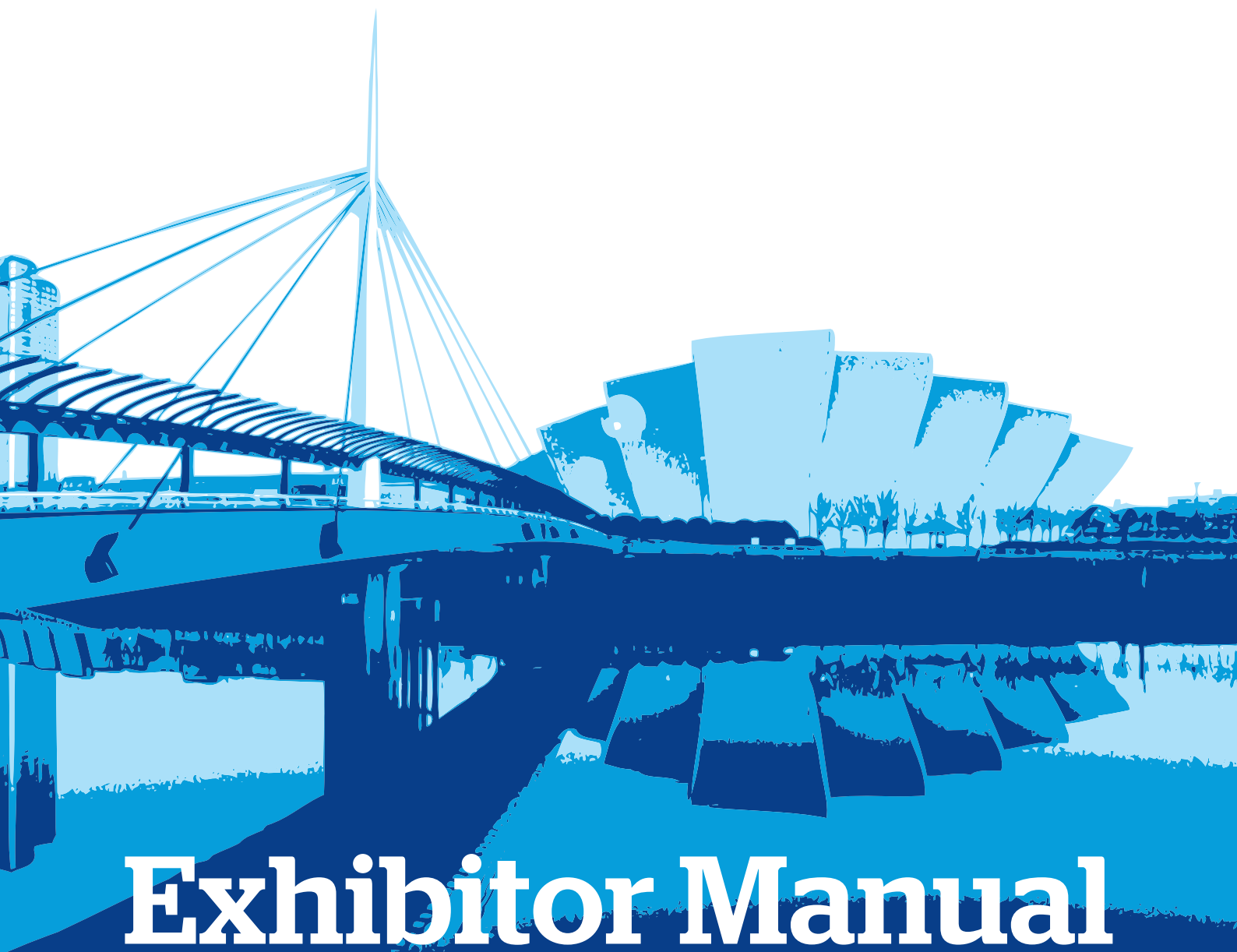




Working together for a productive Scotland



# Exhibitor Manual



For more information visit: [www.scotlandworks.com](http://www.scotlandworks.com)

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**Please return forms 1,2 & 3 to Western Business Exhibitions.** Please click on the documents and the links provided to order goods and services. Surcharges may apply to extra items ordered after the specified date. ***The Exhibitor Badge Order Form will be available via a link which will be emailed to you.***

**OFFICIAL CONTRACTORS: ONLINE ORDERING - ORDER FORMS - CONTACT INFORMATION**  
(PLEASE SEE SEPARATE PDFS):-

### **ANCHOR EXHIBITIONS & ELECTRICAL SERVICES LTD**

ADDITIONAL ELECTRICS (SHELL), SPACE ONLY ELECTRICS, ADDITIONAL SHELL SCHEME SERVICES.  
DIRECT LINK TO ONLINE ORDERING SERVICE.

### **VISIT CONNECT**

VISITOR DATA CAPTURE INFORMATION & LINK FOR ORDER ENQUIRIES.

