

1) Identifikace zadavatele

Název: **Klastr českých nábytkářů, družstvo**
Sídlo: Kozí 26/4, 602 00 Brno
Zastoupený: Ing. Radek Brychta zmocněnec k výkonu práv a povinností spojených s funkcí předsedy Klastru českých nábytkářů, družstvo
IČO: 27695077
DIČ: CZ27695077
OR: Krajský soud v Brně oddíl Dr, vložka 4320
Kontakt: Ing. Lucia Haraslínová, Ph.D., e-mail: administrator@furniturecluster.cz

2) Přesné vymezení předmětu zakázky a požadavků zadavatele

Předmětem plnění je **dodávku služeb a realizace výstavní expozice na veletrhu INTERIORS 2013 v Birminghamu (20-23.1.2013):**

- 1) designový návrh stánku
- 2) grafické práce a vizualizace stánku
- 3) výroba stánku – panely, stojany na propagační materiály (rozměry stánku i panelů viz. příloha č. 3 této zadávací dokumentace), jsou-li v této příloze ZD uvedeny konkrétní obchodní názvy, jedná se pouze o vymezení požadovaného standardu a zadavatel umožňuje i jiné technicky a kvalitativně srovnatelné řešení
- 4) malba panelů, tapety, koberec,
- 5) osvětlení stánku a rozvody elektřiny v rámci stánku,
- 6) dekorace stánku
- 7) reklamní panely KČN
- 8) balení stánku a manipulace
- 9) doprava stánku do VB a zpět
- 10) montáž a demontáž stánku ve VB
- 11) úklid stánku

Při plnění dodávky služeb a realizace výstavní expozice je nutno se striktně řídit dle požadavků poskytovatele výstavní plochy na montáž stánku viz. příloha č. 2 této zadávací dokumentace.

Zadavatel nepřímá variabilní nabídky a nabídky obsahující plnění nad rámec požadovaného v ZD (nabídka bude následně nehodnotitelná)

3) Předpokládaná hodnota zakázky

Max. 600 000,- Kč

4) Místo plnění zakázky

NEC Birmingham, Velká Británie

5) Předpokládaný termín zahájení plnění / realizace

Předpokládaný termín plnění předmětu ZD: 17. – 24. 1. 2013

Termín realizace veletrhu: 20. – 23. 1. 2013

6) Prokázání kvalifikačních předpokladů

Uchazeč musí zajistit a přiložit ke své nabídce následující dokumenty:

- výpis z obchodního rejstříku, nebo jiné evidence, do které je uchazeč zapsán, případně jiný oficiální doklad legalizující činnost organizace či subjektu, ze kterého vyplývá charakter činnosti, zřizovatel a statutární zástupce
- výpis z živnostenského rejstříku (oprávnění k podnikání) nebo oprávnění k jiné činnosti vydané podle zvláštních právních předpisů, která je předmětem činnosti uchazeče
- čestné prohlášení, kterým uchazeč stvrzuje, že není v likvidaci, a že v uplynulých 3 letech nebyl na majetek uchazeče vyhlášen konkurz ani nebyl konkurz zrušen po nedostatek majetku. Toto prohlášení musí být podepsáno osobou oprávněnou jednat jménem uchazeče.
- seznam úspěšně realizovaných zakázek za posledních 5 let – reference se prokazují čestným prohlášením uchazeče a minimální úroveň je 5 referencí, kdy hodnoty jednotlivých referenčních zakázek musí být min. ½ předpokládané hodnoty zadávané zakázky (300 000,- Kč)
- souhlas k spolupůsobení při finanční kontrole dle § 2 písmena e) zákona č. 320/ 2001 Sb. o finanční kontrole ve veřejné správě
- Pravost a stáří dokladů (§ 57 zákona zákon č. 137/2006 Sb. o veřejných zakázkách, ve znění pozdějších předpisů): Uchazeč předkládá doklady prokazující kvalifikaci v originále či v úředně ověřené kopii. Doklady prokazující splnění kvalifikačních předpokladů a výpis z obchodního rejstříku nesmějí být k poslednímu dni, ke kterému má být prokázáno splnění kvalifikace, starší 90 kalendářních dnů.

7) Obsah nabídky

- Uchazeč v krycím listu nabídky (viz. příloha č. 1 ZD), který tvoří první list nabídky, uvede své identifikační údaje – obchodní firma nebo název, sídlo dle výpisu z obchodního rejstříku, adresu pro doručování korespondence, předmět podnikání, IČ, DIČ, jméno osoby oprávněné jednat jménem uchazeče, telefonické a faxové spojení, e-mailovou a webovou adresu a kontaktní osobu.

Nabídku žádáme členit po položkách s uvedením ceny položky za každou část dodávky, kde na konci bude uvedená celková suma za celou dodávku.

Návrh dodávky služeb a realizace výstavní expozice musí být v souladu s předepsaným zadáním.

Nabídka musí obsahovat popis postupu činnosti realizace výstavní expozice a termíny realizace jednotlivých částí plnění dodávky

Nabídka musí obsahovat doklady prokazující splnění profesních a kvalifikačních předpokladů.

