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## 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, Computer Hire**

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

### **Communications/broadband**

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

### **Catering**

Telford International Centre Catering Dept  
Tel: 01952 281601  
E: sally.cooke@southwatereventgroup.com

### **Forklift**

Stagecraft UK  
T: 01952 281600  
E: sales@stagecraftuk.com

### **Shell Scheme**

Full Circle Events  
Tel: 0161 393 3949  
Exhibit@fullcircleeventsltd.co.uk

### **Telephones**

Mobile reception is available within venue.

### **Temporary Staff/Models**

Telford International Centre Operations  
Contact: Organisers in the first instance  
slide@raremanagement.co.uk

### **Exhibitor Badging/Visitor Scanners**

Jonas Event Technology  
**Order exhibitor badges** online:  
<https://eventdata.uk/Exhibitor/Slide.aspx>  
**Order visitor scanners** online:  
<https://eventdata.uk/Scanner/Slide.aspx>

### **Electrics**

Full Circle Events  
Tel: 0161 393 3949  
Exhibit@fullcircleeventsltd.co.uk

### **Furniture**

JMT Indisplay  
Package booking form <http://www.slideuk.co.uk/exhibitor-contractor-info/> or order online at  
[https://www.jmt.co.uk/en\\_GB/](https://www.jmt.co.uk/en_GB/)

### **Hotels**

TIC Eventlinks  
Tel: 01952 527 313  
E: matt.davis@southwatereventgroup.com

### **Water and waste**

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

### **Truss, Rigging, Lighting Rigs, Banner Hanging**

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

### **Security Staff**

Telford International Centre Operations  
Contact: Organisers in the first instance  
slide@raremanagement.co.uk

## Services and Contractors

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## Services & Contractors

### 8.1 Electrical contractor

The Organisers have appointed the following official Electrical Contractor for the Exhibition:  
Full Circle Events  
tel. 0161 393 3949      Email: Exhibit@fullcircleeventsltd.co.uk

<p><b>Order Form</b></p> <p>Section 9</p>
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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 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

The provision of water and waste drainage can be supplied by Stagecraft UK. For details, please contact:

Stagecraft UK  
tel. 01952 281600

#### 8.4 Floor fixings

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

#### 8.5 Truss, Rigging, lighting rigs, banner hanging

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. 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.

Full Circle Events  
tel. 0161 393 3949 Email: Exhibit@fullcircleeventsltd.co.uk

**Order  
Form**  
Section 6

#### 8.7 Telephones

There is mobile reception within the hall.

#### 8.8 Audio visual equipment, communications and hard-wired broadband

A range of equipment can be hired from the following:

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

**Order  
Forms**  
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 the organisers in the first instance.  
tel: 0131 555 3820  
E: slide@raremanagement.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 Monday.

#### 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:

- Exhibits and contents of stand
- 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. There are a number of suppliers of insurance; one is Hiscox - <https://www.hiscox.co.uk/event-insurance/exhibition-insurance>

#### 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 are unlikely to be necessary. The on-site traffic management team will allow access by quoting exhibitor name.

### 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 and collected on Monday afternoon during build up. <https://eventdata.uk/Exhibitor/Slide.aspx>

### 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 Hire

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.

Stagecraft UK  
tel: 01952 281600

**Order  
Form**  
Section 9

### 8.16 Furniture

Exhibitors may order any necessary items direct from the official contractor, via their website. [https://www.jmt.co.uk/en\\_GB/](https://www.jmt.co.uk/en_GB/). There are also packages available: see order form in Section 9.

**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 or 9 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.

Full Circle Events  
tel: 0161 393 3949      email: [Exhibit@fullcircleeventsltd.co.uk](mailto:Exhibit@fullcircleeventsltd.co.uk)

**Order  
Form**  
Sect. 6A, 9

### 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: <https://eventdata.uk/Scanner/Slide.aspx>

**NB:** Every exhibitor will receive a listing of all show visitors within a week of the show closing, but an increasing number of visitors choose to keep their details private.

### 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 10) 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. Contact the organisers in the first instance:

T: 0131 555 3820  
E: [slide@raremanagement.co.uk](mailto:slide@raremanagement.co.uk)

### 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 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 281601      E: [sally.cooke@southwatereventgroup.com](mailto:sally.cooke@southwatereventgroup.com)

**Order  
Forms**  
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.

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#### 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 likely to be: £24.68 + VAT per day (ie £74.04 + VAT for the 3 days of the show)

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

The cost of a PPL Licence is likely to be £63.90 + VAT for the 3 days of the show

To obtain a PRS and PPL Licence, call freephone 0800 072 0808 or visit [pplprs.co.uk](http://pplprs.co.uk)

#### 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.