### **AZTEC AUDIO VISUAL EQUIPMENT HIRE**

AUDIO VISUAL INFORMATION & DIRECT LINK TO ONLINE ORDERING SERVICE.

### **CEVA LOGISTICS**

FREIGHT AND LIFTING REQUIREMENTS ORDER FORM (PLEASE CONTACT CEVA DIRECTLY FOR ENQUIRIES - CALL 0121 782 8888 OR EMAIL: CHRIS.HUGHES@CEVALOGISTICS.COM)

### **INSPIRE FURNITURE HIRE**

CONTACT DETAILS FOR ALL YOUR FURNITURE HIRE REQUIREMENTS.

# Venue Information

Scotland Works • Exhibitor Manual

## VENUE ADDRESS DETAILS

Scottish Event Campus (SEC), The SEC Centre, Exhibition Way, Glasgow G3 8YW  
Tel: **0141 248 3000** [www.sec.co.uk](http://www.sec.co.uk)

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## SHOW DATES AND OPENING TIMES

Wednesday 3rd May 2017 - 9.00am - 4.00pm  
Thursday 4th May 2017 - 9.00am - 4.00pm

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## ORGANISERS

Western Business Exhibitions Limited  
Dorset House, 64 High Street, East Grinstead, West Sussex RH19 3DE

Tel: **01342 314300** Fax: **01342 333700** [www.scotlandworks.com](http://www.scotlandworks.com)

SALLY WOOD	email: <a href="mailto:swood@western-bp.co.uk">swood@western-bp.co.uk</a>
TIM ELSE	email: <a href="mailto:telse@western-bp.co.uk">telse@western-bp.co.uk</a>
LEANNE VELEZ	email: <a href="mailto:lvelez@western-bp.co.uk">lvelez@western-bp.co.uk</a>
JOS DIAMOND	email: <a href="mailto:jdiamond@western-bp.co.uk">jdiamond@western-bp.co.uk</a>
RACHEL EDMONDSON	email: <a href="mailto:redmondson@western-bp.co.uk">redmondson@western-bp.co.uk</a>
DAMIEN OXLEE	email: <a href="mailto:doxlee@western-bp.co.uk">doxlee@western-bp.co.uk</a>
IAIN HOUSTON	email: <a href="mailto:ihouston@western-bp.co.uk">ihouston@western-bp.co.uk</a>
KEITH GABRIEL	email: <a href="mailto:kgabriel@western-bp.co.uk">kgabriel@western-bp.co.uk</a>
MARK SENNETT	email: <a href="mailto:msennett@western-be.co.uk">msennett@western-be.co.uk</a>
JOSIE CHERRY	email: <a href="mailto:jcherry@western-bp.co.uk">jcherry@western-bp.co.uk</a>
RUBY BOISVERT	email: <a href="mailto:rboisvert@western-bp.co.uk">rboisvert@western-bp.co.uk</a>

This manual should provide you with all the information and contacts you will need for a successful Exhibition.

Please take time to read it and complete all the relevant forms to avoid any last minute inconvenience and expense.

Please be aware also of other exhibitors around you and take notice of instructions so we may all enjoy the exhibition and reap the necessary benefits.

Should you require any additional information please do not hesitate to contact any of the organising staff who will be only too pleased to help.

# Timetable Build-up and Breakdown

Scotland Works • Exhibitor Manual

## SHOW DAYS

WEDNESDAY 3RD MAY

Hall Opens 8.00am - Hall closes 5.00pm  
Open to visitors 9.00am - 4.00pm

THURSDAY 4TH MAY

Hall Opens 8.00am - Hall closes 5.00pm  
Open to visitors 9.00am - 4.00pm

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## BUILD-UP

TUESDAY 2ND MAY

Access to all exhibitors  
Hall opens 12noon Hall Closes 10.00pm\*  
SPACE ONLY builds will be granted earlier access by  
prior arrangement with the organisers

## BREAKDOWN

THURSDAY 4TH MAY

Breakdown must not commence before 4.00pm  
Hall closes 10.00pm All equipment must be removed  
and the Hall clear by 10.00pm

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\* COMPANIES WITH LARGE EXHIBITS OR SPECIAL REQUIREMENTS PLEASE CONTACT THE ORGANISERS TO MAKE SPECIAL ARRANGEMENTS AND TO AVOID DELAYS DURING BUILD-UP AND BREAKDOWN.

# General Information

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## Aisles

Aisles must be kept clear at all times; exhibits may not project into gangways. All items must be kept within the boundaries of your stand. The organisers will be providing stand and aisle carpet throughout the hall.

## Audio Visual Equipment

The organisers have appointed Aztec Event Services Ltd to provide AV equipment hire at the Event (Display Equipment / Audio/Video Equipment and Computer/Office Hardware.) Please see separate PDF for details and online orders.

## Build-Up

Please check in at the organisers desk at the entrance to the Hall on arrival at the SEC before commencing your Stand Build-Up.

