



# EXHIBITOR MANUAL

## Shell Scheme Stands

## Enhanced Shell Scheme Stands

Thank you for booking your stand at Build It Live, South East, 2019 at The Kent Event Centre. We hope this manual contains all of the information you will need to organise your participation at the event. It should be read in conjunction with the [eGuide](#). The [eGuide](#) brings together guidance for achieving common standards of health, safety and operational planning, management and on-site conduct for events at all participating AEV member venues. It is recognised as the exhibition industry's best practice document.

However, if you need any assistance or are unsure of anything please do get in touch. This information is specifically for Shell Scheme and Enhanced Shell Scheme Stands. If you are a Space Only exhibitor, or are thinking of changing to shell scheme, please contact us to receive the Space Only Exhibitor Manual.

## CONTACT DETAILS – CASTLE MEDIA

Sales		
Sarah Nesbitt-Hawes	020 3627 3247	sarah.nesbitt-hawes@castlemedia.co.uk
Operations		
Maggie Swain	020 3553 2380	operations@castlemedia.co.uk
Marketing		
Juliette Rothera	0203 553 2376	juliette.rothera@castlemedia.co.uk

## CONTACT DETAILS & KEY DEADLINES – SUPPLIER PARTNERS

Accommodation			
Hotel & Conference Company	enquiries@hotelconferencecompany.com	01767 262 546	asap
Audio Visual			
Aztec Event Services	sales@aztecuk.com	020 7803 4000	20 <sup>th</sup> January
Electrics			
Full Circle Events	exhibit@fullcircleeventsltd.co.uk	0161 393 3949	11 <sup>th</sup> January
Floorcoverings			
Full Circle Events	exhibit@fullcircleeventsltd.co.uk	0161 393 3949	11 <sup>th</sup> January
Furniture			
JMT	sales@jmt.co.uk	01923 851 580	asap
Internet & IT Connections			
Build It Live	operations@castlemedia.co.uk	0161 870 9800	11 <sup>th</sup> January
On-Site Handling & Logistics			
Full Circle Events	exhibit@fullcircleeventsltd.co.uk	0161 393 3949	11 <sup>th</sup> January
Risk Assessment			
Build It Live	operations@castlemedia.co.uk	020 3553 2380	11 <sup>th</sup> January
Shell Scheme			
Full Circle Events	exhibit@fullcircleeventsltd.co.uk	0161 393 3949	11 <sup>th</sup> January
Show Guide (Online Profile)			
Build It Live	Juliette.rothera@castlemedia.co.uk	0203 553 2376	18 <sup>th</sup> January
Stand Catering			
Build It Live	operations@castlemedia.co.uk	0161 933 2890	11 <sup>th</sup> January
Stand Information			
Build It Live	operations@castlemedia.co.uk	0203 553 2380	11 <sup>th</sup> January
Water & Waste			
Build It Live	operations@castlemedia.co.uk	0161 933 2890	11 <sup>th</sup> January

## IMPORTANT EXHIBITOR INFORMATION

Under recent Health & Safety Law (CDM 2015) we need, as the Event Organiser, to ensure you understand your obligations under this law. CDM stands for the Construction Design & Management Regulations 2015. For those of you who may be unfamiliar with CDM, the following website is a great resource and maps out exactly what your responsibilities are under this new law. Please click here [www.cdm4events.org.uk](http://www.cdm4events.org.uk) to access and then choose either Exhibitor or Contractor, depending on who you are.

Warning - there are some fraudulent companies who contact exhibitors frequently, stating they are working on behalf of the Organiser. They may ask you for information or money. Unless they are listed in the manual above they are not working on Build It Live – please do not respond to them. In particular two companies to watch out for are Fairguide and Expo-Guide – they may say they are producing the Show Guide. They are not, please ignore them. Also, please be aware of other companies that may contact you like hotel booking agencies, audio visual companies. You are, of course entitled to use your own suppliers, but please note unless they are listed above we, as Organiser's, have not appointed them and therefore if you use them you do so at your own risk.

## **ACCESS & TIMINGS**

### **Access Procedure**

Everyone arriving on site during build up and breakdown will be asked to read and acknowledge the Site Rules and on doing so will be issued with a wristband that will allow access into the venue. In order to speed up this process on site we have included the Site Rules below. Please ensure you read and understand these, and distribute to any team members or contractors coming to site.

### **Site Rules**

- Everyone must consider the safety of themselves and others at all times. Failure to comply with the site rules below will lead to eviction from the site
- Access to the site will only be granted on acknowledgement of the Site Rules
- On entry to the site please make yourselves aware of the location of your nearest fire alarm, escape route, fire extinguisher and emergency gangways
- Vehicle movement – caution is required at all times. Outside the halls pedestrians must give priority to moving vehicles and use designated pedestrian walkways where possible. Inside the halls, vehicles must give priority to pedestrians. Please observe the speed limits on display outside the halls. The speed limit inside the halls is walking pace
- If bringing a vehicle into the hall care must be taken not to damage the carpet. You must drive in a straight line and reverse out in a straight line to avoid this. Stationery vehicles must have a drip tray
- High visibility jackets must be worn by contractors during build-up and breakdown. It is highly recommended that exhibitors in the hall during construction phase, or using the loading areas, also wear high visibility jackets
- No children under the age of 16 will be allowed onsite during build-up and breakdown, including exhibitors' own children. Nor are they permitted to wait in vehicles in the car parks. No exception will be made to the rule.
- Pedestrians should use the designated foyer entrance when entering and exiting the hall on foot
- Suitable footwear must be worn on site – as a minimum these must be flat, closed toe shoes
- Appropriate and safe methods of working at height are required at all times and working at height should only be done if absolutely necessary. Any work above 2.5m high should be done via platforms, rather than ladders. Working at height equipment should comply with the HSE's Working at Height Guidelines. Harnesses should be used above 4m
- Hot work will be subject to a Hot Work Permit – please see the Organiser
- Late working will only be permitted by the Organiser and may not be available. Permission must be sought via the Organiser's Office and extra costs may be incurred. A full list of crew and tasks to be completed will need to be given. Additional crews may be needed if work is deemed excessive
- Dangerous working will result in an hour suspended from the workplace, repeat offenders will be removed from site
- Contractors and exhibitors must remove their waste from site
- Emergency gangways must be freight free and kept clear at all times
- All accidents and near misses must be reported to the Organiser
- Smoking, including e-cigarettes, is only allowed in designated smoking areas

### **Contact Numbers**

- Organiser's Office: 0203 553 2376
- First Aid: contact via the Organiser's Office who will contact First Aid on radio
- Venue Emergency Contact: contact via the Organiser's Office who will contact the venue on radio

## Locations

- **Organiser's Office:** at the rear of the Maidstone Hall
- **First Aid:** In the Portable Cabin outside the front of the Maidstone Hall
- **Exits:** all fire exits are clearly signposted with green 'Exit' signage
- **Toilets:** in the John Hendry Hall
- **Access to Hot Water:** from the wash basins in the toilets or from the Exhibitor Tea and Coffee Station
- **Access to Drinking Water:** from the Exhibitor Tea & Coffee station
- **Access to Seating:** in the Café area, a few seats are available in the Exhibitor Tea and Coffee Station
- **Access to Catering Areas:** in the catering outlets in the Hall, or when closed there is a petrol station with a shop and a Café 2 minutes' drive from The Kent Event Centre. There is also water, tea and coffee in the Exhibitor Tea and Coffee Station

## Timetable

Build-Up		
Thursday 7 <sup>th</sup> February	08.00 – 19.00	Space Only Stands
Friday 8 <sup>th</sup> February	08.00 – 21.00	All Stands
Open Period		
Saturday 9 <sup>th</sup> February	10.00 – 17.00	
Hall open from 08.00 for all stands		
Sunday 10 <sup>th</sup> February	10.00 – 16.30	
Hall open from 08.00 – 20.00 for all stands		
Breakdown		
Sunday 10 <sup>th</sup> February	17.00 – 20.00	All Stands
Monday 11 <sup>th</sup> February	08.00 – 12.00	Space Only Stands
If you are a Shell Scheme stand needing to collect items on Monday morning please ensure the shell scheme can be dismantled around your items, the items are collected by 11am, and you label the items clearly with a contact name and number in case we need to contact you.		

Power to stands will be switched on once the connections and testing have been completed on the entire block. If you need power for build-up please speak to Full Circle Events in advance of the event to order temporary power.

Please note that stand power will be switched off 30 minutes after the show closes unless you have ordered temporary or 24 hour power from Full Circle Events.

Breakdown will only start once the visitors have left the hall. Please do not start packing away your stand until the show has closed and the visitors are clear of the hall.

You must remove all materials from your stand that belong to you, for example your own flooring, walling, literature and lighting. If you leave any excess waste (waste that does not fit into a bin liner) then you will be charged for its removal.

No children under the age of 16 will be allowed onsite during build-up and breakdown, including exhibitors' own children. Nor are they permitted to wait in vehicles in the car parks. No exception will be made to the rule.

## Deliveries

Please mark all packages for delivery with the following:

Build It Live! 2019

Company Name and Stand Number

The Kent Event Centre, Kent Showground

Detling, Maidstone  
Kent  
ME14 3JF

You must be at the show to sign for all of your deliveries as we are unable to sign for anything. If you are not available to sign for your packages, the courier will either take them away for you to arrange redelivery or they will be left on your stand at your own risk.

If you need mechanical offloading or lifting of your goods please contact Full Circle Events on [exhibit@fullcircleeventsLtd.co.uk](mailto:exhibit@fullcircleeventsLtd.co.uk) or telephone 0161 393 3949. You can also use the On-Site Handling & Logistics Form at the back of this manual.

During the show open days you are only allowed to make deliveries between 08.00 and 09.30 each morning. Once the show is open no deliveries are permitted and traffic marshals will turn away any goods vehicles arriving after this time.

There are no trolleys available on site. If you require use of a trolley we suggest you bring one with you. You are only able to use trolleys during build up and before the opening of the exhibition each morning and must be stored out of sight on your stand or off site during the open period. It is also your responsibility to ensure that all pallets are removed from the exhibition site as soon as the delivery has been made; if you do not do you will be charged for their removal.

### **Getting to the Kent Event Centre, Kent Showground**

#### By Car

The Kent Event Centre is ideally suited for arrival by car. It is located on the A249, which is a dual carriageway. From the M20 Motorway, exit the motorway at junction 7 and follow signs to Sittingbourne and Sheerness A249. The Kent Showground is clearly marked and is approximately 2 miles from the Junction.

From the M2 Motorway, exit the motorway at junction 5 signposted Maidstone A249. The Kent Showground is approximately 5 miles.

The Kent Event Centre postcode is ME14 3JF.

#### By Public Transport

By Bus – There is a limited bus service to the showground - Arriva route 333 [www.arrivabus.co.uk](http://www.arrivabus.co.uk), Tel: 01622 690 577.

By Rail - The nearest train station is Maidstone East. You can find the timetable at [www.nationalrail.co.uk](http://www.nationalrail.co.uk) or by calling 08457 48 49 50. The Channel Tunnel is within a 40 minute drive (35 miles). Ashford International is a 20 minute drive (20 miles).

By Air - Gatwick Airport is just 41 miles and a 45 minute drive away.

By Ferry - Dover is within a 45 minute drive and 38 miles away.

By Taxi - Streamline 01622 750000, Sapphire Cabs 01622 663000, Angels Express 01622 201020 - Driven by women for women.

#### Parking

The Kent Event Centre has free parking for up to 30,000 vehicles. There is hard standing ground around all the exhibition halls with plenty of overflow parking within easy walking distance.

