



Exhibition Manual

22-24

May 2024

**Edinburgh,
Scotland**

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Key notes

This exhibitor manual is to the best of today's knowledge correct and complete. The manual will be developed over the next months based on the ongoing situation and the most up to date version will always be available on the website.

Exhibitor

Please note that the term 'Exhibitor' describes any company or organisation that has made a successful application for space allocation in the technical exhibition to be organised in the framework of the ACC Europe Annual Conference 2024, or any agent or representative acting on behalf of the exhibitor.

General Information

- Venue: **Edinburgh International Conference Centre (EICC)**
Lennox Entrance
150 Morrison street, EH3 8EE
<https://www.eicc.co.uk/organising/the-venue/>
- Exhibition Area: The exhibition area is situated in **Lennox 1&2 on level -2** at the EICC.
- Deliveries: All deliveries to the **EICC** should be coordinated with our official Freight Forwarder.
Please reach out to international@cameronlogistics.co.uk.

REMINDER: As the event is in the United Kingdom, please do not forget to bring a UK adapter to ensure compatibility with local power outlets during the event.

Key Contacts

We strongly advise to keep ACCE.conference@wearemci.com in cc in all email communication with the venue, stand services, and other suppliers.

Conference Organisers	
Exhibition Logistics Team Your main contact point for logistical queries.	Irene Sanchez Saura E: ACCE.conference@wearemci.com
Commercial Partnership & Exhibition For any queries regarding the sponsorship brochure and sales.	Genco Turkmen E: g.turkmen@accglobal.com
Event Registration For any queries regarding registration.	E: ACCE.registration@accglobal.com
Venue & Suppliers	
Edinburgh International Conference Centre (EICC)	Sofia Fenoglio E: sofiadf@eicc.co.uk Tel: +44 (0) 131 519 4038
Rigging – EICC For any questions regarding the location and pricing of rigging in the Exhibition Hall.	Jamie Woods E: jamie.woods@eicc.co.uk Tel: +44 (0) 7774092615
International Logistics & Shipping Should be reached out for assistance with international logistics and shipping.	Paul Bessey E: international@cameronlogistics.co.uk Tel: +44 (0) 1355 202497
Exhibitor Service – Warwick Event Services For any special queries regarding the Online Webshop or equipped stands.	E: exhibitionorders@wce.co.uk Tel: +44 (0)1392 953012
Stand Builder - Warwick Event Services Could be reached for custom designed booths construction.	E: exhibitionorders@wce.co.uk Tel: +44 (0)1392 953012
Stand Builder - Cameron Event Logistics Ltd Could be reached for custom designed booths construction.	Claire O'Donnell E: claire@cameronlogistics.co.uk Tel: +44 (0)1355 202 496
Catering For any specific needs or questions regarding catering.	Kirstin Irons E: kirstini@eicc.co.uk
Transportation Reduced rates have been negotiated and can be checked on the Website .	Irene Sanchez Saura E: ACCE.conference@wearemci.com
Accommodation We encourage you to book your rooms as soon as possible following the instructions on the Website .	Irene Sanchez Saura E: ACCE.conference@wearemci.com

Checklist

Key deadlines and dates to be **respected** by exhibitors.

