

# Exhibitors Manual

Education Innovation  
Conference & Exhibition  
Thursday 27<sup>th</sup> & Friday 28<sup>th</sup> February  
2014

Central Hall 2, Manchester Central

## HOW TO USE YOUR EXHIBITOR MANUAL

The information detailed in the manual should provide you with everything necessary for your successful participation at Education Innovation Conference & Exhibition 2014. Some of the services explained will be essential to your participation, while others are an optional extra. Below are outlined the ways we recommend you use the information enclosed.

- 1) Read the information in full now – this will ensure you are immediately aware of stand information, restrictions, cut of dates for orders etc.
- 2) Fill in and return all request/requirement forms immediately if possible; if not, please ensure you do so by deadline dates.
- 3) Keep photocopies of any forms you complete and return, and bring them with you to the show. They will be invaluable should you have any queries on site.

The checklist on the following page should assist you with meeting deadline dates.

Please ensure that your stand designers and fitters are aware of the regulations concerning stand construction, the use of officially appointed contractors and the build-up and breakdown times.

If there is anything further you need to know please give Kirstin Eldridge a call on (01494) 714599 or email [kirstineldridge@supanet.com](mailto:kirstineldridge@supanet.com).

***Please note that any company that has not paid in full will not be permitted to exhibit at the show.***

## **YOUR EXHIBITION TEAM**

### **EXHIBITION ORGANISER**

Kirstin Eldridge

Tel: 01494 714599

Email: [kirstineldridge@supanet.com](mailto:kirstineldridge@supanet.com)

### **EXHIBITION SALES MANAGER**

David Ventris-Field

Tel: 01923 237799

Mobile: 07796 014146

Email: [davidvf@hamerville.co.uk](mailto:davidvf@hamerville.co.uk)

### **EXHIBITION SALES EXECUTIVE**

Tom Lee

Tel: 01923 237799

Mobile: 07811 131069

Email: [tlee@hamerville.co.uk](mailto:tlee@hamerville.co.uk)

### **SEMINAR AND CONFERENCE ORGANISER**

Lucy Young

Email : [lyoung@hamerville.co.uk](mailto:lyoung@hamerville.co.uk)

Mobile: 07912 113186

**WEBSITE:** [www.educationinnovation.co.uk](http://www.educationinnovation.co.uk)

**TWITTER:** @EICEmanchester

**FAX NUMBER:** 01923 246901

## OFFICIAL CONTRACTORS

<b>Audio Visual</b>	Sirius Conference & Events Ltd Unit 8, Avenue Fields Industrial Estate Stratford Upon Avon Warwickshire CV37 0HT	Tel: 01789 269262 Fax: 01789 269862
<b>Car Parking</b>	National Car Parks NML House 61 High Street Manchester M4 1AZ	Email: manchestercentralvoucherapplication@ncp.co.uk Fax: 0161 817 8950
<b>Carpet</b>	Ernie England	Tel: 07866 610100
<b>Electrics</b>	The Intershell Group Intex House Avondale Way Cwmbran Gwent NP44 1TS	Tel: 01633 838283 Fax: 01633 838299
<b>Forklift</b>	The Intershell Group Intex House Avondale Way Cwmbran Gwent NP44 1TS	Tel: 01633 838283 Fax: 01633 838299
<b>Furniture</b>	GES Silverstone Drive Gallagher Business Park Coventry CV6 6PA	Tel: 02476 380 000 Fax: 02476 380 001 Email: <a href="http://www.globalexperience-specialists.co.uk">www.globalexperience-specialists.co.uk</a>
<b>IT Services</b>	Manchester Central Technical Manchester Central Convention Complex Peterfield Manchester M2 3GX	Tel: 0161 834 2700 Fax: 0161 832 3168 Email: computerservices@manchestercentral.co.uk

## Official Contractors – continued

<b>Rigging</b>	Outback Rigging Unit 17 Elmdon Trading Estate Bickenhill Lane Birmingham B37 7HE	Tel: 0121 781 0272 Fax: 0121 782 8673 Email: markoakley@outbackrigging.co.uk
<b>Shell Scheme</b>	The Intershell Group Intex House Avondale Way Cwmbran Gwent NP44 1TS	Tel: 01633 838283 Fax: 01633 838299
<b>Telephone Lines</b>	BT Business Sales	Tel: 0800 800 152
<b>Visitor Registration</b>	N200 10 Millfield House Woodshots Mead Watford WD18 8YX	Tel: 01923 690650 Fax: 01923 690691 Email: sales@visitconnect.net
<b>Water &amp; Waste</b>	GES Ltd Silverstone Drive Gallagher Business Park Coventry CV6 6PA	Tel: 02476 380 333 Fax: 02476 380 428 email: iellis@ges.com

