Information Guidelines / Health & Safety section.

Stand Sharing
Stand sharing is only permitted with the approval of the organisers. All requests to stand share should be made in writing by 31 March 2018 and a £750 + VAT stand share fee, which includes an entry into the Event Guide, will be levied to each additional company on the stand. Please note that only the company who contracted the space will have a Fascia Nameboard provided for them (shell scheme stands only). The organisers reserve the right to refuse entry to stand sharers who have not been notified to them.

The Event Previews
Please refer to the Marketing & Publicity Guide.
Trade Union Labour
Exhibitors must ensure that all of their contractors and sub-contractors shall observe the Code of Practice issued by the Advisory, Conciliation and Arbitration Service pursuant to the Employment Protection Act 1975 in their dealing with their respective employees working at the exhibition.
You may choose your own contractor for the design and erection of your stand, however it is recommended that they are a member of ESSA (Event Supplier & Services Association). ESSA members must observe a strict Code of Conduct, to cover workmanship, service and business practice.
Any queries regarding trade union labour shall be directed to ESSA on Tel: 0208 543 3888.
The organisers are not able to supply labour for the handling of goods and other items. Exhibitors should arrange with an appropriate contractor for this service.

All stand construction and displays must be made from fireproofed materials to the satisfaction of the authorities.

Water & Waste
If you require this service please contact GES Ltd direct as the location of pipes may affect your stand design or layout or please complete the GES Ltd - Hall Piped Services Order Form located under the Forms to Complete section. Please return this form by 1 June 2018.
General Information

Airport
Manchester Airport’s integrated train station offers up to nine trains an hour to and from Manchester Piccadilly station, with an average journey time of 20 minutes. Alternatively taxis are readily available from outside the terminal buildings and the journey to Manchester Central will cost approximately £25.

Banking Facilities / Cash Machine
A free cash withdrawal machine is available onsite and is located in the Central Foyer. Alternatively, the closest banking facilities are:

- Barclays, Mosley Street, Tel: 0845 7555 555
- Royal Bank of Scotland, Mosley Street, Tel: 0161 953 1399

Buses
Manchester’s Metroshuttle is a free inner city bus service that connects the city centre to all major train stations. Buses are available every 10 minutes with the closest stop a two minute walk from the venue at Albert Square.

For more information on Manchester buses please visit www.tfgm.com/buses

Business Centre
Manchester Central’s Business Centre is located at the main reception desk in the Central Foyer. A member of staff will be happy to assist you with any of the following services:

- Looking up local travel information
- Locating and printing directions to a local hotel
- Photocopying and printing
  Chargeable at:
  - A4 black & white – 10p / A4 colour – 50p
  - A3 black & white – 50p / A3 colour - £1
- Information on how to access the WiFi network
- Opening hours are as per the opening hours of the event.

Car Parking
Manchester Central has a 24 hour NCP car park located directly below the building.
The address of the car park is:
Lower Mosley Street
Manchester
M2 3GX
Tel: 0161 817 8900
www.ncp.co.uk

Prices are as follows:
- Monday – Sunday (24 hours)
  - Up to 1 hour £3.50
  - Up to 2 hours £7.50
  - Up to 3 hours £10.50
  - Up to 4 hours £13.50
  - Up to 6 hours £18.50
  - Up to 24 hours £24.00

PLEASE NOTE: HEIGHT RESTRICTION OF 1.98M
Lift, stairs and escalator access is available from the car park into Manchester Central.

Manchester Central does have a parking process and promotion for the event. Promotion Code: EXHIBMC

Instructions for use:
- Log onto www.ncp.co.uk
- Click on city
- Type in Manchester
- Choose Manchester Central
- Complete the pre-book form putting in dates required and enter the promo code
- Discounted rate will be applied which in this case will be £12 for the 24 hour period
- Instructions on how to use when onsite will then be sent directly to the applicant

Alternative car parks can also be found at www.ncp.co.uk

Chemists
Boots Pharmacy, Unit 3a The Circus, Manchester, M1 4RL, Tel: 0161 236 7254
Cameolord Ltd, 7 Oxford Road, Manchester, M1 5AE, Tel: 0161 236 1445

Cloakroom
There will be cloakroom facilities available near to the main entrance. This is a complimentary service.

Delegate of the future
Due to the success of previous years, we’re delighted to once again give more junior housing professionals the opportunity to debate and discuss ideas with colleagues and learn from senior leaders, both inside and outside of the industry at housing’s flagship event.

Delegate of the Future encourages talented hand-picked junior housing professionals to attend Housing 2018 by offering them a free delegate pass on Thursday 28th June, if they haven’t had the chance to attend previously.

Housing 2018 would like to invite you to give your staff the opportunity to meet new people, learn from other’s experience, and bring that knowledge back to your organisation by nominating them for a free conference pass. If you would like to nominate members of your team to attend the conference under this scheme, visit: https://cihhousing.com/dynamicforms?DynamicFormScreen=EntryForm&ccs=27&cl=30

Event Happy Hours
Unwind with friends, colleagues and peers for the final hour of each day where we will be bringing you music, games and refreshments meaning you will leave Housing each day excited, reinvigorated and richer (at least in terms of knowledge) than when you arrived!

First Aid
First Aid cover will be provided throughout the show. They can be contacted through any member of the organiser or security team.

Florist
Springbank Flowers are Manchester Central’s suggested florist:
345 Chester Road
Manchester
M16 9FD
Tel: 0161 877 5888
Website: www.springbankflowers.co.uk
Free Seminars
3 theatres | 50 hours of case study | 60+ sessions | 100+ experts speakers

Returning stronger, rejuvenated and refreshed we’re planning our biggest ever free seminar programme at Housing 2018. Plus we’re building three brand new theatres on the show floor that will put you right at the heart of the event!

Finding business solutions that you can implement from day one is what our free seminars are all about. Whether you’re looking for guidance on...

- Closing the skills gap
- New commercial opportunities
- Strategic asset management
- Social justice
- Customer experience

...delivering new homes or more, you’re guaranteed to learn from how to case studies and expert insight in these free 45-minute bite-size sessions.

Offering their expertise and business insight, top CEO’s from RP’s, councils, out-of-sector and international speakers will deliver content you won’t find anywhere else.

Hotel Accommodation
Visit Manchester still has a limited number of bedrooms available for exhibitors. Visit Manchester is pleased to offer the following negotiated rates at the headquarter hotels: -

**Radisson Edwardian** | 5* - opposite venue, (min two-night stay)
\[ £185.66 \text{ B&B single occupancy} \]
\[ £195.66 \text{ B&B double occupancy} \]

**The Midland Hotel** | 4* - opposite venue, (min three-night stay)
\[ £170.15 \text{ B&B single occupancy} \]
\[ £185.15 \text{ B&B double occupancy} \]

**Hilton Manchester Deansgate** | 4*- five mins walk, (min two-night stay)

- From £163.00 B&B single occupancy
- From £173.00 B&B double occupancy

**INNSIDE by Melia** | 4*- five mins walk, (min two-night stay)
\[ £145.00 \text{ B&B single occupancy} \]
\[ £155.00 \text{ B&B double occupancy} \]

**Novotel Manchester Central** | 4*- five mins walk, (min two-night stay)
\[ £141.83 \text{ B&B single occupancy} \]
\[ £151.83 \text{ B&B double occupancy} \]

**Jury’s Inn** | 3* - opposite venue, (min two-night stay)
\[ £143.00 \text{ B&B single occupancy} \]
\[ £153.00 \text{ B&B double occupancy} \]

Please contact Visit Manchester on Tel: 0161 238 4563/4514 or email abs@visitmanchester.com.

If you would prefer alternative accommodation to the options above, Visit Manchester has also secured an allocation of rooms at a wide selection of city centre hotels, each offering a negotiated CIH Housing delegate rate. You can search and secure this allocation by going to https://aws.passkey.com/go/housing2018
Housing Heroes Awards
Attracting over 750 of the sector’s key leaders, the Housing Heroes Awards serve as an excellent networking opportunity to start the week off and is an event not to be missed. The awards, jointly organised by Inside Housing and the Chartered Institute of Housing, celebrate the people that make housing great – from frontline teams to campaigning tenants.

