
8.0 Official Contractors

The companies listed below have been appointed by the organisers as the official contractors for services. Additional information on services can be found overleaf and order forms are in Section 9.

A/V and Computer Hire

Press Red Rentals Ltd
Tel: 01952 403884
E: rentals@pressred.biz

Catering

Telford International Centre Catering Dept
Tel: 01952 281500

Floral

360 Creative Event Services
Tel: 08451 360360
E: martin@360ces.com

Forklift/Storage

DHL Tradefairs and Events
T: 0121 782 4626
E: michele@dhl-exh.com

Shell Scheme

The SO Group
Tel: 01495 273660
Contact: Hayley Thomas
hayley.thomas@thesogroup.co.uk

Telephones

Mobile reception is available within venue.

Temporary Staff/Models

Telford International Centre Operations
Contact: Maxine Palmer
E: maxine.palmer@Southwatereventgroup.com
T: 01952 281542

Visitor/Exhibitor Badging

Show Data Systems

Order visitor scanners online at:
www.eventdata.co.uk/scanners/slide.aspx

Order exhibitor badges online at:
www.eventdata.co.uk/Exhibitor/Slide.aspx

Carpet/Floorcoverings

The SO Group
Tel: 01495 273660
Contact: Hayley Thomas
hayley.thomas@thesogroup.co.uk

Electrics

The SO Group
Tel: 0121 782 3388
Contact: Terry Parkhouse
terry.parkhouse@thesogroup.co.uk

Furniture

JMT Indisplay Ltd
Tel: 01923 851580
W: www.jmtindisplay.co.uk

Hotels

TIC Eventlinks
Tel: 01952 561790
E: hannah.mckinnon@southwatereventgroup.com

Insurance

Hiscox UK
Order online at:
W: www.hiscox.co.uk/events/?scheme=2796

Piped Supplies: Water, Drainage, Gas, Air etc

StagecraftUK
Tel: 01952 281600
E: sales@stagecraftuk.com

Rigging/Drop Wires

StagecraftUK
Tel: 01952 281600
E: sales@stagecraftuk.com

Security Staff

Telford International Centre Operations
Contact: Maxine Palmer
E: maxine.palmer@Southwatereventgroup.com
T: 01952 281542

Stand and General Services

8.1	electrical contractor	Order Form
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8.4	floor fixings	
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8.11	car parking	
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8.17	carpets/no carpets	Order Form
8.18	visitor scanners	Order Form
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8.20	temporary staff	
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8.22	stand catering	Order Forms
8.23	public address system	
8.24	music and playing of recordings	Order Form
8.25	failure of services	

Stand and General Services

8.1 Electrical contractor

The Organisers have appointed the following official Electrical Contractor for the Exhibition:
 The SO Group
 tel. 0121 782 3388

Prices shown on the electrical order form cover the supply on hire, maintenance during the open period and removal at the end of the Exhibition. They do not include any additional work necessary such as floor covering or providing timber battens to support lighting fittings.



8.2 Electrical supplies

Both single and three phase supplies are available at Telford International Centre.

Supplies can be assessed by the official Electrical Contractor based on information provided by the Exhibitor. Quotations for such supplies can be obtained from the official electrical contractors.

Supplies will be switched off at the source shortly after the show closes each day. Should an Exhibitor require an electrical supply at other times e.g. for maintenance purposes, he must make application to the Organisers Office on site no later than 1200 hours on the day that the supply is required. Any Exhibitor needing electricity for the running down of machinery, etc. after the Exhibition closes on the final day, must inform the Organisers of his requirements by no later than 1700 hours on the previous day. A 24 hour electrical supply can be arranged where necessary. Exhibitors are requested to switch off all stand installations before leaving each evening.

8.3 Water and waste, gas, air etc

The provision of gas, compressed air, water and waste drainage will be supplied by Stagecraft UK. There is an order form for water and waste, but for details on gas or compressed air please

contact:
Stagecraft UK
tel. 01952 281600

**Order
Form**
Section 9

8.4 Floor fixings

Contact Stagecraft Uk for details on floor fixings:
tel: 01952 281600

8.5 Rigging

Stagecraft, the onsite contractor can supply drop wires and rigging services. Stand contractors performing hoist and fix operations must complete risk assessments, method statements and confirmation of compliance with lifting operations and lifting equipment regulations 1988. This information must be supplied in advance.

Stagecraft Uk
tel: 01952 281600 E: sales@stagecraftuk.com

**Order
Form**
Section 9

8.6 Shell Scheme (all types) standbuilding contractor

The Organisers have appointed the following contractor to erect all shell scheme stands. All Exhibitors using shell scheme stands must return the form for their nameboard. Optional extras (shelves, rails and slat-wall can be ordered from the Form in Section 6).

The SO Group
tel. 01495 273660

**Order
Form**
Section 6

8.7 Telephones

BT no longer supply temporary lines. There is mobile reception within the hall.

8.8 Audio visual equipment

A range of plasma and LCD TV's, screens, video players and audio-visual equipment can be hired from the following:

Press Red
E: rentals@pressred.biz

**Order
Form**
Section 9

8.9 Security

Arrangements can be made for uniformed attendants to man exhibitor stands, if required, during the construction period and at night during the open period by application in advance.

Contact Maxine Palmer
E: maxine.palmer@Southwatereventgroup.com

Security Tips for Exhibitors:

- a) Do not leave your stand at night before visitors are clear of the show.
- b) Please report anything of a suspicious nature immediately to Security by contacting the Security Office or the Organisers Site Office.
- c) Any exhibitor having written permission from the Organiser to change stand exhibits must do so between 0800 - 0900 hours daily.
- d) Any Exhibitor having small valuables which he wishes to leave on his stand should provide himself with lockable steel cabinets or other safe storage.
- e) Night sheets are always an advisable accessory to any exhibition stand.
- f) Do not place samples on your stand during build-up prior to Saturday.

