



**HALL 3A
NEC BIRMINGHAM**

**FRIDAY 6TH – SATURDAY 7TH
DECEMBER, 2013**

EXHIBITOR MANUAL

EXHIBITOR MANUAL

NEC

HALL 3A

Build Up Thursday 5th December
Space Only 10am-8pm
Shell Scheme 3pm-8pm

Open Days Friday 6th December
Open to Exhibitors 7.30am-9.30am
Open to Visitors 9.30am-4.30pm

Saturday 7th December
Open to Exhibitors 8.30am-9.30am
Open to Visitors 9.30am -4.30pm

Breakdown Saturday 7th December

Exhibitor Breakdown 4.45pm – 8pm

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WELCOME

Welcome to the 2013 50+ Show at NEC, Birmingham. We are pleased to be able to welcome back our exhibitors returning to The 50+ Show. We would also like to greet those of you who are exhibiting with us for the first time.

To build on the success of last year's show and for you, the exhibitors, to gain as much as possible from this opportunity, we have compiled all the information you need to know in order to prepare yourself for the exhibition.

In this manual you will find answers to your questions, including ones that you didn't even know you had! This manual details the procedures for all activities; from display preparation to breakdown after the show has finished. We have also included all the information and order forms for any extra services you may require for your stand. Details of where to send your requests and the information you need to pass on to your suppliers are also included.

Please ensure that you are familiar with all parts of the manual and have disseminated relevant information to your colleagues and suppliers to ensure the smooth running of the exhibition. If there is anyone else you would like us to include on our exhibitor mailing list please let us know and we can make sure that all exhibitors and their suppliers are aware of what is going on.

Here's to a happy and successful 50+ Show!!

Claire and the 50+ Show Team
PRo Publications International Ltd

Contact Details:

Main Switchboard 01372 743837

Show Organiser

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claire@50plusshow.com

Sales Contacts

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david@50plusshow.com

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Show Programme Organiser

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reina@50plusshow.com

Show Director

Rob McCaffrey 01372 840951

rob.mccaffrey@propubs.com

Commercial Show Director

Paul Brown 01372 840950

paul.brown@propubs.com

DEADLINES

Exhibitor Logo	As soon as possible	Claire Humphries
Fascia Board Text	Tues 26 th Nov	Claire Humphries
Website	As soon as possible	Claire Humphries
Competition Information	Tues 26 th Nov	Claire Humphries

50+ Show Magazine

Advertisement Booking	Tues 12 th Nov	Claire Humphries
Augmented company profile for 50+Show Magazine	Fri 15 th Nov	Claire Humphries
Advertisement images	Tues 19 th Nov	Claire Humphries

Additional Services

Electrical Applications	Fri 15 th Nov	Havills Exhibitions Ltd
Furniture Ordering	Fri 22 nd Nov	Europa International
Internet, telephony & Catering Services	Weds 20 th Nov	NEC & Amadeus
AV equipment	Before the show	Remote Audio Visual

Health And Safety

Health and Safety Declaration	Tues 26 th Nov	Claire Humphries
Food Sampling	IMMEDIATELY	Claire Humphries
Special License <i>(Risk Assessment, copies of Qualifications and copy of Insurance)</i>	IMMEDIATELY	Claire Humphries
Space Only Stand Details <i>(Risk Assessment, Stand Plan/Drawing and Method Statement)</i>	IMMEDIATELY	Claire Humphries

Other

Parking Passes (maximum of 2 per exhibitor)	IMMEDIATELY	Claire Humphries
Contact details	Tues 26 th Nov	Claire Humphries
Music License Applications	As soon as possible	Claire Humphries
Visitor insert booking	Fri 22 nd Nov	Claire Humphries
Visitor Bag inserts	Mon 25 th Nov	WWMS
Exhibitor Badge Registration	Tues 3 rd Dec	QRS

EXHIBITOR INFORMATION

1.1 EXHIBITOR COMPANY LOGO

Please forward a copy of your company logo to Claire Humphries, claire@50plusshow.com **AS SOON AS POSSIBLE** so that we can add your company to our list of exhibitors. We will also add a link to your website so please provide the web address that you would like us to link to.

The sooner you send us the information the quicker we can add you to the listing!
If you have booked an Augmented company profile in the Show Guide Magazine then we will require your logo as part of the entry.

Please send your images through as High Resolution jpegs through at 250 dpi, width 200 pixels x 150 pixels height.

1.2 STAND FASCIA BOARD TEXT

Each Shell scheme stand is provided with a fascia board which is displayed on the front of the stand with the name of the company exhibiting. This is a plain nameplate with text only. If exhibitors would like to have their logo etc it is their own responsibility to organise it.

Please provide the **EXACT** wording you would like displayed on your fascia board to Claire Humphries, claire@50plusshow.com, **AS SOON AS POSSIBLE and by Tues 26th November at the latest.**

1.3 PRESS INFORMATION

Any exhibitors wishing to provide press packs or information for members of the press attending the show are requested to bring it to the The 50+ Show Stand.

1.4 VISITOR TICKETS

PRo Publications International Ltd are printing free Tickets for the 2013 50+ Show.
Please contact your sales consultant with your requirements.

SHOW GUIDE MAGAZINE DETAILS

1.5 EXHIBITOR INFORMATION

Exhibitors may book an **Augmented company profile** in the Show Guide Magazine at an additional cost of £145. Those exhibitors who have booked an augmented company profile are requested to submit an 80 word (maximum) company profile (designed for visitors), including your company contact details (company name, address, telephone and web address- this DOES NOT count towards the 80 word limit) for inclusion in the 50+ Show Magazine. Please send this information to claire@50plusshow.com in the format of an **MS WORD document**. This document should be named with your company name and please also put 'The 50+ Show Birmingham (your company name) Magazine Information' in your email subject line.

All 50+ Show Magazine information **must** reach us by **FRIDAY 15th November**. This is the final date for entry inclusion.

The full-colour glossy 50+ Show Magazine will be A4 size and will contain a complete floor plan, including exhibitor locations, a detailed seminar programme and details of all other 50+ Show attractions and sponsored activities along with some informative and interesting articles.

The 50+ Show Magazine will be handed out free to all visitors upon arrival at the show.

1.6 COMPETITION AND SHOW OFFERS INFORMATION

Exhibitors should send details of any offers, competitions, prize draws etc, which are taking place at The 50+ Show to claire@50plusshow.com. Please put “The 50+ Show Birmingham Competition Information” as the email subject line. All offers and competitions should be exclusive to The 50+ Show.

Information should reach us by 26th November so we can include it on the Competitions page on The 50+ Show website.

1.7 50+ SHOW MAGAZINE ADVERTISING

Opportunities are available for show exhibitors to enhance their profile by advertising in the 50+Show Magazine.

The 50+ Show Magazine will be handed out to visitors upon arrival at the show. (Subject to availability).

The following options are available for **advertising** in the 50+ Show Magazine: Full page, half or quarter page (both vertical and horizontal), opposite editorial, inside front and back covers and outside back cover.

SIZE	PAGE LOCATION	COST £ +VAT
Opposite Inside Front Cover (Full Page)		1795
Inside Back Cover (Full Page)		1795
Double Page Spread	Run Of Book	2100
Full Page	Run Of Book	1295
Half Page	Vertical	850
	Horizontal	850
Quarter Page		450

DIMENSIONS:

DPS	Type	274mm x 397mm
	Bleed	303mm x 428mm
PAGE	Trim	297mm x 210mm
	Type	274mm x 184mm
	Bleed	303mm x 216mm
1/2 page	Vertical	274mm x 89mm
	Horizontal	134mm x 184mm
1/4	Vertical	134mm x 89mm
	Horizontal	64mm x 184mm

There is a 10% surcharge for advertisements placed on right hand page.

There is a 10% surcharge for advertisements placed opposite editorial pages.

Booking deadline for position reservations is **TUESDAY 12th NOVEMBER** For bookings please speak to your exhibition sales contact.

David Thomson 01372 840958

Claire Humphries 01372 840969

Jane Donaldson 01372 840966

Advertising material must be sent to Claire Humphries by **TUES 19th NOVEMBER** . Advertising material must be supplied as CMYK, 300dpi with all fonts embedded. Please send advertising material to claire@50plusshow.com with the subject line 'The 50+ Show Birmingham (your company name) Magazine Advert'.

PRE and/POST SHOW VISITOR EMAILS

If you would like to participate in Pre-and/or post-show opted-in visitor emails then you may do so for an additional cost of £165 plus VAT per email shot (subject to the provision of acceptable text). (Maximum 80 words)

VISITOR BAGS

Each visitor to The 50+ Show will receive a free 'Visitor Bag' when they enter the show.

Exhibitors are able to include leaflets, samples and other promotional material inside the visitor bags.

Price and Size options for insertion into the bags are detailed below:

	Cost per 1000
Standard item	£125
Other sizes	Please speak to your sales contact for a quote.

All materials for The 50+ Show bags must be delivered directly to:

Ben Walder

Your company's name and description of item for visitor bags, eg The 50+ Show

The 50+ Show

WMS

Peter Road

Lancing

West Sussex

BN15 8TH

TELEPHONE: 01903 761888

FAX: 01903 761999

All materials must be delivered by the close of business on **Mon 25th Nov** for inclusion in the bags. NO items delivered after this time will be included in the bags.

CONTACT DETAILS

PRo Publications International Ltd require the contact details of your exhibition organiser or key contact for the **FULL DURATION OF THE SHOW** in case of emergencies.

Please complete the details below and return to claire@50plusshow.com by **TUES 26th Nov**. Forms can also be faxed to 01372 743838.

.....

Company Name:

Stand Number:

Contact Name:

Contact Email (for use prior to show):

Contact Office Number (for use prior to show):

Contact Mobile Number (for use during show only):

Secondary Contact Name:

Secondary Contact Mobile Number (for use during show only):

SHOW OUTLINE

The 50+ Show is being held in Hall 3A at NEC, Birmingham.

The show is open to the public on Friday 6th December and Saturday 7th December between 9.30am and 4.30pm.

NEC, Birmingham is available for set-up on Thursday 5th December for exhibitors and their contractors to build and set up stands and exhibits.

The venue will be open from **10am** on Thursday for **SPACE ONLY** exhibitors to prepare stands. **SHELL SCHEME** exhibitors are able to access their stands from **3pm**. The hall will close at 8pm to exhibitors.

Your stand number is included on your contract and your invoice. Please make sure your stand staff know where it is and what number it is! If you are unsure of your stand number please check with us before the show.

ALL exhibitors MUST report to the Show Organiser's Office when they arrive at the exhibition hall BEFORE setting up their stand to confirm the correct location.

Exhibitors are also able to access the exhibition hall from 7.30am on Friday 6th December. The exhibition opens to the public at 9.30am. The hall will close at 5.30pm on Friday, one hour after the exhibition closes to the public. All power to stands will be switched off half an hour after the show closes to the public (5.00pm). If you require 24-hour power supply please contact the electrical suppliers-details can be found further on in this manual.

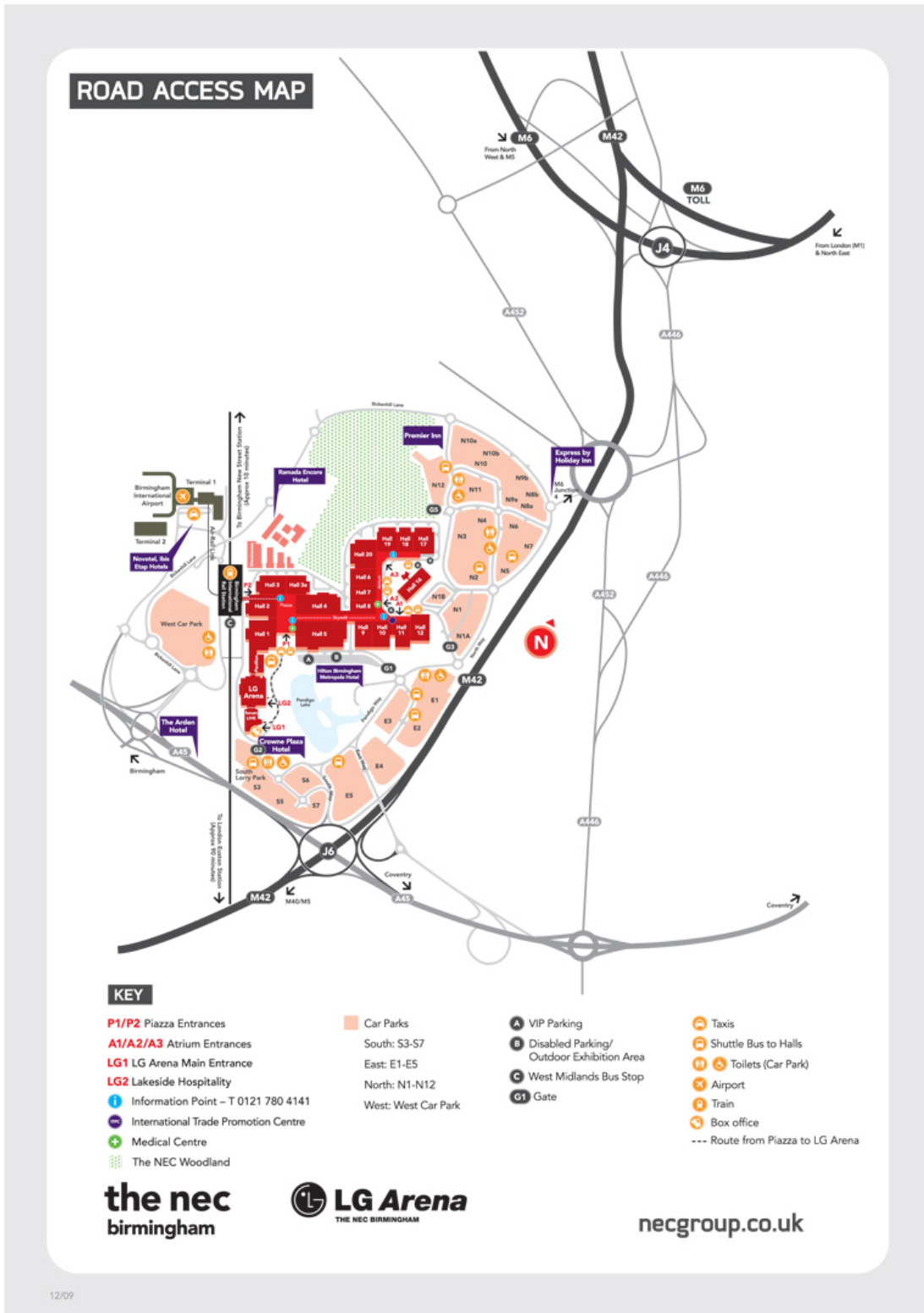
The hall will open at 8.30am on Saturday 7th December for exhibitors only (show opens to the public at 9.30am) and will remain open until 8pm on Saturday to enable exhibitors to break-down and pack up stands.

Under NO CIRCUMSTANCES can stands be packed up or dismantled before 4.45pm. This will be strictly enforced by the Pro Publications International Ltd & the venue

Shell stand exhibitors must vacate their stand by 6pm on Saturday 7th December. Space-only exhibitors must clear their area by 8pm on Saturday 7th December.

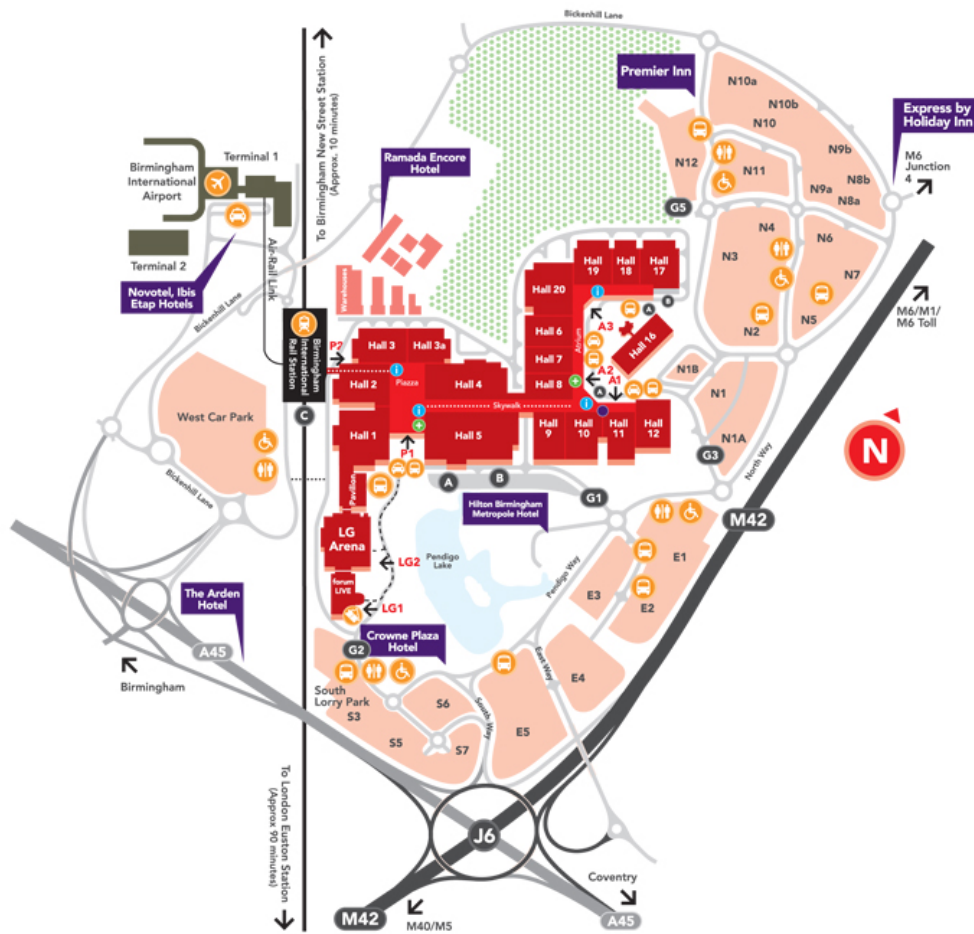
UNDER NO CIRCUMSTANCES CAN ANY ITEMS BE LEFT IN THE HALL OR AT THE VENUE. ALL PROMOTIONAL MATERIALS AND STANDS MUST BE COLLECTED ON SATURDAY EVENING. ANY ITEMS NOT COLLECTED WILL BE DISPOSED OF AT THE EXHIBITORS EXPENSE.