The ceremony will take place on the evening of Monday 25 June at Manchester Central. Tables of ten start from £1,980 + VAT (early bird price until 18 May - £2,095 + VAT after this date.) or you can purchase individual seats for £245 + VAT. For more information on the awards or to book your place, please visit www.housingheroesawards.co.uk.

For enquiries, please contact awards@oceanmedia.co.uk or call 0207 772 8435.

We look forward to seeing you there!

Lost Property
The lost property area is situated at the Concierge Desk in the Charter Foyer. Any lost property found should be taken immediately to security and logged. Unclaimed items will be kept in storage for two months after which they are given to a charity.

Meetings Tool
New for 2018 we’re launching the Housing meetings tool which will allow exhibitors and delegates to arrange one to one meetings on-site at the event.

The meetings tool will be accessible through respective exhibitor and delegate hubs. Both exhibitors and delegates will be able to create a profile with their interests, contact details (only company name and organization will be visible for delegates) and availability. Once created, these profiles are then displayed in a contact list in each of the respective exhibitor and delegate hubs. Exhibitors will then be able to search through registered delegate profiles and send a meeting request via email to arrange a potential meeting. Once accepted, a diary entry will be created in each parties hubs with the pre-arranged meeting details.

The meetings tool will go live at the end of April 2018.

Please contact alex.merriman@oceanmedia.co.uk for more information.

Messages
The tannoy will not be used during exhibition hours except in cases of extreme emergency. Please make arrangements therefore to contact your office staff regularly, and ensure they know either your stand telephone number or the phone number of your hotel. Please advise all participants in any competition or promotional event, you may be organising from your stand, of the time you will be announcing the results on your stand, and encourage them to return to see the prize winners. This also means individual prize draw winners will not be announced.

Noise Levels
During exhibition hours please keep noise levels to a minimum.

Offsite 2018
Working with Homes England, GLA, MHCLG, NHBC, BRE, Greater Manchester Combined Authority and other leading organisations, we are building an Offsite Village for 2018! 13 years on from the launch of John Prescott’s £60k house launch at the then GMEX, we are delighted to showcase innovative solutions to the delegates at Housing who are collectively responsible for all the affordable housing completions in the future. The government’s target remains 300,000 new homes per year; let’s come together to look at what is possible. Expect to see garden parties plus some excellent conference content running alongside.
PfH Live
Once again Procurement for Housing are co-locating their PfH Live event with Housing. PfH Live will feature a stream of free seminars. Visitors registering for either Housing 2018 or PfH Live can visit both events.

Photographs
Exhibitors who require photographs of their stand please contact Alex Merriman on Tel: 020 7772 8506 or Email: alex.merriman@oceanmedia.co.uk.

PR & Press Packs
Prior to the event please send any press releases to Alex Merriman, Marketing Manager, Ocean Media Group. Email: alex.merriman@oceanmedia.co.uk
There will be a dedicated area at the exhibition where you can display your press packs (up to a maximum of 30). Please bring your press packs with you when you arrive on site and drop them at the press area before 8.30am on Tuesday 26 June.

Smoking Policy
Smoking, including e-cigarettes, is strictly prohibited in all internal areas of Manchester Central. A designated smoking area is marked outside Charter Foyer, Central Foyer and Exchange Lower Foyer where smoking bins are provided.

Taxis
Black cab taxis are normally readily available outside the front entrance of the Midland Hotel (opposite Manchester Central). If you wish to order a taxi in advance suggested numbers include: -
Radio Cars Tel: 0161 236 8033
Street Cars Tel: 0161 228 7878
Trinity Cars Tel: 0161 832 5444

TECH@Housing – The platform for evolution to begin
What is TECH@Housing?
Launching at this year’s Housing 2018, TECH@Housing is a brand new event where visitors and industry leaders can discover the latest innovative business transformation and future proofing technologies. Taking place over three days there will be two theatres providing excellent content, apow-wow area bringing tech suppliers together with their clients, drinks receptions and expert speakers. Our sector is on a journey and Tech@Housing will ensure the innovation revolution has a firm date in the calendar every year at the leading event in housing.

The Fringe
Housing’s most provocative and alternative theatre. Unafraid to challenge the industry and ask difficult questions, the fringe will host creative and fun sessions with strictly no powerpoint, jargon or cliché.

Join us for cutting edge sessions that will explore what good looks like and how it can be embedded within your organisation.

Look out for the 2018 programme coming soon!

Previous seminar topics included:
> Inspirational Leadership – The people who are crazy enough to think they can change the world are the ones who do!
> Shaking up business as usual: Injecting innovation into your business culture
> Women and leadership in housing: Why aren’t we there yet
> Ending youth homelessness - a role for responsible business
> Housing in 10 songs – Creating the ultimate Spotify playlist with HCA CEO Nick Walkley
> Making diversity and inclusion business as usual
Train Station
Manchester’s main train station is Manchester Piccadilly with direct routes from London, Scotland, Birmingham and most major cities. Piccadilly is a 20-minute walk from Manchester Central or a five minute taxi journey. Alternatively catch a connecting train to Oxford Road train station which is less than a five minute walk away.

The metrolink tram service is available from Manchester Piccadilly disembarking to the nearest station to Manchester Central which is St Peter’s Square.

Wireless Internet Connection (WiFi)
WiFi access is available FOC throughout the event. Select the MCCC network on your device after which you will be prompted to enter your name and contact details before being automatically connected.

Please note that this is for checking the odd email etc. and is not a reliable or secure service.
Companies Details

Company Name: ____________________________________________________________________________
Stand Number: ______________________________________________________________________________
Contact Name: ______________________________________________________________________________
Telephone Number: __________________________________________________________________________
Email Address: ______________________________________________________________________________

Contractors Details

If you are using a contractor please complete the details below:
Company Name: _______________________________  Contact Name: _______________________________
Telephone Number: _____________________________  Email Address: _______________________________

Construction Type

COMPULSORY - Please tick one of the following 2 boxes:

☐ No amendments required
   If none of the outlined activities below apply to your stand and you are using the shell scheme stand as provided please tick the box and return the form only.

☐ Fascia Removal Request
   If you would like to remove the name board fascia.
   Please note if your neighboring stand also requests the fascia to be removed you may be required to have a 1m support wall on each open side. Where this is the case you may be contacted by our Health and Safety team.

Please tick one of the following if you are building a stand within your shell scheme:

☐ Erection of freebuilt stand or pop-up
   If you are planning on bringing a pop up or building a stand please supply the following:
     ☐ Dimensions and description of the stand or pop-up
     ☐ Visual/ Picture
     ☐ Contact Details of the person/contractor erecting the stand or pop-up

☐ Other ________________________________________________________

Please Tick YES or NO for each of the following questions:-
1 Will any items displayed on your stand go above 2.4meters high  YES ☐ NO ☐

2 Will there be any electrical appliances on your Stand  YES ☐ NO ☐
3 If YES above. Please list the items and confirm that they have been tested to comply with electricity at work Regulations 1989

<table>
<thead>
<tr>
<th>Item</th>
<th>Complies</th>
<th>YES</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please submit a Risk Assessment if you are carrying out any amendments to the standard shell scheme provided

Once your stand is erected with the above changes you will be charged for further amendments onsite.

Please return this form alongside the required paperwork to rachel@rshevents.com
It is a condition of entry into the Exhibition that every exhibitor, contractor, sub-contractor, supplier and his/her agents comply with the Health & Safety at Work Act 1974 (HASAWA74) incorporating CDM 2015 and all other legislation covering the venue. The exhibitor accepts that it is his/her legal and moral responsibility to ensure his/her own and others health and safety is not put at risk by their actions (or inactions) during the event.

I will submit a copy of our Insurance Certificate, together with this completed Health & Safety Declaration form.

