

THE
SCOTTISH
WEDDING
SHOW
24 – 25 February 2018

INTRODUCTION TO YOUR MANUAL

Dear Exhibitor,

**The Scottish Wedding Show
24th & 25th February, SEC, Glasgow**

This manual has been compiled to assist you with the planning of your stand at The Scottish Wedding Show at SEC, in February. Please take your time to read it through carefully, as it will save you last minute inconvenience and expense.

We are here to assist you on any matter relating to the exhibition, therefore please feel free to contact any member of the Organising team with any queries.

Yours faithfully,

Jennifer Singleton
Operations Manager

ORGANISING TEAM – CONTACT DETAILS

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Website

www.thescottishweddingshow.com

Organised by



Scottish Event Campus
Glasgow G3 8YW

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THE SCOTTISH WEDDING SHOW, HALL 4 – EXHIBITION TIMETABLE

BUILD-UP

Thursday 22 nd February	0800 hrs – 2000 hrs	Access for Space Only & Car Exhibitors*
Friday 23 rd February	0800 hrs – 2000 hrs	Access for Space Only & Shell Scheme Exhibitors (Car Exhibitors may access to dress stands only)

* We will contact all car exhibitors prior to build up to schedule your arrival times.

Build up will finish at 2000 hrs on Friday 23rd and the hall will close.

OPEN DAYS

Saturday 24 th & Sunday 25 th February	1000 hrs – 1700 hrs
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Exhibitors can access the hall from 0800 hrs each day.

BREAKDOWN

Sunday 25 th February	1701 hrs – 2300 hrs Removal of all exhibits & breakdown of Shell Scheme & Space Only stands
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No dismantling of stands should start before 1700 hrs on Sunday 25th February.

The entire contents of your stand **must be cleared by midnight**. If you leave anything in the hall the SEC will charge to dispose of it, so please plan to remove any unwanted magazines etc.

QD Events are not responsible for any exhibits left in or outside the Exhibition Hall.

The show will close at 1700 hrs on Sunday and breakdown will commence. At this time, vehicle doors will remain down however during this time exhibitors can hand carry goods through the pedestrian doors to the service yard.

Power to the stands will be switched off approximately 15 minutes after the show closes. Children under the age of 16 yrs are NOT permitted in the hall during the breakdown period. Please make other arrangements for your children once the show closes.

A – Z GENERAL INFORMATION

ACCOMMODATION

There are several hotels situated close to the SEC, and Glasgow offers a wide choice of hotels, guest houses and Bed and Breakfast accommodation. Recommended Hotels:

Crowne Plaza Glasgow is a modern and stylish hotel overlooking the River Clyde, with a direct link to the Scottish Event Campus (SEC). To enquire or book a room visit:

www.crowneplazaglasgow.com

Hilton Garden Inn is situated next to the SEC and offers a choice of 164 rooms. To enquire or book a room visit:

<http://hiltongardeninn3.hilton.com/en/hotels/united-kingdom/hilton-garden-inn-glasgow-city-centre-GLACCGI/index.html>

Campanile Hotel offers comfortable rooms and is situated in an ideal location for the SEC. To enquire or book a room visit:

<http://www.campanile-glasgow-SEC.co.uk/en/index.aspx>

Premier Inn Pacific Quay is located a short walk across Bells Bridge. To enquire or book a room visit:

<http://www.premierinn.com/en/hotel/GLAPAC/glasgow-pacific-quay-SEC>

ALCOHOL - SAMPLING

Exhibitors intending to sell or provide samples of alcohol should refer to the application form located within the order forms section of the Exhibitor Zone, complete this and return to the SEC asap. You will not be able to sample alcohol unless the SEC has received the information required.

AUDIO VISUAL EQUIPMENT

For further information on hiring video/audio-visual equipment please contact:

Cameron Presentations
Unit 4/5 West Street Trading Estate
Glasgow G5 8LG

Tel.: 0141 420 6500
Fax.: 0141 420 6900
Email: info@cameronpres.co.uk

BANKING

Clydesdale Bank provides visitors to the SEC with 2 free of charge ATMs which are located on the main concourse adjacent to the Box Office. There is also an ATM at the shop on the main concourse; however, this does charge an administration fee for some services.

CAR PARKING

During the open period, the exhibitor's car park will be car park 5. Access to the car park is via the service road and in through the manned gatehouse. **The Organisers will provide each exhibiting company with one car park pass per stand.** All other cars will be directed to the new multi storey car park where the rate to park is £8.00 per vehicle per visit - payable on exit.

Exhibitors wishing to off load or re-stock will be directed to the appropriate area and then re-directed when off-loaded to the car park.

CAR/VEHICLE EXHIBITS

All vehicles being exhibited at the show must:

- Contain no more than 2 litres of fuel
- Have locked filter caps and drip trays
- Have the battery removed or the battery leads disconnected and the terminals taped

These important health and safety conditions must be observed, as any infringement may lead to the vehicle being withdrawn from the Hall. The Organisers appreciate your co-operation.

