

BWEA28

Securing Our Future

**BWEA's 28th annual
conference & exhibition**

**For the UK wind & marine
renewables industry**

Organised by:

THE BRITISH
WIND ENERGY

ASSOCIATION

Core sponsor:

ScottishPower

renewables

**10-12 October 2006
SECC Glasgow
www.bwea.com/28**

**Join BWEA: the UK's leading
renewable energy trade association**

WELCOME TO BWEA28

It gives me great pleasure to welcome you to **BWEA28: Securing Our Future**, BWEA's 28th annual conference and exhibition, flying the flag for wind, wave and tidal energy in the UK.

As the newly appointed Chief Executive of BWEA this will be my first BWEA annual conference and exhibition and I am very much looking forward to it and to meeting you all during the course of the event.

The planning and logistics of the conference and exhibition will be run by Helen Barnes, Head of Marketing & Events, and Sara Abuzaid, Events Officer. Their contact details can be found at the start of this manual.

The manual aims to answer all the queries which might arise for an Exhibitor. It provides a comprehensive list of available contractors, services and venue information. We want to simplify the role of Exhibitor, minimising the time you have to spend sourcing information regarding the preparation of your stand and maximizing the time spent exhibiting.

Please take the time to read and acquaint yourself with the manual, paying particular attention to the forms listed and their deadlines. Many forms are compulsory and must be returned before the exhibition opens. Failure to do so may result in not exhibiting.

On behalf of all the team at BWEA I hope that you will find your participation in **BWEA28** is exceptionally fruitful and successful.

Details for **BWEA29** will be available shortly!

Kind regards,

Maria McCaffery MBE
CEO
BWEA

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ORGANISERS' CONTACT DETAILS

BWEA

Exhibition and general queries

Sara Abuzaid
Events Officer
BWEA
1 Aztec Row, Berners Road
London N1 0PW
T: + 44 (0)20 7689 2075
F: + 44 (0)20 7689 1969
M: +44 (0)7837 048 156
E: sara@bwea.com

Sponsorship, marketing and conference programme

Helen Barnes
Head of Marketing & Events
BWEA
1 Aztec Row, Berners Road
London N1 0PW
T: + 44 (0)20 7689 1968
F: + 44 (0)20 7689 1969
M: +44 (0)7941 873 088
E: helen@bwea.com

Press and media enquiries

Kate Ashenden
Communications Officer
BWEA
1 Aztec Row, Berners Road
London N1 0PW
T: + 44 (0)20 7689 1935
F: + 44 (0)20 7689 1969
E: kate@bwea.com

McMillan-Scott Events

Registration and Gala Dinner bookings and enquiries

T: +44 (0)207 379 5316
E: events@mcmsslondon.co.uk

Melville Exhibition Services

Exhibition stand enquiries (shell scheme extras, furniture, electrics)

Claire O'Donnell
36 Corn Street
Port Dundas
Glasgow G4 9LB
T: +44 (0)141 332 9012
F: +44 (0)141 332 9027
W: claire.odonnell@melville.co.uk

VENUE

BWEA28 will be held at the Scottish Exhibition and Conference Centre (SECC).

SECC is Scotland's national venue for public events. It is also the UK's largest integrated exhibition and conference centre. Set in one of Europe's most vibrant cities, Glasgow, and only a short journey from some of the most beautiful countryside in the world.

You may visit the SECC online at <http://www.secc.co.uk>

Address:

SECC
Glasgow
G3 8YW

Contact details:

Tel: +44 (0) 141 248 3000
Fax: +44 (0) 141 226 3423
E-mail: info@secc.co.uk

HOW TO REACH THE VENUE

Air

The SECC is approximately 15 minutes from Glasgow Airport, within one hour's drive from Prestwick Airport and minutes from the City Centre.

Road

The SECC is just off Junction 19 of the M8 motorway. On-site parking is available for 3,000 vehicles at £3.50 per day.

Rail

Glasgow's Central Station is connected with every city in the UK, while Queen Street Station serves central and northern Scotland. Call National Rail Enquiries on + 44 (0) 8457 484950. From Central Station (Low Level), Scotrail has a regular train service to Exhibition Centre Station. A covered walkway links the Station to the Centre.

Coach

All UK coach operators run services to Glasgow's Buchanan Bus Station throughout the UK. For tickets Tel: +44 (0) 8705 808080.

EVENT TIMETABLE

The timings of Build-Up and Breakdown are very strict. Please ensure that your stand can be built and removed in this time.

BUILD-UP	SCHEDULE	HALL 5 ACCESS
Sunday 8 October 2006	Construction of Space Only stands <i>(Shell Scheme Exhibitors will be denied entry)</i>	12.00 – 18.00
Monday 9 October 2006	Construction of Space Only stands Construction of Shell Scheme / Full Service stands	07.00 – 23.00 13.00 – 18.00

Exhibitors of Shell Scheme stands will only need to 'dress' their stand.
ALL STANDS MUST BE COMPLETED BY 23.00 HRS ON MONDAY 9 OCTOBER

BREAKDOWN OF EXHIBITION	SCHEDULE	HALL 5 ACCESS
Thursday 12 Oct. 2006	Dismantling of ALL stands	15.00 - 23.59

NO MATERIALS MAY BE DELIVERED TO THE SECC BEFORE THE BUILD

ALL STANDS MUST BE DISMANTLED AND ALL EXHIBITOR MATERIALS MUST BE REMOVED FROM THE SECC BY 23.59 HRS THURSDAY 12 OCTOBER

ANY MATERIALS LEFT IN THE SECC AFTER 23.59 HRS ON THURSDAY 12 OCTOBER 2006 WILL BE REMOVED AND DESTROYED. NEITHER BWEA NOR THE SECC ACCEPT ANY RESPONSIBILITY FOR EXHIBITORS MATERIALS AT ANY TIME BEFORE, DURING OR AFTER THE EVENT.

EXHIBITION PERIOD	EXHIBITOR ACCESS (Times when Exhibitors are able to gain entry)	VISITOR HOURS (Times when exhibition stands must be staffed)
Sunday 8 October	Contractors & Space Only Exhibitors only	N/A
Monday 9 October	07.00 – 23.00	N/A
Tuesday 10 October	08.00 – 18.30	09.00 - 18.30
Wednesday 11 October	08.00 – 18.00	09.00 - 17.30
Thursday 12 October	08.30 – 18.00	10.00 - 15.00

HEALTH & SAFETY

Under Health & Safety legislation, Exhibitors and their main contractors are responsible for all activities that take place on their stand throughout the event and any actions that could affect others not on their stand. This includes providing risk assessments and method statements, as well as the briefing, communicating to and controlling of all their sub-contractors who work on their stand.

BWEA, together with the SECC, is committed to providing, maintaining and promoting, so far as is reasonably practicable, the highest standards of Health, Safety & Welfare at all our events.

All Exhibitors and contractors at events organised by BWEA are expected to ensure that they provide a safe place and system of work, as is their legal duty under HASAWA 1974. Successful safety management requires the commitment, involvement and co-operation of all those on-site at an event.

Please note that you must complete the Health & Safety Declarations included in this manual, Forms 18-19, by 18 August 2006. Vehicle Delivery and Contractor passes will not be issued until this Declaration has been received.

DO'S & DON'T'S

For ease of reference please refer to the checklist below, which will help ensure that the following areas have been considered:

DO'S

- Make sure you and anyone manning your stand understands the fire and evacuation procedures and locations of the Hall's exits.
- Ensure that any contractor working for you has a suitable and sufficient health and safety policy statement and good safety practices. You can obtain the details of the regulations from BWEA.
- Make sure that contractors are working safely – and ensure they are trained and competent.
- Working at height on ladders and scaffolding must be done in a controlled and safe manner.
- Time constraints are no excuse for not adhering to safety standards.
- Drive with due care and attention around the exhibition hall. Do ensure that operators are fully trained and properly certified on the equipment being used.
- Ensure that measures are taken to minimize the impact of your operations on the environment.
- Treat all cables as though they were live.
- Make sure an I.E.E. qualified electrician carries out all electrical work. There is a Hall's electrical inspector who will be pleased to provide information or answer questions.
- Ensure that all rubbish and packing from your stand is removed from the site. It must not be stored on or behind your stand during the show.
- Make sure that hazardous waste is disposed of safely. Please note that fluorescent

tubes contain hazardous materials. Halls Services & Management can provide advice.

- Ask for permission to work late and provide adequate breaks for your contractors and staff.
- Make sure that you are properly insured for the exhibition.

DON'T

- Don't use flammable materials in your displays. This includes plastic flowers, polystyrene etc. Some combustible materials may be acceptable if treated with the correct materials.
- Don't have overloaded or insecure displays. Stands and displays can be knocked by visitors and must be safe and secure.
- Don't bring children into the halls. The halls are regarded as a place of work during these periods.
- Don't overload trolleys - not only does this damage your exhibits but will make it difficult to move through crowded aisles and may cause injury to you or other people.
- For safety reasons, all gangways must be kept as clear as possible at all times. In addition, we have designated "emergency gangways" which may not be obstructed at any time.

**Sign and return a copy of the Health & Safety Form
at the rear of this manual immediately**

CONTRACTOR DETAILS

SERVICE	CONTACT	ORDER FORM	ADDRESS, PHONE, FAX, WEB, EMAIL
<p>Audio Visual & IT Equipment</p>	<p>Tasha Mackenzie MCL</p>	<p>Complete Form 1 at the end of the manual</p>	<p>Tasha Mackenzie MCL Glasgow Unit C Moorpark Central Broomloan Road Ibrox, Glasgow, G51 2BS</p> <p>Tel: +44 (0)141 425 2016 Fax: +44 (0)141 425 2017</p> <p>Email: tmackenzie@mcl-scotland.com Website: http://www.mclav.com</p>
<p>Carpeting All shell scheme stands will be carpeted in dark grey and all walkways dark blue. Space only stands will NOT be carpeted.</p>	<p>Claire O'Donnell Melville Exhibition Services</p>	<p>Online ordering: http://www.melville-online.co.uk/ProductCatalogue.asp?EventID=835</p>	<p>Melville Exhibition Services Ltd 36 Corn Street Port Dundas Glasgow G4 9LB</p> <p>T: +44 (0)141 332 9012 F: +44 (0)141 332 9027 W: claire.odonnell@melville.co.uk</p>

Catering	Angela Humphreys, Hospitality Sales Co-ordinator	Complete Form 2 at the end of the manual	SECC Glasgow G3 8YW T: + 44 (0) 141 576 3141 F: + 44 (0) 141 226 3812 E: angela.humphreys@secc.co.uk standcatering@secc.co.uk
Conference Passes	McMillan-Scott Events	Order online via www.bwea.com/28/register	McMillan-Scott Events Contact via www.bwea.com/28/register
Electrics & Lighting NB: Each shell scheme stand will receive 2 x spotlights & 1 x socket per 9m2	Claire O'Donnell Melville Exhibition Services	Order online via www.Melville.co.uk	Melville Exhibition Services Ltd 36 Corn Street Port Dundas Glasgow G4 9LB T: +44 (0)141 332 9012 F: +44 (0)141 332 9027 E : claire.odonnell@melville.co.uk W: www.melville.co.uk
Exhibitor Passes Each Exhibitor is entitled to one free Exhibitor	McMillan-Scott Events	Order your complimentary passes by phoning McMillan-Scott Events on +44 (0)207 379 5316, or email: events@mcmslondon.co.uk	McMillan-Scott Events T: +44 (0)207 379 5316 E: events@mcmslondon.co.uk

staff pass per 9m2. Additional passes are available to purchase for £95 per person per day.			
Fascia Board / Nameboard	Claire O'Donnell Melville Exhibition Services	Complete the Form 6 at the end of the manual. THIS IS COMPULSORY FOR ALL SHELL SCHEME EXHIBITORS.	Melville Exhibition Services Ltd 36 Corn Street Port Dundas Glasgow G4 9LB T: +44 (0)141 332 9012 F: +44 (0)141 332 9027 E : claire.odonnell@melville.co.uk W: www.melville.co.uk
Floral	Shirley Salmon Expo Flora Ltd	Complete the Form 3 at the end of the manual	The Tree House Charlecote Warwick CV35 9GZ T: +44 (0)1789 470 847 F: +44 (0)1789 470 897 E: sales@expoflora.com W: www.expoflora.com.com
Furniture	Claire O'Donnell Melville Exhibition	Order online via www.melville.co.uk	Melville Exhibition Services Ltd 36 Corn Street Port Dundas

	Services		Glasgow G4 9LB T: +44 (0)141 332 9012 F: +44 (0)141 332 9027 E : claire.odonnell@melville.co.uk W: www.melville.co.uk
Hotel Accommodation	BWEA website/ Conference Care	Book online with www.conferencecare.com	T: +44 (0)870 442 3680 F: +44 (0)870 749 060 E: sales@conferencecare.com
Insurance	Muriel Semple Nsure / Insurex Expo-Sure	Exhibitors may choose to complete Form 5 at the end of the manual.* *It is forbidden by UK law for BWEA to offer advice on insurance, recommend any insurance provider or product, or help Exhibitors to complete proposal forms. Exhibitors are under no obligation to use Nsure/Insurex and may seek insurance elsewhere.	Insurex Expo-Sure Royal Victoria House 2 nd Floor 51-55 The Pantiles Royal Tunbridge Wells Kent TN2 5TE T: (0)1903 608 104 F: (0)1903 520 211 E: msemple@expo-sure.com W: www.expo-sure.com
Lifting, Forwarding & Freight Services	Daniel Bates TNT Showfreight	Complete Form 4 at the end of the manual	Daniel Bates TNT Showfreight Unit 3a, Exhibition Avenue Off Perimeter Way NEC Birmingham B40 1PJ

			<p>T: +44 121 782 8888 F: +44 121 782 2875 E: daniel.bates@tntsf.com W : www.tntsf.com</p>
Shell Scheme Services	<p>Claire O'Donnell Melville Exhibition Services</p>		<p>Melville Exhibition Services Ltd 36 Corn Street Port Dundas Glasgow G4 9LB</p> <p>T: +44 (0)141 332 9012 F: +44 (0)141 332 9027 E : claire.odonnell@melville.co.uk W: www.melville.co.uk</p>
Telephones	<p>Sandra McDowall/Kenny Dickson SECC Exhibition Services</p>	Complete Form 12 at the end of the manual	<p>Technical Services SECC Glasgow G3 8YW</p> <p>Tel: 0141 275 6218 Fax: 0141 576 3555 E: technical.services@secc.co.uk W: www.secc.co.uk/planning/itservices</p>
Water & Waste	<p>Sandra McDowall/Kenny Dickson SECC Exhibition Services</p>	Complete Form 7 at the end of the manual	<p>Technical Services SECC Glasgow G3 8YW</p> <p>Tel: 0141 275 6218 Fax: 0141 576 3555</p>

			E: technical.services@secc.co.uk W: http://www.secc.co.uk/planning/itservices
Wireless internet access	Sandra McDowall/Kenny Dickson SECC Exhibition Services	Complete Form 12 at the end of the manual	Technical Services SECC Glasgow G3 8YW Tel: 0141 275 6218 Fax: 0141 576 3555 E: technical.services@secc.co.uk W: http://www.secc.co.uk/planning/itservice

A-Z DIRECTORY OF SERVICES & INFORMATION

ADMISSION

Admission to the exhibition is free of charge for Conference Delegates. Any additional visitors will have to pay to gain entry into the Exhibition.

AUDIO VISUAL EQUIPMENT

Should you require any audio visual equipment for your stand please contact MCL directly:

Tasha Mackenzie
MCL Glasgow
Unit C
Moorpark Central
Broomloan Road
Ibrox
Glasgow G51 2BS
Tel: +44 (0)141 425 2016
Fax: +44 (0)141 425 2017
Email: tmackenzie@mcl-scotland.com

BADGES (see EXHIBITION BADGES & PASSES)

BANKING

A Bank of Scotland banking lobby is located on the east concourse (between Box Office and Loch Suite) and offers an ATM service. In addition to Bank of Scotland cashline cards, the ATM also services the following: Amex, Barclays, Clydesdale, CIRRUS, EC, Euro MasterCard, Link, Lloyds TSB, Maestro, MasterCard, NatWest, PLUS, Royal Bank of Scotland & VISA.

BUSINESS SERVICES/INFORMATION DESK

Located on the Concourse along from the East entrance The Business Services/Information desk offers a comprehensive range of business services, details of which are listed in Appendix G of this manual.

BUILD UP & BREAKDOWN OF STANDS

The timings of Build Up and Breakdown are very strict. Please ensure that your stand can be built and removed within the stated times.

Build-up of stands – Please refer to Build-Up Timetable at the front of this manual. Please note that a representative of your company **MUST** be present to sign for any deliveries to the Exhibition Centre - the Organisers are not able to sign for deliveries on your behalf.

Break down of stands - Please refer to Breakdown Timetable at the front of this manual. No goods can be removed from the Exhibition Hall until after the close of the show on Thursday 12 October.

Exhibitors and contractors have until 23.59 on Thursday 12 October to clear their stands entirely. All stand fittings **MUST** be removed from the Hall by that time.

Exhibitors must ensure that all waste material is removed otherwise a charge will be incurred.

CAR PARKING

The designated parking area for Exhibitors is Car Park 7 at the West end of the site. Parking passes issued by BWEA should be displayed on vehicle dashboards at all times to avoid unnecessary delays at the Security Lodge. The car park passes will enable Exhibitors to access the hall and to unload and then they either leave site or can remain on site if required. The Exhibitor car park pass will be valid from 8-12 October 2006. Passes can be collected from the Organiser's Office, room 5.1.

CATERING

The catering at the SECC is managed by Leith's.

As the official caterers at the SECC, Leith's (sister company of Compass Services) has the sole right to provide food and drink, alcohol or otherwise, for consumption on stands and in offices. No company or individual may bring any food or drink into exhibitions for distribution, except by written permission of the caterers. Restaurants, buffets and snack bars where meals and refreshments can be obtained at varying prices will be opened at the discretion of the caterers. For all catering enquiries please contact Angela Humphreys, Hospitality Sales Co-ordinator at the SECC. Tel: + 44 (0) 141 576 3141, Fax: + 44 (0) 141 226 3812 or email: angela.humphreys@secc.co.uk

CHILDREN

Children under the age of 16, (including babies and toddlers) are NOT permitted in the hall **AT ANY TIME**. For childcare details, please refer to Crèche Facilities on page 19.