### Important Loading Dimensions / Weight Loadings

Access into The Kent Event Centre for off-loading and loading is straightforward and there are not many considerations that have to be made. However, below are a few measurements you may find useful:

#### Maidstone Exhibition Hall

Floor Loading: 3000kg per sqm

Goods Access: 5m (w) x 4.8m (h)

Roof Beams: 114kg per metre run

Height Limits: Generally stands can build up to 4m anywhere in the Hall. However, there are some items hanging from the roof beams that fall below 4m. If you are beneath one of these you will be informed via the welcome email that accompanied the link to this Exhibitor Manual. If you are unsure then please check with [operations@castlemedia.co.uk](mailto:operations@castlemedia.co.uk). Please show any proposed heights on your plan submission so we can check any restrictions thoroughly

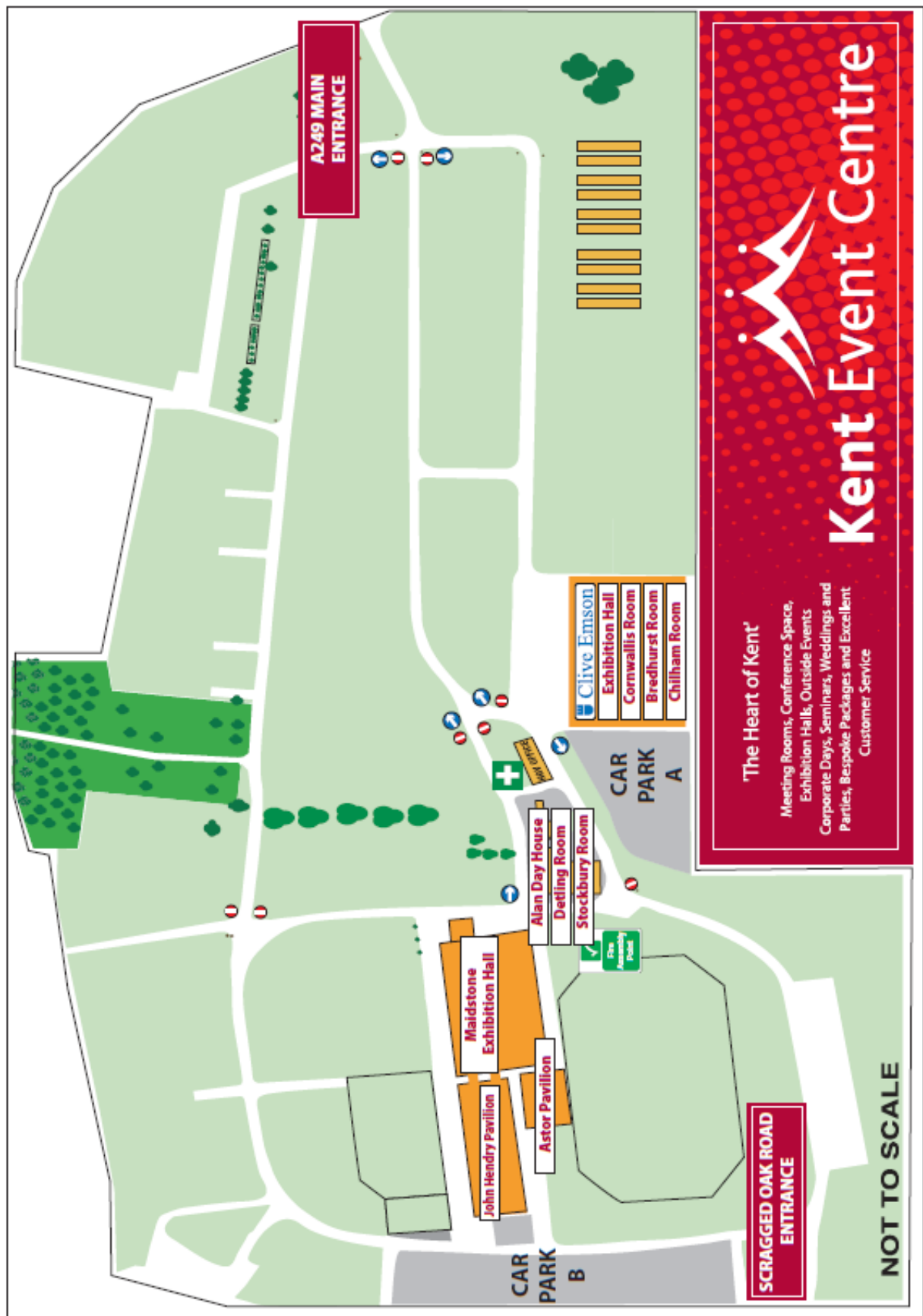
#### John Hendry Hall

Floor Loading: n/a – this hall is solid concrete

Goods Access: 4.6m (w) x 2.9m (h) – **THIS SHUTTER IS ONLY OPEN ON THURSDAY 7<sup>TH</sup> FEBRUARY AND MONDAY 11<sup>TH</sup> FEBRUARY. IF YOU HAVE LARGE ITEMS YOU MUST LOAD IN AND TAKE OUT ON THESE DAYS. OTHERWISE LOADING IS THROUGH REGULAR DOUBLE FIRE DOORS.**

Roof Beams: 114kg per metre run

Height Limits: The height limits in this hall vary throughout. Stands in the central blocks can build between 3m and 4m. Stands positioned on the perimeter can generally build to 2.5m, however there are a few stands that may have lower restrictions. If you are beneath one of these you will be informed via the welcome email that accompanied the link to this Exhibitor Manual. If you are unsure then please check with [operations@castlemedia.co.uk](mailto:operations@castlemedia.co.uk). Please show any proposed heights on your plan submission so we can check any restrictions thoroughly



## **GENERAL INFORMATION**

### **Prohibition on Promotion of Power Tools**

**It is a condition of Build It Live's tenancy at Kent Event Centre that there is an official Power Tool Exhibitor and no other exhibitor or visitor may sell/demonstrate/hire or promote the selling/demonstration/hire of any power tools or power tools accessories during build-up, the open period and breakdown.**

Any exhibitor found breaching this rule will be required to cease immediately or face their stand being closed for the duration of the exhibition, without any recourse to financial compensation or refund.

It is every exhibitor's responsibility to check, at least 7 days before the exhibition starts, that none of their graphics or promotional materials promote the selling/demonstration/hire of any power tools or power tools accessories. If an exhibitor is in any doubt they must contact the Organiser, via email to [operations@castlemedia.co.uk](mailto:operations@castlemedia.co.uk) at least 7 days before the exhibition starts, to have their exhibition graphics approved.

For the sake of clarity, there is no restriction on any exhibitor using power tools for the build-up or breakdown of their stand.

### **Accommodation**

The Hotel & Conference Company have already reserved rooms for us and our Exhibitors at many hotels in the local area. The Build It team are staying at the Hilton Maidstone. Please book your chosen hotel early to avoid disappointment. You can do this by clicking on <http://bookings.hotelconferencecompany.com/events/build-it-live-southeast.aspx> or by calling 01767 262 546 or emailing [enquiries@hotelconferencecompany.com](mailto:enquiries@hotelconferencecompany.com).

### **Audio Visual**

If you need any Audio Visual equipment, TVs, DVDs, iPads, PA systems etc, you may hire these from our appointed supplier Aztec Event Services. You can do this via their website <https://shop.aztecuk.com/show-selector/february/builditk.html>, by emailing [sales@aztecuk.com](mailto:sales@aztecuk.com) or by calling 020 7803 4000. Alternatively complete the Audio Visual Order Form at the back of this manual.

### **Badges & Passes**

During build-up and breakdown Exhibitors and Contractors will be required to wear a wristband. These will be issued on entry to the site on signing in, reading and acknowledging the Site Rules.

During the show open period Exhibitor Passes should be worn. Please request the amount you need by completing the Stand Information Form at the back of this manual. The passes will be available for collection from the Organiser's Office at the show.

### **Balloons**

Exhibitors wishing to distribute balloons, or display balloons, must obtain the Organiser's permission. There are certain regulations with regards to helium use and storage. Please let us know if you plan to have balloons by completing the Stand Information Form at the back of this manual and you will be sent further information.

### **Cleaning**

Your stand will be cleaned overnight in preparation for each open day of the show.

During build-up and breakdown all stand fitting materials must be removed from site; only minimal waste will be removed by the show cleaners. If you need any assistance planning waste removal please contact [operations@castlemedia.co.uk](mailto:operations@castlemedia.co.uk).

During the open period please leave any bags of rubbish in the gangways after the show closes for the cleaners to dispose of.



## **Code of Conduct**

All business, including the distribution of literature and promotional material, must be conducted from your stand. You are not permitted to hand out literature or attempt to generate business in any other part of the hall or venue.

## **Damage & Loss**

Neither the Organisers, the venue nor the sponsors accept any responsibility for damage or loss of any properties introduced by the exhibitors and/or their agents/contractors. Exhibitors are especially warned that the exhibits are the sole responsibility of the exhibitor to whom they belong. Exhibitors should arrange their own insurance against all risks. The strongest possible precautions against theft should be taken at all times.

## **Dilapidations**

Please do not fix, screw or drill into the venue's existing walls or floors. Charges will also apply for paint spillage, abandoned carpet and failure to remove large items of rubbish.

## **Emergency Gangways**

Please note that ALL gangways must be kept clear at all times throughout build up and breakdown. All exhibitors and contractors on-site are responsible for keeping these gangways clear. Please ensure your contractors are aware of the emergency gangways.

## **First Aid**

The first aid point is located in the Portable Cabin outside the front of the Maidstone Hall and there will be a medic walking around the show in the open period. In the event of an emergency, please contact a member of security or alert the organiser's office so that the medic can attend. If an ambulance is required please do not call 999 direct. It saves time in the long run to inform the organiser and venue so that the ambulance can be directed to a suitable location and ensure a swift path of access.

## **Floorplan**

You can view the floorplan by clicking on the links below:

[Floorplan](#)

## **Food & Drink – Sampling & Selling**

If you plan to have food and/or drink on your stand let us know via the [Stand Information Form](#) at the back of this manual. Please also read the Catering – Food and Alcohol section, starting on page 29, of the [eGuide](#) for all the relevant information regarding distributing food and drink.

A selection of catering options for your stand can be ordered via the on-site caterer. To discuss your requirements direct please contact [operations@castlemedia.co.uk](mailto:operations@castlemedia.co.uk) or 0203 553 2380, who will then put you in touch with the caterer.

## **Furniture**

Exhibitors may bring furniture, or you can order it from JMT. You can order via their website on [www.jmt.co.uk](http://www.jmt.co.uk) or contact them on [sales@jmt.co.uk](mailto:sales@jmt.co.uk) or 01932 851 580.

## **Internet & IT Connections**

There is free WiFi throughout the venue for Exhibitors and Visitors. The Exhibitor network is password protected and the password will be sent to you closer to the event in your Pre-Show Information.

Please note this WiFi is intended for general web browsing only, not for streaming video, or other things that take up a lot of bandwidth.

If you need a fixed line connection, isolated to your stand only, then please contact [operations@castlemedia.co.uk](mailto:operations@castlemedia.co.uk) or telephone 020 3553 2380. The deadline for orders is 11<sup>th</sup> January 2019.

### **Materials & Stand Dressing**

Exhibitors and Contractors must have test certificates for any materials that they intend to use in the constructions of a stand. As a guide, artificial plants / flowers (except fire retardant silk flowers), flammable paints and fabric backdrops (unless treated) tend NOT to be permitted. You can find the full guidelines in the Stand Construction section, starting on page 118, of the [eGuide](#). Please refer in particular to the Construction Materials section on page 127.

### **Marketing Your Stand**

As an exhibitor at Build It Live you have access to a variety of free tools to help market your presence at the show. It is proven that the more proactive you are, the more successful exhibiting will be for your company and that's why we are here to help you!