Checkbox	Deadline	Action	Contact/Link
	January	Exhibitor registration Use link and instructions received via email. Please register all booth staff.	ACCE.conference@wearemci.com
	22 March 2024	Deadline to register at the Early Bird Rate	Use the links sent to you by email
	As of 23 March 2024	Register at the Standard Rate	Use the links sent to you by email
	Until 17 March 2024	In case of Registration cancellation , full amount will be refunded minus €100 cancellation fee	All registration cancellation should be sent by email to: ACCE.registration@accglobal.com .
	From 18 March 2024	Cancellation refunds are no longer possible; however transfer of registration may be accommodated	Please reach out to: ACCE.registration@accglobal.com .
	17 April 2024	Handing in your raw space stand projects for approval	All stand projects must be sent to: ACCE.conference@wearemci.com
	As of 23 April 2024	Register at the Full Rate deadline	Use the links sent to you by email
	1 May 2024	Deadline to send all your artwork for your booth	All artwork should be sent to: exhibitionorders@wce.co.uk
	1 May 2024	Order deadline for exhibition related services via the Online Webshop	Refer to page 17
	As of 1 May 2024	Surcharge of 20% on all orders via the Online Webshop .	Refer to page 17
	Until 5 May 2024	A transfer of registration to another participant from the same company may be accommodated at the discretion of the Organiser for a EURO (€) 50 admin fee	Please do reach out to the registration team: ACCE.registration@accglobal.com .
	22 May 2024	07h00 – 14h00: Dispatching and build-up of equipped stands by Warwick 10h00 – 17h00: Build-up for raw space stands 14h00 – 17h00: Exhibitors to come decorate their equipped stands 17h00 – 20h00: Exhibition Area open + Get Together	
	23 May 2024	08h00 – 09h00: Exhibition Area open only for exhibitors 09h00 – 17h30: Exhibition Area open	
	24 May 2024	08h00 – 09h00: Exhibition Area open only for exhibitors 09h00 – 14h30: Exhibition Area open 15h00 – 19h00: Dismantling	

Exhibitor Registration

Click [here](#) for more information on the registration.

Confirmed exhibitors and sponsors will receive, as of the end of January, a personalised email with the registration link to be used, a discount code if needed according to their corresponding packages, and instructions.

Kindly note that badges are **unique and personalised** for each participant and cannot be exchanged onsite. The organisers will not accept several participants sharing the same badge. Please register all your participants accordingly using the ACC 2024 registration system.

A **transfer of registration** to another participant from the same company may be accommodated at the discretion of the Organiser. All registration cancellation and transfer requests should be sent by email to the Registration Secretariat at ACCE.registration@accglobal.com.

Cancellation & transfer conditions for delegates, sponsors, and exhibitors:

The following cancellation conditions will apply:

- **Until 17 March 2024** for any reason, the full amount will be refunded minus a €100 cancellation fee (excluding applicable VAT and excluding any and all transfer costs which shall be fully borne by the participant)
- **From 18 March 2024**, refunds are no longer possible, however transfer of registration may be accommodated (see transfers conditions below)

Registrations could be transferred following the applicable conditions below:

Registration replacement requests should be sent in writing to ACCE.registration@accglobal.com **before 5 May 2024** and can be accommodated at no costs until the above-mentioned date. **From 6 May to the conference**, a replacement may be accommodated for a EUR (€) 50 Admin fee.

Exhibitor Pass

The Exhibitor Pass grants access to the:

- Exhibition (including access 1 hour before and 1 hour after the official exhibition opening hours)
- Coffee breaks on Thursday & Friday (*catering of the congress will be accessible in the exhibition hall*)
- Lunch on Thursday & Friday (*catering of the congress will be accessible in the exhibition hall*)
- Welcome Reception on Wednesday 22 May 2024 at the EICC

Please note that this pass **does not** grant access to Sessions in the programme.

For security reasons, exhibitors are always required to wear their badges. **These badges are meant to be used for your company's staff.**

Welcome Reception

The official opening of the exhibition halls is at **18h00** on Wednesday 22 May 2024. The welcome reception will be served from 18h00 to 20h00 to any registered participants in the exhibition hall of the EICC.

Gala Dinner

If you wish to purchase tickets to the closing dinner to give you the opportunity to expand your network and have **more time with the attendees**, you can do so online, via the registration link at the same time as your registration.