CARRIER BAGS (SINGLE USE)

From the 20th October 2014 single-use carrier bags cannot be given away free of charge. A minimum charge of 5p per bag must be charged when people buy goods. Failure to do this would constitute an offence.

The Scottish Government is encouraging businesses to donate the proceeds to a good cause and have asked that businesses sign up to the Carrier Bag Commitment.

There is no charge if the bag is to contain promotional material only.

CATERING

Catering services at the SEC are under the control of SEC Food and all enquiries should be addressed to:

SEC Food
Tel.: 0141 576 3140
email: angela.humphreys@sec.co.uk

STAND CATERING

Alcohol, drinks, consumables, etc., required by Exhibitors on their stands **MUST** be obtained from SEC Food who have sole catering rights at the Campus. To place an order, visit:

<http://secc.standdelivery.co.uk/>

CLEANING

We would encourage all exhibitors to make use of the recycling stations which will be located at the rear of the hall. It is your responsibility to remove any rubbish generated from the set up/breakdown of your stand.

Exhibitors must remove any materials and waste produced by working demonstrations, or stand fitting materials, pallets, crates etc.

All stands will be hoovered before the show opens each day. If you do not wish your stand to be cleaned, you must advise the Organisers before the event.

If you have any special cleaning requirements, please contact:

Andrew Burton	Tel.: 0141 248 3000
SEC	Fax: 0141 226 3423
Glasgow G3 8YW	email: andrew.burton@sec.co.uk

CREDIT CARD/PDQ MACHINES

PDQ machines are available to hire from:

WTS Wireless Terminal Solutions
Tel.: 0845 404 5392/ 0203 185 1017
Contact: Mark Holmes
Email: mark@wirelessterminalsolutions.co.uk

Please refer to website - order forms section in the Exhibitor Zone.

DAMAGE & LOSS OF PROPERTY

The Organisers accept no responsibility for damage to or loss of any properties introduced by Exhibitors or Contractors. Exhibitors are especially warned that all exhibits are the sole responsibility of the Company/Individual to whom they belong. Exhibitors must arrange their own insurance against all risks. The strongest possible precautions against opportunist theft should be taken always.

DELIVERY OF GOODS & VEHICLE EXHIBITS

Neither the Organisers nor the SEC can accept deliveries on an Exhibitor's behalf and arrangements **MUST** be made for a representative to be available when deliveries are made.

All deliveries should be addressed as follows:

(EXHIBITORS COMPANY NAME, STAND NUMBER)
THE SCOTTISH WEDDING SHOW
Hall 4, SEC
Glasgow G3 8YW

DILAPIDATIONS

Exhibitors are reminded that they will be charged for making good any damage to the Halls or part of their stand such as paint marks, carpet tape, bolt, screw or nail holes, etc. Nothing can be fixed to the fabric of the building.

DISTRIBUTION OF LEAFLETS

Exhibitors must conduct business and distribute leaflets/literature only from their stand and not in the gangways or any other part of the Halls or outside areas. Stand sharing is not permitted at the show, therefore the distribution of leaflets for any other company from your stand is not allowed. Please ensure all staff working on your stand is made aware of these rules.

ELECTRICAL INSTALLATIONS

GES Ltd has been appointed as the Official Contractor and they must carry out all electrical work. The installation of electrical work by any persons other than GES is expressly prohibited. No person other than a member of GES staff may alter or otherwise interfere with electrical installations.

Detailed below are guidelines for socket loading. It is important you order/upgrade to the correct size loading for your power requirements, as alterations on site will be subject to additional charges.

- 500W (2.5amps) Suitable for TV, DVD players, or up to 5 x exhibitors' own spotlights
- 1000W (5 amps) Suitable for turntables, or up to 10 x exhibitors' own spotlights
- 2000W (10 amps) Suitable for small machines
- 3000W (13 amps) Suitable for kettles, water heaters

Electrical supplies will be switched on at 0900hrs each morning of the open period and switched off 15 minutes after the close of the exhibition each night. If you require the power to be on continuously, then please be sure to order a 24hr supply on the electrical order form. Exhibitors using heavy machinery, refrigerated cabinets and/or requiring a 24hr supply should contact GES to establish the correct size loading for their needs.

Details of standard electrical fittings and prices can be found in the exhibitor order forms section of the website, which should be completed and returned to:

Global Experience Specialists (GES) Ltd
Silverstone Drive
Gallagher Business Park
Coventry CV6 6PA

Tel.: 02476 380180
email: customerservice@ges.com

Alternatively, you can order online by visiting: <http://www.ges.com/eu/find-your-show>

Order by 27th January to get the best rates. Ordering onsite incurs a 20% surcharge.

If you require electricity during the early stages of build up, a temporary electrical supply will be required, and this can be ordered directly with GES Ltd. **Please note that petrol generators are not allowed in the Halls of the SEC.**

All stands that have electricity (lighting, sockets, etc) will require an RCD box to be fitted somewhere on the stand area. In addition to this, one electrical mains box is also required for every block of stands – see below. The placement of the mains box will depend on the SEC's ducting but must be easily accessible. In the case of shell scheme stands, unfortunately, it cannot be lifted on top of the ceiling grid due to health and safety regulations.