Each exhibitor receives the following as part of their exhibitor's package:

- A dedicated online profile within Build It Live's exhibitor directory
- Free tickets for your (potential) customers
- Web banners with free ticket offer link
- A 50-word profile plus contact details in the printed show catalogue

Also if you have new product news, a recent case study (preferably with photos) or news of something interesting happening on your stand, we'd be delighted to hear from you. All of this information goes towards us having a content rich visitor promotion, which will encourage more self-builders to visit the show and make it a success for all of us!

For more details please visit <http://builditlive.co.uk/exhibitor-marketing-tools> or email Juliette Rothera at [juliette.rothera@castlemedia.co.uk](mailto:juliette.rothera@castlemedia.co.uk) or call on 0203 553 2376.

### **Music**

If you are planning on playing music on your stand please state so on the [Stand Information Form](#) at the back of this manual.

A PPL Licence and PRS licence is required for all exhibitors using 'Sound Recordings' (i.e. CD's, tapes, DVD's, MP3 tracks). The PPL collects royalties on behalf of the record label. The PRS collects royalties on behalf of the composer, writer. The licenses will be obtained on your behalf by us and invoiced back to you at a cost of around £50 per day. For more information please contact [operations@castlemedia.co.uk](mailto:operations@castlemedia.co.uk).

### **On-Site Handling & Logistics**

To order lifting or freight forwarding services please use the [On-Site Handling & Logistics Form](#) at the back of this manual by 11<sup>th</sup> January 2019. To discuss your requirements direct please email [exhibit@fullcircleevenstltd.co.uk](mailto:exhibit@fullcircleevenstltd.co.uk) or telephone 0161 393 3949.

### **Organiser's Office**

The Organiser's Office is located at the rear of the Maidstone Hall. The office will be open for the full duration of the show including build-up and breakdown.

## **Rigging**

If you wish to rig a banner, or an element of your stand, please let us know on the [Stand Information Form](#) at the back of this manual or contact [operations@castlemedia.co.uk](mailto:operations@castlemedia.co.uk). All rigging must be undertaken by our appointed Rigging Contractor.

## **Security**

Although every reasonable precaution is taken and the hall is patrolled day and night, exhibition halls are vulnerable places and the Organisers can accept no responsibility for any loss or damage which may occur to your staff or property from any cause. Please consider these security tips when planning your stand:

- Make contact with the event security company for advice on how secure any vulnerable / valuable items
- Do not leave your items unattended at any time during build-up, the open period or breakdown. Do not leave the venue until all visitors have gone each evening.
- Think about how you position desirable items, especially where you may not be able to keep an eye on them
- Always secure desirable and vulnerable items. Typically these are plasma screens, lap tops, mobile phones and handbags
- Ensure you have enough staff so that your area is not vulnerable to thieves and do not ask anyone else to watch over your property while you go for a break. They may become busy and not be able to keep an eye on it
- Remove all portable items of value each evening where possible, especially on the show close evening. Do not leave them until the following day for collection
- Arrive in time for the show opening each day. Ensure your stand is staffed at least 15 minutes before show open but remember the halls open each day at 08.00 for maintenance and re-stocking
- Use a lockable cabinet to store your personal possessions during the show open hours.
- Use a night sheet.
- Hire an alarm for your area if you have valuable or portable items.
- Ensure your insurance arrangements cover you for exhibitions.

If you are a victim of theft please report the matter immediately to the show security company.

## **Special Treatments**

Any exhibitor intending to carry out treatments on the public are required to inform the Operations Team via the [Stand Information Form](#) at the back of this manual so that the appropriate license can be obtained from the Local Authority on your behalf - without a license you will not be permitted to carry out these activities at the show. Applicable treatments include:

- Massage: Reflexology, Aromatherapy, Shiatsu, Swedish, G5, Sports Massage
- Water: Sauna, Steam, Spa, Colonics, Floatation, Was / Mud Baths, Body Wraps
- Light: Sunbed, Solarium, Laser, Infra-Red

Further information on this can be found in the Special Treatments section, starting on page 115, of the [eGuide](#).

## **Storage**

There is limited storage at the venue, however we will do our best to accommodate. Please contact [operations@castlemedia.co.uk](mailto:operations@castlemedia.co.uk) to discuss your requirements.

## **Vehicles in the Hall**

If you plan to exhibit a vehicle of any kind, including trailers, caravans etc. you must let us know via the [Stand Information Form](#) at the back of this manual. Access will need to be planned carefully and locations decided upon depending on weight loadings, available access doors etc. The full guidance on vehicle exhibits can be found in the Vehicles section, starting on page 138, of the [eGuide](#).

## **Waste Disposal**

Anything that would not normally go in a black bin bag is classed as 'unreasonable waste' and will need to be removed from site by yourself or your contractor, or arrangements made with the venue. For further information please contact [operations@castlemedia.co.uk](mailto:operations@castlemedia.co.uk).

All of your own waste must be removed from your stand space before you leave the site. If you do not do so a penalty charge will be passed on in order to remove the waste responsibly.

## **Water & Waste**

If you need mains water on your stand please contact [operations@castlemedia.co.uk](mailto:operations@castlemedia.co.uk) or telephone 020 3553 2380. The deadline for orders is 11<sup>th</sup> January 2019.

## YOUR SHELL SCHEME STAND

If you have booked a Shell Scheme we provide you with a stand that consists of walls, nameboard and carpet.

If you have booked an Enhanced Shell Scheme we provide you with a stand that consists of walls, nameboard, carpet, power socket and lighting.

Please see below for further details.

If you are unsure of what you have booked please refer to your booking confirmation, or contact Sarah Nesbitt-Hawes on [sarah.nesbitt-hawes@castlemedia.co.uk](mailto:sarah.nesbitt-hawes@castlemedia.co.uk).

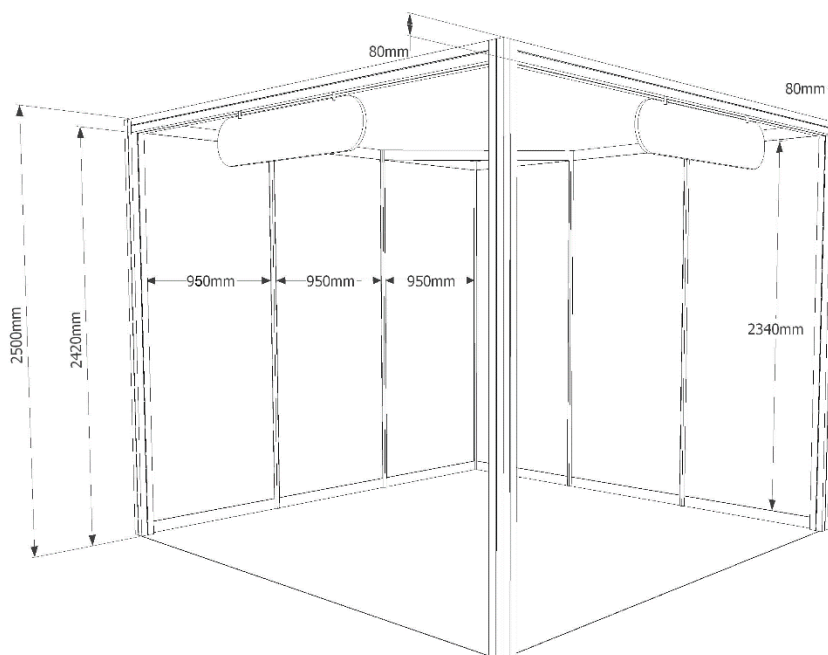
### Stand Build

Your stand will be built from a modular system, using a framework and panels. It will include walls, nameboard and carpet.

Please be aware that the system has a minimal ceiling grid. Full Circle Events will place limited ceiling beams on stands, which offers stand stability and to which lighting can be attached. If you have specific requirements regarding your display please contact them on [exhibit@fullcircleeventsltd.co.uk](mailto:exhibit@fullcircleeventsltd.co.uk) or 0161 373 3949.

Below is a picture of a sample stand, you can see all dimensions you need to provide displays and graphics.

If you have any queries regarding dimensions within the stands please contact Full Circle Events. These dimensions are also provided on an information sheet at the back of this manual.



### Carpet

Please note that The Kent Event Centre is a carpeted venue so there will be grey carpet on your floor space that cannot be lifted. If you would like to lay your own carpet you must lay floor flats underneath the carpet, as carpet cannot be directly laid on top of carpet. We would recommend you use Full Circle Events for carpet hire as they have access to a specific underlay that is the only thing that makes it possible to lay carpet on to carpet.

Please contact Full Circle Events by 11<sup>th</sup> January 2019 at [exhibit@fullcircleevenstsltd.co.uk](mailto:exhibit@fullcircleevenstsltd.co.uk) or 0161 373 3949. You can also use the [Floorcoverings Form](#) at the back of this manual. There is also a colour guide at the back of this manual.

## **Electrics**

Shell Scheme stands do not get any electrics. To order your own electrics please see complete [Electrical Equipment Order Form](#) at the back of this manual by 11<sup>th</sup> January 2019 or contact Full Circle Events at [exhibit@fullcircleevenstsltd.co.uk](mailto:exhibit@fullcircleevenstsltd.co.uk) or 0161 373 3949.

Enhanced Shell Scheme stands are provided with an electrical package. This consists of:

- 1 x 500w socket per stand
- 1 x spotlight per full 5sqm of stand space

You may swap your spotlight for a fluorescent strip. To do this or if you have a particular preference for where you would like the socket or lights positioned please contact Full Circle Events at [exhibit@fullcircleevenstsltd.co.uk](mailto:exhibit@fullcircleevenstsltd.co.uk) or 0161 373 3949.

For full guidance of Electrics please see the Electrical section, starting on page 48, of the [eGuide](#). There is also a guidance sheet at the back of this manual.

## **Nameboard**

A nameboard will be hung on all open sides over 1m in length.

Please specify what you would like written on your nameboard by 11<sup>th</sup> January 2019 by completing the [Shell Scheme Name Panel Form](#) at the back of this manual. We ask for this information because many companies have trading names they want to use, and we may not know this.

## **Recommended Fixing Methods**

We recommend using male/female Velcro tape, blue tac or other removable adhesive. It is your responsibility to remove any fixings from panels during breakdown before you leave.

Please note that you must not glue, paint, staple, screw, nail or pin anything to the stand walls or stick anything to the framework. Exhibitors must not use the ceiling grid system to hang any items. Any damage caused to panels or metalwork will be charged back to yourself directly. Should you wish to hang heavier items to your shell scheme stand please contact Full Circle Events at [exhibit@fullcircleevenstsltd.co.uk](mailto:exhibit@fullcircleevenstsltd.co.uk) or 0161 373 3949.

Shell Scheme stands are not designed to carry significant loads. Panels can be reinforced with cladding to take greater loads but this is at an additional cost and must be arranged in advance through Full Circle Events.

## **Shell Scheme Extras**

A variety of interior fittings to your shell scheme can be supplied by Full Circle Events. Standard options include:

- Wall panel to match Shell Scheme
- Full graphics to insert into panels
- Full graphics to clad Shell Scheme
- Lockable doors
- Curtained entrance with curtain
- Shelves
- Hanging rails
- Hanging mirrors
- Night Screens to protect stands and exhibits during closed hours

You can order any of the above or bespoke items not included above by completing the [Shell Scheme Accessories Form](#) at the back of this manual or contact Full Circle Events at [exhibit@fullcircleeventsltd.co.uk](mailto:exhibit@fullcircleeventsltd.co.uk) or 0161 373 3949.