Gala Dinner – 23 May 2024	
Gala Dinner Ticket	225,00€

** The rate is excluding applicable 20% UK VAT*

Delegate Pass

	Until 22 March 2024	From 23 March to 22 April 2024	As of 23 April 2024
Member	950,00€	1.095,00€	1.205,00€
Non-member	1.250,00€	1.395,00€	1.595,00€
Non-member & Membership Fee	1.330,00€	1.475,00€	1.630,00€

** All rates are excluding applicable 20% UK VAT*

The Delegate Pass grants access to the:

- Full Congress Sessions and Programme
- Exhibition
- Coffee breaks on Thursday & Friday *(catering of the congress will be accessible in the exhibition hall)*
- Lunch on Thursday & Friday *(catering of the congress will be accessible in the exhibition hall)*
- Welcome Reception on Wednesday 22 May 2024 at the EICC
- Gala Dinner on Thursday 23 May 2024 at Dynamic Earth

Registration Desks

All participants must be pre-registered for the ACC Europe Annual Conference 2024. The badges will need to be picked up at the registration area in the [Atrium](#).

Registration Desks Location:

EICC, Atrium
The Exchange, Edinburgh,
EH3 8EE, Scotland

Registration Desks Opening Hours:

Wednesday 22 May	16:00 – 20:00*
Thursday 23 May	08:30 – 17:30*
Friday 24 May	08:00 – 16:00*

**Timing subject to change*

To avoid queues, we invite you to come as of Wednesday already to pick up your badge to quickly access the exhibition floor on Thursday morning.

Exhibitor Help Desk

The exhibitor help desk will be open & available during build-up days. Timing will be published at a later stage. A representative of the Exhibition Department will be there to support you during set-up days.

Constructor Registration

Set-up/Dismantling

Every person entering the EICC during build-up or dismantling needs to be able to show valid identification papers (passport or other valid identity papers). This document needs to contain a recent picture, name, and signature.

Congress Days

During the congress days and/or in the event of an equipment failure (i.e., breakdown of the coffee machine, lighting, etc.), your constructor should receive an exhibitor badge from your allotment. If one representative of the construction team is meant to be at the booth all day, one exhibitor badge should be used as well. All contractors who require exhibitor badges during congress days would need to proceed to the exhibition help desk located at the entrance together with the exhibitor's booth personnel.

Build-up and dismantling

Exhibition Schedule*

Date	Time	Description
Wednesday 22 May 2024	07h00 – 14h00	Dispatching and building of equipped stands
	10h00 – 17h00	Build-up for raw space stands
	14h00 – 17h00	Exhibitors to come decorate their equipped booths
	17h00 – 18h15	Joint Keynote Speaker with GC Summit
	18h15 – 20h00	ACC Get Together
Thursday 23 May 2024	09h00 – 17h30	Exhibition Area Open <i>(Exhibitors have access one hour prior to/after official opening hours)</i>
Friday 24 May 2024	09h00 – 14h30	Exhibition Area Open <i>(Exhibitors have access one hour prior to/after official opening hours)</i>
	As of 15h00	Dismantling until 19h00

*Subject to change. The times indicated above should be sufficient for build-up and dismantling.

Build-up and dismantling

Breakdown and removal of exhibits may not commence before the official closing time. Any special arrangements for build-up or break down and removal of exhibits must be made in consultation with the [Exhibition Logistics Team](#) and involves the payment of an overtime fee, according to the price list.

Exhibits must remain fully intact and always staffed. Dismantling of exhibits and removal of products or display material is limited only to published dismantling hours. The dismantling or abandonment of the exhibit will cause remedial actions by the exhibition management company. Relating costs will be borne by the exhibiting company.

The exhibitor is **responsible for the safety of its products, displays and stand**. During the set-up and breakdown period, no material should be left unattended at any time. It is the responsibility of each exhibitor to **leave the stand space clean and tidy** during the exhibition and after the break-down. All exhibits, displays, stand fittings and materials must be removed from the premises by the time and date stated by the Exhibition Logistics Team. The Exhibition Logistics Team can demand that exhibitors restore their exhibition area to the original condition at the exhibitor's own expense. If exhibitors **leave rubbish behind, charges will apply**. Stored materials, empty containers and packing material must be disposed of.