The picture to the left shows the mains box positioned on the left-hand side and the RCD box positioned on the right-hand side.

EMERGENCY EXIT DOORS

Exhibitors are asked to note that, during the exhibition open period, the Emergency Exit Doors in the Halls can only be used for entering from 0800 - 0930 hrs. After that time, Exhibitors must enter the Halls by the Concourse Doors only.

FREIGHT FORWARDING/LOGISTICS

If you wish to arrange to have goods collected and delivered to and/or from the exhibition, please contact the following logistics company who will be happy to quote for this service:

Stevie Cameron Event Logistics Ltd
1 Tennant Avenue
College Milton South
East Kilbride
Glasgow G74 5NA

Tel.: 01355 238 559
email: info@cameronlogistics.co.uk
Contact: Stevie Cameron
Mobile: 07973 504 492

FURNITURE

Exhibitors wishing to hire furniture for their stand can contact the officially appointed Contractor:

Global Experience Specialists (GES) Ltd
Silverstone Drive
Gallagher Business Park
Coventry CV6 6PA

Tel.: 02476 380180
email: customerservice@ges.com

Follow this link to their online brochure: www.ges.com/eu/brochure2018

HEIGHT RESTRICTIONS

Within Halls 2 and 3 at the SEC the clear height is 9m. Within Halls 4 and 5 at the SEC the clear height is 9m, however there are sections of the roof that are elevated and the height in these areas are 15m in Hall 4 and 14m in Hall 5. All shell scheme stands will be built to a height of 2.5m.

I.T. SERVICES

Exhibitors wishing to hire PCs, or arrange Internet connections, should contact the technical services department of SEC:

Technical Services Department
SEC
Glasgow
G3 8YW

Tel.: 0141 248 3000
Fax: 0141 226 3423
Email: technical.services@sec.co.uk

INSURANCE

Whilst we take every precaution to protect your property during the event, the Organisers are not responsible for any loss sustained by Exhibitors from fire, theft, damage or any reason, or for personal injury or loss to or by any person employed by the Exhibitor or any third party. Therefore, Exhibitors must cover themselves with sufficient insurance cover. This can be arranged via your own insurance company. Please refer to the terms and conditions on the reverse of your contract detailing that you must have Public Liability Insurance in place and a copy of the certificate should be sent to the organiser prior to the show.

LIFTING SERVICES

Exhibitors requiring any fork-lifting services to off-load deliveries of brochures etc, should arrange this **in advance** with the SEC:

Technical Services Department
SEC
Glasgow G3 8YW

Tel.: 0141 248 3000
Email: sandra.mcdowall@sec.co.uk

MAINTENANCE

During the open period, the Halls will be open for the delivery of stock and for refurbishing stands from 0800 - 0930 hrs.

The opening of Vehicle Entry doors within the Halls is strictly prohibited during the open hours of the exhibition.

MICROPHONES

The use of microphones on stands is not permitted.

MUSIC

Stands wishing to publicly play pre-recorded music from radio, digital media players, CD's, tapes etc. on stands or other areas, or through the public-address system must obtain the necessary licence directly from both:

Phonographic Performance Ltd (PPL) (record companies & performers)

Tel.: 02075 341 000; info@ppluk.com

and

Performing Rights Society Ltd (PRS) (songwriters & composers)

Tel.: 0845 309 3090; musiclicence@prs.co.uk

Stands wishing to publicly show video or DVD recordings must apply for a licence directly to Video Performance Ltd, in addition to PPL & PRS.

NAMEBOARDS

All shell scheme stands are provided with a nameboard bearing the exhibiting company's name in standard script. **Please complete the nameboard order form and return it to GES to ensure the correct name appears on your board.** If this form is not returned, the name of the company as it appears on your contract will be shown. A charge will be made for any onsite changes. Please note exhibitors are not permitted to attach any of their own signs to the fascia of the stand. Please contact Andrew Waters-Peach on 02476 380 064 or scotlandnameboards@ges.com with any queries relating to nameboards.

NIGHT SHEETS

Night sheets to cover your stands overnight can be hired from GES Ltd but are not supplied with the Shell Scheme package. Where they are used, they must be removed 15 minutes before opening each day and stored out of sight until the show closes. All stands must be uncovered during the open hours of the show. **To order a night sheet, please contact GES Ltd** (details on page 7).

ORGANISERS OFFICE

The Organisers Office is situated beside entry door 4a just off the main concourse and will be open from Wednesday 21st and throughout the show until Sunday 25th February.

PASSES & BADGES

All personnel working in the Halls must be familiar with the 'Site Induction Form' and wear the identity badges/wristband, provided by the Organiser, at all times during the build-up, breakdown and open period of the Exhibition. Security staff will have instructions to deny access to the Halls any person not carrying the relevant ID. This applies to Exhibitors and contractors.