## Shell Scheme Interiors

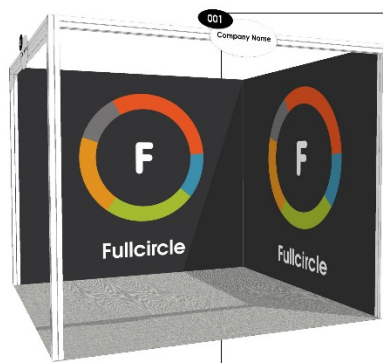
If you are constructing an interior to your Shell Scheme stand please let us know by contacting [operations@castlemedia.co.uk](mailto:operations@castlemedia.co.uk). You would need to follow the guidelines of Space Only Stands, like completing a Construction Phase Plan, Risk Assessment, Method Statement and submitting Stand Plans. We can send you further guidance on this.

## Shell Scheme Enhancements

There are many ways to enhance your presence at the show using your shell scheme stand. Full Circle Events offer a shell scheme enhancement service. Please see some examples below. There are some further examples at the back of this manual. Please contact Full Circle Events at [exhibit@fullcircleeventsltd.co.uk](mailto:exhibit@fullcircleeventsltd.co.uk) or 0161 373 3949 to discuss options.

### SHELL SCHEME GRAPHICS - QUAD

### FULL CLADDED GRAPHICS



Cost on request

**Prices include:**

Printing to showtime fabric and installing on the stand  
Please note if having this option please provide artwork as one whole file for each side of your stand.

**Artwork sizes:**

1m wide wall: 890mm wide x 2425mm high  
2m wide wall: 1880mm wide x 2425mm high  
3m wide wall: 2870mm wide x 2425mm high  
4m wide wall: 3860mm wide x 2425mm high  
5m wide wall: 4850mm wide x 2425mm high

**Please also include 50mm bleed around each edge of the artwork to the sizes above.**

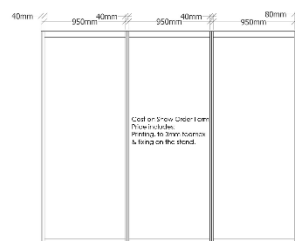
**Please contact us for any further sizes needed**



Fullcircle Shell Scheme Graphics.

### SHELL SCHEME GRAPHICS - QUAD

### INDIVIDUAL GRAPHIC PANELS



Please note if having this option and running graphics across multiple panels, please allow 40mm for the metal posts between each panel.

**Create and provide artwork for each individual panel.**

Panel Actual size: W=970mm H=2360mm  
Panel Visible size: W=950mm H=2340mm



Fullcircle Shell Scheme Graphics.

## HEALTH & SAFETY

### Responsibilities

As an employer your company have a legal duty of care for the safety of anyone who may be affected by its activities. You are ultimately responsible for all aspects of safety for the set up of your stand during the build-up, open period and breakdown. If you hire contractors to set up your stand you are still vicariously responsible for their activities.

Managing Health & Safety can be quite a daunting task, however we aim to simplify this process for you. There is an overview of Health & Safety responsibilities and successful management processes in the [eGuide](#). The sections to take heed of are:

- Risk Assessment – page 4
- Company Health & Safety Management Responsibilities – page 11
- Health & Safety Responsibilities – page 84

To meet your responsibilities to participate at this event you must submit the following information:

- Stand Information Form (can be found at the back of this manual)
- Risk Assessment (template can be found at the back of this manual)

Both of the above must be submitted to [operations@castlemedia.co.uk](mailto:operations@castlemedia.co.uk) by 11<sup>th</sup> January 2019.

For those Exhibitors who are exhibiting at more than one Build It Live, it is now possible to submit one Stand Information Form and Risk Assessment to cover all of the Build It Live events. You will need to ensure you still assess risk at each venue / location and make it clear on your submission that you have done this. If you need any help with this please see the templates or contact [operations@castlemedia.co.uk](mailto:operations@castlemedia.co.uk).

### Health & Safety Dos and Don'ts

- Accidents – please report all accidents and near misses to the Organiser's Office
- Alcohol & Drugs - any person found to be under the influence of alcohol or drugs will be asked to leave the site immediately.
- Disabled Access (The Equality Act 2010) - please ensure your stand is easily accessible to all visitors. Disabled persons must be provided with the same service that is provided to others and it is unlawful to not make a reasonable adjustment for a disabled person
- Electrics - don't mess with your electrics! All electrical installation work must be undertaken by the official electrical contractor unless it has been pre-fabricated off site
- Fire & Emergency Procedures- read the Fire & Emergency procedures that are distributed within the pre-event information approximately 2 weeks before the event
- Fire Extinguishers - we provide extinguishers based on the number required by the fire officer, don't move them & let us know if you require a specific type of fire extinguisher
- Food Safety - if you plan to have food or drink on your stand let us know
- Ladders - use the right ladder for the job, fix at a 1:4 angle – be aware of the Working at Height Regulations, see [eGuide](#), page 150
- Manual handling - think before lifting. Stand as near to the object as possible, bend your knees, keep back straight, grasp the load firmly, lift with your legs, hold the load closely to the centre of your body
- Personal Protective Equipment (PPE) - wear a hi-vis vest in the loading areas or if you are working in areas where there is lifting activity or working at height. Wear the right clothes & shoes for what you are doing and the environment you are in
- Rubbish - don't keep it stored on your stand – it's a fire hazard. Contact the Organiser's Office for disposal
- Staff - make sure your staff is briefed properly about the risks to be aware of
- Vehicle movement - be careful when you arrive & are unloading – there are traffic marshals to assist you



- Weird & wonderful features - contact the Organiser on [operations@castlemedia.co.uk](mailto:operations@castlemedia.co.uk) if you are having a water feature, massage, any special effects, anything that causes excessive heat or light, animals or children
- Young persons - under 16s are NOT permitted during build up and breakdown, nor can they remain in your vehicle

### **Stand Information Form**

This form can be found at the back of this manual. Please complete it by 11<sup>th</sup> January 2019.

### **Risk Assessment**

Risk Assessments can often seem daunting but may not need to be as complex as you think.

For guidance on this please see our tips below, use our template form at the back of this manual, see the [eGuide](#) or visit [www.cdm4events.org.uk](http://www.cdm4events.org.uk). Please submit by 11<sup>th</sup> January 2019.

Time - split the event into parts

- Build up
- Open days
- Breakdown

Who - think about who is affected by your stand / activities

- Your staff
- Your contractors
- Your visitors to the stand
- Neighbouring stands

Hazards - think about what hazards could be involved to people at the times above

- Build up – vehicles moving around the halls, lifting boxes, trip hazards, working at height, electrics, stand build etc.
- Open days – tiredness, influence of alcohol, trip hazards, flashing lights, layout of stand etc.
- Breakdown – similar hazards to build up but may be worth considering the risks of wanting to get home speedily i.e. rushing, everyone else rushing etc.

Evaluation - evaluate the risks

- Can the hazard be removed completely or done in a different way?
- If the risk cannot be eliminated, can it be controlled?
- Can protective measures be taken that will protect the entire workforce on site?

Risk assessment

- Write all the above down
- Pass on information about significant risks to those people identified
- Record what measures you have taken to control these risks.

Review - review during and after

- Try to assess as you go along
- Anything that you change onsite can be added in for your next event

# Stand Information Form

Please complete by 11<sup>th</sup> January 2019



Print, Complete and Scan back to [operations@castlemedia.co.uk](mailto:operations@castlemedia.co.uk)

1.If you are exhibiting at more than one Build It Live and this form is being submitted for those shows please let us know here:

Show	Stand Number	Submitting (Yes or No)
Kent Event Centre		
EventCity		
Bicester		

2. Please complete the below:

Company Name	
On-Site Contact	
Email Address	
Telephone	

3. Please confirm who will be responsible for health and safety matters at the event:

Name	
Position	
Email Address	
Telephone	

4. Please check the relevant boxes:

<input type="checkbox"/>	We have read, or will read when accessible, and understood the Exhibitor Manual, paying particular attention to the Site Rules and Health & Safety information
<input type="checkbox"/>	We have completed a Risk Assessment for the event
<input type="checkbox"/>	We have checked our contractor's Risk Assessment (if space only)
<input type="checkbox"/>	We have a Health & Safety Policy as required under the Health & Safety at Work Act 1974
<input type="checkbox"/>	We have trained and made our staff aware of the potential risks present on-site and will copy them in on any safety information

4. How many Exhibitor Passes do you require? These can be collected on-site from the Organiser's Office. Write N/A if not exhibiting

Kent Event Centre	
EventCity	
Bicester	

5. Will you be having any of the following activities on your stand:

<input type="checkbox"/>	Alcohol
<input type="checkbox"/>	Animals
<input type="checkbox"/>	Balloons
<input type="checkbox"/>	Dangerous substances (flammables, naked flames, gases)
<input type="checkbox"/>	Demonstrations of products
<input type="checkbox"/>	Gambling
<input type="checkbox"/>	Food and drink
<input type="checkbox"/>	Hazardous noise
<input type="checkbox"/>	Hazardous processes or substances
<input type="checkbox"/>	Music or DVDs
<input type="checkbox"/>	Seating (closely seated audiences for seminars/demonstrations)
<input type="checkbox"/>	Simulators / Rides
<input type="checkbox"/>	Special Effects (lasers, real flame, smoke machines, strobes)
<input type="checkbox"/>	Special Treatments (massage, piercing)
<input type="checkbox"/>	Stand Platform
<input type="checkbox"/>	Temporary Structures
<input type="checkbox"/>	Vehicles
<input type="checkbox"/>	Visitor Participation
<input type="checkbox"/>	Water Feature
<input type="checkbox"/>	Weapons
<input type="checkbox"/>	Working Machinery

If you have ticked the box on any of these please give details below:

# Risk Assessment



Please complete by 11<sup>th</sup> January 2019

All Exhibitors must conduct a risk assessment in advance of coming on-site. Please Print, Complete and Scan back to [operations@castlemedia.co.uk](mailto:operations@castlemedia.co.uk)

1.If you are exhibiting at more than one Build It Live and this form is being submitted for those shows please let us know here, please ensure you note any variations for working at different venues / locations:

Show	Stand Number	Submitting (Yes or No)
Kent Event Centre		
EventCity		
Bicester		

2. Please complete the below:

Company Name	
Contact Name	
Risk Assessment Date	

3. Think about what hazards there may be to your staff, visitors, other exhibitors/people. Remember to split the event up into parts – build up, open period, breakdown. You may have already identified some on the Stand Information Form.

Examples:

<u>Build Up</u>	Vehicle Movement	Off-Loading	Trips and Falls	Working at Height	Tiredness
<u>Open</u>	Tiredness	Influence of Alcohol	Trips and Falls	Demonstrations	Electrical Equipment
<u>Breakdown</u>	Same as Build Up	Re-Loading	Shorter Time Allowed		

4. Evaluate the risks:

Can the hazard be removed completely or done in a different way?
If the risk cannot be eliminated, can it be controlled?
Can protective measures be taken to protect people?

We have started off the risk assessment for you by including a sample entry for a common hazard to illustrate what is expected. Look at how this might apply to your stand, continue by identifying the hazards that are the real priorities in your case and complete the table to suit. You can print and save this template so you can easily review and update the information as and when required. You may find the example risk assessments on the Health and Safety Executive website a useful guide (<http://www.hse.gov.uk/risk/casestudies>).