## Catering

Catering facilities will be open to both exhibitors and visitors for the duration of the show. Facilities will also be available during Build-up and Breakdown. If you require food/drinks for your stand during the show days, you can place an order direct with the SEC via their website <http://secc.standdelivery.co.uk/>

## Cleaning

Stand Cleaning - the organisers have arranged cleaning. If you need any special arrangements these may be surcharged. Please contact the organisers if special arrangements need to be made.

## Connect 365 and Connect 365+

Enhance your visibility, generate customer enquiries and raise awareness all year round by taking up either our Connect 365 or Connect 365 plus packages - please see page 9 for details on upgrading your presence at the show.

## Contractors (Official)

Official Contractors may be contacted through the organisers during Build-Up and Breakdown at each venue.

## Fire Precautions and Safety Regulations

All exhibitors must adhere to the regulations of the Hall Owners and Local Authority. Materials used in the building, decorating and covering of stands must be non-flammable.

## Freight, Lifting & Storage

The organisers have appointed CEVA Showfreight for all your freight, lifting and storage requirements at the Event. Please see separate PDF for details and order form.

## Furniture

The organisers have appointed Inspire Furniture Hire Limited, Please see separate PDF document for website details.

## Height / Weight Restrictions

No exhibitor or contractor should erect anything higher than 3 metres within a shell scheme site, without prior arrangement. Space only exhibitors should contact the organisers if exhibits exceed 3 metres in height. No load in excess of 5 tons per square metre is permitted to be placed on the floor of the Halls. No vehicle with an axle load in excess of 20 tons can be brought into the Halls at the SEC. Floor loadings in excess of the above may be permitted on application and subject to approval by the SEC.

# General Information ... /cont

Scotland Works • Exhibitor Manual

## Insurance

See information sheet at the end of this manual - **page 16**.

## Music

All exhibitors who intend having music on stands, even for demonstration purposes, legally require a Performing Rights Society Licence to authorise such use of its international copyright musical repertoire. Licences can be obtained for the duration of the exhibition from: Performing Rights Society. Tel: 0845 309 3090.

## Parking

The venue has parking facilities. Each stand will receive complimentary car park passes for the duration of the show and these will be made available to you on arrival on build-up day 2nd May. A limited amount of additional car park passes will be available. If you would like additional passes please send an email request for the attention of [jcherry@western-bp.co.uk](mailto:jcherry@western-bp.co.uk). Exhibitor Parking will be in Car Park 5 at the west of the site.

## Promotional Activities

For the benefit of all exhibitors, no promotional activity will be allowed away from your stand without prior notice and the consent of the organisers.

## Rigging

For all Rigging bookings please complete the attached Rigging Order Form and send direct to the SEC. For all enquiries please email: [technical.services@sec.co.uk](mailto:technical.services@sec.co.uk)

## Security

There is overnight security at the SEC and 24hr CCTV in the Hall. During show hours no responsibility can be accepted for loss or damage from vacant stands; please ensure there is adequate representation to prevent this occurrence.

## Show Catalogue

Each exhibitor will be given a FREE listing in the show catalogue. This will be an exact repeat of your entry from the website [www.scotlandworks.com](http://www.scotlandworks.com) unless you advise otherwise and the **deadline for new copy is Monday 3rd April 2017**. A full page advertisement is included with the Connect 365+ package (see page 8 for advert size and specification.) (For information on Connect 365 and Connect 365+ please see page 9.)

## Storage

There are no storage facilities for packing cases or other materials. Exhibitors must make their own arrangements.

## Visitor Data Capture

The organisers have appointed N200 and will be using their 'Visit Connect Service' for Exhibitors to Capture and Manage sales leads at the Event. Please see separate PDF for information sheet and link for orders enquiries.

## Wi-Fi

The SEC provides on-site WiFi. Please note this may not be suitable for large data transfer and a dedicated internet connection may be needed. For all options and enquiries please contact the SEC direct on: 0141 248 3000 or email [technical.services@sec.co.uk](mailto:technical.services@sec.co.uk).