Breakdown deadline

All exhibits and stand **equipment must be removed** from the halls **by 18:59** on Friday, **24 May 2024** and all personnel should leave the premise by **19:00 at the latest**.

Exhibition Access

Please note that entrance to the building is via our loading bay located at the *Off West Approach Road, Edinburg - EH3 8EE*. See map detailed below to get to the correct area:



Directions to the EICC Loading Bay

- Heading: - EAST straight on to LOTHIAN RD. TURN LEFT. Keep in inside lane passing Sheraton Hotel TURN LEFT. Onto WESTERN APPROACH RD. Second set of lights TURN LEFT LOADING BAY DOUBLE SET OF ROLLER SHUTTERS.
- Heading: - WEST straight down MORRISON STREET. TURN LEFT onto WESTERN APPROACH LINK; TURN LEFT onto WESTERN APPROACH RD. First set of lights TURN RIGHT LOADING BAY DOUBLE SET OF ROLLER SHUTTERS.

Access control will be carried out at the boom barriers, no prior registration needed. **No unauthorised persons or persons without accreditation will be allowed to enter the premises.**

Parking Procedures

- Vehicles may not be left unattended in the EICC Loading Bay or parked in an unauthorised location nearby.
- This means that Exhibitors may park their vehicle and unload any necessary items into the EICC's Loading Bay. These items will be stored safely and monitored by CCTV until the exhibitor is ready to move them to their stand.
- As soon as the vehicle has been unloaded, it must be removed off site and parked in an appropriate place.
- Exhibitors may not start setting up until they have removed their vehicle.

Stand Builders

You could select one of the preferred stand builders below:

1. WARWICK EVENT SERVICES

Warwick Event Services delivers innovative and exciting solutions to help exhibitors deliver memorable events, no matter the location or size.

Email: exhibitionorders@wce.co.uk

Tel: +44 (0)1392 953012

2. CAMERON EVENT LOGISTICS LTD

[Cameron Event Logistics Ltd](#) has over 25 years' experience of working at the EICC and is specialized in supporting their customers for their events, such as custom-designed Trade Show booths construction and design. You can find their brochure [here](#).

Claire O'Donnell - Senior Project Manager

Email: claire@cameronlogistics.co.uk

Tel: +44 (0)1355 202 496

Arrival & Parking

In our commitment to optimizing your event experience, the **Lufthansa Group airlines** has agreed to offer a discount to the participants of the ACC Europe Annual Conference 2024. The Lufthansa Group airlines bring people together – every day, all around the world. The global route network of Austrian Airlines, Lufthansa, SWISS, Brussels Airlines and Eurowings offers optimal connection and combination options, so you will benefit from quick and direct flights to the event.

You will reach the booking platform [here](#) and with the event code **BEAPPLH** the reduced fares are automatically displayed.

The **London North Eastern Railway (LNER)** offers discounted delegate travel for events coming to Edinburgh. The discount code to be used is **ECB2024** for 20% off on their [website](#). This link and code are solely for participants of the ACC Europe Annual Conference 2024 and should not be shared with others.

The [Edinburgh International Conference Centre](#) is in central Edinburgh. Please find below a quick overview of your options to get there. More information can be found [here](#).

Edinburgh Trams offers customers a fantastic range of pre-purchase tickets, through their website [here](#). Get unlimited travel on the tram for 3 days by purchasing their multi-day ticket option. Use the code **ACC10** to get an additional **10%** discount.