5. Record all of the above, and pass on to staff on-site: (entry in red is for example purposes only)

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who/by when?	Action completed?
<b>Build Up</b>					
Slips and trips	Staff and visitors may be injured if they trip over objects	General good housekeeping is carried out, staff to keep items clear of gangways	Order a storage cupboard to keep items off floor	Manager to order cupboard, all staff to monitor stand space	Done – 12/12/2017
<b>Open Period</b>					
<b>Breakdown</b>					

5. Review – assess as you go along, update accordingly

# 1



**Engels House, Victoria Mills,  
Weaste Trading Estate,  
Liverpool Street,**

**Tel: 0161 393 3949 Fax: 0161 873 7688**  
**Email: [Exhibit@FullcircleeventsLtd.co.uk](mailto:Exhibit@FullcircleeventsLtd.co.uk)**

Return By: 11th Jan 2019

Our Ref: 2453

**Show:** Build It Live 2019

**Venue:** Kent Event Centre, Kent

**Dates:** 9th - 10th February 2019

Please complete the details below and return to: [Exhibit@FullcircleeventsLtd.co.uk](mailto:Exhibit@FullcircleeventsLtd.co.uk)

**We wish to have the following details appear on our name panel:**

**Name to be a maximum of 32 Characters and spaces**

[illegible]**Stand Number:**

### Notes:

- 1) In all cases, standard upper and lower case lettering will be used
- 2) In all cases, abbreviations will be used (ie: Limited = Ltd / Company = Co / Brothers = Bros)
- 3) Please indicate special additions eg; è, ò, ñ, etc.
- 4) If the above details are not submitted by the return-by date, the company name given to us by the show organisers will be used
- 5) A charge of £25.00 will be made for any on-site name panel alterations

### Details:

**Contact Name:**

**E-mail:**

**Company Name:**

**Telephone:**

Date:

Internal Use Only

Added to  
Database:

Initials

Batch No

Date \_\_\_\_\_

Proof Checked

# 2 Shell Scheme GRAPHICS & ACCESSORIES



Fullcircle

Full Circle Events & Exhibitions Ltd  
Engels House, Victoria Mills  
Weaste Trading Estate  
Liverpool Street  
Salford M5 5HD

Tel: 0161 393 3949 Fax: 0161 873 7688

Email: Exhibit@Fullcircleeventsltd.co.uk

Show:	Build It Live 2019
Venue:	Kent Event Centre
Dates:	9th - 10th February 2019
Stand No.	

Return By:	11th Jan 2019
Our Ref:	2453

Company Name:	
Email Address:	
Invoice Address:	
Postcode:	

Contact:	
Tel:	
Fax:	
Mobile:	
Date:	

ITEM/DESCRIPTION	UNIT	COST	QTY	Total
Graphics - Individual Foamex Panels (artwork by Exhibitor)	each	£175.00		
Graphics - Full clad to stand walls (artwork by Exhibitor)	per linear m	£195.00		
Shelf (sloping) 300mm deep (Please specify height)	per metre	£32.00		
Shelf (flat) 300mm deep (Please specify height)	per metre	£32.00		
Hanging Rail (Please specify height)	per metre	£36.00		
Waterfall Bracket (Please specify height)	each	£25.00		
Hat & Coat Hooks (5 hooks)	each	£25.00		
Curtain 1m wide - White	each	£63.50		
Lockable Door	each	£95.00		
White Muslin Ceiling	per sqm	£11.00		
Extra Panel/Wall - white foamex 1m(w) x 2.5m(h)	per metre	£58.00		
Slat Walling 1m(w) x 2.5m(h) (NB: We do not supply fixings)	per metre	£90.00		
MDF Infill Panel Painted White 1m(w) x 2.5m(h)	per metre	£80.00		

**IMPORTANT NOTICE: Any order will not be processed without Payment in Full**

Subtotal

**\*\*Important information re: Non UK Companies within the EU:**

VAT @ 20%\*\*

Please supply your current VAT Number

Total Cost

If we do not receive your VAT Number we will charge you VAT at the rate of 20%

Full Circle Event & Exhibitions VAT No: GB 167 9174 66

**Chosen Method of Payment:**

(please indicate with X in the box)

☐

Credit Card

☐

Cheque

☐

Debit Card

☐

BACS

NB: We **DO NOT** accept AMEX

Please use Our Ref / Your stand No. as a reference

Cheques should be made payable to Full Circle Events & Exhibitions Ltd. Not acceptable 5 days prior to 1st day of build up or for any on-site orders

Bank Details - Account Number: 64348865 Sort Code: 01-10-01

Swift/BIC: NWBKGB2L IBAN: GB59NWBK01100164348865

Name of Card Holder:					
Card Number:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3 Digit Security Code (This number can be found on the back of your card):	<input type="text"/>	Expiry Date:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Maestro Card please include:	Issue Number:	<input type="text"/>	Valid From Date:	<input type="text"/>	<input type="text"/>
Address to which this card is registered:					
An invoice confirmation of your order will be emailed to you from our finance department. Don't forget to keep a copy of your order for your records.					
Internal Use Only:	Payment Received	<input type="checkbox"/>	Drawing Received	<input type="checkbox"/>	Added to Schedule
	Processed By	<input type="text"/>	Date Processed	<input type="text"/>	<input type="text"/>

Shell Scheme Accessories PLAN



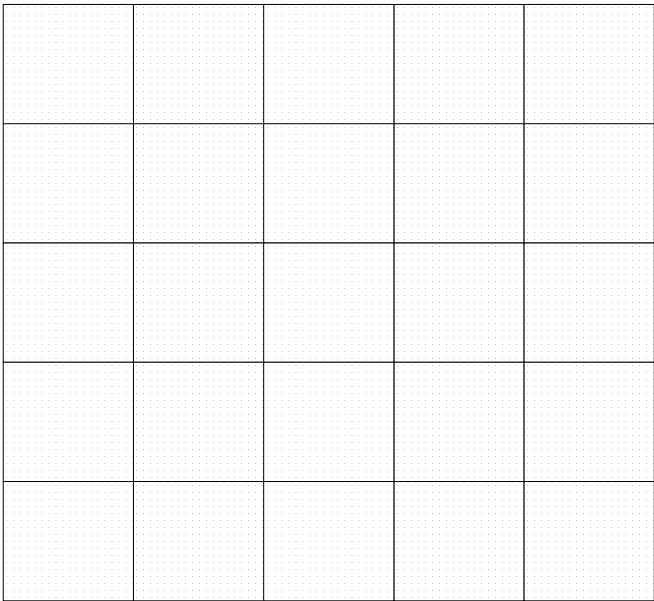
Full Circle Events & Exhibitions Ltd  
Engels House, Victoria Mills  
Weaste Trading Estate  
Liverpool Street  
Salford M5 5HD

Show:	Build It Live 2019
Venue:	Kent Event Centre
Dates:	9th - 10th February 2019

Company:	
Stand No.	
Our Ref:	2453

Tel: 0161 393 3949 Fax: 0161 873 7688

Email: [Exhibit@Fullcircleeventsltd.co.uk](mailto:Exhibit@Fullcircleeventsltd.co.uk)



FRONT OF STAND

Please Indicate:

Shell ☐ Space ☐

Do you have a platform: Yes/ No

SCALE (please indicate)

1 square = 1m ☐ 1 square = 2m ☐

Please use this area to place all your orders on your stand including height information. Orders submitted without this plan will have orders placed on the stand at our discretion.

It is important that the sketch gives details of the open front(s) of the stand, and also the orientation of the stand in relation to others.

IMPORTANT - Please Read The Following Notes:

1	All items (subject to availability) are <u>nett on hire</u> and <u>provided in accordance with suppliers' terms and conditions</u> (a copy of which is available on request), and <u>should be insured during the show period</u> against all risks for <u>3 times the rental value</u> .
2	<u>This diagram will be used to place all orders on your stand. Ensure you complete the diagram clearly and show all heights and dimensions for the placement of all items you have ordered.</u>
3	Loading of shelves (per 1m panel): 1 shelf - max 25kg / 2 shelves - max 40kg / 3 shelves - max 60kg / 4 shelves - max 80kg.
4	If you do not complete this diagram or indicate the heights and dimensions of all orders, items will be placed at our discretion. Subsequent change will be subject to a £25 charge.

PAYMENT

1. In placing a Client Order with Full Circle Events & Exhibitions Ltd, the Client accepts, with no reservations, that these Terms and Conditions of Business take the place of any other document, prior written or oral agreement, as well as the Client's terms and conditions of purchase or hire.

2. Full Circle Events & Exhibitions Ltd. Terms and Conditions of Business can only be amended in writing.

3. The Contract will be interpreted and applied in accordance with English Law and the parties to the Contract agree to submit to the exclusive jurisdiction of the English Courts.

4. A Client Order must be evidenced in writing either by signing a Full Circle Events & Exhibitions Ltd. Order Form or by accepting a Full Circle Events & Exhibitions Ltd. Quotation. Except where stated, Full Circle Events & Exhibitions Ltd. terms and conditions of Business for the placing of Client Orders, their variation and cancellation, will apply to quotations, Order Forms, Site Orders and Electronic Sales Orders.

5. In the event that you cancel an order, even if only advised orally, you will be liable for any work put in hand in order to meet the timescales necessary to complete work to the deadlines of the event for which the work is intended.

6. All Client orders placed after the defined Cut Off Dates will be subject to late order surcharges. The same will apply for any request to change a Client Order and/or additional Orders made outside the aforementioned deadlines.

7. Acceptance of a Client Order will be conditional on timing and on stock availability. Full Circle Events & Exhibitions Ltd. reserves the right to supply in lieu and in place of the equipment ordered, any similar equipment fit for the general purpose of the required items of equipment or service.

8. In the event of cancellation of a Client Order by a Client, the Client will pay to Full Circle Events & Exhibitions Ltd. the labour and material costs of any work undertaken by Full Circle Events & Exhibitions Ltd.in order to fulfil the Client Order, at Full Circle Events and Exhibition Limited's Rates.

9. Any Client Order placed on Site will be charged at the standard price as detailed in the exhibitor manual or as detailed on any Order Form.

10. All prices are exclusive of VAT.

11. Where a client wishes to amend a Client Order after work has started on Site, the Client may be subject to a charge. Full Circle Events & Exhibitions Ltd. will only proceed to make any change after a written request has been signed by the Client's representative on Site. Labour time incurred by Full Circle Events & Exhibitions Ltd. or its contractors will be charged at the Full Circle Events and Exhibitions Limited's Rate.

12. In the event of non-delivery or if the Client is not satisfied that the goods or services that have been ordered are delivered in conformity to the Quotation then a member of the Full Circle Events & Exhibitions Ltd. Site team must be notified before the Open Period of the event. If the Client is not satisfied with the remedial action taken by Full Circle Events and Exhibitions Limited, the matter should be addressed with the Senior member of the Full Circle Events & Exhibitions Ltd. Site time or with the Event Organiser's on-site staff.

13. In the event of a dispute that cannot be resolved on site, the Client will submit their complaint in writing to Full Circle Events & Exhibitions Ltd. within seven days of the opening of the Event. Full Circle Events & Exhibitions Ltd. will consider the complaint and respond to the Client within ten working days.

14. No complaint will be addressed unless it has been brought to the attention of Full Circle Events and Exhibitions Limited's team before the Open Period of the Event.

15. If, after return, apparently malfunctioning products are found by Full Circle Events & Exhibitions Ltd.to be to specification and fully operational, then the Client will be charged for Full Circle Events and Exhibitions Limited's costs in recovering and replacing the item with all costs calculated at the Full Circle Events & Exhibitions Ltd. Rate.

16. Once the Contract is complete, the Client will not be able to claim "force majeure" or an act of God against Full Circle Events and Exhibitions Limited, as Full Circle Events & Exhibitions Ltd.will be considered to have performed its contractual obligations.
17. Unless otherwise agreed, all Client Orders for items ordered from Order Forms must be accompanied by full payment.

18. In the event of non-payment within the terms detailed in our Quotation Full Circle Events & Exhibitions Ltd. reserve the right to withhold goods or services that have been ordered.

19. It is the duty of the hirer to provide at an event or exhibition, a duly authorised representative to accept furnishings and to give a written receipt. If the hirer fails to provide for this, he will not be permitted to dispute subsequently the facts of the delivery and deemed to have accepted the delivery and these conditions.

