Exhibitor Manual

Shell Scheme
15th – 17th July 2016 ExCeL London

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Star Wars Celebration Europe 2016

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Welcome to the Star Wars Celebration Europe Exhibitor Manual. Please note that this document is not designed to replace our personal service. Our team will be happy to answer any questions, explain a rule, discuss a procedure or offer any special assistance you may require.

Below is a brief explanation of the sections within this document:-

Where to Start? Shell Scheme – This section applies if you have booked a shell scheme stand directly with us. This is a quick and simple overview of what you need to do in this manual to have a successful exhibition.

Official Contractors Page – A convenient and useful page so that you can quickly and easily view the contact details and information of all the official suppliers to Star Wars Celebration Europe

Exhibition Timetable – Provides the build up, show and breakdown dates and times.

Deliveries, Storage & Lifting – Information on how to get items delivered and stored at Star Wars Celebration Europe.

Venue & General Information – Provides information on venue and general details including the address which you may find useful.

Health & Safety – Please ensure that you read this section so that you have an appreciation of the risks involved in anything you plan onsite.

Emergency Procedures – Please ensure that you and your stand staff read through these procedures and acquaint yourself to the nearest fire exit when you arrive onsite.

Security – Tips on how to keep your stand and other items safe during build-up, the show itself and breakdown times.

Order Forms – All the tasks you need to perform to ensure a smooth exhibiting experience are placed in here with deadlines and supplier details. You can order products and keep track of their progress.
# Exhibition Timetable

## Build Up

### Wednesday 13th July

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>0800hrs</td>
<td>Halls Open</td>
</tr>
<tr>
<td>0800hrs</td>
<td>Space-only exhibitors/contractors onsite</td>
</tr>
<tr>
<td>1800hrs</td>
<td>Halls Close</td>
</tr>
</tbody>
</table>

### Thursday 14th July

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
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</thead>
<tbody>
<tr>
<td>0800hrs</td>
<td>Halls Open</td>
</tr>
<tr>
<td>0800hrs</td>
<td>Space-only exhibitors/contractors onsite</td>
</tr>
<tr>
<td>1000hrs</td>
<td>Shell Scheme exhibitors onsite</td>
</tr>
<tr>
<td>1800hrs</td>
<td>Final stand dressing to be completed by</td>
</tr>
<tr>
<td>1800hrs</td>
<td>Halls Close</td>
</tr>
</tbody>
</table>

## Show Open

### Friday 15th July

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>0800hrs</td>
<td>Halls Open for Exhibitors</td>
</tr>
<tr>
<td>1000hrs</td>
<td>Exhibit Halls Open for Attendees</td>
</tr>
<tr>
<td>1900hrs</td>
<td>Exhibit Halls Close for Attendees</td>
</tr>
<tr>
<td>1930hrs</td>
<td>Halls Close for Exhibitors</td>
</tr>
</tbody>
</table>

### Saturday 16th July

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>0800hrs</td>
<td>Halls Open for Exhibitors</td>
</tr>
<tr>
<td>1000hrs</td>
<td>Exhibit Halls Open for Attendees</td>
</tr>
<tr>
<td>1900hrs</td>
<td>Exhibit Halls Close for Attendees</td>
</tr>
<tr>
<td>1930hrs</td>
<td>Halls Close for Exhibitors</td>
</tr>
</tbody>
</table>

### Sunday 17th July

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>0800hrs</td>
<td>Halls Open</td>
</tr>
<tr>
<td>1000hrs</td>
<td>Exhibit Halls Open for Attendees</td>
</tr>
<tr>
<td>1700hrs</td>
<td>Halls Close for Exhibitors</td>
</tr>
</tbody>
</table>

## Breakdown

### Sunday 17th July

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1730hrs</td>
<td>Exhibitors to remove portable exhibits, displays, general dismantling of standfittings.</td>
</tr>
<tr>
<td>2000hrs</td>
<td>Shell Scheme stands will be dismantled</td>
</tr>
<tr>
<td>2200hrs</td>
<td>Halls Close</td>
</tr>
</tbody>
</table>

### Monday 18th July

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>0800hrs</td>
<td>Halls Open</td>
</tr>
<tr>
<td>0800hrs</td>
<td>General dismantling of standfittings</td>
</tr>
<tr>
<td>1200hrs</td>
<td>Halls Close</td>
</tr>
</tbody>
</table>

On Thursday 14th July all aisles within the halls are required to be clear by 16:00 and kept clear for the aisle carpet to be laid.

**Breakdown Reminders:-**

- Stands must be manned and operational until 1700hrs on Sunday 17th July. Exhibit material and equipment cannot be removed from the exhibition before this time.
- Only small vehicles will be permitted access to the lorryways from 1700hrs onwards. No artics will be allowed on the lorry ways until Monday 18th July.
- Shell Scheme will be dismantled from 2000hrs on Sunday 17th July. Please therefore ensure that anything displayed on the panels has been removed before this time.
- Standfitting and electrical contractors will be permitted to enter the halls from approximately 1730hrs on Sunday 17th July. The electrical supply to your stand will be terminated at 1730hrs. Catering equipment, furniture, AV, flowers etc which have been hired remain the responsibility of the exhibitor until such times...
as they are returned to the source from which they were obtained. Please ensure that all cupboards are emptied.

- Any exhibitor leaving small exhibits and personal effects at the close of the show should make arrangements with the Security Manager onsite for their overnight safe keeping.
- Riggers will access the halls when there is clear access through the aisles. Please check with the rigging department directly to get an estimate on when they will access the rigging on your stand.
- Contractors and exhibitors leaving exhibit materials or stand fittings unattended in the hall following closure of the show do so at their own risk.
- If you require any skips or euro bins during build up or breakdown then please contact ExCeL Cleaning directly on +44(0)20 7069 4506
- All stand fitting needs to be removed from the halls by 1200hrs on Monday 18th July. Any items left after this time will be deemed as rubbish and disposed of, if excessive then the cost to remove this will be passed to the exhibitor.
Where to Start? Shell Scheme

We realise that exhibiting can be a complex operational process so the pages below will give you a brief overview of exactly what you will need to do to have a smooth and successful exhibition. Use the links below to jump to the sections you need.

If you have any questions at all then feel free to contact one of the Star Wars Celebration Europe team by clicking here.

Shell Scheme – Package A

If you have booked the above stand then this comes with:-
- Walls at 2.5m
- Ceiling Grid
- Nameboard
- 1 x twin 1KW Socket Outlet
- 1 x Lighting Track with 3 x spotlights
- 1 x EV44 6ft trestle table with black fitted tablecloth
- 2 x CH12 chairs in black
- 1 AC11 bin

Shell Scheme – Package B

If you have booked the above stand then this comes with:-
- Walls at 2.5m
- Ceiling Grid
- Nameboard
- 1 x twin 1KW Socket Outlet
- 1 x Lighting Track with 3 x spotlights
- 1 x EV44 6ft trestle table with black fitted tablecloth
- 2 x CH12 chairs in black
- 1 AC11 bin
- 1 of 1m x 2m lockable store

**Walling**
These will be constructed from octanorm shell scheme. For full specifications of the shell scheme please refer to the Octanorm guide within the Order Form section.

Please bear in the mind the dimensions of the panels when planning graphics, hangings or interiors for your stand. For the shell scheme specifications please click here

**Fascia**
The colour of the fascia will be black.

**Nameboard**
Your company name and stand number will be shown on a nameboard. This will be attached to the fascia on each open side of the stand.

The information for the company name will be taken from what you submit within the exhibitor portal which is also used for the onsite catalogue etc. If however you would like a different name to appear on the nameboard then please do contact GES directly. Please note that a charge is applicable for any alterations made onsite.

Although there is no limitation on how many characters you allowed on your nameboard, please note that the more letters you have, the smaller your company name will appear on the board.

**Lighting & Electrics**
If you require any additional electrics or lighting these will need to be ordered by completing the Lighting & Electrics form.

The early booking deadline date is 17th June 2016

**Floorcovering**
Floorcovering/carpet is not included in the shell scheme package. Please contact GES our official floorcovering contractor to order carpet.

**Furniture**
Additional furniture can be ordered through GES our official furniture contractor.

**Shell Scheme Accessories**
There is a wide range of additional shell scheme components that are available to enhance the appearance of your stand. These items can be ordered by completing the Shell Scheme Extras Form.

The deadline date for ordering furniture is 17th June 2016

**Cleaning and Waste**
It is your responsibility to maintain your stand in a clean condition at all times. We have made arrangements for basic stand cleaning to be carried out on the pre-open of Star Wars Celebration Europe and overnight during the open days. This is a free of charge service. If you require any special services or unusual requests for your stand, such as the removal of bulk rubbish or excessive waste at the end of the exhibition please contact ExCeL London Cleaning on +44 (0) 207 069 4506 for a quote.

Stands will be cleaned each evening on show open days. Rubbish should be placed in the gangways so it can be cleared away each evening. Anything left in the gangways overnight will be considered as rubbish so will be cleared away & disposed of.

**Contact Us**
If you have any questions please feel free to contact the Operations Team.
Official Contractors

Audio Visual  Catering
Cleaning & Waste  Customs
Electrics  Floorcovering/Carpet
Floral  Freight Forwarding
Furniture  Graphics
Rigging  Shell Scheme
Stand Plan Submission  Water & Waste
Internet & Telephone  VAT

Audio Visual
Blitz
One Western Gateway
Royal Victoria Dock
London
E16 1XL
T: +44 (0)20 8327 1000
E: enquiries@blitzcommunications.co.uk

Catering – Stand Delivery
Leiths at ExCeL London
One Western Gateway
Royal Victoria Dock
London
E16 1XL
T: +44 (0) 207 069 4100
For online ordering please click here

Catering – Hospitality
Leiths at ExCeL London
One Western Gateway
Royal Victoria Dock
London
E16 1XL
T: +44 (0) 207 069 4339
E: leiths@excel-london.co.uk

Cleaning & Waste
ExCeL London Cleaning
T: +44 (0) 20 7069 4506

Customs
See Freight Forwarding

Electrics
GES
T: +44 (0) 207 069 4255
E: electricssouth@ges.com

Floorcovering/Carpet
T: +44 (0) 8448 793 226
Non UK: +44 (0) 2476 380 180
E: customerservice@ges.com
Floral
Oldacre Florists
ExCeL London
One Western Gateway
London
E16 1XL

Contact: Lynn Edmonds
T: +44 (0) 207 069 4235
E: info@oldacre.co.uk
www.oldacre.co.uk

Freight Forwarding, Onsite Handling & Customs Clearance
Agility Fairs & Events Logistics Ltd
ExCeL
London

T: +44 (0) 207 069 5326
E: sbraybon@agility.com
W: www.agility.com

Furniture
T: +44 (0) 8448 793 226
Non UK: +44 (0) 2476 380 180
E: customerservice@ges.com

Graphics
Pertons Signs Limited

T: +44 (0) 208 992 5775
E: mark@pertonsigns.co.uk

Internet & Telephone
Excel London – IT & Communications
One Western Gateway
Royal Victoria Dock
London
E16 1XL

T: +44 (0) 207 069 4400 onsite contact number ext 4342
F: +44 (0) 207 069 5445
E: services@excel-london.co.uk

Rigging
ExCeL Rigging Services
ExCeL London
E16 1XL

T: +44 (0) 207 069 4244 or 4250
F: +44 (0) 207 069 4800
E: rigging@excel-london.co.uk

Shell Scheme
T: +44 (0) 8448 793 226
Non UK: +44 (0) 2476 380 180
E: customerservice@ges.com

Shipping
See Freight Forwarding
Stand Plan Submission
Please submit using the Stand Check System by clicking here.

For more information on the stand plan system please click here.

If you require help logging into the system please refer to the Stand Plan section or alternatively contact the Operations Team.

Deadline: 27th May 2016

VAT Refunds
Quipsound
The Crown Building
London Road
Westerham
Kent
TN16 1UT

T: +44 (0) 1959 561 717
E: uk@quipsound.com
www.quipsound.com

Water & Waste
ExCeL Event Services
ExCeL
London
E16 1DR

T: +44 (0) 207 069 4400
E: services@excel-london.co.uk
Deliveries, Lifting & Storage

This section contains information on how heavy items can be moved around the exhibition and, how you can store them (if you don’t have enough room on your stand).

Lifting
Agility Logistics are the official contractor and will operate all lifting/unloading equipment onsite.

Please contact Agility Logistics at the earliest opportunity with details of large or heavy exhibits. These may need to be positioned in the early part of the build up and may require special handling. Agility Logistics will operate all lifting/unloading equipment onsite.

Please note that there are additional charges for late or onsite orders. Please therefore complete the order form contained within the Order Form Section.

Delivery Address
All deliveries to the show must be addressed to:-

Contact Name
Company Name & Stand Number
Hall Number
Star Wars Celebration Europe
ExCeL London
One Western Gateway
London
E16 1XL

Please note that deliveries can only be made during our tenancy dates Wednesday 13th July to midday on Monday 18th July 2016. Any deliveries made outside these dates will not be accepted. Agility can, however, accept your freight in advance and store it at their warehouse. Contact Agility for details.

Deliveries during Build-Up
Deliveries should not be sent to site until a representative of your company is present to sign for your delivery. The Organisers are unable to accept or sign for any deliveries on your behalf. No deliveries will be accepted before Wednesday 13th July 2016

For the most reliable, cost effective solution to ensure that your goods arrive safely and on time we strongly recommend that you arrange your deliveries through our official contractor, Agility Logistics.

From our experience, we find that build-up is a very busy period and many courier companies either refuse to deliver to a show during this time, arrive late or arrive onsite and find that they are unable to get a signature and therefore leave with your goods. For these reasons we recommend using the Advanced Receiving Warehouse service as your goods will arrive onsite before you do and are stored safely until you are ready to receive them. Details of this service are below.