CLEANING

A full hall clean and basic stand clean is carried out after build up, and then will be cleaned on a daily basis throughout Exhibition open period. For all cleaning enquiries please contact June McKay, Tel: + 44 (0)141 248 3000 or email: june.mckay@secc.co.uk

CLOAKROOM

There are cloakroom facilities for approximately 650 and are available on the east concourse @ £1.00 per item.

COMPUTERS

Please contact Sandra McDowall or Kenny Dickson at Technical Services, SECC on Tel: 0141 275 6218, Fax: 0141 576 3555 or email at: technical.services@secc.co.uk

Current services and costs are listed under the Business Centre Price list, Appendix G, to be found at the rear of this guide.

CONTRACTORS

The appointment of official contractors has been made to ensure that Exhibitors receive a high standard of workmanship and service and do not have to source their own contractors. Please refer to page 11 for Contractor details.

Exhibitors may appoint their own contractors for work but it is recommended that these should be members of the British Exhibition Contractors' Association (BECA) or Association of Exhibition Contractors (AEC). The AEC hold a list of recommended contractors available for your use at: www.aec.gb.net or telephone AEC on: +44 (0) 1482 873 331.

Orders to contractors should be given as far in advance of the Exhibition as possible, using the appropriate order form where provided. Orders received after deadlines have passed maybe subject to additional charges.

CRÈCHE FACILITIES

Please contact:
Stephanie Windsborough
Crèche Manager
Kidcare Ltd
55 Renfrew Street
Glasgow
G2 3BD
Tel: 0141 564 1150
Fax: 0141 564 1148
Email: kidcare@oneplus.org

DAMAGE AND LOSS

Neither BWEA, nor the SECC, accept any responsibility for damage or loss of any properties introduced by the Exhibitors or their agents/contractors. Exhibitors are especially warned that the exhibits are the sole responsibility of the Exhibitors to whom they belong. Exhibitors should effect their own insurance against all risks. The strongest possible precautions against pilferage should be taken at all times. Under the FSA BWEA can not appoint an insurance company but we are able to give you the details for an insurers who specialize in exhibition insurance. For further details you may wish to contact Muriel Semple at Insurex Exp-sure on tel: +44(0)1892 552 466, fax: +44(0)1903 520 211, or email: msemple@expo-sure.com.

DELIVERIES

The SECC will NOT accept any deliveries before the build-up dates. Please refer to the event timetable on page 6. Shell Scheme Exhibitors are advised to deliver their materials on Monday 9 October 2006. All Exhibitors are advised to deliver their materials with TNT, the appointed forwarding, lifting and freight contractor. See page 21 and **ORDER FORM 4** at the end of this manual.

DISABLED FACILITIES

When arriving at the venue, generally Car Park 3 will provide the most convenient disabled car parking for visitors. Disabled parking is chargeable at normal parking rates (£3.50 per car per visit).

Entrance doors at east and west entrances are automatic. When inside the main SECC building, all public areas of the building are accessible by lifts situated at two points on the main concourse. The direct link to the Moat House Hotel from the main SECC is fully accessible to wheelchair users using various lifts.

Disabled toilets are located throughout the SECC as follows:

Concourse	2 (mid-concourse and west entrance)
Loch Suite	2 (adjacent to Carron and Dochart Rooms)
Inside Hall 5	2
First level	1 (adjacent to Gallery Bistro Restaurant)

DISABLED VISITORS

All disabled people must be given the same opportunities as able-bodied persons. This includes the ability to attend exhibitions and look at any of the exhibits. We would ask that you ensure that your stand and exhibits are easily accessible to those disabled visitors with wheelchairs. Any stand with a platform should provide an appropriate access ramp.

Telephones in the building have also been installed at a height suitable for wheelchair users.

EXHIBITION BADGES & PASSES

Exhibitor Badges

Exhibitor Badges must be completed for all exhibiting personnel. Exhibitor lapel badges will be available to collect from the registration desks at the event. These badges should be worn AT ALL TIMES within the Exhibition and Exhibitors will NOT be allowed entry without a badge. Please note that these badges should be ordered prior to the event.

Each stand is entitled to one complimentary Exhibitor Pass per stand of 9 square metres in size (or below). The Exhibitor Pass includes access to the exhibition, the Civic Reception on Monday 9 October, the Exhibitor's Reception on Tuesday 10 October, and the Conference Social on Tuesday 10 October, but not the Gala Dinner. The Exhibitor Pass also includes lunches and refreshments each day. All passes are non-transferable. Each stand is also entitled to one complimentary full three day conference pass, including Gala Dinner ticket.

ALL COMPLIMENTARY EXHIBITOR PASSES AND CONFERENCE PASSES MUST BE APPLIED FOR WITH MCMILLAN SCOTT EVENTS. TEL: +44 (0)207 379 5316, OR EMAIL: EVENTS@MCMSSLONDON.CO.UK. ALL COMPLIMENTARY GALA DINNER TICKETS MUST BE CONFIRMED BY 22 SEPTEMBER OR SEATS WILL NOT BE GUARANTEED.

Exhibitors will be able to collect their pre-ordered passes between 13.00 – 18.00 on Monday 9 October, from the Organiser's Officer, room 5.1, which is accessible from the main concourse or from within Hall 5.

Contractor Badges

A stand allocation of 4 contractor badges will be sent out prior to the Exhibition along with vehicle delivery passes. These must be ordered from Sara Abuzaid at BWEA – email sara@bwea.com.

FIRE SAFETY

Any person, whether Exhibitor or Contractor, discovering an outbreak of fire, however slight, should immediately notify the SECC management or a BWEA member of staff.

FIRST AID/ MEDICAL CENTRE

The Medical Centre is situated at the east end of the concourse and is managed by the SECC Occupational Health Nurse. Dependent on the nature of events taking place, the Medical Centre will be staffed by doctors, nurses and first-aiders. 24 hour contact is maintained with a local GP surgery.

The SECC has a small bank of manual wheelchairs, which are loaned out to visitors free of charge when required. Visitors should contact SECC on the day of requirement to confirm availability, as prior bookings are not encouraged; thereafter wheelchairs will be issued on a first come-first served basis.

Contact:

Diane Simpson, SECC Medical Manager.

T: +44 (0) 141 248 3000 (Main switchboard)

Email: diane.simpson@secc.co.uk

When on-site call the internal extension on 333.

FLORAL

BWEA have appointed Expo-Floral as the official supplier of flowers. To make an order please fill out **ORDER FORM 3**.

FORK LIFT TRUCK HIRE

Subject to availability, a fork lift truck and driver can be hired during build up and breakdown periods.

Based on normal business hours and a max. hire of 2 - 3 hours, the cost for 1 x forklift plus operator hire would be £49.75 + VAT per hour.

Please note, the above cost is also based on the forklift being booked in advance (no less than 7 days prior to the first day of build-up of the event). If booked less than 7 days, the "Standard Rate" would be charged at £62.19 + VAT per hour.

Please note, the forklift plus operator hire is an hourly rate and is based on the hour. If an Exhibitor uses the forklift for less than the hour the hourly rate will still be chargeable.

Should an Exhibitor require a forklift outside normal business hours or a 1 day hire then these rates will not apply and a re-quote will be given.

For further information and quotes please contact directly Sandra McDowall/Kenny Dickson, Technical Services Dept. Direct Line: +44 (0) 141 576 3533.

FORWARDING, LIFTING & STORAGE OF GOODS

Exhibitors may wish to employ the services of the official forwarding agent, TNT Showfreight, who can handle custom documentation, handling, forwarding & lifting. Should their services be required please complete **ORDER FORM 4** at the back of the manual or contact:

Daniel Bates
TNT Showfreight
Unit 3a, Exhibition Avenue
Off Perimeter Way
NEC
Birmingham B40 1PJ
T: +44 (0)121 782 8888
F: +44 (0)121 782 2875
E: daniel.bates@tntsf.com
W: www.tntsf.com

The TNT service includes unloading from the vehicle when it arrives at the SECC, up to delivery to each individual stand. This operation is done with a fork-lift truck. Please see item 1 of the tariff. **Please note that there are no trolleys or porters available at the SECC. Please also refer to the Deliveries section for timings – the SECC will NOT accept any deliveries before the event build days.**

FURNITURE

All Shell Scheme Exhibitors will receive a table and 2 chairs per 9 square metres booked. If this is sufficient for your needs there is no need to order furniture. Additional furniture may be obtained on hire from the official contractor, Melville Exhibition Services. A brochure list can be found online at www.Melville-online.co.uk. Orders should be made online direct with Melville.

Contact: Claire O'Donnell
Melville Exhibition Services Ltd
36 Corn Street
Port Dundas
Glasgow, G4 9LB
T: +44 (0)141 332 9012
F: +44 (0)141 332 9027
W: claire.odonnell@melville.co.uk

FLOOR LOADINGS

No load in excess of 5 tons per square metre shall be placed on the floor of the Halls. No vehicle having an axle load in excess of 20 tons shall be brought into the Halls. Floor loadings in excess of the above may be permitted on application to and with the approval of Malcolm Close, Director-Operations (Tel: +44(0) 141 275 6207).

FLOOR FINISH

All Halls have latexphalt on reinforced concrete. All shell scheme stands will be carpeted in dark grey and all walkways dark blue. Space Only Exhibitors are required to organise their own flooring. For assistance contact Melville.

HALL SPECIFICATIONS

Dimensions	Gross Area	High Bay	Internal Clear Height
Hall 5	4,105m ²	4m	9m
Access	VE Doors	Visitor Doors	Emergency Exits*
Hall 5	6m wide x 5.5m high - 3	2	4

*The numbers of Emergency Exits given are additional to visitor doors.

HEALTH & SAFETY

Please ensure that you have read the Health & Safety document on page 9 before you complete **ORDER FORM 10 or 11**.

For all Health & Safety matters please contact directly: Grace Peffers, Health & Safety Manager, Tel: +44(0) 141 275 6337 (direct line).

HOTEL ACCOMMODATION

Exhibitors are advised to make hotel reservations as soon as possible. Conference Care has been appointed as the hotel booking agency for BWEA28. Please order directly through Conference Care online at <http://www.conferencecare.com>.

HEIGHT RESTRICTIONS

To comply with Building Regulations, stand structures with raised platforms over 600mm or over 4m in height may require approval of the local licensing authority. Exhibitors should therefore submit a 1:200 scalable technical drawing with stand specifications to Paul Duffy, Halls Manager, Tel: +44(0) 141-275 6216 (direct line) who will then advise the Exhibitor if it is necessary to contact the local licensing authority.

The local licensing authority is: Building Control and Public Safety, Glasgow City Council 231 George Street, GLASGOW G1 1RX: contact Fraser Innes, Tel. + 44 (0) 141 287 5537, Fax: +44 (0) 141 287 7073, email: fraser.innes@eps.glasgow.gov.uk.

HM CUSTOMS & EXCISE

The SECC is not a bonded area. Exhibits from overseas consigned to any Hall will need clearance by the local Customs Inspector. A minimum of 48 hours notice is required by HM Customs and Excise Office.

Further information should be obtained direct from:

Contact: Mr J McCallum
HM Customs & Excise
Portcullis House, Room 316
21 India Street
GLASGOW G2 4PZ
Tel: +44 (0)141-221 3828

INSURANCE

Exhibitors are required to take out their own insurance against the kinds of risks they will occur in connection with the exhibition, especially Liability. Coverage for risks related to Property, Employers Liability and Personal Accident to Staff should be included. In addition, Exhibitors may wish to take out insurance for any losses and wasted expenditures in the event the exhibition is abandoned or curtailed.

Exhibitors are reminded that their insurance for goods and exhibits should take effect from the day that such items are delivered to the exhibition venue and should remain in effect until all items are removed.

Anyone bringing to the SECC items that may directly or indirectly cause injury to anyone or damage the SECC grounds or any property of the SECC will be held responsible.

The UK Financial Services Authority Regulations do not permit BWEA to advise on any insurance matter. However we can draw your attention to insurance for Exhibitors, offered by Insurex Expo-sure. You are under no obligation to purchase insurance from Insurex Expo-Sure and may choose to seek insurance from other providers.

Contact Details:
Insurex Expo-Sure
Royal Victoria House
2nd Floor
51-55 The Pantiles Royal
Tunbridge Wells
Kent TN2 5TE

T: (0)1903 608 104

F: (0)1903 520 211

E: msemple@expo-sure.com

W: www.expo-sure.com

INTERNET ACCESS

Orders for internet access can be made in advance by completing **ORDER FORM 12**. If Exhibitors wish to purchase internet access on their stands then they would be required to purchase a voucher from the SECC Business Centre (at the east entrance on the concourse) when they arrive on site.

LASERS

Any Exhibitors wishing to use lasers on their stands must consult the regulations concerning the operation of lasers within SECC. Please refer to Appendix F of this guide.

For further assistance please contact: Grace Peffers, Health & Safety Manager
Tel: + 44 (0) 141 275 6337 (direct line).

MICROPHONES

The use of microphones, videos or music is allowed, but the volume must not be such as to cause any annoyance to other Exhibitors.

BWEA reserves the right to prohibit their use if, in the Organisation's opinion, any annoyance is being caused, and remove the offending equipment and/or Exhibitor from the Hall.

MUSIC

Exhibitors wishing to play any recorded material (including CD / Record / Cassette / Video / DVD) must obtain a license from the Phonographic Performance Limited (PPL); <http://www.ppluk.com/> and Performing Rights Society (PRS); <http://www.prs.co.uk>.

Exhibitors are solely responsible for obtaining any license required to play music on their stand.

Please ensure that music / entertainment for demonstrations / videos / presentations etc are kept at a level that will not interfere with neighbouring stands.

ORGANISER'S OFFICE

The Organiser's Office will be located in Hall 5, room 5.1. Exhibitor Passes, contractor passes and complimentary conference passes can be collected from this room.

PA SYSTEM

The PA system is for official use only. We regret that it is not available to Exhibitors for any purpose during the show.

PHOTOCOPYING, PRINTING/FAX/INTERNET ACCESS FACILITIES

Fax/photocopying/internet access is all available at the Business Centre. Exhibitors must pay for facilities at time of service.

PHOTOGRAPHER

An official photographer for this event will be appointed. Photographs will be available to view and purchase online following the close of BWEA28.

SECURITY

Whilst every reasonable precaution is taken during the show to ensure the premises are adequately patrolled, the SECC and the organisers of the event

expressly disclaim responsibility for any loss or damage to property of any Exhibitor from any cause.

It is essential that you report any loss sustained from your stand to the Security or Organiser's office.

To help ensure good security at the show, please follow these points:

- Make one member of your team responsible for your company's safety and security at the exhibition
- Do not leave cash, handbags, mobile phones, valuables etc, in unlocked drawers, cupboards or on your stand
- Do not leave wallets in unattended clothing
- Check all lockable desks and cupboards are locked before leaving your stand
- Please note that build-up and breakdown days are high-risk periods. You are recommended to work in pairs so that the stand is manned at all times
- Make sure you arrive prior to the official opening time and do not leave your stand at night before the hall is clear of visitors
- Should you have small valuables, which you wish to leave on your stand you are advised to provide yourself with lockable steel cabinets or other safe storage areas. These can be ordered from Melville.

POSTAL SERVICE

A box for mail collection is situated outside the Clyde Auditorium. There is also a post office at 1195 Argyle Street, Glasgow, G3 8TQ. Tel: +44(0)141-248 7611.

REGISTRATION

See Exhibitor Passes and Badges.

SMOKING BAN IN SCOTLAND

The SECC is a no smoking venue, in accordance with new legislation passed by the Scottish Parliament to help protect people from the harmful effects of passive smoking.

Signage and guidelines are in place at every entrance and throughout the venue informing everyone attending or working at events of the new law.

Failure to comply with this legislation will be classified as a criminal offence and offenders will be liable to a fixed penalty fine. Visit the [Scottish Executive website](#) to find out more.

STAFFING REQUIREMENTS

Event & Exhibition Partnership

Jubilee Centre

10-12 Lombard Road

Wimbledon

London SW19 3TZ

Contact: Liz Turner

T: + 44 (0) 208 543 5588

F: + 44 (0) 208 543 7268

W: <http://www.theeventpartnership.co.uk>

Kelly Services
233 Sauchiehall Street
Glasgow
G2 3EX
Contact: Fiona McRae, Temporary Staffing Consultant
T: + 44(0) 141 353 3253
Email: fmcrae@kellyservices.co.uk or - nlockier@kellyservices.co.uk
W: www.kellyservices.co.uk

Bruce Murray Resources Ltd
Lower Ground
24 Blythswood Square
Glasgow
G2 4BG
Contact: Linda Stewart, Temporary Recruitment Consultant
T: +44 (0) 141 221 2201
F: +44 (0) 141 221 5501
E: lindastewart@brucemurray.co.uk
W: www.brucemurray.co.uk

STAND STAFFING

All stands must be staffed throughout the open hours of the Exhibition. Publicity materials and notices may only be displayed on, and distributed from, the Exhibitor's own stand. BWEA reserves the right to remove and dispose of any materials found in any other part of the venue.

TELEPHONES

Coin operated and credit card public telephones are located on the Concourse at the north east corner of the Caffé Ritazza, at the entrance to Hall 1 and also along from Hall 1. Telephones are also located within Hall 5, the foyer of the Loch Suite and outside the Gallery Bistro on the first floor.

Please note all payphones in the Centre are operated by Ecosse Payphones using CableTel lines therefore BT chargecards cannot be used.

TELEPHONE/FAX/PC/INTERNET SERVICES TO INDIVIDUAL STANDS

Should Exhibitors require a telephone/fax/pc/internet services please use **ORDER FORM 12**.

TIMINGS

See page 6.

TRAVEL

The SECC is approximately 15 minutes from Glasgow Airport, within one hour's drive from Prestwick Airport and minutes from the City Centre. Visitors using public transport are served as follows:

- Scotrail from Central Station Low Level, regular train service to Exhibition Centre Station. A covered walkway links the Station to the Centre.
- There is no longer a direct bus service to SECC.