Directions

Transport	Information
By Bus	Edinburgh's main bus terminal is located at St Andrews Square. Bus connections stretch right across the UK. Find all information here .
By Train	Waverley Station is 1.3 miles from EICC, and Haymarket Station, which is just 0.4 miles from EICC. Find all information here .
By Tram	Edinburgh Trams run between the Airport and York Place every 8-10 minutes Monday to Saturday and every 12-15 minutes on a Sunday. The closest tram stop to the EICC is at Haymarket Station. Find all information here .
By Car	The EICC is right in the centre of Edinburgh. The main entrance is 150 Morrison Street. For directions from your home or office visit www.multimap.com and input EH3 8EE for the destination postcode.
By Plane	The Airlink 100 operates a frequent bus service (every 10 minutes at peak times) between Edinburgh Airport and the city centre, with designated stops in route. Delegates are advised to disembark at Haymarket Railway Station and to follow signs for EICC on foot (5-minute walk). More information here .

Parking

There are numerous car parks in close walking distance to the EICC. Please access the following links for further details:

- [National Car Parks \(NCP\)](#) in central Edinburgh
- [Sheraton Hotel Car Park](#) located 150 meters from the EICC, with limited accessible parking spaces
- [Seiple Streetcar Park](#) located 300 meters from the EICC

Spaces near EICC available via yourparkingspace.co.uk.

Special Deal for Delegates of the EICC: [Castle Terrace](#) and EICC agreement – discount on the daily rate

- Please, note this 100% contactless and ticketless.
- Download the free NCP ParkPass App
- Register and add the SaverID: EICC4R to your parking pass account before arriving at the car park and you must enter and exit by scanning your QR code to qualify for this discount.

Fairground overview

Get a virtual tour of the EICC [here](#).

Stand Construction Guidelines

The exhibitors must conform to the contracted space and all display rules as outlined in the ACC 2024 exhibitor manual. Any aspect that is not covered in the ACC 2024 exhibitor manual is subject to approval by the [Exhibition Logistics Team](#) and the EICC.

The safety and stability of the booth construction and all used material is the sole responsibility of the exhibitor. Neither ACC nor Exhibition Logistics Team nor EICC take any responsibility for any damages or accidents caused by exhibition stands. It is the responsibility of the exhibitor to have proper liability insurance.

Stand Regulations

During set-up, dismantling, and decoration of booths, the exhibitors must comply with the following rules:

- Exhibitors are responsible for maintaining the premises in their original condition.
- Exhibitors are liable for any damage or harm caused by their structures, equipment, exhibits, or activities, including subcontracted firms' actions.
- Exhibitors must set up, operate, and dismantle their own displays using their own staff and employees.
- Attaching anything to the building's structure or furnishings is prohibited.
- It is prohibited to place materials in the booth space of other exhibitors and/or public areas. These must always remain free for the circulation of people and materials.
- Stands must remain open during exhibition hours, with a representative present.
- Activities drawing large crowds or causing queues should not block aisle traffic and must be approved by the [Exhibition Logistics Team](#). ACC and the Exhibition Logistics Team reserve the right to stop such activities on the booth immediately, if they are blocking passageways around the booth area.
- Public announcements are not allowed by any exhibitors and are restricted for organiser and safety use.

Construction regulations

- Stands, including equipment and exhibits, must be constructed safely to protect public safety and health.
- Exhibits must stay within their assigned booth spaces as indicated in the final floor plan.
- The Exhibition Logistics Team and the EICC can require stand construction changes based on approved drawings and the described stand concept.
- We strongly recommend you integrate the **booth number** into your booth's design for easier identification.
- Projecting images beyond your booth's boundaries is not permitted.
- Audio-visual and attention-getting devices are allowed if they do not disrupt neighbouring exhibitors or aisle traffic.
- Exhibitors are solely responsible to ensure that all necessary certifications are obtained by themselves or their appointed contractor for exhibiting in ACC 2024.

Separation Walls

All stands **must be separated from the neighbouring stand(s) by means of a separation wall**. The separation wall can be provided by the exhibitor or can be ordered to the stand builder with extra costs. This separation wall shall be in **white finish on both sides**.