Advanced Receiving Warehouse
Agility Logistics can arrange collection from your premises. If you prefer to use your own transport we highly recommend shipping to the Star Wars Celebration Advanced Receiving Warehouse. There are a number of benefits for customers using this service including:-

- Use your regular, scheduled carrier
- No congestion/waiting time
- Free storage up to two weeks before move-in
- Move-in to the venue on first day of tenancy
- No overtime charges
- ‘Pack Up and Walk Away’ service at close of show.

Delivery address (shipments accepted Monday to Friday 09.00 – 17.00)

Star Wars Celebration ADVANCED RECEIVING WAREHOUSE
Agility Fair and Events Logistics
One Western Gateway
Royal Victoria Dock
London E16 1XL
Please send your shipment with a delivery note clearly showing exhibitor name, stand number and Star Wars Celebration 2016. Agility can supply pre-printed shipping labels upon request.

Exhibitors delivering materials direct to the venue must do so as per the official Exhibition Timetable. Any goods arriving before the official build-up period will not be accepted. At the close of the show any goods unclaimed by 1200hrs on Monday 18th July 2016 will be removed at your expense.

Delivery Direct to Show Site
For full loads, unpacked stand materials or large/heavy exhibits we recommend delivery direct to the venue in accordance with the official exhibition timetable. There is a traffic control system in place at ExCeL: your driver must report to the traffic office on arrival. Don’t forget to book your unloading service in advance (and before the order deadline) to make sure you get the best possible rate and service.

Delivery address
Star Wars Celebration 2016
Exhibitor Name
Stand Number
ExCeL London
One Western Gateway
London
E16 1XL

Delivery of Items during the Exhibition
If it is necessary for you to have a delivery during the show open period, please ensure that this is made 30 minutes before the show opens. Click here to view the exhibition timetable for opening hours. Trolleys are not allowed on the show floor once the show is open and therefore any deliveries will have to be hand carried. All deliveries must be made via the security office.

Removal of Items during breakdown
You must not commence removing items until the show is closed and all visitors have departed. Trolleys will not be allowed on the show floor until after this time. If you have arranged a courier service, through Agility Logistics they will deliver any boxes to your stand and collect your goods once they are packaged, labelled and ready to go.

You must not leave any goods unattended on your stand (e.g laptops, plasma screens). If you have arranged for a courier to collect items, please ensure that you are on your stand to hand them over. The Organisers cannot be held responsible for any loss or damage to your goods.

All portable and valuable items must be removed as soon as possible after the exhibition, in any case by 2000hrs on Sunday 17th July. All materials, packaging and waste must be removed by 12.00hrs on Monday 18th July. Any items left after this time will be treated as rubbish and you will be charged for the disposal.

Empty Case Storage
Agility will remove all empty packing materials from the halls prior to aisle carpet and cleaning. Please make sure your cases are labelled with Agility empty case labels, available from our customer service team onsite. All items stored with Agility will be returned to stands after close of show and once the halls are cleared of visitors. Priority cases will be returned first, standard service to start once the priority service is completed.

Once cases are removed to general storage they cannot be accessed so please make sure your cases are completely empty before you tag them for removal. Agility offer an accessible storage option for items that need to be accessed during the show days.

No excess stock, literature or packing cases may be stored around or behind your stand.

Lifting
Agility Logistics are the official lifting contractor for the show. No other company may operate any lifting equipment inside the hall and around the perimeter of the venue. To order a crane and/or forklift please contact Agility Logistics who will be happy to discuss your lifting requirements and provide you with a quote for their services. Or alternatively please complete their form within the order form section of the manual.

Return Shipments
If you require your goods to be returned or shipped to another show then please complete our Order Form contained within the order form section or contact Agility directly for a quote.
Venue & General Information

ExCeL
The full address of the venue is:-

ExCeL London
One Western Gateway
Royal Victoria Dock
London
E16 1XL

T: +44 (0) 207 069 5000
E: info@excel-london.co.uk

ExCeL London is located just a stone’s throw away from Canary Wharf. The venue has easy access via the Docklands Light Railway, 4,000 parking spaces and is just 10 minutes from London City Airport.

ExCeL London is a purpose built venue on a 100 acre site with direct access onto the adjacent waterfront which is overlooked by the South Gallery hospitality suites. The halls enjoy 10m clear headroom and 7m wide by 5.3m high freight doors for easy access

The Star Wars Celebration Organisers Office will be open throughout the tenancy period Wednesday 13th July – Monday 18th July 2016.

The direct telephone number for the Operations Team onsite at Star Wars Celebration will be released closer to the event. For more comprehensive information regarding the venue it-self click here to go to ExCeL London website.

How to get to ExCeL
For information on how to get to ExCeL London by air, rail, tube, DLR, road, river and cable car then please visit ExCeL London website by clicking here.

Please note that if coming by DLR you need to alight at Prince Regent Station for the East Entrance of ExCeL London

Audio Visual Equipment
We have appointed Blitz Communications, to provide audio visual equipment for the exhibition. Blitz communications details can be found on the Official Contractors page.

Audio Visual presentations/demonstrations must not exceed a ‘reasonable volume’. If any presentation/demonstration causes obstructions in the gangways, and/or exceeds ‘reasonable volume’ (no greater than 80dbs), causing a nuisance to neighbouring stands, we reserve the right to restrict or cancel such presentation/demonstrations.

Banking
There is an ATM situated near the East End of the boulevard by N6/S6. There are also further ATMs at the West End and Level 0 of the boulevard. All machines accept all bankcards.

The Business Service desk located on level 0 of the boulevard can purchase any foreign currency in exchange for GBP; however, they do not sell any foreign currency.

The nearest Bank is Halifax located at 286-288 Barking Road, E13 8HR. T: +44 (0) 207 474 9157. Halifax also offers a foreign exchange service.

Business Services
For all your business service needs, including photocopying, faxing, essential office supplies and a Bureau de Change, visit the ExCeL London Business Services unit located at Level 0 from 9:00 – 5:00pm.

Catering – General
ExCeL London Regulations state that all food and drink that is to be consumed on or given away from your stand must be purchased from the Official Exhibition caterers. They will be more than happy to help and advise you on a wide range of options available.
If you are serving alcohol on your stand then to comply with the premises licence of ExCeL London you must have written authorisation from a personal licence holder and a copy of their license on the stand.

**Catering – Stand Delivery**
The Stand catering option can provide a “Cost-to-Budget” prepaid service. Anything you may need from the basics such as milk to premium items like champagne can be provided to you as part of the service offering. Stand Catering’s flexible in dealing with customer’s catering demands and in doing so become a perfect solution to you needs.

The stand catering team will gladly assist you in choosing the right items to suit your requirements. Be it lunch packs and a water tower for your staff, or a sandwich lunch for your guests. Stand Catering will provide a punctual and personal drop off service at highly competitive prices.

Stand Catering are also able to keep prices competitive by providing a drop and go service with disposable tableware and disposable glassware, with no staffing or removal offered.

Please contact the team at Leith’s:-
T: +44 (0) 207 069 4124
Or alternatively **click here** to complete their online order form.

**Catering – Hospitality**
Leiths offer a fully bespoke catering service working strictly to exhibitors own specific briefs and requirements.

Please **click here** to view their hospitality brochure. For further information or obtain a quote on your requirements then please contact them directly by **clicking here**.

**Children**
Children under 16 will be refused access under all circumstances and no alternative facilities will be provided.

**Cleaning**
It is your responsibility to maintain your stand in a clean condition at all times. We have made arrangements for basic stand cleaning to be carried out at no charge to you in the evening before the show opens each day. This does not apply to the upper deck of a two-storey stand, if you require cleaning of the 2nd storey you need to order this direct with ExCeL London cleaning. The cleaning of exhibits will remain your responsibility as will any special services that may be required such as the removal of bulk rubbish.

If you require cleaning in addition to the standard basic cleaning provided or removal of excess waste during build-up and breakdown then please contact ExCeL London Cleaning on +44 (0) 207 069 4506 or onsite via the Organisers Office.

PLEASE note that you will incur charges if you or your contractor leaves excess waste during build up and breakdown.

**Cloakroom**
There is no cloakroom located in the hall. The nearest cloakroom is situated in the boulevard between hall entrances N4 & S4. All items are charged at £1 each. The cloakroom will open half an hour before the show opens until half an hour after the show closes each day. Any left items will be taken to the Security Suite located at the West Entrance, Level 0.

**Compressed Air, Gas, Water & Waste**
ExCeL Event Services, the Official Contractor employed by ExCeL London is solely responsible for the supply and connection of natural gas, compressed air, water and waste services. If you require this service then please complete their form within the **order form section**.

**Copyright Music**
If you intend to play recorded background music or live music on your stand during the course of the exhibition you are required by law to obtain music licences.

Phonographic Performance Ltd (PPL) administers licensing of sound recording for mot recorded music played in the UK. It issues a licence and levies a tariff on the broadcast and public performance (which includes exhibitions stands) on behalf of the record companies.
Performing Right Society (PRS) administers licensing of sound recording for most recorded music played in the UK. It issues a licence and levies a tariff on the broadcast and public performance (which includes exhibition stands) on behalf of the writers and publishers of the music.

It is our position that exhibitors are solely responsible for obtaining any licence required to play music on their stand. However, an administrative arrangement has been entered into between the organiser, who are members of the Association of Exhibition Organisers, and PPL and the PRS for a licence to be obtained on your behalf.

Please note that these licences do not cover musicians or singers on the exhibition stands nor any featured use of recorded music (e.g. fashion shows, demonstration, disco-type presentations), if you intend to have live or featured recorded musical performance please contact the Operations Team directly with information on the activity on your stand.

**Disabled Access and Parking**
ExCeL London has been purposely designed and built to allow unrestricted access for disabled visitors, conforming to the Building Regulations Act.

In compliance with the Equality Act we provide full access to all the facilities within the venue and recognise that disabled visitors may require extra equipment, facilities and assistance, both routinely and in an emergency.

**Travelling to ExCeL London:-**
Access from Docklands Light Railway
- Lift access at Prince Regent station

Access to car parking
- There are 150 onsite car parking bays suitable for disabled drivers
- Access to the building from disabled car parking bays is along walkways with a gradient of no more than 1:15. Wheelchairs are available for hire from the Euorpcar which is located by the Platinum Suite in the concourse. This is on a first come first served basis, with a fully refundable deposit.
**Deliveries**
If it is necessary for you to have a delivery made during the show open period, please ensure that this is made 30 minutes before the show opens, [click here](#) to view opening hours. Trolleys are not allowed on the show floor once the show is open and therefore any deliveries will have to be hand carried. All deliveries must be made via the traffic office.

**Electrical Testing**
Every electrical circuit in a temporary installation (such as at an exhibition) requires additional safety testing when it is installed.

Shell Scheme Exhibitors
Shell scheme installations are relatively simple, these are installed by the official electrical contractor and there are plenty on hand to ensure an efficient service. When shell scheme exhibitors order any additional electrical item from the order form they will automatically be charged a one off flat fee of £15.00 + VAT to test their stand. This contributes towards the cost of the testing, the official electrical contractor will do the test and there is nothing else the exhibitor needs to do.

If you have any questions please contact the Operations Team or [click here](#) for more information.

**First Aid**
The First Aid room is located on Level 0, located between S4/N4 in the Boulevard. If you require first aid please contact the medical treatment room on +44 (0) 207 069 5556.

For emergencies please contact them on:
First Aid: 4444 when using an internal phone or if calling externally please dial +44 (0) 207 069 4444

**Floral**
We have appointed Oldacre as our official floral contractor at *Star Wars* Celebration. Please go to the [Official Contractor’s page](#) for their full contact details.

**Freight & Shipping, Lifting & Customs**
Agility Logistics are the sole lifting contractor for *Star Wars* Celebration. They will ensure that your exhibits are moved in and out of the show cost-effectively, smoothly and safely. For safety reasons all onsite lifting and freight handling will be supplied by Agility Logistics. No other contractor will be permitted to operate lifting services on site for this event.

Agility Logistics contact details can be found on the [Official Contractors page](#).

**Furniture**
The official furniture contractor for *Star Wars* Celebration is GES.

Their contact details can be found on the [Official Contractors page](#).

**H M Revenue & Customs**
Exhibitors requiring customs clearance should employ the services of Agility Logistics the official freight forwarding agents in advance of the freight arriving in the UK.

All goods must be customs cleared at the point of entry in the UK as HM Customs & Excise no longer attends UK exhibition sites.

**Internet Access & Communication Services**
ExCeL London IT & Communications offer a wide range of communication services including telephony, Internet, data networking, ISDN and facsimile rental all of which can be ordered for your stand.

Please complete the IT & Communications order form contained within the [Order Form Section](#).

**Lost Property**
All items are to be handed into the Exhibition Security Team, and at the end of each day all items will be handed into the Security Suite, located at the West Entrance on Level 0.

If you have any queries regarding lost or found property please contact Security direct on +44 (0) 207 069 4445.
Parking Information
All onsite parking is pay and display, with the exception of the Royal Victoria multi-storey car park, which is located at the west end of the site. Parking in the Royal Victoria multi-storey car park can be paid for at one of the three pay points located within the car park at the end of your visit. (the machines are located on level two and level zero and all machines accept both cash and credit card).

Click here to download our parking map

Parking across our onsite locations is £15 for up to 24 hours.

This tariff is applicable for the following locations - Royal Victoria multi-storey car park, Undercroft parking (Orange and Purple) and the East Car Park.

Please note the multi-storey and undercroft areas only permit vehicles up to a maximum of 1.9 metres high.