TOILETS

Public Areas	Female	Male	
		WCs	Urinals
Loch Suite	12	2	12
Hall 5	50	6	55
Concourse	7	2	12
Quay West	7	3	4
Harry Ramsden's	2	1	4
Seminar Bar	5	2	7
Gallery Bistro	3	2	5
Bistro Bar	2	2	6
Mothercare Room	2		

Disabled toilets are listed on page 19, under Disabled Facilities.

TROLLEYS

Please note there are no trolleys or porters available at the SECC. If you need assistance with moving items, please refer to 'FORWARDING, LIFTING & STORAGE OF GOODS' on assistance with moving items, **ORDER FORM 4**.

VIDEO WALLS

Exhibitors installing a video wall are requested in the first instance to submit weight loadings, dimensions, construction details and power requirements to Paul Duffy, Halls Manager (tel: +44(0)141-248 3000, ext. 216).

WASTE DISPOSAL

Waste skips are located at Vehicle Entry points outside all Halls. Individual hire of 40 and 8 cubic yard skips can be arranged through the SECC directly. Please

contact - Sandra McDowall, Technical Services Department, SECC, Glasgow.
Direct line: +44 (0) 141-576 3353.

WATER & WASTE SUPPLIES.

Please contact - Sandra McDowall, Technical Services Department, SECC,
Glasgow

Direct line: +44 (0) 141-576 3353.

WATER (USE OF) ON EXHIBITION STANDS

Regulations are now in place by the Health & Safety Executive for the use of water on exhibition stands. Appendix E details the regulations and refers to a Water Safety Questionnaire.

Completed questionnaires should be returned to: Sandra McDowall, Technical Services Dept, SECC, Glasgow G3 8YW. Direct line: + 44 (0) 141-576 3353.

CHECKLIST

FORM/CONTACT	DOCUMENT	DEADLINE	CHECK ✓
Form 1	AV Equipment	2 October 2006	
Form 2	Catering	28 September 2006	
sara@bwea.com	Catalogue Advertisement	31 July 2006	
sara@bwea.com	Catalogue Entry & Index Details	31 July 2006	
sara@bwea.com	Contractor Badges	25 September '06	
www.melville.co.uk	Electrics*	25 September 2006	
sara@bwea.com	Exhibitor Badges	25 September '06	
Form 3	Floral	6 October 2006	
Form 4	Forwarding, Lifting & Handling	22 September 2006	
www.melville.co.uk	Furniture*	25 September 2006	
Conference Care	Hotel Accommodation	ASAP	
See 'Insurance'	Insurance	ASAP	
www.melville.co.uk	Lighting*	25 September 2006	
Form 6	Nameboard	25 September '06	
(Shell Scheme)	(Shell Scheme Exhibitors only)		
Form 7	Pipeworks, water mains, building and aerial services	22 September 2006	
www.bwea.com/28			
Form 8	Rigging	22 September 2006	
Form 9	Risk Assessment	18 August 2006	
www.melville.co.uk	Shell Scheme Extras	25 September 2006	
Form 10	Shell Scheme Stand	18 August 2006	
(Shell Scheme)	Health & Safety Declaration		
Form 11	Space Only Stand	18 August 2006	
(Space Only)	Health & Safety Declaration		
Form 12	Telephones/Fax/PC/Internet Access	22 September '06	
www.bwea.com/28			
sara@bwea.com	Vehicle Passes	22 September '06	

*NB All Shell Scheme stands come equipped with the following per 9 square metres (shell scheme stands up to 9 square metres in size will receive the same): 2 x spotlights, 1 x electrical socket, 1 x table and 2 x chairs. If this is sufficient for your needs there is no need to order furniture, electrics or lighting.

ALL ITEMS IN BOLD ARE COMPULSORY

Please complete and return relevant forms as soon as possible and certainly **NO LATER** than the cut-off dates indicated on the forms.

APPENDICES

A: Travel Directions to the Venue

B: Floor plan

C: General Regulations

D: EHO Regulations

E: Water

F: Lasers

G: Business Centre Prices

ARE YOU VISITING?

Getting here from the Centre of Glasgow couldn't be easier.

By Road:

Due to roadworks, if travelling from the south of the city on the M8, please follow diversion signs.

Leave M8 motorway at Junction 19 and follow the signs for the SECC. Enter off Finnieston Street for our car parks with 2,750 spaces. Pay as you leave (£3.50 per vehicle).

Coach Parties:

We have our own separate coach park with space for 20 coaches.

By Rail:

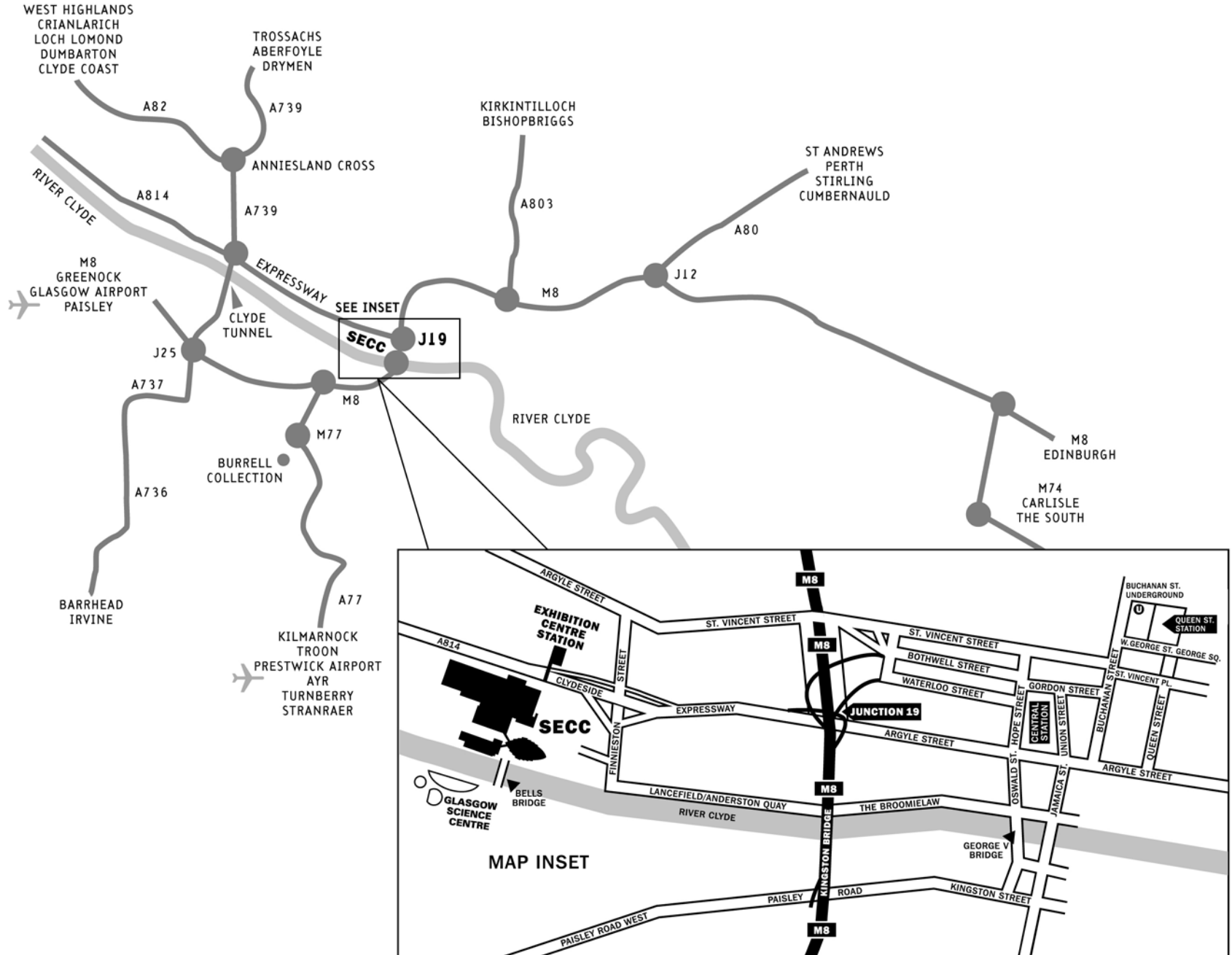
Travel West on the low level from Glasgow Central to our own Exhibition Centre Station.

Trains from Central run every twenty minutes.

By Bicycle:

Cyclists may use the covered walkway from the SECC to Exhibition Centre Station for travelling to and from the city centre. National Cycle Routes 7 and 75 cross SECC site at Bell's bridge.

How to get to the



Scottish Exhibition Centre Ltd
 Glasgow G3 8YW
 Tel: 0141 248 3000
 Fax: 0141 226 3423
 www.secc.co.uk

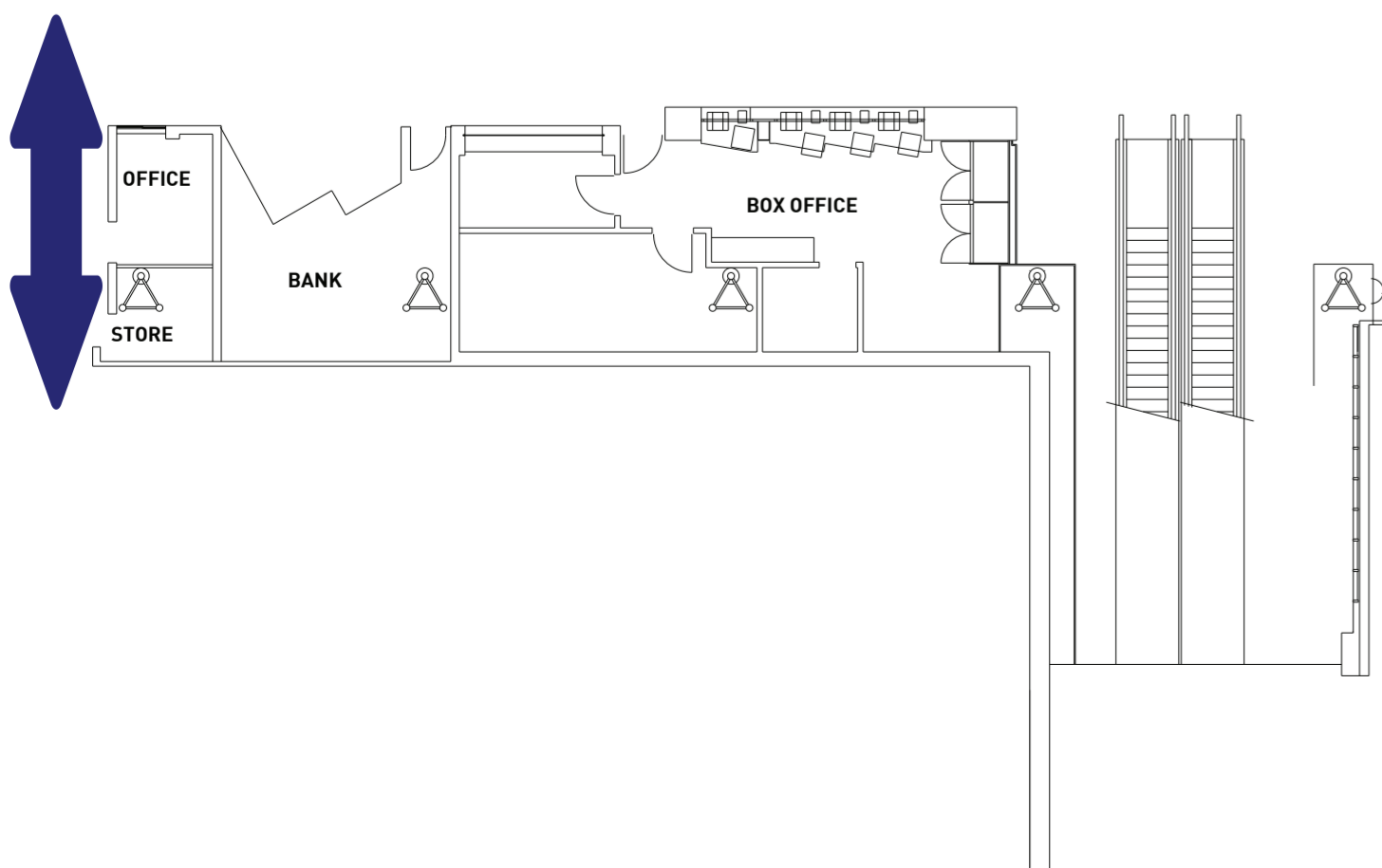
BWEA28: Securing Our Future

10-12 October 2006

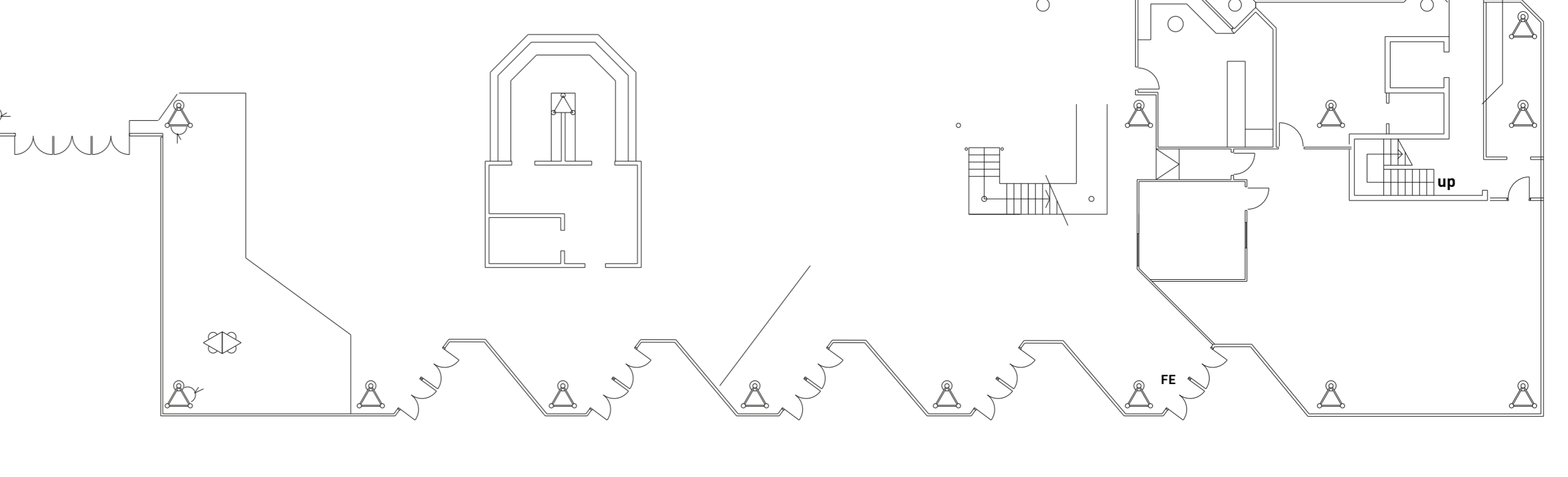


Entrance to Loch Suite

Conference sessions, meeting rooms, speaker room, press room, registration



Main Concourse, seating area and Cafe Ritazza



GENERAL REGULATIONS

**THE SCOTTISH EXHIBITION AND
CONFERENCE CENTRE
GENERAL REGULATIONS**

To be observed and performed by Scottish Exhibition Centre Limited, its associate and subsidiary companies, contractors, franchisees and agents to any of these and by all hirers, licensees, their respective contractors, sub-contractors, agents and servants, in respect of the conduct of activities at the Scottish Exhibition and Conference Centre as hereinafter defined.

The General Regulations are subject to revision or addition at any time and details of any revisions or additions can be obtained from Scottish Exhibition Centre Limited at the address below:

By order of the Board of Directors
of Scottish Exhibition Centre Limited
Scottish Exhibition & Conference Centre
Glasgow G3 8YW

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1. INTRODUCTION

1.1. Scope of the General Regulations

These Regulations made by the Company shall be observed and performed by Scottish Exhibition Centre Limited, its associate and subsidiary companies, Contractors, franchisees and agents to any of these and by all Hirers, Licensees and their respective contractors, sub-contractors, agents and servants, in respect of the conduct of activities at the Scottish Exhibition & Conference Centre as hereinafter defined.

These Regulations are in addition to:

- 1.1.1. all statutory regulations;
- 1.1.2. the requirements of the Authorities
- 1.1.3. the terms and conditions of the insurance policies effected by the Company; and
- 1.1.4. the Special Regulations (if any).

1.2. Definitions and Interpretation

1.2.1. In these General Regulations the following definitions and interpretations shall apply unless the context otherwise requires.

1.2.1.1. "Agreed cut-off date" means the latest date by which orders for temporary mains electrical and piped services must be placed with the Company.

1.2.1.2. "Authorities" shall mean:

- Glasgow City Council;
- Strathclyde Police;
- Strathclyde Fire Brigade;
- City of Glasgow Licensing Board;
- the Company's Insurers for the time being in respect of risks covered by the material damage and public liability policies effected by the Company; and
- any Government Department or other authority having jurisdiction over activities at the Centre;
- and the expression Authority shall be construed accordingly.

1.2.1.3. "Building Services Manager" shall mean the Company's nominated employee, agent or Contractor with responsibility for co-ordinating the supply or the procurement of the supply of technical services at the Centre.

- 1.2.1.4. "Centre" shall mean the buildings and grounds of the Scottish Exhibition and Conference Centre, Glasgow.
- 1.2.1.5. "Company" shall mean Scottish Exhibition Centre Limited.
- 1.2.1.6. "Contractors" shall mean companies or individuals appointed or retained by the Company to provide services at the Centre.
- 1.2.1.7. "Dilapidations Assessor" shall mean the Company's nominated employee, agent or Contractor with responsibility for identifying, on the Company's behalf, all Dilapidations at the Centre.
- 1.2.1.8. "District Council" shall mean the Glasgow City Council.
- 1.2.1.9. "Electricity Board" shall mean the supplier of electricity to the venue.
- 1.2.1.10. "Event" shall mean any demonstration, presentation or display in the nature of an exhibition or any meeting, discussion or presentation in the nature of a conference or convention or any demonstration or display of any sport, game or contest any exhibition or presentation on film, any theatrical presentation, or an entertainment or performance of music, singing and dancing or of a similar nature.
- 1.2.1.11. "Firemaster" shall mean the Firemaster of the Strathclyde Fire Brigade.
- 1.2.1.12. "Gangway" shall mean any passage or walkway within the Premises.
- 1.2.1.13. "Gas Board" shall mean the supplier of piped Natural Gas to the venue.
- 1.2.1.14. "Hall" means any building or part of a building at the Centre forming all or part of the Premises.
- 1.2.1.15. "Halls Manager" shall mean the Company's nominated employee, agent or Contractor with responsibility for approval of layouts and plans.
- 1.2.1.16. "Hire Agreement" shall mean a document entered into between the Company and a Hirer embodying the terms and conditions of the right to occupy the Premises.