I will make available on site a copy of my company’s Health & Safety Policy and can confirm that our stand staff will be sufficiently instructed and trained in matters relating to Health & Safety and their duty of care in order to carry out their tasks competently.

**Site Induction**

All staff employed by, or contracted to, this company who wish to access the site, will be required to have a Venue Site Induction and comply with all requirements therein.

Please click on the below to view the Manchester Central Site Induction: -

[https://omghcontent.affino.com/AcuCustom/Sitename/DAM/095/Induction_Video_MCCC_Website_Links.pdf](https://omghcontent.affino.com/AcuCustom/Sitename/DAM/095/Induction_Video_MCCC_Website_Links.pdf)

Please complete, save and attach on an email to rachel@rshevents.com before 13 April 2018.
Space Only Exhibitors are required to supply a risk assessment, method statement, a copy of their public liability insurance certificate and a plan of their stand.

We will in due course be contacting your stand designer / contractor for this information.

Your Details: -

<table>
<thead>
<tr>
<th>Contact Name</th>
<th>Job Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company</td>
<td>Tel</td>
</tr>
<tr>
<td>Stand No</td>
<td>Email</td>
</tr>
<tr>
<td>Address</td>
<td></td>
</tr>
<tr>
<td>Town</td>
<td>Postcode</td>
</tr>
</tbody>
</table>

Stand Designer / Contractor Details: -

<table>
<thead>
<tr>
<th>Contact Name</th>
<th>Job Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company</td>
<td>Mobile</td>
</tr>
<tr>
<td>Stand No</td>
<td>Email</td>
</tr>
<tr>
<td>Address</td>
<td></td>
</tr>
<tr>
<td>Town</td>
<td>Postcode</td>
</tr>
<tr>
<td>EVENT NAME</td>
<td></td>
</tr>
<tr>
<td>------------</td>
<td>---</td>
</tr>
<tr>
<td>EXHIBITING COMPANY NAME</td>
<td></td>
</tr>
<tr>
<td>STAND NUMBER</td>
<td></td>
</tr>
<tr>
<td>STAND FOOTPRINT DIMENSIONS</td>
<td></td>
</tr>
<tr>
<td>PRINCIPLE CONTRACTOR DETAILS</td>
<td></td>
</tr>
<tr>
<td>ONSITE CONTACT NAME</td>
<td></td>
</tr>
<tr>
<td>ONSITE CONTACT NUMBER</td>
<td></td>
</tr>
<tr>
<td>ARRIVAL &amp; COMPLETION TIME &amp; DATE</td>
<td></td>
</tr>
<tr>
<td>CDM 2015 COMPLIANT?</td>
<td></td>
</tr>
</tbody>
</table>

The following documents MUST be submitted by Friday 18 May 2018, deadline, as stated in the Free Build Stand and Structure Information, in order to comply with HSE legislation and the CDM 2015 Regs. Please tick to confirm. Please ensure that this sheet is returned as soon as possible.

- Full stand plans and visuals, showing all dimensions and elevations
- None generic Risk Assessment
- Method Statement and Event Project Safety Plan
- Public Liability Insurance, which must be in date at the time of the event, and cover ALL days.
- Confirm that you will supply sufficient staff to comply with the tenancy build and break times as stated in the freebuild information
- Confirm that you have checked that your stand will fit in the footprint and that the height is acceptable
Please also confirm the following structural stipulations

<table>
<thead>
<tr>
<th>Max Stand Height</th>
</tr>
</thead>
<tbody>
<tr>
<td>You will supply a back wall to your stand, up to a minimum of 2.5m</td>
</tr>
<tr>
<td>You would prefer to purchase a shell back wall</td>
</tr>
<tr>
<td>You will dress down the back wall of your stand if higher, to 2.5m in a neutral colour. Please note that corporate branding is not permitted on walls which overlook the next exhibitor.</td>
</tr>
<tr>
<td>Any storeroom doors will be fitted with a CLEAR vision panel – Frosted is NOT permitted</td>
</tr>
</tbody>
</table>

CDM REGS 2015 CHECK LIST

<table>
<thead>
<tr>
<th>I will provide an event project safety file</th>
</tr>
</thead>
<tbody>
<tr>
<td>I can confirm that all personnel will view the Manchester Central Site Induction as detailed in the Free Build Stand and Structure Information.</td>
</tr>
<tr>
<td>I will provide suitable welfare for all staff on my Space site. This will include access to hot food and hot/boiling water and a suitable rest area</td>
</tr>
<tr>
<td>I confirm that my space only site will become a separate construction under the auspices of the CDM Regulations 2015 and that I will have sole responsibility for the safe implementation and completion of the project within that area</td>
</tr>
</tbody>
</table>

SIGNED: ________________________________

PRINT NAME: ________________________________

CLIENT/PRINCIPLE CONTRACTOR (Delete as necessary)

DATE: ________________________________

Please complete and return by 13 April 2018 to phil.fellows@dimeevents.com
If you intend to play music on your stand during the course of exhibitions, you are required by law to obtain music licences.

**Phonographic Performance Ltd (PPL)** administers licensing of sound recordings for most recorded music played in the UK. It issues a licence and levies a tariff on the broadcasting and public performance (which includes exhibition stands) of such recordings on behalf of the record companies.

**Performing Right Society (PRS)** licences the performance of almost all musical works commonly played in the UK. It issues a licence and levies a tariff on the broadcasting and public performance (which includes exhibition stands) on behalf of the writers and the publishers of the music itself. Music by any means including CD, tape, radio, DVD, video and live performers is licensed by PRS.

It is our position that exhibitors are solely responsible for obtaining any licence required to play music on their stand. However, an administrative arrangement can be entered into between an organiser and the PPL and PRS for a licence to be obtained on your behalf. You will, in due course, be invoiced for the cost of your licences.

<table>
<thead>
<tr>
<th>Company</th>
<th>Stand No</th>
</tr>
</thead>
<tbody>
<tr>
<td>PPL Licence Required</td>
<td>PRS Licence Required</td>
</tr>
</tbody>
</table>

**PRS Licence @ £27.91 inc. VAT per day**

**PPL Licence @ £23.87 inc. VAT per day**

The above charges cover the use of background music on the stand. They do not cover musicians or singers on the exhibition stands nor any featured use of the recorded music (e.g. Fashion shows, demonstrations, disco-type presentations). If you intend to have live or featured recorded musical performances please separately contact:

**Performing Right Society Ltd**
Tel: 08000 68 48 28
Web: [www.prs.co.uk](http://www.prs.co.uk)

**Phonographic Performance Ltd**
Tel: 0207 534 1000
Web: [www.ppluk.com](http://www.ppluk.com)

**Note:** If you intend to have only live music you will not require a PPL Licence. **PRS** charge 6% of the expenditure on performers of live music.

**Higher Charge Rate**
Where PRS music is used without advance cover a licence being obtained, PRS reserves the right to increase its fees by 50%.

