
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.

Audio Visual Hire

MCL: Tel: 0161 745 9933

Catering

Kudos Hospitality
Tel: 0161 834 0123

Floral

Peebles Exhibition Florists
Tel: 01676 542234
W: www.peeblesflorists.co.uk

Forklift/Storage

Yorkshire Exhibition Services
Tel: 0121 782 4626
E: michele@yes-exh.com

Computer Services

Tel: 0161 827 8762
E: computerservices@manchestercentral.co.uk

Parking for Exhibitors

NCP
E: natalie.twist@ncp.co.uk

Shell Scheme (Octanorm, Quad 4)

Early Action Group
Tel: 0161 874 5159
Contact: Adam Clowes
ac@earlyactiongroup.co.uk

Telephones

Mobile reception is available within venue.
BT business sales: 0800 400 400

Visitor/Exhibitor Badging

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

Carpet/Floorcoverings

Early Action Group
Tel: 0161 874 5159
Contact: Adam Clowes
ac@earlyactiongroup.co.uk

Electrics

Early Action Group
Tel: 0161 874 5159
Contact: Adam Clowes
ac@earlyactiongroup.co.uk

Furniture

Indisplay
Tel: 01923 851580
W: www.indisplay.co.uk

Hotels

CSE
Tel: 0121 779 0885
E: mandy@corporate-sporting.com

Insurance

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

Piped Supplies: Water, Drainage, Gas, Air etc

Melville Services
Tel: 0121 780 0391
E: ian.ellis@melville.co.uk

Rigging

Outback Rigging
Tel: 0121 781 0272
E: steve.poles@outbackrigging.co.uk

Security Staff

Manchester Central Operations
Tel: 0161 834 2700
Email: security@manchestercentral.co.uk

Temporary Staff/Models

Rivals Promotion and Exhibition Agency
Tel: 0161 434 1080

Stand and General Services

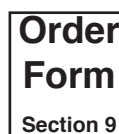
8.1	electrical contractor	
8.2	electrical supplies	Order Form
8.3	piped services:water, drainage, etc	Order Form
8.4	floor fixings	Order Form
8.5	rigging	Order Form
8.6	shell scheme	Order Form
8.7	telephones	
8.8	audio visual equipment	
8.9	computer services	
8.10	security	
8.11	insurance	
8.12	car parking vouchers	Order Form
8.13	delivery passes	
8.14	exhibitor passes	
8.15	contractor passes	
8.16	forklift	Order Form
8.17	furniture and floral	
8.18	carpets/no carpets	Order Form
8.19	visitor scanners	
8.20	press office	
8.21	temporary staff	
8.22	cleaning	
8.23	stand catering	Order Forms
8.24	public address system	
8.25	music and playing of recordings	Order Forms
8.26	failure of services	

Stand and General Services

8.1 Electrical contractor

The Organisers have appointed the following official Electrical Contractor for the Exhibition:

Early Action Group
tel. 0161 874 5159 fax. 0161 874 5102



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

The stand supplies of electrical current available at Manchester Central are as follows:

- a) Single-phase alternating at 240 volts, 50Hz
- b) Three-phase alternating at 415 volts, 50Hz

Supplies of three-phase current required can be assessed by the official Electrical Contractor based on information given to him by the Exhibitor. Quotations for such supplies can be obtained from the official electrical contractors.

Supplies will be switched off at the source at 1935 on Wednesday/Thursday and at 1705 on Friday. Should an Exhibitor require an electrical supply at times other than those stated e.g. for maintenance purposes, he must make application to the Organisers Office on site not 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 Piped supplies (Water, Drainage, Gas, Air etc)

The provision of gas, compressed air, water and drainage will be supplied by Melville Services. Gas and gas equipment will only be connected after satisfactory testing has taken place. Compressed air will be available at 80-100 psi. Water is provided to stands via a booster mains system and pressure can fluctuate. Pressure sensitive equipment may require a self-regulating pump. For any technical enquiries on piped services contact:

Melville Services
tel. 0121 780 0391 E: ian.ellis@melville.co.uk

**Order
Form**
Section 9

8.4 Floor fixings

These can be ordered on the same order form as Piped Services from Melville Services. Any technical enquires are as above.