- 1.2.1.17. "Hire Period" shall mean the dates specified in a Hire Agreement during which a Hirer has a right to occupy the Premises.
- 1.2.1.18. "Hirer" shall mean any person or body with whom the Company enters into a Hire Agreement granting to that person or body the right to occupy the Premises as more particularly set out in the Hire Agreement.
- 1.2.1.19. "Inflammable" shall have the same meaning as flammable in the context of these Regulations.
- 1.2.1.20. "Layout Plans" shall mean plans of the layout of an Event prepared by or on behalf of the Hirer to the scale prescribed herein.
- 1.2.1.21. "Licensee" shall mean any standholder or exhibitor or any person or body to whom the Hirer shall have granted a right to occupy any part of the Premises for the purposes of an Event.
- 1.2.1.22. "Multi-tier stand" means a Stand having one or more raised floor areas where the difference in floor levels between the floor of the Centre and floor of the Stand or between floors upon a Stand exceeds 600mm.
- 1.2.1.23. "Premises" shall mean those areas of the Centre, which a Hirer is entitled to occupy pursuant to a Hire Agreement.
- 1.2.1.24. "Public" means all persons at the Centre other than those working at the Centre.
- 1.2.1.25. "relevant Authorities" shall mean any one or a combination of the Authorities as defined herein.
- 1.2.1.26. "Stand" means any temporary structure or platform, space or other area within the Premises intended for use in connection with the staging of an Event.
- 1.2.1.27. "these Regulations" shall mean the Company's General Regulations as set out herein or as amended from time to time.
- 1.2.1.28. "Travel Distance" means the distance to be travelled within the Premises by a person from any point to the nearest exit, having regard to the layout of Stands.
- 1.2.1.29. "Water Authority" shall mean Scottish Water.

- 1.2.2. Words importing the singular number include the plural number and vice versa and words importing gender include any other gender.
- 1.2.3. Expressions defined elsewhere in these Regulations shall except where the context otherwise requires, have the meanings there given to them.
- 1.2.4. Any reference to, or a provision of, any document (including these Regulations) shall be construed as a reference to that document or provision as amended from time to time whether before or after the date of these Regulations.
- 1.2.5. The numbering series and headings used in these Regulations are inserted for convenience only and shall be ignored in construing or interpreting these Regulations.
- 1.2.6. In these Regulations where reference is made to work to be undertaken by the Company, the cost of which is recoverable from a Hirer, Licensee or any of its or their contractors, agents or servants, such amounts will be due for payment on the date specified in the Company's invoice relative thereto and failing payment on the date specified, the Hirer, Licensee, contractor agent or servant as the case may be, shall pay interest on the amount then overdue at the rate of 3 per centum per annum above the Bank of Scotland base rate in force at the date when payment was due from and including the date when the payment was due up to and including the date when payment is made.

2.1. Use of the Centre

The Centre shall not be used for any illegal or immoral purpose and the Company reserves the right to remove all materials, which in its opinion may be considered offensive or obscene.

2.2. Health & Safety

The Health and Safety at Work Act 1974, subsequent legislation and amendments, updates and revisions thereto shall be complied with to ensure that safe working conditions and practices are established and maintained at the Centre.

2.3. Insurance

The Company accepts no liability for property introduced into the Centre by Hirers, Licensees and its or their contractors, sub-contractors or agents who must make their own insurance arrangements.

All Licensees exhibiting jewellery should have a block insurance policy covering their goods wherever situated. Any person detailed to remain on a Stand outwith the open period of an Event shall be deemed to be a servant or agent of the Licensee.

2.4. Lost Property

All property found at the Centre and surrendered to the Company will be delivered to Strathclyde Police if it cannot be restored to the owner within seven days.

2.5. Food, Drink and Tobacco

No person shall sell or otherwise distribute in the Premises or in any other part of the Centre, whether by automatic machine or otherwise, any tobacco, smokers' requisites, beverages, alcoholic drinks, food, ice cream, sweets and confectionery or any other consumable refreshments of any nature whatsoever (other than free samples of products of the Hirer or any Licensee) without the prior written consent of the Company.

Any request for such consent shall be lodged with the Company at least two months prior to the start of the Hire Period.

Any person who intends to provide food or drink for public consumption must comply with all regulations governing such provision.

2.6. Betting and Gambling

The Centre shall not be used for the purposes of betting or gambling.

2.7. The Concourse

Applications to erect or place offices, desks, counters, signs or other structures in the concourse area shall be made to the Company's Halls Manager at the initial Planning stage and at least 3 months prior to the commencement of the hire period. Applications shall be accompanied by three sets of plans showing the locations of these structures with detailed drawings of individual units where necessary to illustrate the proposals. Subject to their acceptance by the Company, the Company may submit proposals to the relevant Authorities for their approval. No work shall commence in the concourse area until approval has been given in writing by the Company and the relevant Authorities. Offices, desks, counters, signs or other structures will not be permitted in the covered pedestrian walkway to Exhibition Centre Station.

2.8. Vehicles on the Concourse

No vehicles, hand propelled or motorised, are permitted to traverse the Concourse without the prior approval of the Company and then only those fitted with rubber or similar tyres and with an axle loading of less than 10 tons will be authorised.

2.9. Vehicle Entry Doors

All vehicle entry doors to the Halls shall be operated only by the Company's security staff or such other persons as the Company shall designate in writing. This does not apply to the emergency exit doors set into the lower section of the vehicle entry doors. Wheeled vehicles, whether motor driven or hand propelled, shall not be taken through any of the emergency pedestrian exit doors set in the lower section of the vehicle entry doors.

2.10. Delivery, Unpacking, Storage and Removal

Unloading and loading of delivery and service vehicles may be carried out in the service yards adjacent to the Halls, provided that no undue obstruction is caused to the free flow of traffic.

When unloading has been completed, vehicles must be removed from the service yards. Those remaining at the Centre must be parked in the designated area for that purpose and/or as directed by the Company's security staff.

All private cars must be parked as directed by the Company's security staff when loading and unloading.

When unloading has been completed, vehicles must be removed from the Service Yards. Those remaining at the centre must park in the area designated for that purpose and/pr as directed by the Company's security staff.

Delivery or service vehicles will only be permitted to enter the premises with the Company's approval and under the direction of its security staff.

Delivery or service vehicles will not be admitted into the Premises whilst the Premises are open to the public. Exhibits and similar

materials may only be delivered and unpacked at times outwith the open period.

Motor vehicle used to deliver exhibits or stand fitting materials will not be permitted to remain in the Halls overnight. Vehicles remaining at the Centre overnight must be parked as directed by the Company's security staff.

Empty crates, cartons, boxes, shavings or other packing materials shall not be stored on, under or behind any Stand. Storage for packing cases, if provided within the Premises, shall be to the satisfaction of the Company and the relevant Authorities; packing cases thus stored must be complete with lids nailed back into place and must be stored at least 3 metres away from any Stand. If so required by the Company or the relevant Authorities, "No Smoking" or other warning notices must be displayed in positions which shall be notified by the Company or the relevant Authorities.

The Company will not permit deliveries to the Premises of exhibits, standfitting or any other materials required for the staging of an Event prior to the first day of the Hire Period except in accordance with specific arrangements made in writing between the Company and the Hirer. Such arrangements will be made only with the Hirer, who will also be responsible for any charges the Company may make for extending the Hire Period and for any additional services provided.

The Hirer shall procure that all exhibits, standfitting and other materials brought into the Premises for the Event including materials scrapped at the end of the Event shall be removed from the Premises in sufficient time for the Company or its Contractor to clean the floors by the end of the Hire Period (unless specific arrangements to the contrary are made between the Company and the Hirer). The Hirer will be responsible for any charges the Company may make for extending the Hire Period and for any additional services provided if the Premises are not vacated by the end of the Hire Period.

2.11. Floor Loadings

No load in excess of 5 tons per square metre shall be placed on the floor of the Halls at the Centre.

No vehicle having an axle load in excess of 20 tons shall be brought into the Halls at the Centre.

Floor loadings in excess of the above may be permitted on application to and with the approval of the Company.

2.12. Protection of the Public

All machinery and other apparatus intended to be operated during

the Event when the Public is in the Premises shall be fitted with guards or other means of protection to the satisfaction of the Company and the relevant Authorities.

The operation and demonstration of such machinery or apparatus shall be the sole responsibility of the authorised and duly qualified representatives of the Licensee who must be in attendance throughout the demonstration.

All machinery and apparatus should be well maintained and in good working order. Maintenance records should be available for inspection if required by the Companies Representative or relevant Local Authority.

2.13. Admission to the Premises during Build-up and Break-down Periods

The Hirer shall issue passes, valid for the build-up and break-down periods of an Event, to all persons requiring admission to the Premises for any reason. These passes shall be carried by the holders at all times when entry into the Premises is required and shall be shown on request to the Company' security staff. Samples of these passes shall be issued to the Company prior to the commencement of the Hire Period. Identity cards issued by the Company to its staff shall permit the holders to enter the Premises at any time during the Hire Period to carry out their duties unless a prior alternative arrangement has been made between the Company and the Hirer.

The Hirer shall not issue passes nor shall access to the Premises be given to children under the age of sixteen during build-up and breakdown periods. The Company's security staff has instructions to exclude persons under the age of sixteen into the Premises during these periods.

2.14. Admission to the Premises during Event Open Period

The Hirer shall notify the Company of the procedure to be followed by exhibitors, staff and visitors to gain entry into the Premises during the open period of the Event and submit specimen passes or tickets, etc intended to be used.

2.15. Supply of Electricity, Gas and Compressed Air

The Company reserves the exclusive right to supply all electricity, gas and compressed air for use at the Centre.

2.16. Cleaning

The Company reserves the exclusive right to clean all Gangways, Stands, general circulation areas, Hall foyers, meeting rooms and auditoria and the offices forming part of the Premises. This right extends to include the disposal of waste generated within the Premises.

At the hour appointed by the Hirer and advised and approved by the Company prior to start of the first open period of an Event, all work in the nature of construction or erection of Stands, displays,

features and all other temporary structures within the Premises for the Event must be completed. All vehicles, plant, ladders, trestles, scaffolds, trolleys, contractors' huts, spare materials and other items used in connection with the construction and erection of Stands at the Event shall be removed from the Premises. At the same time, all exhibits and materials required for the Event shall be removed from the Gangways in the Premises to allow the Company's cleaning contractor to sweep the Gangways and general circulation areas and to clear refuse from the Premises prior to the commencement of the open period of the Event.

At the close of the Event on each open day other than the last, Licensees shall place any dry refuse from their Stands into plastic sacks provided by the Company and wet waste into suitable bins which Licensees shall provide. The plastic sacks and bins shall then be placed in the Gangways within two hours of the close of the Event on each such open day for removal by the Company's cleaning contractor. Under no circumstances shall refuse be placed in the Gangways other than in plastic sacks or bins, or at times other than as stipulated above.

The Company shall recover from the Hirer additional charges incurred as a result of non-compliance with this requirement of these Regulations.

Washbasins and WCs within the toilets throughout the Centre shall not be used for disposing of tea leaves, waste food, paint etc. The cost of clearing blockages in the drainage system due to failure to comply with this Regulation will be charged to the Hirer.

2.17. Dilapidations and Damage

At the commencement of the Hire Period, the Company will, where appropriate, prepare a list, in duplicate, of defects within the Premises. The Hirer, on accepting the list of defects, will sign by way of acceptance one copy for retention by the Company, retaining the other copy for his own records.

At the end of the Hire Period, the Company will prepare a list of dilapidations which have occurred within the Premises during the Hire Period. Repair and/or reinstatement to rectify any damage caused will be carried out by the Company and the costs incurred will be recovered from the Hirer.

2.18. Petrol Fuelled Motor Vehicle Exhibits

The exhibiting within the Premises of petrol fuelled vehicles or other petrol engined equipment shall be subject to the following conditions:

2.18.1. the Company shall be advised by the Hirer of all Stands where these exhibits will be shown;

2.18.2. the fuel tanks of such motor vehicles must be fitted with a locked cap and the fuel content must not exceed a quarter of the capacity of the tank; and

- 2.18.3. batteries on such vehicles must be disconnected on all terminals before and throughout the time that the Public is admitted to the Premises.

2.19. Radioactive Substances

Radioactive substances shall not be brought into or used at the Centre unless the following conditions are observed;

- 2.19.1. full details of the substances including arrangements for the protection of persons are submitted in a COSHH Assessment, [Control of Substances Hazardous to Health Regs. 1992], to the company for approval prior to the substances being brought to the centre;
- 2.19.2. the submission shall include a copy of either registration under the Radioactive Substances Act 1960 or conditional exemption under the Radioactive (Exhibitions) Exemption Order 1961; and
- 2.19.3. fire extinguishers and warning notices as notified by the Company or the relevant Authorities are provided in the locations determined by the Company or the relevant Authorities.

2.20. Laser Beams

The use of laser beams will only be permitted with the prior written approval of the company. The application for such approval must be accompanied by full details of the equipment to be used and a layout plan identifying the location of the equipment within the premises.

Any approval by the Company will be conditional upon compliance by the user with all current regulations governing the use of laser beams and appropriate warning notices shall be displayed in locations determined by the Company or the relevant Authorities.

2.21. Fumes, Exhaust and Smoke

The Halls are equipped with smoke detectors and a sprinkler system. The following procedure shall be complied with in all cases where exhibits emit fumes, smoke or dust particles.

Any exhibit or process which emits noxious or toxic fumes, exhausts or smoke shall be so arranged as to have an effective exhaust system to the outside atmosphere and if required by the Company shall be sited adjacent to an external wall of the Hall adjacent to one of the extract louvers. Full details of the exhibit or process and proposed exhaust system shall be submitted to the Company for approval. Any attachments or fixings to the building structure or openings through the fabric of the buildings for the flue shall be made by the Company at the expense of the applicant requesting the service.

The Company will quote, upon request, for supplying any

materials, installing and later removing flues, exhaust ducting, extraction fans, etc. Detailed requirements should be sent to the Company's Building Services Manager who will prepare a quotation.

The use of compressors, sprayers, auto trucks and similar plant powered by internal combustion engines is prohibited during periods when the Public is being admitted to the Premises.

At any time when the use of internal combustion engines is permitted, all such vehicles and plant shall be fitted with a fire extinguisher of the type stipulated by the Company or the relevant Authorities.

Vehicles and plant using liquid fuel must be refuelled in the open air and well away from buildings at the Centre.

2.22. Boilers, Stoves, Furnaces, etc.

Where an exhibit comprises boilers, stoves, furnaces and similar equipment in operating conditions, the Licensee shall take precautions to prevent the transmission of heat to any combustible part of the Stand and the floor of the Premises. A suitable non-combustible insulating material of sufficient thickness shall be inserted between the equipment and the Stand. If in the opinion of the Company the floor surface of the Premises is liable to be or is damaged by such equipment, the Company will be entitled to protect and/or reinstate the floor surface of the Premises at the expense of the Licensee.

Full details of the proposed equipment shall be submitted to the Company for approval prior to any such demonstration under working conditions. It shall be at the discretion of the Company and the Authorities to determine if fire extinguisher(s) will be located in the area of such demonstration.

2.23. Films

Inflammable film shall not be used at any cinematographic exhibition. Where film exceeding 16mm in width is used, a projection room constructed in accordance with the regulations governing such activities shall be provided.

Where self-contained cabinets are used for cinematographic or slide projection, the equipment shall be placed in such a way that Gangways are not obstructed by persons viewing the display.

2.24. Dangerous and Noxious Substances

No substances which, in the opinion of the Company, are of a dangerous, explosive or objectionable nature shall be brought onto the Centre without the prior approval in writing of the Company. Where it is proposed to use toxic material or fluids the disposal of which requires notification to regulatory authorities, the Company shall be advised in writing at least two months prior to the start of the Hire Period of the nature of the material or fluid and the quantities involved. Not more than one day's supply of any such

approved substance shall be stored on the Stand or within the Premises at any time; the remainder shall be stored in accordance with the Company's instructions. Toxic wastes shall be placed in closed containers, marked accordingly and special arrangements made with the Company regarding their disposal. Under no circumstances shall chemical substances which are assessed as hazardous to health be deposited in ordinary waste containers at the Centre.

Users of such substances must comply in full with the obligations contained in the COSHH Regulations and all other relevant regulations.

2.25. Toy Balloons

The sale, distribution or use of gas-filled balloons at the Centre must be approved by the Company and will normally be conditional on the balloons being weighted down. Hirers will be responsible for costs incurred by the Company in repairing air handling units and other equipment within the Premises, damaged by gas-filled balloons released within the Premises being drawn into the said units and equipment. Costs incurred by the Company in recovering balloons from within the roof structure of the Premises will also be charged to the Hirer.

2.26. Radio Transmission

Persons proposing to use radio transmitting equipment at the Centre, either for two-way speech communication or for any other reason, shall submit details of the equipment to the Company, giving the frequency and power of the signal and a copy of the transmitting licence issued by the regulatory authority. Radio transmitting equipment shall not be used without the prior written approval of the Company.

2.27. Broadcasting of Music

Licensees or other persons requiring music, whether live or from tapes or discs, to be broadcast through the public address system or to be played on Stands or other areas at the Centre shall inform the Hirer who will in turn inform the Company in writing at least 60 days before the commencement of the Hire Period. The Hirer shall pay to the Company upon demand all and any fees which may become due by the Company to the Performing Rights Society Limited in respect of such broadcasting or playing at an Event.

Unless the above procedure has been fully complied with, the Company will not permit the broadcast or playing of music at the Centre.