ROAD ACCESS/VENUE DETAILS SITE MAP



PARKING AND DELIVERY FACILITIES

THE NEC SITE MAP



KEY

- P1/P2** Piazza Entrances
- A1/A2/A3** Atrium Entrances
- LG1** LG Arena Main Entrance
- LG2** Lakeside Hospitality
- i** Information Point – T 0121 780 4141
- ITPC** International Trade Promotion Centre
- +** Medical Centre
- The NEC Woodland

- Car Parks
- South: S3-S7
- East: E1-E5
- North: N1-N12
- West: West Car Park

- A** VIP Parking
- B** Disabled Parking/
Outdoor Exhibition Area
- C** West Midlands Bus Stop
- G1** Gate

- T** Taxis
- S** Shuttle Bus to Halls
- ♿** Toilets (Car Park)
- Airport** Airport
- Train** Train
- Box office** Box office
- Route from Piazza to LG Arena

the nec
birmingham

LG Arena
THE NEC BIRMINGHAM

necgroup.co.uk

1.9 ON-SITE PARKING

A limited number of exhibitor parking passes are allocated by the NEC for The 50+ Show. These are Free of Charge and will be allocated to exhibitors on a first-come, first-served basis. A maximum of 2 passes per exhibitor will be allowed. The pass is valid for the full duration of the exhibition build-up, open and break-down period. This pass must be displayed on the windscreen/dash of the vehicle for the duration of the exhibition and must be shown to Security on every entry onto site. Exhibitors that do not have a pass will be sent to a fee paying car park and have to pay £10 per visit.. Please contact Claire Humphries Show Organiser and advise as to whether you require one or two parking passes. Passes can be collected on site and must be placed in the front windscreen immediately.

1.10 LOADING AND UNLOADING

All vehicles wishing to access the hall must first obtain a delivery pass from the Lorry Park. This pass will allow a time for unloading. After the vehicle is unloaded it should be removed to an outer car park, as directed by the traffic officers. Further details for the breakdown will be distributed during the show open period. All commercial vehicles will need to report to the Lorry Park, where they will be allowed access to the rear of the halls after the show close on a first come first serve basis. Cars and cars with trailers will be allowed access first directly from the car parks.

1.11 DELIVERY AND COLLECTION

Deliveries must be made to:

All deliveries should be made during tenancy days only and should be addressed as follows:

Your Name

Your Contact number

Your Company

Stand Number

The 50+ Show

Hall 3A

The NEC, Birmingham, B40 1NT

Deliveries may only be made on Thursday 5th December (build day), or between 7.30am & 9.15am on Friday 6th December or between 8.30am & 9.15am on Saturday 7th December.

Any deliveries made before the start of tenancy will be returned to the sender at their expense.

PRo Publications International Ltd and the venue do not take responsibility for deliveries. Please ensure your courier has your contact details and is scheduled to arrive whilst you are at the venue.

Vehicles delivering or collecting goods must report to the lorry park on arrival. After loading or unloading cars will be directed to the designated car park.

Please make sure that anyone associated with your stand or exhibit knows your stand number and the approximate location of it within the hall. This will assist the traffic officers to direct them to the nearest doors.

Trolleys are not provided at the venue so please ensure that you bring your own if required. Trolleys cannot be used whilst the show is open to the public.

Vehicles are not allowed into the hall until it is clear of visitors after the show has closed.

EXHIBITOR AND CONTRACTORS BADGES/PASSES

Any person requiring access to the hall during set-up and break-down must have a valid badge or pass. These must be kept with the person at all times, and ready for showing to exhibition security staff. Exhibitor passes are valid for the duration of the show and set-up / break-down periods.

No children under 16 are permitted in the hall during set-up or break-down.

Each contractor will also require an individual pass to gain entry to the hall. Contractor Passes are valid for set-up and break-down periods only. Please let Claire Humphries know if you require Contractor passes, these will be sent via email.

Please order your exhibitor badges from Quality Registration Services (QRS, the show registration service provider). You may register by clicking on the following link <http://www.onlineregistration.co.uk/cgi-bin/reg.pl?showdir=50plusshow/birmingham13&formname=standstaff>,

Please ensure your application reaches QRS by Tuesday 3rd December.

Quality Registration Services
Maylite Business Centre
Martley
Worcester
WR6 9PQ

STAND FEATURES

1.12 MUSIC

Exhibitors who intend to play music on their stand during the course of the exhibition are required by law to obtain a music license (PPL / PSL). PPro Publications International Ltd would like exhibitors to be aware that they are solely responsible for obtaining the license required. There are two main bodies who represent the music industry and a license may be required by each body.

Music Licenses must be applied for **AS SOON AS POSSIBLE**.

1.13 SPECIAL FEATURES

Exhibitors who wish to include any of the features listed below on their stands may need to provide extra information and certification for their stand. Please contact Claire Humphries if you have any queries about your stand or the activities you are planning to take place on it.

Certain features/exhibitors must provide PPro Publications International Ltd with copies of their Risk Assessment, Public Liability Insurance and also relevant qualifications and certifications.

Special treatments – massage, body piercing, tattooing, etc.

Over-height stands, complex structures over 4 metres

Music or Televisions

Food Sampling

Unusual activities

Demonstrations

Gas

Animals

Motor Vehicles

Special Effects

Water features – eg, Spa's

Special Treatment licences must be applied for **AS SOON AS POSSIBLE** in order to obtain consent from Birmingham City Council.

Exhibitors who wish to have food or drink sampling on their stand must make their application AS SOON AS POSSIBLE in order to obtain consent from NEC, Birmingham management. (Please complete the forms in the appendices section of the Exhibitor Manual).

SHELL SCHEME STANDS

Most Exhibitors have a Shell Scheme stand (if you are unsure please contact your sales contact for details). This comprises of the 'walls' of your stand, the fascia board, a name board, your stand number, two spotlights, a 500w plug socket.

The Shell Scheme walls are made up of panels which fit together to form a flat wall. Each panel is approx 1m wide and 2.4m high. The panels are made of a grey felt-type material which is compatible with the 'spikey' side of Velcro tape.

Exhibitors **MUST NOT** use any other method to fix posters/pictures/banners etc to the shell scheme walls.



The fascia board is a flat board which goes around the top outside of the stand and is used to display the exhibitor name and the stand number to help visitors identify each stand. The fascia name board and number are supplied as part of the Shell Scheme package. The fascia board is 30cm deep if you wish to attach your own logo or banners to it (Velcro must also be used here).

Additional panels or doors can be ordered for your Shell Scheme stand if you would like

to modify it. Please complete the Extra stand fitting order form in the Appendices to order extra panels. Other extras available include Raised platform, locking cubicles, muslin ceiling, alternative colour wall covering, A4 leaflet holders, flat or sloping shelving and Velcro fixings.

FURTHER SHOW INFORMATION

1.14 RUBBISH

PRo Publications International Ltd is a company committed to the environment and aims to reduce the environmental impact of its shows. As part of this commitment we ask all of our exhibitors to recycle as much of their rubbish and waste products created from the show as possible. **All excess rubbish from stand building and preparation, and also break-down, must be removed from NEC, Birmingham by each exhibitor.**

Excess rubbish is classed as more than two boxes of literature, hazardous material and items which will not fit into a normal size rubbish bin.

Charges will be levied by the venue if rubbish is not removed and the costs for this will be passed on to the exhibitor.

1.15 LEAFLETING

Under NO circumstances may exhibitors distribute leaflets or flyers anywhere around the venue on tables, chairs or open areas. Leaflets found anywhere outside an exhibitor's area will be collected and recycled immediately. Leaflets may be given out from stands only.

1.16 GANGWAYS

All gangways at the exhibition must remain unobstructed and accessible at all times. Under no circumstances will any part of your stand, furniture, exhibits, demonstrations or displays etc, be allowed to project beyond the boundary of your stand. Exhibitors must work within the confines of their stand.

1.17 VENUE INFORMATION

CLOAKROOM – There is a cloakroom adjacent to the hall which will be open for the duration of the show. Visitors can store bags, coats and luggage for £1 per item per day. Please be advised that overnight storage is not possible at the NEC. The cloakroom opens 1/2hr prior to show open and closes half hour after show unless all items have been removed where it will close earlier.

BANK FACILITIES – There is a NatWest Bank situated by Hall 4 in the Piazza, this is open Monday to Friday from 9-4.30pm, (Weds amended hours). Telephone 0845 302 0754. Cash points are available inside and outside the Natwest Bank by Hall 4.

LOST PROPERTY – The main area is located in the Security office on the Piazza between Subway and Hall 1. For property lost on show open days visitors can go in person to the nearest Security office. Once the show is closed, all lost property is moved to the Piazza office. You can call 0121 767 3883 for lost property queries.

STORAGE – There are no storage facilities at NEC, Birmingham for exhibitor use after the event. ***Exhibitors MUST arrange for all promotional material etc to be collected on Saturday night.***

Otherwise the venue reserves the right to remove all items or to charge exhibitors for the cost of removal.

1.18 INSURANCE

Each exhibitor is responsible for insuring against any legal liability incurred in respect of theft, injury, loss or damage to property belonging to third parties. In addition, they should protect their expenditures against abandonment and cancellation or curtailment of the event. Whilst the Organiser takes every precaution, they are NOT responsible for damage to or loss to stand fittings or exhibits. Public Liability cover should be taken in case of accidents on your stand. There are several companies that will cover Public liability and further information can be found by looking on the internet; one of these is Hiscox, for more information they can be contacted +44 (0)845 213 8448, or visit their website: www.hiscox.co.uk. The provision of adequate insurance cover is a condition of participation in the exhibition, as stated in the Terms and Conditions. All Exhibitors must hold a public liability insurance for negligence providing cover of at least £2,000,000 injury or damage, and this must be produced prior to the exhibition upon request. All Exhibitors are advised to effect their own insurance against all relevant risks.

1.19 DISABLED FACILITIES

Disabled parking is available in the at the NEC Birmingham at a cost of £10. The parking area is fully signposted and close to the venue. Free wheelchairs are available to Blue Badge holders (booking in advance is advised). Booking information can be found by <http://www.bartrams.net/>

Wheelchairs and mobility scooters will also be available in the venue at a charge to visitors requesting them. As with all venues, the number of wheelchairs is limited. <http://www.thenec.co.uk/visiting-us/disabled-visitors/>

1.20 CLOSE OF SHOW

The show is open to visitors until 4.30pm so all exhibitors **MUST NOT** pack up their stand until the show has officially closed.

HEALTH AND SAFETY

Please complete, sign and return the Health & Safety Declaration form in the Appendices and return to Claire Humphries by TUESDAY 26th November.

The 50+ Show organisers are committed to providing, maintaining and promoting, as is reasonably practicable, the highest standards of Health, Safety and Welfare at The 50+ Show. All exhibitors and contractors at The 50+ Show are expected to ensure that they provide a safe place and system of work.

Under Health and Safety legislation exhibitors and their main contractors are responsible for all activities that take place on their stand throughout the event. This includes providing risk assessments and method statements (where applicable) as well as briefing and controlling all contractors and subcontractors who work on their stand.

As an exhibitor, it is your legal and moral responsibility as far as is reasonably practicable to ensure the health, safety and welfare of everyone sharing your work site at the show. This section of the manual includes key recommendations made under the Health & Safety at Work, Act, etc 1974 and outlines your responsibilities as an exhibitor. Please read it carefully and complete and return the Health & Safety Declaration Form.

For ease of reference, please make sure that you have covered the following items:

- Do make sure that you and anyone manning your stand understand the Fire and Evacuation procedures and locations of the hall exits.
- Do make sure your contractor is a member of the British Exhibition Contractors Association or any other recognised trade association.
- Do ensure that any contractor working for you has a Health and Safety policy statement and has good safety practices. • Do ensure that measures are taken to minimise the impact of your operations on the environment.
- Do make sure that contractors are working safely. Time constraints are no excuse for not adhering to safety standards.
- Do ensure that operators of equipment are fully trained and properly certified on the equipment being used.
- Do make sure all electrical work is carried out by an IEE qualified electrician.
- Do ensure that before the show opens, all rubbish and packing from your stand is removed from site. It must not be stored on or behind your stand during the show as it is a fire hazard.
- Do make sure that hazardous waste is disposed of safely.
- Do check that the insurance cover provided in your contract is sufficient – see

Insurance.

- Do not use flammable materials as part of your displays. Some combustible materials may be acceptable if treated with correct materials.
- Do not use overloaded or insecure displays. Stands and displays can be knocked by visitors and therefore must be safe and secure.
- Do not bring children into the hall during build-up and breakdown. The hall is regarded as a building site during these periods.
- Do not overload trolleys – not only does this damage your exhibits but will make it harder to manoeuvre your way to your stand and may cause injury to you or other people.
- Do not block the gangways with your stand fitting, plants, rubbish or exhibits.

RESPONSIBILITIES

Exhibitor Responsibility

The exhibitor employs or contracts out work on their stand; under Health & Safety legislation this means that they are the ‘employer’ and they have certain duties to abide by. They are directly responsible for the activities of their employees and contractors working on their stand (the workplace) and for the safe use and maintenance of equipment. This duty applies during the build-up, open period and breakdown. Similarly, the retailer is responsible for defining their areas of responsibility with the contractors they may hire in. The exhibitor must check that their contractors are competent and have undertaken the necessary risk assessments of their activities whilst working in the exhibitor’s workplace. It is the exhibitor’s responsibility for ensuring that the contractor’s documents are accurate, valid and are being abided by during the tenancy. If there is an accident caused by any part of the stand construction failing, then the exhibitor and contractor must be aware that this is their responsibility. Hence the need for exhibitors to gain their own approvals/certification, rather than relying solely on the Organisers.

Contractors Responsibility

Contractors appointed by retailers must ensure the health, safety and welfare of any person (including their sub contractors) who may be affected by their activities. This includes persons who may be on adjacent stands, gangways or public areas.

First Aid

First Aid facilities are available throughout the build up, breakdown and open periods of the show via the nearest security person and the medical centre located between Halls 4&5. In cases of medical emergency call The Venue Operations Centre on 0121 767 2222 (Internal ext 2222) giving the exact location of the casualty and details of any injuries sustained. The Venue Operations Centre will then arrange for all necessary assistance.

Drugs and Alcohol

Misuse of drugs or alcohol can severely affect judgment and physical response to given situations in the workplace; this can result in safety performance being impaired and accidents occurring. Any person found to be under the influence of alcohol or drugs will be asked to leave the site immediately.

Items of Special Risk

The Organisers are required to submit details to the venue and local authority of any exhibitor proposing to have items of special risk on their stands. As such it is imperative that you clearly identify any areas of high-risk activities on both the Health & Safety Declaration and/or on your stand plans. You must ensure you cover these suitably in your Risk Assessment and actively carry out control measures on site.

Manual Handling

The law requires that, as far as reasonably practicable, you should avoid the need to undertake manual handling operations which involve a risk of injury and appropriate steps are taken following a risk assessment to reduce any chance of injury to the lowest level reasonably practicable.

Remember:

- Think before lifting.
- Stand as near to the object as possible.
- Bend your knees and keep back straight.
- Grasp the load firmly.
- Lift with your legs.
- Hold the load closely to the centre of your body.

Waste Disposal

Contractors are responsible for the disposal of waste generated by your own activities. Please do not block the gangways with your rubbish or equipment. The work area must be kept free from general waste materials, which should be disposed of in the proper manner. Never leave rubbish or packing materials on or behind your stand. Any chemicals and flammable liquids must first be notified to the Organisers before bringing them to site, and then afterwards safely removed by the user. To comply with the Environmental Protection Act 1990, under no circumstances must large waste material be abandoned on site, or deposited in the venues skips. Any cost for the removal of materials or waste left on site after the show by an exhibitor or contractor will be charged to the exhibiting company.

EMERGENCY INFORMATION

1.21 MEDICAL EMERGENCIES

In cases of medical emergency call The Venue Operations Centre on 0121 767 2222 (internal ext 2222) giving the exact location of the casualty and details of any injuries sustained. The Venue Operations Centre will then arrange for all necessary assistance.

SECURITY EMERGENCIES

In the case of a security emergency ring 0121 644 6666 (internal ext 6666). For general security enquiries ring 0121 767 2393 (internal ext 72393).

Every day, half an hour before opening, the emergency public address test will be broadcast.

In the event of an emergency, the message “**ATTENTION PLEASE – STAFF CALL 100**” will be broadcast and repeated at half minute intervals.

The responsible member(s) of the staff on duty on each stand will immediately inspect the stand to ensure that no object of a suspicious nature has been placed there. If one is discovered, the article **should not be touched**. If anything is discovered please don't touch the article but inform The Venue Operations Centre on 0121 767 3333 (internal ext 3333).

The broadcast of this message must be taken as an alert to all stand personnel that **it may** be necessary to clear the building.

When the Security Staff are satisfied that there is no danger, the following call will be broadcast over the Public Address System :-

“ATTENTION PLEASE – CANCEL STAFF CALL 100”

Please ensure that your staff are aware of these procedures and that they **DO NOT** make any mention to visitors of the meaning of the ‘Staff Call’ **AS THIS COULD CAUSE PANIC**.