20. As from its being made available, its delivery or acceptance, the Client will be responsible for the safety of Full Circle Events and Exhibitions Limited's property throughout the duration of the event and will be responsible for any damage to Full Circle Events and Exhibitions Limited's property cause by the actions of Client or its customers.

21. During this period Full Circle and Exhibitions Limited disclaims all responsibility concerning documents, objects, samples, equipment or other goods present in/ under/ on the equipment rented by the Client.

22. The Client undertakes:

22.1 To use the equipment in accordance with its usual purpose, to do nothing nor allow anything to be done that could lead to its damage or its disappearance, to give it the normal maintenance required, to keep it and return it in good working order, and to respect Full Circle Events and Exhibitions Limited's particular recommendations, specific advice for use and appropriate warnings which it acknowledges having read notably in these Terms and Conditions, the specifications sheets, and/or documents that were handed over to it on delivery.

22.2 Not to carry out any modification or repair to Full Circle Events and Exhibitions Limited's property, however small.

22.3 Not to nail, apply adhesive or paint, or damage Full Circle Events and Exhibitions Limited's property in any way without Full Circle Events and Exhibitions Limited's agreement or the express permission as set out in the Exhibitor manual and Do's and Don't sheet for the event.

22.4 To allow any of Full Circle Events & Exhibitions Ltd.representatives or persons authorised by the latter, unrestricted access to the equipment installed for purposes of maintenance and to take any necessary steps to make their mission easier.

22.5 To return goods to Full Circle Events & Exhibitions Ltd.free of any object.

22.6 To be responsible for any electrical item connected to a socket or mains connection installed by Full Circle Events & Exhibitions Ltd.and to accept full responsibility and all consequential costs resulting from the connection of a faulty or inappropriate electrical item connected to a socket or mains connection installed by Full Circle Events and Exhibitions Limited.

22.7 To pay Full Circle Events & Exhibitions Ltd.the cost of repair or replacement (as appropriate) for any items damaged whilst in the care of the Client however caused.

23. All goods, materials, plant or machinery supplied by Full Circle Events and Exhibitions Limited, shall be on hire unless otherwise stated. The period of hire will be Duration of the Event unless otherwise stated. Full Circle Events & Exhibitions Ltd. shall enter the Site to collect and remove its property as soon as permitted after the end of the Open Period.

24. The illustrations and/ or photographs featured in the sales documentation or manual (irrespective of the medium) are for guidance only and are not binding specifications.

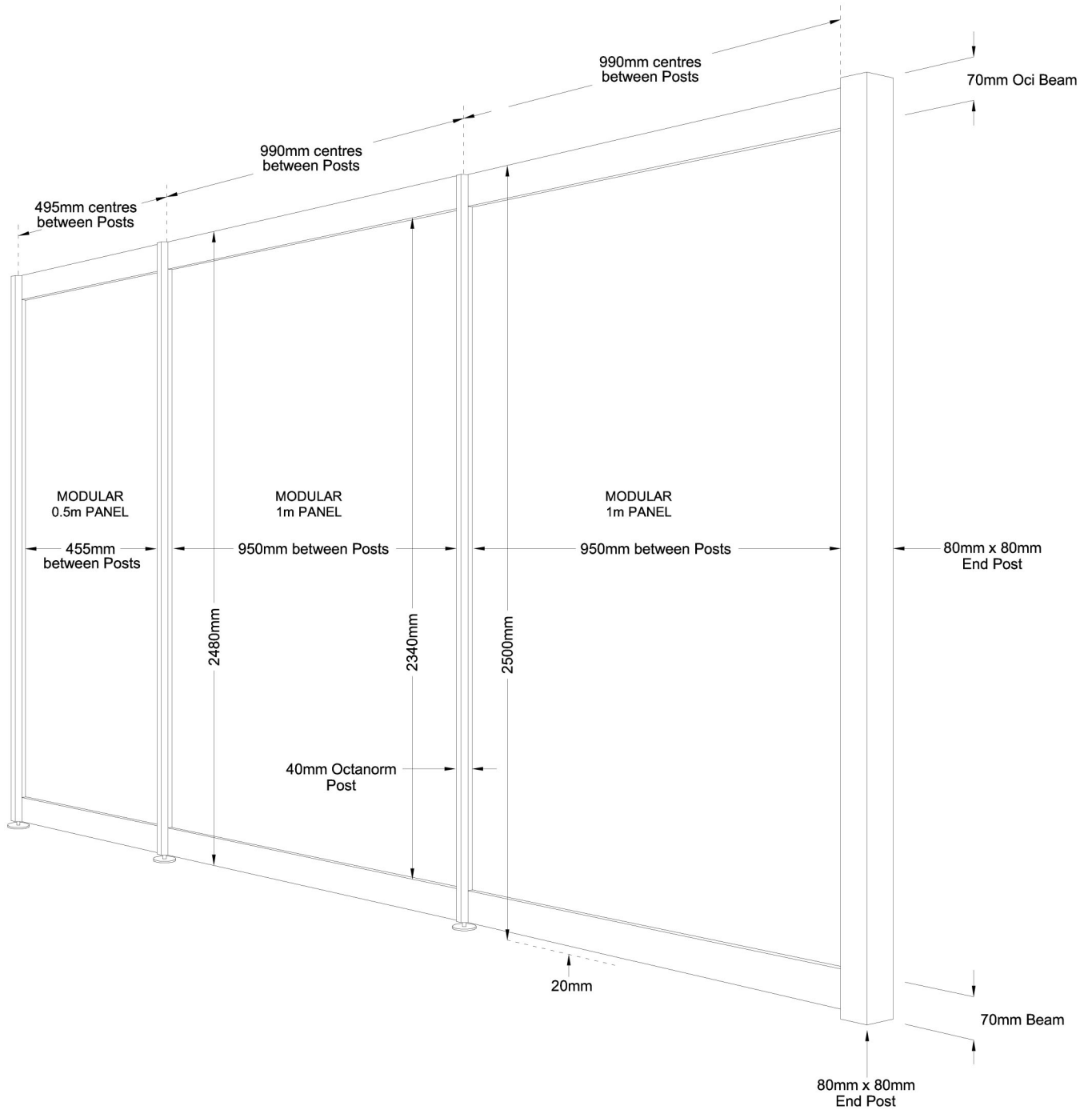
25. Clients may photograph work carried out by Full Circle Events & Exhibitions Ltd. for their own marketing purposes only.



# Panel Dimension Detail

## 40mm Octanorm and Quad 4 Shell

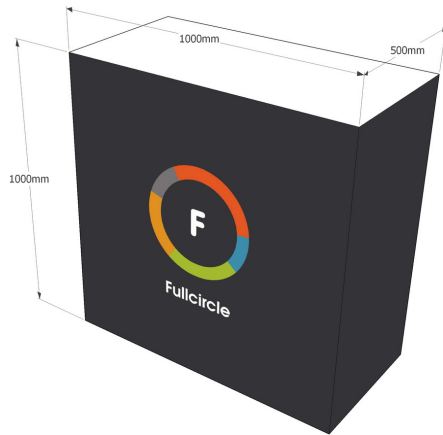
### with 80mm Leading Post



# Shell Scheme Enhancements

**We know how to make sure you have a successful event...**

From branded furniture to a full-height shell scheme package, we're here to help with our range of in-house services!



**Floorcovering**

**Electrics**

**Furniture**

**Graphics**

**Lighting**



**e: [sales@fullcircleeventsltd.co.uk](mailto:sales@fullcircleeventsltd.co.uk)**

**t: 0161 393 3949**

**w: [www.fullcircleeventsltd.co.uk](http://www.fullcircleeventsltd.co.uk)**



# 3 Electrical EQUIPMENT



Full Circle Events & Exhibitions Ltd  
Engels House, Victoria Mills  
Weaste Trading Estate  
Liverpool Street  
Salford M5 5HD  
Tel: 0161 393 3949 Fax: 0161 873 7688  
Email: Exhibit@FullcircleeventsLtd.co.uk

Show:	Build It Live 2019
Venue:	Kent Event Centre
Dates:	9th - 10th February 2019
Stand No.	

*Return By:	11th Jan 2019
Our Ref:	2453

Company Name	
Email Address:	
Invoice Address:	
Postcode:	

Contact:	
Tel:	
Fax:	
Mobile:	
Date:	

**\*Early Booking Prices below are only available on orders received by Friday 11th January 2019. Standard Prices will apply to all orders received after this date**

ITEM/DESCRIPTION	EARLY BOOKING PRICE	STANDARD PRICE	QTY	Total
Individual Spotlight	£74.50	£89.40		
Track with 3 x Spotlights	£173.25	£207.90		
1.5m Fluorescent Fitting	£64.15	£76.98		
13 Amp Socket Outlet 500W	£105.05	£126.06		
13 Amp Socket Outlet 1kW	£160.30	£192.36		
13 Amp Socket Outlet 2kW (not suitable for lighting)	£234.50	£281.40		
13 Amp Socket Outlet 3kW (not suitable for lighting)	£326.70	£392.04		
13 Amp Socket Outlet 500W - 24hrs	£358.70	£430.44		

Any item not on this list then please contact for a quote

In Line with the Current Exhibition Industry Alliance ( Aeo,Aev & Essa ) e-Guide / Rules & Regulations the Following Charges will be Implemented in Relation to Testing the Electrical Installation. These Charges are Compulsory and will Automatically be charged on your Invoice.

COMPULSORY TESTING CHARGE: £15.00

**IMPORTANT NOTICE: Any order will not be processed without Payment in Full**

Subtotal

**\*\*Important information re: Non UK Companies within the EU:**

VAT @ 20%\*\*

Please supply your current VAT Number

Total Cost

If we do not receive your VAT Number we will charge you VAT at the rate of 20%

Full Circle Event & Exhibitions VAT No: GB 167 9174 66

**Chosen Method of Payment:**

(please indicate with X in the box )

NB: We **DO NOT** accept AMEX

☐

Credit Card

☐

Cheque

☐

Debit Card

☐

BACS

Please use Our Ref / Your stand No. as a reference

Cheques should be made payable to Full Circle Events & Exhibitions Ltd. Not acceptable 5 days prior to 1st day of build up or for any on-site orders

Bank Details - Account Number: 64348865 Sort Code: 01-10-01

Swift/BIC: NWBKGB2L IBAN: GB59NWBK01100164348865

Name of Card Holder:					
Card Number:	<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"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>				
3 Digit Security Code (This number can be found on the back of your card)			Expiry Date:		
Maestro Card please include:	Issue Number:		Valid From Date:		
Address to which this card is registered:					
An invoice confirmation of your order will be emailed to you from our finance department. Don't forget to keep a copy of your order for your records.					
Internal Use Only:	Payment Received		Drawing Received		Added to Schedule
	Processed By		Date Processed:		

Electrical Fittings Location PLAN



Full Circle Events & Exhibitions Ltd  
Engels House, Victoria Mills  
Weaste Trading Estate  
Liverpool Street  
Salford M5 5HD

Show:	Build It Live 2019
Venue:	Kent Event Centre
Dates:	9th - 10th February 2019

Company:	
Stand No.	
Our Ref:	2453

Tel: 0161 393 3949 Fax: 0161 873 7688

Email: [Exhibit@Fullcircleeventsltd.co.uk](mailto:Exhibit@Fullcircleeventsltd.co.uk)


FRONT OF STAND

Please Indicate:

Shell ☐ Space ☐

Do you have a platform: Yes/ No

SCALE (please indicate)

1 square = 1m ☐ 1 square = 2m ☐

Please use this area to place all your orders on your stand including height information. Orders submitted without this plan will have orders placed on the stand at our discretion.

