

# **HOMES 2018**

## **Exhibitor Manual**

### **Exhibitor Manual**

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

### **Forms to Complete**

- Form 6 – Compulsory Shell Scheme Construction Form
- Form 6A – Health & Safety Declaration incorporating CDM 2015
- Form 7 – Music Licences
- Form 8 – Stand Designer / Contractor Details
- Form 9 – Space Only Stand Check Sheet
- eforce – Connectivity Order Form
- Freeman Venue Services – Plumbing Prepayment Order Form
- Full Circle – Electrical Equipment Form
- Full Circle – Quick Reference Guide To Appliance Power Consumption
- Full Circle – Floorcovering Form
- Full Circle – Carpet Swatch
- Full Circle – Shell Scheme Name Panel Form
- Full Circle – Shell Scheme Accessories Form

### **Important Information**

- Free Build Stand And Structure Information
- Full Circle – Individual Graphic Panels
- Full Circle – Full Cladded Graphics
- Full Circle – Shell Scheme Visual
- Olympia – Business Centre Charges
- Olympia – Cloakroom Policy
- Olympia – Electrical Safety
- Olympia – Free Venue WiFi Guide

### **Transport & Traffic**

- Olympia – How To Get Here Map
- Olympia – Loading & Unloading Zones

### **Emergency Procedures**

- Emergency Procedures - Olympia