

Stand Information

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 8 – Stand Designer / Contractor Details** located under the **Forms to Complete** section

Audio Visual Equipment Hire

Showcase have been appointed for this service. Please follow the link for more information: - <https://showcaseexpo-shop.com/homes2024/>

Build Up & Break Down Access

ExCeL is adopting Voyage Control, industry gold standard pre-event booking system for deliveries to the event floor, giving clarity in terms of access and to reduce waiting times. This system will also improve operational effectiveness and the security and the safety of everyone working on site.

To assist in establishing these protocols for access, please refer to the link below: - <https://www.excel.london/voyage-control>

Please note that you will be able to book from 30 October 2024 and not before.

Goods being delivered by courier can be delivered between 08:00 and 18:00 on either Monday 25 or Tuesday 26 November clearly marked as follows: -

(Company Name)
(Stand Number)
HOMES UK & Unlock Net Zero Live
North Halls 11-13
C/O Excel London
1 Western Gateway
London
E16 1XL

Please note that goods delivered at any other time will not be accepted and will be refused.

Carpet

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

Exhibitors with space only stands are responsible for organising their own carpet requirement. The floor tape approved for use at Excel is to be NEC approved tape. If floor surfaces are found to be damaged you will be responsible for costs this incurs.

HOMES UK gangways will be carpeted in Red.
Unlock Net Zero Live gangways will be carpeted in Turquoise.

The recommended carpet supplier is Full Circle.

All details can be found in the Full Circle online platform: - <https://homesuk2024.exhibitconnect.co.uk>
A Username and Password will be sent to you directly from Full Circle.

Catering

All catering equipment and supplies must be ordered via the venue catering team.

If you require this service please refer to "Services" and "Hospitality" under the following link: - <https://www.excel.london/webshop>

PLEASE NOTE: In light of the feedback of attendees from last year, we request that no alcohol is to be served on your stand before 4pm.

Contractor Passes

Contractor wristbands will be issued upon arrival at Excel.

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 and carpet tape residue.

Electrical Power & Lighting

The organisers have appointed **Full Circle** as the official and sole electrical contractors. All electrical work for the exhibition will be carried out by **Full Circle**.

All details can be found in the Full Circle online platform: - <https://homesuk2024.exhibitconnect.co.uk>

A Username and Password will be sent to you directly from Full Circle.

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 19:30 on Monday 25 November and 20:30 on Tuesday 26 November. On open days this will be 30 minutes after the show closes.

Exhibition Stand Transport & Lifting

The official supplier for this service is **DSV**. Please refer to **DSV – Exhibition Handling & Freight Order Form** located under the **Forms to Complete** section

Fascia Nameboard Details

Shell scheme exhibitors are required to complete these details of how you would like your company name shown on your stand.

All details can be found in the Full Circle online platform: - <https://homesuk2024.exhibitconnect.co.uk>

A Username and Password will be sent to you directly from Full Circle.

Furniture

A range of stand furniture can be hired from the recommended contractor, please refer to the **Europa International – Furniture Order Form** located under the **Forms to Complete** section.

Goods Removal Form

In an effort to improve security, it is requested that any exhibitors 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 HOMES UK 2021.

These forms are available from the Exhibition Organisers' Office. Anyone attempting to remove equipment without the form will be escorted to the Organisers' Office.

Insurance

Included on your final invoice will be £22 for mandatory Public Liability Insurance as required by the venue owners. The insurance provides cover for public liability claims only of up to £10,000,000 (ten million pounds). Please note that should you require any additional insurance including event cancellation and/or product cover you should contact your own insurance advisor.

Motor Vehicle Exhibits

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

- The fuel tanks of motor vehicles must contain only sufficient fuel to move the vehicle in and out of the hall.
 - The fuel tanks on all other petrol engine equipment must be empty.
 - The fuel tank must be sealed, wherever possible with a lockable cap.
 - All vehicles must be provided with a drip tray and shall 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 an exhibition is strictly prohibited.
 - For vehicles required to operate as part of a moving demonstration, "pit" positions must be clearly defined and agreed with the venue. Suitable fire extinguisher(s) must be provided.
- Filling or emptying of fuel tanks inside the hall is strictly prohibited at all times.

Rigging

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 note that Ocean Media Group are charging an additional fee for all advertising rigging. Please contact Rachel Hall, Tel: 07771 628131.

Signage

The recommended signage and graphics contractor for this show is **Full Circle**.

All details can be found in the Full Circle online platform: - <https://homesuk2024.exhibitconnect.co.uk>
A Username and Password will be sent to you directly from Full Circle.

Space Only Stand Build

The recommended contractors for this are: -

Full Circle All details can be found in the Full Circle online platform: -
<https://homesuk2024.exhibitconnect.co.uk>
A Username and Password will be sent to you directly from Full Circle

Showcase Please visit the link for further information: -
www.weareshowcase.com/exhibitions

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 **Full Circle - Shell Scheme Visual – HOMES UK** and **Full Circle – Shell Scheme Visual – Unlock Net Zero Live** located under the **Important Information** section. No alterations can be made to the standard shell scheme. However, additional extras can be ordered through the official Shell Scheme contractor.

All details can be found in the Full Circle online platform: - <https://homesuk2024.exhibitconnect.co.uk>
A Username and Password will be sent to you directly from Full Circle.

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 – all details will be in the Full Circle online platform.

All Shell Scheme Stand Holders MUST complete and return **Form 6 - Compulsory Shell Scheme Construction Form** and **Form 7 - Health & Safety Declaration** located under the **Forms to Complete** section.

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 **Space Only Stand And Structure Information** located under the **Important Information** 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 August 2024** and a £1,000 + 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.

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 refer to "Services" and "Utilities" under the following link: -

<https://www.excel.london/webshop>