3. FIRE AND ACCIDENT PRECAUTIONS

3.1. Action in Case of Fire

The procedure on outbreak of fire is as follows:

- 3.1.1. set off a manual (break glass) call point. Inside the Halls, these are located adjacent to each vehicle entry door and the access doors from the concourse;
- 3.1.2. dial 444 on the nearest of the Centre's internal telephones and notify a member of the Company's security staff, giving the location of the fire to enable the security staff to direct the Fire Brigade to the scene of the fire by the most direct route;
- 3.1.3. try to quench the fire or confine it by the use of a hose reel or extinguisher and/or removal of goods, etc. in the vicinity;
- 3.1.4. avoid doing anything likely to create panic;
- 3.1.5. report to nearest fire assembly point located between car park 1 and 3 at the east of the building and between car park 5 and 7 at the west of the building.

3.2. Action in Case of Personal Injury

In case of personal injury:

- 3.2.1. dial 333 (medical centre), or 290 (control room) on the Centre's internal telephone system; or
- 3.2.2. dial 999 on any public telephone and afterwards notify a member of the Company's security staff on 0141 248 3000 extension 226, giving the location of the incident; and
- 3.2.3. remain with the injured person until the arrival of the medical staff.

3.3. Extinguishers

Any person displaying materials or equipment which require specific fire protection arrangements to be implemented shall submit details of such materials or equipment to the Company, in order that advice may be given as to the most suitable type of extinguisher required.

The Hirer shall indemnify the Company against loss or damage to extinguishers during the Hire Period.

3.4. Fire Hose Reels

The use of fire hose reels other than for fire fighting in an emergency is prohibited.

3.5. Flammable Oils

Fuel oils used in connection with any burning equipment shall have a flash point of not less than 54°C (130°F) and shall be in

accordance with BS 2869 1970: "Petroleum fuels for oil engines and burners" and or any amendments, updates or revisions thereto. Paraffin and other mineral oils shall not be used in any lamps, stoves or other appliances or exhibits without the prior written consent of the Company and the relevant Authorities.

In particular but without prejudice to the generality of the foregoing the consent of the Company and the relevant Authorities shall not be given unless the following conditions are satisfied:

- 3.5.1. a detailed specification of the working of such appliances, together with a plan showing their location in the Premises or on a Stand, shall be submitted to the Company at least two months prior to the beginning of the Hire Period;
- 3.5.2. not more than one appliance of each model or type containing oil may be exhibited in a working demonstration;
- 3.5.3. each working appliance shall be filled with oil sufficient for one day's use only;
- 3.5.4. each appliance shall only be replenished with oil at times when the Public is not present in the Premises;
- 3.5.5. no oil may be stored on the Stand other than that already in the working appliances;
- 3.5.6. each working appliance shall be firmly fixed or placed in such a position that it cannot be overturned;
- 3.5.7. where working appliances are within reach of the Public, notices shall be displayed stating that the appliance is working and should not be touched; and
- 3.5.8. each stove shall be manufactured in accordance with BS 3300 1963: "Kerosene (Paraffin) Unflued Space Heaters, Cooking and Boiling Appliances for domestic use" and any amendments, updates or revisions thereto.

Oil needed for replenishing the working appliances and its issue and distribution shall be as directed by the Company. Persons wishing to use this facility shall apply in writing to the Company, giving details of the quantity of oil to be stored and the expected daily use.

3.6. Flammable Liquids and Gases

No flammable liquid or liquid petroleum gas shall be used within the Centre without the prior written consent of the Company and the Firemaster. Persons proposing to use these materials shall:

- 3.6.1. make application to the Company at least two months prior to the start of the Hire Period, giving details of the materials, quantity and purpose for which the materials are required;
- 3.6.2. comply with the Highly Flammable Liquids and Liquefied Petroleum Gases Regulations 1972 and the Petroleum Regulations Acts 1928 and 1936 and any amendments, updates or revisions thereto;
- 3.6.3. where flammable spirits are used for cleaning machinery and other apparatus, provide metal bins with firm fitting metal lids for the disposal of cleaning swabs and other such materials after use, and arrange for the bins to be emptied when full and at the end of each day of the Event, separately from the normal waste collection service;
- 3.6.4. only provide on the Stand sufficient of the flammable materials for one day's usage and arrange for all materials in excess of daily requirements to be stored as shall be directed by the Company; and
- 3.6.5. provide warning notices on the Stand (as may be required by the Company or the Firemaster), drawing attention to the flammable nature of the materials.

3.7. Compressed Gases

Compressed gas cylinders shall be constructed in accordance with BS EN 1964 "Transportable Gas Cylinders" and any amendments, updates or revisions thereto.

Vessels containing liquids or gases under pressure (other than compressed gas cylinders complying with the recommendations of the regulatory authority) shall be fitted with safety valves of an approved type and a certificate in respect of a recent pressure test of each vessel shall be available for inspection on each Stand where such a vessel is used.

Compressed gas cylinders or vessels containing liquids or gas under pressure shall be stored as directed by the Company and only those cylinders required for immediate use shall remain on a Stand.

Cylinders may only be connected or disconnected during times when the Public is not being admitted to the Premises.

All exhibitors proposing to use compressed gases must submit details to the Company identifying the gases or liquids to be used and size of cylinders or vessels and their working pressures.

3.8. Acetylene

Any person wishing to use acetylene or similar materials in connection with a demonstration or process shall first make an application to the Company advising in advance the nature of the

work or demonstration. If approved, the Company shall issue a Hot Work Permit.

The Hirer must provide a water trough in such a position as the Company shall direct and this shall be used to cool any cylinder which becomes overheated.

Cylinders, which must be fitted with flashback arresters, may only be connected or disconnected during times when the Public is not being admitted to Premises.

Replacement cylinders shall be stored as directed by the Company.

The cost of providing water troughs and storage accommodation for the cylinders will be the responsibility of the Hirer.

3.9. Welding, Brazing, etc.

Where welding, metal burning, brazing and other similar operations generating heat are carried out, either during the build-up or break-down periods of an Event, or as part of a demonstration, the Hirer shall ensure that adequate precautions are taken against damage to property or injury to persons by fire or hot metal. An appropriate competent person must carry out all cylinder connections and disconnections. The Hirer shall advise the Company in advance of the nature of the work or demonstrations and shall obtain a Hot Work Permit from the Company. The Hirer shall be responsible for the charges the Company may make for the provision of additional fire equipment, extinguishers and surveillance by the Company's staff necessitated by the additional risk caused by such activities.

4. **CONSTRUCTION OF STANDS, SETS, DISPLAYS, SEATING, ETC.**

4.1. Layout and Layout Plans

The layout of an Event shall conform to the following requirements:

- 4.1.1. all building and other regulations issued from time to time by the relevant Authorities;

4.1.2. all fire alarms, extinguishers, hosereels, public address plug-in points, house telephones, entrances to restaurants, bars, toilets, technical areas and all exit doors, together with their control gear, shall be kept clear and accessible at all times;

4.1.3. the Layout Plans of an Event prepared by the Hirer shall show the regulated gangways and service ducts on plans issued by the Company to the Hirer on request;

4.1.4. three copies of the proposed Layout Plans shall be submitted to the Company's Halls Manager not later than three months prior to the starting date of the Hire Period. Subject to their acceptance by the Company, the Company may submit the Layout Plans to the relevant Authorities for their approval and the Company will advise the Hirer of any modifications that may be required by the Company or the Authorities. Any modification of the Layout Plans required by the Company or the Authorities must be incorporated as revisions to the Layout Plans by the Hirer and three further copies incorporating these modifications must be submitted to the Company for further consideration in accordance with the above procedure prior to the commencement of the Hire Period.

If for any reason the Hirer cannot submit Layout Plans for the Event in accordance with the above timescale, the Hirer must notify the Company's Halls Manager in writing to that effect giving a proposed submission date. The Company will advise the relevant Authorities and seek to obtain their agreement to such later submission; and

4.1.5. layout Plans shall be to a scale of not less than 1:200.

4.2. Construction and Decoration of Stands

All stands and other temporary structures, including signs erected thereon, to which the Public has access, shall conform to the requirements of the relevant Authorities.

4.3. Giving of Notice and Deposit of Plans, etc.

The Hirer shall submit to the Company three copies of all the relevant documents, plans, etc. in support of applications to construct Stands, etc. of the types described below.

Plans will be prepared to a scale of not less than 1:200.

The Company will, where relevant, submit the documents, plans, etc. to the relevant Authorities and will advise the Hirer of any

communication received from such Authorities in this connection.

All such submissions by the Hirer shall be made to the Company at least two months prior to the commencement of the Hire Period.

If it is not possible for a submission to be made by the Hirer two months prior to the commencement of the Hire Period, the Company must be advised in writing by the Hirer to that effect. Neither the Company nor the relevant Authorities will accept any liability for any delay to the Event which may arise from such failure by the Hirer to comply with the provisions of this Regulation.

4.3.1. Stands, etc. for which notice is to be given and plans deposited.

Notice shall be given and plans, sections, specifications and written particulars submitted to the Company where it is intended to:

- 4.3.1.1. erect a multi-tier Stand; or
- 4.3.1.2. erect any Stand of such construction or containing any area where:
 - 4.3.1.2.1. provision is made for a closely-seated audience;
 - 4.3.1.2.2. any part of the Stand or exhibit exceeds 4m in height above the floor of the Premises.
 - 4.3.1.2.3 there is a raised floor 600mm above the floor of the Premises;
 - 4.3.1.2.4 the Travel Distance from any part of a Stand to an open side exit or to a Gangway on the Stand is greater than 15m;

Note: Raised structures require approval from the Local Authority under the Civic Government Scotland Act 1982 Section 89. Applications for approval under Section 89 must be lodged with the Local Authority at least 14 days prior to the intended date of use. A fee shall be charged by the Local Authority for Section 89 approvals.

4.4. Commencement of Work

No work shall commence in the Premises until approval of the Layout Plans has been given in writing by the Company and the relevant Authorities. Not later than one month prior to the first day of the Hire Period, the Hirer shall issue to the Company three copies of the Layout Plans for use by the Company and its Contractors. Such Layout Plans shall show stand identification numbers, regulated gangways and service ducts.

4.5. Exit notices

If exit notices are obstructed by Stands, decorations or exhibits, additional notices shall be provided as the relevant Authorities may require. The provision and fixing of these additional notices will be carried out by the Company or the Hirer at the Hirer's expense.

4.6. Marking Out

The Company will mark out the layout of the Event on the floor of the Premises. For this purpose, the Hirer shall provide the Company with three sets of Layout Plans, marked up to show dimensions of all Stands, width of Gangways between the Stands, the dimensions between the frontages of the Stands and structural features of the Hall, service ducts and Stand identification numbers.

Such Layout Plans shall be provided by the Hirer not later than one month prior to the first day of the Hire Period. Prior to marking out the Event on the floor of the Premises, the Company will check the plans for dimensional accuracy and any discrepancies will be brought to the attention of the Hirer, who will rectify such mistakes and submit the revised Layout Plans to the Company. The Hirer will check the mark-out prior to the erection of Stands and any discrepancies between the Layout Plan and mark-out will be notified to the Company immediately. The Company will accept no responsibility for an incorrect mark-out if this procedure is not followed or if the Layout Plans provided to the Company vary from Layout Plans issued by the Hirer to others.

The Hirer may mark out the floor with the prior approval of the Company.

4.7. Building Works and Fixings

All fixings or attachments to or penetration of the fabric, structure or floors of the Premises shall be carried out by the Company or its Contractors at the expense of the Hirer, Licensee or contractor requiring these services. This shall include the provision of foundations, pits, the fixing of holding down bolts, attachments to the structural steel work, taking down or replacing removable hall tackle for any purpose, to any part of the building, fabric and structure, whether to the interior or exterior of the Premises. All such works will be removed and the Premises shall be reinstated by the Company or its Contractors at the end of the Hire Period.

The suspension of exhibits, displays or fittings from the roof structure of the Hall will not be permitted without the prior approval of the Company.

Adhesive tape to secure carpets or other materials to the floor of the Premises must be removed after use, without damage to the floors.

All nails, adhesive tape, emulsion or paint marks etc. left in or on the floor of the Premises at the end of the Hire Period will be removed by the Company or its Contractors and the Hirer will be

charged for the cost of such removal. Damage to the floor of the Premises caused by such fixings or their removal will be repaired by the Company or its Contractors at the Hirer's expense.

The Company's Dilapidations Assessor will examine the Premises at the end of the Hire Period. Damage caused to the Premises during the Hire Period will be advised to the Hirer who will be responsible for the cost of repairs.

Persons proposing to erect brick, stone or block walls, etc. shall lay heavy duty building paper or similar material on the floor of the Premises under the walls, etc. to protect the floor surface from mortar damage. The cost of repairing any damage caused to the floor of the Premises by the erection or dismantling of such works will be charged to the Hirer.

4.8. Paint Spraying

The Company will permit the use of paint sprayers providing:

- 4.8.1. only water-based paints are used;
- 4.8.2. adequate arrangements are made by the operator to ensure that no paint is spilt on the floor of the Premises or sprayed or splashed on the walls or other parts of the Centre or its equipment;
- 4.8.3. no nuisance is caused to other persons in the vicinity by the spraying operation;
- 4.8.4. sprayers powered by internal combustion engines are fitted with fire extinguishers of the appropriate type;
- 4.8.5. sprayers using liquid fuel are refuelled in the open air, well clear of buildings.
- 4.8.6. the Company is advised of the intention to use a paint sprayer prior to operation; and
- 4.8.7. operators shall wear face masks and such other protective clothing as is necessary.

Any paint deposited on the floor of the Premises, the Centre or its equipment in the course of decorating stands, structures, etc. or by spillage or any other means will be removed by the Company and the cost of this work will be recovered from the Hirer. The washing or cleaning of paint brushes and rollers will be restricted to the facilities designated for this purpose and will NOT be carried out in the public toilets.

4.9. Completion of Construction Work

The Hirer shall ensure that its Licensees and its and their contractors, sub-contractors and agents shall have completed all construction work on Stands, displays, features and all other temporary structures within the Premises before the time designated for the admission of the Public to the Premises for the open period of an Event. Work not completed by this time shall be

suspended, the area concerned shall be made safe to the satisfaction of the Company and the Authorities and the work shall be completed at an within the next available period when the Premises are closed to the Public.

4.10. Damage to Floors

The floor of the Premises at the Centre shall be protected against damage from the spillage of oil and related substances originating in or from delivery vehicles, cranes, forklift trucks, exhibits and all other sources introduced to the Centre.

The Company will quote, upon request, for the provision, laying and removal of protective sheeting to the floor of the Premises to prevent such damage.

Damage to the floor of the Premises arising from such causes will be rectified by the Company and the costs of such rectification will be recovered from the perpetrator of the damage, failing which the Hirer will be held liable for payment of such costs.

5. ELECTRICAL INSTALLATIONS

5.1. Conditions

All electrical installations on Stands, features, displays or exhibits shall comply with;

- 5.1.1. the "Regulations for Electrical Installations" issued by the Institution of Electrical Engineers (16th Edition)" and with any amendments thereto;

- 5.1.2. any special requirements of the Authorities;
- 5.1.3. the Health and Safety at Work, etc. Act 1974 and;
- 5.1.4. the Electricity at Work Act 1989.
- 5.1.5. the Exhibition Venues Association (EVA) "Regulations for Stand Electrical Installations". (copies of which are available from the "Building Services Manager")

The Company will not supply electricity to any installation which does not comply with these Regulations or any statutory or other regulations or orders of regulatory bodies.

To ensure compliance, the Company's engineers and/or Contractors will inspect and test all installations. The person responsible for the installation shall advise the Company when it is ready for inspection and testing and, when found to be satisfactory, the installation will be connected to the Centre's electricity supply and energised by the Company's appointed Contractor. Where an installation is found to be unsatisfactory, the supply will not be connected and the Company will advise the person responsible for the installation to that effect, who will rectify any faults and advise the Company when the installation is ready for further inspection and testing.

The Company will not accept responsibility for:

- 5.1.6. delay in energising installations which are found to be unsatisfactory, or where insufficient time has been allowed for inspection and testing; and
- 5.1.7. any faults discovered in installations after inspection and testing and subsequent energising by the Company.

5.2. Electricity Supply

All electricity for consumption on the Premises, whether generated by the Electricity Board or locally installed generators, shall be supplied by the Company.

The standard supplies available are:

- 5.2.1. AC: single phase 220V 50Hz, earthed neutral up to 100 amps any one supply;
- 5.2.2. AC: three phase 415V 50Hz earthed neutral up to 600 amps any one supply.

Neutrals are earthed at the Centre's sub-stations.

The Company, at its sole discretion, will limit the power rating of a supply or supplies where, in the Company's opinion, the load or

combination of loads requested may have an adverse effect on the supplies to other users. Where the Hirer proposes to group users demonstrating heavy current consuming machines in such a way as to cause abnormal demand (i.e. in excess of 100 watts per square metre) in a particular section of the Premises, the Hirer shall discuss these arrangements with the Company prior to the final allocation of Stand space to exhibitors and shall endeavour to conform to any re-arrangement required by the Company.

The Company is required by the Electricity Board to maintain a power factor of not less than 0.92 lagging.

Where electrical machines or equipment at an Event are such that in the opinion of the Company the power factor is likely to fall below 0.92, the necessary power factor correction apparatus shall be supplied and installed by the Hirer at its expense.

Correction apparatus shall be connected on the "load" side of the mains switches controlling the supply to the stand or individual piece of equipment. The scale of provision shall be that directed by the Company.

5.3. Mains Supply Cables

All mains supply cables from the Company's electrical distribution system to the point of supply, which may be either a Stand, group of Stands, or an item of equipment shall be supplied and installed by the Company.

Each cable will be terminated with a fused isolator or circuit breaker supplied by the Company.

The mains supply cables to Stands or equipment will be installed before or immediately after the commencement of the Hire Period, provided the supply has been ordered by the Agreed cut-off date. At the commencement of the Hire Period, Hirers, Licensees and their contractors must check with the Company that the supply cables have been installed and, if not, shall only occupy areas of the Premises or Stand as shall be permitted by the Company until such a time as the supply cables are installed.

5.4. Ordering of Mains Supply Cables

Mains supply cables may be ordered from the Company or its appointed Contractor by the Hirer, Licensees or its or their electrical contractors, using procedures and at charges for standard supplies to be notified by the Company to the Hirer.

Orders for mains supply cables shall be placed with the Company or its appointed Contractor by the Agreed cut-off date. The Company will not guarantee a supply for orders placed after the Agreed cut-off date and may, at the Company's discretion, charge

a greater sum than that quoted to the Hirer for orders placed prior to the Agreed cut-off date.

