

WOKING

means

BUSINESS

2019

Exhibitor's Manual

HG Wells Conference & Events Centre

Church Street East, Woking, GU21

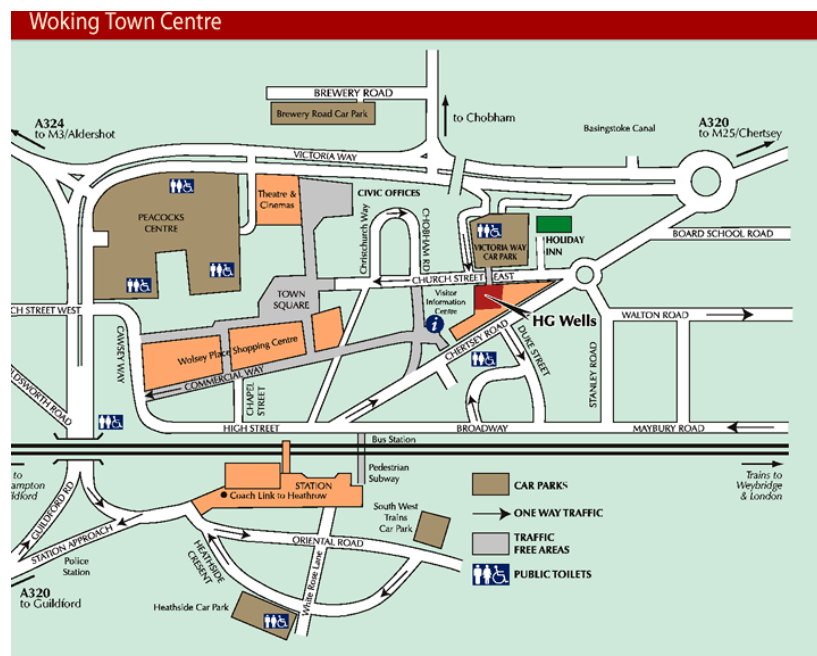
6HJ

Wednesday 16th October 2019 9.30 am
– 4.00 pm

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MAP



The pedestrian entrance to the HG Wells Conference and Events Centre is in Church Street East. Access may also be gained via Victoria Way Car Park, which adjoins the centre by a walkway at Level 4. The entrance to the car park is off the Victoria Way dual carriageway as you reach the Holiday Inn Hotel. Spaces can usually be found on the upper levels and payment is made upon departure from the car park. Further information regarding loading and unloading in this car park is given later in this manual.

PLEASE NOTE: If Victoria Way Car Park is full, use The Peacocks Car Park a little further along Victoria Way. Exit the car park via the shopping centre into Town Square and walk along Church Street East.

DEADLINE CHECKLIST

All items below, both compulsory and otherwise, must be dealt with by Wednesday 18th September, unless otherwise stated.

- Additional Items
- Shell Scheme Extras
- Fascia Name Board
- Furniture Requirements
- Electrical Services
- Insurance
- Audio Visual Equipment
- Editorial Entry
- Advertising

IMPORTANT TIMES

1. OPENING HOURS

Woking Means Business 2019 will be open to visitors during the following hours:

Wednesday 16th October 9.30am – 4.00pm

2. BUILD UP

The exhibition area will be available to exhibitors for stand construction and dressing as follows:

Tuesday 15th October – 14.00 pm to 6.30pm

We strongly recommend you install your stand on the Tuesday because if anything is forgotten on Wednesday...

IMPORTANT!

All stands must be completed and fully manned ready for the exhibition opening

3. BREAKDOWN/DISMANTLING

Exhibits must NOT be removed from stands before the close of the exhibition at 4.00pm on Wednesday 16th October.

IMPORTANT!

To remove any equipment during the event, the exhibitor must first gain clearance from the organisers. Security will be instructed not to allow any equipment to be removed from the

All stands and stand material must be completely removed from the hall by 10:00pm on Wednesday 16th October when the tenancy ends.

Any exhibits or materials not removed by this time may be disposed of or stored by the organisers at their discretion. Any charges incurred will be passed on to the exhibitor or contractor concerned.

VENUE DETAILS

1. CONTACT DETAILS

The exhibition takes place at:

HG Wells Conference & Events Centre

Church Street East

Woking

Surrey GU21 6HJ

Tel: 01483 712705

2. FACILITIES

- **Catering/Bar Services**

The venue, the HG Wells Conference and Events Centre, will provide tea, coffee, other drinks and light snacks throughout the day on a cash basis.