Pay and Display Machines

Please use the correct change as no change will be given or notes returned.
For refund enquiries please contact traffic@excel-london.co.uk

Motorcycles can be parked free of charge in the designated motorcycle parking area.

We also operate an additional tariff for our lorry and coach park areas and these are charged as follows (costs based on 24 hour durations);

<table>
<thead>
<tr>
<th>Vehicle Type</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transit Vans up to 3.5 T / Mini bus</td>
<td>£20.00</td>
</tr>
<tr>
<td>Coach</td>
<td>£30.00</td>
</tr>
<tr>
<td>Vehicles over above 3.5 T / Lorry</td>
<td>£35.00</td>
</tr>
</tbody>
</table>

As ExCeL London is a green venue all pay and display machines will be found on stand-by. However, the machine will activate as soon as you insert your card or cash.

ExCeL London offers 158 disabled parking spaces, located within close proximity of the venue. Spaces are available to blue badge holders only and badges must be displayed at all times. Parking for disabled visitors is charged at the normal rate.

For enquiries please call +44 (0) 20 7069 4568 (within office hours).

Patents & Copyrights

By entering into an agreement to attend this exhibition you warrant to Reed Exhibitions that all designs and artwork on or relating to your stand and any exhibitors and items displayed on your stand shall not infringe any trademarks or copyright or patents or other intellectual property rights of any third party in any way.

In the event that the exhibition is under any legal obligation (whether by virtue of a court injunction or order or judgement or a recommendation or decision of a Trading Standards Officer or otherwise) to have removed either any item or items displayed on your stand or any design or artwork on or relating to your stand then (without prejudice to any other rights which Reed Exhibitions may have) Reed Exhibitions reserves the right to assist the relevant authorities and where appropriate to have that item or items removed from your stand or to close your stand at the exhibition. No compensation or damages will be payable as a result of such removal or closure by Reed Exhibitions.

The Organisers cannot accept responsibilities for any conflict of trading at the Exhibition.

Please be advised that it is an offence under Section 107 (3) of the Copyright Design and Patents Act 1998 to screen films in public without a non-theatrical licence. For further advice on copyright please contact:

Federation against Copyright Theft (FACT)
Europa House
Church Street
Old Isleworth
Middlesex
TW7 6DA
T: +44 (0) 208 568 6646
F: +44 (0) 208 560 6364
Public Address System
The Public Address system is for use of the Organiser and Authorities only. During Star Wars Celebration only official and emergency messages will be broadcast, any requests for information to be announced will be refused.

Smoking Policy
ExCeL London is a no-smoking venue and Star Wars Celebration Europe will be a no-smoking exhibition.

VAT Reclaim
Overseas exhibitors can recover the VAT paid on many of their exhibition costs. Please contact Quipsound for more information.
Health & Safety Regulations

Overview - It is very important that you read this section. We appreciate that some of you may have limited experience with regards to the legal and practical aspects of health and safety management. This section is designed to give you sufficient guidance to discharge your responsibilities. Guidance, however, can only go so far and you have a legal duty to ensure that your operations do not compromise health and safety. Failing to do so can lead to prosecution and other legal sanctions. If you are unsure you are urged to contact the Operations Team. Please do not leave health and safety issues to the last minute. The earlier we have your information the better the support we can give you.

If you would like to view the general health and safety site rules with regards to safe working then click here. For the emergency procedures then click here.

Policy Statement
Reed Exhibitions aims to set the benchmark standard for managing health and safety in exhibitions. This is not only our moral and legal duty, but it is commercially important for the success of every event. We recognise that our exhibitors rely on us to provide a trading environment on the exhibition floor that is safe and without risks to health. We also recognise that running a public event places a special responsibility on Reed Exhibitions and extends our duty of care not only to our staff but also to exhibitors, contractors, venue staff and visitors. The Exhibition Director is ultimately responsible for health and safety at the Show. To ensure that all Reed's health and safety obligations are met, the Exhibition Director supported by the operations team will:

- Allocate sufficient resources to meet health and safety objectives
- Provide adequate control of health and safety risks arising from our work activities
- Consult with the venue, exhibitors and contractors on matters affecting health and safety
- Provide relevant health and safety information to employees and others
- Ensure all employees are competent to do their tasks particularly with regard to health and safety training
- Ensure so far as is reasonable that the contractors we engage for the show are competent
- So far as is reasonably practicable prevent accidents and cases of work related ill health and maintain safe and healthy working conditions.

Risk Assessment
Reed Exhibitions has carried out suitable and sufficient assessment of the risks associated with this event, details of which can be obtained from the organiser’s office if you so require. However, general risks associated with any exhibition are as follows:

- Multiple contractors working in a single workplace
- Fall from working at heights and working on a live edge
- Objects falling from height or loads falling from vehicles
- Impact injury from moving vehicles
- Structural collapse of seating or an exhibition stand
- Outbreak of legionnaires disease from a water feature
- Food poisoning incident from temporary catering outlet
- Fire
- Major incident and civil emergency
- Excessive working hours

If you require a risk assessment template then please click here to contact the Operations Team. There's also extra reading material from the HSE website in the form of the 5 Steps to Risk Assessment.

Exhibitors’ and Contractors’ Legal Duties
As an exhibitor or contractor you have a legal duty of care for the safety of anyone who may be affected by your activities. You are ultimately responsible for all aspects of safety on your stand or work area during the build up, the open period of the show and during the break down. Where exhibitors contract out the building and finishing of stands you are still vicariously responsible for the activities of your contractors. You can discharge your duties by ensuring that you do the following:

- Appoint a competent person to be responsible for health and safety on site.
- You MUST carry out suitable and sufficient risk assessment of all your activities and obtain relevant risk assessments from your contractors or sub-contractors. Exhibitors must obtain supporting method statements for the building and demounting of your stand. If you have a shell scheme stand the organiser has obtained the shell scheme contractor’s risk assessment so you don't need to worry about this.
- Ensuring that your staff and sub contractors’ staff working on site are informed of the site rules and health and safety arrangements which are detailed below and you must ensure so far as you reasonably can that they follow them.
- Ensuring that all your staff, contractors’ and sub contractors’ staff are familiar with the venue’s emergency procedures which can be found clicking here.

**Stand Designer’s Legal Duties**
- Stand designers have a legal duty to ensure that the stands are designed to be fit for the purpose intended, structurally sound and safe to build, use and demount without any undue risks.

**Items to be submitted to Reed Exhibitions by Exhibitors**
- The name of your nominated health and safety representative on site
- A copy of risk assessments and method statements covering the build up and breakdown of your stands (Not required for shell scheme stands).
- A copy of your stand plans (not required for shell scheme stands).
- Notification and supporting risk assessments for any activity on your stand that represents a significant risk.
  This includes but is not limited to the following:
  o Flammable substances or naked flame
  o Pressurised gases such as LPG
  o Hazardous chemicals and substances
  o Ionising radiation
  o Water features
  o Demonstrations
  o Visitor treatments - e.g. massage

**Items to be submitted to Reed Exhibitions by Organiser’s Contractors**
- A suitable and sufficient risk assessment of activities on site supported by relevant documentation. Note this must be specific to the show, i.e. not generic, and specific to the work activities performed by the contractor
- Name and contact details (including out of office telephone details) of the nominated health and safety representative on site
- Organiser’s contractors involved in stand construction activities such as feature building should comply with the requirements for exhibitors with regards to stand building

**CDM**

In preparation for *Star Wars* Celebrations Europe 2016 we would like to make you aware of a recent change in UK law that is now compulsory for all events in the UK.

In April 2015 the Construction (Design and Management) Regulations were revised and now apply to all ‘construction’ activities in the UK including all those at the event build up and break down periods of exhibitions.

**What are the responsibilities of an Exhibitor under CDM?**
Exhibitors must ensure that their participation at an event is carried out safely. The Construction, Design & Management (CDM) Regulations do not replace any existing law but are intended to provide a framework to help you ensure that your stand is constructed safely and help you understand your obligations.

**Shell Scheme Exhibitors:** CDM will only apply to you if you intend to carry out any construction within your shell scheme stand (i.e. build within your shell scheme). Stand dressing, posters, placing display cases, freestanding furniture etc. do not constitute construction. If you are undertaking construction within your shell scheme stand you will need to follow the guidance below for Space Only stands.
Emergency Procedures

Evacuation or partial evacuation is on the advice of the Venue. Should an emergency occur that necessitates an evacuation, an announcement will be made over the PA system. Exit the building immediately via the nearest exit point and make your way on foot to your closest Assembly Point shown on the Show Plan. Please refrain from using mobile phones at this time.

Whilst at the Assembly Point you will be kept informed of developments. When the emergency has ceased you will either be invited to return to the exhibition to resume normal business or advised to return the next day – in which case you will not be permitted to return to the exhibition to collect vehicles, bags, briefcases etc.

Please find below some tips for your pre-show team briefings (you will get a reminder on site by means of a stand drop.)

Accidents

If you are involved in or witness an accident, however small, at any point during your time on-site, it is your responsibility to report it to the Organiser's Office. The Medical Centre, located on Level 0 and which is accessible from the show floor, can be contacted via an internal telephone, a member of the security team or the organiser's office. If an ambulance is required, please do not dial 999 direct, all medical emergencies must be reported to control who will contact the relevant authorities. The contact numbers for control are:-
Emergency Number: 4444
Enquiry Number: 4445

Fire

To be safe in case of fire you should ensure that you know:

- How to raise the fire alarm if you discover a fire
- Where the fire escapes and evacuation points are
- What the fire alarm / call sounds like
- The location of your fire assembly point

If you discover a fire:

- Operate the nearest fire alarm
- Phone the Control Room - Emergency Number 4444
- ONLY attempt to fight the fire if safe to do so

In the event of a fire you will hear:

‘Attention please, Attention please. MR GOODFELLOW report to the Security Suite’ Remain at your work station but be prepared to leave if necessary

- Await further instruction from Control, the Fire Safety team or the PA system
- DO NOT explain this message to visitors

The cancellation message will be:

‘Attention please, Attention please. MR GOODFELLOW is cancelled’

In the event of an evacuation you will hear:

‘Attention please. Attention please. Here is an important announcement. It is necessary to ask everyone to leave the building. Please make your way calmly to the nearest exit’

- Leave the building immediately
- Follow directions from marshals to any specified exits
- Proceed to your designated assembly point as directed by marshals
- Make yourself known to your designated Fire & Security Marshall
- Remain at the assembly point until told you can leave
- DO NOT attempt to use the lifts in a fire
• DO NOT stop to collect personal belongings
• DO NOT re-enter the building until you are told it's safe to do so

**Suspect Packages**

It is important to make constant checks to your stand to ensure that no unidentifiable packages, cases or bags have been deposited. If you discover a suspect package you should:

• Phone Control on 4444
• Give a full description of the package and its location
• DO NOT approach, touch or move the package
• DO NOT use a mobile phone within 10 metre radius of the package

**Venue Search**

If duty personnel initiate a venue search you will hear:

‘**Attention please. Attention please. STAFF CALL 100’**

The message will then be followed by continuous chimes and broadcast at half minute intervals

• DO NOT leave the building
• Inform your colleagues and assist in the search for suspect packages on your stand and surrounding areas
• Liaise with your designated Fire & Safety Marshal who will report to Control that your area is clear
• If you discover a suspect package, please follow the SUSPECT PACKAGE procedure – found earlier in this section.
• DO NOT explain this message to venue visitors

The cancellation of this message will be:

‘**Attention please. Attention please. STAFF CALL 100 is cancelled’**
Security

Whilst every precaution is taken to ensure the safety and security of personnel and equipment and the premises are patrolled day and night, we cannot accept any responsibility whatsoever for any injury, loss or damage or any consequential losses which may befall on your personnel and their property.

We recommend that valuables, particularly those of a portable nature such as Mobile Phones, iPads, Laptops, DVD players etc, are not left unattended on your stand at any time. Please remember that during the breakdown period, the exhibition hall in effect becomes a building site with contractors allowed on the site; please be extra vigilant during this time. If you think you may need storage for a particular length of time, please contact the Security Manager or the Organisers office on site and we will try to accommodate your needs.

Denying access to the professional thief is obviously a primary objective and to this end the control, issue and use of exhibitor and contractors passes is an important aspect - particularly during build up - ensuring that they are only issued to people who can identify themselves as being bonafide. Static guards at points of entry checking I.D. combined with patrolling security guards in and around the halls combine to prevent and discover any unwelcome guests.

Exhibitor badges are essential for open days, unfortunately no badge no entry! During the build up and breakdown period all contractors, courier drivers, helpers etc must have a contractor badge - these will be issued either by security or from the Organisers' Office. If there is an incident on your stand resulting in the loss of property, please make sure that you have reported it to the Security Manager or the Organisers Office on site, unfortunately failure to do so could result in your insurance claim being made void.

Weapons Policy

*Star Wars* Celebration requires all costumers and cosplayers to follow the below policy for the safety and security of all attendees. Please read it in details if you plan to attend with a prop weapon.

**Weapon Checks**

*Star Wars* Celebration will require every blaster and prop gun worn by attendees to display a distinctive marking that will be applied at the show by Security. We will not require such markings on lightsabers or other prop weapons which do not resemble firearms. Security will be checking all prop firearms each day near the Exhibition centre entrance, and you will be stopped at the start of the Exhibit Hall and stages if your prop does not comply with this policy.

Security’s weapon markings are not permanent and will not damage props. A different marking will be required each day, so if you are bringing a prop firearm each day, you must visit our Weapon Check on Thursday, Friday, Saturday and Sunday.

We deeply appreciate the passions of all of the saga’s fans and are not attempting to dissuade or discourage costumes at the show, however, we wish need to take this step further the safety of all attendees.