Where Licensees wish mains cables to terminate in specific positions, the order shall contain full information to that effect including a plan showing their location in the Premises or on the Stand and the orientation of the Stand in the Premises. If this information is not given, the supply cable will be terminated at a position at the discretion of the Company. The Company will accept no responsibility for any costs involved in relocating a supply cable or altering a Stand fitting or Stand electrical installation, if no location for the supply cable is submitted with the order.

Supplies will be brought to the point of supply using the service trenches set into the floor of the Premises. Persons responsible for locating equipment in the Premises or designing the layout of Stands and service installations on Stands should make provision for the termination of supplies over or as close as possible to the service trench nearest to the point of supply. The layout of the service trenches on the floor of the Premises is shown on the Layout Plans available from the Company.

5.5. Use of Floor Trenches and Service Tunnels under the Hall Floors

The floor trenches and the service tunnels under the floor of the Halls do not form part of the Premises. Access to and use of the floor trenches is limited to employees of the Company, or its Contractors for the purpose of installing mains supply cables, piped services, data and telecommunication services. The Company will consider limited use of the floor trenches for other installations provided such installations are approved in advance in writing and carried out by or under the supervision of the Company or its Contractors.

No person shall enter the service tunnels, switch rooms or other service areas without the prior written permission of the Company.

5.6. 24 Hour Electrical Supplies

All Stand electrical circuits other than 24 hour supplies shall be switched off as soon as possible after the close of each day of an Event.

Stand electrical supplies will be switched off by the Company after the close of each day of an Event at a time agreed between the Company and the Hirer or failing such agreement at the discretion of the Company

Where a 24 hour supply of electricity is required for battery chargers, refrigerators or other equipment, the applicant shall advise the Company of this at the time of placing the order for the Stand electrical supply. The Company will notify the applicant of the means by which the 24 hour supply will be provided. If this should necessitate a separate electrical supply, the applicant will be required to bear the cost.

5.7. Electric Cookers, Kettles, Irons, Radiators, etc.

Any apparatus which has a hot surface and all electrical appliances such as electric kettles, radiators, irons, etc. shall be guarded where necessary and stood or mounted on non-combustible material. All appliances under this heading which are liable to exceed a surface temperature of 70°C shall be supplied from a socket outlet having a pilot lamp indicating whether or not the appliance is switched on. Kettles, irons, radiators and similar appliances shall not be connected to the lighting circuit. They shall be separately connected to the electrical supply and in accordance with the provisions of these Regulations. Electric cookers shall be wired on an independently fused final sub-circuit.

Electric kettles shall be fitted with an automatic safety device which will automatically disconnect it from the mains supply in the event of the kettle boiling dry.

Walls adjacent to all electric cookers, irons, kettles, hotplates, etc. shall be protected with non-combustible material. Shelves are not allowed immediately above any such appliances and adequate ventilation shall be provided.

6. **WATER, DRAINAGE AND COMPRESSED AIR PIPED SERVICES**

6.1. General

The provision of water, drainage and compressed air piped services from the Centre's distribution systems to the point of supply on Stands etc. in the Premises and the installation of appliances connected thereto, shall conform to the regulations and bylaws of the relevant Authorities and to these Regulations made by the Company.

The supply pipework to Stands, etc. will be installed by the

Company before or immediately after the commencement of the Hire Period. At the commencement of the Hire Period, the Hirer, its Licensees and its and their contractors shall check with the Company to confirm that the supply pipework has been installed and, if not, shall only occupy areas of the Premises or the Stand site permitted by the Company until such time as the installation shall have been completed.

6.2. Supply of Services

All water, drainage and compressed air services used on the Premises shall be supplied by the Company. The standard services available are as follows:

6.2.1. Water

The water pressure is approximately 0.206 Bar (3psi). The standard pipework connection terminating at each manhole is 20mm (3/4"). The maximum capacity from the supply is 0.3 litres per second (5 gallons per minute). The Company will quote for larger supplies upon request.

6.2.2. Drainage

The normal drainage pipework to the point of connection in the Premises is 1.5" BSP. The Company will quote, on request, for supplying drains up to 3" BSP.

6.2.3. Compressed Air

The compressed air distribution pipework will provide a maximum supply at 6.0-6.6 Bar (90-100 psi) subject to normal control fluctuations and will be of normal industrial quality. Users requiring oil or water free compressed air shall supply their own equipment to obtain the qualities required. The standard Schraeder coupling in the Centre's Subway is 20mm (3/4"). A 13mm (1/2) hose pipe can be provided to each manhole giving approximately 90 cfm with 10 psi pressure drop in the hose. The Company will quote, on request, for larger supplies and for supplying and fitting pressure reducing valves. Where it is proposed by the Hirer to group Stands demonstrating machines requiring abnormal supplies in such a way as to cause an excessive demand in a particular section of the Hall, the Hirer shall discuss this proposal with the Company prior to the final allocation of Stand space to exhibitors and will confirm to any re-arrangements requested by the Company.

6.3. Ordering of Piped Services

All piped services required by Hirers, Licensees or contractors from the Centre's distribution system to the point of supply on Stands, etc. shall be ordered from the Company, using procedures and at charges to be notified by the Company to the Hirer.

Application for non-standard supplies shall be made to the

Company, giving full details of the supplies required. The Company will advise the applicant if such a supply can be made available and of the charges payable. The charges will include the cost of water and compressed air to be consumed under normal conditions. The Company may render extra charges for supplying water and compressed air for machines or equipment requiring excessive supplies. This may apply to large washing machines, high power furnaces, sand blasting machines, etc. and for supplies required outside normal working hours. The charges will be made to the person placing the order, who will be responsible for payment.

Orders for piped services shall be placed with the Company by the Agreed cut-off date. The Company cannot guarantee supplies against orders placed after the Agreed cut-off date and may, at the Company's discretion, charge a greater sum than that quoted to the Hirer for orders placed prior to the Agreed cut-off date.

Where it is required that a supply should terminate in a specific position, the order must be supported by full information and plans showing the location in the Premises or on the Stand and the location and orientation of the Stand in the Premises. If this information is not given, the supply will be terminated in a position determined by the Company. The Company will accept no responsibility for any costs involved in relocating the supply or altering Stand fittings or Stand installations if no location plan for the supplies is submitted with the order.

Supplies will be brought to the point of supply using the service trenches set in the floor of the Premises. Persons responsible for locating equipment in the Premises or for designing the layout of Stands and service installations on Stands should make provision for the termination of supplies over or as close as possible to the service trench nearest to the point of supply. The layout of the service trenches on the floor of the Premises is shown on the Layout Plans available from the Company.

6.4. Piped Service Installations on Stands, etc.

A piped services supply for water or compressed air will be terminated by the Company with a stop cock or a single connection to the Stand installation, or piece of apparatus, as the case may be. Where a single service supply to a Stand is to be sub-divided to serve more than one item of equipment, this can be carried out by the Company at extra cost, or by a contractor appointed by and at the expense of the Exhibitor. A water supply will only be provided where a drainage system is also installed. Where Stand platforms are installed, all stopcocks or valves on piped services must be above the platform in accessible positions.

Each and every discharge into the drainage system from a wash basin or sink must be made through a water-sealed trap at least 75mm deep. Water connections to machines must have a vacuum breaker fitted at the inlet end. If this is not a normal fitting on the machine, the Company can supply a vacuum breaker at the end of the supply at extra cost. Drainage from machines must have a minimum break of 4" between machine and drain and a trap or "S"

bend immediately after the break. This can be supplied and fitted by the Company if required, at extra cost. All water-containing exhibits and ancillary equipment shall be carefully drained down at the end of the Event, in such a way that no water is discharged onto the floor of the Premises. Any costs involved in dealing with water discharged onto the floor of the Premises, or into the service trenches set into the floor of the Premises, or any damage caused to the electrical services or telephone services in the service trenches, or the service tunnels under the Premises by such discharge, will be the responsibility of the Hirer.

6.5. Discharge of Noxious Wastes

No paint, oils, spirits, chemicals or other noxious substances shall be discharged into the Centre's drainage system. These materials shall be discharged into closed containers manufactured of materials suitable for this purpose. The Company will make arrangements for the disposal of such wastes, with the Hirer or Licensee as the case may be, bearing the costs. Full details of such wastes shall be submitted to the Company prior to the commencement of the Hire Period.

The cost of clearing or repairing the drainage system or making good any other damage caused as a result of failure to comply with these Regulations shall be recovered from the Hirer.

6.6. Bathing Pools, Ponds and Other Large Vessels

Full details of all vessels containing 250 litres (50 gallons) or more of water or other liquids shall be submitted to the Company for approval. All vessels of this type containing water shall be fitted with either a connection in the base to a waste pipe ordered from the Company or to a suitable connection incorporating a pump connected to a wastepipe ordered from the Company. This is to ensure that means are easily available to drain down the vessel in case of emergency and at the end of the Event. The Company will undertake to fill and empty any vessel where the construction of the vessel will not permit the fitting of such pipework by means other than via a piped water supply and drain. Enquiries regarding the supply of water and draining down of vessels of any type must be made to the Company at least three weeks prior to the services being required. The provision of this service will be charged by the Company to the applicant, who will be advised of the cost before the work is put in hand.

The Company reserves the right at its sole discretion to require the applicant seeking an approval in the context of this Regulation to meet the costs associated with laying waterproof protective sheeting to the floor of the Premises and for sealing the floor trenches and service tunnels in the floor of the Premises which may be affected by water spillage or leakage from the said vessel.

SCOTTISH EXHIBITION + CONFERENCE CENTRE

REGULATIONS REGARDING THE USE OF WATER ON EXHIBITION STANDS

There are regulations relating to the avoidance of health risks associated with water based and airborne diseases such as Legionnaire's Disease.

Exhibitors are not permitted to use open, flowing, sprayed or atomised water (for example in whirlpools, fountains, air humidifiers, stand-alone air conditioning units, high pressure cleaning systems etc) unless the following conditions are fulfilled:

- Exhibitors wishing to use water within the confines of the exhibition hall **MUST** obtain the supply from a portable water mains source.

Water obtained from the fire hoses will set off the fire alarm system, is NOT portable and may not be used under any circumstances.
- Water which is outside the Legionella risk category (ie colder than 20°C and hotter than 60°C) should, wherever possible, be changed daily and preferably more often. It is recommended that thermometers be used to demonstrate that the water is too hot or too cold to pose a health risk.
- Water that comes within the risk category (ie between 20°C and 60°C) may be used in whirlpools and fountains etc, provided that at least 0.3 milligrams of chlorine per litre of water has been added and that the water is changed at least twice a day, if not more. It is recommended that other disinfecting measures (eg ozone) be used as well.

Exhibitors are required to co-operate in all conceivable tests, samples or spot check inspections that may be carried out by the organisers and other official bodies.

For further guidance see HSE Approved Code of Practice for the prevention and control of Legionellosis (including Legionnaire's Disease) (Rev) L8 HSE Books 1995 ISBN 0 7176 0732 1

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WATER SAFETY QUESTIONNAIRE

Exhibitor name Stand number

Contact name Position

1. Please list below the water features that you have on your stand.

.....
.....
.....

2. Are you aware of the implications of the Health & Safety Executive's guidance document HSG (70)?

YES NO

3. Have you prepared a written risk assessment for your water feature(s) under the provisions of the Management of Health & Safety at Work Regulations 1992 and the Control of Substances Hazardous to Health Regulations 1994?

YES NO

4. Do you carry out any treatment of the water in your water features?

YES NO

5. Please detail any treatment that you carry out (eg,; filtration, sanitising programme etc).

.....
.....
.....

6. Do you have a constant supply of fresh water to the feature?

YES NO

7. If you do not have a constant supply of fresh water to each feature, how often do you change the water, if at all?

Hourly

Daily

Other Please specify

**Please complete and return to SECC, Building Services Dept, Finnieston, Glasgow G3 8YW
(Fax: (+44) 0141 226 3423**

**OPERATION OF LASERS
WITHIN
SCOTTISH EXHIBITION + CONFERENCE CENTRE**

When an employer uses display laser equipment as part of an exhibition or concert at the SECC he has duties under the following legislation, viz.,

The Health & Safety at Work Act 1974
The Management of Health & Safety at Work Regulations 1992
The Provision and Use of Work Equipment Regulations 1992

He must assess the health and safety risks caused by the laser display including the risks to employees and members of the public. Having done so, he must introduce measures to control these risks so far as is reasonably practicable. The work equipment which is provided must be suitable for the purpose without posing a threat to the health and safety of others.

Exhibition organisers and concert promoters whose event includes the use of lasers for display purposes should advise the event planner at the earliest stage possible in order that an Installation Safety Assessment can be completed by the User and/or Installer. This Assessment should be recorded and a copy given to the Health & Safety Manager at the venue.

The operation of display laser installations at the SECC requires to be supervised by authorised trained operators. Operators should be in a position to act quickly if there is equipment failure, audience problems or other unsafe conditions in order that the display can be stopped.

In addition the Organiser or Promoter should appoint a Laser Safety Officer (LSO) who is experienced in the evaluation and control of laser hazards and capable of implementing the safety precautions specified by the supplier. The LSO should have full responsibility for the management, operation and maintenance of the display installation.

If the laser display has a classification of 3A, 3B or 4, the Health & Safety Manager informs the Promoter that a demonstration will be required prior to the exhibition or concert opening. The laser display company will have the Laser Safety Officer present throughout the open period of the event and he will arrange the demonstration. If the laser classification is 1 or 2, a demonstration is only arranged if the Local Authority requests it.

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Operation of Lasers within Scottish Exhibition + Conference Centre cont.

The Health & Safety Manager advises the Environmental Health Officer by letter that laser displays will take place and copies of all paperwork in connection with this are forwarded to him. The local Fire Prevention Officer is advised of the circumstance by telephone if a Class 4 laser is involved and invited to attend the demonstration.

The Environmental Health Officer will normally attend a demonstration if it occurs during working hours but the Fire Prevention Officer has delegated his responsibility to the Health & Safety Manager at the venue unless special circumstances exist where special Fire Service expertise is required.

During the open period of an exhibition or concert, SECC maintenance staff monitor the water supply to ensure that remedial action can be taken to redress any drop in the pressure which would subsequently affect the cooling pattern of the laser.

Two of the most important variables in relation to the use of laser displays are the condition/quality of the equipment being used and the expertise plus safety consciousness of the operator/laser safety officer. The venue, unfortunately, has a limited and very often last minute control over both factors.

**Issued by Scottish Exhibition + Conference Centre
July 1998**

Business Centre Price List

FAXING		
Sending	UK	£2.00 1st + £0.50 per extra
	Europe	£2.50 1st + £0.50 per extra
	Asia/South Pacific	£3.00 1st + £0.75 per extra
	USA/Canada/Caribbean	£3.25 1st + £0.75 per extra
	Australia/NZ	£3.50 1st + £1.00 per extra
Receiving	ALL	£0.50 per sheet
PHOTOCOPYING (20% discount on 100+)		
A4	single sided	£0.10 per sheet
	double sided	£0.15 per sheet
	colour paper, single sided	£0.13 per sheet
	colour paper, double sided	£0.18 per sheet
A3	single sided	£0.20 per sheet
	double sided	£0.30 per sheet
	colour paper, single sided	£0.23 per sheet
	colour paper, double sided	£0.33 per sheet
Increase size	A5 - A4 single sided	£0.10 per sheet
	A5 - A4 double sided	£0.15 per sheet
	A4 - A3 single sided	£0.20 per sheet
	A4 - A3 double sided	£0.30 per sheet
Reduce size	A3 - A4 single sided	£0.10 per sheet
	A3 - A4 double sided	£0.15 per sheet
	A4 - A5 single sided	£0.10 per sheet
	A4 - A5 double sided	£0.15 per sheet
COMPUTERS		
P.C use (not internet)	30 mins + 10 pg b/w printing	£2.50
	30 mins + 10 pg clr printing	£2.80
Internet access & Laptop connection	10 mins + 5 pg b/w printing	£1.00
	10 mins + 5 pg clr printing	£1.15
E-mail	sending	£1.00 each
	receiving	£0.50 each
Printing (20% disc on 100+)	A4 b/w	£0.15 each
	A4 colour	£0.30 each
LAMINATING		
	A4	£1.50 per sheet
	A3	£2.00 per sheet
SCANNING		
	Available on request	£2.00 1st + £1.00 per extra

Business Centre Price List

continued

ELECTRICAL		
	4-way electrical extension	£11.75
	International travel adaptor	£8.00
TABLECLOTH		
	Blue Abbey cloths	£25.00
TELECOM		
	10m BT telephone extension lead	£5.88
	ISDN RJ45 - RJ45 straight coupler	£3.53
	BT double telephone adaptors	£4.12
	US - BT telephone adaptors	£3.53
	US - BT 1m telephone extension cord	£4.70
	French - RJ11 telephone adaptor	£3.53
	German - RJ11 telephone adaptor	£3.53
VELCRO	10m strip	4.00 per 1m strip
STATIONERY	pens, pencils, envelopes, paper, jiffy bags, computer disk etc - please ask for details	
SECRETARIAL SERVICE	Available on request	

Exhibition Price List - 3 DAY

Prices below are package prices for the duration of the exhibition and include delivery, collection, installation, de-rig and an insurance waiver fee (excess applies, terms and conditions available on request). All prices are exclusive of VAT

New Products

84" Plasma Screen True XGA (16:9).....	Please call for details
3 x 3 Plasma Video/Data Wall (10 screens).....	Please call for details

Plasma Screens

37" Plasma Screen True XGA (4:3).....	£550.00
42" Plasma Screen True XGA (16:9).....	£345.00
50" Plasma Screen True XGA (16:9).....	£500.00
61 " Plasma Screen True XGA (16:9).....	£850.00
Plasma Stand Upgrade for above Plasma's.....	£60.00

All plasma prices include speakers, wall mount or unicol stand when required. All plasma screens can be used with our PC packages and are all computer data compatible up to XGA resolution. In addition, all screens also accept a video input.

LCD Screens

19" LCD Data Screen.....	£165.00
19" LCD Data/Video Screen.....	£185.00
30" LCD Data/Video Screen.....	£365.00
32" LCD Data/Video Screen with built in DVD	£385.00

All LCD screens come complete with desk top stand or wall mount

DVD Players

Multi Region DVD Player with Auto repeat.....	£30.00
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Computers

High Specification Desk Top Computer.....	£185.00
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Above computer package come complete with 15"/17" flat screen, keyboard, mouse and speakers.