If it is necessary to clear the building, the following message will be broadcast over the Public Address System :-

“ATTENTION PLEASE! ATTENTION PLEASE! WILL EVERYBODY LEAVE THE BUILDING BY THE NEAREST EXIT. THIS IS AN EMERGENCY. THE STAFF WILL ASSIST AND DIRECT YOU. PLEASE DO NOT USE THE LIFTS.”

If evacuation is necessary, everyone must leave the building for their own safety. Once outside please follow the instructions of Venue staff who will direct you to the nearest assembly area.

If evacuation of the Exhibition Halls is necessary, the Company **strongly recommend that Exhibition staff leave the building, as the Company will not be responsible for any damage, loss or injury howsoever caused.**

The Emergency Co-ordinator wishes to stress the importance of a **CONSTANT CHECK** being made on the contents of Exhibitors' stands to see that no unidentified package, case or bag has been left lying around. In any case of doubt, the article should not be touched. Inform the persons above.

It must be stressed that extra vigilance on the part of everyone is absolutely vital.

FIRE PROCEDURES

The NEC and The NEC Arena are protected by a sprinkler system and portable fire extinguishers.

Should an emergency arise on your stand, you should take the following action :-

(1) BREAK THE GLASS ON THE NEAREST FIRE ALARM POINT. THESE ARE LOCATED AT EACH VEHICLE DOOR, IN ORGANISER'S OFFICES and around the main Piazza and Atrium.

(2) TELEPHONE THE VENUE OPERATION CENTRE on 0121 767 3333, INTERNAL EXTENSION 3333, GIVING THE LOCATION AND NATURE OF THE INCIDENT, OR INFORM A MEMBER OF THE NEC, BIRMINGHAM CONVENTION COMPLEX STAFF/SECURITY GUARD.

(3) NOTIFY YOUR ADJOINING STAND OCCUPIERS OF THE SITUATION AND IF SAFE TO DO SO TACKLE THE FIRE WITH AN EXTINGUISHER.

If you follow the procedures above, assistance will arrive in a very short time. Stay Calm. Reassure visitors who may be in the vicinity.

In the event of a fire alarm being activated, the following alert message will be broadcast: **“ATTENTION PLEASE! ATTENTION PLEASE! WILL EVERYBODY LEAVE THE BUILDING BY THE NEAREST EXIT. THIS IS AN EMERGENCY. THE STAFF WILL ASSIST AND DIRECT YOU. PLEASE DO NOT USE THE LIFTS.”**

If evacuation of the Exhibition Halls is necessary, the Company **strongly recommend that Exhibition staff leave the building, as the Company will not be responsible for any damage, loss or injury howsoever caused.**

In the event of an alert within another part of the Complex, the following alert message will be broadcast:-

“ATTENTION PLEASE! ATTENTION PLEASE! THIS IS AN EMERGENCY ANNOUNCEMENT. CIRCUMSTANCES MAKE IT NECESSARY FOR EVERYONE TO LEAVE THE BUILDING. PLEASE CALMLY MAKE YOUR WAY TO THE NEAREST EXIT”

If evacuation is necessary, everyone must leave the building for their own safety. Once outside please follow the instructions of Venue staff who will direct you to the nearest assembly area.

Should this not be necessary, the following “All Clear” :

“ATTENTION PLEASE! THE ALERT CONDITION HAS NOW BEEN CANCELLED. THE SITUATION IS NOW NORMAL.”

or “False Alarm” message will be broadcast :

“THE ALARM WAS SOUNDED IN ERROR. THERE IS NO CAUSE FOR CONCERN AND THERE IS NO NEED TO LEAVE THE COMPLEX.”

SECURITY

It is necessary to be vigilant for theft of property. If items cannot be watched it is important that they are properly secured.

EXTRA SERVICES ORDER FORM AND CONTRACTOR INFORMATION

Your Shell Scheme exhibition space includes carpet, lighting (2 spotlights per stand), one power socket and a fascia with your company name.

All services must be ordered in addition for Space Only stand areas.

Any additional services can be ordered directly with the approved contractors detailed below.

Please use the relevant order form in the appendices section for each additional service required for your stand. These must be returned directly to the individual contractor.

1.22 ELECTRICAL CONTRACTORS

HAVILLS EXHIBITIONS LTD

1, Woodland Road,
Woodland Trdg. Est.

TORQUAY,

TQ2 7AT

TELEPHONE: (01803) 314 000

FAX: (01803) 311 910

www.havillexhibitions.co.uk

info@havillexhibitions.co.uk

Contact: Jacqui Horsfall

Electricity will be available from 9am each day and then will be switched off at 5.00pm (half an hour after the show closes).

Please be aware that there are separate forms for Shell Scheme and Space Only exhibitors. All additional electrics must be ordered by **Friday 15th November** .

1.23 EXTRA STAND FITTINGS

Your Shell Scheme exhibition space includes carpet, lighting (2 spotlights per stand), one power socket and a fascia with your company name.

All services must be ordered in addition for Space Only stand areas.

AIM EXHIBITIONS Ltd are the official Stand contractor for The 50+ Show, extra stand fittings can be ordered using the form in the appendices section included in the manual. Please be advised that extra stand fittings should be ordered 14 days prior to the show. Orders received late will be subject to a £30 plus VAT late booking administration charge.

Units 12 & 13 Dinan Way Trading Estate

Exmouth

Devon

EX8 4EZ

TEL: 01395 222040

FAX: 01395 274822

mike@aimexhibitions.co.uk

1.24 FURNITURE BROCHURE AND ORDERING

All additional furniture should be ordered through Europa International. Orders can be made via direct email or via the website.

Europa House
Meaford Way
London
SE20 8RA
TELEPHONE: 0208 676 0062
FAX: 0208 676 9976

sales@europainternational.com
www.europainternational.com

Details of items available for hire can be found on the Europa International website.

Orders made via the website must include the venue address as the Shipping address. Orders must also include the name The 50+ Show, the stand number and the dates of the show.

Venue address: Hall 3A
 NEC, Birmingham
 B40 1NT

The deadline for ordering furniture is Fri 22nd November.

Any orders received less than 14 days prior to the event will incur up to a 15% late order surcharge.

1.25 CATERING

NEC, Birmingham catering is provided by Amadeus.

Exhibitors are able to order stand catering using the form and menus in the Appendix.

1.26 AUDIO VISUAL

Remote Audio Visual are the preferred supplier for all audio visual equipment. An order form for AV equipment and options can be found in the appendices.

If you have any other AV requirements that are not listed please contact Remote AV directly.

Remote Audio Visual Ltd
Tonbridge
Bury
Manchester
BL8 1YH

Marc@remoteav.com
<http://www.remoteav.com>

Tel: 0161 763 7713
Fax: 0161 763 7713

1.27 INTERNET

All Internet equipment and connections must be ordered directly with NEC, Birmingham. The NEC offers free wifi to Exhibitors, delegates and visitors. Any exhibitor requiring a hard wire connection can order this using the form in the appendices section of the Manual.

The NEC, Birmingham, B40 1NT

TELEPHONE: 0844 338 8338
FAX: 0844 581 1434
EMAIL: eventorders@thenec.co.uk

HOTELS

NEC, Birmingham is in are plenty of hotels in the vicinity of the venue. Listed below are some local hotels which may be suitable for your stay. Please note that these have not been checked or verified by the organisers who hold no responsibility for them.

Hilton Birmingham Metropole Hotel

<http://www.birminghammetropole.com/>

National Exhibition Centre Birmingham

B40 1PP

Tel: 0121 780 4242

Email: <mailto:reservations.birminghammet@hilton.com>

Crowne Plaza Birmingham NEC

<http://www.cpbirminghamnechotel.co.uk>

Pendigo Way, nr Birmingham Airport, Bickerhill B40 1PS

Tel: 0871 423 4876

Holiday Inn Express

<http://www.hiexpressbirminghamnec.co.uk>

Bickenhill Parkway, Birmingham, West Midlands B40 1QA

Tel: 0121 782 3222

Novotel Birmingham Airport

<http://www.novotel.com/gb/hotel-1158-novotel-birmingham-airport/index.shtml>

Birmingham Airport, West Midlands, B26 3QL

0121 6199003

Email: <mailto:H1158@accor.com>

Ibis Birmingham Airport

<http://ibishotel.ibis.com/gb/hotel-6359-ibis-birmingham-airport/index.shtml>

Ambassador Road, Bickenhill, Solihull, B26 3AW

Tel:)01216199001

Fax: (+44)121/7805810

Email: <mailto:H6359@ACCOR.COM>

Ramada Encore NEC

<http://www.encorenec.co.uk>

Bickenhill Lane, Birmingham, B40 1PJ

Tel: 0121 780 5900

Fax: 0121 780 5905

Email : <mailto:sales@encorenec.co.uk>

Premier Inn Birmingham NEC/Airport

<http://www.premierinn.com/en/hotel/BIRPLI/birmingham-nec/airport>

Bickenhill Parkway, Birmingham, West Midlands B40 1QA
Tel: 0871 527 8087

Further information on hotels can be found by clicking on the link below:

<http://myvisit.thenec.co.uk/accommodation/searchresults?sr=1&poly=191&avail=on&stay=2012-12-12&dur=1&r1=2&rooms=1>

NEC, BIRMINGHAM RULES AND REGULATIONS

The following are the general health and safety site rules with regards to safe working. You are reminded that venue staff, exhibitors and contractors alike have a legal duty to cooperate with the organiser on matters of health and safety which includes compliance with these rules.

All participants must comply with any reasonable instruction given to them by either the clients or the venue's appointed health and safety staff.

Alcohol and Drugs

Drinking of alcohol on site by contractors during the build up and breakdown phase is forbidden.

Animals

Animals are not allowed on site unless they are part of the event. Guide and hearing dogs are permitted on request.

Balloons

All balloons must be secured by some means. Lighter than air balloons are not permitted in the exhibition halls. There is a substantial charge payable by the Exhibitor if balloons are used and have to be retrieved from the roof voids.

Children

Children under 16 are strictly forbidden to be in the halls during the build up and breakdown. There are no exceptions to this rule.

Complex Structures, Stands Over 4m and Multi-Storey Stands

Please speak to Claire Humphries on producing Stand Plans.

Dilapidations

The use of nails, screws or bolts as fitting to the hall floor and walls is strictly forbidden. The Exhibitor will be charged for the cost of making good, restoring or renewing any dilapidations to the hall or site e.g. marks made by paint and adhesive tape.

Demonstrations and displays

All demonstrations and displays that are designed to attract crowds must be set back 1m from the gangway to avoid congestion in the gangways. Exhibitors intending to use televisions or any other noise generating appliances for stand demonstration purposes or who wish to hold live demonstrations must contact Claire Humphries for approval prior to the show.

Fabrics

Textile fabrics used for interior display purposes on stands must be flame-proofed or already treated with an approved chemical when purchased, in accordance with BS5348 / BS5852. Certain fabrics such as wool, twill, or felt need not be proofed. Textile fabrics used for interior decorative purposes within stands must be fixed taut and/or in light pleats (not draped) to a solid backing and secured 3" above floor level, not touching light fittings.

Fire

There are strict rules governing what materials can be used to build stands and these will be covered by the venue's regulations. Exhibitors and contractors must ensure that they are followed. In general you are not permitted to utilise on your event anything which is flammable or non-flame resistant unless it has been treated. Venue fire and safety officers will carry out testing onsite to ensure that materials comply.

Combustible waste must be safely disposed of and boxes and packaging must not be stored on the stand.

Fire extinguishers will be set out during the build-up period. Please ensure that your stand personnel are conversant with their use and that they are aware of the position of the nearest fire alarm point.

First Aid

First Aid is supplied by the venue and they are located in the main hall. To report an accident please call 2222. **All ambulances must be requested through Control.**

Floor Conditions

There is a significant risk of slips, trips, and falls and sharp objects left on the ground. All those working in the halls in build up and breakdown are strongly advised to wear appropriate safety footwear.

Please note that all Exhibitors shall ensure that their contractors must use approved exhibition tape (see approved tapes document in the appendices section) and ensure that it is lifted before they leave the hall at the end of the show. Any Exhibitor's contractors who leave the tape on the floor after the event will be subject to a dilapidation charge.

Food Safety

Clients have a duty to ensure proper food hygiene to guard against contamination and food poisoning. If your event will enlist sampling, preparing or selling food, please contact Claire Humphries for information on your requirements under the Food Safety Act.

Gangways

Exhibitors and contractors are not to dump items in the aisles. All waste other than small items must be removed by the contractors. Designated emergency aisles must be kept clear at all times. Under no circumstances will exhibits, stand dressings, tables and chairs etc. be allowed to encroach into the gangways. Please remember to keep all your exhibits inside your stand at all times.

Hazardous Substances

Hazardous substances are not to be brought into the halls unless essential. The use of hazardous substances must be subject to a COSHH assessment. Client's exhibitors must declare the use or display of hazardous substances as a special risk.

Lighting

Low-level spotlights and floodlights etc. must be guarded to prevent risk of injury.

Manual Handling

As far as reasonably possible, you should avoid the need to undertake manual handling operations which involve a risk of injury and appropriate steps are taking following a risk assessment to reduce any chance of injury to the lowest level reasonably practicable.

Naked Flames

Client's exhibitors are not allowed lit flames at the front of the stand or in reach of the public. Some kind of bulb around the flame if the design allows would be acceptable. Prominent signage advising of the naked flames and the minimal amount lit at any one time. The above is at the Fire Officer's discretion at the opening of the event.

Personal Protective Equipment (PPE)

Suitable clothing should be worn relevant to the task being carried out including safety goggles or glasses, gloves and safety shoes.

Petrol / Diesel

All vehicles being exhibited at the show must:

- Contain no more than half a gallon of fuel
- Have locked filter caps and drip trays
- Have the battery removed or the battery leads disconnected and the terminals taped

Smoking

Smoking is not permitted inside the halls in build up and breakdown or open periods other than in designated areas.

Temporary Steps

Temporary steps leading to and from exhibits must be sturdy, secure and safely positioned. All steps should conform to European standards.

Work Equipment and Tools

Client's exhibitors and contractors have duties under the Provision and Use of Work Equipment

Regulations to ensure that all tools are fit for purpose and safe to use.

Waste

Contractors are not to discard sharp objects and to ensure that nails and screws are not left sticking out of waste wood and are either removed or hammered flat.

Special waste which may comprise a hazard such as chemicals, fats and cooking oils must be safely disposed of.

All of the above are a summarised guide. For full details on any particular aspect you must seek professional advice. You can also view the link to the eguide which will give you further information www.aeo.org.uk If you do not know who to contact then please seek advice from Claire Humphries

CHECKLIST – Aide Memoir

The actual Exhibit (it has been known!)
Invoice / Insurance details
Business Cards
Stationery (pens/stapler/paper-clips etc.)
Note pads / printer paper
Pens
Your lead sheets / Inquiry forms
Your marketing materials (brochures/t-shirts, etc)
Samples
Equipment (computer/printer etc)
Freebies
Comfy footwear
Water
Hand wash
Wet wipes
Tissues
First aid kit
Mints
Energy sweets
Pain relief
Confirmation details / telephone no.s
Money / credit cards
Mobile Phone
Packing tape
Strong tape
Bags
Boxes
Replacement bulbs
Extra screws/bolts etc
String
Tool box
Extension lead
Bin bags
Cleaning materials
Sewing kit
Labels
Double Sided Sticky tape (if for floor use tape must be Sellotape Double Grip 4415 or Stikatak B7 Exhibition Tape)
Velcro Dots

APPENDICES

- 1. Electrical Services - Shell Scheme Exhibitors (Space Only exhibitors please see extra manual)**
- 2. Hardwire Internet Services**
- 3. Health and Safety Declaration**
- 4. Furniture order form**
- 5. Stand Catering Order form**
- 6. Extra Stand Fittings form**
- 7. AV order form**
- 8) Application to supply alcohol**
- 9) Application to supply food and beverages products (excluding alcohol).**
- 10) Parking Pass Form**
- 11) Approved tapes form**



EXHIBITION SERVICES

Registered Office:
 HAVILLS EXHIBITIONS LTD
 Unit 1 Woodland Road, Woodland Trading Est
 Torquay TQ2 7AT
 TELEPHONE: (01803) 314000
 FAX: (01803) 327412
www.havillexhibitions.co.uk
info@havillexhibitions.co.uk

**THE 50+ SHOW 2013
 NEC - BIRMINGHAM
 Friday 6th to Saturday 7th December 2013
 SHELL SCHEME ELECTRICAL EXTRAS ORDER FORM**

ORDER AND PAYMENT TO BE RECEIVED NO LATER THAN 15th November 2013.
 *Failure to comply with this may result in a 20% surcharge.

DESCRIPTION	INSTALL	MAINS	TOTAL UNIT COST	Q'TY	TOTAL CHARGE
500 Watt Socket (2 Amp max)	£36.75	£84.45	£101.20		
1000 Watt Socket (5 Amp max)	£36.75	£107.10	£143.85		
2000 Watt Socket (10 Amp max)	£42.95	£160.95	£203.90		
3000 Watt Socket (13 Amp max)	£54.95	£205.35	£260.30		
5ft Fluorescent Fitting	£30.50	£32.30	£62.80		
Track (for Spotlight)	£25.75	£32.30	£58.05		
100 Watt Spotlight (for Track)	£12.50	£10.80	£23.30		
150 Watt Floodlight (for Track)	£18.25	£21.85	£40.10		
Light Beam Support	£15.95		£15.95		
Bond to Metal Structure	£37.95		£37.95		
UK VAT No.908 713 320 VAT is payable on all orders delivered with the UK Bank details: Natwest Bank plc, 108 Union Street, Torquay TQ2 5YJ Sort code: 55-70-01 Account no. 74572091 Swift code: NWB KGB 2L IBAN NO GB 47 NWBK 557001 – 74572091 Please advise if paying by Bac's and send remittance			NETT		
			Credit Card Charge 3.5%		
			*20% Late Order Surcharge		
			Sub - Total		
			VAT		
			TOTAL		

METHOD OF PAYMENT

BAC'S CHEQUE CREDIT CARD OTHER (Please specify)

COMPANY: _____ PO.NO: _____ STAND NO: _____

ADDRESS: _____

TEL NO: _____ FAX: _____ MOBILE: _____

EMAIL: _____

ORDER AUTHORISED BY: _____

SIGNED: _____ DATE: _____

CREDIT CARD PAYMENT - SUBJECT TO 3.5% BANK PROCESSING CHARGE (sorry – no American Express)

Credit Card Holder's Name																				
Credit Card No																Expiry Date				
Security Code																				
Address card registered to if different to above																				

Please show location of all sockets and lighting required by drawing a rough plan of your stand in the box below and return to us with this form.