8.10 Insurance

Exhibitors must hold a Public Liability policy of insurance to cover negligence for an indemnity of at least £1,000,000 (one million pounds). The policies of insurance to be shown to the Organisers on demand. Exhibitors are reminded that they are also responsible for effecting insurance in respect of:

- a) Exhibits and contents of stand
- b) Employers Liability

Exhibitors should also consider effecting insurance cover in respect of expenses incurred due to abandonment, curtailment or postponement of the Exhibition due to reasons beyond the organisers' control. Exhibition-specific insurance can be booked online at www.hiscox.co.uk/events/?scheme=2796

8.11 Car parking

Car parking is free for exhibitors and visitors at Telford International Centre and at the nearby hotels.

8.12 Delivery passes (for deliveries, loading/unloading only)

Delivery/unloading Passes will be issued to contractors and exhibitors on arrival at the show by the on-site security team.

8.13 Exhibitor passes

Non transferable passes will be supplied to Exhibitors, admitting bona fide stand staff and employees to the Exhibition. These should be ordered online in advance of the show at www.eventdata.co.uk/Exhibitor/Slide.aspx and collected on Saturday afternoon during build up.

8.14 Contractor/workmen's passes

Workmen's passes are not required by the venue as this document was published. If this changes, each exhibitor will be informed.

8.15 Forklift/Forwarding/Storage

Forklift trucks will be available to assist exhibitors with the movement of large items or boxes during build up and breakdown, but must be booked in advance.

DHL tradefairs and events
tel: 0121 782 4626

**Order
Form**
Section 9

8.16 Furniture and floral

Exhibitors may order any necessary items direct from the respective websites, and JMT Indisplay will supply catalogues/order forms direct to exhibitors. There is also be a package option for furniture - see the form in Section 9. Floral orders will also be delivered by Indisplay.

Furniture

JMT Indisplay Ltd
tel: 01923 851580
www.jmtindisplay.co.uk

Floral

360 Creative Event Services
tel: 08451 360360
e: martin@360ces.com

**Order
Form**
Section 9

8.17 Carpets

All stands are covered with grey carpet. If exhibitors do not wish to use grey carpet, the form in Section 6A should be returned to the organisers. Exhibitors can alter the colour of carpet on their stand at their own cost by contacting the carpet contractor.

The SO Group
tel: 01495 273660 email: hayley.thomas@thesogroup.co.uk

**Order
Form**
Section 6

8.18 Visitor Scanners

Each visitor badge will carry the visitor's name and company as well as a bar-code. By scanning the visitor's bar-code, their details will be stored. The stored information can be downloaded into a central computer at the show and a print-out issued. Scanners can be hired online at www.eventdata.co.uk/scanners/slide.aspx.

NB: Every exhibitor will receive a listing of all show visitors within a week of the show closing.

8.19 Press office

A Press Office will function throughout the Exhibition to pass on information, news items etc to the media and exhibitors are encouraged to supply press packs (max 15) to the press office for onward distribution.

8.20 Temporary staff

Receptionists and general stand assistants can be obtained for the period of the Exhibition via Telford International Centre.

E: maxine.palmer@Southwatereventgroup.com

8.21 Cleaning

Every stand will be cleaned daily during the show. Each evening, any plastic rubbish sacks should be put at the edge of the stand for collection. Sacks and bins must not be placed in the gangways until after the show has closed to visitors. Should additional waste disposal or extra cleaning be required, this must be arranged with and paid direct to Telford International Centre. Stands that are closed by night sheets or similar, or have interior rooms cannot be cleaned.

8.22 Stand catering

The in-house caterers have the sole right to supply any catering equipment and all food and beverages consumed on site. Exhibitors may entertain invited visitors with refreshments only if the refreshments are obtained from TIC Catering Department. Stand catering can be booked in advance and any special requests can be made direct to:

tel: 01952 281500

**Order
Form**
Section 9

8.23 Public address system

The Public Address System in the halls is for the use by the Organisers and Authorities for official announcements only. It is not available for Exhibitors or Visitors.

8.24 Music and playing of recordings etc.

A single music system will be playing throughout the show, so exhibitors should not play their own music. Where DVD's or videos are playing, the volume should be turned down so as not to compete with the show system. The following licences are required in order to play dvds, videos or music in a public place.

PRS Licence - for playing music: licence fee to songwriters, composers, producers.

The cost of a PRS Licence is: £21.28 + VAT per day (ie £63.84 + VAT for the 3 days of the show)
To obtain a PRS Licence, call freephone 0800 068 4828

PPL Licence - for playing music: licence fee to performers.

The cost of a PPL Licence is: £17.62 + VAT per day (ie £52.86 + VAT for the 3 days of the show)
Return the PPL form in Section 9, along with payment and we will apply for a PPL Licence on your behalf. **Enclose a cheque made payable to Rare Management.** A VAT receipt will be supplied to you.



VPL Licence - for playing music videos/DVD's

If you plan to play music videos or DVD's, you will need a separate licence for this. To obtain a VPL Licence, call 020 7534 1070

8.25 Failure of services

The Organisers will use their best endeavours to ensure the supply of the services of the Landlord and those contractors employed by them, but as the suppliers of such services are not within the control of the Organisers neither they nor the company shall incur any liability to an Exhibitor for any loss or damage, if such services shall wholly or partially fail or cease to be available nor shall the exhibitor be entitled to any allowance in respect of rental due or paid under the Contract.