# Official Contractors

## Scotland Works • Exhibitor Manual

The following have been appointed as official contractors for services:-

<b>Electrics:</b>	Anchor Exhibitions & Electrical Services Limited 2 Cedar Court, Grove Road, Burbage, Leicestershire LE10 2AE Tel: 01455 612341 Fax: 01455 896982 Email: admin@anchor-exhibitions.co.uk www.anchor-exhibitions.co.uk Contact: Stuart Berrie / Rachel Colburt
<b>Shell Scheme:</b>	Anchor Exhibitions & Electrical Services Limited 2 Cedar Court, Grove Road, Burbage, Leicestershire LE10 2AE Tel: 01455 612341 Fax: 01455 896982 Email: admin@anchor-exhibitions.co.uk www.anchor-exhibitions.co.uk Contact: Stuart Berrie / Rachel Colburt
<b>Furniture:</b>	Inspire Furniture Hire Limited P O Box 14298, Birmingham B46 9AZ Tel: 01455 234919 Fax: 01675 482917 Email: sales@inspirehire.co.uk www.inspirehire.co.uk Contact: Sue Duffield
<b>Catering:</b>	Scottish Event Campus (SEC) SEC Food Exhibition Way, Glasgow G3 8YW Tel. 0141 576 3141 Email: standcatering@sec.co.uk Web: <a href="http://secc.standdelivery.co.uk/">http://secc.standdelivery.co.uk/</a>
<b>Freight/Lifting:</b>	CEVA Showfreight Unit 3A, National Exhibition Centre, Birmingham, B40 1PJ Tel: 0121 782 8888 Email: chris.hughes@cevalogistics.com www.cevalogistics.com Contact: Chris Hughes
<b>Audio Visual Equipment</b>	Aztec Event Services Ltd Units 1-2 Falcon Business Centre, 14 Wandle Way, Mitcham, Surrey CR4 4FG Tel: 0207 803 4000 Email: sales@aztecuk.com www.aztecuk.com

# Hotel Accommodation

Scotland Works • Exhibitor Manual

Listed below is a selection of hotels nearby to the venue:-

Jurys Inn	0141 314 4800
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Campanile Hotel	0141 287 7700
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Crowne Plaza Hotel	0871 942 9091
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Hilton Garden Inn	0141 240 1002
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Thistle Hotel	0871 376 9043
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Premier Inn Glasgow City Centre	0871 527 8438
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Devoncove Hotel	0141 334 4000
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Hallmark Hotel	0141 222 2929
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Argyll Hotel	0141 337 3313
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Best Western Glasgow	0141 227 2772
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Lorne Hotel	0141 330 1555
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# Show Catalogue Booking Form

Scotland Works • Exhibitor Manual

**FORM No. 1**

**RETURN BY 3.4.17**

## ADVERTISEMENT SIZE

Full Page (a full page is included with the Connect 365+ package) £750

☐

Inserts in visitor carrier bags up to 15gm

£1,000

☐

Over 15gm please contact Sales Team on 01342 333720

PLEASE TICK RELEVANT BOX(ES) ABOVE TO BOOK YOUR ADVERTISING SPACE IN THE CATALOGUE

Company Name. ....

Address. ....

.....

Telephone. .... Fax. ....

Email. ....

Contact. .... Order Number. ....

## PRODUCTION DATA

Catalogue Page Trim Size	-	170mm wide x 240mm high
Bleed Size	-	176mm wide x 246mm high
Digital Artwork	-	Press-ready Hi-Resolution PDF
Email	-	production@western-bp.co.uk

PLEASE FAX BACK THIS FORM TO: WESTERN BUSINESS EXHIBITIONS ON 01342 333700  
EMAIL TO: SWOOD@WESTERN-BP.CO.UK OR CALL SALLY WOOD ON 01342 333720.

(For FREE Exhibitor Listing in the Catalogue please see General Information on Pages 4 & 5.)



**Enhance your visibility, generate customer enquiries and raise awareness all year round**

**£795**

**Upgrade to Connect365<sup>PLUS</sup> for multiple benefits and unbeatable value:**

**1. Enhanced online profile:**

- Logo, contact details and web link
- Additional PDF brochure downloads

**2. Publish your PR online:**

- Upload up to 5 stories
- Reach thousands of buyers before, during and after the event

**3. Partner Portal:**

- Let us build a branded registration page just for your customers
- Get full visibility on the success of your pre-event marketing

**4. Data Collection:**

- Free use of the N200 data collection app. or scanner service
- Verify, rate, prioritise, monitor and respond to leads immediately

**5. Email newsletter advertising:**

- Reach > 60,000 buyers via our event newsletter

**6. Full page advertisement in the printed show catalogue.**

**£395**

**The standard Connect365 package is as shown above excluding the show catalogue advertisement.**

connect  
**365**

**Speak to your sales contact about upgrading your presence to include Connect365<sup>PLUS</sup> today.**

# Health & Safety Form

Scotland Works • Exhibitor Manual

FORM No. 2

RETURN BY: 10.4.17

Company. \_\_\_\_\_ Stand No. \_\_\_\_\_

Health & Safety Representative. \_\_\_\_\_

Position. \_\_\_\_\_

Mobile/Site telephone no. (if applicable). \_\_\_\_\_

## The Health & Safety at Work Act 1974 (HASAWA74)

It is a condition of entry into the exhibition that every Exhibitor, sub-Contractor, supplier and their agents comply with the HASAWA74 and all other legislation covering the venue. The Exhibitor accepts that it is their legal and moral responsibility to ensure that their own and other's health & safety is not put at risk by their actions (or inaction) throughout the tenancy.

To be signed by a senior person within the exhibiting company.