NB. Please note that as standard sockets are attached to the shell walling of your stand and the lighting to the rear of the fascia. If you require lighting within the stand a lighting bar may be required. Please contact us for further advice.

Company		Signed	
Show	The 50+ Show	Print Name	
Venue	NEC - BIRMINGHAM	Position	
Stand No		Date	

TYPICAL LOADING SUGGESTIONS

Spotlights – 100w to 300w / 0.42 to 1.26amps
Photocopiers – 2000w to 3000w / 8.4 to 12.6amps

Computers/Refrigerators – 250w to 500w / 1.05 to 2.10amps
Kettles/Coffee Machines – 3000w / 12.6amps

TERMS & CONDITIONS FOR THE SUPPLY OF ELECTRICAL ENERGY & FITTINGS ON HIRE

1. Supply 230 volts single phase, 400 volts three-phase 50 cycles alternating current (AC).
2. The charges detailed on the price list include for the supply ON HIRE and installation from the electricity power supply, a proportion of the necessary mains cable, overhead/underground network, switch fuse and control gear, together with all necessary circuit wiring and fittings and for taking down and removing at the close of show and standby.
3. ALL SUPPLIES will be TURNED OFF AT NIGHT. Should 24hr supply be required you must contact us to arrange before the order deadline date shown OR follow instructions given on the order form.
4. The electrical supply will be terminated at the nearest point on the stand to the distribution board. Exhibitors requiring a different termination point should give details on a separate sheet and attach it to the application.
5. It is strictly understood that ONE item of equipment only is to be connected to each point. THE USE OF ADAPTORS IS PROHIBITED.
6. Exhibitors will be held responsible for any materials, etc, which are damaged or missing at the end of the show AND IT IS THE RESPONSIBILITY OF THE EXHIBITOR TO ENSURE THAT EQUIPMENT IS RETURNED IN GOOD ORDER.
7. Applications for the supply must be received by us NOT LATER THAN THE DATE SHOWN ON THE ORDER FORM ABOVE, after which date no guarantee will be given that the work will be carried out, but if it is carried out the cost will be as price list plus the surcharge for modifications to our supply network.
8. We reserve the right to refuse to connect to the supply any faulty equipment. Any work carried out on equipment to bring it to the required standard will be charged on a time and material basis and payable in advance.
9. THE USE OF PERSONAL GENERATING SETS IS STRICTLY PROHIBITED.
10. Supply of electricity should normally be available to most stands from mid-day on the day prior to the show commencing until the official closure of the show. However, should this not be possible, for whatever reason, this Company cannot be held responsible and will NOT accept any claims for loss of earnings or otherwise.
11. Refunds for cancellations will only be given if notice of cancellation is received by the Company prior to the deadline for ordering date as stated on the Order Form above. Where written cancellation is received later than this date the services ordered will be charged at the full rate, as the work is prepared in advance.
12. Any portable electrical appliance intended for use at this event must display a valid PAT (Portable Appliance Test) certificate, otherwise power will not be connected.
13. Any exhibitor making connections themselves to the network or multiple connections from one stand to the stand of another exhibitor will be immediately cut off from the original supply point and service denied to them.
14. Positions of points on your stand will be at a mutually agreed practical position. Alterations may result in further charges.
15. All electrical equipment fitted to the stand is on hire and will remain the property of Havills Exhibitions Ltd after the exhibition.

HAVILLS EXHIBITIONS LTD 1 Woodland Road, Woodland Trading Est Torquay TQ2 7AT
TELEPHONE: (01803) 314000 FAX: (01803) 327412
www.havillexhibitions.co.uk info@havillexhibitions.co.uk

Products & Services Order Form

Instructions

1. Select the Services you require by specifying the quantity in the box provided.
2. Ensure you have read the Standard Terms and Conditions either on our website or as set out at the end of this Order Form, including those specific to your type of Service.
3. Complete all contact details on Page 13.
4. Draw out your stand on the Service Location Plan on the sheet and mark the Services required as per the instructions. Please also mark the neighbouring stand numbers to ensure the correct orientation of the stand. *Please check the notes of your individual order to see if this applies to the Service, for example, water and waste connection or a telephone line.*
5. Complete all payment details on Page 15.
6. Send your completed Order Form to the Sales and Customer Support team at the contact details above. Please note prices are exclusive of VAT on our Price Lists.

Should you require assistance with any other show related services such as banner drop wires, drapes, rigging points and any other Products and Services not highlighted in our Price List attached, please contact the Sales and Customer Support team on the above contact details.

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PLEASE NOTE:

Current products and prices are subject to availability and change.

Advanced Prices are available up until 14 full days from the start of Licence Period ("Advanced Prices").

Standard prices are available from 13 full days prior to the start of the Licence Period until the day before the Licence Period begins and are 20% higher than Advanced Prices.

Any request for Pipework/Mechanical Mains Services made during the Licence Period shall be charged at a rate 40% higher than the Advanced Price and 50% higher for Rigging and Trade Services.

All orders must be accompanied by a dimensional drawing showing the precise location of all services required. Failure to supply a drawing up to 7 days after submitting the order may result in a 10% surcharge.

The Licence Period begins the first access day for the Build-Up Period and may be earlier than your own stand's access.

Event IT

IMPORTANT INFORMATION

We are pleased to advise you that we now offer FREE public WiFi in all halls, suites, catering pods and public areas of the NEC.

However, due to the instability of wireless connectivity within the structure of an exhibition, if a stable IT connection is an integral part of your stand we strongly recommend a hard wired connection as the most secure and reliable source of internet.

Please note it is YOUR responsibility to ensure that your stand builder correctly routes your cables to final location. Event IT will pull the cable to the nearest floor duct and exit within your stand and provide approximately 6m of additional cable for your stand builders to route.

<u>Internet & Data Services</u>		<u>Advance Price</u>	<u>Standard Price</u>	<u>QTY</u>	<u>Value £</u>
1Mbps - Broadband Internet Access	EA	£400.00	£480.00	<input type="text"/>	<input type="text"/>
2Mbps - Broadband Internet Access	EA	£700.00	£840.00	<input type="text"/>	<input type="text"/>
5Mbps - Broadband Internet Access	EA	£1,300.00	£1,560.00	<input type="text"/>	<input type="text"/>
VLAN Connection	EA	£175.00	£210.00	<input type="text"/>	<input type="text"/>
Additional IP Address	EA	£55.00	£66.00	<input type="text"/>	<input type="text"/>
				Total	<input type="text"/>
<u>Telephony Services</u>		<u>Advance Price</u>	<u>Standard Price</u>	<u>QTY</u>	<u>Value £</u>
Standard Phone Line & Handset Package	EA	£137.00	£164.40	<input type="text"/>	<input type="text"/>
Standard Telephone Line	EA	£125.00	£150.00	<input type="text"/>	<input type="text"/>
ISDN Line	EA	£275.00	£330.00	<input type="text"/>	<input type="text"/>
				Total	<input type="text"/>
<u>Event IT Equipment</u>		<u>Advance Price</u>	<u>Standard Price</u>	<u>QTY</u>	<u>Value £</u>
8 Port Switch	EA	£70.00	£84.00	<input type="text"/>	<input type="text"/>
8 Port Security Router	EA	£224.00	£268.80	<input type="text"/>	<input type="text"/>
CAT 5 Cabling - 5 metres	EA	£5.75	£6.90	<input type="text"/>	<input type="text"/>
CAT 5 Cabling - 10 metres	EA	£12.00	£14.40	<input type="text"/>	<input type="text"/>
CAT 5 Cabling - 15 metres	EA	£17.00	£20.40	<input type="text"/>	<input type="text"/>
CAT 5 Cabling - 20 metres	EA	£22.50	£27.00	<input type="text"/>	<input type="text"/>
32" LCD Screen with DVD Player	EA	£436.80	£524.16	<input type="text"/>	<input type="text"/>
Floor Stand for 32" LCD Screen	EA	£56.00	£67.20	<input type="text"/>	<input type="text"/>
42" Plasma Screen	EA	£554.00	£664.80	<input type="text"/>	<input type="text"/>

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Floor Stand for 42" Plasma Screen	EA	£56.00	£67.20	<input type="text"/>	<input type="text"/>
50" Plasma Screen	EA	£610.00	£732.00	<input type="text"/>	<input type="text"/>
Floor Stand for 50" Plasma Screen	EA	£56.00	£67.20	<input type="text"/>	<input type="text"/>
21" Flat Screen Monitor	EA	£246.25	£295.50	<input type="text"/>	<input type="text"/>
23" LCD Flat Screen Monitor	EA	£305.75	£366.90	<input type="text"/>	<input type="text"/>
Notebook / Laptop	EA	£200.00	£240.00	<input type="text"/>	<input type="text"/>
DVD Player	EA	£45.00	£54.00	<input type="text"/>	<input type="text"/>
Fax machine - hire only	EA	£162.25	£194.70	<input type="text"/>	<input type="text"/>
			Total	<input type="text"/>	<input type="text"/>

Mains Services

IMPORTANT INFORMATION

Final positioning of piped services is the responsibility of the stand designer/contractor.

Ramping over piped services will not be permitted for health and safety reasons.

** Please Note - Sink units themselves are not included in this order and regrettably cannot be supplied by the NEC.

<u>Mechanical Mains - Water & Waste</u>		<u>Advance Price</u>	<u>Standard Price</u>	<u>QTY</u>	<u>Value £</u>
Water (5.6 Bar or 85 p.s.i.) and Waste (0.38 l/s or 5 g.p.m.) Supply	EA	£612.00	£734.40	<input type="text"/>	<input type="text"/>
Water and Waste Supply with connection to a Single Sink and Water Heater (Sink and Heater not supplied)	EA	£668.00	£801.60	<input type="text"/>	<input type="text"/>
Water and Waste Supply with connection to a Double Sink (Sink not supplied)	EA	£668.00	£801.60	<input type="text"/>	<input type="text"/>
Water and Waste Supply with Connection to a Double Sink and Water Heater (Sink and Heater not supplied)	EA	£728.00	£873.60	<input type="text"/>	<input type="text"/>
Water Supply Only (1/2")	EA	£339.00	£406.80	<input type="text"/>	<input type="text"/>
Waste Supply Only (1 1/2")	EA	£339.00	£406.80	<input type="text"/>	<input type="text"/>
Additional Water Supply to within 1 metre of original connection	EA	£58.00	£69.60	<input type="text"/>	<input type="text"/>
Additional Waste Supply to within 1 metre of original connection	EA	£58.00	£69.60	<input type="text"/>	<input type="text"/>
Water Heater (Hire)	EA	£55.00	£66.00	<input type="text"/>	<input type="text"/>
				Total	<input type="text"/>
<u>Mechanical Mains - Compressed Air</u>		<u>Advance Price</u>	<u>Standard Price</u>	<u>QTY</u>	<u>Value £</u>
Compressed Air (5.6 Bar or 75-90 p.s.i.) With normal Industrial quality contamination levels, Female 3/4" (20mm) BSP Connector (30 l/s or 70 cfm free air)	EA	£612.00	£734.40	<input type="text"/>	<input type="text"/>
Compressed Air - 1st connection from 0.75" Air to within 3 metres of original connection	EA	£137.00	£164.40	<input type="text"/>	<input type="text"/>
				Total	<input type="text"/>
<u>Mechanical Mains - Gas</u>		<u>Advance Price</u>	<u>Standard Price</u>	<u>QTY</u>	<u>Value £</u>
Natural Gas - 1" bsp Isolating Valve female	EA	£612.00	£734.40	<input type="text"/>	<input type="text"/>
Natural Gas Connection to within 3 metres of original connection	EA	£137.00	£164.40	<input type="text"/>	<input type="text"/>
				Total	<input type="text"/>

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Trades

IMPORTANT INFORMATION

- (1) Floor fixings are of bolt type. This allows for supply of the bolt, fixing with plant in position and making good of the floor at the end of the exhibition only. It is the responsibility of the stand builder / contractor to carry appropriate tools to remove all bolts at the end of the exhibition. The floor fixing is not suitable for up thrust or pull out loads without provision of an appropriate anchor block. Standard fixings allow for bolts up to 75mm above floor for 8 and 10mm diameter. And up to 150mm above floor, for all others. Longer bolts will be charged extra.
- (2) Floor pockets allow for cutting out of the pocket, concreting in of the required item, removal and making good of floor at the end of the exhibition.
- (3) Floor chases allow for cutting out of the chase for installation and burial of customers' cable or pipe, making good with lightweight screed for open period, removal and making good of floor at end of exhibition.
- (4) Entry to Service Duct allows for cutting hole in concrete wall of service duct for installation of customers' pipe or cable, removal and making good of duct at end of exhibition. This service is only permitted for duct crossing where chases are employed.
- (5) Painting of Stand Areas allows for painting of stand with one coat of approved floor paint. Where paint other than black is used, allows for repainting floor black at end of exhibition. A minimum of 12 hours painting and drying time is required with a minimum of 24 hours notice of the commencement of such period.
- (6) Ariel Services - Please note it is YOUR responsibility to ensure that your stand builder correctly routes your cables to the final location. The trades department will pull the cable to the nearest floor duct and exit on your stand and provide the appropriate amount of cable for your stand builders to route to the location indicated on your stand plan.

Trades - Aerial Services		<u>Advance Price</u>	<u>Standard Price</u>	<u>QTY</u>	<u>Value £</u>
Television aerial, standard UHF/VHF single point, price per point	EA	£227.50	£273.00	<input type="text"/>	<input type="text"/>
Additional aerial points, price per additional point	EA	£63.65	£76.38	<input type="text"/>	<input type="text"/>
Radio aerial, single point, price per point	EA	£234.50	£281.40	<input type="text"/>	<input type="text"/>
Total				<input type="text"/>	<input type="text"/>

Trades - Barriers & Fencing		<u>Advance Price</u>	<u>Standard Price</u>	<u>QTY</u>	<u>Value £</u>
Ropes & posts, min order of 2 (1m high x 1.5m rope length) price each	EA	£16.50	£20.63	<input type="text"/>	<input type="text"/>
Tensator barriers min order of 2, 0.95m high x 1.8m tape length price each	EA	£16.50	£20.63	<input type="text"/>	<input type="text"/>
Crowd Control Barrier (2.5m wide x 1m high)	EA	£7.50	£9.38	<input type="text"/>	<input type="text"/>
Wheeled crowd control barriers, price each	EA	£15.00	£18.75	<input type="text"/>	<input type="text"/>
Installation of Crowd Control Barriers, price per barrier	EA	£0.95	£1.19	<input type="text"/>	<input type="text"/>
Total				<input type="text"/>	<input type="text"/>

Trades - Floors		<u>Advance Price</u>	<u>Standard Price</u>	<u>QTY</u>	<u>Value £</u>
Floor bolts, 8mm-15mm, price each	EA	£24.10	£30.13	<input type="text"/>	<input type="text"/>
Floor bolts, 18mm-24mm, price each	EA	£33.20	£41.50	<input type="text"/>	<input type="text"/>
Floor chase, 150mm x 50mm deep, to cover cable on stand, price per metre or part metre	MTR	£104.00	£130.00	<input type="text"/>	<input type="text"/>
Access to floor/service duct 150mm x 150mm, price each	EA	£209.00	£261.25	<input type="text"/>	<input type="text"/>
Black floor paint & painting, price per square metre	M2	£2.70	£3.38	<input type="text"/>	<input type="text"/>

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Painting floor a colour then back to black, price per square metre, paint included	M2	£4.85	£6.06	<input type="text"/>	<input type="text"/>
Painting floor white then back to black, price per square metre, paint included	M2	£4.85	£5.82	<input type="text"/>	<input type="text"/>
			Total	<input type="text"/>	<input type="text"/>

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foodtoyou

IMPORTANT INFORMATION

Foodtoyou opening hours 08:00 until 1 hour before exhibition closes.

Delivery time slots: 0830-0930 / 0930-1030 / 1030-1130 / 1130-1230 / 1230-1330 from 1330hrs hourly delivery slots will continue.

Please note:

A minimum order value of £15.00 applies on ALL food & beverage or catering equipment orders (including top up orders on site). Cancellations or part cancellations to your order will not be permitted within 5 days of your exhibition (see 2.5 /2.6 in our standard T's & C's).

Food orders must be placed by 11:00hrs, 24 hours in advance i.e. placed at 10:30am for 12:00pm delivery the next day.

All food items subject to availability, any item that is unavailable we will try to replace with a suitable alternative.

All drinks, snacks, disposables and hire equipment can be ordered anytime during Foodtoyou opening hours.

All prices are subject to VAT at the statutory rate (**denotes tax exempt product) Price and products are subject to change.

Where possible, we are aiming to avoid products containing genetically modified soya, maize, flavourings and additives. However, some food may still contain such ingredients. Please inform us if you have any particular requirements.

Some of the menu items may contain nuts, seeds and other allergens. There may be a risk that traces of these could be in any other dish or food served within the venue. We understand the dangers to those with severe allergies.