Heights

Please consider the following guidelines when planning your booth construction to avoid unreasonably obstructing the view of adjacent smaller stands:

- Stands should maintain a **height of 2.5 meters** and should not exceed a maximum height of 4 meters.
- Any stands exceeding the 2.5-meter height requirement must be submitted to the [Exhibition Logistics Team](#) for review at least 20 days before the assembly commencement date. Please include properly marked blueprints, vertical projections, and sectional drawings for this stand design.

Submission of Construction Plans & Approval

All **raw space constructions** are subject to regular approval by [Exhibition Logistics Team](#) and the EICC. It is the responsibility of the builder to ensure proper execution. The deadline for submitting your stand projects for approval is **17 April 2024**.

Documents submitted later than the period stipulated above cannot always be reviewed in time. Therefore, approval might not be certain before the start of construction. This may result in dismantling, alterations or blocking the stand. The costs of the structure approval proceedings will be invoiced to the exhibitor.

Submission Procedure

Please send the requested documents (as defined above) to: [Exhibition Logistics Team](#)

Once the design has been approved by Exhibition Logistics Team (approx. 5-7 working days), the documents will be forwarded to EICC for second approval. When the examination is done, the applicant will receive a notification of approval or conditions for the construction of the stand.

Any stand structures that do not conform to the technical regulations or the law, must be altered or removed. If execution is not completed on time, EICC is entitled to make changes itself at the expense of the exhibitor. EICC is also entitled to close the stand to forbid access for visitors.

Any arising costs of approval proceedings by EICC will be charged to the exhibitor.

Service Orders

Suppliers Appointed by Exhibitors

Except for some compulsory services/suppliers (electricity, water, cleaning, security, and catering) the use of other suppliers/agencies for logistical and technical purposes is permitted.

Please note that the exhibitor remains responsible for the activities organised by the appointed supplier/agency. It is **the exhibitor's responsibility to ensure that all the relevant guidelines, rules, and regulations, as well as health and safety regulations**, relevant forms and deadlines are passed on to the appointed suppliers/agencies and that the **suppliers/agencies act according** to these rules and guidelines.

Equipped Stand Constructions

Please find below detailed information on services included into the equipped stand.



Shell Scheme construction package includes:

- Shell scheme structure built from Octonorm of 2.5m high with white foamex boards to form the walls
- Company name on white fascia
- 1 x LED Fluorescent strip light
- 1 x 500w double socket
- 1 Table, 2 chairs and 1 waste bin

The organiser will book this for you if you have booked an equipped stand.

Any additional furniture, branding of the shell scheme, additional electricity, lightning... will have to be booked by the exhibitors themselves via the **Online Webshop**.

1. Log onto [Warwick Event Services - Warwick Event Services](#), here you can select "Order Online" from the top right-hand corner.
2. Select the **ACC 2024 event** from the list of exhibitors.
3. Login using the case sensitive password: **ACC-eicc-24**

Online Webshop

All services for exhibitors should be booked via the Online Webshop.

1. Log onto [Warwick Event Services - Warwick Event Services](#), here you can select “Order Online” from the top right-hand corner.
2. Select the **ACC 2024 event** from the list of exhibitors.
3. Login using the case sensitive password: **ACC-eicc-24**
4. All items in your store are **available to hire** (subject to availability) and can be purchased at the checkout with a card payment.

If you need to **pay by invoice**, please note the items you would like to order, and share them with exhibitionorders@wce.co.uk. A **PO will be required**, and an invoice can be raised for you.

The deadline to place orders through the Webshop is 1 May 2024. After this deadline, the prices will be subject to a 20% surcharge, and not all items may be available. Respecting the deadline also ensures that orders will be processed properly and on time.

Browse items for hire and if you wish to pay online you will receive a **10% discount** when you process your items through the checkout using code **IACC24-10%**. Please note that the discount is valid until **10 April 2024**.