Follow this link to the Site Induction form <http://www.thescottishweddingshow.com/site-induction>

CHILDREN AGED 16 AND UNDER ARE NOT PERMITTED IN THE HALLS DURING BUILD UP OR BREAKDOWN FOR HEALTH & SAFETY REASONS. ALL CHILDREN IN THE HALL DURING THE OPEN PERIOD MUST WEAR AN EXHIBITOR BADGE. PLEASE ENSURE THAT CHILDREN ARE KEPT WITHIN THE STAND AREA.

Please complete the Passes & Tickets section online.

Exhibitor Badges

An exhibitor badge is required for each member of staff working on your stand and badges are non-transferable – they are valid for the build up, open, and breakdown periods of the event.

Complimentary Tickets

A small allocation of Complimentary Tickets will be sent to each exhibiting company. These tickets should be given to family, friends and customers you wish to visit the show. They should **not** be given out during the show to visitors who want to pay to enter. Your co-operation is much appreciated.

Please login to the Exhibitor Zone within the website to order badges as soon as possible so these can be processed. Passes will be mailed out approximately 2 weeks prior to build up.

PHOTOCOPY SERVICE

A photocopy service for exhibitors is available from the Information and Business Centre, located on the main concourse of the SEC.

PLATFORMS

Exhibitors intending to build a platform should note that the general height should not exceed 100mm. Where platforms are used, ramps must be provided to facilitate access by disabled visitors.

POSTAL SERVICE

There is a mail collection box at the SEC situated outside the east entrance.

PRESS ENQUIRIES

All Press enquiries should be made to:

Marie Hunter
marie.hunter@gdevents.co.uk
Tel.: 0141 576 3881

If you have information regarding new products or services, which might be of interest to the media, please submit details in the form of a press release.

PUBLIC ADDRESS SYSTEM

The public-address system is for official announcements only; it is not available to Exhibitors or visitors.

RIGGING SERVICES

Any exhibitor requiring rigging, dropwires etc. should:

(i) Submit the order form to the Technical Services Department of the SEC, at least 14 days prior to the commencement of build-up of the exhibition, giving full details.

(ii) Outside companies contracted to conduct rigging work must submit proof of public, employer and product liability. Rigging plots, test certificates and loading calculations (if appropriate) must be lodged with the Technical Services Department of the SEC, at least 14 days prior to the commencement of the build-up.

SECURITY

The security provided by the Organisers is designed to prevent unauthorised access to the Halls – not to secure the contents of your stand. There will be internal security patrols, but the Organisers cannot accept responsibility for exhibits. Exhibitors should not leave their stand unattended while the Halls are open and are advised to take precautions to protect their products.

SECURITY ADVICE

Do not leave handbags, mobile phones or other valuables unattended on your stand.

Do not leave your stand unattended at any time.

Lockable night sheets are available to hire from GES Ltd.

Exhibitors may provide their own security guards on their stand if the Organisers are advised in writing before the build up.

SHELL SCHEME

At The Scottish Wedding Show, a shell scheme stand is a 2.5m high ready built stand consisting of white walls, fascia to each open side, ceiling beams and name sign. The stand is constructed throughout in a silver framed Sodem system incorporating white wall panels. Included in the shell scheme package is carpeting, nameboard, and an electrical package depending on size of stand. A full specification of the shell scheme stand can be found in the Exhibitor Zone online.

The Shell Scheme will be provided by:

Global Experience Specialists (GES) Ltd
Silverstone Drive
Gallagher Business Park
Coventry CV6 6PA

Tel.: 02476 380180
email: customerservice@ges.com

SIGNAGE

GES offer a full signage and graphics service and can be contacted as follows:

Graphics Dept Tel: 02476 380 057
Fax: 02476 380 427
email: Exhibitorservices4@ges.com

SKIP HIRE

If you are not intending to remove all stand materials for further use, then you should arrange for the hire of a skip for unwanted materials. The SEC cleaning company is not responsible for the removal of walling, timber etc. used in stand construction. For costs of skips please contact:

Andrew Burton
SEC
Glasgow G3 8YW

Tel.: 0141 248 3000
Fax.: 0141 226 3423
Email: andrew.burton@sec.co.uk

SPACE ONLY STANDS

SIMPLE SPACE ONLY STANDS (UNDER 4m HIGH)

Stand Layout

All simple space only stands must provide a plan showing dimensions and positions of entrances/exits, walling, storage areas, decking, steps and major exhibits. They must also submit a Risk Assessment and Method Statement. No less than 40% of the area of the stand must remain entirely clear. Exhibits should be arranged in such a way as to promote easy exit from the stand area and there should be no more than 15m from any point on the stand to a point that can take you to the nearest exit.

Height Restrictions and Walling

The maximum height to which you may build is 4m. If you intend to construct a stand that rises above the height of 4m, please contact the Organisers. A continuous run of more than 6m of walling is not permitted unless it is a shared wall dividing two stands or there are sufficient exits and travel distances.