Signed: \_\_\_\_\_ Print Name: \_\_\_\_\_

Position: \_\_\_\_\_ Date: \_\_\_\_\_

- ☐ We are **SHELL SCHEME only**. We have trained and made our stand staff aware of the potential risks present onsite and we will copy them with any Safety bulletin. Our exhibits, demonstrations and work practises cause NO HAZARD to either ourselves or others on site.
- ☐ We are **SPACE ONLY**. My principal Contractor has undertaken a specific Risk Assessment for this event in accordance with HASAWA74 and he has trained and notified his staff and sub- contractors in all such areas identified as being at risk. A copy of the Risk Assessment is available upon request.
- ☐ We are aware that our stand during build-up, opening or breakdown is potentially hazardous and we have carried out a Risk Assessment, which we will make available to you.
- ☐ We will be delivering industrial trucks/forklifts and/or demonstrating machinery during the exhibition. We have carried out a full Risk Assessment and all personnel operating the equipment will be fully trained, qualified and insured to use the machinery.

Please complete and return this form to:

Josie Cherry at Western Business Exhibitions Limited

Dorset House, 64 High Street, East Grinstead, West Sussex RH19 3DE

Email: jcherry@western-bp.co.uk Tel: 01342 314300 Fax: 01342 333700

# Risk Assessment Form

Scotland Works • Exhibitor Manual

**FORM No. 3**

**RETURN BY: 10.4.17**

COMPANY NAME. \_\_\_\_\_

EXHIBITION/EVENT. **SCOTLAND WORKS 2017**

HALL/VENUE. **HALL 4, SEC, GLASGOW**

DATE OF ASSESSMENT. \_\_\_\_\_ SIGNED. \_\_\_\_\_

HAZARDS	Those Affected	Risk Levels	Safety & Control Procedures

## Those at Risk

Organisers • Exhibitors • Contractors to organisers/exhibitors  
The SEC Staff • Subcontractors to organisers/exhibitors • Visitors

## Description of Risk & Type

Low risk	Minor injury including cuts, bruising, minor burns etc.
Medium risk	Minor to sever injury to include deep lacerations, falls, electric shock etc.
High risk	Minor to fatal injury including falls, electrocution, major burns etc.

Please complete and return this form to:

Josie Cherry at Western Business Exhibitions Limited

Dorset House, 64 High Street, East Grinstead, West Sussex RH10 3DE

Email: [jcherry@western-bp.co.uk](mailto:jcherry@western-bp.co.uk) Tel: 01342 314300 Fax: 01342 333700

# Electrical Services

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**The official Electrical Contractors appointed by the Organisers are: -**

Anchor Exhibitions & Electrical Services Limited  
2 Cedar Court, Grove Road, Burbage, Leicestershire, LE10 2AE  
Telephone : 01455 612341 Fax : 01455 896982  
Email: admin@anchor-exhibitions.co.uk Web: www.anchor-exhibitions.co.uk

**Included in your shell scheme package:- 1 x 500w double socket and 2 x 120 watt Spotlights.** Additional electrics are available but will be charged extra - see separate PDF for ordering additional electrics. Please indicate to Anchor Exhibitions and Electrical Services where you would like your socket and spotlights (including any extras) by completing the grid online and return to Anchor by their deadline date with the appropriate payment information (if ordering extra items not included in the shell scheme package.) Installation of socket and spotlights will be fitted at the electricians discretion if no instruction is provided. Space Only sites will need to place their order direct with Anchor - see separate PDF. A surcharge may apply to orders received after the deadline date.

Please read the rules governing Electrical Installations below.

## **RULES GOVERNING ELECTRICAL INSTALLATIONS**

### **Important Notice to All Exhibitors/Stand Fitters etc.**

The official contractor appointed by the organiser can carry out lighting and other electrical installations required by exhibitors on their stand. Complaints about electrical circuits, or work not carried out will only be recognised by the official contractor if notification is made to them in writing before the close of the show. All electrical work carried out on behalf of the exhibitor shall at all times be subject to the inspection and approval of the Organisers duly accredited electrical surveyor. Exhibitors must indicate positions of electrical and power points on plan. Any exhibitor wishing to use his own electrical fittings must notify the electrical contractor in order that the wiring and circuits etc. can be discussed and so arranged to conform to the rules and regulations of the local council.

### **New NAEH Rules (Abbreviated Version)**

Any electrical equipment, wiring, connections must comply with:

- 1) Current I.E. Regulations.
- 2) Health & Safety at Work Act.
- 3) Any special requirements by the local authority.

All exhibitors staff employed must be qualified and conversant with the above rules and regulations. Where an exhibit is deemed unsafe the Organisers or local authority will disconnect the supply from the mains.

All exhibitors must ensure that the necessary insurance to cover public liability for any installation can be provided if required.

### Basic Rules

All labour working on electrical installations must have proof of their competence, i.e. BECA registered or JIB approved.