## EXHIBITION TIMETABLE

### BUILD-UP

#### ***Wednesday 26<sup>th</sup> February***

Space Only Exhibitors 0830 - 1900

Shell Scheme Exhibitors 1200 - 1900

#### ***Thursday 27<sup>th</sup> February***

All Exhibitors 0800 - 0900

### Exhibition Opening Times

Thursday 27<sup>th</sup> February 0930 – 1600

**with TeachMeets, networking and exhibition also open between 16.00-18.30pm**

Friday 28<sup>th</sup> February 0930 – 1600

*Please note we require all exhibitors to be on site ready for visitors by 9.00am on both show days.*

### BREAKDOWN

Friday 28<sup>th</sup> February 1600 - 1900

*Exhibitors are reminded that the exhibitor or his contractor must remove any materials scrapped at the end of the exhibition. The removal of all exhibits must be completed by 7.00pm. Property not removed by the end of the breakdown period may be disposed of at the discretion of the Organisers. Exhibitors will be liable for any charges thus incurred.*

## **GENERAL INFORMATION**

### **ADMISSION**

Education Innovation Conference & Exhibition 2014 is open to education professionals only through ticket or on the door registration. 100 free tickets will be sent to you. For a further supply of tickets please return **Form 1** at the back of this manual.

### **AUDIO VISUAL EQUIPMENT HIRE**

Sirius Conference & Events Ltd are the official AV contractor for the show. AV requirements can be ordered by returning **Form 13** to Sirius ASAP.

### **BUILD-UP INFORMATION**

Guidelines for trouble free build-up for the show will be added to the website by Wednesday 12<sup>th</sup> February.

### **CAR PARKING**

Exhibitors can obtain special Car Park Vouchers at a reduced rate of £12.00 per day including VAT for the build up, breakdown and open days of the event. Tickets must be purchased before Tuesday 11<sup>th</sup> February using Form 14 of this manual and paid in advance by credit card or cheque payable to National Car Parks M/CR Ltd. Tickets will be returned by post together with a full VAT receipt.

Vouchers are valid for cars and small vans only because the Manchester Central Under Croft Car Park has a height restriction of 2m.

Please note refunds will not be issued for unused vouchers.

### **CARPET**

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

Exhibitors with site only stands are responsible for organising their own carpet requirements. Please contact Ernie England on 07866 610100.

The exhibition aisles will be carpeted in red.

## **CATERING**

All catering requirements must be supplied through the venue. It is not permitted to bring in outside supplies of food and drink on to the stands.

## **DELIVERIES**

Manchester Central does not have any storage facilities for exhibitors. Any deliveries must arrive during the tenancy period and be collected before the end of the tenancy. Please address deliveries as follows:

Your Company name and stand number  
Education Innovation Conference & Exhibition  
Central Hall 2  
Manchester Central  
Petersfield  
Manchester M2 3GX

## **DEMONSTRATION AND WORKING EXHIBITS**

Exhibitors should confirm details of any demonstrations on Form 3 and Form 3.1 of this manual.

In order to offer some advice to those Exhibitors planning to demonstrate equipment in the exhibition hall, the following notes have been prepared:

1. All running machinery and other working apparatus shall be efficiently guarded to the satisfaction of the Authorities to prevent injury to persons.
2. Exhibits must be so positioned that at no time will they intrude into the gangway or hazard visitors.
3. Starting devices on machines should be isolated to prevent visitors operation unattended exhibits.
4. Proper consideration shall be given to the conditions under which the equipment is being demonstrated which may well differ considerably from the conditions under which it is normally installed and for which the normal safeguards will no longer be appropriate.
5. Any exhibit or process that generated noxious or toxic fumes, exhausts or smoke of any kind shall be so arranged as to have an effective exhaust system to the outside atmosphere.
6. The use of compressors, sprayers, auto-trucks and similar plant powered by internal combustion engines is normally prohibited when visitors are in the hall.
7. The organisers reserve the right to terminate the equipment demonstration at any time.
8. All supplies of fuel to be kept outside the exhibition in a controlled store for flammable items.
9. Textile fabrics, signs or other materials used for interior decorative purposes within stands shall be of the following materials: non-combustible material, inherently non-flammable material, durably flame proofed fabric and plastics material acceptable to the local Fire Brigade.

Exhibitors should contact the Organisers for further details should they have any queries relating to the above mentioned points.