High Specification Lap Top Computer	£185.00
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Please call for exact specifications

Video Packages

14" Video Presenter (TV/DVD Combi).....	£100.00
20" Video Presenter (TV/DVD Combi).....	£120.00

The items shown here are only a small part of our comprehensive range of rental equipment. If you cannot see what you require, or if you need more information, please call us for further details.



stand catering

STAND CATERING PROCEDURES AND TERMS AND CONDITIONS

stand catering order procedure

1. Please confirm orders as soon as possible on receipt of this form.
2. We are delighted to take short notice and on the day orders, however these will be subject to a restricted food and drink choice, availability and a given delivery time. All bookings received within 10 working days of the exhibition will be subject to a 20% late booking charge. Top up orders received during the show will not be subject to the 20% surcharge.
3. Pre-payment for all orders must be received prior to any stand delivery.
4. All food/drink deliveries will be subject to an authorised signatory at the stand at the time requested. Should authorisation not be

available, the food/drink will be redelivered at a later time for signature. The time of the delivery will be noted and food safety issues highlighted.

5. Letheby & Christopher (L&C) is the sole caterer on site. The exhibition organiser is aware a charge for estimated loss of income will be made to all stands providing their own catering.
6. Should prior agreement be reached to allow a stand to provide their own catering, these stands could be subject to Environmental Health Officer inspection.

stand catering / hospitality terms and conditions

Definitions

"Reservation" is the written request of the Customer for which Letheby & Christopher accepts upon these conditions, services and goods.

"Letheby & Christopher" is Compass Group trading as Letheby & Christopher and its employees.

"Customer" is the person, firm or other body contracting to purchase services and goods.

"Scottish Exhibition + Conference Centre" is the conference and exhibition centre and premises situated at Queens Dock, Finnieston, Glasgow G3 8YW

"Event" is the event situated within the demise of the Scottish Exhibition + Conference Centre site in respect of which the customer has made a booking and are services/goods for which a customer has made a booking with Letheby & Christopher.

1. Stand Catering Reservations

- 1.1 Provisional reservations will state the minimum guaranteed price for the order.
- 1.2 All provisional stand-catering orders will be held for a 10-day period. After this time Letheby & Christopher reserves the right to cancel the order, if confirmation by way of full pre-payment of the minimum guaranteed price is not received.

2. Payment Terms

- 2.1 Cheques are to be made payable to Letheby & Christopher Ltd. All payments to Letheby & Christopher must be paid in pounds sterling.
- 2.2 Acceptable methods of payment for Letheby & Christopher are Cash, Cheques along with suitable bankers guarantee card, or by prior arrangement a recognised major credit card: Visa, Access, MasterCard, American Express. A commission charge of 5% will be made on all credit card payments.
- 2.3 Letheby & Christopher reserve the right to retain any payments received when a cancellation is made of the bookings, in accordance with clause 4.2.1 and 4.2.2.
- 2.4 The payment of all sums due from the customer shall be made on receipt of the Letheby & Christopher account.
- 2.5 If the customer has reasonable grounds for believing the account rendered to be incorrect, it may give immediate written notice to Letheby & Christopher stating its grounds for disputing the amount payable. Unless such notice is/has been given within thirty days of the Customer receiving the account, the account is payable in full as aforesaid and in any case shall be subject only to the deduction of the sum in dispute.
- 2.6 All payment dates shall be of the essence and if the Customer fails to comply with the payment dates, Letheby & Christopher shall be entitled to charge interest on any amounts overdue at the rate of 4% per annum over the Bank of England's base rate from time to time from the payment date until actual payment.

3. Minimum Guaranteed Stand Catering Order

- 3.1 The minimum guaranteed Stand Catering Order value will be agreed at the initial enquiry stage. Where the actual order value is not reached, the minimum guaranteed Stand Catering Order will be charged.

4. Cancellation

- 4.1 Letheby & Christopher reserve the right to cancel a Stand Catering Order in the event of the customer materially failing to perform any of its obligations.
- 4.2.1 If this contract is terminated or cancelled by the customer in writing to The Stand Catering Office of Letheby & Christopher at anytime prior to the event.

4.2.2 Letheby & Christopher in accordance with 4.1 opposite will calculate a cancellation fee based on the table below.

Cancellation period before event:	
More than two months up to and including three months	20%
More than one month, up to and including two months	50%
Up to and including 1 month	100%

- 4.3.1 Letheby & Christopher reserves the right to cancel the booking if the customer becomes insolvent or enters into liquidation or receivership or is subject to any similar process. In such an event Letheby & Christopher will refund the amounts already paid to the customer and will have no further liability to them.
- 4.3.2 If the venue or any part of it is closed due to fire, employee dispute, alterations, decorations or by order of any Public Authority.
- 4.3.3 If it believes that the reservation might prejudice the reputation of the company.

5. Supply of Additional Goods or services

- 5.1 The customer to pay Letheby & Christopher's charges for any goods and services provided by Letheby & Christopher at the request of the customer, or any person purporting to act on behalf of the customer and having ostensibly authority to do so unless covered by other provisions of the contract.
- 5.2 Where hospitality or stand catering is undertaken in the Scottish Exhibition + Conference Centre, no food, wine, beer or spirits may be brought into the Scottish Exhibition + Conference Centre by the Customer or the Customer's guests for consumption on the premises, unless the prior written consent of Letheby & Christopher has been obtained and an additional charge agreed.

6. Damage / Loss of Property

- 6.1 The customer will take every precaution not to injure any person or damage any property of Letheby & Christopher or any third party. The customer shall satisfy all claims based on any such damage or injury, whether such claims are made by Letheby & Christopher or by a third party against Letheby & Christopher or the customer. The customer agrees to indemnify Letheby & Christopher from and against claims by third parties (including the employee's sub-contractors and guests of the customer) in connection with the event. Notwithstanding the foregoing nothing in this condition shall render the customer liable in respect of any death, injury or damage caused solely by any negligent act or omission of Letheby & Christopher, its employees or agents.

7. Force Majeure and Liability

- 7.1 If Letheby & Christopher is prevented from carrying out its obligations hereunder by circumstances beyond its reasonable control including (without limitation) Government intervention, strikes, labour disputes, accidents, acts of God, national or local disasters or war or any event causing the whole or a substantial part of The Scottish Exhibition + Conference Centre to be closed to the public then Letheby & Christopher may:
 - 7.1.1 Cancel the order and refund the amounts already paid by the Customer and shall have no further liability to the customer.
 - 7.2 Letheby & Christopher does not accept liability for loss of or damage to any object, equipment, furniture, stock or other property of any sort bought on to the premises by the Customer or hired by Letheby & Christopher on the Customers behalf howsoever such

loss or damage may occur unless as a direct result of Letheby & Christopher's negligence. The Customer acknowledges that any such objects, equipment, furniture, stock or other property of any sort will remain under the control and care of the Customer and that the Customer is in the best position to insure such property and accordingly it is reasonable for Letheby & Christopher to exclude liability for such property to the extent referred to above.

- 7.3 Nothing in this clause affects Letheby & Christopher liability for personal injury or death suffered by the Customer or any third party as a result of Letheby & Christopher's negligence.

8. Licensing Regulations

- 8.1 The customer will ensure that the event will not be conducted and that its guests will not behave in a way which will or may constitute a breach of the law, or cause a nuisance, or be an infringement of or occasion for or render possible forfeiture or endorsement or non renewal of licenses for Letheby & Christopher.
- 8.2 Letheby & Christopher as licensee reserves the right to exclude or eject any persons from an event on The Scottish Exhibition + Conference Centre premises who it shall reasonably consider to be an objectionable (including any person engaged by the Customer to provide production, entertainment or perform any other duties at the function). The Customer will be liable for any liability arising thereby saves where the Customer establishes negligence or bad faith by Letheby & Christopher. The Customer shall indemnify Letheby & Christopher in respect of any claims whether from guests, staff or otherwise.

9. General

- 9.1 Any notices given under these conditions must be given in writing and delivered personally or sent by pre paid recorded delivery or registered post, or facsimile as follows.
 - 9.1.1 If by you to us Letheby & Christopher, The Scottish Exhibition + Conference Centre, Queens Dock, Finnieston, Glasgow G3 8YW. Fax 0141 226 3812.
 - 9.1.2 If by us to you to the address or Facsimile number set out at the head of the Stand Catering Form.
 - 9.1.3 Any property addressed notice will, be deemed to be given, if delivered, personally at the time of delivery, if during working hours, if sent by post 72 hours after being placed in the post provided there are no postal strikes affecting the relevant areas (and if so, 72 hours after the end of such a strike) or, if by facsimile immediately upon completion of transmission to the correct facsimile number, Notice is served personally or by facsimile outside normal working hours, notice will be deemed to be received at the start of the next working day.
- 9.2 The failure to exercise or delay in exercising a right or remedy under these conditions will not constitute a waiver of the right to remedy or a waiver of any other rights or remedies. No single or partial exercise of any right or remedy under these conditions will prevent any further exercise of the right or remedy or the exercise of any other right or remedy.
- 9.3 Each of the provisions contained in these conditions will be constructed as independent of every other provision, so that if any provision is determined by any court of competent authority to be illegal, invalid and/or unforeseeable then such determination will not affect any other provisions of these conditions, all of which other provisions will remain in full force and effect.
- 9.4 You may not assign, transfer or change your rights and/or obligations under these conditions. Without prior written consent we may assign our rights and obligations under these conditions, if we sell or otherwise dispose of the whole of the stand catering business at The Scottish Exhibition + Conference Centre.

stand catering

STAND CATERING SELECTOR

menu selector

DESCRIPTION	CODE	PRICE
Gourmet Danish Tray	SR1	£13.00
A selection of freshly baked Pain aux Chocolat, Pain aux Raisin Apricot Danish and Almond Danish (3 of each)		
Croissant and Muffins Platter	SR2	£10.00
Offer a choice to the early starter of Croissants or Muffins served with butter and a selection of preserves (6 of each)		
Coffee Break	SR3	£9.00
Take a break with some Fudge Brownies and Carrot Cake (6 of each)		
Cookies (12)	SR4	£9.00
'American Style' Cookies		
Fruit Platter	SR5	£30.00
Assortment of fresh fruit for 20		
Tortilla Chips (175g)	SR6	£7.50
Accompanied with a Spicy Red Salsa		

DESCRIPTION	CODE	PRICE
Kettle Chips (300g)	SR7	£4.50
With a French Onion Dip		
Sweet Tooth!	SR8	£6.00
Assorted Boiled Sweets, Celebrations, Mini Chocolate Bars, Foxes Glacier Mints		
Strawberry Tea	SR9	£26.00
A Sweet Afternoon Snack that consists of: a platter with Scones, Clotted Cream and Strawberry Preserve alongside a bowl of Fresh Strawberries (serves 4 people)		
Sandwich Platter (10)	SR10	£39.00
A platter of freshly made Sandwiches, suitable for all tastes! Vegetarian also available.		
Assorted Bagels	SR11	£39.00
Four styles of Bagels, served with three fillings for you to Choose: – Cream Cheese and Smoked Salmon, Cream Cheese and Chive or simply low fat Cream Cheese (3 of each bagel)		

small equipment hire

DESCRIPTION	CODE	PRICE
Daily Charge		
Cups, Saucers, Teaspoons (12)	E1	£5.00
Side Plates (12)	E2	£5.00
Large Plates (12)	E3	£5.00
Glass Jug (each)	E4	£2.00
Table Knives (12)	E5	£3.00
Table Forks (12)	E6	£3.00
Table Spoons (12)	E7	£3.00
Wine Glasses (12)	E8	£4.00
Champagne Flutes (12)	E9	£4.00
Glass Tumblers (12)	E10	£5.00
Ice Containers and Tong (1)	E11	£2.50
Drinks Trays	E12	£2.00
Linen Tablecloth (each)	E13	£7.00

essential items

DESCRIPTION	CODE	PRICE
Handy Bucket: including 6 refuse sacks, bottle opener, cork screw, 6 J cloths, washing up liquid, tea towel and kitchen roll.	E14	£12.00
Ice (2kg) and disposable ice bucket	E15	£5.00

disposal

Duni slip cloths/napkins	E16	£1.00
Bin Liners (5)	E17	£1.00

When hiring equipment, please complete credit card details as any replacements and washing will be charged for.

stand catering

STAND CATERING SELECTOR

beverage selector

DESCRIPTION	CODE	PRICE
Joe To Go Coffee Pack	SR12	£25.00

This pack will give you: hot coffee, biscuits, milk and sugar portions ideal for 20 guests
No power required

Joe To Go Tea Pack	SR13	£20.00
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This pack will give you: hot water, Individually enveloped Tetley tea bags, biscuits, milk and sugar portions, ideal for 20 guests
No power required

Premier Coffee Pack	SR14	£45.00
----------------------------	------	--------

For those who have a high demand for coffee this is perfect!
You will get a Coffee Machine (for the duration of the show) to make your own freshly Ground Ritazza Coffee, along with sufficient milk and sugar portions for 100 guests
(power required – 13 amp, served with disposables)

Premier Tea Pack	SR15	£41.00
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If your preference is for a quantity of tea throughout the show: this pack provides you with a kettle, an airpot to store your hot water, individually enveloped Tetley tea bags, biscuits, milk and sugar portions to quench the thirst of 100 guests
(power required – 13 amp, served with disposables)

Hot Beverage Top Up Pack	SR16	£25.00
---------------------------------	------	--------

This pack includes 50 disposable cups, hot coffee, milk and sugar.

spirit selection

Bells Whisky (70cl)	B1	£21.00
Gordons Gin (70cl)	B2	£21.00
Smirnoff Vodka (70cl)	B3	£21.00
Bacardi (70cl)	B4	£21.00
Jack Daniels (70cl)	B5	£26.00
Martell VS (70cl)	B6	£30.00

DESCRIPTION	CODE	PRICE
beer selection		

Bottled Beers Packs (275mls x 6)	B7	£10.50
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minerals

Mixer Cans:

Tonic (150ml cans x 6)	B8	£3.00
Bitter Lemon (150ml cans x 6)	B9	£3.00
Lemonade (150ml cans x 6)	B10	£3.00
Soda Water (150ml cans x 6)	B11	£3.00
Canned Sodas (330ml cans x 6)	B12	£4.20

Fresh Orange Juice (1 Litre)	B13	£2.75
Still Mineral Water (1 Litre)	B14	£2.00
Sparkling Mineral Water (1 Litre)	B15	£2.00
Still Mineral Water (6 x 500mls)	B16	£6.00
Sparkling Mineral Water (6 x 500mls)	B17	£6.00
Hire of Water Cooler	B18	£50.00
Water Bottle 18.9 Litre	B19	£20.00

Used in conjunction with Water Cooler, hire and a sleeve of 100 conical cups. (power required).

wine selection

House Red Wine	B20	£12.95
House White Wine	B21	£12.95
Sparkling Wine	B22	£18.95
House Champagne	B23	£26.50

The above includes 6 plastic glasses per bottle

extras

Fresh Milk (1 pint)	B24	£1.00
Milk Jiggers (box of 100)	B25	£8.00
Cubed White Sugar (box)	B26	£10.95
Cubed Brown Sugar (box)	B27	£10.95

hospita**lity**

ADDITIONAL REQUIREMENTS FORM

We do realise that the Stand Catering Selector Order Form may not meet all standholder requirements. We would be delighted to discuss any individual requirements and provide bespoke menus. Staff, china and additional equipment can also be arranged, please fax back this form for more information.

TO: HOSPITALITY DEPARTMENT **FAX: 0141 226 3812**
Letheby & Christopher
Scottish Exhibition + Conference Centre

FROM:

contact name (prior to event)	exhibition name
title	exhibition date
contact name (at event)	stand number
title	number of days
company name	date ordered
company address	telephone
	fax
postcode	e-mail

Please tick appropriate box:

- Please call me to discuss my Stand Catering requirements in more detail as I require bespoke menus.
- Please call to discuss china, equipment and staffing requirements on my stand.
- Hospitality and Banqueting facilities can be provided at the venue. Please tick for information on private breakfasts, lunches, dinners or cocktail receptions.
- Other – please specify

Floral and Plant Hire Price List and Order Form

A list of popular displays available for hire follow. To see pictures go to www.expoflora.com. Expo Flora are unrivalled in their ability to use flowers, plants and foliage to create the difference to your exhibition and stand.

Prices include hire for no more than 10 days or the duration of the exhibition, delivery, installation and collection. Prices for longer periods or sale are available on request. VAT is excluded.

Sizes of plants and containers are a guide and may vary slightly. Standard terms and conditions apply. The hirer is responsible for the materials until 3 hours after the event close. Complaints will only be considered during the rental period.