- **Cloakrooms**

Cloakrooms are free and available in the reception area. The cloakrooms will be open during the open hours of the exhibition.

- **Lost Property**

Lost property should be reported, or if found, handed to venue staff at reception.

- **Photocopying/Faxing**

Facilities for photocopying and faxing are available at the venue reception desk for which payment must be made at the time of use. An internet terminal is available free of charge in the Griffin Room. WiFi is available FOC.

- **Rubbish**

All exhibitors must arrange for the removal of any items or material that they wish to dispose of after the exhibition has closed. Such items must be removed from the premises prior to the end of tenancy.

- **Storage**

Storage is not available at the venue and exhibitors must not store boxes, cartons, literature etc. around or behind their stands due to Fire & Safety regulations. Exhibitors must make their own arrangements for the removal or storage of items.

STAND INFORMATION

1. STAND CONTRACTOR

The official stand contractor for the Shell Scheme at the exhibition is:

AIM Exhibitions Ltd

Units 12-14

Dinan Way Industrial Estate

Tel: 01395 222040

Exmouth

Devon, EX8 4EZ

E: info@aimexhibitions.co.uk

2. SHELL SCHEME

The shell scheme comprises 2.44m (8ft) high light grey covered, butt jointed, wall with a blue fascia. Please note that the shell walls in the Griffin Room are 2.250m (7'4.5" in height).

A photo of the shell scheme can be seen on the show website www.wokingmeansbusiness.com along with a specification sheet.

Extras for the shell scheme can be ordered direct from Aim Exhibitions, using the form at Exhibitor Support. Form and payment must be returned by Wednesday 18th September.

Please note that interior stand sizes are always marginally less than the full metric size quoted because of the thickness of the walls. Please check with the organisers if in doubt.

3. DAMAGE TO EXHIBITION & SHELL SCHEME

Care must be taken to avoid damage to any part of the venue and the shell scheme. Should any damage occur, the exhibitor responsible shall be liable for reparation charges.

4. STAND IDENTIFICATION

Exhibitors with shell scheme stands are requested to confirm their fascia name requirements by completing the relevant information online.

SERVICES

1. ELECTRICAL SERVICES

A 5' fluorescent light is included with the stand. Sockets are not included.

The official electrical contractor to the exhibition is:

Richard Norman Electrics Ltd

PO BOX 623

Guildford

Surrey

GU3 3LT

Contact: Paul Hyldon

Tel: 01483 233900

Fax: 01483 236500

For electrical services please complete the relevant form at the rear of this manual and return direct to Richard Norman Electrics by 20th September.

Please Note:

- All stands have basic fluorescent lighting. Additional lighting and power may be ordered from Richard Norman Electrics.
- Electrical connections must be made by Richard Norman Electrics
- A sketch showing the position of additional fixtures you require should accompany the form, otherwise they will be fitted at the discretion of Richard Norman Electrics and any repositioning will be subject to extra cost.
- All appliances should be delivered to exhibitors' stands complete with a 13amp square pin plug (BS No.13163)
- Exhibitors' equipment must conform to all current electrical safety standards, otherwise it will not be connected. Responsibility for compliance with the above rests with the exhibitor, but the organiser and the venue reserve the right of inspection.
- Orders received after 27^h September may be subject to a 20% surcharge on the mains supply
- Orders must be accompanied with a cheque for full payment made payable to: **Richard Norman Electrics Ltd**

Alternatively payment can be made by credit card – please complete the relevant section of the order form.

2. FURNITURE HIRE

Please note : furniture is not included, but basic chairs are available at the venue. You can of course bring your own furniture or hire from Concept Furniture See below.

An excellent range of furniture is available from the official furniture contractor.

Concept Furniture International
0844 822 1424 www.conceptfurniture.co.uk

To view furniture catalogue and price list, please go to Exhibitor Support on the website and download.

3. ACCESS AND DELIVERY

Unloading should be carried out in a specially reserved area near to the fourth floor walkway between the Victoria Way Car Park and HG Wells Centre. A vehicle unloading pass will be sent to all exhibitors electronically. Once you have unloaded you will then be required to park elsewhere in the car park and pay on leaving in the usual way.

IMPORTANT!

It is advisable that contractors, drivers and exhibitors bring their own trolleys to transport goods to and from their stands. This will reduce the amount of time it takes to load

No provision has been made for unloading heavy loads or pallets. Exhibitors must make their own arrangements to unload heavy items.