**8.**



## **DILAPIDATIONS**

Any charges imposed upon the Organiser for damage to the site caused by an Exhibitor or his contractor will be passed on to the Exhibitor in question.

## **ELECTRICITY**

Electrics are not provided as part of the shell scheme package. The Intershell Group are the official electrical contractor for the show and must carry out all electrical work on stands. Any queries regarding electrics should be made direct to The Intershell Group – 01633 838283.

Electrical requirements can be ordered by returning **Form 7.1 (shell scheme exhibitors) or 7.2 (space only exhibitors)** to The Intershell Group before Thursday 13<sup>th</sup> February, attaching a sketch showing the approximate positioning of all ordered electrical items.

## **EXHIBITORS BADGES**

Exhibitor Badges can be pre-ordered from the Education Innovation website ([www.educationinnovation.co.uk](http://www.educationinnovation.co.uk)) for collection during show build up.

Alternatively you can register all stand personnel details on site during build up to print off your exhibitor badges.

In the interests of assisting visitors it is essential that all stand personnel wear identification badges at all times.

## **FIRE PRECAUTIONS**

By order of the Local Fire Authority, the required number of standard type water/gas fire extinguishers will be sited within the show. Exhibitors who, because of the nature of their exhibits, require a special type of extinguisher must contact the Organisers prior to the show. Fire Evacuation/Drill Procedures will be handed out at the show.

## **FIRST AID FACILITIES**

First aid facilities will be available though out the duration of the Exhibition by contacting a member of the Education Innovation team.

## **FORKLIFT SERVICES**

Intershell have been appointed to supply forklift services at the event. Please complete **Form 9** from the exhibitors manual if you require this service.

## **FURNITURE**

GES has been appointed to supply on hire, a full range of stand furniture as required by the Exhibitors. Their brochure is available online [www.globalexperiencespecialists.co.uk](http://www.globalexperiencespecialists.co.uk) Or via [www.gesdashboard.co.uk](http://www.gesdashboard.co.uk)

## **HEALTH & SAFETY**

Exhibitors must ensure that all individuals, companies, exhibits, special features and materials they bring to the exhibition comply with the Health & Safety at Work etc Act 1974. Exhibitors must ensure that due thought and consideration is given to their own and others health, safety and welfare throughout the event and so far as is reasonably practicable, that their actions – or omissions – do not give rise to accidents, injuries or an unsafe working environment.

### **Health and Safety Declaration (Form 2)**

All exhibitors **MUST** complete and return this form by Wednesday 29<sup>th</sup> January to indicate their commitment to Health and Safety at the exhibition

### **Risk Assessments – Space only exhibitors**

All Space Only exhibitors **MUST** undertake a Risk Assessment prior to the exhibition, identifying the hazards present on-site and ways in which you will minimise and control these risks. You must also obtain copies of risk assessments from all your appointed contractors who undertake work on your stand. A sample risk assessment is available online (Form 3.1).

## **Risk Assessments – Shell scheme exhibitors**

Shell scheme exhibitors are not always required to undertake risk assessments. You may obtain exemption from the above by completing and returning **Form 3** at the back of the manual before Wednesday 29<sup>th</sup> January. However, if any of the activities below are planned you will be required to undertake a Risk Assessment (a sample risk assessment is available online – Form 3.1), prior to the exhibition, identifying the hazards present on site and ways in which you will minimise and control these risks. Activities are:

- 1) Any hazardous or moving exhibits on your stand
- 2) any live demonstration or event involving members of the public
- 3) any significant construction within your shell scheme
- 4) where your staff come into contact with other hazardous areas of the exhibition.

## **HOTEL ACCOMMODATION**

Listed on page 12 are local hotels reserved for Education Innovation exhibitors. If you would like to book one of these hotels please contact Jigsaw Conferences (0870 752 0433). Alternatively you may prefer to use the Accommodation Faxback Form at the back of the manual (**FORM 15**).

## **INSURANCE**

All Exhibitors are required to hold insurance to cover the legal liability for negligence. This Public Liability Insurance must be for an indemnity of at least £2,000,000.00.

Exhibitors are required to indemnify the Organisers against all liabilities, action costs and compensation for injury or loss of any property, arising as a result of their occupancy of a stand or of any act, omission or negligence by the Exhibitor or agent or any other person under his direction.

Although every reasonable precaution is taken to prevent any loss or damage to exhibitors property, the organisers cannot accept responsibility for any loss or damage that may befall the person or property of the exhibitor from any cause.