Please complete, save and attach on an email to [rachel@rshevents.com](mailto:rachel@rshevents.com) before 13 April 2018.
STANDFITTING ORDER FORM

EXHIBITOR NAME AND INVOICE 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: 19th May 2018

Joe Manby Limited
Hookstone Park
Harrogate
HG2 7DB, UK

Email: ops@joemanby.co.uk

Tel: +44 (0) 1423 814730
Fax: +44 (0) 1423 814760

EARLY BOOKING PRICES ARE AVAILABLE ONLY ON ORDERS RECEIVED AND PAID FOR BY 19th MAY 2018
STANDARD PRICES WILL APPLY TO ORDERS RECEIVED OR REMAINING UNPAID AFTER THIS DATE, INCREASING YOUR COSTS BY 20%

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>QTY</th>
<th>EARLY BOOKING PRICE</th>
<th>STANDARD PRICE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>WALL PANEL</td>
<td>88.00</td>
<td>105.60 Per/m</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GLASS WALL PANEL</td>
<td>116.50</td>
<td>139.80 Per/m</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DWARF WALL PANEL</td>
<td>50.50</td>
<td>60.60 Per/m</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LOCKABLE DOOR ENTRANCE (ONLY)</td>
<td>104.00</td>
<td>124.80 Each</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CURTAINED ENTRANCE (ONLY)</td>
<td>86.00</td>
<td>103.20 Each</td>
<td></td>
<td></td>
</tr>
<tr>
<td>300mm WIDE SLOPING SHELF (fixed at .............. high from floor)</td>
<td>40.00</td>
<td>48.00 Per/m</td>
<td></td>
<td></td>
</tr>
<tr>
<td>300mm WIDE FLAT SHELF (fixed at .............. high from floor)</td>
<td>40.00</td>
<td>48.00 Per/m</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GARMENT RAIL</td>
<td>40.00</td>
<td>48.00 Per/m</td>
<td></td>
<td></td>
</tr>
<tr>
<td>WATERFALL GARMENT RAIL</td>
<td>40.00</td>
<td>48.00 Each</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HAT AND COAT HOOKS (SET OF 3)</td>
<td>33.50</td>
<td>40.20 Each</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MELAMINE WORKTOP (500mm WIDE)</td>
<td>62.00</td>
<td>74.40 Per/m</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LITERATURE DISPENSER</td>
<td>62.00</td>
<td>74.40 Each</td>
<td></td>
<td></td>
</tr>
<tr>
<td>WHITE MUSLIN CEILING</td>
<td>12.75</td>
<td>15.30 Per/m²</td>
<td></td>
<td></td>
</tr>
<tr>
<td>RAISED PLATFORM (UNFINISHED)</td>
<td>32.50</td>
<td>39.00 Per/m²</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FLOORING FLATS (UNFINISHED)</td>
<td>23.50</td>
<td>28.20 Per/m²</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SLAT WALL (WHITE MELAMINE)</td>
<td>71.00</td>
<td>85.20 Per/m</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NIGHT SHEET (INCLUDING PADLOCKS)</td>
<td>20.50</td>
<td>24.60 Per/m</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LOOP NYLON TO WALL PANELS (MODULAR SHELL STANDS ONLY)</td>
<td>64.50</td>
<td>77.40 Per/m</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

YOU MUST INDICATE ON THE GRAPH OVERLEAF THE REQUIRED POSITION OF FITTINGS ORDERED
SITE ORDERS AND ALTERATIONS WILL INCUR A SURCHARGE
ALL ITEMS ARE ON HIRE UNLESS STATED OTHERWISE

SUB TOTAL  £

VAT @ 20%  £

TOTAL  £

FULL PAYMENT INCLUDING VAT AT 20% IS DUE WITH ORDER.

CHEQUE ENCLOSED (PAYABLE TO Joe Manby Limited)  BANK TRANSFER/BACS PAYMENT

PLEASE CHARGE THE FOLLOWING CREDIT/DEBIT CARD  BANK DETAILS

<table>
<thead>
<tr>
<th>CREDIT CARD</th>
<th>DEBIT CARD</th>
</tr>
</thead>
<tbody>
<tr>
<td>CARD NO:</td>
<td></td>
</tr>
<tr>
<td>SECURITY CODE:</td>
<td></td>
</tr>
<tr>
<td>VALID FROM:</td>
<td>ISSUE NUMBER:</td>
</tr>
<tr>
<td>NAME ON CARD:</td>
<td>EXPIRY DATE:</td>
</tr>
</tbody>
</table>

VAT reg. no. GB 171 5637 59  PLEASE KEEP A COPY OF THIS FORM FOR YOUR RECORDS
STANDFITTING ORDER FORM

Please use the grid to indicate the required position and height of optional extras (including height of shelving and garment rails).

<table>
<thead>
<tr>
<th>STAND NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SCALE USED</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

ANY QUERIES MUST BE RAISED WITH OUR STAFF PRIOR TO THE CLOSURE OF THE EVENT
ONE FASCIA NAMEBOARD IS PROVIDED TO EACH OPEN SIDE OF YOUR STAND

USING THE SPACES BELOW, PLEASE FILL IN THE NAME THAT YOU WISH TO APPEAR ON THE FASCIA NAMEBOARD ATTACHED TO YOUR STAND. PLEASE PRINT OR TYPE THE NAME CLEARLY.

THE LENGTH OF THE NAMEBOARD IS RESTRICTED TO A MAXIMUM OF 24 CHARACTERS

PLEASE NOTE THAT:

☐ THIS FORM SHOULD BE COMPLETED AS INSTRUCTED ABOVE AND RETURNED TO JOE MANBY LIMITED WITH YOUR SHELL SCHEME OPTIONAL EXTRAS ORDER

☐ FAILURE TO RETURN THIS FORM COULD RESULT IN AN INCORRECT NAME BEING USED ON YOUR NAMEBOARD

☐ ALL ALTERATIONS AND AMENDMENTS ON SITE WILL BE CHARGED AT A RATE OF £30.00 (plus VAT at the prevailing standard rate) PER NAMEBOARD

PLEASE KEEP A COPY OF THIS FORM FOR YOUR RECORDS
## ELECTRICAL ORDER FORM

**Housing 2018 & PFH 2018**  
Manchester Central  
26th – 28th June 2018

---

**EXHIBITOR NAME AND INVOICE 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

---

### EARLY BOOKING PRICES ARE AVAILABLE ONLY ON ORDERS RECEIVED AND PAID FOR BY 19TH MAY 2018

STANDARD PRICES WILL APPLY TO ORDERS RECEIVED OR REMAINING UNPAID AFTER THIS DATE, INCREASING YOUR COSTS BY 20%.

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>EARLY BOOKING PRICE</th>
<th>STANDARD PRICE</th>
<th>QTY</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>500W SOCKET OUTLET</td>
<td>106.30</td>
<td>127.56</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1000W SOCKET OUTLET</td>
<td>152.50</td>
<td>183.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2000W SOCKET OUTLET (not permitted for lighting purposes)</td>
<td>185.20</td>
<td>222.24</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3000W SOCKET OUTLET (not permitted for lighting purposes)</td>
<td>247.65</td>
<td>297.18</td>
<td></td>
<td></td>
</tr>
<tr>
<td>500W SOCKET OUTLET 24 hr (Fridge)</td>
<td>227.75</td>
<td>273.30</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5FT FLUORESCENT FITTING</td>
<td>67.00</td>
<td>80.40</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6FT FLUORESCENT FITTING</td>
<td>69.80</td>
<td>83.76</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LED SPOTLIGHT</td>
<td>60.35</td>
<td>72.42</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LOW VOLTAGE SPOTLIGHT</td>
<td>60.35</td>
<td>72.42</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HALOGEN FLOODLIGHT – 300W</td>
<td>80.30</td>
<td>96.36</td>
<td></td>
<td></td>
</tr>
<tr>
<td>METAL HALIDE – 70W</td>
<td>80.30</td>
<td>96.36</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SOFT WIND FANS</td>
<td>61.25</td>
<td>73.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LONG ARM LED FLOODLIGHT</td>
<td>77.35</td>
<td>92.82</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CONNECTION TO CLIENTS OWN FITTING – See note below</td>
<td>-</td>
<td>-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CEILING BATTENS</td>
<td>9.85 per m</td>
<td>11.82 per m</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.