COMPLEX SPACE ONLY STANDS/ RAISED STRUCTURE/ WALLING OVER 4m

Complex space only stands are defined as; stands exceeding 4m in height, double decker / multi-storey stands, stands incorporating stairs or staircases, any stand with a platform or decking over 600mm above the floor level to which people have access, viewing / service platforms, and rigging and suspended items e.g. lighting rigs, raised walkways / ramps, sound / lighting towers.

Complex space only stands must provide two copies of all plans, structural calculations and a construction method statement (including stairways, balustrades and other guarding). In some cases, the plans may have to be approved by the Glasgow City Council Planning Department, but all plans should be submitted to QD Events Limited in the first instance. Where appropriate, a certificate of the result of any test carried out on any material or substance which is to be used relating to the stand must be supplied. Please state any provision to be made in the structure of the stand for protection against fire and flame spread.

If you require further information or indeed need any point clarified, please contact the Operations Dept at QD Events on 0141 576 3886/3359 who will be happy to assist you.

General Stand Information:

- **Banners**

Stands are permitted to hang their own banners above stands. The following restrictions apply:

- Banners must be no larger than 5m long x 2m wide
- Banners must be hung in the centre of the stand unless there is more than one banner on the stand or there is an obstacle such as a lighting rig preventing this. Banners cannot be hung over gangways.
- Banners must be hung 4m from the ground to underside of the banner
- All rigging of banners must be ordered and paid direct with SEC Technical Services. Please see the form at the rear of the manual.

- **Balloons**

All balloons must be secured by some means. Helium 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 ceiling.

- **Boat Exhibits & Access**

If visitors are to be given access to a boat exhibit, appropriate steps must be used which would include handrails. Step ladders and integrated boat steps are not deemed adequate for visitor access. All boat exhibits requiring cradles must be suitable and sufficient to cope with large live loads that visitors can subject the boat to, or when being skated into position. Details of boat cradles must be submitted with your stand plan layout.

- **Caravan Skirting**

All caravan holiday homes and park homes must be fitted with skirting to an acceptable standard that will prevent access below exhibits. Skirting may be required for touring caravans where there is substantial wiring beneath. A floral display is acceptable as skirting.

- **Carpet**

All stands are supplied with carpet.

Bolting, fixing or screwing to the Hall floor or walls is prohibited.

- **Dilapidations**

The use of nails, screws or bolts as fittings to the Hall floor and walls is strictly forbidden. You 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.

- **Fabrics**

Textile fabrics used for interior display purposes on the stand must be flameproofed or already treated with an approved chemical when purchased, in accordance with BS5348. 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.

- **Generators**

Petrol generators are not allowed in the Halls of the SEC. If you require power during the build-up a temporary electrical supply will be required and can be ordered directly with GES Ltd.

- **Platform Floors**

The general height of a platform should be 100mm and should provide a ramp enabling disabled visitors and visitors with pushchairs access to the stand. Platforms must be of a strength and stability to carry and distribute the weight of the stand fittings and exhibits with regards to the loading limits of the floors. A platform may be necessary to cover some electrical installations and is the responsibility of the exhibitor.

- **Shared Walling**

If a wall is marked on the plan between two exhibitors by a solid line, space only exhibitors must construct a wall of at least 2.5m and dress both sides to the satisfaction of the Organisers. The tops of stands must be finished tidily where they are visible from the floor.

- **Stand Dressing**

Artificial plants and flowers are combustible and give off fumes and must not be used. Silk type flowers are acceptable providing they have been fireproofed to BS476-Part 7 and are marked as such. Cellulose paints are flammable and must not be used in stand dressing. It is prohibited for any part of your stand or exhibits to project onto the gangways or onto an adjacent stand.

- **Stand Plans**

The show requires for every space only stand to have a stand plan inspected by QD Events Limited prior to coming onsite. All plans, calculations and documentation must be in English and should clearly state the exhibiting company's name and stand number and the name and contact number of the responsible contractor. All drawings must show the scale used, which must be no less than 1:50.

A copy of your stand design and plans should be sent to the Organisers no later than Friday 2nd February 2018 along with details of the name and address of the stand building contractor.

- **Stepped Access / Handrails**

All steps should be constructed from suitable materials and be 'fit for purpose'. They must be made of non-slip material and all edges should be highlighted. The riser between each step should be consistent and no greater than 180mm. The tread should be no less than 280mm. The Building regulations for handrails are that they must be provided every 1.8m for steps over 600mm. We would advise that this guideline also be followed for steps under 600mm.

- **Tent Exhibitors**

Exhibitors displaying tents **must not fix tents direct to the floor surface**. Platform floors must be used or some kind of surface which will protect the Hall floor. Exhibitors will be charged to repair any damage caused by fixing tents to the floor. Please see dilapidations. Please contact GES Ltd direct if you have any queries on platform floors, electrics or lighting.

- **Timber used in stand construction and displays**

Timber under 1" thick used in stand construction and displays must be impregnated to Class 1 Standard. Boards, plywood, chipboard etc. must be treated in the same way if they are under ¾ "thick. Timber over 1" thick need not be treated. Treated boards will have the BS476 Class 1 marked.