**Banned Weapons**

Working firearms (including air soft guns, BB guns, cap guns, paintball guns, and pellet guns) are not allowed at all within *Star Wars* Celebration, and the following items are forbidden; Functional projectile weapons (including blow guns, crossbows, long bows, silly string, slingshots, water balloons, and water guns); Metal-bladed weapons (including axes, daggers, hatchets, knives, kunai, shuriken, swords, swords canes, and switch blades); Explosives (including firecrackers and fireworks); Chemical weapons (including mace and pepper spray), Blunt weapons (including brass knuckles, clubs and nunchaku); and Instruments which cause excessive noise (vuvuzelas, this means you).

**SIA and You!**

Under the Private Security Industry Act 2001 those that provide and/or carry out the activities of a security guard, under a contract for services, will require an SIA licence (Security Industry Authority). Guarding activities that are defined as licensable under the Private Security Act 2001 are:

- Guarding premises against unauthorised access or occupation, against outbreaks of disorder or against damage
- Guarding property against destruction or damage, against being stolen or against being otherwise dishonestly taken or obtained

It is the responsibility of the individual and his/her employer to ensure that licences are held by those carrying out licensable activity.

It is a criminal offence for any individual to undertake licensable activity, or to supply an individual to undertake licensable activity, at an event without the appropriate licence.
There are no objections to you supplying uniformed security guards on your stands throughout the tenancy, provided we are informed in advance, as we will need details such as the company you intend on using, how many hours, details of their insurance and SIA numbers. With this in mind we would highly recommend that you use the Official Exhibition Security Contractor, please contact the Operations Team for further information.

**General Security Tips for Exhibitors**

When planning your stand and briefing your staff please consider and advise them the following:

1. **Evacuation procedures** - what they should do and where their rendezvous points are - please refer to the Health and Safety section of this manual for detailed plans.

2. In the event of an incident at the show or within London that results in your team not being able to make it home - please consider a contingency plan - have hotel numbers to hand, taxi details etc.

3. **Security measures**
   - Never leave your stand unattended
   - Check your valuables: Do you need them all on site or could some items be left at home/hotel?
   - iPads, Laptops - please make sure they are secure and take home each evening
   - Leads - keep them safe - these are your new customers!
   - Check your stand each morning that it is how you left it - making sure no strange bags or packages have appeared
   - During the day be aware of your space - report anything or anyone suspicious to security
   - At the close of the day - tidy and check your stand again
Order Forms

- Shell Scheme Accessories Form – Deadline Date – 17th June 2016
- Carpet Order Form – Deadline Date – 17th June 2016
- Electrics & Lighting – Space Only Stands – Deadline Date – 17th June 2016
- Agility Full Shipping Instructions
- Internet and Communications Order Form
- Rigging
- Water & Waste
- Blitz – Audio Visual
# Shell Scheme Extras Order Form & Grid Plan Form

<table>
<thead>
<tr>
<th>Show</th>
<th>Show Dates</th>
<th>Return By</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>15th – 17th July 2016</td>
<td>17th June 2016</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Hall/Stand No</th>
<th>Company</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Contact Name</th>
<th>Invoice address</th>
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<th>Post Code</th>
<th>Telephone</th>
<th>Fax</th>
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<table>
<thead>
<tr>
<th>Email</th>
<th>Signature</th>
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</table>

<table>
<thead>
<tr>
<th>VAT No.</th>
<th>Company Reg No.</th>
</tr>
</thead>
</table>

To place your order online, please visit [https://ordering.ges.com/00001951](https://ordering.ges.com/00001951) or email your order form to order@ges.com.

To order by phone:
T: +44 (0) 2476 380 180
F: +44 (0) 2476 380 221

<table>
<thead>
<tr>
<th>CODE</th>
<th>QTY</th>
<th>DESCRIPTION</th>
<th>PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLAD3</td>
<td>Painted MDF cladding to the interior of stand — order will not be placed without dulux paint reference number (Colour: ______)</td>
<td>£109.26</td>
<td></td>
</tr>
<tr>
<td>CLAD1</td>
<td>Unfinished MDF cladding to interior of stand</td>
<td>£81.62</td>
<td></td>
</tr>
<tr>
<td>CLAD2</td>
<td>White melamine cladding fitted to interior of stand — can’t be painted</td>
<td>£81.62</td>
<td></td>
</tr>
<tr>
<td>LNW</td>
<td>Cover existing shell scheme panel (2.5mH x 1mW) in Loop nylon (colour: ______) You will need only Hook Fastening to affix posters</td>
<td>£52.65</td>
<td></td>
</tr>
<tr>
<td>XFW</td>
<td>Cover existing shell scheme panel (2.5mH x 1mW) in Vinyl Covering (X-Film) (colour: ______) You will need Hook &amp; Loop Fastening to affix posters</td>
<td>£52.65</td>
<td></td>
</tr>
<tr>
<td>Peg B</td>
<td>PEG BOARD — 1m wide x 2.4m high panel (does not include hooks)</td>
<td>£89.56</td>
<td></td>
</tr>
<tr>
<td>WP</td>
<td>Additional WALL PANEL 2.5mH x 1mW (Match shell scheme)</td>
<td>£65.79</td>
<td></td>
</tr>
<tr>
<td>EWC</td>
<td>ENTRANCE WAY CURTAIN 2.5mH x 1mW (colour: ______)</td>
<td>£78.98</td>
<td></td>
</tr>
<tr>
<td>EWD</td>
<td>LOCKABLE DOOR with 2 keys</td>
<td>£118.50</td>
<td></td>
</tr>
<tr>
<td>F5</td>
<td>White melamine FLAT SHELF 1mW x 300mmD</td>
<td>£32.57</td>
<td></td>
</tr>
<tr>
<td>SS</td>
<td>White melamine SLOPING SHELF 1mW x 300mmD</td>
<td>£33.30</td>
<td></td>
</tr>
<tr>
<td>SA</td>
<td>STORAGE AREA in the corner of your shell scheme. Using 1 x wall panel (2.5mH x 1mW). 1 lockable door section and a set of coat hooks</td>
<td>£171.17</td>
<td></td>
</tr>
<tr>
<td>DP1</td>
<td>1m x 1m chipboard PANEL covered in loop nylon (colour: ______)</td>
<td>£52.65</td>
<td></td>
</tr>
<tr>
<td>NS</td>
<td>NIGHT SHEET including padlocks (price per metre run)</td>
<td>£20.05</td>
<td></td>
</tr>
<tr>
<td>WT</td>
<td>WORK TOP 1m x 1m x 500mm, white with open base</td>
<td>£85.79</td>
<td></td>
</tr>
<tr>
<td>GHR</td>
<td>Hanging rail 25mm diameter (1m long with rail set 280mm from wall)</td>
<td>£32.58</td>
<td></td>
</tr>
<tr>
<td>SILU</td>
<td>SINK UNIT (excluding water and waste) 1m x 1m x 500mm deep</td>
<td>£164.18</td>
<td></td>
</tr>
<tr>
<td>CP</td>
<td>Computer Plinth 1m x 500mm x 500mm white with cable hole</td>
<td>£78.98</td>
<td></td>
</tr>
<tr>
<td>CS</td>
<td>CORNER SHELF 1m x 1m x 1.4m across set in corner of Shell</td>
<td>£50.16</td>
<td></td>
</tr>
<tr>
<td>WB</td>
<td>Wooden Battening fixed between uprights for stapling/nailing to, £/m</td>
<td>£10.03</td>
<td></td>
</tr>
<tr>
<td>WMC</td>
<td>White MUSLIN CEILING (price per square metre) stand size: __m x __m</td>
<td>£13.13</td>
<td></td>
</tr>
<tr>
<td>FF</td>
<td>18mm FLOORING PLY direct to carpeted venue (price per m²)</td>
<td>£15.81</td>
<td></td>
</tr>
<tr>
<td>AE</td>
<td>Aluminium Edging for use on platforms and floor flats to open sides to finish off once carpet is laid. Price per m.</td>
<td>£5.68</td>
<td></td>
</tr>
<tr>
<td>SW2</td>
<td>Stal walling — 1m wide x 2.4m high panel</td>
<td>£119.76</td>
<td></td>
</tr>
<tr>
<td>SRP</td>
<td>100mm high PLATFORM laid to floor, black painted skirting, £/m² PRICE DOES NOT INCLUDE CARPET</td>
<td>£25.66</td>
<td></td>
</tr>
</tbody>
</table>

Please use the grid plan to indicate the positions of fixable items. Orders will not be processed without full payment (cheque payable to: Global Experience Specialists (GES) Ltd). A surcharge of 2.5% will be applied when paying by credit cards.

*ON SITE ORDERS & ORDERS PLACED AFTER THE DEADLINE DATE WILL HAVE A 20% SURCHARGE ADDED*

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</tr>
<tr>
<td>SA</td>
<td>STORAGE AREA in the corner of your shell scheme. Using 1 x wall panel (2.5mH x 1mW). 1 lockable door section and a set of coat hooks</td>
<td>£171.17</td>
<td></td>
</tr>
<tr>
<td>DP1</td>
<td>1m x 1m chipboard PANEL covered in loop nylon (colour: ______)</td>
<td>£52.65</td>
<td></td>
</tr>
<tr>
<td>NS</td>
<td>NIGHT SHEET including padlocks (price per metre run)</td>
<td>£20.05</td>
<td></td>
</tr>
<tr>
<td>WT</td>
<td>WORK TOP 1m x 1m x 500mm, white with open base</td>
<td>£85.79</td>
<td></td>
</tr>
<tr>
<td>GHR</td>
<td>Hanging rail 25mm diameter (1m long with rail set 280mm from wall)</td>
<td>£32.58</td>
<td></td>
</tr>
<tr>
<td>SILU</td>
<td>SINK UNIT (excluding water and waste) 1m x 1m x 500mm deep</td>
<td>£164.18</td>
<td></td>
</tr>
<tr>
<td>CP</td>
<td>Computer Plinth 1m x 500mm x 500mm white with cable hole</td>
<td>£78.98</td>
<td></td>
</tr>
<tr>
<td>CS</td>
<td>CORNER SHELF 1m x 1m x 1.4m across set in corner of Shell</td>
<td>£50.16</td>
<td></td>
</tr>
<tr>
<td>WB</td>
<td>Wooden Battening fixed between uprights for stapling/nailing to, £/m</td>
<td>£10.03</td>
<td></td>
</tr>
<tr>
<td>WMC</td>
<td>White MUSLIN CEILING (price per square metre) stand size: __m x __m</td>
<td>£13.13</td>
<td></td>
</tr>
<tr>
<td>FF</td>
<td>18mm FLOORING PLY direct to carpeted venue (price per m²)</td>
<td>£15.81</td>
<td></td>
</tr>
<tr>
<td>AE</td>
<td>Aluminium Edging for use on platforms and floor flats to open sides to finish off once carpet is laid. Price per m.</td>
<td>£5.68</td>
<td></td>
</tr>
<tr>
<td>SW2</td>
<td>Stal walling — 1m wide x 2.4m high panel</td>
<td>£119.76</td>
<td></td>
</tr>
<tr>
<td>SRP</td>
<td>100mm high PLATFORM laid to floor, black painted skirting, £/m² PRICE DOES NOT INCLUDE CARPET</td>
<td>£25.66</td>
<td></td>
</tr>
</tbody>
</table>

Please use the grid plan to indicate the positions of fixable items. Orders will not be processed without full payment (cheque payable to: Global Experience Specialists (GES) Ltd). A surcharge of 2.5% will be applied when paying by credit cards.

*ON SITE ORDERS & ORDERS PLACED AFTER THE DEADLINE DATE WILL HAVE A 20% SURCHARGE ADDED*
<table>
<thead>
<tr>
<th>Show</th>
<th>Show Dates</th>
<th>Return By</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>15th – 17th July 2016</td>
<td>17th June 2016</td>
</tr>
<tr>
<td></td>
<td>ExCeL, London</td>
<td></td>
</tr>
</tbody>
</table>

**Stand Details**

Dimensions \( m \times m \)

Please leave fixable items on the stand ready for my arrival. I understand that fixing these items will be on a first come first served basis.

Height from floor of shelving, rails, etc

\[ \begin{align*}
\text{mm} & _1 \\
\text{mm} & _2 \\
\text{mm} & _3 \\
\end{align*} \]

PLEASE REMEMBER TO KEEP A COPY FOR YOUR RECORDS!

A cancellation charge will be invoked in respect of cancelled orders

If your business is registered in an EU country, you will be charged VAT in accordance with current EU Regulations unless you are able to provide us with a current and valid VAT number.
# Floor Covering Order Form

<table>
<thead>
<tr>
<th>Show</th>
<th>Show Dates</th>
<th>Return By</th>
</tr>
</thead>
<tbody>
<tr>
<td>EURPE 2016</td>
<td>15th - 17th July 2016</td>
<td>17th June 2016</td>
</tr>
<tr>
<td>STAR WARS CELEBRATION</td>
<td>ExCel, London</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Hall/Stand No</th>
<th>Company</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contact Name</th>
<th>Invoice address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Post Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Telephone</th>
<th>Fax</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>VAT No.</th>
<th>Company</th>
<th>Reg No.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CODE</th>
<th>QTY</th>
<th>DESCRIPTION</th>
<th>COLOUR</th>
<th>UNIT PRICE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PREFERRED LAYING DATE ........../........../........... Please round up and state you measurement in metres.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carpet is supplied on an outright sale and price includes the cost of laying only, however it must be</td>
</tr>
<tr>
<td>removed (including the fixing tape) at the end of the exhibition by the client or agent. GES can offer</td>
</tr>
<tr>
<td>a removal service for a small fee.</td>
</tr>
</tbody>
</table>

Please lay carpet:

- [ ] To Raised Platform
- [ ] Direct to Hall Floor
- [ ] To Floor Flats
- [ ] To Plan Enclosed
- [ ] Removal Service 70p per m²

<table>
<thead>
<tr>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

N.B these instructions are for carpet laying only. Separate instructions should be given to your stand contractor if floor flats or a raised platform are required. If floor covering is to be laid in a non-rectangular shape, please supply an accurate drawing in the grid provided with full sizes listed or a full-scale plan. This will allow you to make savings by keeping waste to a minimum.