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.**

- **CHEQUE ENCLOSED (PAYABLE TO Joe Manby Limited)**
- **BANK TRANSFER/BACS PAYMENT**

---

<table>
<thead>
<tr>
<th>CREDIT CARD</th>
<th>DEBIT CARD</th>
</tr>
</thead>
<tbody>
<tr>
<td>CARD NO.</td>
<td></td>
</tr>
<tr>
<td>SECURITY CODE</td>
<td></td>
</tr>
<tr>
<td>VALID FROM:</td>
<td>ISSUE NUMBER:</td>
</tr>
<tr>
<td>NAME ON CARD</td>
<td>EXPIRY DATE:</td>
</tr>
</tbody>
</table>

---

<table>
<thead>
<tr>
<th>CREDIT CARD</th>
<th>DEBIT CARD</th>
</tr>
</thead>
<tbody>
<tr>
<td>CARD NO.</td>
<td></td>
</tr>
<tr>
<td>SECURITY CODE</td>
<td></td>
</tr>
<tr>
<td>VALID FROM:</td>
<td>ISSUE NUMBER:</td>
</tr>
<tr>
<td>NAME ON CARD</td>
<td>EXPIRY DATE:</td>
</tr>
</tbody>
</table>

---

**VAT reg. no. GB 171 5637 59**

---

**PLEASE KEEP A COPY OF THIS FORM FOR YOUR RECORDS**
ELECTRICAL ORDER FORM

PLEASE NOTE THAT IF LIGHT FITTINGS ARE TO BE INSTALLED AWAY FROM THE WALLS AND FASCIA OF THE STAND, CEILING BATTENS WILL BE REQUIRED

Does your stand have a platform or raised floor?
YES ☐ NO ☐

Please use the grid to indicate the required position and height (from floor level) of optional extras (e.g. sockets).

<table>
<thead>
<tr>
<th>STAND NUMBER</th>
<th>SCALE USED</th>
</tr>
</thead>
</table>

PLEASE NOTE THAT:

☐ Maintenance to clients’ own fittings is not included in the prices quoted overleaf
☐ All wiring must conform to AEV regulations
☐ Venue regulations require that all clients’ own lighting and items of equipment have a valid Portable Appliance Test (PAT) label applied
☐ All queries must be raised with our staff prior to the closure of the event
**GRAPHIC ORDER FORM**

**PLEASE RETURN**

By: 19th May 2018

Joe Manby Limited
Hookstone Park
Harrogate
HG2 7DB, UK

Email: ops@joemanby.co.uk

Tel: +44 (0) 1423 814730
Fax: +44 (0) 1423 814760

---

**EXHIBITOR NAME AND INVOICE ADDRESS**

<table>
<thead>
<tr>
<th>CONTACT NAME</th>
<th>ADDRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CONTACT TELEPHONE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CONTACT EMAIL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

**STAND NUMBER**

<table>
<thead>
<tr>
<th>ACCOUNTS EMAIL FOR INVOICE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>STAND NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>VAT REG. NUMBER (Non-UK EU Customers)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SIGNATURE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

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

---

**EARLY BOOKING PRICES ARE AVAILABLE ONLY ON ORDERS RECEIVED AND PAID FOR BY 19th MAY 2018**

STANDARD PRICES WILL APPLY TO ORDERS RECEIVED OR REMAINING UNPAID AFTER THIS DATE, INCREASING YOUR COSTS BY 20%.

---

**DESCRIPTION**

<table>
<thead>
<tr>
<th>GRAPHIC CLAD</th>
</tr>
</thead>
<tbody>
<tr>
<td>A full graphic clad, offering you an uninterrupted graphic display for your shell scheme walls. The graphic clad panels are fixed in front of the shell scheme posts using a purpose-made extrusion. The panels are 2440mm high.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EARLY BOOKING PRICE</th>
<th>STANDARD PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>£214.00 per metre run</td>
<td>£256.80 per metre run</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PANEL GRAPHICS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individual graphic panels, offering you a full height graphic display, whilst allowing additional fixtures to be fastened to the shell scheme uprights. The graphic panels are fitted within the click shell scheme system. The visual area on a full panel is 2370mm high x 945mm wide.</td>
</tr>
</tbody>
</table>

| £172.50 per metre run | £207.00 per metre run |

---

**FOR FULL ARTWORK REQUIREMENTS OR DETAILED ADVICE, PLEASE CONTACT OUR MANAGER AS ABOVE**

**PLEASE NOTE THAT ORDERS RECEIVED WITHIN TWO WEEKS OF AN EVENT ARE SUBJECT TO CONFIRMATION**

**ALL ITEMS ARE ON HIRE UNLESS STATED OTHERWISE**

---

**FULL PAYMENT INCLUDING VAT AT 20% IS DUE WITH ORDER.**

---

**CHEQUE ENCLOSED (PAYABLE TO Joe Manby Limited)**

**BANK TRANSFER/BACS PAYMENT**

<table>
<thead>
<tr>
<th>BANK DETAILS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CARD NO.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SECURITY CODE:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>VALID FROM:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NAME ON CARD:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SIGNATURE OF CARDHOLDER:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

---

**VAT reg. no. GB 171 5637 59**

PLEASE KEEP A COPY OF THIS FORM FOR YOUR RECORDS
Global Experience Specialists Ltd (GES)

Hall piped services

Company profile

GES is Manchester Central’s provider of exhibition, congress and live event services. GES also operates internationally and support over 400 events every year from 10 UK offices including Coventry, Birmingham, London, Manchester and Glasgow.

GES works in partnership with Manchester Central to deliver piped services for all events.

Rates

<table>
<thead>
<tr>
<th>Water &amp; waste</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>0.5” water &amp; 1.5” waste</td>
<td>£410.00</td>
</tr>
<tr>
<td>0.5” water &amp; 1.5” waste to client's own sink &amp; water heater</td>
<td>£490.50</td>
</tr>
<tr>
<td>0.5” water only</td>
<td>£205.00</td>
</tr>
<tr>
<td>1.5” waste only</td>
<td>£205.00</td>
</tr>
<tr>
<td>Tee off</td>
<td>£80.50</td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
<tr>
<td>Compressed air</td>
<td>£377.00</td>
</tr>
<tr>
<td>Cable run for TV aerials (Central Hall only)</td>
<td>£92.00</td>
</tr>
<tr>
<td>Floor fixings</td>
<td>£27.00</td>
</tr>
</tbody>
</table>

Terms and conditions

• All prices are excluding VAT
• Cut off date for all shows is 14 days prior to the first day of build. Any orders received after this date will incur a 20% surcharge
• If the order is cancelled a minimum of 50% will be charged
• Duct or exit moves are subject to a 20% surcharge
• Please note that orders for water and waste do not include a sink or water heater
To order your hall piped services requirements, please contact:

Name: Ian Ellis, Venue Services Director
Address: Silverstone Drive, Gallagher Business Park, Coventry CV6 6PA
Telephone: +44 (0)2476 380 333
Email: iellis@ges.com
Website: www.ges.com
SPACE ONLY SITES - FOREWORD
The build for space only stands will commence at **0800 Hrs on Sunday 24 June 2018**. Contractors should satisfy themselves that the positioning of the stand area is correct and, if necessary, conduct a site visit well in advance of the event. Any queries should be referred to the organisers as soon as possible before commencing construction.

VENUE ACCESS – BUILD SPACE ONLY
Sunday 24 June 0800-2100
Monday 25 June 0800-2100

PULL OUT
Thursday 28 June 1600-2200
Friday 29 June 0800-1500

Exhibitors and contractors attention is drawn to the tenancy build up and break down times, which are NOT flexible. All parties are required to ensure that all stands, regardless of design, are able to be completed within those times. You should therefore ensure that sufficient crew are allocated to the construction and dismantling, so as not to compromise safety, or the European Working Time Directive.

Any construction exceeding 4.00m including the platform, is classed as a complex structure, and will require independent sign off by structural engineers, for which there may be a charge. All construction over 2.5m high must be dressed on both sides. All space only exhibitors are responsible for making good the back of their stand, which may not be left uncovered so as to conform with the rest of the floor. Should you believe that this may be the case, then please contact Phil Fellows at Dime Events Ltd (01799 551950, phil.fellows@dimeevents.com) for advice. A shell scheme wall may be provided at a cost to the exhibitor. Any part of the wall above 2400mm must be suitably decorated and finished to a high standard. Branding is not allowed if overlooking an adjacent stand.

All space only bookings MUST provide a back wall up to a minimum height of 2.5m.