Minimum size cable 1.5mm twin and earth to 600/1000W Grade to B.S. specifications.

No joints in cables.

Flexible cords (Round Cable) must not exceed 2 metres in length.

Not more than one flexible cord to one plug.

Fuses in plug tops must be appropriate for the cable and equipment.

Multi adaptors shall not be used except for Video/Monitors and on computer/monitor.

Maximum of 500 watts permitted on 4 way board.

ELCB Protection is required for each socket less than 2 metres (measured horizontally) from any sink unit / water outlet.

### For Information: Examples of Power Requirements

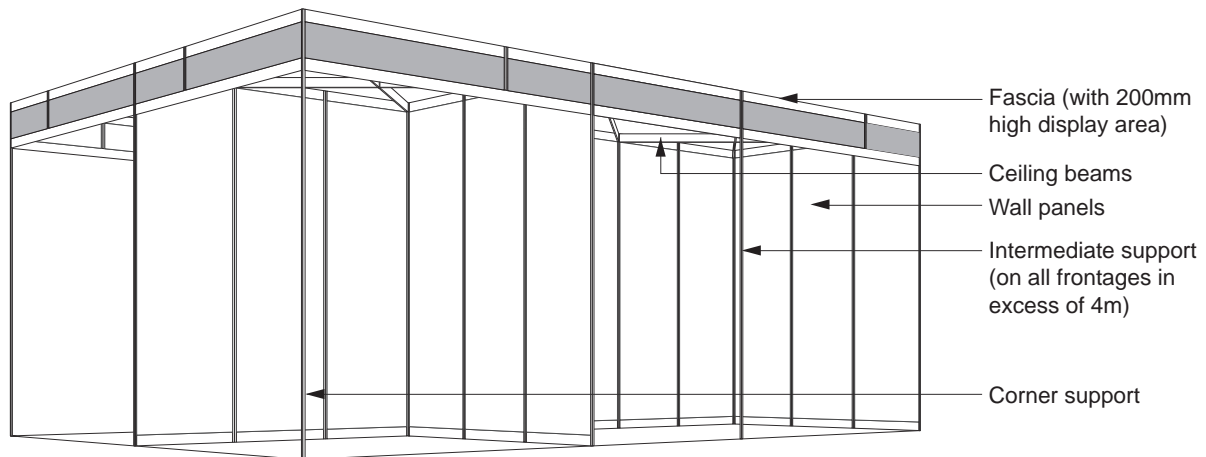
500w Sockets:	PC Computers, TVs, Videos, Spotlights up to 500w, Fridges
1000w Sockets:	Domestic filter coffee machines, lighting up to 1000w
2000w Sockets:	Kettles, machinery up to 2000w
3000w Sockets:	Hired coffee machines, machinery 2000w to 3000w