If your business is registered in an EU country, you will be charged VAT in accordance with current EU Regulations unless you are able to provide us with a current and valid VAT number.

A cancellation charge will be invoked in respect of cancelled orders. Whilst every effort is made to ensure an exact colour match we cannot be responsible for varied colour supplied due to the batch production.

To place your online order, please visit [https://ordering.ges.com/](https://ordering.ges.com/) or email your order form to [order@ges.com](mailto:order@ges.com).

For our full brochure visit [www.ges.com/eu/furniture-brochure](http://www.ges.com/eu/furniture-brochure).

Page 1 of 1 20/04/2016
# Electrical Order Form

**Show:**

**Show Dates:** 15th – 17th July 2016

**Venue:** ExCel

**Return By:** Friday 17th June 2016

---

**Hall/Stand No.**

**Company**

**Contact Name**

**Invoice Address**

**Post Code**

**Telephone**

**Fax**

**Email**

**Signature**

**VAT No.**

**Company Reg No.**

---

<table>
<thead>
<tr>
<th>CODE</th>
<th>QTY</th>
<th>DESCRIPTION</th>
<th>Early Bird On/Before 17th June</th>
<th>Standard After 17th June</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Spotlights</td>
<td>£45.00</td>
<td>£54.00</td>
<td></td>
</tr>
<tr>
<td>AS</td>
<td></td>
<td>Adjustable Spotlight</td>
<td>£120.00</td>
<td>£144.00</td>
<td></td>
</tr>
<tr>
<td>LT3</td>
<td></td>
<td>3 x Adjustable Spotlights on Track</td>
<td>£65.00</td>
<td>£78.00</td>
<td></td>
</tr>
<tr>
<td>LED</td>
<td></td>
<td>LED Sunflood</td>
<td>£85.00</td>
<td>£94.00</td>
<td></td>
</tr>
</tbody>
</table>

## Fluorescent Fittings

<table>
<thead>
<tr>
<th>FL</th>
<th></th>
<th>Fluorescent Fitting</th>
<th>£50.00</th>
<th>£60.00</th>
</tr>
</thead>
</table>

## Socket Outlets (Show Times Only)

<table>
<thead>
<tr>
<th>SO500</th>
<th></th>
<th>Socket Outlet 500w (2amp)</th>
<th>£95.00</th>
<th>£114.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>SO1000</td>
<td></td>
<td>Socket Outlet 1000w (4amp) Not suitable for 4 way extension leads</td>
<td>£140.00</td>
<td>£168.00</td>
</tr>
<tr>
<td>SO2000</td>
<td></td>
<td>Socket Outlet 2000w (8amp) Not suitable for 4 way extension leads or lighting</td>
<td>£230.00</td>
<td>£278.00</td>
</tr>
<tr>
<td>SO3000</td>
<td></td>
<td>Socket Outlet 3000w (13amp) Not suitable for 4way extension leads or lighting</td>
<td>£325.00</td>
<td>£390.00</td>
</tr>
</tbody>
</table>

**PLEASE NOTE:** ALL PRICES EXCLUDE VAT

---

* An electrical testing charge is required to meet the revised minimum testing requirements in line with BS7671 [2008].

**The obligatory order form testing charge of £15.00 is for the items on this form.**

**Orders** will not be processed without full payment (cheque payable to: Global Experience Specialists (GES) Ltd) – please find the credit card authorisation form on page 3 of this document.

Customers wishing to pay by Visa and MasterCard credit cards, as well as both American Express charge and credit cards, please be advised that a surcharge of 2.5% will be applied to the total invoice amount.

**Place your order by Friday 17th June 2016, to qualify for the Early Bird Discount**

Please use the grid plan on the next page to indicate the positions of your fittings.

---

If your business is registered in an EU country, you will be charged VAT in accordance with current EU Regulations unless you are able to provide us with a current and valid VAT number.

---

**Page 1 of 4**

21/10/2015
<table>
<thead>
<tr>
<th>Show</th>
<th>Show Dates</th>
<th>15th – 17th July 2016</th>
<th>Return By</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Venue</td>
<td>ExCel</td>
<td>Friday 17th June 2016</td>
</tr>
</tbody>
</table>

Front of Stand  
(Side nearest to hall entrance)

Dimensions of stand: _______ m x _______ m

Please utilise symbols below to indicate the positions of your fittings:

○ = Spotlight
□ = Socket
------- = Fluorescent
**Electrical CCA Form**

**RETURN TO:** Global Experience Specialists (GES) Ltd, Silverstone Drive, Gallagher Business Park, Coventry, CV6 6PA

**Phone:** +44 (0)2476 380 362  **Fax:** +44 (0)2476 380 409  **Email:** electrics@ges.com

<table>
<thead>
<tr>
<th>YOUR DETAILS</th>
<th>EXHIBITION</th>
<th>STAND NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMPANY NAME</td>
<td></td>
<td></td>
</tr>
<tr>
<td>COMPANY ADDRESS</td>
<td></td>
<td>POST CODE</td>
</tr>
<tr>
<td>PHONE</td>
<td>FAX</td>
<td>EMAIL</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PAYMENT POLICY</th>
<th>CREDIT CARD CHARGE AUTHORISATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>I will be paying by:</td>
<td>If you wish to pay by card, all card information must be provided. Your order will not be processed if any information is missing (i.e. Expiration Date, Account Number, Contact Information, Type of Card and Signature). Please note that there is a 2.5% charge for credit card transactions.</td>
</tr>
<tr>
<td>Card</td>
<td>Please complete the information and return payment in full with this form and your orders.</td>
</tr>
<tr>
<td>Cheque or Postal Order</td>
<td></td>
</tr>
<tr>
<td>Bank Transfer</td>
<td></td>
</tr>
<tr>
<td>Other (please contact me)</td>
<td></td>
</tr>
</tbody>
</table>

Only complete this form if you are paying by card

**Bank transfer payment information:**

Beneficiary: Global Experience Specialists (GES) Limited

Natwest Bank  
Account: 27607275  
Sort Code: 56-00-27  
PO Box 487  
250 Regent Street  
London W1A 4RY

To ensure your bank transfer is allocated correctly, please supply the following information to: CustomerService@ges.com

- Exhibiting company name, account number, invoice number, show name, stand no.
- Date and amount of bank transfer
- Bank and country where transfer originated

Payment for Services — Global Experience Specialists (GES) Ltd requires the customer, unless otherwise detailed on our Quotation/Contracts, to pay GES in sterling 100% of the total contract price prior to build inclusive of all tax. All orders raised within 10 days of the exhibition are required to be paid in full at the point of order. If the customer fails to make payment on the due date, GES is entitled, without prejudice to any other right and remedy available, to terminate the relevant contract and suspend any performance of contract work. GES reserve the right to charge interest at 8% above the Bank of England Base rate on amounts not paid on the due date.

Method of Payment — Global Experience Specialists (GES) Ltd accepts all major credit/debit cards, cheque and bank transfers. Purchase orders are not considered payment. With effect from 1st January 2009 the GES will charge 2.5% on all credit card transactions. If paying by card, for your convenience, GES will use this authorisation to charge your credit card for any additional amounts ordered by your representative or services rendered to your company for this event.

Adjustments and Cancellations — No adjustments to invoices will be made after the close of the show. Please refer to the individual forms for cancellation fees. All orders cancelled by the Exhibitor or due to the cancellation of an event or their non-participation may be subject to cancellation fees.

**I AGREE IN PLACEING THIS ORDER THAT I HAVE ACCEPTED GLOBAL EXPERIENCE SPECIALISTS (GES) LIMITED TERMS AND CONDITIONS OF CONTRACT**

X  

**AUTHORISED SIGNATURE**

**AUTHORISED NAME - PLEASE PRINT**

**CARDHOLDER’S SIGNATURE**

*THIS FORM MUST BE RETURNED TO GLOBAL EXPERIENCE SPECIALISTS (GES) LIMITED FOR YOUR ORDER TO BE PROCESSED*

If you have any questions regarding our payment policy, please call Customer Services on +44 (0)2476 380 180

21/10/2015
Terma and Conditions

Price
The Contract Price is based on the prevailing costs at the time of the quotation. If in the period up to the completion of the Contract there is any increase in cost to the Company or a variation in the services required then the Contract Price shall be amended accordingly. Prices quoted are exclusive of VAT and any other taxes, levies or similar charges whatsoever, all of which shall be paid by the Customer.

Payment
The Customer shall pay, in sterling, one half of the Contract Price thirty days prior to the exhibition opening and the balance seven days prior to the exhibition opening. If the Customer fails to make full payment on the due dates, the Company is entitled, without prejudice to any other right or remedy available, to terminate the relevant contract and suspend any performance of contract work. The Company reserves the right to charge interest at 3% above the Bank of England base rate on amounts not paid on the due dates.
If the customer pays by American Express charge or credit card; or by Visa, Mastercard or JCB credit cards we reserve the right to charge a 2.5% surcharge to the total value of the order.

Performance
All Customer orders must be placed in writing. No Contract shall be created unless the Company accepts the order. The Company shall be relieved of its contractual obligations in the event that performance thereof is prevented or delayed directly or indirectly by an act of God, war, riot, strike, labour disturbance, industrial dispute, fire, flood, explosion, shortage of material or labour or any cause beyond the control of the Company. If for any of these reasons the Contract is not completed the Customer shall pay the Contract price less the costs not expended to date. Performance of the Contract is subject to the availability of the Company’s property. The Company at its sole discretion reserves the right to substitute unavailable Company property of a similar quality, specification and performance. The Company may subcontract all or any part of the services. The Company contracts for itself and as agent of and trustee for its employees and sub-contractors and their employees and any reference in these Conditions to the Company shall be deemed to include every such employee and sub-contractor.

Consequential Loss
The Company shall not under any circumstances be liable for any direct or indirect consequential loss arising from the services howsoever, whencesoever, or wheresoever caused and whether or not resulting from a negligent act or omission by the Company.

Company Property
All property used or supplied by the Company in connection with the Contract shall, unless expressly agreed by the Company in writing, be on hire for the duration of the exhibition. The Company will be responsible for the Company’s property from the time of delivery up until the time of collection by the Company. The Customer shall insure all of the Company’s property for its full replacement cost and indemnify the Company against loss of or damage to any of the Company’s property howsoever caused. The Customer shall not assign, re-hire or part with possession of the Company’s property. The Customer warrants that it is the owner of exhibits and any other property entrusted to the Company’s custody or control or is authorised by the owner to accept these Conditions on the owner’s behalf. The Company shall not be liable for loss of or damage to the Customer’s property howsoever, whencesoever or wheresoever caused and whether or not such loss or damage results from negligent act or omission by the Company.

Liability To Others
The Customer shall be liable for and shall indemnify the Company against claims from injuries sustained by persons and loss of or damage to other persons property arising during the hire period howsoever caused unless such injury loss or damage results from a negligent act or omission from the Company.

Regulations
The Customer shall comply with all regulations and conditions imposed by any exhibition organiser, promoter, hall owner or local or other authority and shall be responsible for obtaining their written consent to any modification thereto or waiver thereof as may be necessary to enable the Company to perform the Contract. The Customer shall communicate to the Company such as these regulations and conditions as may affect the services and indemnify the Company against all liabilities arising from non compliance with any of the said regulations and conditions unless resulting from negligent act or omission of the Company negligent act or omission from the Company.

Law
The Contract shall be governed by and construed in accordance with the Laws of England. This provides a summary of our Conditions of Business a full copy is available on request.
**Payment & Credit Card Charge Authorisation**

**RETURN TO:** Global Experience Specialists (GES) Ltd, Silverstone Drive, Gallagher Business Park, Coventry, CV6 6PA  
Fax: +44 (0)2476 380 220  
Phone: +44 (0)2476 380 180

## MANDATORY FORM*

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Exhibition</th>
<th>Stand Number</th>
<th>Post Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company Address</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Phone</td>
<td>Fax</td>
<td>Email</td>
<td>Purchase Order Number</td>
</tr>
</tbody>
</table>

## PAYMENT POLICY

Payment for Services — Global Experience Specialists (GES) Ltd requires the customer, unless otherwise detailed on our Quotation/Contracts, to pay GES in sterling 100% of the total contract price prior to build inclusive of all tax. All orders raised within 10 days of the exhibition are required to be paid in full at the point of order. If the customer fails to make payment on the due date, GES is entitled, without prejudice to any other right and remedy available, to terminate the relevant contract and suspend any performance of contract work. GES reserve the right to charge interest at 3% above the Bank of England Base rate on amounts not paid on the due date.

Method of Payment — Global Experience Specialists (GES) Ltd accepts all major credit/debit cards, cheque and bank transfers. Purchase orders are not considered payment. With effect from 1st January 2009 the GES will charge 2.5% on all credit card transactions. If paying by card, for your convenience, we will use this authorisation to charge your credit card for any additional amounts ordered by your representative or services rendered to your company for this event. We require your payment authorisation form to be on file even if you are paying by cheque, cash or bank transfer. However, you do not need to complete card details unless you wish to pay by this method — simply tick the payment method you wish to use below. Please ensure you correctly enter your Show and Company details above.

Adjustments and Cancellations — No adjustments to invoices will be made after the close of the show. Please refer to the individual forms for cancellation fees. All orders cancelled by the Exhibitor or due to the cancellation of an event or their nonparticipation may be subject to cancellation fees.