Where there are adjoining space only stands, each stand must have their own dividing wall or a single wall could be constructed and the cost split between the two companies: in this instance, please contact Phil Fellows for the adjoining stands contact name and phone number as we prefer for the companies to speak directly to each other. If a space only stand adjoins a shell scheme stand, the shell scheme dividing wall will not be finished off on the side of a space only stand. If you wish to use this wall please contact the Shell Scheme Contractor.

CDM 2015
PLEASE NOTE: SPACE ONLY CONTRACTORS MUST FAMILIARISE THEMSELVES WITH THE CONFINES OF THE CONSTRUCTION (DESIGN & MANAGEMENT) 2015 REGULATIONS WHICH NOW GOVERN THE ENTERTAINMENT INDUSTRY.

You ARE required, under CDM, to submit a FULL site safety plan and also ensure that this is brought to, and produced on site. You should already be aware of the regulations currently in force within the construction industry, and a similar mode of operation will come into force in the whole of the entertainment industry from the 6 April 2015.

The Space Only Stand Check Sheet (Form 10) will need to be completed in the first instance and emailed directly to phil.fellows@dimeevents.com. This also contains information on what should be submitted under CDM. Your stand build Space will ultimately become your own CDM site, and should be controlled as such.
It is highly likely that ALL persons entering the main CDM site will need to be inducted. This may be done remotely, with a declaration that all your employees have undertaken that induction. Please remember that this is not something which can be ‘addressed on the day’, CDM 2015 is statute, in other words, Law and should be obeyed as such.

Please click on the following to view the Manchester Central Site Induction:


Most importantly, this is all very new, and will be confusing in its infancy. It would appear that no one is an expert currently, but I would rather you contacted me by email or phone if you have any queries, and I will do my best to answer them for you.

FOREIGN CONTRACTORS
The regulations for CDM 2015 are Pan-European, which is partly the reason for them being introduced to the UK Entertainments industry. Overseas contractors are equally required, under law, to comply with them. ANY contractors NOT complying with the regulations in advance/on site, WILL be refused access or removed.

RIGGING
Whilst all rigging orders will be dealt with by Knight Rigging Services at the venue, they first need to be authorised by Ocean Media. Following approval, should you be constructing your own canopy/item to be flown, this will form part of your stand and classed as complex. Structural calculations may be required. Please check in the first instance with Phil Fellows at Dime Events Ltd. Third party rigging sign offs will be required from all contractors.

SPACE ONLY SITES - GENERAL
All space only sites must submit for approval, fully dimensioned drawings showing all proposed construction and elevations, together with risk assessments and method statements and Public Liability insurance. These should be submitted no later than Friday 18 May 2018 to Dime Events Ltd.

Exhibitors and contractors should note that:

Any part of the wall above 2400mm must be suitably decorated and finished to a high standard. Branding is not allowed if overlooking an adjacent stand.

Space only exhibitors should note that their stands must comply with the Equality Act 2010, which supersedes the Disability Discrimination Act 2005, insofar as:

1. Reasonable adjustments made to services or premises to enable disabled people to access them.
2. Delivery of services by a reasonable alternative means provided.
3. Where a stand requires a raised floor platform, consideration should be given to providing ramped access for wheelchair users.
4. Further advice can be found in the e-guide, available at the following link: - https://www.aeo.org.uk/__media/PDFs/eodule_august_2016_clean_copy.pdf

Advertising or logos on the external walls of your stand is not permitted where they will interfere with another company’s exhibit.

There are specific requirements for staircases and handrails on multi-storey stands – please refer to the regulations in the eGuide which can be accessed on the website www.aeo.co.uk. Or contact Phil Fellows of Dime Events Ltd.

Similarly, the larger stands which will be used to showcase services to an audience, may be required to have emergency exits, which, if opening outward, must be recessed so as not
Similarly, the larger stands which will be used to showcase services to an audience, may be required to have emergency exits, which, if opening outward, must be recessed so as not to open onto a gangway or thoroughfare, and must be fitted with Illuminated Exit Signs, in accordance with BS5499. All stand fittings must be constructed so as to present a clean appearance from gangways and adjoining stands.

Full walls presenting onto a gangway will not be permitted. Areas of stands facing other stands must remain open, this is particularly relevant in the case of islands sites. Please check your design with Rachel Hall or Phil Fellows before confirming.

If you are building a complex structure, you must also supply structural calculations and written confirmation from a structural engineer that the stand is fit for its purpose. A complex structure is defined as any form of construction of any height, which would normally be designed by an engineer and/or has, through a risk assessment, been found to present a significant risk. The following are always treated as complex structures:

- Stands over 4m in height, including the platform
- Double deck stands
- Suspended items of 400kg or over in weight
- Platforms and stages for public use and all platforms and stages over 0.6 metres in height
- Tiered seating structures
- Freebuild ceilings

All space only stands will be inspected and certified by an independent structural engineer on site. They will only be allowed to trade once the engineer is satisfied that the structure is safe and has provided certification.

It is the exhibitors / contractors responsibility to examine the site allocated in order to avoid adjustments to stand structure or displays, and to ensure that the footprint/height is correct! Although we give stand dimensions on the plan, if precise measurements are required we strongly advise a site survey, please contact Rachel Hall or Phil Fellows to arrange this.

Work on Space Only Stands must be complete by 2100 on Monday 25 June 2018.

Where appropriate, flooring ply or a platform must be used. All stand construction and displays must conform to the fire regulations, and be installed to the satisfaction of the venue owner and local authority. Exhibitors should note that stands deemed to be complex will require specific Local Authority approval, and must be agreed a minimum of 28 days before the event. Any structural engineering fees incurred in acquiring Local Authority approval must be borne by the exhibitor. If you have any queries on what are deemed complex structures, please contact Phil Fellows. Please note that sign off approval is given for stand plans/designs ONLY and are not a technical or structural sign off. No responsibility whatsoever will be accepted by the organisers or their representatives for the failure of exhibitors or their contractors to obtain the necessary information.

CONSTRUCTION HEIGHTS
There is no predetermined height limit at this event, however stands at the perimeter of the halls may be limited by arches, and those at the front of the hall, or any stands over 4m will need to be authorised by Ocean Media.

Stands exceeding 4m in height, including the platform, will be classed as a complex structure and will require structural calculations to be submitted to our structural surveyors. There will be a separate charge for this sign off.
WORKING AT HEIGHT REGULATIONS
A person is working 'at height' if there is a possibility of their being injured from falling, even if they are working at or below ground level.

The Working at Height Regulations refers to 'duty holders': employers, self-employed and employees. This includes all contractors and exhibitors (for example, when accessing areas above floor level to dress stands).

Duty holders’ responsibilities are to ensure that:

- no work is done at height if it is safe and reasonably practicable to do it other than at height.
- ensure that the work is properly planned and organised, appropriately supervised and carried out in as safe a way as is reasonably practicable.
- plans are in place for emergencies and rescue.
- a suitable and sufficient risk assessment is carried out and the significant findings recorded and acted upon.
- they do all that is reasonably practicable to prevent anyone falling.
- all work at height takes account of conditions that could endanger health and safety.
- those involved in work at height are trained and competent.
- the place where work at height is done is safe.
- equipment for work at height is appropriately inspected.
- the risks from fragile surfaces are properly controlled.
- the risks from falling objects are properly controlled.

Equipment used for work at height must be suitable for the task. All equipment must be industrial quality (including ladders; domestic quality ladders are not permitted).

To conform to the Regulatory Reform (Fire Safety) Order 2005, all space only stands with store rooms MUST have clear vision panels in them, frosted glass is NOT permitted.

Doors on stands must not open into gangways, with the exception of emergency exit doors which must be recessed into the stand.

ANY glass or clear vision doors on stands MUST have decals or logos on them to prevent them from being hazards.