Exhibitors and contracts are insured under Public Liability Insurance. This does not protect property owned by the Exhibitor or Contractor and, therefore Exhibitors are reminded to insure displays, equipment and staff property against loss or damage.

Event Insurance are exhibition insurance specialists. You can contact them direct on 0800 515980/01425 470360.

**Please send proof of your current Public Liability Insurance (NOT a copy of your Employers Liability Certificate) for inspection by Wednesday 29<sup>th</sup> January to Kirstin Eldridge, Education Innovations, Regal House, Regal Way, Watford, Herts, WD24 4YF.**

## INTERNET CONNECTION

Free WIFI is available at Manchester Central. Exhibitors requiring a hardwired connection on their stand should contact Manchester Central directly. Requirements can be ordered by sending **Form 10** to Manchester Central before Tuesday 11th February, attaching a sketch showing the approximate positioning of the line (**Form 10a**).

## PRESS OFFICE

A Press Office will be available. If you have any queries regarding the press office please contact Lucy Young on 07912 113186 or email [lyoung@hamerville.co.uk](mailto:lyoung@hamerville.co.uk).

## RIGGING

Outback Rigging are contracted to put any required points in the ceilings of Manchester Central. Please return **Form 11** direct to Outback Rigging before Tuesday 11<sup>th</sup> February to avoid a late booking surcharge.

## 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. Exhibitors should contact the Organisers office if there are any problems with stand cleaning.

## STAND CONSTRUCTION - Shell Scheme

Intershell Systems Limited are the official shell scheme contract for the show. Any queries in relation to the construction of the shell scheme of the stands should be made directly to Intershell. All specifications are detailed on the next page of this manual.

Panels: *Velcro Compatible Grey Tweed. 2440mm high.*  
Fascias: *Black Covering*  
Carpet: *Silver grey*  
Name Board: *Consist of capital and lower case 50mm black lettering on white card, fixed to the fascia. Exhibitors are requested to fill in the precise company name on **Form No 4**. (return by 13<sup>th</sup> February)*

***Height Restrictions: If any part of your stand exceeds 2.5 metres in height, a detailed plan must be sent to the Organisers by Wednesday 15<sup>th</sup> January. (please note maximum stand height is 3.9 metres).***

## STAND CONSTRUCTION - Space Only Sites

All Space only exhibitors are required to submit a plan of their stand including all dimensions. This should be sent with a Risk assessment and Method statement. Please send 2 copies of everything. Stands must be built within the area of space contracted. No stand should impinge or overhang the gangways.

All stand drawings **must** be sent to the organisers for approval before Wednesday 15<sup>th</sup> January. ***Height Restrictions: Stands or other structures inclusive of signs or fascias shall not exceed 3.9 metres in height.***

## TELEPHONE LINES

Exhibitors requiring a temporary telephone line to their stands must contact BT Business Sales directly on 0800 800 152. Please place your order as soon as possible. Lines need to be put in place on Wednesday 26<sup>th</sup> February during build-up.

## VEHICLES AS PART OF AN EXHIBITION STAND

Exhibitors must inform the Organisers if they intend to display a vehicle on their stand. This can be done by completing and returning **Form 6** of this manual before Wednesday 29<sup>th</sup> January.

Exhibitors displaying vehicles will be allocated a time on Wednesday 26<sup>th</sup> February during build-up to deliver their vehicle to the venue.

## VISITOR GUIDE

As an exhibitor, you are entitled to a free editorial in the visitor guide (maximum 50 words). Please email your entry (with a colour picture and colour logo) to [davidvf@hamerville.co.uk](mailto:davidvf@hamerville.co.uk). Please make sure the Company name, full postal address, telephone number, fax number, website and email addresses are included on the email. If we do not receive copy before Friday 7<sup>th</sup> February then we will use part of the copy you supplied for your website entry for the show guide.

We are offering exhibitors the opportunity to back up their free entries in the guide with a low cost advertisement on one of the limited number of pages that we are holding in reserve.

If you are interested in advertising in the guide or have any queries regarding the visitor guide David Ventris-Field on 01923 237799/07796 014146.

## **VISITOR REGISTRATION/DATA PENS**

Visitors to the exhibition will be registered by computer. Data Pens are available for hire enabling exhibitors to obtain details of all visitors visiting their stand. If you require this service please complete and return the order form from the online manual.

## **WATER AND WASTE**

Exhibitors requiring water and/or waste to their stand should return **Form 12** before Tuesday 11<sup>th</sup> February. Please liaise with GES when ordering the water and waste as the location of the pipes may affect your stand design or layout.

## **WIFI**

Free WIFI is available at Manchester Central.