**Bank Transfer and Cheque Payment Information:**

**Beneficiary:** Global Experience Specialists [GES Ltd]  
NatWest Bank  
Regent Street Branch  
PO Box 4RY  
250 Regent Street  
London W1A 4RY  
Account: 27607275

To ensure your bank transfer is allocated correctly, please supply the following information to the address above or email customerservice@ges.com

- Exhibiting company name, account name, invoice number, show name, stand no.
- Date and amount of bank transfer
- Bank and country where transfer originated

**I will be paying by:**

- Cheque or Postal Order  
- Bank Transfer  
- Other (please contact me)

**I AGREE TO PLACE THIS ORDER THAT I HAVE ACCEPTED GLOBAL EXPERIENCE SPECIALISTS (GES) LIMITED TERMS AND CONDITIONS OF CONTRACT**

**Authorised Signature**

**Authorised Name - Please Print**  
Date

**Please Sign**

**Cardholder’s Signature**  
Date

**Post Code**

**If you have any questions regarding our payment policy, please call Customer Services on +44 (0)2476 380 180**

**CREDIT CARD CHARGE AUTHORISATION**

If you wish to pay by card all information must be provided. Your order will not be processed if any information is missing (i.e. Expiration Date, Account Number, Contact Information, Type of Card and Signature). Please note that there is a 2.5% charge for credit card transactions.

Please complete the information and return payment in full with this form and your orders.

<table>
<thead>
<tr>
<th>Card Number</th>
<th>Corporate Card</th>
<th>Personal Card</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Debit Card (any)</th>
<th>Master Card Credit Card</th>
<th>Visa Credit Card</th>
<th>American Express</th>
<th>Other (please state)</th>
</tr>
</thead>
<tbody>
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<table>
<thead>
<tr>
<th>Start Date</th>
<th>Expiry Date</th>
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<thead>
<tr>
<th>Issue Number</th>
<th>CSC Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(last 3 digits on the back of the card / signature strip)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Cardholder’s Name</th>
<th>Cardholder’s Billing Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Please Sign</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Date</th>
</tr>
</thead>
</table>

**THIS FORM MUST BE RETURNED TO GLOBAL EXPERIENCE SPECIALISTS (GES) LIMITED FOR YOUR ORDER TO BE PROCESSED**
Please arrange to receive, unload and position the following consignment to:

<table>
<thead>
<tr>
<th>Number and Type of Packaging</th>
<th>Description of Goods</th>
<th>Gross Wt. Kg</th>
<th>Dimension cms</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>L</td>
<td>W</td>
</tr>
</tbody>
</table>

We require the following services: (Please tick as required)

- [ ] UK / overseas transport
- [ ] Customs clearance at local airports and direct service to fairsite
- [ ] Temporary customs clearance (upon approval of documentation)
- [ ] Accessible storage
- [ ] Unloading via warehouse, storage and delivery to exhibition stand
- [ ] Collection from exhibition stand at close of show and return to warehouse for reloading to collecting vehicle
- [ ] Return transport services

Goods are ready for collection on:

Date: ____________ Time: ____________

We require goods on stand by:

Date: ____________ Time: ____________

Company name: __________________________

Address: ________________________________

Tel / Fax: ____________________

Company registration: __________________

VAT No: __________________________

Visa/MasterCard No: __________________

Expriy Date: __________________

Security No: _______________________

Signed: __________________________

Name (please print): __________________

Date: ____________ Email: __________________
Advance warehousing

<table>
<thead>
<tr>
<th>Service Description</th>
<th>Cost</th>
<th>Minimum Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arrival by truck at consolidation warehouse and transfer to stand**</td>
<td>£30.00 per cbm</td>
<td>£60.00</td>
</tr>
<tr>
<td>Transfer from stand to consolidation warehouse by truck**</td>
<td>£30.00 per cbm</td>
<td>£60.00</td>
</tr>
<tr>
<td>**Overtime surcharge – 50% for work carried outside of our normal working hours which are 0800 – 1700 hrs Monday to Friday &amp; Weekends ** Platinum / Capital Suite + 50% Surcharge..</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

General site charges

<table>
<thead>
<tr>
<th>Service Description</th>
<th>Cost</th>
<th>Minimum Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arrival by truck and direct unloading to stand**</td>
<td>£10.00 per cbm</td>
<td>£60.00</td>
</tr>
<tr>
<td>Direct reloading from stand to collecting truck**</td>
<td>£10.00 per cbm</td>
<td>£60.00</td>
</tr>
<tr>
<td>Collection, storage and redelivery of empty cases</td>
<td>£30.00 per cbm</td>
<td>£60.00</td>
</tr>
<tr>
<td>Accessible storage of goods</td>
<td>£35.00 per cbm</td>
<td>£70.00</td>
</tr>
<tr>
<td>3t forklift for erection / dismantling purposes**</td>
<td>£45.00 per Hour</td>
<td>£90.00</td>
</tr>
<tr>
<td>5t forklift for erection / dismantling purposes**</td>
<td>Price on application</td>
<td></td>
</tr>
<tr>
<td>8t forklift for erection / dismantling purposes**</td>
<td>Price on application</td>
<td></td>
</tr>
<tr>
<td>12t forklift for erection / dismantling purposes**</td>
<td>Price on application</td>
<td></td>
</tr>
<tr>
<td>16t forklift for erection / dismantling purposes**</td>
<td>Price on application</td>
<td></td>
</tr>
<tr>
<td>Crane for erection / dismantling purposes**</td>
<td>Price on application</td>
<td></td>
</tr>
<tr>
<td>Slinger / Banksman for heavylift work**</td>
<td>Price on application</td>
<td></td>
</tr>
<tr>
<td>**Overtime surcharge – 50% for work carried outside of our normal working hours which are 0800 – 1700 hrs Monday to Friday &amp; Weekends ** Platinum / Capital Suite + 100% Surcharge..</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Advance warehousing

<table>
<thead>
<tr>
<th>Service Description</th>
<th>Cost</th>
<th>Minimum Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>From free arrival LHR up to ExCel venue / Agility Warehouse</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shipments up to 200 kgs</td>
<td>£0.95 per kg</td>
<td>£250 kgs</td>
</tr>
<tr>
<td>Shipments 201 kgs – 500 kgs</td>
<td>£0.90 per kg</td>
<td></td>
</tr>
<tr>
<td>Shipments 501 – 1000 kgs</td>
<td>£0.85 per kg</td>
<td></td>
</tr>
<tr>
<td>Shipments 1001 kgs and over</td>
<td>£0.75 per kg</td>
<td></td>
</tr>
</tbody>
</table>

Sea freight shipments (Including UK terminal handling, port security charges, carrier security fees & documentation fees) Port through to ExCel venue / Agility Warehouse

<table>
<thead>
<tr>
<th>Service Description</th>
<th>Cost</th>
<th>Minimum Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>FCL From free arrival UK port up to arrival at Excel site</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Per 20 ft container</td>
<td>£750.00 per container</td>
<td></td>
</tr>
<tr>
<td>Per 40 ft container</td>
<td>£750.00 per container</td>
<td></td>
</tr>
<tr>
<td>Grounding of 20ft/40ft containers</td>
<td>£650.00 per container</td>
<td></td>
</tr>
<tr>
<td>LCL (Including delivery order fee, terminal handling and de-stuffing, port security charges, presentation fees and UK haulage to ExCel Venue / Agility Warehouse only )</td>
<td>£110.00 per cbm</td>
<td>£220.00</td>
</tr>
</tbody>
</table>

Continued
Custom formalities

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Temporary import clearance</td>
<td>£85.00</td>
</tr>
<tr>
<td>Permanent import clearance</td>
<td>£85.00</td>
</tr>
<tr>
<td>Temporary import bond fee</td>
<td>1% of CIF Value, Min charge £50.00</td>
</tr>
<tr>
<td>Export clearance</td>
<td>£85.00</td>
</tr>
<tr>
<td>Clearance via ATA carn</td>
<td>£85.00</td>
</tr>
<tr>
<td>Outlay of duties and taxes</td>
<td>At cost plus 10% surcharge</td>
</tr>
<tr>
<td>File fees per order</td>
<td>£25.00 per consignment</td>
</tr>
</tbody>
</table>

**SHIPPING GUIDELINES**

**AIRFREIGHT CONSIGNMENTS**
Airfreight destination Airport: LONDON HEATHROW (LHR)
Airfreight arrival: 7 Days prior to final booth delivery

**Consignee Notify**
AGILITY FAIRS AND EVENTS
ONE WESTERN GATEWAY
ROYAL VICTORIA DOCK
ExCel London
Atttn: KEVIN WATKINS
TEL: +44 207 069 5306
FAX: +44 843 227 2033

**SEAFREIGHT CONSIGNMENTS / FCL & LCL**
Ocean freight - destination port’s LONDON / FELIXSTOWE
FCL Ocean freight arrival: 7 Days prior to final booth delivery
LCL Ocean freight arrival: 10 Days prior to final booth delivery

**Consignee Notify**
AGILITY FAIRS AND EVENTS
ONE WESTERN GATEWAY
ROYAL VICTORIA DOCK
ExCel London
Atttn: KEVIN WATKINS
TEL: +44 207 069 5306
FAX: +44 843 227 2033

**ROADFREIGHT WAREHOUSE RECEIVING ADDRESS**
AGILITY FAIRS AND EVENTS
BAY 22 - 26 SANDSTONE LANE
ExCel
LONDON E16 1AA

Name of Exhibition .......................................................... Exhibitor name ..........................................................
Hall .......................................................... Stand ..........................................................
**Star Wars Celebration 2016 International Handling Tariff**

<table>
<thead>
<tr>
<th>Stand No</th>
<th>Date required for delivery to stand</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Number and Type of Packaging</th>
<th>Description of Goods</th>
<th>Gross Wt. Kg</th>
<th>Dimension cm</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>L</td>
</tr>
</tbody>
</table>

We require the following services: (tick as required) Please provide a no obligation quotation:

- [ ] UK / Overseas transport from your premises to site and return
  - Transportation
  - Transit insurance (please provide details)

- [ ] Receive Courier shipment (Max 100 kgs) or pallet(s) At Agility ExCeL warehouse plus Transfer/delivery to stand
  - £ 45.00 per standard pallet or equivalent (min £45.00 )

- [ ] Unloading / Delivery to stand**
  - £ 10.00 per cubic metre /333kgs (Min £20.00 ) each way

- [ ] Collection, storage and re-delivery of empty packing material
  - £ 26.00 per m3 (min 2 CBM / £ 52.00)

- [ ] Forklift under 3 Tonnes for erection / dismantling of stand**
  - £ 55.00 per hour (min. £55.00)**

- [ ] on site courier receiving and delivery to stand during event (max 100 kgs ) **service must be pre booked with Agility **
  - £ 20.00 per shipment

- [ ] Accessible Storage via Agility ExCeL warehouse
  - £ 30.00 per cubic metre (min £60.00)

** Subject to 50% overtime surcharge outside of working hours 0800-1800 Hrs, Mon - Fri.

**PLEASE SIGN TO CONFIRM ORDER AND PROVIDE PAYMENT DETAILS BELOW**

Minimum invoice charge of GBP £30.00 excl. VAT

<table>
<thead>
<tr>
<th>Company</th>
<th>Signed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address</th>
<th>Name (please print)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Card Number (Visa Or Mastercard)</th>
<th>Expiry Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Telephone</th>
<th>Security Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fax</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Company Reg. No.</th>
<th>VAT Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## 2016 Event Order Form

### Internet Connection (LAN)

<table>
<thead>
<tr>
<th>Internet Access (up to 1 Mbps) for 1 device via the ExCeL London LAN</th>
</tr>
</thead>
<tbody>
<tr>
<td>We provide: 1x 10/100/1000 Ethernet Connection (RJ45 male termination) 1x Private IP Address behind the ExCeL firewall</td>
</tr>
<tr>
<td>You require: Device with working Ethernet/LAN network interface</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Whether you require: 1 Mbps</th>
<th>2 Mbps</th>
<th>4 Mbps</th>
<th>5 Mbps</th>
</tr>
</thead>
<tbody>
<tr>
<td>@ £380</td>
<td>@ £67</td>
<td>@ £1090</td>
<td>@ £1,328</td>
</tr>
<tr>
<td>6 Mbps</td>
<td>@ £1,565</td>
<td>@ £2,038</td>
<td>@ £2,512</td>
</tr>
</tbody>
</table>

### Internet Specification with Public IP address

Please note our Public IP Addresses are outside the firewall with no connection restrictions.

<table>
<thead>
<tr>
<th>Whether you require: 2 Mbps</th>
<th>4 Mbps</th>
<th>6 Mbps</th>
</tr>
</thead>
<tbody>
<tr>
<td>@ £688</td>
<td>@ £1,162</td>
<td>@ £1,636</td>
</tr>
<tr>
<td>8 Mbps</td>
<td>@ £2,109</td>
<td>@ £2,583</td>
</tr>
</tbody>
</table>

All connections have automatic IP assignment. If you require a Static IP, please tick here.

### Internet connections above 10 Mbps will be outside our firewall with no connection restrictions

<table>
<thead>
<tr>
<th>Whether you require: 12 Mbps</th>
<th>15 Mbps</th>
<th>20 Mbps</th>
<th>25 Mbps</th>
</tr>
</thead>
<tbody>
<tr>
<td>@ £2,986</td>
<td>@ £3,697</td>
<td>@ £4,881</td>
<td>@ £6,066</td>
</tr>
<tr>
<td>30 Mbps</td>
<td>@ £7,250</td>
<td>@ £9,619</td>
<td>@ £11,988</td>
</tr>
</tbody>
</table>

All connections have automatic IP assignment. If you require a Static IP, please tick here.