All contractors and exhibitors are required to provide the following information:

- The Space Only Stand Check Sheet (Form 10) in the first instance
- CDM Project Safety File, which must contain, but is not limited to:-
  - Full technical stand plans, incorporating all dimensions, elevations and weight loadings. Please note that all height dimensions MUST include the floor platform.
  - Stand visuals where possible.
  - Non generic risk assessment.
  - Non generic method statement.
  - Copy of your Public Liability Insurance, in date at the time of the event.
  - Any other relevant information regarding any aspect of the design/construction phases.
We are here to help, and whilst stringent venue and H&S regulations and legislation has to be followed, we will do our best to assist with any queries you may have. Please just ask.

Please direct all information and documentation, queries and questions to:

**Phil Fellows**  
Dime Events Ltd  
Unit 4 Highlands Farm  
Berden  
Bishops Stortford  
Herts  
CM23 1AB

01799 551950 (T)  
01279 201875 (e-fax)  
079677 19120 (M)

[www.dimeevents.com](http://www.dimeevents.com)  
[Phil.fellows@dimeevents.com](mailto:Phil.fellows@dimeevents.com)

It is preferred that documents are emailed as PDF’s where possible. Large docs should be sent via post.
LIGHTING

Getting the electrics right on your stand is critical. A well-lit stand will enhance your presence at any event. To assist you with this we provide a range of light fitting options. These are shown overleaf together with a brief description.

POWER

It is essential that you order the correct socket for your electrical equipment. Information is provided overleaf to help ensure that you select the correctly-rated socket for your appliance.
LED General Purpose Spotlight
A general purpose spotlight for highlighting smaller exhibits, posters and graphics. Fixed on a light track on the rear of the fascia or on ceiling battens (Additional order).

300w Halogen Floodlight
Provides a broad beam of white halogen light, ideal for big exhibits or large display areas. NOTE: Due to heat output, must be more than 2.25m off the floor. Fixed on a light track on the rear of the fascia or on ceiling battens (Additional order).

150w Metal Halide
Provides a powerful, broad beam of white light as used in retail shops. Excellent for highlighting large areas of your stand. Available with two fixing options; clamp on to truss system or to a timber structure via a stirrup bracket.

150w Long Arm Floodlight
A silver spot with a 400mm long arm giving a broad beam of white halogen light, ideal for big exhibits. NOTE: Due to heat output, must be more than 2.25m off the floor. Fixed on a light track on the rear of the fascia or on ceiling battens (Additional order).

Low Voltage Spotlight
A 50w low voltage halogen giving a bright white beam of light, with a low heat output and integral transformer. Ideal for highlighting natural colours in exhibits. Fixed on a light track on the rear of the fascia or on ceiling battens (Additional order).

50w Long Arm Spotlight
A 50w halogen on a 300mm long arm. Ideal for highlighting posters and display material.

50w Recessed Downlighter
A straight downlight giving a bright beam of light, perfect for illuminating the interiors of cabinets and alcoves. Requires a 60mm diameter cut out.

70w Metal Halide Downlight
A recessed downlight. Excellent for illuminating walls & graphics when installed in solid ceilings. Available as an adjustable circular or rectangular. Circular requires a 160mm diameter cut out, Rectangular requires a 220mm x 125mm cut out.

70w Metal Halide Downlighter
A recessed downlighter. Provides excellent light for highlighting the interiors of cabinets and alcoves. Fixed on a light track on the rear of the fascia or on ceiling battens (Additional order).

50w Long Arm Spotlight
A 50w halogen on a 300mm long arm. Similar to the 50w but much brighter. Ideal for highlighting posters and display material.

75w Long Arm Spotlight
A 75w halogen on a 300mm long arm. Similar to the 50w but much brighter. Ideal for highlighting posters and display material.

100w Wall Light
A 100w to a wall, emitting a soft level of lighting. Ideal for lounge areas.

2000w Spur Unit
If you order a water heater from us or you are supplying your own heater you will need to order a spur unit to power the heater. Also remember to order a water connection to the heater from the venue plumbers.

Water Heater
A 2000w water heater. NOTE: Please ensure that you order a 2000w spur to power the heater. Also remember to order a water connection to the heater from the venue plumbers.

Soft Wind Fan
Provides a gentle movement of air. Useful in areas which are prone to a build up of heat, such as under lights.

50w Recessed Downlighter
A straight downlight giving a bright beam of light, perfect for illuminating the interiors of cabinets and alcoves. Fixed on a light track on the rear of the fascia or on ceiling battens (Additional order).

Low Voltage Spotlight
A 50w low voltage halogen giving a bright white beam of light, with a low heat output and integral transformer. Ideal for highlighting natural colours in exhibits. Fixed on a light track on the rear of the fascia or on ceiling battens (Additional order).

70w Metal Halide Downlight
A recessed downlight. Excellent for illuminating walls & graphics when installed in solid ceilings. Available as an adjustable circular or rectangular. Circular requires a 160mm diameter cut out, Rectangular requires a 220mm x 125mm cut out.

70w Metal Halide Downlighter
A recessed downlighter. Provides excellent light for highlighting the interiors of cabinets and alcoves. Fixed on a light track on the rear of the fascia or on ceiling battens (Additional order).

50w Long Arm Spotlight
A 50w halogen on a 300mm long arm. Similar to the 50w but much brighter. Ideal for highlighting posters and display material.

50w Long Arm Spotlight
A 50w halogen on a 300mm long arm. Similar to the 50w but much brighter. Ideal for highlighting posters and display material.

Our electrical installations are carried out using ecowire - a fast, reliable, sustainable and reusable wiring system for the events industry, reducing our raw materials and eliminating waste. ecowire has been developed by our in-house electrical team and replaces the traditional hardwired installation.

ecowire offers maximum flexibility resulting in quicker installations on both shell scheme and space only stands and facilitates the movement of spotlights and sockets with the minimum of disruption.
500w Socket Outlet
- Mobile phone charger
- PC/Laptop
- Television
- DVD player
- Oscillating fan
- Client’s own lighting

1000w Socket Outlet
- Small domestic coffee machine
- Vacuum cleaner
- Microwave
- Large plasma TV screen
- Client’s own lighting

2000w Socket Outlet
- (not permitted for lighting purposes)
- Domestic coffee machine
- Small kettle
- Steam iron

3000w Socket Outlet
- (not permitted for lighting purposes)
- Standard kettle
- Commercial coffee machine
- Water boiler
- Clothes steamer

500w 24hr Socket Outlet
- Fridge
- Computers requiring 24hr power

Please Note
When ordering socket outlets it should be noted that all appliances have varying power requirements. Therefore, we recommend that you check the reference tag, fitted to each appliance by law, to assess its power requirements and to enable you to order the correct socket. Failure to do so can lead to blowing the fuse, not only on your stand, but also on the block mains, leaving you and your neighbouring exhibitors without lights or power. This may result in additional charges and delays on site. Current venue regulations state that sockets which are to be used for lighting must not exceed 1000w.

If you have any queries then please do not hesitate to discuss your requirements with our management team. Listed above are examples of the socket ratings required for regularly used appliances.

NOTE: Most venues insist that all appliances are PAT tested by a competent electrician prior to exhibitors bringing their own equipment into the venue.
SHELL SCHEME PACKAGE

Your modular shell scheme stand will be constructed using a 2.5m high Click Modular System and consist of white melamine wall panels, framed in anodised aluminium at 1m centres (0.75m, 0.5m and 0.25m centres may be necessary depending on stand layouts).

Fascia panels will be provided on open sides, supported by aluminium posts at the corners and at mid-points where necessary. The maximum distance between support posts is 4m. An identification panel with your exhibitor name and stand number will be provided. Ceiling battens will be positioned in the stand where necessary to give the structure increased rigidity.
MODULAR SHELL SCHEME
Shell Scheme Features

Wall Panels
Wall panels are available to match the shell scheme and provide partitioning, storerooms etc. Sizes are 2.5m high and available in widths of 1m, 0.75m, 0.5m and 0.25m.

Dwarf Wall
Dwarf wall panels are available to match the shell scheme and provide partitioning. Sizes are 1m high and available in widths of 1m, 0.75m, 0.5m and 0.25m.