8.5 Rigging

The venue has an official rigging contractor who can supply drop wires, cherry picker hire and rigging services. Motor points are sufficient to take a 1 tonne suspended load. All drops other than catenary drops are sufficient to take a 250kg load. Short catenary drops are sufficient to take a 25kg load. If you need to suspend lighting trusses, specially designed flown items or any item over 250kg then drawings and load information must be supplied. 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.

Outback Rigging
tel: 0121 781 0272 E: steve.poles@outbackrigging.co.uk

**Order
Form**
Section 9

8.6 Shell Scheme (Octanorm, Quad 4) 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.

Early Action Group
tel. 0161 874 5159 fax. 0161 874 5102

**Order
Form**
Section 6

8.7 Telephones

BT no longer supply temporary lines. There is mobile reception within the hall. BT business sales 0800 400400.

8.8 Audio visual equipment

A range of televisions, video players and audio-visual equipment can be hired from the following:

MCL (Manchester)
tel: 0161 745 9933.

8.9 Computer Services and A/V Services

Manchester Central's own technical services department can supply a range of a/v services and IT/internet solutions during the exhibition. The organisers plan to arrange free wifi for all exhibitors throughout the show. Technical enquiries or special requests should be directed to:

tel: 0161 827 8762 E: computerservices@manchestercentral.co.uk

8.10 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.

Security Department, Manchester Central

Telephone. 0161 834 2700 E: security@manchestercentral.co.uk

Security Tips for Exhibitors:

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

8.11 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

8.12 Car parking

Exhibitors can obtain Car Park Vouchers which will entitle them to be accommodated at discounted rates during the Exhibition. The vouchers must be applied for in advance and cannot be purchased 'on the day'. Vouchers are valid in the Undercroft car park.

Undercroft Car Park - Access from Lower Mosley Street, open 7 days, 24 hours

Vouchers are valid for cars and small vans only, with height restrictions being 6'6" for the Undercroft Car Park. Commercial vehicles may be accommodated on site during the open period of the exhibition at the discretion of Manchester Central Security.

**Order
Form**
Section 9

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

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

8.14 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 arrival at the show.

8.15 Contractor passes

Workmen's passes are only valid during the build-up and break-down period of the show and will be issued by the on-site security team on arrival at the event.

8.16 Forklift/Forwarding/Storage

Forklift trucks will be available to assist exhibitors with the movement of large items or boxes during build up and breakdown.

Yorkshire Exhibition Services

tel: 0121 782 4626

fax: 0121 782 4680

**Order
Form**
Section 9

8.17 Furniture and floral

Exhibitors may order any necessary items direct from the respective websites, and Indisplay will supply catalogues/order forms direct to exhibitors. Floral orders will also be delivered by Indisplay.

Furniture

Indisplay Ltd

tel: 01923 851580

www.indisplay.co.uk

Floral

Peebles Exhibition Florists

tel: 01676 542234

www.peeblesflorists.co.uk

8.18 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.

Early Action Group

tel: 0161 874 5159

email: ac@earlyactiongroup.co.uk

**Order
Form**
Section 6A

8.19 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 using the order form, or online at www.eventdata.co.uk/scanners/slide.aspx.

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

8.20 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 20) to the press office for onward distribution.

8.21 Temporary staff

Receptionists, interpreters and general stand assistants can be obtained for the period of the Exhibition from:

Rivals Exhibition and Promotions Agency
tel/fax: 0161 434 1080

8.22 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 the Manchester Central Cleaning Supervisor. Keys for stands which have night sheets or are constructed with offices or interior rooms should be left with Security each evening to allow access for the cleaners.

8.23 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 Kudos Hospitality. Catering office staff will take orders for spirits, wines, beers, minerals, beverages and food requirements for delivery to Exhibitors stands and can cater for any specific function during the show.

Kudos Hospitality
tel: 0161 834 0123

**Order
Form**
Section 9

8.24 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.

8.25 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. Performing Rights Society, Phonographic Performance Ltd and Video Performance Ltd: These organisations represent recording artists, producers and composers of music and licences are required in order to play dvds, videos or music in a public place.

**Order
Form**
Section 9

8.26 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 supplies 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.