### Additional IP Address (IP)

- **£71**

Additional IP Address for use with the ExCeL London Internet Connection (LAN)

Note: An additional IP address allows you to use more than one device on your cable connection. When using a switch, you will require 1 IP address for each additional device that will be connected via a single cable.

We provide: 1x IP Address (specification based upon selection above)

You require: 1x Internet Connection, suitable switch & associated cables

### Network Switch Additional cables will be required

10/100 Ethernet Hub for networking multiple PC devices

- **£71**

We provide: 1x 10/100 Switch (NOTE: 1 port is required for Internet uplink)

You require: Suitable UK Power supply. Please note that by default an internet connection provides 1x IP Address for 1 device. For more devices, additional IP addresses will need to be purchased for use with this switch.

- 8 Port Switch @ £71
- 16 Port Switch @ £102
- 24 Port Switch @ £133

### Ethernet Cables

<table>
<thead>
<tr>
<th>Whether you require: 5m Ethernet Cable</th>
<th>10m Ethernet Cable</th>
<th>20m Ethernet Cable</th>
</tr>
</thead>
<tbody>
<tr>
<td>@ £5</td>
<td>@ £10</td>
<td>@ £20</td>
</tr>
</tbody>
</table>

### Network Router

- **£206**

10/100/1000 Ethernet Router for networking multiple PC devices

- **£71**

We provide: 1x 10/100/1000 Router (NOTE: This is NOT a wireless router)

You require: Suitable UK Power supply.

### Exchange Line (ANALOGUE)*

- **£171**

A standard Analogue Exchange Line for connecting your PDQ or Fax Machine

- **£71**

We provide: 1x UK BT Socket; 1x RJ45/RJ11 Socket

You require: PDQ or Fax Machine

### Digital Telephone Service (VoIP)*

Digital Telephone Service. NOT compatible with PC modems, PDQs or Fax Machines

- **£171**

We provide: 1x Digital Telephone Connection; 1x Digital Telephone Handset

- **£206**

Conference Phone

*These services may incur call charges which will be invoiced post-event*

### Stand Cabling

ExCeL London can cable your stand

- **£72 per cable**
If you have a question about any of our services, require something that you can’t see here or simply need some advice about IT at your event please contact us +44 (0)20 7069 4400

**Service Position**

Please indicate the position of services on your floor plan, so that ExCeL London IT ensure the cable is brought to the nearest floor duct.

**PLEASE NOTE**: It is YOUR responsibility to ensure that your stand builder correctly routes your cable to the final location. ExCeL London IT will pull to the nearest floor duct within your stand and provide approximately 7m of additional cable for your stand builder to route.

- Stand Plan Enclosed
- Shell Scheme
- Platform / Raised Floor

Please contact us if you have not received confirmation of your order within 7 days

**Summary of Terms**

This order is accepted on the understanding that full IT & Communication Terms and Conditions apply (available upon request)

- Orders accepted after the cut-off date (14 days before first day of tenancy) attract a 20% surcharge per service.
- Orders received without a marked stand plan will incur a £50 per cable charge if needed to be moved.
- ExCeL London - ExCeL Venue Services will not be liable for any consequential or other direct or indirect loss suffered by the Customer however caused.
- Refunds will only ONLY be given if written cancellation is received not less than 14 days prior to tenancy (Subject to an administration charge).
- Power and power distribution are not included, nor provided by ExCeL Venue Services.
- Connection to the ExCeL London network (LAN) will only be allowed if the customer is in accordance with the IT & Communications Connection Policy.

**Event / Exhibitor Details**

- Event Name: 
- Event dates: 
- Stand Number / Room Name: 
- Exhibitor Stand Name: 
- NOTE: It is your responsibility to advise us of changes to stand numbers or locations. Any associated remedial work will attract additional charges.

**Invoice Details**

These are the details as they will appear on your invoice (this cannot be changed at a later date)

- Title: 
- First Name: 
- Last Name: 
- Job Title: 
- Company: 
- Address: 
- Country: 
- Postal/zip code: 

**Order Contact Details**

We require contact details so we can contact you about your order

- Title: 
- First Name: 
- Last Name: 
- Job Title: 
- Company: 
- Telephone: 
- Fax: 
- Email: 

**Payment Details**

Orders will be invoiced. Full payment must be received before the first build day of the event.

Credit / Debit Card details are required as security against all call charges and/or loss or damage to IT & Communications hire equipment. Any unpaid balance will be debited from this card. Your order will not be accepted without this information.

- Card Number: 
- Start Date: 
- Expiry Date: 
- Issue: 
- Security Code: 
- Cardholders Signature: 

- VISA
- Mastercard
- Other

(Please tick as appropriate - We do not accept American Express or Diners Card)

- Cardholders Name: 
- Address: 
- Country: 
- Postal/zip code: 

- Bank Transfer (Confirmation enclosed)

**ExCeL Venue Services**

sales: +44 (0)20 7069 4400  onsite: +44 (0)20 7069 4342  e: services@excel.london
Valid from 1st January - 31st December 2016
Return at least 14 days before tenancy commences. Orders received after this date will be subject to a 20% surcharge.
All orders for rigging must follow the required guidelines and be submitted with a clear precise rigging plan at the time of ordering. Any changes required due to incorrect rigging plans will be subject to a surcharge.
All rigging plans must show the location of each rigging point in relation to the stand using metric measurements. All rigging must be within the perimeter of the stand.
The stand orientation must be detailed by showing the location of the main entrance and by the stands on other neighbouring three sides.
Please read all Notes on page 2. - “Glossary / Guidelines”

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Description</th>
<th>Unit Price</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>DROP WIRES Drop wires (Any Length) Static load only up to 50kgs</td>
<td>£122.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(Dropwires can not be used for the attachment of Manual Chain Hoists)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Catenary wires are made from 10mm steel wire rope</td>
<td>£16.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(Price per linear metre)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>LIFTING POINTS House Point (to be used for the attachment of hoists)</td>
<td>£230.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Electric Motors/Manual Chain Hoists</td>
<td></td>
<td>P.O.A</td>
</tr>
<tr>
<td></td>
<td>(There is a charge for clients own hoists to be connected to the venues</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>House Points)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>PVC/FABRIC BANNERS (other types of banner P.O.A)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>B01 - Banners up to 2.5m wide (inc. 2 wires, tube &amp; labour)</td>
<td>£334.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>B02 - Banners 2.5m up to 6m wide (inc. 3 wires, tube &amp; labour)</td>
<td>£472.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>B03 - Lightweight unusual banner shapes, - i.e cube, not wider than 4m wide.</td>
<td>£590.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(4 wires, tube &amp; labour)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>A full rigging service is available on request</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please note: House point/Drop wire orders do not include hoisting & fixing.
Prices for hoisting & fixing can be provided on request

FULL PAYMENT MUST ACCOMPANY THIS ORDER

<table>
<thead>
<tr>
<th></th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Total + VAT</td>
</tr>
</tbody>
</table>

Payment details
If paying by cheque, please write the name of the exhibition, your stand number and company name on the back
If you would prefer to pay by Debit/Credit Card, please fill in the following information:-

Please debit my (please tick as appropriate)

- [ ] VISA  - [ ] MASTERCARD  - [ ] DELTA  - [ ] DINERS CLUB  - [ ] SWITCH

Name of cardholder: ____________________________________________________________

Card Number: __________________________________________________________________

Expiry Date: __________

Issue number: __________  Security Code __________

Signature: ________________________________

Please note: that if you are paying by Visa, MasterCard, JCB credit cards and credit cards we reserve the right to add a 2.5% surcharge to the total amount of the order
Glossary/Guidelines

DROP WIRES
Drop wires should only be used to suspend lightweight static loads, e.g. banners/ simple light weight structures. 6mm steel wire rope c/w bullet end connection. Any length. Static load only up to a max of 50kg. Not to be used as a lifting point i.e. chain hoists may not be suspended from drop wires. Ordering of a drop wire does not include hoisting and fixing service this must be ordered separately (see below).

LIFTING POINTS
All lifting points are assembled using accessories capable of supporting a load of 5KN. Allowable loading per point needs to be checked prior to tenancy as point loading is location dependant within the venue. Ordering of a lifting point does not include the supply of a chain hoist. This must be ordered separately (see below). There is a charge for connecting clients own chain hoists to the venue. Lifting points that require spreader beams will be charged as two lifting points. The spreader truss beams used to facilitate the lifting points is not charged for.

BANNER RIGGING
For all PVC/FABRIC BANNERS. PVC banners should be produced with a 75mm pocket at the top and bottom. Up to 2500mm wide (inc 2 wires and tube) is one price. ("B01") and 2551mm - 6000mm wide is another ("B02") Banners wider than 6m, box banners or unusual shapes / material will be priced upon application.

Banners must be delivered by the dead line. See below for dates. This date is set before the first day of tenancy to allow us to rig the banner/s before anyone arrives. If banners do not get delivered before this date then a hoist and fix charge will apply (see below).

Banners will be rigged to your plan. Make sure you have included all the correct information as any on site banner moves / banner shuffles will be charged.

TRUSS
Our most commonly used truss is Thomas 305 super truss. This is charged out at per meter. We do have other sizes of truss in stock, prices upon application.

CATENARY WIRES
Our catenary wires are made from 10mm steel wire. Make sure that your snap hooks fit this dimension. Catenary wires are charged at a per meter rate, and are calculated to the next termination beam.
**ELECTRIC CHAIN HOIST INCLUDING CONTROL EQUIPMENT.**
Our hoists will not usually be installed before the first day of tenancy. Electrical chain hoist load redundancy can be taken into consideration on an individual hoist basis. If the point load on the hoist is less than 50% of the WLL of the hoist including an allowance for dynamic load, then a secondary suspension will not be required.

**HOIST AND FIX CHARGE**
This service is used if you require us to hoist and fix your structure / banner for you (so that you do not have to hire in plant, lifting equipment and rigging personnel yourselves). It includes our use of labour, machinery, and time. (A labour charge will be added separately if the nature of the design / job is complex). You must state a time and date when ordering to avoid delays. As you can appreciate that the exhibition floor gets busy during build up and that access gets quite restricted. You do not need to order this service if you have ordered banner rigging and that your banner is delivered by the banner deadline. This service does not include any de rigging service as this needs to be ordered separately (see below).

**DE-RIG SERVICE**
As above but in reverse. We cannot guarantee a time for the de rigging and lowering of your structure / banner. This will not happen on the first night of breakdown unless prior agreement with the rigging manager, the show organiser, the venue health and safety officer and the event manager. This is because of the usual level of high exhibitor activity on the first night of breakdown.

**PLANT HIRE**
Our plant only gets hired out with our drivers. This is an insurance / Health and Safety requirement. You can bring in your own plant as long as you fulfil the relevant requirements etc, - licenses - PPE (including hard hat with chin strap, etc.) Note this venue operates a non-climbing policy.

**LABOUR**
It is sometimes necessary to charge a labour charge for non-rate card services. Example, truss building, complex rigs, etc.

**SURCHARGE**
A surcharge of 20% is charged on all orders placed after 14 days before the start of tenancy. This is stated in all show manuals.

This is in place so that it gives us time to collate all orders and information in time. This ensures that we have enough equipment / time / labour to fulfil your order. There is a 50% cancellation fee if cancelled after 14 days prior to first day of tenancy.

It is in your interest to read this document thoroughly as this will help to avoid confusion at a later date.

Please note that you will only receive the service that you have paid for.
Any additional work required on site will have to be paid for by credit card.

---

**ExCeL Event Services:**
e: services@excel.london
## Water & Waste

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Description</th>
<th>Unit Price</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>0.5&quot; water</td>
<td>£358</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1.5&quot; waste</td>
<td>£358</td>
<td></td>
</tr>
<tr>
<td></td>
<td>0.5&quot; water and 1.5&quot; waste to one item</td>
<td>£680</td>
<td></td>
</tr>
<tr>
<td></td>
<td>0.5&quot; water and 1.5&quot; waste to client’s own single sink (no heater)</td>
<td>£680</td>
<td></td>
</tr>
<tr>
<td></td>
<td>0.5&quot; water and 1.5&quot; waste to client’s own double sink (no heater)</td>
<td>£710</td>
<td></td>
</tr>
<tr>
<td></td>
<td>0.5&quot; water and 1.5&quot; waste to client’s own single sink and water heater</td>
<td>£750</td>
<td></td>
</tr>
<tr>
<td></td>
<td>0.5&quot; water and 1.5&quot; waste to client’s own double sink and water heater</td>
<td>£790</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Single sink package (includes 1x sink hire/1x water/1x waste/1x water heater hire)</td>
<td>£877</td>
<td></td>
</tr>
<tr>
<td></td>
<td>DOESN'T INCLUDE 3KW SPUR</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Double sink package (includes 1x sink hire/1x water/1x waste/1x water heater hire)</td>
<td>£910</td>
<td></td>
</tr>
<tr>
<td></td>
<td>DOESN'T INCLUDE 3KW SPUR</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Hire of single sink (DOESN'T INCLUDE WATER, WASTE OR 3KW SPUR)</td>
<td>£197</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Hire of double sink (DOESN'T INCLUDE WATER, WASTE OR 3KW SPUR)</td>
<td>£230</td>
<td></td>
</tr>
<tr>
<td></td>
<td>When services are needed on the upper floor of a stand (two appliances maximum)</td>
<td>£165</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Hire of over sink water heater (DOESN'T INCLUDE WATER SUPPLY)</td>
<td>£91</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Hire of under sink water heater and vented taps (DOESN'T INCLUDE WATER SUPPLY)</td>
<td>£180</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Water Tee off to one appliance on same floor level</td>
<td>£116</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Waste Tee off to one appliance on same floor level</td>
<td>£116</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Dockedge supply 0.5&quot; water connection to bibcock water supply</td>
<td>£258</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Dockedge supply 2&quot; water connection - metered supply - per m³ (cubic metre)</td>
<td>£1.99</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Hire of vented tap</td>
<td>£75</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Hire of general tap</td>
<td>£45</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Change of floor duct (if access available)</td>
<td>£100</td>
<td></td>
</tr>
</tbody>
</table>