If you have any questions about the Webshop, or require further information about your stand or a bespoke quote, **please reach out to** exhibitionorders@wce.co.uk, please put **ACC, EICC** and your **stand number** in the **subject line of your email**.

All suppliers act on their own behalf in all arrangements with exhibitors and are not agents or employees of ACC. All services or materials supplied by these companies will be subject to a contract between the suppliers and exhibitors and will be invoiced directly by the suppliers to the exhibitors. Please note that the suppliers may apply their own regulations and instructions to the contracts they use. Therefore, ACC and its organiser do not accept any liability or responsibility for any act performed or committed by such suppliers.

You will find the following services on the Online Webshop:

- Electricity
- Stand design (furniture, lighting, greening & carpet)
- AV equipment

Stand Design

Warwick Event Services can provide both inserted and seamless graphics. For any questions, please reach out to exhibitionorders@wce.co.uk. Artwork should be supplied as fully designed individual panels and sent as **high-resolution pdfs**, with a **3mm bleed on all sides**. The deadline for graphic printing is **1 May 2024**. There are also options to retain your graphics following the event.

Electrics

Shell scheme stands will have certain electrics included. If you would like to purchase additional electrics for your stand, please order via the Online Webshop. Raw space stands **will not have any electrics included** and power cannot be shared between raw space and shell scheme stands. Therefore, you will need to order your own main and consumption in addition to your sockets via the Online Webshop.

Wired/wireless Internet

If you wish to order wired/wireless internet for your stand, please reach out to [Sofia Fenoglio](#).

Rigging

The Exhibition Hall has varied rigging points. If you wish to know whether rigging is possible and the pricing please reach out to the technical planner, [Jamie Woods](#) and keep the [Exhibition Logistics Team](#) in copy.

Venue Flooring

IMPORTANT: The Venue is carpeted. Floor finish: grey carpet

If you wish to use your own carpet, you must lay the carpet on a wooden underlay! No adhesives are to be used on permanent carpeted floors and walls. Any damage will be charged to the exhibitors.

Cleaning and Waste disposal

General cleaning of the exhibition area and corridors is the responsibility of the Organizer; cleaning of the stands is exhibitors' responsibility and will be charge accordingly.

Materials that have been left behind will be removed from the exhibition on the last day of dismantling and brought back to the warehouse at the exhibitor's expense.

Catering – Food & Beverages

No exhibitors shall distribute or give away any item of food or drink not supplied by the official caterers Leith's at the EICC without express written consent of Leith's. Should you wish to order stand catering, please complete the Stand Catering form included within this manual and return to Leith's.

Deliveries and Collections – **NEW**

Deliveries

Cameron Event Logistics has been appointed as the official Fair Forwarder and on-site handling agent. They will supply several logistics teams specialized in transport, storage & on-site handlings of exhibition equipment. Please find below their contact details and information.

Contact details:

Paul Bessey | International Logistics Manager

E: international@cameronlogistics.co.uk

Tel: +44 (0) 1355 202497 | +44 (0) 7925 293483

Advanced shipping to the venue prior to the congress dates is **not permitted**. Freight and shipments shall be addressed to [Cameron Event Logistics](#).

Collections

Exhibitors should ensure that arrangements are made for the collection of all items from the EICC at the end of the event. Please reach out to the official freight forwarder, [Cameron Event Logistics](#) to coordinate this.

It is the responsibility of the Exhibitors to complete all forms relating to International Shipping correctly. It will not be the responsibility of the EICC to undertake any paperwork completed in error by the exhibitor that does not enable uplift by the courier.

Storage

The storage of empties (including packaging or packing materials) at the booth/in the halls is **prohibited**. If you require **storage** of empty packaging during the event, please coordinate with Cameron Event Logistics. They will remove it to the storage area and subsequently after the event finishes arrange for return.