Below are some key points to consider when planning your stand:

- Put the name of your company and stand number on each open front of the stand. This will enable visitors to identify your stand easily.
- It is advisable to have a reasonable amount of light on your stand, either to highlight your products or simply to make the stand look more inviting to passing visitors.
- All dividing walls must reach a minimum height of 2.5 metres. The back of walls exceeding this height must be dressed down to a height of 2.5 metres above floor level. If you wish to make use of a neighbouring exhibitor's shell scheme wall, you must first obtain written permission from that exhibitor and a copy of that agreement must be submitted to the Organisers.
- Any walls or signs that are above 2.5 metres high that directly back or side onto a neighbouring exhibitors' stand, should ensure that the elevation overlooking the neighbouring exhibitor is left blank.
- To determine how many walls you have to build, please look at the show floorplan. It will show one, two or three open fronts. If you have three open fronts, then one back wall must be built.
- It is prohibited for any part of your stand or exhibits to project onto the gangways or onto an adjacent stand.
- If you have appointed a contractor to build your stand, please ensure they have details of the build-up and breakdown times and contractor passes.

SPECIAL STAND SERVICES

Exhibitors requiring Compressed Air, Television Aerials or Water and Waste Supplies on their stand should complete the relevant form at the back of this manual and return it to:

Technical Services Dept	Tel.:	0141 576 3353
SEC	Email:	sandra.mcdowall@sec.co.uk
Glasgow G3 8YW	Contact:	Sandra McDowall

STAND MANNING

All stands must be manned throughout the open hours of the Exhibition. Publicity material and notices may only be displayed on and distributed from the Exhibitor's own stand. **Canvassing in the gangways, public areas of the building, car parks and approaches is expressly prohibited.**

TELEPHONES

Exhibitors requiring a telephone line on their stand should contact:

Technical Services Dept	Tel.:	0141 576 3353
SEC	Email:	sandra.mcdowall@sec.co.uk
Glasgow G3 8YW	Contact:	Sandra McDowall

Telephones lines must be installed early in the build up, so orders should be submitted straight away to avoid disappointment. Please refer to the website – order forms section in Exhibitor Zone.

TROLLEYS

Please note that trolleys for handling exhibits, brochures, etc. are not available from the Organiser's Office or SEC and Exhibitors are therefore advised to make their own arrangements.

VISA SUPPORT

If you require a letter to support your visa application, please contact the Organisers.

Wi-Fi

WiFi is free within the SEC; you simply login with your email address for access. Alternatively, exhibitors can purchase a hardwire internet connection. This service is supported by the venue's IT team. The charge for a 10mb hardwire connection is £256.25 + VAT for the 1st connection, and then £76.88 + VAT for every subsequent connection.

All orders can be placed through Technical Services:

Technical Services Department
SEC
Glasgow G3 8YW

Tel: 0141 248 3000
Fax: 0141 226 3423
E-mail: technical.services@sec.co.uk

WARNING Regarding Communications from Fairguide & Expo-Guide

It has come to our attention across many UK exhibitions including our own that exhibitors (previous and current) are being contacted by third parties claiming to be collating an exhibitor's directory. Please ignore their correspondence as this is a scam. The companies in question also claim to be offering online services and use a form which resembles an organiser's free catalogue listing service, inviting exhibitors to sign and return the form for an entry in a directory.

Please ignore any communication from **Fairguide and Expo-Guide**.

Please also see the following AEO website link for further information:

<http://www.aeo.org.uk/expoguide>

HEALTH AND SAFETY

Site Induction Form

No exhibitors or contractors will be permitted to work within the halls without reading and acknowledging the Health & Safety section located within the Exhibitor Zone. Follow the link to access this section <http://www.thescottishweddingshow.com/site-induction>

Site Rules

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 QD Events Limited 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 period is forbidden.

Animals

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

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 see page 12.

Compressed gases (e.g. LPG)

Use of gases will only be permitted where essential and by exception and these must be registered as a special risk. A certificate of installation by a CORGI registered fitter is required for LPG installations. Only one cylinder can be kept on the stand at any one time. Cylinders which have never contained gas (as opposed to cylinders which have been emptied) may be used for display purposes.

Dust

Dust must be kept to a minimum. Dust extraction must be used, where fitted, on power tools.

Electrical

Exhibitors and contractors must comply with The Electricity at Work Regulations, the IEE Wiring Regulations, the EVA Electrical Regulations and the venue's electrical regulations.

Competent and qualified electricians must carry out all work and all temporary installations must be protected by an RCD and inspected before power is supplied to the stand.

There should be sufficient correctly installed and rated power sockets to preclude the use of extension leads and long trailing flexes. If essential, extension leads must be correctly fused and limited to one per socket. Multi-sockets must not be used.

All electrical trunking must be clearly marked with white or striped tape.

Electrical supplies will be switched on at 0900 hrs each morning and switched off 15 mins after show close each night. Therefore, if you require a 24hr power supply, please remember to pre-order your requirements with the electrical supplier.

Emergencies

See emergency procedures on page 23 and ensure these are distributed to all your staff.