## Pool & Tank Filling

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Description</th>
<th>Unit Price</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>up to 1,000 litres/220 Imperial gallons/264 US gallons/1m³</td>
<td>£782</td>
</tr>
<tr>
<td></td>
<td>1,000 to 8,000 litres/1,800 Imperial gallons/2,100 US gallons/8m³</td>
<td>£1,599</td>
</tr>
<tr>
<td></td>
<td>8,000 to 20,000 litres/4,400 Imperial gallons/5,300 US gallons/20m³</td>
<td>£2,346</td>
</tr>
<tr>
<td></td>
<td>20,000 to 100,000 litres/22,000 Imperial gallons/26,420 US gallons/100m³</td>
<td>£3,058</td>
</tr>
<tr>
<td></td>
<td>Over 100,000 litres</td>
<td>POA</td>
</tr>
</tbody>
</table>

## Compressed Air

<table>
<thead>
<tr>
<th>Description</th>
<th>Unit Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Compressed air with - standard 0.75&quot; isolating valve</td>
<td>£652</td>
</tr>
<tr>
<td>Compressed air with - standard 0.75&quot; isolating valve and reducing bush</td>
<td>£672</td>
</tr>
</tbody>
</table>

## Gas

<table>
<thead>
<tr>
<th>Description</th>
<th>Unit Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Natural Gas 1&quot; BSP isolating valve female (you must have a Gas Safe engineer to install your appliance)</td>
<td>£719</td>
</tr>
</tbody>
</table>
Please tick if you have a platform recommended size 100mm
(if you do not have a 100mm platform we cannot guarantee that the avant health and safety will allow the connection of your appliances as there may be trailing pipes that could constitute a hazard. If this occurs you will still be liable for the full charges of the items that you have ordered.

Please tick if Stand Plan enclosed

FULL PAYMENT MUST ACCOMPANY THIS ORDER

Please contact us if you have not received confirmation of your order within 7 days

Summary of Terms
This order is accepted on the understanding that full ExCel Venue Services Terms and Conditions apply (available upon request)

- Debit/Credit Card details are required as security against call charges and/or loss or damage to ExCel. Venue Services hire equipment for which they are liable upon receipt until they are safely returned.
- American Express and Diners Card will no longer be accepted as a payment method.
- Delivery of orders cannot be guaranteed unless received 14 days before event tenancy.
- Orders accepted after the cut-off date (44 days before tenancy) attract a 20% surcharge per service.
- ExCel. London - ExCel Venue Services will not be liable for any consequential or other direct or indirect loss suffered by the Customer however caused.
- Refund is only potentially given if written cancellation is received not less than 14 days prior to tenancy (Subject to an administration charge).
- Power and power distribution are not included, nor provided by ExCel. Venue Services.

Event / Exhibitor Details

Event Name: .............................................. Event dates: ..............................................

Stand Number / Room Name: .............................................. Exhibitor Stand Name: ..............................................

NOTE: It is your responsibility to advise us of changes to stand numbers or locations. Any associated remedial work will attract additional charges.

Invoice Details
These are the details as they will appear on your invoice (this cannot be changed at a later date)

Title: .......... First Name: .............................................. Last Name: ..............................................
Job Title: .............................................. Company: ..............................................
Address: ..............................................

Country: .............................................. Postal/zip code: ..............................................

Order Contact Details
We require contact details so we can contact you about your order

Title: .......... First Name: .............................................. Last Name: ..............................................
Job Title: .............................................. Company: ..............................................
Telephone: .............................................. Fax: ..............................................
Email: ..............................................

Payment Details
Orders will be invoiced, full payment must be received before the first build day of the event

Card Number: .............................................. Start Date: .............................................. Expiry Date: ..............................................

[Card options: VISA, Mastercard, Other]

Issue: .............................................. Security Code: ..............................................

Cardholders Name: .............................................. (as shown on card)
Cardholders Signature: ..............................................

Address: ..............................................

Country: .............................................. Postal/zip code: ..............................................

Payment Method: ..............................................

ExCel Venue Services:
sales: +44 (0)20 7069 4400 onsite: +44 (0)20 7069 4342 e: services@excel.london

Important service information will be sent to this address.
# Exhibitor Order Form

**BLITZ**

GES GLOBAL NETWORK

Audio-Visual Rental & Staging Services

---

**Event Name:**  

**Event Dates:**

All Exhibitors must complete this form to order AV equipment during the above named event.

Please ensure completed forms are sent to Blitz | GES on
Email: exhibitions@blitzcommunications.co.uk
Tel: +44 (0)20 8927 1000

Orders must be paid and received no later than 7 working days prior to the show

<table>
<thead>
<tr>
<th>LED Screens</th>
<th>Price (per unit per event)</th>
<th>Quantity</th>
<th>Total (£)</th>
<th>Sound (y/n)</th>
</tr>
</thead>
<tbody>
<tr>
<td>32&quot; LED Screen</td>
<td>£250.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>40&quot; LED Screen</td>
<td>£275.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>46&quot; LED Screen</td>
<td>£300.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>55&quot; LED Screen</td>
<td>£505.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>60&quot; LED Screen</td>
<td>£665.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>70&quot; LED Screen</td>
<td>£855.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>80&quot; LED Screen</td>
<td>£985.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>95&quot; LED Screen</td>
<td>£3,000.00</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Touch Screen LCD Monitors</th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>32&quot; Touchscreen</td>
<td>£390.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>42&quot; Touchscreen</td>
<td>£575.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>46&quot; Touchscreen</td>
<td>£650.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>55&quot; Touchscreen</td>
<td>£815.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>65&quot; Touchscreen</td>
<td>£1,065.00</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Additional Exhibition Equipment options</th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Twin Pole Monitor Stand</td>
<td>£45.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Parabola Monitor Stand</td>
<td>£95.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>High Spec Laptop - Windows Based</td>
<td>£180.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Apple iPad</td>
<td>£95.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Blu-Ray Player</td>
<td>£70.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DVD Player</td>
<td>£40.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>USB Media Player</td>
<td>£70.00</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Sound options</th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>2 Speaker PA System</td>
<td>£195.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4 Speaker PA System</td>
<td>£250.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Radio Microphone</td>
<td>£150.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lectern/Table Microphone</td>
<td>£60.00</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Apple Mac equipment and accessories are available, please enquire for price and availability *
<table>
<thead>
<tr>
<th>Item Description</th>
<th>Price Per Day</th>
<th>Quantity</th>
<th>Total (£)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bespoke Requirements (Available on Request)</td>
<td>POA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dedicated Show Technician</td>
<td>£285</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

** Please be advised, VAT is chargeable to all companies in the UK. If you are part of the EU then please provide your VAT number, if you are outside the EU then VAT is not applicable. **

* Installation charges may apply - please speak to your on site representative.

Blitz | GES contact details:
Exhibitions | Tel: +44 (0)20 8327 1000 | Email: exhibitions@blitzcommunications.co.uk

Additional Requirements
Event Details

Event Title:

Stand Name: 

Stand Contact:

Stand Contact Email:

Invoice Contact Details

Title: 

First Name: 

Last Name: 

Company Name: 

Invoice Address:

Country: 

Post Code: 

Telephone: 

Fax: 

Email:

Payment Details

Credit / Debit Card number: 

(AMEX payments carry a 4% surcharge)

Name: 

Expire: 

Start Date: 

Card Type: 

Issue: 

Authorisation Number: 

Card Holder's Signature: 

Card Holder's Address: 

Cheques must be sent with order form and made payable to 'Blitz Communications Ltd'

BACS Transfer

Please allow 3-4 working days

Account Name: Blitz Communications Ltd

National Westminster Bank

PO Box No 4 RY

250 Regent Street

London W1A 4RY

Sort Code: 56 - 00 - 27

Account No: 58301011

CHAPS Transfer

Please allow 1-2 working days

NB: You are responsible for international transfer charges. Any unpaid balance will be debited from your account.

Standard Terms:

- All orders are subject to confirmation.
- Full and cleared payment is due no later than 5 working days prior to event.
- No orders will be delivered without payment.
- If you wish to order via credit card but do not want to put credit card details on this form, please contact us.
- On receipt of all hire equipment the customer accepts full liability for loss or damage.
- This document forms an agreement with Blitz Communications Ltd for services and equipment.
## Construction & Dismantle Phase Plan

This template is designed to assist you in complying with the Construction (Design and Management) regulations 2015 (CDM2015). It is to assist you in co-ordinating the build of your exhibition stand. When completed a copy of the Construction & Dismantle Phase Plan should be sent to the Organisers who will be operating the larger CDM site across the event. Please note that you are still required to submit to the Organisers a suitable and sufficient Risk Assessment and Method Statement. The Construction & Dismantle Phase Plan should be completed by the Principal Designer (which could also be the Principal Contractor).

### 1. CLIENT DETAILS

Exhibiting Company:
- Stand Number:
- Contact Name:
- Email address:

### 2. PRINCIPAL DESIGNER

Company Name:
- Contact Name:
- Email address:

The Principal Designer would be the person or company who is in control of the ‘designs’ of the stand.

### 3. PRINCIPAL CONTRACTOR

- [ ] [tick box] if same company as principal designer

Company Name:
- Contact Name:
- Email address:

The Principal Contractor would be the person or company who is in control of the ‘build’ of the stand.

### 4. Pre-Construction information

Has the Exhibitor (Client) or Organiser shared the following with you:
- [ ] Exhibition timetable
- [ ] Rules and regulations
- [ ] Stand build regulations
- [ ] Emergency procedures
- [ ] Site Rules
- [ ] Other:

---

V1.9/2015 Page 1 of 5
5. Other Designers and Contractors
List all sub-contracted companies and freelance individuals that are working on the stand construction with you and what their involvement is:

<table>
<thead>
<tr>
<th>Company Name/ Contact Name</th>
<th>Construction Task</th>
<th>Role (Designer or Contractor)</th>
</tr>
</thead>
</table>

Please use additional sheet if more Companies or Persons need to be listed.

Please describe how you have chosen your contractors working for you, detailing experience and training where relevant.

6. Roles and Responsibilities
Please indicate the Key Roles in the staffing structure identifying who is responsible for what. If necessary, please provide a separate organogram describing the team structure.

<table>
<thead>
<tr>
<th>Name</th>
<th>Company</th>
</tr>
</thead>
</table>

Who is the key decision maker (budget holder)?
Who is the project manager?
Who will be supervising onsite? (this could be more than one person)
Other persons with key responsibilities to be listed here

7. Dates that work will be undertaken

<table>
<thead>
<tr>
<th>Build-up phase</th>
<th>Start Date</th>
<th>Finish date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dismantling phase</td>
<td>*</td>
<td></td>
</tr>
</tbody>
</table>

* (Handover to Client date for the build up phase)

NOTE: Construction as defined within CDM 2015 covers the time to dismantle the stand as well as build it.

List when services will be connected and disconnected

<table>
<thead>
<tr>
<th>Service*</th>
<th>Connection</th>
<th>Disconnection</th>
</tr>
</thead>
</table>

*For example: Electrics, Rigging, Compressed Air, Water/ Waste

8. Notification of Project
If the construction of the stand involves more than 500 person days it needs to be notified directly to the Health and Safety Executive. Is the project notifiable?

☐ NO  ☐ YES  If Yes, please confirm Date of Notification
9. Work to be undertaken:
Please indicate and describe the work to be undertaken during the build up AND breakdown:

- [ ] Construction & dismantling of modular stand system
- [ ] Construction & dismantling of timber walls
- [ ] Electrical Installation/ removal
- [ ] Erection & dismantling of steelwork
- [ ] Hot Work
- [ ] Installation/ removal of Carpet
- [ ] Installation/ removal of Graphics
- [ ] Installation/ removal of Rigging
- [ ] Laying/ removal of platform floor
- [ ] Painting, sanding or filling of walls

The list above is not exhaustive; please describe all other construction work being undertaken:

10. Management & Communication
Please detail how the work will be managed safely by confirming which documents/ information you will compile.

- [ ] Construction & Dismantling Phase Plan
- [ ] Event Safety Plan
- [ ] Fire and Emergency Procedures
- [ ] Method Statement
- [ ] Planning Meetings
- [ ] Risk Assessment
- [ ] Site Inductions
- [ ] Site rules
- [ ] Staff briefing
- [ ] Welfare Facilities

Other, please describe:

Please explain how you will communicate with all other parties involved in the stand construction. This includes your client, contractors and the event organiser. For example, written documentation and/or verbal communication via meetings, briefings or tool box talks.

<table>
<thead>
<tr>
<th>Changes of information</th>
<th>Pre Show Written</th>
<th>Pre Show Verbal</th>
<th>Onsite Written</th>
<th>Onsite Verbal</th>
<th>Post Show Written</th>
<th>Post Show Verbal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Construction &amp; Dismantling Phase Plan</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
<tr>
<td>Event Safety Plan</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
<tr>
<td>Fire and Emergency Procedures</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
<tr>
<td>Method Statement</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
<tr>
<td>Planning Meetings</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
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<td>[ ]</td>
<td>[ ]</td>
</tr>
<tr>
<td>Risk Assessment</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
<tr>
<td>Site Inductions</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
<tr>
<td>Site rules</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
<tr>
<td>Staff briefing</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
<tr>
<td>Welfare Facilities</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
<tr>
<td>Other, please describe:</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
</tbody>
</table>