Security and Emergency Procedures

Security

Exhibitors are **not allowed** to be at the exhibition hall during the build/dismantling of structures without the correct **Personal Protective Equipment** (gloves, foot and eye protection, protective hearing devices (earplugs, muffs) hard hats, respirators, and full body suits). Once the structures are all up, it is safe to bring the exhibitors to set-up their stands and they do not need to wear any personal protective equipment.

Each exhibitor is responsible for his/her own exhibit, EICC is not responsible for any loss or damage of any equipment, goods, or booth whatsoever. Individual booth security is available for hire via EICC.

Please note that build-up and breakdown days are high-risk periods. You are recommended to work in pairs so that the stand is always manned. Make sure you arrive prior to the official opening time and do not leave your stand at night before the hall is clear of visitors.

Health & Safety

In case of evacuation of the building, everybody needs to follow the indications of the EICC staff, who will guide them to a safety point.

At EICC the safety of our delegates, visitors, and staff are our top priority and as such we plan for all eventualities and emergencies. This involves the provision of specialist First Aid equipment on site to provide immediate care to casualties in the unlikely event of a major incident where several people had been injured until the arrival of the emergency services.

All First Aiders at EICC have undertaken and successfully completed HSE approved First Aid courses and are on call to respond to medical emergencies to render assistance at any time during operating hours of the centre.

In the event of a medical emergency or someone requiring First Aid treatment, any delegate should contact any member of staff and request assistance.

Insurance

All exhibitors are required to secure adequate insurance coverage for the event. Additionally, attendees should take necessary precautions to safeguard their personal belongings. Please note that exhibitors' stands and exhibits on these stands will not be placed under the custody or control of the Event Organizer or the venue, and exhibitors must arrange for their own insurance coverage accordingly.

Risk Assessment

All parties have responsibilities as laid out in accordance with the Health & Safety at Work Act 1974, the Management of Health & Safety at Work Regulations 1999, and any mandatory Acts/Regulations relevant to their activities. It is NOW A REQUIREMENT for individual exhibitors and their contactors to submit risk assessments no later than 10 days prior the event where there is deemed to be a RISK associated with your stand, with respect to (for example):

- Build-up, open and break down periods
- Shell and space only constructions

- Contractors and sub-contractors' method statements, employed by both the Licensor and their exhibitors, and any identifiable working hazards
- Using of lifting/working machinery
- Hazards to the attendees and other participants
- Special features contained within the event
- Manual handling
- Audience type and number expected, and any hazards identified by their nature

Please note that the above list is not exhaustive and should only be used as a guide.

A suitable and sufficient risk assessment is one that

- Correctly and accurately identifies the hazard
- Disregards inconsequential risks and those trivial risks associated with life in general
- Determines the likelihood of injury or harm arising
- Quantifies the severity of the consequences and the numbers of people who would be affected
- Take account of any existing control measures
- Identifies any specific legal duty or requirement relating to the hazard
- Will remain valid for a reasonable time
- Provides sufficient information to enable the employer to decide upon the appropriate control measures, considering the latest scientific developments and advances, enables the employer to prioritise remedial measures.

It is the responsibility of the Exhibitors to ensure that every supplier or sub-contractor carries out a suitable and sufficient assessment of the significant risks to health and safety of their employees or persons not in their employment arising out of or in connection with the conduct or undertakings at EICC.

No sub-contractors will be allowed to commence work until licensing has approved the event layout plan and risk assessment.

All contractors, sub-contractors, agents etc appointed by an exhibitor must have in their possession an appropriate risk assessment and method statement and relevant liability insurance for the task/activity they are performing, which should be available for inspection at any time.

Accommodation

Hotel Reservation

Two hotels ideally situated near the venue and Edinburgh city centre have been selected and have offered negotiated rates for our delegates. We encourage you to **book your rooms** as soon as possible following the instructions on the [Website](#).