Entrances / exits on stands

Entrances / exits must be a minimum of 2.5m and emergency exits must be at least 1.5m wide. Exits with doors opening directly onto a gangway must be recessed into the stand. There should be a distance of no more than 12m to the nearest exit from any point on the stand.

Fire

All materials used for the construction of stands and stand interiors must be fireproofed. All fabrics dressing stand walls or ceilings should be fire retardant. The Health & Safety Executive also recommends that each stand is equipped with a fire extinguisher and a first aid kit. Any person, whether Exhibitor, Staff, Contractor or worker discovering an outbreak of fire, however slight, should make immediate use of the SEC fire alarm system and if safe to do so, endeavour to quench the fire using extinguishers located throughout the Hall. The Organisers should be notified immediately.

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 build your stand with 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. There are fire extinguishers placed around the Halls. 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.

Please ensure that you include a fire risk assessment with your main stand risk assessment.

First Aid

First Aid is supplied by the venue and the Medical Centre is located on the main concourse. To report an accident please call Control on 0141 576 3290. **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.

Food Safety

Exhibitors have a duty to ensure proper food hygiene to guard against contamination and food poisoning. If you will be sampling, preparing or selling food on your stand, please contact the organisers for information on your requirement under the Food Safety Act.

Fumes

Exhibitors and contractors have a duty to exercise proper controls over the release of noxious fumes and if necessary carry out a COSHH assessment. Please be aware of fumes from paint and spraying equipment. Engines of vehicles in the Halls must not be left on idle. Where this is unavoidable i.e. for cranes, the lifting supervisor is responsible for ensuring the combustion fumes do not build up in the Halls, service tunnels and basements as a result.

Gangways

The gangways used in this show are the minimum permissible by law. Exhibitors and contractors are not to dump items in the gangways. All waste other than small items must be removed by the contractors. Designated emergency gangways must be kept clear at all times. Lifting contractors are not to set down loads in designated emergency gangways. 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.

Hanging Wires

Hanging wires are not to be left hanging below head height and must be marked with tape.

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. Exhibitors must declare the use or display of hazardous substances as a special risk.

Hot Works

All hot works must be subject to a hot working permit obtainable from the Information Desk on the main concourse.

Lifting/Forklifting

A competent and approved lifting contractor has been appointed. All lifting and fork lifting must comply with The Lifting Operations and Lifting Equipment Regulations (LOLER).

Lighting

Low level spotlights and floodlights etc. must be guarded to prevent risk of injury or bulbs that don't produce heat should be used instead.

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 taken following a risk assessment to reduce any chance of injury to the lowest level reasonably practicable.

Moving Vehicles

All reversing vehicles must be guided by a banksman. Engines are not to be left on idle in the Halls. Where this is unavoidable i.e. for cranes, the lifting supervisor is responsible for ensuring the combustion fumes do not build up in the Halls, service tunnels and basements as a result.

Personal Protective Equipment (PPE)

Suitable clothing should be worn relevant to the job 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 SEC in any area.

Special Effects e.g. Smoke, Lasers, Pyrotechnics, and Strobes

All special effects must be treated as special risks and are subject to strict controls in accordance with a risk assessment and the appropriate legal requirements. Further information can be obtained on these from the organiser.

Temporary Steps

Temporary steps leading to and from exhibits must be sturdy, secure and safely positioned. Steps should cover the width of the door / access to the exhibit. Where necessary they should be secured to prevent slipping and to account for the differences between the stand flooring and the surface they are specifically designed for.

During the day they should be checked regularly (and a written log kept) to ensure that they are still in the correct and safe position. The Organisers will carry out an onsite check and any steps deemed to be unsafe would have to be replaced. To avoid this inconvenience and additional expense, you are advised to ensure that any steps are suitable before arriving at the venue.

Work Equipment and Tools

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.

All dangerous moving parts such as circular saws must be guarded with controls to prevent unauthorised use. The use of battery powered tools is strongly encouraged to reduce trailing cables and risk of electrical hazards. Power tools are to take power from the 110v centre tapped earths provided and not from cleaner's sockets which are 240v. Those using mains powered tools must ensure that cables are not trailed across aisles. All portable electrical equipment must be subject to a suitable portable equipment-testing regime.

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.

Water Features

Water features which create mists and sprays such as fountains and spa baths create the risk of the spread of Legionella bacteria in air which causes Legionnaire's disease. Any such feature is a special risk requiring a separate risk assessment detailing how the risk is controlled through water treatment and testing. Water and waste must be ordered.

Working at Heights

Working at height is to be in accordance with LOLER and the Working at Heights Regulations. As such, all working at heights is subject to risk assessment.

- All rigging from the roof is to be carried out by the official rigging contractor.
- All working platforms are to have a guard rail, mid rail and toe board. Tools are to be kept on lanyards as far as is reasonably practicable.
- Static and mobile access working platforms must be fit for purpose (see Working platforms).
- Separate risk assessments are required for working on a live edge (before rails are in place). In such cases fall arrest equipment must always be used.
- Operatives working at height other than on a static working platform designed for that purpose (e.g. scaffold) must be clipped on.
- Operatives working at height must have suitable head protection e.g. bump caps.
- Ground access to areas in the vicinity must be controlled to prevent persons accidentally walking directly under high works. Ground workers in the vicinity must not work directly under high works and wear suitable head protection e.g. hard hats

Working Platforms

All Mobile Elevated Work Platforms (MEWPS) must comply with LOLER and have had a Thorough Inspection (TI) in the previous 6 months.