Date:

<u>Food</u>	<u>Price</u>	<u>Time Slot</u>	<u>Sun</u>	<u>Mon</u>	<u>Tue</u>	<u>Wed</u>	<u>Thu</u>	<u>Fri</u>	<u>Sat</u>
Platter of Mini Muffins x 20	EA £9.95	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Mini Danish pastry platter, x 12 pieces	EA £15.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Platter of Vegetable Quiche & Chicken skewers, 18 Pieces	EA £20.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Platter of Chicken Skewers x 20	EA £17.50	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Assorted Vegetable Quiche platter x 15	PRS £18.75	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Premium Mixed Sandwich Platter x 5 Sandwiches	EA £17.50	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Classic Vegetarian Sandwich Platter x 6 Sandwiches	EA £13.75	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Premium mixed wrap platter x 16 pieces	EA £18.75	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Premium assorted mini roll platter x 12 pieces	EA £16.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Premium Meat Sandwich Platter x 5 Sandwiches	EA £18.75	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Subway Cookies x 12	EA £11.75	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Subway Meat Platter, serves 10	EA £33.50	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Subway Mixed Platter, serves 10	EA £29.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Subway Vegetarian Platter, serves 10	EA £24.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Classic Fruit Platter (72 hours notice required)	EA £18.75	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Vegetable Crudites Platter with Dip (72 hours notice required) 72 Hours Notice required	EA £15.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Date:

<u>Beers, Ciders & Spirits</u>	<u>Price</u>	<u>Time Slot</u>	<u>Sun</u>	<u>Mon</u>	<u>Tue</u>	<u>Wed</u>	<u>Thu</u>	<u>Fri</u>	<u>Sat</u>
Cooler unit with draught Boddington (72 hours notice required)	EA £290.20	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Cooler unit with draught Stella lager (72 hours notice required)	EA £290.20	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Draught Boddington, 45.5 litres	EA £168.50	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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Peroni, 330ml bottle, x 12 ***	C12	£20.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
*Requires a bottle opener											
Boddington draught bitter, 440ml can x 12	C12	£17.60	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Becks, 275ml, x 12 ***	C12	£16.50	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
*Requires a bottle opener											
Budweiser, 330ml, x 12 ***	C12	£20.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
*Requires a bottle opener											
Smirnoff Vodka, 70cl	EA	£19.50	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bells Whisky, 70cl	EA	£19.50	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Martell Brandy, 70cl	EA	£31.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Magners Cider 568ml x 12 ***	EA	£27.50	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
*Requires bottle opener											
Gordon's Gin, 70cl (F2U)	EA	£19.50	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Draught Stella lager, 50 litres	EA	£168.50	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Boddingtons 440ml Can x 24	C24	£34.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Becks 275ml, x 24 ***	C24	£30.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
*Requires bottle opener											
Budweiser 330ml x 24 ***	C24	£33.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
*Requires bottle opener											
Peroni 330ml x 24 ***	C24	£33.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
*Requires bottle opener											
Peroni 330ml x 24 ***	C24	£33.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
*Requires bottle opener											
Bacardi Rum, 70cl	EA	£19.50	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Date:

Wines, Sparkling Wines & Champagnes

	Price	Time Slot	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
Veuve Clicquot Yellow Label champagne NV	BTL £39.50	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Outback Colombard Chardonnay, Australian - WHITE	BTL £7.50	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Pinot Grigio del Veneto, Collezione Marchesini, Italian - WHITE ***	BTL £11.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
*Requires a wine/bottle opener										
Babich Black Label Sauvignon Blanc, New Zealand - WHITE	BTL £13.70	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Hardy's Riddle Cabernet Grenache Rose 2008/09, Australian	BTL £11.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Outback Shiraz Cabernet, Australian - RED	BTL £7.50	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Montepulciano D'Abruzzo Marchesini, Italian - RED ***	BTL £11.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
*Requires a wine/bottle opener										
Argento Reserva Malbec, Argentina - RED ***	BTL £13.70	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
*Requires a wine/bottle opener										
Prosecco Fantinel NV - Sparkling Wine	BTL £14.60	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Louis Dornier NV Champagne	BTL £21.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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Soft Drinks

	<u>Price</u>	<u>Time Slot</u>	<u>Sun</u>	<u>Mon</u>	<u>Tue</u>	<u>Wed</u>	<u>Thu</u>	<u>Fri</u>	<u>Sat</u>
Ice, bag, 4kg	EA £5.00								
Ice, bag, 12kg	EA £12.50								
Orange juice, x 12, 250ml	EA £10.45								
Coca Cola, 500 ml, x 12	EA £12.75								
Diet Coke 500ml x 12	EA £12.75								
Sparkling mineral water, 500 ml x 24	EA £19.95								
Sparkling mineral water, 750 ml	EA £2.30								
Sparkling mineral water, 500 ml, x 6	C06 £5.95								
Coca Cola, 500 ml, x 24	C24 £24.00								
Diet Coke 500ml x 24	C24 £24.00								
Additional Water Cooler Butts, 18.5ltr & Cups (F2U)	EA £19.10								
Fanta PET 500ml x12	C12 £12.75								
Fanta 500ml x 24	C12 £24.00								
Still mineral water, 500 ml x 24	EA £19.95								
Still mineral water, 500 ml, x 6	C06 £5.95								
Still mineral water, 750 ml	EA £2.30								
Orange juice UHT litre	LTR £2.35								
Sprite 500ml x 12	EA £12.75								
Sprite 500ml x 24	EA £24.00								
Tonic water, 200ml, x 12	EA £7.85								

Date:

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Hot Drinks & Snacks

	<u>Price</u>	<u>Time Slot</u>	<u>Sun</u>	<u>Mon</u>	<u>Tue</u>	<u>Wed</u>	<u>Thu</u>	<u>Fri</u>	<u>Sat</u>
White sugar sticks, x 100 **	EA £3.80								
Sweet biscuits, 1 kg **	EA £10.40								
Handmade biscuits, 1 kg **	EA £11.50								
Fair-trade teabags, box x 100 **	EA £6.25								
Fair-trade instant coffee x 300g **	EA £11.75								
Fair-trade ground coffee, x 3 x 150g **	EA £8.25								
UHT milk portions, box x 120 **	EA £6.90								
Fresh milk, 2 litres **	EA £2.75								
Brown sugar sticks, x 100 **	EA £3.80								
Salted peanuts. 50g, x 6	EA £3.60								
Doritos, 40.7g, x 6	EA £3.40								
Dry roasted peanuts, 50g, x 6	EA £3.60								
Tyrells crisps assorted flavours 40g x 6	EA £4.80								
Tyrell's lightly sea salted crisps, 40g x 6	EA £3.95								

Date:

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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VAT Reg No: 670 3116 63

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<u>Equipment</u>	<u>Price</u>	<u>Time Slot</u>	<u>Sun</u>	<u>Mon</u>	<u>Tue</u>	<u>Wed</u>	<u>Thu</u>	<u>Fri</u>	<u>Sat</u>
Thermal ice bucket with tongs	EA £4.90								
Wine Cooler / Champagne Bucket	EA £4.90								
Coffee percolator (40 cups) 1.1kw	EA £39.20								
Coffee percolator (8-10 cups) 1kw	EA £22.70								
Teaspoons, x 5	EA £2.20								
Table forks, x 5	EA £2.20								
Table knives, x 5	EA £2.20								
Cups and saucers, x 5	EA £8.30								
Water cooler, water and cups 600w.	EA £73.45								
6" side plates, x 5	EA £2.70								
Oval plates, x 5	EA £2.90								
10" plates, x 5	EA £3.05								
Teapot	EA £3.85								
Milk jug	EA £2.20								
Sugar bowl	EA £2.20								
Champagne Glass, x 5	EA £3.28								
Wine glass, x 5	EA £3.28								
Tall glass, x 5	EA £3.28								
Glass jug	EA £2.20								
Insulated jug	EA £7.60								
Kettle 2.2kw	EA £12.50								
Wine/bottle opener	EA £5.00								
Black plastic tray	EA £3.20								
Water carrier, 5ltr	EA £3.05								

Date:

<u>Disposables</u>	<u>Price</u>	<u>Time Slot</u>	<u>Sun</u>	<u>Mon</u>	<u>Tue</u>	<u>Wed</u>	<u>Thu</u>	<u>Fri</u>	<u>Sat</u>
White serviettes, x 125	EA £4.30								
Paper tablecloth, 1 meter squared	EA £5.05								
Wooden cocktail sticks, x 100	EA £0.85								
Black plastic teaspoons, x 10	EA £1.15								
19cm rigid black plastic plates, x 10	EA £4.30								
Crisp/nibble dish, x 4	EA £1.15								
Water Cooler cups x 100	EA £3.95								
Disposable Plates 7.5" pre pack x 25	EA £2.50								
Hot drinks cups, x 34	EA £2.80								
Wooden stirrers, x 1000	EA £4.15								
Cold Drink Glasses x 40 (also suitable for wine/spirits)	EA £4.35								

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Tall glasses half pint, x 60	EA	£4.35	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Champagne glasses, x 10	EA	£4.30	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Date:

Cleaning

	<u>Price</u>	<u>Time Slot</u>	<u>Sun</u>	<u>Mon</u>	<u>Tue</u>	<u>Wed</u>	<u>Thu</u>	<u>Fri</u>	<u>Sat</u>
Glass cleaner, 750ml	EA	£3.30	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Wipe cloths x 6	EA	£1.90	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Tea towel	EA	£1.10	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Washing up liquid, 1ltr	EA	£2.20	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Washing up bowl, round	EA	£3.25	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Rubber gloves	EA	£0.95	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Refuse sacks, x 5	EA	£1.75	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Multi surface cleaner, 750ml	EA	£3.60	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Furniture Polish, 750ml	EA	£2.38	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Yellow duster	EA	£0.80	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Blue paper roll	EA	£2.30	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Date:

Individual Cartridge Sandwiches

	<u>Price</u>	<u>Time Slot</u>	<u>Sun</u>	<u>Mon</u>	<u>Tue</u>	<u>Wed</u>	<u>Thu</u>	<u>Fri</u>	<u>Sat</u>
Prawn mayonnaise sandwich on oatmeal bread	EA	£3.16	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Mature Cheddar Ploughams, on malted bread	EA	£2.71	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Free range egg & salad cream, on Wholemeal bread	EA	£2.46	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Gammon ham, Irish Mature Cheddar & Pickle sandwich, on White bread	EA	£2.91	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Rare Scottish Beef & Horseradish sandwich, on White bread	EA	£3.24	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Humous & roast vegetables, on Malted bread	EA	£2.88	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
BLT, on Malted bread	EA	£2.88	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Roast Chicken Salad sandwich, on Malted bread	EA	£3.16	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Just Tuna Mayo sandwich, on white bread	EA	£2.49	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Just Ham sandwich, on White bread	EA	£2.49	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Just Cheese sandwich, on White bread	EA	£2.49	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Date:

Rolls & Wraps

	<u>Price</u>	<u>Time Slot</u>	<u>Sun</u>	<u>Mon</u>	<u>Tue</u>	<u>Wed</u>	<u>Thu</u>	<u>Fri</u>	<u>Sat</u>
Chicken Caesar Wrap, on plain four wrap	EA	£3.21	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Cheese & Onion (Contains Mayo), on White Sub roll	EA	£3.29	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Ham & Cheese, on White Sub roll	EA	£3.29	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Chicken, Bacon and Mayonnaise, on White Sub roll	EA	£3.29	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Date:

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Gluten Free Products

	<u>Price</u>	<u>Time Slot</u>	<u>Sun</u>	<u>Mon</u>	<u>Tue</u>	<u>Wed</u>	<u>Thu</u>	<u>Fri</u>	<u>Sat</u>
Gluten free chicken & slow roasted tomato, on gluten free roll	EA £3.33	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Irish Mature Cheddar Cheese & red onion relish, on gluten free roll	EA £3.33	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Gluten free salad, King Prawn with rice and lentils, x 4	EA £19.30	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
		Date:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Pasta Salads

	<u>Price</u>	<u>Time Slot</u>	<u>Sun</u>	<u>Mon</u>	<u>Tue</u>	<u>Wed</u>	<u>Thu</u>	<u>Fri</u>	<u>Sat</u>
Chicken with tomato & basil pasta salad, x 4	EA £19.97	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Tuna & sweetcorn, pasta salad, x 4	EA £19.97	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Cheese & tomato pasta salad, x 4	EA £19.97	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
		Date:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Sushi

	<u>Price</u>	<u>Time Slot</u>	<u>Sun</u>	<u>Mon</u>	<u>Tue</u>	<u>Wed</u>	<u>Thu</u>	<u>Fri</u>	<u>Sat</u>
Sushi Natsu, x 6	EA £26.45	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Sushi Super Salmon, x 3	EA £18.23	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Sushi Vegetarian, x 6	EA £31.45	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
		Date:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Picnic Bags £28.20 selection of 5 bags

	<u>Price</u>	<u>Time Slot</u>	<u>Sun</u>	<u>Mon</u>	<u>Tue</u>	<u>Wed</u>	<u>Thu</u>	<u>Fri</u>	<u>Sat</u>
Meat Selection x 5 Picnic bags	EA £28.20	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Vegetarian Selection x 5 Picnic Bags	EA £28.20	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Mixed Selection 5 x Picnic Bags	EA £28.20	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
		Date:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Coffee & Tea Flasks

	<u>Price</u>	<u>Time Slot</u>	<u>Sun</u>	<u>Mon</u>	<u>Tue</u>	<u>Wed</u>	<u>Thu</u>	<u>Fri</u>	<u>Sat</u>
5 litre flask of coffee, plus supplies - approx 20 cups	EA £33.29	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5 litre flask of tea, plus supplies - approx 20 cups (hot water & tea bags supplied)	EA £33.29	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
		Date:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Hygiene Packages

	<u>Price</u>	<u>Time Slot</u>	<u>Sun</u>	<u>Mon</u>	<u>Tue</u>	<u>Wed</u>	<u>Thu</u>	<u>Fri</u>	<u>Sat</u>
Hygiene Optional Extra (antibacterial wipes for surfaces and utensils)	EA £16.50	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Hygiene Package 1 (antibacterial handgel, 2 boxes of powder free latex gloves)	EA £15.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Hygiene Package 2 (sanitise spray and 2 blue hygiene rolls)	EA £10.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Hygiene Package 3 (handwash basin, liquid soap and 2 blue hygiene rolls)	EA £150.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Hygiene Package 4 (1 calibrated temperature probe, 100 antibacterial probe wipes)	EA £25.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Hygiene Complete Package 5 (contains all items in packages 1-4)	EA £190.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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STANDARD TERMS AND CONDITIONS