It is important that the sketch gives details of the open front(s) of the stand, and also the orientation of the stand in relation to others.

IMPORTANT - Please Read The Following Notes:

1	All items (subject to availability) are <u>nett on hire</u> and <u>provided in accordance with suppliers' terms and conditions</u> (a copy of which is available on request), and <u>should be insured during the show period</u> against all risks for <u>3 times the rental value</u> .
2	This diagram will be used to place all orders on your stand. Ensure you complete the diagram clearly and show all heights and dimensions for the placement of all items you have ordered. Where no drawing is received, the items may be positioned at our discretion, and re-fixing could involve additional costs.
3	Only one four way trailing outlet allowed per maximum socket load of 500w may be used. Flexible cord (round cable) should not exceed two metres.
4	Please note that in ordering electrics you may have a mains box and cable on your stand.

PAYMENT

- In placing a Client Order with Full Circle Events & Exhibitions Ltd. the Client accepts, with no reservations, that these Terms and Conditions of Business take the place of any other document, prior written or oral agreement, as well as the Client's terms and conditions of purchase or hire.
- Full Circle Events & Exhibitions Ltd. Terms and Conditions of Business can only be amended in writing.
- The Contract will be interpreted and applied in accordance with English Law and the parties to the Contract agree to submit to the exclusive jurisdiction of the English Courts.
- A Client Order must be evidenced in writing either by signing a Full Circle Events & Exhibitions Ltd. Order Form or by accepting a Full Circle Events & Exhibitions Ltd. Quotation. Except where stated, Full Circle Events & Exhibitions Ltd. terms and conditions of Business for the placing of Client Orders, their variation and cancellation, will apply to quotations, Order Forms, Site Orders and Electronic Sales Orders.
- In the event that you cancel an order, even if only advised orally, you will be liable for any work put in hand in order to meet the timescales necessary to complete work to the deadlines of the event for which the work is intended.
- All Client orders placed after the defined Cut Off Dates will be subject to late order surcharges. The same will apply for any request to change a Client Order and/or additional Orders made outside the aforementioned deadlines.
- Acceptance of a Client Order will be conditional on timing and on stock availability. Full Circle Events & Exhibitions Ltd. reserves the right to supply in lieu and in place of the equipment ordered, any similar equipment fit for the general purpose of the required items of equipment or service.
- In the event of cancellation of a Client Order by a Client, the Client will pay to Full Circle Events & Exhibitions Ltd. the labour and material costs of any work undertaken by Full Circle Events & Exhibitions Ltd. in order to fulfil the Client Order, at Full Circle Events and Exhibition Limited's Rates.
- Any Client Order placed on Site will be charged at the standard price as detailed in the exhibitor manual or as detailed on any Order Form.
- All prices are exclusive of VAT.
- Where a client wishes to amend a Client Order after work has started on Site, the Client may be subject to a charge. Full Circle Events & Exhibitions Ltd. will only proceed to make any change after a written request has been signed by the Client's representative on Site. Labour time incurred by Full Circle Events & Exhibitions Ltd. or its contractors will be charged at the Full Circle Events and Exhibitions Limited's Rate.
- In the event of non-delivery or if the Client is not satisfied that the goods or services that have been ordered are delivered in conformity to the Quotation then a member of the Full Circle Events & Exhibitions Ltd. Site team must be notified before the Open Period of the event. If the Client is not satisfied with the remedial action taken by Full Circle Events and Exhibitions Limited, the matter should be addressed with the Senior member of the Full Circle Events & Exhibitions Ltd. Site time or with the Event Organiser's on-site staff.
- In the event of a dispute that cannot be resolved on site, the Client will submit their complaint in writing to Full Circle Events & Exhibitions Ltd. within seven days of the opening of the Event. Full Circle Events & Exhibitions Ltd. will consider the complaint and respond to the Client within ten working days.
- No complaint will be addressed unless it has been brought to the attention of Full Circle Events and Exhibitions Limited's team before the Open Period of the Event.
- If, after return, apparently malfunctioning products are found by Full Circle Events & Exhibitions Ltd. to be to specification and fully operational, then the Client will be charged for Full Circle Events and Exhibitions Limited's costs in recovering and replacing the item with all costs calculated at the Full Circle Events & Exhibitions Ltd. Rate.
- Once the Contract is complete, the Client will not be able to claim "force majeure" or an act of God against Full Circle Events and Exhibitions Limited, as Full Circle Events & Exhibitions Ltd. will be considered to have performed its contractual obligations.
- Unless otherwise agreed, all Client Orders for items ordered from Order Forms must be accompanied by full payment.
- In the event of non-payment within the terms detailed in our Quotation Full Circle Events & Exhibitions Ltd. reserve the right to withhold goods or services that have been ordered.
- It is the duty of the hirer to provide at an event or exhibition, a duly authorised representative to accept furnishings and to give a written receipt. If the hirer fails to provide for this, he will not be permitted to dispute subsequently the facts of the delivery and deemed to have accepted the delivery and these conditions.
- As from its being made available, its delivery or acceptance, the Client will be responsible for the safety of Full Circle Events and Exhibitions Limited's property throughout the duration of the event and will be responsible for any damage to Full Circle Events and Exhibitions Limited's property caused by the actions of Client or its customers.
- During this period Full Circle and Exhibitions Limited disclaims all responsibility concerning documents, objects, samples, equipment or other goods present in/ under/ on the equipment rented by the Client.
- The Client undertakes:
  - 22.1 To use the equipment in accordance with its usual purpose, to do nothing nor allow anything to be done that could lead to its damage or its disappearance, to give it the normal maintenance required, to keep it and return it in good working order, and to respect Full Circle Events and Exhibitions Limited's particular recommendations, specific advice for use and appropriate warnings which it acknowledges having read notably in these Terms and Conditions, the specifications sheets, and/or documents that were handed over to it on delivery.
  - 22.2 Not to carry out any modification or repair to Full Circle Events and Exhibitions Limited's property, however small.
  - 22.3 Not to nail, apply adhesive or paint, or damage Full Circle Events and Exhibitions Limited's property in any way without Full Circle Events and Exhibitions Limited's agreement or the express permission as set out in the Exhibitor manual and Do's and Don't sheet for the event.
  - 22.4 To allow any of Full Circle Events & Exhibitions Ltd. representatives or persons authorised by the latter, unrestricted access to the equipment installed for purposes of maintenance and to take any necessary steps to make their mission easier.
  - 22.5 To return goods to Full Circle Events & Exhibitions Ltd. free of any object.
  - 22.6 To be responsible for any electrical item connected to a socket or mains connection installed by Full Circle Events & Exhibitions Ltd. and to accept full responsibility and all consequential costs resulting from the connection of a faulty or inappropriate electrical item connected to a socket or mains connection installed by Full Circle Events and Exhibitions Limited.
  - 22.7 To pay Full Circle Events & Exhibitions Ltd. the cost of repair or replacement (as appropriate) for any items damaged whilst in the care of the Client however caused.
- All goods, materials, plant or machinery supplied by Full Circle Events and Exhibitions Limited, shall be on hire unless otherwise stated. The period of hire will be Duration of the Event unless otherwise stated. Full Circle Events & Exhibitions Ltd. shall enter the Site to collect and remove its property as soon as permitted after the end of the Open Period.
- The illustrations and/ or photographs featured in the sales documentation or manual (irrespective of the medium) are for guidance only and are not binding specifications.
- Clients may photograph work carried out by Full Circle Events & Exhibitions Ltd. for their own marketing purposes only.



## QUICK REFERENCE GUIDE TO APPLIANCE POWER CONSUMPTION

---

This Quick Reference Guide is designed to assist you in planning your power requirements, and if followed, will reduce the likelihood of problems occurring at the exhibition venue.

Full Circle Events & Exhibitions Ltd provides standard 3-pin English 13A socket-outlets, but with four different power ratings. The list below indicates the sort of equipment that can be used with each of the power ratings:

### **500W SOCKET OUTLET IS RATED AT 2 AMP AND CAN SUPPLY:**

- One computer [or 2 x laptops]
- A small domestic fridge
- Four mobile phone chargers
- Television and DVD Player

Only one four-way extension lead is allowed per 500W socket, providing the extension lead is no longer than 2 metres in length and the total load connected to the extension does not exceed 500W

### **1kW (1000W) SOCKET OUTLET IS RATED AT 4 AMP AND CAN SUPPLY:**

- Small domestic coffee machine (750W – 1kW)
- Small domestic steamer (900W – 1kW)
- Small microwave cooker (750W – 1kW)
- Vacuum Cleaner (800W – 1kW)
- Plasma Screen \*

\*Where large Plasma screens are used, it has been our experience that although the screen is quite happy to run from a 500W socket-outlet, the large start-up current of the screen sometimes causes the 500W socket to trip out. We always recommend that a 1kW socket be used to supply a larger than 32 inch plasma screen

### **2kW (2000W) AND 3kW (3000W) ARE RATED AT 10 AMP AND 13 AMP RESPECTIVELY AND CAN SUPPLY:**

- Jug Kettle (2kW – 3kW)
- Catering coffee machine (1.5kW – 3kW)
- Professional audio-visual systems (2kW)
- Industrial Cleaners (1.2kW – 3kW)
- Water Heaters (3kW)

### **Please Note:**

The list indicates individual items that can be used with each socket, with the exception of the 500W socket above. All sockets are supplied on daytime power only unless 24-hour continuous power is requested and quoted for. Generally the power is switched off 30 minutes after the show closes and switched on 30 minutes before the show opens each day.

Actual power requirements will vary dependent upon the individual equipment used. All electrical equipment has a Rating Plate that shows its power consumption in Watts (W) or kilowatts (kW). You should carefully examine all equipment to be used and calculate the exact power usage before ordering your electrical power requirements.

If you are ordering a socket so as to be able to supply your own lighting arrangement(s), then in accordance with the regulations, the maximum power rating of any single lighting circuit is 1000W (1kW), so if, for example, you had 3kW of lighting on your stand, you would need to order 3 x 1kW sockets for this arrangement.

Under the current regulations it is not permissible to order a socket and use it to supply a consumer unit if you are carrying out the installation of your own electrical wiring and equipment. In these circumstances you will need to order an electrical mains supply.



Return By: 11th Jan 2019

Our Ref:	2453
----------	------

<b>Company Name</b>
<b>Email Address:</b>
<b>Invoice Address:</b>
<b>Post Code:</b>

<b>Contact:</b>
<b>Tel:</b>
<b>Fax:</b>
<b>Mobile:</b>
<b>Date:</b>

**Our carpet is an outright sale and includes delivery to site plus laying of carpet**

**The customer is responsible for the removal and disposal of carpet and carpet tape at the close of the exhibition**

Is the carpet being laid to: Venue Floor: ☐ Floor Flats: ☐ Platform Floor: ☐

Please specify Carpet Laying Date & Time:	
---	--

Stand Dimensions	Space Only	Shell Scheme

ITEM/DESCRIPTION	Colour	UNIT	STANDARD PRICE	QTY	Total
Exhibition Cord Carpet (with Protective Polythene)		per sqm	£8.75		
Velour Carpet (mid range) (with Protective Polythene)		per sqm	£9.50		
Velour Carpet (high end range) (with Protective Polythene)		per sqm	£11.15		
Vinyl Flooring / Artificial Grass		per sqm	Price on request		

***NB: It is the responsibility of the exhibitor to remove the Protective Polythene from their stand***

### Carpet Accessories:

Aluminium Edging direct to Venue Floor	Per m	£10.50		
Aluminium Edging to Floor Flats or Platform Floor	Per m	£10.50		
Protective Polythene	Per m	£1.25		
Removal of Carpet and Tape at the close of the show	Per m	£1.00		

Flooring:

Platform Floor: 100mm high with Black Skirting	per sqm	£19.50		
1m x 1m Ramp for 100mm Platform	each	£135.00		
Floor Flats 18mm	per sqm	£13.00		

**IMPORTANT NOTICE:** Any order will not be processed without Payment in Full

Subtotal

**\*\*Important information re: Non UK Companies within the EU:**

**VAT @ 20%\*\***

Please supply your current VAT Number

**Total Cost**

If we do not receive your VAT Number we will charge you VAT at the rate of 20%

Full Circle Event & Exhibitions VAT No: GB 167 9174 66

Chosen Method of Payment:


Credit Card

Debit Card

Cheque

BACS

(No Charge however International payments may incur bank charges)

Please use Our Ref / Your stand No. as a reference

Cheques should be made payable to Full Circle Events & Exhibitions Ltd. Not acceptable 5 days prior to 1st day of build up or for any on-site orders

**Bank Details - Account Number: 64348865 Sort Code: 01-10-01**

Swift/BIC: NWBKGB2L IBAN: GB59NWBK01100164348865

Name of Card Holder:

Card Number:

[illegible]

**3 Digit Security Code** (This number can be found on the back of your card):

**Expiry Date:**

**Maestro Card please include:**

**Issue Number:**

Valid From Date:

Address to which this card is registered:

An invoice confirmation of your order will be emailed to you from our finance department. Don't forget to keep a copy of your order for your records.