- All working platforms are to have a guard rail, mid rail and toe board.
- Mobile access towers must be correctly constructed.
- Mobile access towers must be fit for purpose. Outriggers are to be used correctly with the correct height to width ratio (3.5 x shortest base width indoors and 3 x shortest base width outdoors).
- Mobile access towers may not be moved whilst in use and wheels must be locked off.
- Ladders must be footed or tied off and used in accordance with Construction (Health Safety and Welfare) Regs. The use of domestic ladders and steps is strictly forbidden.

All the above is a summarised guide. For full details on any aspect you must seek professional advice. If you do not know who to contact that please seek advice from the QD Events staff.

4. SEC Emergency Procedures

If an emergency occurs during the open period of the show, which results in an evacuation of the premises, it is important that everyone is aware of the procedures that will be adopted.

As exhibitors, we would ask that you and your staff familiarise yourselves with the following:

- 1) SEC Security control will pass a message to the stewards/guards in the Exhibition Hall advising that an evacuation will be necessary and that the pre-recorded message will be broadcast. The Organisers will also be advised that this action is needed.
- 2) The pre-recorded message will be broadcast into the Halls via the PA system.
- 3) The guards will usher all persons within the Hall, including Exhibitors, towards the Emergency Exit Doors which are clearly signposted at high level.
- 4) No-one will be allowed to re-enter the building until the all clear has been given by the SEC Safety Officer which will normally occur only after consultation with the Police, Fire and other emergency authorities.

As well as following these procedures, we would also ask that if during the exhibition you or one of your staff discovers a situation from which an emergency could arise, you must inform the Organisers or one of the stewards immediately so that the situation can be assessed, and the appropriate action taken.

5. Disability Discrimination Act

Part III of the Disability Discrimination Act 1995 came into effect on 1 February 2004. QD Events Limited is committed to the implementation of the Act at all exhibitions held by QD Events Limited. QD Events Limited is dedicated to the provision of good customer service for all our exhibitors, contractors and visitors. Therefore, it is important that our contractors and exhibitors understand their responsibilities under the Act.

There are three principal duties under the Act:

1. to provide a disabled person with the service that it provides to others
2. the service must be provided on the same terms
3. the service must be provided to the same standard

Changes and adjustments that are made must be 'reasonable' and reasons for making, or not making, changes and adjustments must be 'reasonable'. Exhibitions are an important environment because they are often brand and industry showcases and therefore negative media coverage due to unreasonable behaviour under the DDA would not be wise. Furthermore, disabled visitors are part of a valuable and growing market segment which should be catered for.

Tips for Exhibitors and Contractors:

- Access to exhibits must be available to all visitors.
- Double Deck Stands must replicate facilities or exhibits on both levels of the stand. (This could be in the form of detailed literature and visuals or video footage.)
- Platforms must have ramps and have suitable edge protection. Portable ramps which are put in position temporarily to provide access are acceptable.
- Doors must be wide enough for wheelchair access (750mm) and have vision panels.
- Wheelchair users can only reach 1.4m and therefore low-level counters (760mm) or lap trays should be used. Alternatively, staff can assist, but this should be clearly signposted.
- If it is 'unreasonable' to provide access for disabled visitors, alternative access could be in the form of detailed literature and visuals or video footage.
- Information and literature must be printed clearly and available in alternative formats such as enlarged, tactile or audio.
- Presentations must have transcripts or subtitles, be well lit and have access for wheelchairs.
- Signage must be positioned where it is visible to all visitors and a minimum of 16 point.
- Staff should be briefed on their responsibilities and trained to assist disabled visitors.

This list is not exhaustive and must be used as a guide only. If you require further information, please see below.

Useful equipment such as portable ramps, loop hearing systems, pen grips and lap trays can be purchased through the Access Support Group.

Access Support Group
www.pressforhelp.co.uk

Disability
www.disability.gov.uk

Disability Rights Commission
www.drc-gb.org

Royal National Institute of the Blind
www.rnib.org.uk

Her Majesty's Stationary Office – Disability Discrimination Act 1995
www.legislationhmsso.gov.uk

6. **Health & Safety Checklist**

- Completed Health & Safety section online.
- A copy of risk assessments and method statements covering the build up and breakdown of your stand if necessary.
- A copy of your stand plans (not shell scheme). Please see page 13.
- Notification and supporting risk assessments for any activity on your stand which represent a significant risk.

This includes but is not limited to the following:

- Flammable substances or naked flame
- Pressurised gases such as LPG
- Hazardous chemicals and substances
- Ionising radiation
- Water features
- Demonstrations
- Visitor treatments – e.g. massage