SOLO DISPLAYS in white containers						
Code	Container size	Description	Height	Quantity	Price	Total
100	390 mm diam	Kentia palm to 1.2 m high	waist high		£38	
101	390 mm diam	Kentia palm to 1.6 m high	shoulder high		£48	
102	390 mm diam	Kentia palm to 1.9 m high	head high		£59	
103	440 mm diam	Kentia palm to 2.3 m high	giant		£75	
200	390 mm diam	Ficus to 1.2 m high	waist high		£35	
201	390 mm diam	Ficus to 1.6 m high	shoulder high		£43	
202	390 mm diam	Ficus to 1.9 m high	head high		£48	
203	440 mm diam	Ficus to 2.3 m high	giant		£56	

Other containers include: blue ceramic, lead effect & terracotta, tall tapered shiny black or white or matt silver

MIXED PLANTERS in white containers						
501	350 mm diam	Round plant display	knee high		£46	
501	350 mm diam	Round plant display	waist high		£51	
502	450 mm diam	Round plant display	knee high		£48	
502	450 mm diam	Round plant display	waist high		£55	
502	450 mm diam	Round plant display	shoulder high		£60	
503	550 mm diam	Round plant display	waist high		£59	
503	550 mm diam	Round plant display	shoulder high		£64	
503	550 mm diam	Round plant display	head high		£80	
504	450 mm diam	Square plant display	knee high		£54	
504	450 mm diam	Square plant display	waist high		£59	
504	450 mm diam	Square plant display	shoulder high		£64	
504	450 mm diam	Square plant display	head high		£80	

TROUGHS in white containers unless specified						
506	1m x 300 mm	Trough plant display	waist high		£60	
506	1m x 300 mm	Trough plant display	shoulder high		£80	
506	1m x 300 mm	Screening troughs	varied		p.o.a.	
507	1m x 200 mm	Trough plant display	knee high		£54	
507	1m x 200 mm	Trough plant display	waist high		£56	
508	750mm x 200mm	Trough plant display	knee high		£48	
509	500mm x 200mm	Trough plant display	knee high		£38	
TCT	700mm x 200mm	Teracotta trough plant display	knee high		£48	
TCT	700mm x 200mm	Teracotta trough plant display	waist high		£51	

PHONE: +44 (0) 1789 47 08 47

POST: The Tree House, Charlecote, Warwick CV35 9GZ

FAX: +44 (0) 1789 47 08 97

EMAIL: sales@expoflora.com

WEBSITE: www.expoflora.com

Floral and Plant Hire Price List and Order Form

EXTERNAL FEATURE TREES - suitable for outdoors						
Code	Container size	Description	Height	Quantity	Price	Total
401	390 mm diam	Pom pom bay tree	shoulder high		£49	
401SS	440 mm diam	Spiral stem bay tree	shoulder		£59	
402	390 mm diam	Pyramid bay tree	shoulder		£65	
BSF	440 mm diam	Braided stem ficus	2.2 m		£65	
FBT	440 mm diam	Feature bay trees	2 m - 3.5 m		p.o.a.	
BXS	440 mm diam	Buxus sphere	45cm diam		£35	
BXP	440 mm diam	Buxus pyramid	1 metre		£49	
TOP	Varied	Topiary trees - various			p.o.a.	
ROU	Varied	Phoenix Roubelini palm tree	2.6 m		£160	
ROU	Varied	Phoenix Roubelini palm tree	3 m		£260	

Other tree varieties include olive trees, cordyline, acer and buxus

TABLE DISPLAYS AND FRESH CUT FLOWERS						
	Small	Planted bowl			£21	
	Medium	Planted bowl			£27	
	Standard	Orchid plant in a bowl			£24	
	Medium	Lilies in medium glass vase			£40	
	Large	Lilies in large glass vase			£50	
	Small	Seasonal display small vase			£38	
	Large	Seasonal display large vase			£48	
	Varied	Bespoke fresh flower displays			p.o.a.	

Whatever your floral requirements we can provide for you: table centres, reception vases, pedestals, hand tied bouquets. Let us know your company colours and we will select appropriate coloured flowers.

Also available: dramatic water features, feature props, decking, picket fencing and decoration to your own troughs.

	Sub total	
	VAT at 17.5%	
	GRAND TOTAL	

Your additional order notes:

EXHIBITION AND PAYMENT DETAILS			
Exhibition Name:			
Exhibition Venue and Dates:			
Stand Name, Number & Hall:			
Company Name:		Mobile on Site:	
Company Address:			
Office Phone Number:		Fax Number:	
Your Name:		Email Address:	
Your Payment Method			
a) Cheque in sterling drawn on a UK Bank <input type="checkbox"/>	b) Bank Transfer <input type="checkbox"/>		
Address: NatWest Bank, 31 Rother Street, Stratford-on-Avon CV37 6ZS United Kingdom IBAN: GB66 NWBK 602041 9414 3854 Sortcode: 60 20 41 Swift: NWB KGB 2L Account number: 94143854			
c) Credit card <input type="checkbox"/>	Credit card payments are subject to a 2.5% handling charge & Amex to 3%		Expiry: <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/>
Number:	<input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/>	<input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/>	<input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/>
Signature of cardholder:			
Name of cardholder:			
Thank you for your order			



FORM 8 - RIGGING



PRICES VALID 1st OCTOBER 2005 UNTIL 31st MARCH 2007

Rigging

Conditions of contract:

- A. Exhibitors requiring rigging should submit an order to the Technical Services Department of the SECC 14 days prior to commencement of build up, together with a full description of the item(s) to be rigged.
- B. Your order should include the following details:-
- i. Total weight of the item to be rigged including attachments, light fittings etc. Where light fittings are attached, give details of how the weight is distributed.
 - ii. Height required from floor level to bottom of item.
 - iii. Dimensions of item.
 - iv. Details of how rigging wires may be attached to item.
 - v. Drawing of stand showing orientation in the hall and the position of the item with measurements in from perimeter of stand.
 - vi. Day and time the item should be rigged. Items to be rigged are required to be on site as early as possible, and in any case by the first day of build up.
- C. As per our terms and conditions of contract, payment must be received in advance before any work will be carried out and should be enclosed with your order. SECC reserves the right to refuse to process orders until payment for the service has been received. A VAT receipted invoice will be forwarded to you on receipt of payment. A 25% surcharge may be made for late orders and no guarantee can be given that the work will be carried out.
- D. SECC cannot guarantee specific times for work to be carried out.
- E. Rigging work contracted to others must first be approved by SEC Ltd. In this instance public/product liability insurance, rigging plots and test certificates must be submitted to the Technical Services Department 14 days prior to commencement of build up. The appointed company must have the necessary credentials and experience to carry out rigging work.

F. Costs are as follows:

Drop wires

Hall 1 - roof height 4m - drop wires £64.86 each.

Hall 2 - roof height 9m - drop wires £64.86 each.

Hall 3 - roof height 9m - drop wires £64.86 each.

Hall 4 - high bay area 20m - £83.24 per wire; low bay area 9m - £64.86 per wire.

Hall 5 - high bay area 14m - £83.24 per wire; low bay area 9m - £64.86 per wire.

Conduit lighting bars over 3m will require a minimum of 3 wires with an additional wire every 2m thereafter.

Hanging costs

Banner, for example, 3m wide x 2m drop - £64.86 + VAT

Banner over the above specification - please submit details.

Conduit lighting bar - £16.21 per metre.

Lighting trusses - SECC hoist only - £21.62 per metre.

SECC build and hoist - £32.43 per metre.

Installation of 1 Tonne lifting point- £162.15 per point.

1 Tonne Lodestar self climbing hoist £81.07 per week

8 way hoist controller £81.07 per week

32A 3 Phase electrical supply to be ordered through nominated electrical contractor

All subject to availability

- G. In relation to the breakdown of the event, the normal procedure is that most items will be de-rigged on the day after the last open day of the event. If you require your item to be de-rigged on the last open day, you should make specific arrangements with the SECC. You should make arrangements to receive your item at the time it is de-rigged, failing which it will be left on your stand for collection and it will then be your responsibility to ensure that it is picked up by you or your representative(s). SECC will accept no liability for the item after it is de-rigged.

Event:
Date:
Stand number:
Hall:

RIGGING ORDER FORM

- I. Description of item:

- II. Construction of item:

- III. Attaching points:

- IV. Weight:

- V. Height from floor level to bottom of item:

- VI. Dimensions: wide x drop.

- VII. Delivery date and time of item on site:

- VIII. Date and time item should be rigged:
(Please note that this cannot be guaranteed)

Invoice address:

We have read the conditions of contract A - G overleaf and agree that these will apply.
We enclose the relevant payment and drawing.

.....
Name	Signature
.....
Date	For and on behalf of

Return to: Technical Services Department
 Scottish Exhibition & Conference Centre
 Glasgow
 G3 8YW
 Tel: 0141 275 6218
 Fax: 0141 581 4977

RISK ASSESSMENT

All stands are required to complete a risk assessment. Space Only stands **MUST** return this with your stand plans to sara@bwea.com.

BWEA cannot authorise any stand plans unless they are accompanied by a risk assessment – this could lead to delays or alterations of design on site.

Shell Scheme stands must undertake a risk assessment, but do not have to submit this to the organiser unless there are any significant risks or you have any queries.

Please assess potential risks on the Risk Assessment Form, using the guidelines below to help you.

SECTION A – HAZARDS	SECTION B – WHO MIGHT GET HARMED	SECTION C- IS MORE NEEDED TO CONTROL THE RISK?
<p>Hazards which you could reasonably expect to cause significant harm under the conditions of your workplace. Such as:</p> <ul style="list-style-type: none"> ▪ Vehicles (exhibits or fork lift trucks etc.) ▪ Layout of stands (e.g. seating) ▪ Complex structures, slipping/tripping hazards (e.g. poorly maintained floors or stairs) ▪ Fire (e.g. flammable materials) ▪ Chemicals (e.g. battery acid) ▪ Moving parts of machinery (e.g. blades) ▪ Work at height ▪ Electricity (e.g. poor wiring) ▪ Dust (e.g. from building materials) ▪ Fumes (e.g. from welding) ▪ Manual handling ▪ Noise ▪ Poor lighting ▪ Low temperature 	<p>Groups of people who may be affected, for example</p> <ul style="list-style-type: none"> ▪ Contractors ▪ Exhibitors ▪ Organisers & venue staff ▪ Members of the Public ▪ Maintenance personnel ▪ Operators <p>Pay particular attention to more vulnerable groups such as inexperienced staff or lone workers.</p>	<p>For the hazard listed, do the precautions already taken:</p> <ul style="list-style-type: none"> ▪ Comply with venue regulations ▪ Meet the standards set by a legal requirement ▪ Comply with a recognised industry standard ▪ Represent good practice ▪ Reduce risk as far as reasonably practicable?

Have you provided:

- Adequate information, instruction or training?
- Adequate systems or procedures?

If so, then the risks are adequately controlled, but you need to indicate the precautions you have in place. Where there is risk not adequately controlled, indicate what more you need to do.

FORM 9

RISK ASSESSMENT

COMPANY NAME:	STAND NUMBER:
COMPANY ADDRESS:	

SECTION A	SECTION B	SECTION C
List signification hazards	List groups of people who are at risk from the hazards listed in Section A	List existing controls or note where the information maybe found. List risks, which are controlled, and the action needed.

Assessment made by:	Company :
Signature:	Date:

RETURN THIS FORM BY 18 AUGUST 2006 TO:

Sara Abuzaid BWEA 1 Aztec Row, Berners Road London N1 OPW E: sara@bwea.com F: + 44 (0)20 7689 1969

HEALTH & SAFETY

Under Health & Safety legislation, exhibitors and their main contractors are responsible for all activities that take place on their stand throughout the event and any actions that could affect others not on their stand. This includes providing risk assessments and method statements, as well as the briefing, communicating to and controlling of all their sub-contractors who work on their stand.

British Wind Energy Association together with SECC is committed to providing, maintaining and promoting, so far as is reasonably practicable, the highest standards of Health, Safety & Welfare at all our events.

All exhibitors and contractors at events organised by BWEA are expected to ensure that they provide a safe place and system of work, as is their legal duty under HSAW 1974. Successful safety management requires the commitment, involvement and co-operation of all those on-site at an event.

Please note that you must complete the Health & Safety Declaration included as Form 10 by 18 August 2006. Vehicle Delivery and Contractor passes will not be issued until this Declaration has been received.

DO'S & DON'T'S

For ease of reference please refer to the checklist below, which will help ensure that the following areas have been considered:

DO'S

- Make sure you and anyone manning your stand understands the fire and evacuation procedures and locations of the hall exits.
- Ensure that any contractor working for you has a suitable and sufficient health and safety policy statement and good safety practices. You can obtain the details of the regulations from the Organisers.
- Make sure that contractors are working safely – and ensure they are trained and competent.
- Working at height on ladders and scaffolding must be done in a controlled and safe manner.
- Time constraints are no excuse for not adhering to safety standards.
- Drive with due care and attention around the exhibition hall. Do ensure that operators are fully trained and properly certified on the equipment being used.
- Ensure that measures are taken to minimise the impact of your operations on the environment.
- Treat all cables as though they were live.
- Make sure an I.E.E. qualified electrician carries out all electrical work. There is a Hall's electrical inspector who will be pleased to provide information or answer questions.
- Ensure that all rubbish and packing from your stand is removed from the site. It must not be stored on or behind your stand during the show.
- Make sure that hazardous waste is disposed of safely. Please note that fluorescent tubes contain

hazardous materials. Halls Services & Management can provide advice.

- Ask for permission to work late and provide adequate breaks for your contractors and staff.
- Make sure that you are properly insured for the exhibition.

DON'T

- Don't use flammable materials in your displays. This includes plastic flowers, polystyrene etc. Some combustible materials may be acceptable if treated with the correct materials.
- Don't have overloaded or insecure displays. Stands and displays can be knocked by visitors and must be safe and secure.
- Don't bring children into the halls. The halls are regarded as a place of work during these periods.
- Don't overload trolleys - not only does this damage your exhibits but will make it difficult to move through crowded aisles and may cause injury to you or other people.
- For safety reasons, all gangways must be kept as clear as possible at all times. In addition, we have designated "emergency gangways" which may not be obstructed at any time.

**Sign and return a copy of the
Health & Safety Form 10 below immediately.**

FORM 10

SHELL SCHEME STAND - HEALTH & SAFETY DECLARATION

TO BE COMPLETED BY 18 AUGUST 2006

THE HEALTH & SAFETY AT WORK ACT, ETC. 1974 (HASAWA)

It is a condition of entry into the exhibition that every exhibitor, contractor, sub-contractor, supplier and their agents comply with the HASAWA 1974 and all other legislation covering the venue. The Exhibitor accepts that it is their legal and moral responsibility to ensure that their own and others' health & safety is not put at risk by their actions or inactions during BWEA28.

Our Health & Safety representative on the stand will be:

Name:	Company Name:
Stand Number:	Mobile number:
Company Contact Details:	

TO BE SIGNED BY A SENIOR MEMBER OF STAFF WITHIN THE EXHIBITING COMPANY

Name:	Position:
Signature:	Date:

RETURN THIS FORM TO:

Sara Abuzaid BWEA 1 Aztec Row, Berners Road London N1 0PW E: sara@bwea.com F: + 44 (0)20 7689 1969

HEALTH & SAFETY

Under Health & Safety legislation, exhibitors and their main contractors are responsible for all activities that take place on their stand throughout the event and any actions that could affect others not on their stand. This includes providing risk assessments and method statements, as well as the briefing, communicating to and controlling of all their sub-contractors who work on their stand.

British Wind Energy Association together with SECC is committed to providing, maintaining and promoting, so far as is reasonably practicable, the highest standards of Health, Safety & Welfare at all our events.

All exhibitors and contractors at events organised by BWEA are expected to ensure that they provide a safe place and system of work, as is their legal duty under HSAW 1974. Successful safety management requires the commitment, involvement and co-operation of all those on-site at an event.

Please note that you must complete the Health & Safety Declaration included as Form 11, by 18 August 2006. Vehicle Delivery and Contractor passes will not be issued until this Declaration has been received.

DO'S & DON'T'S

For ease of reference please refer to the checklist below, which will help ensure that the following areas have been considered:

DO'S

- Make sure you and anyone manning your stand understands the fire and evacuation procedures and locations of the hall exits.
- Ensure that any contractor working for you has a suitable and sufficient health and safety policy statement and good safety practices. You can obtain the details of the regulations from the Organisers.
- Make sure that contractors are working safely – and ensure they are trained and competent.
- Working at height on ladders and scaffolding must be done in a controlled and safe manner.
- Time constraints are no excuse for not adhering to safety standards.
- Drive with due care and attention around the exhibition hall. Do ensure that operators are fully trained and properly certified on the equipment being used.
- Ensure that measures are taken to minimise the impact of your operations on the environment.
- Treat all cables as though they were live.
- Make sure an I.E.E. qualified electrician carries out all electrical work. There is a Hall's electrical inspector who will be pleased to provide information or answer questions.
- Ensure that all rubbish and packing from your stand is removed from the site. It must not be stored on or behind your stand during the show.
- Make sure that hazardous waste is disposed of safely. Please note that fluorescent tubes contain

hazardous materials. Halls Services & Management can provide advice.

- Ask for permission to work late and provide adequate breaks for your contractors and staff.
- Make sure that you are properly insured for the exhibition.

DON'T

- Don't use flammable materials in your displays. This includes plastic flowers, polystyrene etc. Some combustible materials may be acceptable if treated with the correct materials.
- Don't have overloaded or insecure displays. Stands and displays can be knocked by visitors and must be safe and secure.
- Don't bring children into the halls. The halls are regarded as a place of work during these periods.
- Don't overload trolleys - not only does this damage your exhibits but will make it difficult to move through crowded aisles and may cause injury to you or other people.
- For safety reasons, all gangways must be kept as clear as possible at all times. In addition, we have designated "emergency gangways" which may not be obstructed at any time.

**Sign and return a copy of
Health & Safety Form 11 below immediately.**

FORM 11

SPACE ONLY STAND - HEALTH & SAFETY DECLARATION

TO BE COMPLETED BY 18 AUGUST 2006

THE HEALTH & SAFETY AT WORK ACT, ETC. 1974 (HASAWA)

It is a condition of entry into the exhibition that every exhibitor, contractor, sub-contractor, supplier and their agents comply with the HASAWA 1974 and all other legislation covering the venue. The Exhibitor accepts that it is their legal and moral responsibility to ensure that their own and others' health & safety is not put at risk by their actions or inactions during BWEA28.

Our Health & Safety representative on the stand will be:

Name:	Company Name:
Stand Number:	Mobile number:
Company Contact Details:	

TO BE SIGNED BY A SENIOR MEMBER OF STAFF WITHIN THE EXHIBITING COMPANY

Name:	Position:
Signature:	Date:

CONTRACTOR PASSESS WILL NOT BE SENT OUT TO YOUR CONTRACTORS UNTIL THIS FORM HAS BEEN RETURNED AND SIGNED BY THE EXHIBITING COMPANY.

- My principle contractor has undertaken specific Risk Assessment for this event in accordance with HASAWA74 and he/she has trained his/her staff and subcontractors in all such areas identified as being of risk.
- I have ensured that our principle stand contractor(s) has a suitable and sufficient Method Statement prepared for the show and he has satisfied me of his competence to undertake the tasks required of him/her.
- I will make available at BWEA28 a copy of our company's Health & Safety Policy and Risk Assessment. Our stand staff will be sufficiently instructed and trained in relevant matters in order to carry out their tasks competently.

RETURN THIS FORM TO:

Sara Abuzaid, BWEA
1 Aztec Row, Berners Road, London N1 0PW
E: sara@bwea.com, F: + 44 (0)20 7689 1969