Door Section
Lockable door sections are 2.5m high x 0.75m wide.

Curtain
Curtain entrance sections are 2.5m high x 1m wide with an opening of 2m high.

Flat Shelf
Shelves are constructed from white melamine and to brackets inserted into aluminium uprights. Sizes are 1m & 2m lengths x 0.3m wide.

Garment Rail
Garment rails to aluminium uprights. Sizes are 1m & 2m lengths set at 0.3m or 0.6m from the wall.

Waterfall Garment Rail
Waterfall garment rails to aluminium uprights and have 13 notches.

Garment Rails
Garment rails to aluminium uprights. Sizes are 1m & 2m lengths set at 0.3m or 0.6m from the wall.

Worktop
Melamine worktops with supports.

Sloping Shelf
Shelves are constructed from white melamine and to brackets inserted into aluminium uprights. Sizes are 1m & 2m lengths x 0.3m wide with front lip.

Slat Wall
Slat walling can be provided to give more display for products and services. Hooks and fittings not included.

MDF Cladding
MDF cladding can be provided to give a clean smooth look to the walls. Price available on application or from our online shop @ www.manbydep.c.co.uk

Muslin Ceiling
White muslin ceilings. Other colours are available.

Raised platforms (covering required) with a black painted skirting are a convenient way to route electrics, plumbing or other cable runs to areas in the centre of the stand.

Slat Wall
Slat walling can be provided to give more display for products and services. Hooks and fittings not included.

Muslin Ceiling
White muslin ceilings. Other colours are available.

Night Sheet
Night sheets can be supplied, complete with padlocks, securing the open sides of stands.
ENHANCE YOUR STAND

To maximise impact and give your stand that unique look, we offer a variety of shell scheme enhancements. Whether you choose to upgrade your nameboard, add glass panels to your perimeter or opt for a full Graphic Clad, we have the solutions to make your stand stand out.

### Graphic Clad

A full graphic clad, offering you an uninterrupted graphic display for your shell scheme. The graphic clad panels are in front of the shell scheme posts using a purpose-made extrusion. The panels are 2.44m high. See graphic order form.

### Glass Panel

Glass panels can be fitted on the perimeter of your stand and can be further enhanced with applied graphics. Typical applications are silver etched effect PVC or full colour cut logos. Please contact us for further details and prices.

### Panel Graphics

Individual graphic panels offer you a full height graphic display whilst allowing additional to be fastened to the shell scheme uprights. The graphic panels are within the click shell scheme system. The visual area on a full panel is 2.37m high x 0.945m wide. See graphic order form.

### Curved Illuminated Nameboard

The curved illuminated nameboard measures 1.5m in length and 2.37m in height. It displays both your exhibitor name and stand number. (Please note you must have ordered other electrical items to be able to order this nameboard.)

### High Level Corner Graphic Panel

This graphic panel can be fitted to the corner of your shell scheme on an extended corner post displaying both your exhibitor name and stand number. (Only available on external corners.)

### Illuminated Lightbox

Fixed at a right angle to the fascia board, it allows your exhibitor name and stand number to be easily visible when visitors approach your stand. (Please note that you must have ordered other electrical items to be able to order this nameboard.)

*Price available on application or from our online shop.*
Looking for something different? Why not enhance your shell scheme by changing the colours of your wall panels by having them covered in display loop nylon.
MODULAR SHELL SCHEME

POSTS

- Aluminium ceiling battens
- 1m to centre posts
- 0.945m
- 2.435m to underside of ceiling batten
- 65mm
- 20mm
- 55mm

RAILS

- Panel size 2.39m x 0.965m
- 55mm
- 65mm
- 20mm
Notice to all Visitors

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 Control Room (0161 834 2700 extension 2206) giving the location and nature of the incident, or inform a member of the Manchester Central Convention Complex staff/steward.
3. Leave the building by the nearest exit if directed by a member of venue staff

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, you are requested to assemble at the nearest assembly point (as indicated on the attached plan). If these areas are not appropriate, you must follow instructions from Security Staff.

Once at the assembly point, do not reenter the venue until you have been instructed to do so by a member of venue staff.

Medical Emergencies
In the event of urgent medical assistance being required, inform persons listed without delay on 0161 834 2700 extension 2211/2206 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.
Our services can also include:

- Overnight storage, to enable early access to exhibition halls, helping you to avoid the rush and get a head start.

- Removal, storage and return of all packing materials, avoiding unnecessary clutter on your stand, and, ensuring everything can be properly repacked for the return journey.

- Stand security at the end of the show, to let you leave immediately the show finishes, thus avoiding stress and delay.

With over 25 years’ experience of delivering to exhibitions in the UK and across Europe, we understand how important it is for every item to arrive at the right place, at the right time and in perfect condition.

Just one item missing, broken or damaged cannot only ruin your show, but can also have a disastrous effect on sales for years to come.

Don’t trust in fate, give us a call now!

Specialists in transporting your exhibits

Fishers (Harrogate) Limited, Fourth Avenue, Hornbeam Park, Hookstone Rd, Harrogate, North Yorkshire HG2 8QT
Freephone: 0800 197 0296  e-mail: fishers@fishers-harrogate.co.uk  www.fishers-harrogate.co.uk
Fill in the two sections below and fax to 01423 810012 to find out how economical it is to have Fishers handle all your transportation requirements - to and from the show.

<table>
<thead>
<tr>
<th>Company</th>
<th>Contact Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>Telephone</td>
</tr>
<tr>
<td></td>
<td>Office</td>
</tr>
<tr>
<td></td>
<td>Mobile</td>
</tr>
<tr>
<td></td>
<td>Fax</td>
</tr>
<tr>
<td></td>
<td>e-mail</td>
</tr>
<tr>
<td></td>
<td>Stand contact Name</td>
</tr>
<tr>
<td></td>
<td>Mobile</td>
</tr>
<tr>
<td>Post Code</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Exhibition/Location</th>
<th>Hall &amp; Stand number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description of goods</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Collection date &amp; time from customer</th>
<th>Delivery to stand date &amp; time</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Collection date &amp; time from stand</td>
<td>Return date &amp; time to customer</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Collection address if different from above</td>
<td>Return address if different from above</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Storage requirements</td>
<td>Additional information (eg; other exhibitions)</td>
</tr>
</tbody>
</table>

FreeQuotation

Fishers (Harrogate) Limited, Fourth Avenue, Hornbeam Park, Hookstone Rd, Harrogate, North Yorkshire HG2 8QT
Freephone: 0800 197 0296  e-mail: fishers@fishers-harrogate.co.uk  www.fishers-harrogate.co.uk

Fax to **01423 810012**
Manchester is at the heart of a comprehensive motorway network. Manchester's M60 orbital motorway provides easy access from north, south, east and west. Manchester Central’s address is Petersfield, Manchester M2 3GX.

M6 (from south – Stoke, Birmingham)
Leave the M6 at junction 19, just after Knutsford Services. Follow the A556 towards Altrincham and pick up the M56 towards Manchester Airport. Follow the motorway onto the A5013 (Princess Parkway), then follow signs for Manchester Central, Petersfield.

M62 (from north – Preston, Carlisle)
Leave the M6 at junction 21a for the M62 towards Manchester. At junction 12, join the M602 and continue to the end of the motorway (Regent Road Roundabout, Salford). Follow signs to the city centre along Regent Road, and then to Manchester Central, Petersfield.

M62 (from east – Leeds, Yorkshire)
At M62 junction 18, join the M60 westbound. Take junction 17 onto the A66 (Bury New Road) and follow signs to the city centre, and then to Manchester Central, Petersfield.

M56 (from west – North Wales, Chester)
Follow the M56 past Manchester Airport. Continue onto the A5013 (Princess Parkway), then follow signs for Manchester Central, Petersfield.
Delivery access

1 Delivery access to Exchange Hall: Windmill Street, M2 3GX

2 Delivery access to Central Halls & Charter Suite: Albion Street, M1 5LN