- 1.1 The definitions in this clause apply in the terms and conditions set out in the Agreement as follows: **"Customer"** (including any reference to "you" or "your") shall mean the Customer as set out in the Order; **"Customer Address"**: shall mean the address of the Customer as set out in the Order; **"Deliverables"** shall mean the items that NEC shall provide to the Customer in accordance with the provision of the Services; **"Equipment"** shall mean any and all equipment, including related boxes, racks or cartons that are hired or lent to the Customer in relation to the provision of the Services; **"Event"**: shall mean any form of concert, show or event held at any of the venues of the NEC; **"Exhibitor Manual"** shall mean the manual made available to the Customer by NEC in either hard copy or electronic format in relation to the Event at which they are staging an exhibition; **"Licence Period"** shall mean the build-up period, the opening hours and the dismantling period of the Event; **"NEC"** (including any reference to "us", "we" or "our") shall mean The National Exhibition Centre Limited; **"Order"** shall mean the Customer's request for Services and related information, as set out in the Order Form or as provided by telephone; **"Order Form"** shall mean the completed order form provided as provided to the NEC by the Customer; **"Price List"** shall mean the price list in relation to the Services available at the time of request of Services by the Customer; **"Services"** shall mean the services that NEC shall provide to the Customer as detailed in the Order Confirmation.
- 2.1 These Standard Terms and Conditions together with the Order, Order Confirmation and the Exhibitor Manual shall set out the whole agreement between the Customer and the NEC for the provision of Services ("the Agreement") and shall be binding on both NEC and the Customer. Any variation of the Agreement must be in writing and signed by both Parties.
- 2.2 Any samples, drawings, descriptions or advertising that NEC issues and any descriptions or illustrations provided by NEC are done so solely to provide the Customer with an approximate idea of the Services they describe. They do not form part of the Agreement between the Customer and NEC or any other contract between the Customer and NEC for the provision of Services. All intellectual property rights in such information shall remain the property of NEC.
- 2.3 The Order is an offer by the Customer to enter into a binding contract, which NEC are free to accept or decline in its absolute discretion.
- 2.4 The Agreement shall become binding on the Customer and NEC upon the taking of payment by NEC further to which the NEC shall issue the Customer with written confirmation of the Order together with an invoice ("Order Confirmation") which shall include an order number which the Customer shall quote in all subsequent correspondence.
- 2.5 Subject to clause 2.6 below, the Customer may cancel the Agreement during the seven (7) day period following the date of issue of the Order Confirmation (providing that such period ends before the commencement of the Licence Period) ("Cancellation Period") and shall be entitled to a refund. For the avoidance of doubt the Cancellation Period shall not apply where an Order is placed less than 7 full days before the commencement of the Licence Period.
- 2.6 If the Customer cancels an Order after the expiry of the Cancellation Period, the Customer shall be liable to pay the full amount of monies due in respect of such Order if written cancellation of such is received by the NEC less than 5 full working days prior to the beginning of the Licence Period of an Event. If notice of cancellation is received by the NEC at least 6 full working days before the start of a Licence Period, the Customer shall be entitled to receive a refund of 50% of monies paid or payable to NEC in relation to Services initially ordered.
- 2.7 NEC have the right to revise and amend these terms from time to time. The Customer will be subject to the terms and policies applicable at the date the NEC provides an Order Confirmation, unless any change to those policies or these terms is required by law, government or regulatory authority (in which case, such changes shall apply to Orders that the Customer has placed, but that NEC has not yet fulfilled).
- 3.1 All Equipment provided to the Customer in the provision of the Services by NEC shall remain the property of NEC and no title shall pass to the Customer. Notwithstanding the above, once installation of the Equipment has taken place, the Equipment shall be deemed to be within the Customer's control and responsibility and shall be at the Customer's sole risk until collected and control re-taken by the NEC. The Customer shall indemnify NEC for any loss or damage to the Equipment and any other property of NEC during the period of Customer's control and responsibility and shall insure the Equipment up to its full replacement value.
- 3.2 The Customer shall not connect to NEC's network without NEC's written permission and in any event NEC shall not be liable to the Customer in any way for any damage, expense, claim, cost or loss (whether direct or indirect) suffered or borne by the Customer, caused or arising out of the Customer using their own equipment on NEC's network.
- 3.3 The Customer shall indemnify NEC against all actions, demands, costs, charges, liability and any other proceedings whatsoever, suffered or borne by NEC arising out of or caused by the Customer using its own equipment on the NEC's network.
- 4.1 All Equipment shall remain the property of NEC and the period of hire shall be for a maximum period of the Licence Period.
- 4.2 The Customer warrants that the person designated to take delivery of Equipment and Deliverables has the Customer's authority to do so.
- 4.3 Where the Customer hires Equipment as part of the requested Services, it shall, together with payment for the Services make payment of a refundable security equal to the replacement cost of the Equipment ("Deposit").
- 4.4 The Deposit shall be repaid to the Customer further to all other monies owing to NEC being paid and also further to the satisfaction of NEC that the Equipment has been returned in satisfactory condition. If the Equipment is not returned in a satisfactory condition, the Customer shall without prejudice to any other right or remedy of NEC pay a charge equal to the cost of cleaning, repairing, reconditioning or replacement as NEC considers necessary. For the avoidance of doubt, NEC may retain such part of the Deposit that is equal to the costs of restoration or replacement of the Equipment.
- 4.5 The Customer undertakes to comply with all safety instructions in relation to the Equipment and to comply with all health and safety requirements as directed by NEC.
- 4.6 The price of the Services (exclusive of VAT) shall be as set out in the Price List as referenced in the Order.
- 4.7 All quotations or estimates provided to the Customer are done so solely as an indication of costs and shall not be binding upon NEC. Estimates are based on the costs of material, labour and transport as at the date of the giving of the estimate and if between that date and the giving of a Confirmation Order by NEC, the price of such Services increases, then the costs of the Services shall be amended to provide for such variations.
- 5.3 The prices as set out in the Price List are based on the current cost of materials, labour and other charges made to the NEC and NEC reserves the right to adjust the Price List where necessary to reflect any changes to these costs/charges and any alteration to the rates of VAT or statutory regulations. For the avoidance of doubt the price of Services shall be as set out in the Price List in force at the time of issue of an Order Confirmation.
- 5.4 Payment for all Services shall be made in advance of the Services being provided (unless agreed otherwise by both Parties in writing) by either;
i) credit or debit card: NEC accepts payment with Mastercard, Visa, Electron, Visa Debit, Solo, Maestro, American Express; or
ii) cheque made payable to "National Exhibition Centre Ltd". NEC shall not enter into a binding contract with the Customer until it has received cleared funds further to which it shall issue the Order Confirmation. The cheque shall be cashed by NEC within 10 working days of the date of receipt of such cheque. The date of receipt of a cheque shall be marked as the date "payment taken" on invoices provided to the Customer.
- 5.5 NEC reserves the right not to process an Order until full payment for the requested Services has been received and in all cases where an Order is received during the build-up period of an Event.
- 5.6 If NEC provides Services prior to the receipt of payment, NEC reserves the right, where payment has not been made by the Customer, to suspend or disconnect the Services and recover its Equipment so far provided, until payment is made in full by the Customer to the NEC. This clause does not affect the right of NEC to make a charge for the Services and Equipment provided to the Customer up to the aforementioned suspension disconnection or repossession. Such, charge may also include the right of NEC to claim any loss that it has sustained.
- 5.7 If the Customer requires additional Services to be provided and such is requested whilst the Customer is on-site ("On-site Additional Services"), the provision of such shall be at an additional charge and wholly at the discretion of NEC. Payment for On-site Additional Services shall be made immediately by credit or debit card unless otherwise agreed in writing between the Parties.
- 5.8 Orders received or amended during the Licence Period may not be fulfilled until after completion of other order requests received prior to that date. Orders requested during the Licence Period shall be subject to a 40% surcharge and such requested orders shall be accepted at the entire discretion of NEC.
- 5.9 If the Customer does not make any payment to NEC when due, NEC may charge interest to the Customer on any outstanding amount at the rate of 4% a year above the base lending rate of National Westminster Bank plc from time to time. This interest shall accrue daily from the due date until the date of actual payment of outstanding amounts, whether before or after judgment, such interest to be paid together with the outstanding amount.
- 5.10 Without limiting any other remedies or rights that NEC may have, if the Customer does not pay any monies when due, NEC may cancel or suspend any other outstanding Order until payment of outstanding amounts is made in full.
- 6.1 The liability of NEC and its employees, agents or contractors in respect of damage to property shall be limited to the level of public liability insurance that the NEC is obliged to maintain under its agreement with the organiser of the Event.
- 6.2 NEC shall not be liable in any way whatsoever for any damage, loss (whether direct or indirect) or cost of any kind suffered or borne by the Customer where arising out of delay or failure to deliver the Services, Deliverables or any Equipment.
- 6.3 NEC shall in no way be liable for any direct, consequential or indirect loss suffered by the Customer howsoever caused.
- 6.4 The Customer shall indemnify NEC against all actions, demands, claims, expenses, compensation, costs, charges, liability and any other proceedings whatsoever, suffered or borne by NEC arising from the negligence of the Customer, the Customer's failure to comply with this Agreement or any other conduct of the Customer connected with this Agreement
- 6.5 This clause does not include or limit in any way either Party's liability for: i) death or personal injury caused by our negligence; or ii) fraud or fraudulent misrepresentation; or iii) any breach of the obligations implied by section 12 of the Sale of Goods Act 1979 or section 2 of the Supply of Goods and Services Act 1982; or iv) losses for which it is prohibited by section 7 of the Consumer Protection Act 1987 to limit liability; or v) any other matter for which it would be illegal or unlawful for us to exclude or attempt to exclude our liability.
- 7.1 NEC will not be liable for any failure or delay in performing any of its obligations under this Agreement that is caused by events outside its reasonable control ("a Force Majeure Event") or shortages of labour or materials (together, "Shortages")
- 7.2 A Force Majeure Event includes any act, event, non-occurrence, omission or accident beyond NEC's reasonable control and includes, in particular (without limitation), the following: i) strikes, lock-outs or other industrial action; or ii) civil commotion, riot, invasion, terrorist attack or threat of terrorist attack, war (whether declared or not) or threat or preparation for war; or iii) fire, explosion, storm, flood, earthquake, subsidence, epidemic or other natural disaster; or iv) impossibility of the use of railways, shipping, aircraft, motor transport or other means of public or private transport; or v) impossibility of the use of public or private telecommunications networks.
- 7.3 NEC's obligations under this Agreement shall be suspended for the duration of the Force Majeure Event or Shortage and NEC shall have an extension of time to perform these obligations for the duration of that period. NEC will take reasonable steps to bring the Force Majeure Event or Shortage to an end or to find a solution by which NEC's obligations under this Agreement can be performed despite the Force Majeure Event or Shortage.
- 7.4 Upon the occurrence of a Force Majeure Event or Shortage, the Customer's rights shall be limited so that it shall only be entitled to a refund in respect of such proportion of Services that are incapable of delivery due to such.
- 7.5 NEC observes the conditions imposed by local authorities in respect of any Event and these conditions shall also be binding upon the Customer.
- 8 The Customer may not transfer any of its rights or obligations under the Agreement to a third party without the prior written consent of NEC. NEC may transfer all or any of its rights and obligations under this Agreement to another organisation, but this will not affect the Customer's rights under this Agreement.
- 9 All notices sent by the Customer to NEC must be sent to Legal Services, The National Exhibition Centre, Birmingham, B40 1NT. NEC may give notice to the Customer at the Customer Address as set out in the Order. Notice will be deemed received and properly served three days after the date of posting of any letter. In proving the service of any notice, it will be sufficient to prove, in the case of a letter, that the letter was properly addressed, stamped and placed in the post.
- 10.1 If any court or competent authority decides that any of the provisions of these terms and conditions are invalid, unlawful or unenforceable to any extent, the term will, to that extent only, be severed from the remaining terms, which will continue to be valid to the fullest extent permitted by law.
- 10.2 If, at any time, there is any discrepancy between the Standard Terms and Conditions provided together with the Order and the Standard Terms and Conditions as provided on the website of NEC, the Standard Terms and Conditions as set out on such website at the time the parties enter into the Agreement shall prevail.
- 10.3 It is hereby agreed and declared that NEC is contracting as managing agent of Birmingham City Council ("the Council") and that all rights and obligations of NEC hereunder shall be enforceable by and against the Council accordingly. NEC represents and warrants that it has full power and authority to enter into this Agreement on behalf of the Council and is authorised to accept services of all notices and proceedings arising hereunder.
- 10.4 If NEC fails, at any time whilst this Agreement is in force, to insist that the Customer performs any of the Customer's obligations under this Agreement or if NEC does not exercise any of its rights or remedies under this Agreement that will not mean that NEC has waived such rights or remedies and will not mean that the Customer does not have to comply with those obligations. If NEC does waive a default by the Customer, that will not mean that NEC will automatically waive any subsequent default by the Customer. No waiver by NEC of any provision of this Agreement shall be effective unless NEC expressly says that it is a waiver and NEC tells the Customer so in writing.
- 10.5 A person who is not party to this Agreement shall not have any rights under or in connection with it under the Contracts (Rights of Third Parties) Act 1999.
- 10.6 This Agreement shall be governed by English law and the Parties agree to the non-exclusive jurisdiction of the English courts.

SPECIFIC CONDITIONS (which shall be included as part of the Standard Terms and Conditions)

BUILDING AND AERIAL SERVICES:

For the purposes of the provision of Building and Aerial Services the Customer agrees and acknowledges that:

- 1.1 All floor fixings are of bolt type which allows for the supply of the bolt, fixing with plant in position and restoration of the floor at the end of the Event only. It is the responsibility of the Customer to carry appropriate tools to remove all bolts at the end of the Event. The floor fixing is not suitable for up thrust or pull out loads without provision of an appropriate anchor block. Standard fixings allow for bolts up to 75mm above floor for 8 and 10mm diameter and up to 150mm above floor, for all others. Longer bolts will incur further charges.
- 1.2 Floor pockets allow for cutting out of the pocket, concreting in of the required item, removal and restoration of the floor at the end of the Event.
- 1.3 Floor chases allow for cutting out of the chase for installation and burial of Customer's cable or pipe, which is screened with a lightweight cover for the Open Period which is removed at the end of the event and the floor is restored.
- 1.4 Entry to Service Duct allows for cutting hole in the concrete wall of service duct to be made for installation of the Customer's pipe or cable and removal and restoration of duct at the end of the Event. This Service is only permitted for duct crossing where chases are employed.
- 1.5 Painting of Stand Areas allows for painting of exhibition stand with one coat of approved floor paint. Where paint other than black is used the Customer must allow for repainting of the floor black at the end of Event. A minimum of 12 hours painting and drying time is required with a minimum of 24 hours notice of the commencement of the Opening.
- 1.6 (Television and Radio Aerials) allows for the installation, maintenance and removal of an aerial cable which terminates in a standard plug and a single connection on the stand. These items are supplied as single outputs only. Distribution on stands to be our/your nominated contractor when required.

EVENT IT

For the purposes of the provision of Event IT Services the Customer agrees and acknowledges that:

- 2.1 All call charges incurred by the Customer will be passed on in full to the Customer and shall be payable within 14 days of demand. All quoted prices exclude the cost of electricity used, which shall be payable by the Customer in full to NEC.
- 2.2 NEC will provide information to the Customer concerning the network settings required within Microsoft Windows.
- 2.3 No other services will be permitted to be attached to services provided without the written approval of NEC. Only BAPT approved apparatus can be connected directly to telecommunications circuits.

PIPEWORK/MECHANICAL MAINS

- 3.1 Pipework mains services include the installation, maintenance and removal of a supply pipe (and drain for water and waste), which terminates in a stopcock and one connection to the Equipment requiring the Service at a position on the stand as indicated on the customer's dimensional drawing. The main is not metered and the price includes the cost of water, air or gas used.
- 3.2 Additional connections off standard mains are only applicable at the price as set out on the Price List price where due consideration has been given to: i) Length of pipe work runs (Normally 3m max); and ii) Safety of pipe work routing; and iii) Total capacity rating of standard main; and iv) Pressure drop limitation; and v) Waste systems generally limited to use on double units only.

CATERING SERVICES

In the event that NEC agrees to provide an account facility to the Customer, the Agreement shall include a catering account form ("Catering Account Form") as provided to NEC by the Customer.

TECHNICAL OPERATIONS

All Technical Operations Services shall be provided in accordance with "No 9 GUIDANCE NOTE – NEC 'SAFE EXHIBITION' PROCESS" which outlines the current practice and assessment of competency for riggers carrying out work at NEC venues. This shall be applied in conjunction with the "NEC Group Rigging Code of Practice" and any other relevant health and safety practices and legislation.

CCTV CAMERAS TO STANDS

4 If the order involves the provision of CCTV cameras (the "Camera(s)") the following additional terms and conditions shall apply:

- 4.1 In this clause 4 "**Build Period**" means the period during which the Exhibition is being built; "**Break Period**" means the period during which the Exhibition is being dismantled and "**Open Period**" means the period between the end of the Build Period and commencement of the Break Period.
- 4.2 You shall submit a Service Location Plan (the "Plan") which clearly shows the location on your stand where you want the Camera(s) installed on or by the date specified by us.
- 4.3 The Camera(s) will be installed as near as possible to the Camera locations marked on the Plan you submit. During the Build Period We shall agree with You the specific location on Your stand at which the Camera(s) will be installed.
- 4.4 We do not guarantee that the Camera(s) installed will provide full coverage of Your stand or that they will record footage of all incidents that occur on Your stand as many factors including the location of banners or displays on your stand can limit the coverage which our Camera(s) provide. We will however show You or an available representative at the stand at time of installation, the available field of view once the Camera(s) are installed.
- 4.5 The CCTV Camera(s) will be operational from the time of installation until commencement of the Break Period unless otherwise agreed in writing in advance.
- 4.6 You acknowledge and agree that We will not continuously monitor the CCTV footage recorded by the Camera(s) (the "Footage").
- 4.7 At times when the Exhibition is closed to both visitors and exhibitors during both the Build Period after installation and the Open Period the Camera(s) will only record footage when they are activated by their motion detectors.
- 4.8 We will store Footage for a maximum period of 31 days after which the Footage will be automatically deleted unless it is required to deal with an on-going investigation or subject access request under the Data Protection Act 1998 the "1998 Act". We reserve the right to delete the Footage after a shorter period where this is required for operational reasons.
- 4.9 Subject to Clause 4.12, both parties acknowledge and agree that for the purposes of the 1998 Act, We are the sole data controller of any Footage.
- 4.10 We will provide You with notice(s) that state CCTV surveillance is taking place on Your stand. You agree to position these notice(s) on Your stand so it/they are clearly visible to individuals being recorded by the Cameras. Where these notice(s) are not clearly visible we reserve the right to reposition them or to cease recording without liability to you.
- 4.11 You acknowledge and agree that You do not have an automatic right to view Footage and that You will only be entitled to access to Footage where (a) You require the Footage for the detection of a crime or for the investigation of a health and/or safety incident and (b) releasing the Footage to You in our reasonable opinion does not breach the data protection principles set out in the 1998 Act.
- 4.12 Where a copy of Footage ("Copy") is released to You, You shall become the data controller of that Copy and shall be responsible for ensuring that the Copy is used and stored in a manner that complies with the 1998 Act.
- 4.13 Under the 1998 Act, We may be required to provide access/copies of the Footage to third parties including but not limited to the police or individuals recorded by the Camera(s). You acknowledge and agree that We may provide Footage to third parties in such instances without obtaining Your consent.
- 4.14 Where You receive a written or oral request to view Footage recorded on the Camera(s) on Your stand You will immediately notify Us of this request and provide Us with such information as We reasonable require in respect of the request.

The National Exhibition Centre Limited is a company influenced by Birmingham City Council within the meaning of Part V of the Local Government and Housing Act 1989.

Registered in England No. 979395 Registered Office: The National Exhibition Centre, Birmingham, B40 1NT

The NEC Group, The NEC, LG Arena, The NIA and The ICC are trading names of The National Exhibition Centre Limited.

Contact Details (Please Complete in BOLD Print)			
Name of Exhibition		Hall No.	Stand No.
Company Name		Stand Name	
Address			
Address			
Postcode		Website	
Company Tel No		Company Fax No	
VAT Reg No.			
Order Contact Name		Order Contact Number	
Order Contact Email		Position in Company	
Onsite Contact Name		Onsite Contact Number	
Order Summary			
Event IT		£	
Main Services		£	
Trades		£	
FoodToYou		£	
Total		£	
Surcharges		£	
VAT (Prevailing Rate)		£	
Grand Total		£	

Use Of Your Information

The National Exhibition Centre will hold and process your contact details on our database and may use to provide details of services, products, events or offers that we feel may be of interest to you. We may make this information available to carefully selected third parties who may contact you with further information of their services, products, events or offers. Please indicate within the following if you do not wish to receive information from:

NEC Selected 3rd parties

Please indicate your preferred contact method: Email Telephone

Help Us To Help You

The NEC is committed to making it as easy as possible for our customers to order products and services from us. In order to help us achieve this more effectively please tell us where you heard about the products and services we offer:

Previous Visitor NEC Website Organiser Website On-line Manual

Exhibitor Manual Recommendation Telephone Enquiry Email Enquiry

Are there any other products or services that you would like us to provide :

.....
.....