NOTE: LIGHTING CIRCUITS MAY NOT EXCEED 1000w

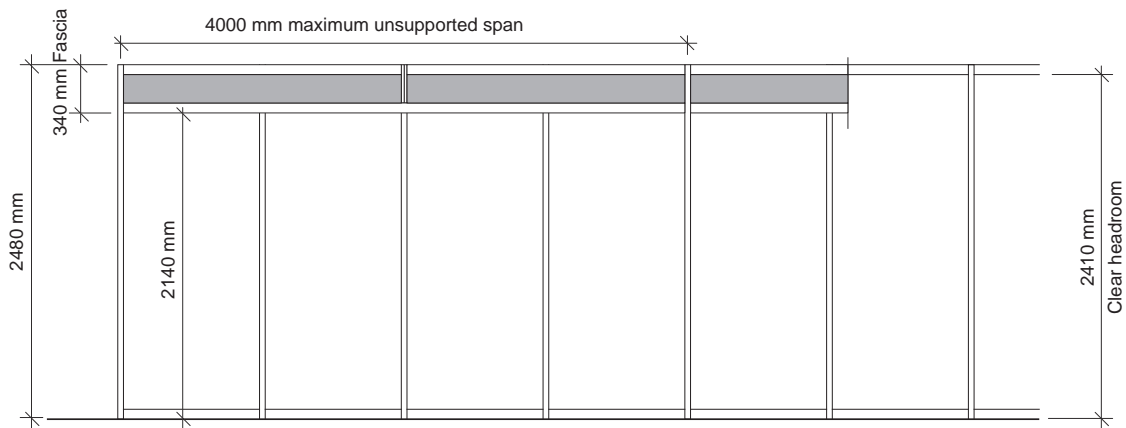


## ANCHOR EXHIBITIONS LIMITED

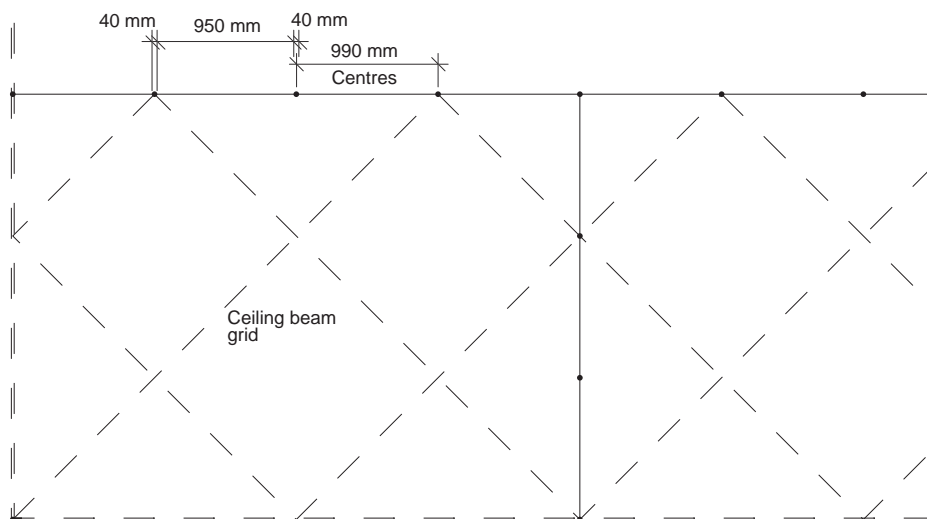
2 Cedar Court ♦ Grove Road ♦ Burbage ♦ Leics ♦ LE10 2AE  
Telephone: 01455 612341 ♦ Fax : 014555 896982 ♦ Email: admin@anchor-exhibitions.co.uk



### **Basic Shell**



### **Elevation**



### **Plan**

If you have any queries regarding these measurements, please contact  
Anchor Exhibitions on Tel. 01455 612431 or email [admin@anchor-exhibitions.co.uk](mailto:admin@anchor-exhibitions.co.uk)

## **OCTANORM**

### **Panel Dimension Detail**

#### **Fixing Shelves, Hanging Rails & Display Panels**

When ordering Shelves or Hanging Rails please send plan (see over) indicating clearly where Shelves, etc. are to be fixed on wall also height from floor. Sending this information before the build-up starts will prevent delays on site