4. INSURANCE

The official insurance company for the exhibition is:

Insurex Expo-Sure Ltd
Royal Victoria House
2nd Floor, 51-55 The Pantiles
Tunbridge Wells, TN2 5TE

Tel: 0845 213 8444

Exhibitors are reminded of the insurance requirements for Public Liability and Insurance of Exhibits. Exhibitors are liable for accidents that occur on their stand area and for loss of any goods and equipment. Please contact Insurex Expo-sure if you are uncertain about your insurance cover or if you would like to take out cover for the exhibition.

5. VIDEO EQUIPMENT

The official contractor for video equipment at the exhibition is:

Ian Lee, ICL Media, ian@iclmedia.co.uk, T: 07831 279374

Please contact Ian if you have any requirements for the exhibition.

GENERAL INFORMATION

1. CREDIT INFORMATION

In order to avoid any misunderstanding on site, exhibitors are requested to ensure that all charges in connection with space, shell scheme, extra electrics and furniture are settled in full prior to arrival on site. Please refer to the deadline checklist in order to enable well-planned settlement of charges.

IMPORTANT!

All charges relating to services supplied by official contractors (ie. electrics, furniture etc) must be paid in

2. ADDITIONAL ITEMS

Exhibitor Badges

Please go to 'Exhibitor Login' on the show website, www.wokingmeansbusiness.com using your unique password at the bottom of your completed application form. Here you can complete your editorial entry and the names of badge holders for your stand. Please note that badges must be worn at all times within the exhibition area.

Visitor Leaflets/Posters

Although the organisers will be mailing/distributing visitor leaflets, each exhibitor will also be sent visitor leaflets and/or posters, as requested, for mailing/displaying to their own customers. Please let us know as soon as possible how many invitations and posters you would like.

Emergency Procedures

In the unlikely event of a fire or any other emergency, instructions will be given direct from the venue's staff. The Fire Evacuation Procedure is displayed throughout the building. Each exhibitor will be expected to take responsibility for ensuring that all personnel and visitors on his/her stand are marshalled to the appropriate area, which is the Martian sculpture in Crown Passage/Church Street East. In addition, exhibitors must take care not to block any emergency exits or gangways with obstructions from their stand.

1. FIRST AID FACILITIES

A first aider will be available at all times during the event. Please contact the H G Wells reception for help.

2. FIRE PROTECTION

All exhibitors are reminded that they must comply with any reasonable instruction by the organisers to avoid the risk of fire.

Gangways: must be a minimum of 2 metres wide by law. Under no circumstances must exhibits, dressings, tables, chairs, etc. be allowed to encroach into gangways, regardless of their width.

Storage: No excess stock or literature may be stored on, around or behind stands.

3. NOISE LEVEL

The use of microphones and videos is permitted but the volume must not cause any annoyance to other exhibitors. The organisers reserve the right to prohibit their use if, in the organisers' opinion, any continuous annoyance is being caused.

4. EXHIBITORS PROMOTIONAL MATERIAL

Exhibitors can only dispense literature and promotional material to visitors from their own stands. Exhibitors' staff will not be permitted to hand out leaflets etc. at the entrance to the exhibition. In addition, material must not be attached to the fabric of the venue.

SHOW GUIDE

1. Editorial

As part of your show booking we will be producing an official show guide that will be distributed to all show attendees and the other exhibitors.

It will be beneficial for you to ensure that all your company details are entered into the exhibition web site – *your company name, stand number, postal address, telephone number (and fax), email and web address, contact name and 50 words of copy about your company, its activities and its products or services*. This data will then be entered into the Show Guide. It is a **FREE** entitlement simply because you are exhibiting at the Show: all you have to do is supply your information!

In addition there is the option of having your editorial entry enhanced to **100** words **AND DISPLAYED IN AN ENLARGED BOX TO ATTRACT IMMEDIATE ATTENTION** for just **£30**. **This will** include your company logo which will be prominently displayed in the Show Guide. Copy deadline 27th September 2019

Advertise in the Official Show Guide

Should you wish to place an advert or if you prefer to discuss things further or book this over the phone, then please call Paul on 01276 423781.

Advertisement Size	Price
Quarter Page	£40
Half Page	£70
Full Page	£125
Inside Front or Back Covers	£150
Back Cover	£200