Should you have any further information that you wish to give us please email : exhibitorfeedback@necgroup.co.uk

Signature

The signatory declares that he/she has read and accepts the Standard Terms and Conditions and is duly authorised by the Customer to bind the Customer and make it subject to the rights and obligations as set out in this Agreement. Please indicate to confirm

Signature: Print Name: Date:.....

Payment Details

The Customer confirms that if it incurs call charges or fails to return any Equipment, the NEC may take payment in relation to such in accordance with the Standard Terms and Conditions using the payment method and details provided above.

Payment Method (please Indicate below)				Total Value Of Order (inc VAT)		£	
Cheque (to be made payable to "The National Exhibition Centre Limited.")				Credit/Debit Card:			
Card Holders Name:				Start Date:			/
Issue number:				Expiry Date:			/
Card Number:							
Security Code (the last three digits on the back of the debit/credit card)					Please tick to authorise payment using the credit/debit card details provided.		

HEALTH AND SAFETY DECLARATION FORM



PPro Global Publications International Ltd
First Floor
Adelphi Court
1 East Street
Epsom
Surrey
KT17 1BB

Tel: 01372 743837
Fax: 01372 743838

Claire@50plusshow.com

ALL EXHIBITORS MUST COMPLETE AND RETURN THIS FORM BEFORE COMING ON SITE.

TO BE COMPLETED BY A SENIOR PERSON WITHIN THE EXHIBITING COMPANY (IN BLOCK CAPITALS)

THE HEALTH & SAFETY AT WORK etc ACT 1974. It is a condition of entry into the exhibition that every exhibitor, contractor, sub-contractor, supplier and their agents comply with the H&SWA and all other legislation covering the venue. The exhibitor accepts that it is their legal and moral responsibility to ensure that their own and others health and safety is not put at risk by their actions (or inactions) during The 50+ Show.

Company.....

Stand No.....

Stand name (if different from above).....

The Health & Safety representative on our stand.....

Their mobile no. (in case of emergency).....

Please tick the most appropriate option:

1) Our planned exhibits, demonstrations and work practices offer no significant risk to either ourselves or others on site.

2) High risk activities will be undertaken on our stand (as detailed below). We will submit a suitable and sufficient Risk Assessment covering these and other risks identified.

eg: Naked flames / hot surfaces / flammable substances / LPG

Working machinery / demonstration model or turntable / vehicle on stand / strobe or flashing lights / smoke machine / fumes / exhaust

Audio Visual display or film / water feature, exhibit or activity / laser product

Closely seated audience

Food or drink for sale and/or sampling
Dangerous exhibits, eg knives
Selling / demonstration special treatments*

Give a brief description of your high-risk activity:

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

ALL STANDS

I will ensure that a copy of our company's Health & Safety policy is available for inspection, if requested, at The 50+ Show (for companies with 5 or more employees). Our stand staff will be sufficiently instructed and trained in matters relating to Health & Safety in order to carry out their tasks competently. We will make our staff (and contractors) aware of the potential risks present on site (as identified in our Risk Assessment) and we will ensure they have a copy of the Venue's Emergency Procedures.

I confirm that this company has adequate liability insurance for this event and can produce a valid certificate of proof if required.

DECLARATION

By signing below you are confirming the points above (relevant to your stand type) to be true. To be signed by a senior person within the exhibiting company.

Signed:

Print name.....

Position within company.....

Date.....

CONDITIONS OF HIRE

1. **Europa International** herein after **the company** let furnishings on hire only on the following terms and conditions and will not accept or be bound by other conditions so far as they conflict with the following.
2. The period of hire commences from the time of delivery to the person destination or site indicated on the order form from the hirer or where ordered on the telephone by the instructions of the person placing the order. This shall continue until the furnishings (comprising of furniture, carpet and modular) are accepted back by the company. RISK OF LOSS OR DAMAGE will be on the part of the hirer throughout the period of the hire until collected or delivered back to our premises.
3. The hirer shall rent the furnishings at the rates quoted by the company or any subsequently increased rate in force at the commencement of the hire period. The company reserves the right at any time without notice to increase charges (particularly where there is a change in the value of the pound sterling). The hirer undertakes to fully insure all furnishings for the hire period plus at least 3 days prior and 1 day after the conclusion of the event for a sum of not less than five times the hire price.
4. The hirer shall provide at the specified destination a duly authorised representative to accept the furnishings and to give a written receipt. If the hirer fails to provide for this the company shall issue a delivery note to the hirer as conclusive proof of time and delivery by the company.
5. The company rents furnishings in good order and condition. The receipt signed by the representative of the hirer or in the absence of such a receipt the company's delivery note shall be conclusive evidence of such good order and condition unless at the time of delivery or within 24 hours the hirer shall notify any defect to the company by telephone or fax whereupon all responsible efforts will be made to rectify the problem. The hirer undertakes to take care to avoid damage or theft of hired items and to take all reasonable steps to keep and return the furnishings to the company in first class condition. If items of furniture are broken, damaged or lost then the hirer is liable to repair or replacement costs as agreed between Europa International and the hirer. NOTE: - We reserve the right to upgrade or change any item that is out of stock.
6. The company will endeavour to effect delivery of hired furnishings at the time indicated by the hirer but will not under any circumstances be liable for any delay in delivery caused by circumstances beyond the company's control. Liability for any delay in any case will be limited to the refund of any hire charges already paid by the hirer relating to periods of non-delivery or late delivery.
7. Instructions of the hirer (different from those on the requisition) cannot be carried out unless given in writing to the company 7 days prior to action required and accepted by the company in writing. The company shall not be liable for any failure to perform its obligations under this Agreement due to circumstances beyond the parties' reasonable control including, but not limited to, acts of God, war, government regulations, disaster, disease, epidemics, quarantine restrictions, terrorist actions, strikes, civil disorders, curtailment of transportation facilities or other emergencies that make it illegal or impossible for a party to perform its obligations under this Agreement. At the discretion of the company a charge of not less than 25% may be made on all orders cancelled prior to delivery. For on-site cancellations where delivered correctly NO refund will be issued.
8. If the hirer fails to make available for collection the furnishings at the end of the hire period the hirer shall be liable to pay loss of hire charge at a pro-rata rate until such time as the furnishings are returned to the company or notifies the company by recorded delivery of the loss of furnishings.
9. The hirer will be expected to empty all lockable items of their property at the close of show. The company can not be held responsible for goods left in said items and removed to effect collection.
10. The furnishings shall remain the property of the company and the hirer shall at all times keep the furnishings in their possession and free from any lien charge or other encumbrance whatsoever. The period of hire shall cease forthwith in the event that any winding up procedures (compulsory or voluntary) are commenced in respect of the hirers business or if any receiver trustee or liquidator is appointed of the hirers business or of any substantial part of its assets.
11. CARPETS & TILES. - All skirting to platforms must be removed to allow carpet to be fitted over the edge. Extra cutting due to machines, stand building etc. plus any damage to carpets or tiles: - i.e. oil, ink, ripping etc. we reserve the right to charge. Fitting to design or walls will be charged as extra. All carpets (not tiles) are laid on an outright sale basis unless arranged otherwise.
No liability shall be attached to Europa International for:
 - (1) Skirting which has to be removed for the purpose of laying carpets.
 - (2) Loss or damage however caused to customer's own goods.
 - (3) Any dilapidation for fixing to hall floors (we use low tack tape, as specified).All carpets are charged by using full widths of carpet (normally 4 metres wide) in the most economical method.
12. Hire period is up to 7 days and thereafter a supplementary hire charge may be applied on a daily pro-rata basis. Prices include delivery and collection within the UK where we are the appointed contractor. On international and other events there may be a delivery charge, subject to value, which we will inform you of before processing the order.
13. Unless otherwise agreed all charges as per invoices shall be paid 21 days prior to delivery.



AIM Exhibitions Ltd,
 Units 12 – 14 Dinan Way Trading Est.,
 Exmouth EX4 8EZ
 Tel:(01395)222040 Fax:(01395)274822
www.aimexhibitions.co.uk
info@aimexhibitions.co.uk

Extra Stand Fitting Order Form

The 50+ Show, Hall 3a The NEC, Birmingham, 6 & 7 December 2013

PLEASE ORDER ANY EXTRA STAND FITTINGS BELOW: Prices do not include VAT

Extras	Quantity	Cost	Total
Platform (75mm) with carpet. Carpet colour required		£30 per sq. m	
Extra fascia title (for corner stands etc.)		£10 each	
Alternative coloured wall panels (other than grey)		£30 per metre	
1x1m Walk-in cubicle, 2.44m high with lockable door		£80 each	
Extra panel 1m x 2.44m high		£20 each	
Counters blue/grey, beech top. 1.2m x 0.6m x 0.8m		£30 each	

Net Total	£
VAT (chargeable at current rate)	£
Total Due	£

Name	Stand Number
Company	
Phone	
Address	

Please complete payment authorisation below.

Card Type (debit or credit)	<i>(please note credit card transactions are subject to a 2.5% surcharge)</i>
Name (as it appears on card)	
Registered Card Address	
Card Number	
Start Date (if available)	
Expiry Date	
Card Security Code	<i>(last 3 digits printed on the signature panel on the back of the card)</i>

I the cardholder do hereby authorise the payment to be taken from my credit/debit card as detailed above.

Signed	Date
---------------	-------------



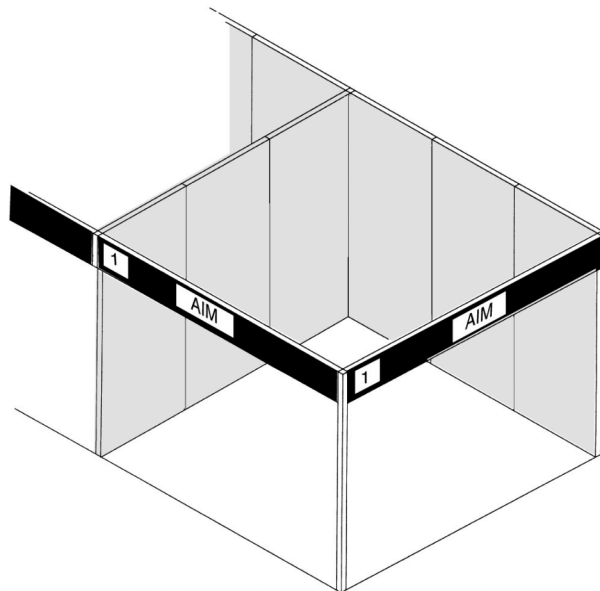


AIM Exhibitions Ltd,
 Units 12 – 14 Dinan Way Trading Est.,
 Exmouth EX4 8EZ
 Tel:(01395)222040 Fax:(01395)274822
www.aimexhibitions.co.uk
info@aimexhibitions.co.uk

Extra Stand Fitting Order Form

**The 50+ Show, Hall 3a The NEC, Birmingham,
 6 & 7 December 2013**

Please indicate below on the plan showing the position of any extra stand fittings, or forward to us a separate plan with details of your required specifications. **nb.** If no diagram is provided, extra items will be positioned at our discretion and charges will be made for any changes.



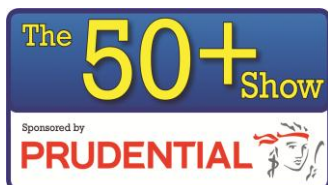
Shell scheme panels are 2.44m High x 1.00m Wide, grey polyweave velcro compatible material, flush fitting.
 Fascia is 300mm deep covered with blue polyweave.
 Aluminium corner poles are 38mm x 38mm.
 Company title and stand number, black lettering on white board.
 If a stand has an open front in excess of 6m then an aluminium pole will be required in the middle.

Terms and conditions

All items are on hire for this exhibition only
 Under no circumstances must anything be nailed, screwed or glued to the shell scheme
 Hire items damaged or lost will be charged at the cost to repair or replace.
 All orders must be received and paid for in full 14 days before the show.
 Orders received late will be subject to a £30 + VAT late booking administration charge.

I/We agree to the hire terms above

Signed	
Print Name	



**The 50+ Show NEC Birmingham
Audio Visual Services**

Show Dates:- 6th & 7th December 2013

YOUR DETAILS			
Contact Name:		Stand No:	
Company Name:			
Address:			
Post Code:	Tel No:	Fax No:	
e-mail:		Signature:	
DESCRIPTION	PRICE	QTY	TOTAL
26" LCD Monitor & Stand	£90.00		
32" LCD Monitor & Stand	£140.00		
42" Plasma Monitor & Stand	£180.00		
50" Plasma Monitor & Stand	£260.00		
52" Touchscreen Plasma Monitor & Stand	£350.00		
60" Plasma Monitor & Stand	£400.00		
DVD Player	£20.00		
Data/Video Projector	£120.00		
Projector Stand	£10.00		
17" TFT Monitor	£40.00		
Laptop	£100.00		
5ft or 6 ft Tripod Screen	£30.00		
Flipchart	£20.00		
UHF Radio Microphone	£70.00		
Cable Microphone	£20.00		
PA System	from £45.00		
Delivery & Collection is free of charge		SUB TOTAL	
24 hour back up for the show duration		INSURANCE @ 12.5% *	
* Insurance optional		VAT @ 20%	
		TOTAL	

We can offer a complete range of Audio Visual, Video & Data presentation equipment. If you have not found the equipment you require above please contact our hire department on 0161 763 7713.

All payments are required on or before installation of the equipment

Please return to:
Remote Audio Visual Ltd
Unit 2 Peel Mills Industrial Estate, Chamberhall Street,
Bury, Gtr. Manchester, BL9 0LU
Tel: 0161 763 7713 • Fax: 0161 763 7713
e-mail: hire@remoteav.com
www.remoteav.com

APPLICATION TO SUPPLY ALCOHOL

MANDATORY FORM IF SUPPLYING ALCOHOL

Please return this form to:-

Jo Dukes

Key Account Manager
The NEC
Birmingham
B40 1NT
England

Telephone: 0121 767 3579

Email jo.dukes@amadeusfood.co.uk

DEADLINE DATE IS TWO WEEKS PRIOR TO SHOW OPEN

National Exhibition Centre Ltd
Registered in England No. 979395, Registered Office: The National Exhibition Centre, Birmingham
B401NT

Wherever possible, The NEC supply alcohol through Amadeus NEC (the NEC's catering provider and contracted service partners) as it is very important for us to protect our reputation and to ensure compliance with the Licensing Act 2003 and the NEC Premises Licence.

Amadeus NEC provide all alcohol, hot and cold food and drink requirements of exhibitors including a full staff service. Further details can be obtained from the Catering Account Manager details at the top of this form.

If you wish to organise your own hospitality and utilise your own staff **Amadeus Food to You** can deliver all alcohol, cold food and drink requirements of exhibitors by completing a **Food to You** order form which can be obtained by calling Sales and Customer Support on **0844 338 8338**, alternatively, by visiting <http://www.thenec.co.uk/exhibitors/exhibitor-guide/products-services/>

Occasionally, Amadeus NEC may (at its sole discretion) permit exhibitors to supply their own alcohol at NEC events. However, permission will not be granted unless it is relevant to the exhibition profile and the exhibitor is willing to comply with certain rules set out by the NEC's Designated Premises Supervisor, who is the person responsible for ensuring NEC's compliance with the Licensing Act 2003.

If you wish to supply your own alcohol at the Exhibition for immediate consumption, and you feel that there is a valid reason (in view of the Exhibition's profile) for you to do so, please complete and return this form including all details. On receipt of this form, NEC's Designated Premises Supervisor and Amadeus representatives will consider your application.

If you wish to sell (for off site consumption only) or supply alcohol at the Exhibition, please complete this application and return it to the Event Catering Key Account Manager **no later than 2 weeks prior to the show opening**. Applications received after this date may not be considered.

In the event that Amadeus NEC grants its permission a charge will be payable by you to cover Amadeus Catering's costs in administering and monitoring compliance with the Licensing Act 2003 (including any necessary inspections and advice). Amadeus NEC will notify you of the relevant

charge, which must be paid in advance of the Exhibition.

The following is mandatory:

- It is a mandatory requirement that any exhibitor supplying alcohol on stand has a personal licence holder present for the duration of the show.
- Amadeus NEC's decision to grant or deny permission is final and no correspondence will be entered into.
- The retail sale of alcohol by the glass or by the sample for immediate consumption is not permitted.