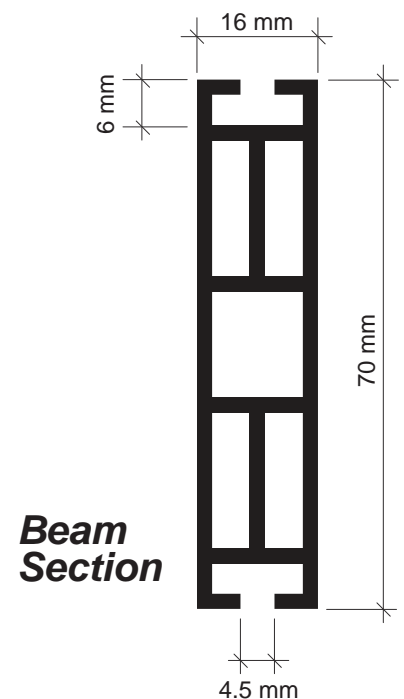
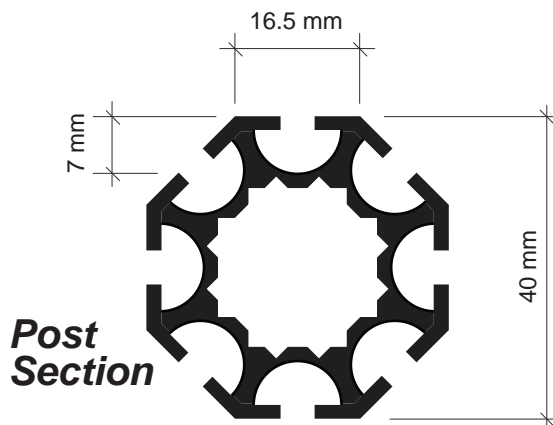
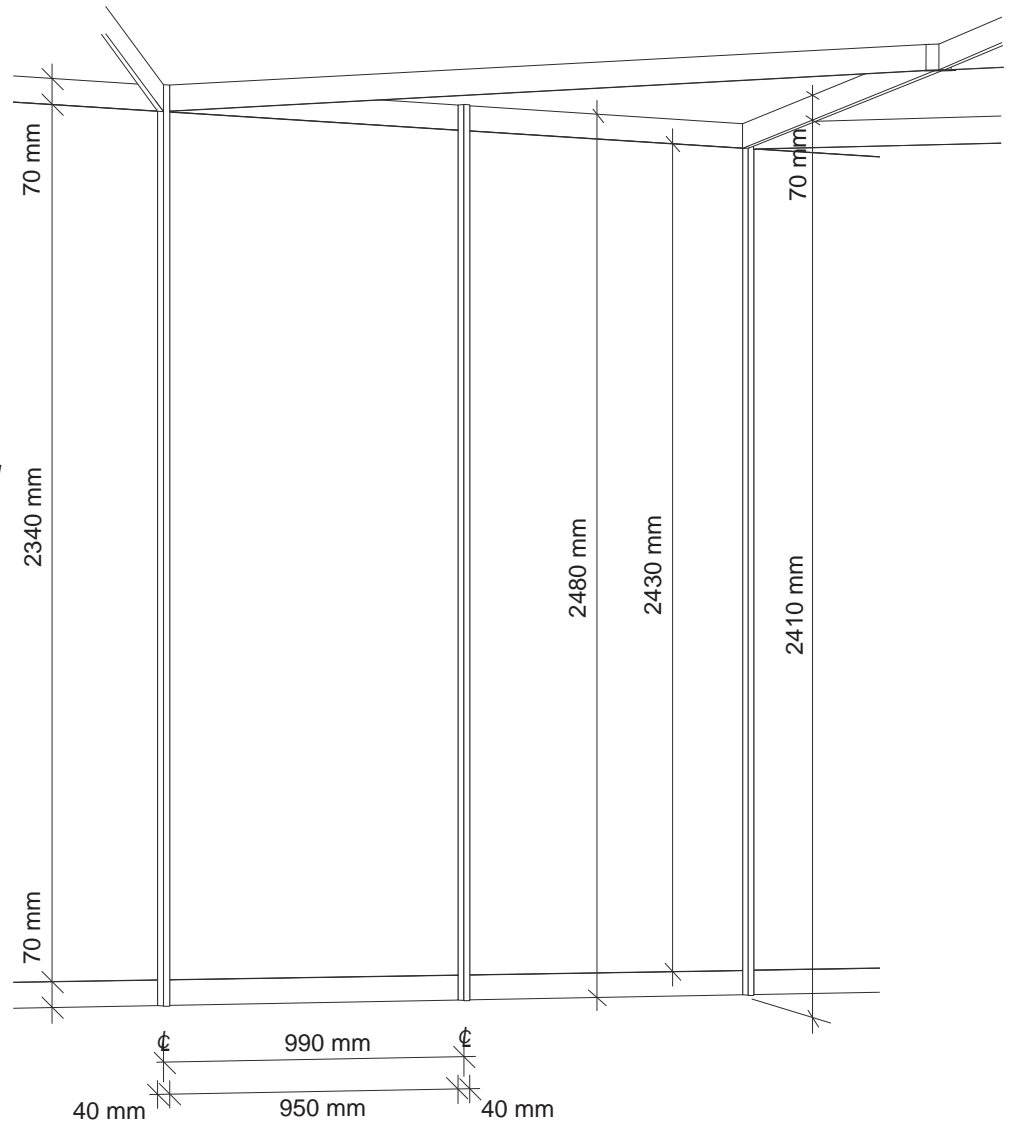
#### **Display Panels (mounted onto system)**

For production of Display Panels to be fitted onto the walls in between the beams and posts, the overall finished size is 2340mm x 950mm

#### **Graphic Panels (fitted into system)**

For production of Graphic Panels to be fitted directly into the system the overall finished size is 2352mm x 970mm

**These Panels can be produced and fitted by Anchor Exhibitions**



IF THE ABOVE DIMENSIONS ARE CRITICAL TO YOUR STAND SET-UP  
PLEASE CONTACT US TO CONFIRM THAT THERE HAVE BEEN NO CHANGES



### Important Notice to all Exhibitors

Please note that our Exhibitor's Contract requires you to have Public Liability Insurance. You should note that this is not the same as Employers' Liability Insurance which is mandatory in the UK. You may already have Public Liability cover, however it is important to note that not all business policies offer cover for organised events taking place outside your business premises.

We wish to draw your attention to the event specific Insurance Packages offered by Towergate Coverex and Hiscox which include the following cover:-

### Exhibitor Insurance - Towergate Coverex

Towergate Coverex can give you peace of mind when exhibiting with specifically designed exhibitor insurance cover.

The exhibitor combined insurance includes:-

- Public liability
- Cancellation and enforced non-arrival
- Property damage - owned and hired in

Call 0844 892 1604 for further information or to receive a quotation. Or you can visit the website <http://www.towergatecoverex.co.uk/exhibitor-insurance.aspx>

### Exhibitor Insurance - Hiscox

Event specific Insurance Package offered by Hiscox which includes the following cover:-

- Legal liabilities
- Cancellation and abandonment
- Property Damage

If you decide to use the services of Hiscox, simply call them on +44 (0)845 213 8440 to buy cover over the phone, or go to <http://www.hiscox.co.uk/events/> to buy online.

*UK Financial Services Authority regulations do not permit us to advise you on an insurance matter. You are under no obligation to purchase such insurance from Towergate Coverex or Hiscox and may choose to seek insurance from other providers.*