Internal Use Only:	Payment Received		Drawing Received		Added to Schedule	
	Processed By				Date Processed	

# Exhibition Cord Carpet

1/2



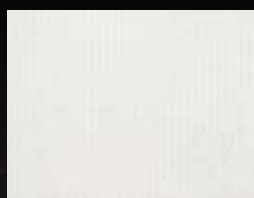
Fullcircle



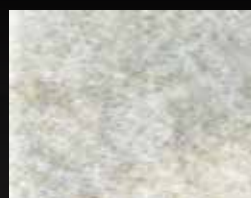
White



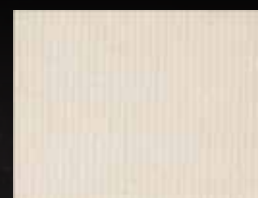
Marmo



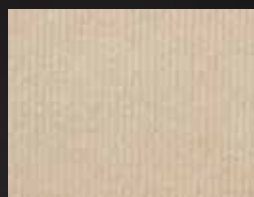
Ivory



Greggio



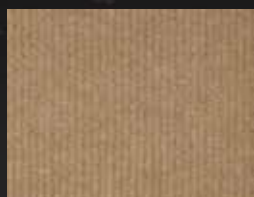
Cream



Champagne



Honey Beige



Coffee



Cognac



Mokka



Havanna



Yellow



Sunrise



Tango



Red



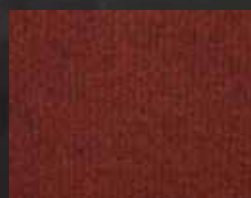
Rubin



Yellow



Ruby



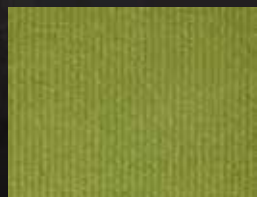
Burgundy



Lime



Campestre



Light Green



Smaragd



Apple



Jade



Teal



Menthe



Mint



Blue Lagoon



Olive

Full Circle Events & Exhibitions Ltd.

T: 0161 393 3949 - Bedlam House, 43 Duncan Street, Salford, Manchester, M5 3SQ

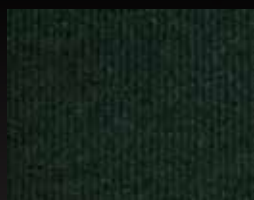


# Exhibition Cord Carpet

2/2



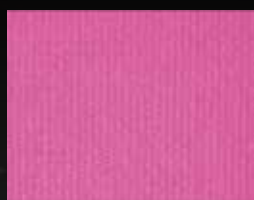
Fullcircle



Dark Green



Baby Pink



Magenta



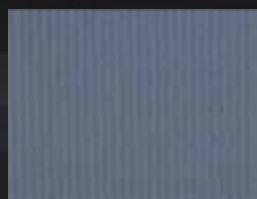
Pink



Fuchsia



Pervinca



Lavandel



Violet



Lavanda



Purple



Baby Blue



Light Blue



Ocean



Azur



Process



Sapphire



Caraibi



Electric



Midnight



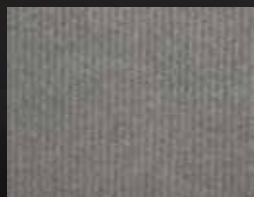
Dark Blue



Navy



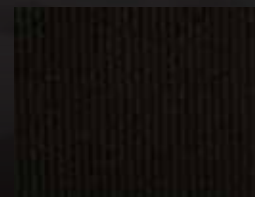
Silver



Steel



Dark Grey



Graphite



Stone



Pearl



Slate



Anthracite



Black

Full Circle Events & Exhibitions Ltd.

T: 0161 393 3949 - Bedlam House, 43 Duncan Street, Salford, Manchester, M5 3SQ



# 6 Onsite Handling & Logistics



Full Circle Events & Exhibitions  
Ltd  
Engels House, Victoria Mills,  
Weaste Trading Estate,  
Liverpool Street,  
Salford, M5 5HD  
Tel: 0161 393 3949 Fax: 0161 873 7688  
Email: [Exhibit@FullcircleeventsLtd.co.uk](mailto:Exhibit@FullcircleeventsLtd.co.uk)

Show:	Build It Live 2019
Venue:	kent Event Centre, Kent
Dates:	9th - 10th February 2019
Company:	

Return By:	11th Jan 2019
Our Ref:	2453

Company Name:

Email Address:

Invoice Address:

Postcode:

Contact:

Tel:

Fax:

Mobile:

Date:

**\*On site orders will be subject to an additional 20% Surcharge**

WE REQUIRE THE FOLLOWING SERVICES	PLEASE TICK	DATE REQUIRED	TIME REQUIRED
<b>Unloading</b> from vehicle direct to stand @ £15 per cubic metre (minimum order 2m <sup>3</sup> which equates to £30 minimum per lift)			
<b>Reloading</b> from stand direct to vehicle @ £15 per cubic metre (minimum order 2m <sup>3</sup> which equates to £30 minimum per lift)			

*Exhibitors will need to nominate a responsible person to oversee and sign for any lifting service provided and where necessary they should have the facility to pay for any costs they accrue. This person must be authorised to sign that they are satisfied with the work undertaken and agree with the weights/dimensions they are signing for*

ONSITE CONTACT:			MOBILE NUMBER:						
DESCRIPTION OF GOODS PALLETISED	TOTAL VALUE OF GOODS (£)	TOTAL WEIGHT (KGS)	PALLET DIMENSIONS (LxWxH)	PALLET CBM (m <sup>3</sup> )	PALLET QTY UNLOAD	UNLOAD COST per m <sup>3</sup>	PALLET QTY RELOAD	RELOAD COST per m <sup>3</sup>	TOTAL COSTS
EXAMPLE ONLY									
Televisions	£2,000	170KG	2 x 0.5 x 2	2	1	£30.00	1	£30.00	£60.00
Literature	£400	360KG	3 x 1 x 2	6	3	£270.00	0	£0.00	£270.00

**NB:** For the purpose of Lifting & Handling & Transport Services, the estimated Value of each item **MUST** be supplied

**COMPULSORY FILE PROCESSING FEE:** £20.00

**IMPORTANT NOTICE:** Any order will not be processed without Payment in Full

**\*\*Important information re: Non UK Companies within the EU:**

Please supply your current VAT Number

Subtotal

VAT @ 20%\*\*

Total Cost

If we do not receive your VAT Number we will charge you VAT at the rate of 20%

Full Circle Event & Exhibitions VAT No: GB 167 9174 66

**Chosen Method of Payment:**

(please indicate with X in the box )

NB: We **DO NOT** accept AMEX

☐ Credit Card  
☐ Debit Card  
☐ Cheque  
☐ BACS

(No Charge) Please use Our Ref / Your stand No. as a reference

Cheques should be made payable to Full Circle Events & Exhibitions Ltd. Not acceptable 5 days prior to 1st day of build up or for any on-site orders

Bank Details - Account Number: 64348865 Sort Code: 01-10-01 Swift/BIC: NWBKGB2L IBAN: GB59NWBK01100164348865

Name of Card Holder:

Card Number:

3 Digit Security Code (This number can be found on the back of your card):

Expiry Date:

Maestro Card please include:

Issue Number:

Valid From Date:

Address to which this card is registered:

An invoice confirmation of your order will be emailed to you from our finance department. Don't forget to keep a copy of your order for your records.

Internal Use Only:	Payment Received		Drawing Received		Added to Schedule	
	Processed By		Date Processed:			

# FREE

- ✓ Delivery and installation of equipment to your stand
- ✓ Collection immediately after the show closes
- ✓ Onsite technical support throughout the event

**20% OFF\***



**CLICK HERE  
TO ORDER ONLINE**



**OR CALL  
+44 (0)20 7803 4000**

## DISPLAY EQUIPMENT

### SUPER SLIM LEDS

- Sizes from 32 to 98 inches

• Prices from ~~£248.75~~ **£199.00**

Go online to see our full range of screens and mounting options



**NOW FROM  
£199**

## AUDIO VISUAL EQUIPMENT

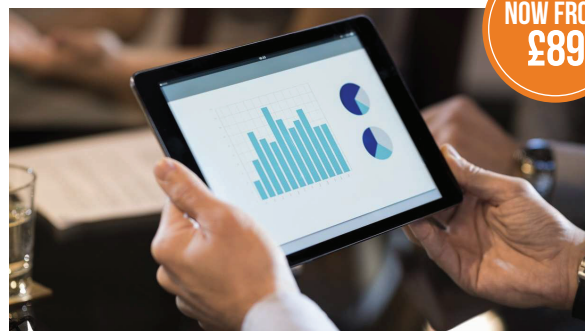
- PA Systems ~~£248.70~~ **NOW £199** (wireless upgrade available)
- Blu-ray Player ~~£48.75~~ **NOW £39**
- Multimedia Player ~~£18.00~~ **NOW £14.40**



**NOW FROM  
£199**

## COMPUTER & OFFICE EQUIPMENT

- iPad with accessories ~~FROM £111.25~~ **NOW £89**
- Laptops ~~FROM £211.25~~ **NOW £169**
- Printers ~~FROM £133.75~~ **NOW £107**
- Mini PC ~~FROM £86.25~~ **NOW £69**



**NOW FROM  
£89**

t: +44(0)20 7803 4000

e: sales@aztecuk.com

w: shop.aztecuk.com

\*20% off promotion ends midnight 20/01/19 then original prices will apply.

## Large Format Display LED Walls and Touchscreens

### CONTENT IS KING!

Let us help you design a striking visual display and ensure everything runs smoothly during your event. Our Design Studio is fully equipped to enhance your content or design what you need.

Our technicians will deliver, install and collect for **FREE**.

### LED WALLS

- Get your brand noticed with these bright stunning video walls
- Build them to the size you need for maximum impact
- One stop delivery of design, content and installation



### TOUCHSCREENS

- Engaging and interactive experience
- Perform live demos of your website and apps
- Variety of sizes available to get the right fit for your stand



### Our price promise

- ✓ Always equal or better
- ✓ No hidden charges

Talk to us  
about special  
introductory  
prices



CLICK HERE  
TO EMAIL US



OR CALL  
+44 (0)20 7803 4000

t: +44(0)20 7803 4000

e: sales@aztecuk.com

w: shop.aztecuk.com



@AztecEventsUK



Service Supplier  
of the Year



Best AV Hire  
& Production



Best Technology  
Provider