Further information can be found at:

http://www.aev.org.uk/files/catering_july_2013.pdf

Exhibition	_____
Dates	_____
Stand number	_____
Hall	_____
Company Name	_____
Contact Name:	_____
Address	_____
Town	_____
Postcode:	_____
Country:	_____
Telephone:	_____
Fax:	_____
Email:	_____

ALCOHOL TO BE PROVIDED

1. **Sampling** (please specify) Please note that samples should be no more than:

Beer/Cider/Lager/Alco pops []
100ml

Wine/ Champagne 50ml []

Spirits 5ml []

2. **Retailing by the bottle for off-site consumption** (please give details of the product below)

3. **Hospitality for stand visitors** (please give details as requested below)

- Products (eg. wines/beers) –
- Unit sizes (eg. 75 cl bottle/330ml bottle) –
- Total quantity to be brought onto site -

Under the Licensing Act 2003 the Designated Premises Supervisor is responsible for any activity involving alcohol that takes place on the NEC site. As such please take the time to familiarise yourself with the following legal conditions that will be imposed should you decide to proceed

In order to allow you to supply alcoholic beverages during the open period of the exhibition and to comply with the Premises License at the NEC, you hereby agree:-

1. to comply and to ensure that your employees comply with any instructions (whether oral or in writing) of the Designated Premises Supervisor or their representatives either before or during the event open period
2. to comply with the licensing regulations set out in the e guide

3. you will ensure that all of your employees, agents or representatives do not supply any alcohol to:-
 - any person who is under the age of 18 Years (Designated Premises Supervisor
 - may, at their sole discretion raise this age limit to 21 years of age).
 - any person who appears to be under the age limit unless photographic proof of age can be produced via the Challenge 25 Policy
 - any person who appears to be under the influence of alcohol
4. that all persons serving and supplying the alcohol on your behalf will be over 18 years of age (and are able to produce photographic proof of age to this effect if requested by the Designated Premises Supervisor)
5. to display a Challenge 25 sign on your exhibition stand during the exhibition open periods if you are sampling or retailing for off site consumption
6. that alcohol samples must be personally handed to checked show visitors and alcohol samples cannot be freely collected by anyone

For the avoidance of doubt, authorisation granted to sell or supply alcohol may be revoked at any time at the absolute discretion of the Designated Premises Supervisor and will be revoked immediately upon the breach by you of any provision of this agreement and/or any relevant licensing legislation (including, for the avoidance of doubt, the Licensing Act 2003).

No request for the supply of alcohol will be deemed accepted and authorised until written confirmation is provided by the Event catering Key Account manager on behalf of the NEC Ltd. The NEC will provide a copy of the premises licence with the name of the DPS and a Challenge 25 sign (A4).

I understand it will be a mandatory requirement of The NEC, Birmingham that each stand supplying alcohol has a personal licence holder present for the duration of the show.

I accept these Terms and Conditions and declare that I am a duly authorised signatory of the Exhibitor on whose behalf I sign this contract.

Full Name:

Signature:

For and on Behalf of (company):

Copy of Personal Licence enclosed

Please email under separate cover to helen.smailes@amadeusfood.co.uk

For NEC Administration Purposes only

NEC Ltd consents to the supply of alcohol requested in your Intent to Supply alcohol application.

For and on behalf of the NEC Ltd

Full name

Position

Date Received

Date Returned

Copy of Licence Obtained []

Please note this form supersedes all previous Intent to Supply Alcohol forms. Issue date July 2013

Applicable Fees:

Please note that payment is required in advance of the show and that we are no longer able to invoice you direct. Please provide credit card details below and email or fax back during office hours Monday – Friday, 0900 – 1700hrs.

Card No:

Name on card:

Expiry Date:

3 digit security code:

Card Type:

Mastercard

Visa

American Express

Please return this form to:
Jo Dukes
Key Account Manager
NEC Catering Department
The NEC, Birmingham B40 1NT

Telephone: 0121 767 3579

:mail jo.dukes@amadeusfood.co.uk

DEADLINE DATE IS TWO WEEKS PRIOR TO SHOW OPEN

INTENT TO SUPPLY FOOD AND BEVERAGE PRODUCTS

(excluding alcohol)

Amadeus NEC and **foodtoyou**, The NEC's Exhibition Hospitality and on-stand delivery services, are able to meet the requirements of exhibitors and further details can be obtained from the Catering Account Manager assigned to the show. A **foodtoyou** order form can be obtained by calling Sales and Customer Support on **0844 338 8338** or alternatively by visiting:

<http://www.thenec.co.uk/exhibitors/exhibitor-guide/products-services/>

RETAILING AND SAMPLING FOR IMMEDIATE AND/OR OFF SITE CONSUMPTION

The retail sale of food and beverages (Excluding ALCOHOL) for immediate consumption within the exhibition will not be permitted under normal circumstances. However, under exceptional circumstances where the sale is of a core product such activity may be approved subject to payment of a concession fee levied by Amadeus NEC. This fee includes the monitoring of compliance with food safety and health and safety regulations and NEC standards carried out by the in house Food & Safety Support Department.

There are no charges for sampling food and beverage items with maximum 2-bite or 100ml samples or retailing for off site consumption. However, completion of this form is still required for this activity.

To apply for authorisation please complete the following details and return the form to the Catering Account Manager no later than 2 weeks prior to the show with the applicable fee as detailed below.

Permission to retail will not be considered if full details are not provided in advance to NEC Catering.

Exhibition _____

Dates _____

Stand number _____

Hall _____

Company Name _____

Contact Name: _____

Address _____

Town _____

Postcode: _____

Country: _____

Telephone: _____

Email: _____

RETAIL SALE

*Associated charges – for exhibitors supplying (CORE BUSINESS PRODUCTS ONLY) food and beverage items (excluding alcohol) for retail sale for **immediate consumption on the NEC site**:*

Pre-wrapped/low risk foodstuffs	£150.00 + VAT per 3 day show (+ £75 per day thereafter)
Medium risk operation –unpacked products/minimal handling	£125.00 + VAT per day
High risk food preparation or handling (packaged and unpackaged and large scale operations)	independently assessed upon application

Further clarification of the categories above can be found at
http://www.aev.org.uk/files/catering_july_2013.pdf

*There are no charges for exhibitors supplying food and beverage items for retail sale for **off site consumption**, although completion of this form is still required as food safety regulations may apply.*

SAMPLING

*Associated charges – for exhibitors supplying samples of food and beverage items for **immediate consumption on the NEC site**:*

Sampling - Genuine sampling of a company's own product – sampling is defined as maximum 2 bite food item or a 100ml beverage sample. Food safety regulations apply and will be advised upon application.	No charge
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DETAILS OF PRODUCT TO BE SUPPLIED

Please complete as applicable, with a brief description of the product and the quantities being supplied

<ul style="list-style-type: none"> • High risk food preparation or handling [] <p>Comments (if applicable):</p>	
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All companies intending to supply food and beverage products must comply with the following requirements. This is absolutely necessary for the NEC's compliance with Food Safety and Health and Safety.

In order to allow you to supply food and beverage products during the open period of the exhibition and to comply with the Food Safety and Health and Safety Legislation at the National Exhibition Centre, you hereby agree:-

1. To adhere to standards required of you within the e-guide catering section which can be found at http://www.aev.org.uk/files/catering_july_2013.pdf
2. To be registered with your Local Authority food safety department;
3. To act on any relevant request made by the food and safety team at the NEC

For the avoidance of doubt, authorisation granted to sell or supply Goods may be revoked at any time at the absolute discretion of the Amadeus Food and Safety Support Department and will be revoked immediately upon the breach by you of any provision of this agreement and/or any relevant food safety or health and safety legislation.

[] I accept these Terms and Conditions and declare that I am a duly authorised signatory of the Exhibitor/Food Business Operator on whose behalf I sign this contract.

Full Name:

For and on Behalf of (Company)

FOOD SAFETY REGULATIONS

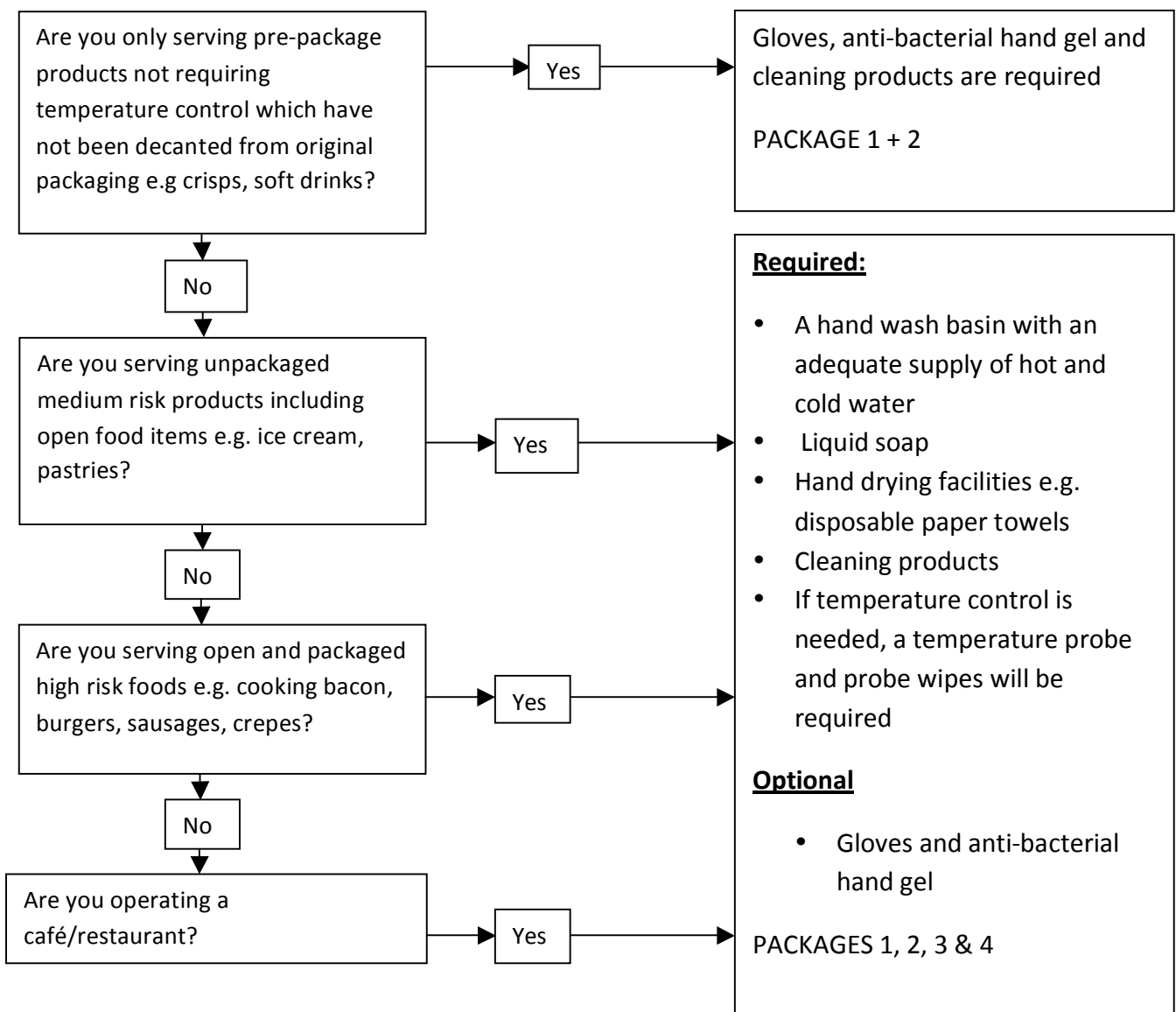
In order to comply with Food Safety regulations, all exhibitors retailing and sampling food and beverage at shows and events or providing food and beverage as hospitality on their stand must ensure that appropriate electrical supply points and appropriate hand wash basins are provided on their stands.

The following table is a guideline as to the type of facilities which should be provided:

Pre-wrapped/low risk foodstuffs - low risk items not requiring temperature control which have not been decanted from original packaging (biscuits, crisps, cakes, soft drinks etc.)	The sale of packaged products will not require hand wash basins but if samples are to be given then hand gel and disposable gloves will be required
Medium risk operation – unpackaged products/minimal handling open food items (Pastries, chocolates, ice cream etc.)	Hand wash basin with adequate supply of hot and cold water, liquid soap and hand drying facilities, waste water collection
Open and Packaged High Risk Foods (Cooking - bacon, burgers, sausage, crepes etc.)	Hand wash basin with adequate supply of hot and cold water, liquid soap and hand drying facilities, waste water collection
High risk food preparation and/or handling - Café /Restaurant operation	Hand wash basin with adequate supply of hot and cold water, liquid soap and hand drying facilities, waste water collection

Hand wash basins must be connected to an electrical supply to adequately heat the water supply to allow effective washing of hands. The use of thermal flasks with hot water is not permitted as is unconnected to a heating source. **These can be provided by the exhibitor or alternatively are available to order in a range of packages detailed below.**

Hygiene Packages For further advice, or to place an order for water and waste, please call our sales line on 0844 3388338.



PACKAGE 1 = £15.00

- Antibacterial hand gel (450ml)
- 2 x boxes of latex-free powder-free gloves (must specify size – S, M, L, XL)

PACKAGE 2 = £10.00

- Blue roll
- Zenith sanitiser spray (750ml) (requires rinsing from food contact surfaces)

PACKAGE 3 = £150.00

- Hand wash basin for length of show
- Liquid soap (450ml)
- Hand towels/blue roll

PACKAGE 4 = £25.00

- Calibrated temperature probe
- Antibacterial probe wipes (x100)

Optional extra = £16.50

- Zenith bactericidal wipes (Tub containing 1500) – these can be used to clean surfaces and utensils and do not require rinsing.

Applicable Fees:

Please note that payment is required in advance of the show as we are unable to invoice these fees. Please provide credit card details below and return by email during office hours (Monday-Friday, 0900 – 1700hrs).

Card No:

Name on card:

Expiry Date:

3 digit security code:

Card Type:

() Mastercard () Visa () Delta () Amex () Switch

Please note this form supersedes all previous Intent to Supply forms.
Issue date: July 2013

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admin@propubs.com

www.ppubs.co.uk

VEHICLE PASS APPLICATION FORM

VEHICLE 1

Name of Driver.....

Name of Company Exhibiting

Registration of Car.....

Stand Number

VEHICLE 2

Name of Driver.....

Name of Company Exhibiting

Registration of Car.....

Stand Number

APPROVED DOUBLE-SIDED FLOOR TAPES
For Carpet and Tiles

Tape Details	Tape Processor	Distributor	Supplier
B7 clear tape carrier marked EXHIBITION TAPE in blue letters	Interfloor Unit J Braintree Road Ind Estate Braintree Road Ruislip Middlesex Contact: 01706213131	Interfloor Unit J Braintree Road Ind Estate Braintree Road Ruislip Middlesex Contact: 01706213131	Melville Exhibitor Sales 0121-780-3025 Exoplan (on site) 0121-780-4511 J T Edwards (on site) 0121-780-2428 Reeds of Coventry 02476-694114 Floorex Carpets 01633-870872
Clear tape carrier marked EXHIBITION TAPE in blue letters	Admiral Tapes Limited Duncan Road Park Gate Southampton SO 31 7GA Contact: Peter Davies 01489-581811	Admiral Tapes Limited Duncan Road Park Gate Southampton SO 31 7GA Contact: Peter Davies 01489-581811	Admiral Tapes Limited Duncan Road Park Gate Southampton SO 31 7GA Contact: Peter Davies 01489-581811

APPROVED DOUBLE-SIDED FLOOR TAPES (cont'd)

For Carpet and Tiles

Tape Details	Tape Processor	Distributor	Supplier
4018 Boma BLUE tape with carrier printed 'NEC APPROVED'	RA Wood Adhesive Tapes Ltd Unit 4851, Rummer Hill Bus Est. Rummer Hill Road Cannock Contact: R Smith 01543-578331	UK Industrial Tapes Unit A Station Approach Off Earls Way Team Valley Trading Estate Gateshead NE11 0ZF Contact: Ruth Welch 0191-487-3255	UK Industrial Tapes Unit A Station Approach Off Earls Way Team Valley Trading Estate Gateshead NE11 0ZF Contact: Ruth Welch 0191-487-3255
704 Double side carpet tape - NEC approved 50m length rolls	Anca industrial Supplies Ltd Unit D4B Coombswood Business Park East Halesowen West Midlands B62 8BH Tel 0121 508 6500 Fax 0121 508 6508	Anca industrial Supplies Ltd Unit D4B Coombswood Business Park East Halesowen West Midlands B62 8BH Tel 0121 508 6500 Fax 0121 508 6508	Anca industrial Supplies Ltd Unit D4B Coombswood Business Park East Halesowen West Midlands B62 8BH Tel 0121 508 6500 Fax 0121 508 6508

APPROVED SINGLE-SIDED CABLE COVER TAPES

Tape Details	Tape Processor	Distributor	Supplier
Yellow cloth/polypropylene with two adhesive edges and centre free of adhesive. Marked CAUTION and in two other languages. Also, marked SLIPWAY in small black letters width 150mm	Le Mark Self Adhesive Ltd 24 Stephenson Road St Ives Huntingdon Cambridgeshire PE17 4NJ Contact: Sarah Marshall 01480-494540	Le Mark Self Adhesive Ltd 24 Stephenson Road St Ives Huntingdon Cambridgeshire PE17 4NJ Contact: Sarah Marshall 01480-494540	Le Mark Self Adhesive Ltd 24 Stephenson Road St Ives Huntingdon Cambridgeshire PE17 4NJ Contact: Sarah Marshall 01480-494540

APPROVED ONE-SIDED EMERGENCY GANGWAY TAPES

Tape Details	Tape Processor	Distributor	Supplier
<p>Yellow PVC carrier marked EMERGENCY GANGWAY in black letters</p>	<p>UK Industrial Tapes Unit A Station Approach Off Earls Way Team Valley Trading Estate Gateshead NE11 0ZF</p> <p>Contact: Ruth Welch 0191-487-3255</p>	<p>UK Industrial Tapes Unit A Station Approach Off Earls Way Team Valley Trading Estate Gateshead NE11 0ZF</p> <p>Contact: Ruth Welch 0191-487-3255</p>	<p>UK Industrial Tapes Unit A Station Approach Off Earls Way Team Valley Trading Estate Gateshead NE11 0ZF</p> <p>Contact: Ruth Welch 0191-487-3255</p>
<p>Yellow PVC carrier marked EMERGENCY GANGWAY in black letters</p>	<p>Fax A Floor 656 Chester Road Erdington Birmingham B23 5TE</p>	<p>Fax A Floor 656 Chester Road Erdington Birmingham B23 5TE</p>	<p>Kingdom Show & Floor Services</p> <p>Block D NEC Birmingham B40 1NT</p> <p>Contact: Roger Piff 0121-767-3433</p>

			07971-160001
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