V nabídce uchazeč uvede především všechny informace, na základě nichž bude zadavatel nabídku posuzovat – viz. bod 10

8) Způsob zpracování nabídky

Nabídka musí být předložena v písemné formě v českém nebo anglickém jazyce, včetně všech příloh a dokumentů stanovených zadavatelem v pěti vyhotoveních (1x originál a 4x kopie) a zároveň naskenovaná kopie nabídky i s podpisy na nepřepisovatelném datovém nosiči (CD). Pokud některý z požadovaných dokumentů nebo jejich kopií má uchazeč pouze v jiném, než českém či anglickém jazyce, předloží v originále autorizovaný, úředně ověřený překlad tohoto dokumentu, popř. úředně ověřenou kopii autorizovaného překladu.

Nabídka v písemné a el. podobě bude doručena v jedné zalepené obálce s nápisem „NEOTEVÍRAT“ doporučenou poštou nebo osobně na adresu zadavatele. Tato obálka bude zřetelně označena nápisem „**Výběrové řízení**“

Nabídka bude předložena v pevně spojené podobě tak, aby bylo zabráněno ztrátě či výměně jednotlivých listů nabídky. Veškeré části nabídky budou po spojení tvořit jeden celek. První list nabídky bude tvořit KRYCÍ LIST NABÍDKY (příloha č.1 zadávací dokumentace)

Uchazeč může podat pouze jednu nabídku.
Zadavatel nepripouští variantní řešení nabídky.

Nabídka, která nebude obsahovat náležitosti uvedené v této výzvě a zadávací dokumentaci bude vyřazena. Nabídka doručena po uvedeném termínu nebude zahrnutá do výběrového řízení. Podané nabídky zadavatel nevrací.

9) Způsob zpracování nabídkové ceny

Nabídková cena musí být členěná po položkách dle jednotlivých částí zakázky, kde na konci bude uvedena celková suma za celou dodávku.

Nabídková cena bude stanovena pro danou dobu plnění jako cena nejvýše přípustná. Cena bude zahrnovat veškeré náklady nezbytné k řádnému, úplnému a kvalitnímu plnění předmětu zakázky včetně všech rizik a vlivů souvisejících s plněním předmětu zakázky v souladu s podmínkami uvedenými v zadávací dokumentaci.

Nabídková cena bude zahrnovat veškeré práce, dodávky a činnosti vyplývající ze zadávacích podkladů. Podkladem pro zpracování cenové nabídky je tato zadávací dokumentace.

Nabídková cena musí rovněž zahrnovat pojištění, garance, daně, cla, poplatky, inflační vlivy a jakékoli další výdaje nutné pro realizaci zakázky.

Uchazeč uvede celkovou nabídkovou cenu za dodávku v českých korunách bez DPH, DPH a celková cena včetně DPH platného ke dni podání nabídky.

Nabídková cena je konečná a není přípustné ji v průběhu realizace zakázky navyšovat. Nabídková cena nebude měněna v souvislosti s inflací české koruny, hodnotou kursu české koruny vůči zahraničním měnám či jinými faktory s vlivem na měnový kurs a stabilitu měny. Uvedená nabídková cena je cenou nejvýše přípustnou, kterou není možné překročit, s výjimkou změny zákonných sazeb DPH.

Uchazeč odpovídá za úplnost ocenění zakázky dle specifikace předmětu veřejné zakázky stanovené v ZD.

10) Hodnocení uchazečů

Předložené nabídky budou posouzeny z hlediska splnění zákonných požadavků zadavatele, které jsou uvedeny v této ZD. Nabídky, které nesplní posuzované požadavky, budou vyřazeny.

Hodnocení nabídek bude provedeno dle více kritérií samostatně pro každé kritérium zvlášť s tím, že důležitost jednotlivých kritérií bude vyjádřena jejich vahou. Získané body v příslušném kritériu budou vynásobeny jejich vahou. Součet vážených zisků za všechna kritéria určí pořadí uchazeče v celkovém hodnocení.

Díličí kritéria, dle kterých bude zadavatel posuzovat nabídky:

- 1) Nabídková cena - Hodnotící komise bude hodnotit celkovou nabídkovou cenu bez DPH, která je cenou konečnou. Celková nabídková cena bez DPH bude hodnocena podle její absolutní výše v korunách českých (CZK) způsobem uvedeným v odstavci Způsob hodnocení nabídek a hodnotících kritérií – způsob 1)

- 2) Designový návrh stánku, grafické práce a vizualizace stánku - hodnotící komise bude posuzovat, vhodnost a kvalitu návrhu za účelem prezentace KČN. Hodnocení je popsáno v odstavci Způsob hodnocení nabídek a hodnotících kritérií – způsob2)

Č.	Hodnotící kritérium	Váha v %
1	Nabídková cena	75
2	Designový návrh stánku, grafické práce a vizualizace stánku	25

Způsob hodnocení nabídek a hodnotících kritérií

Hodnotící komise provede po otevření obálek s nabídkami posouzení úplnosti nabídek.

Úplnost nabídek se bude posuzovat následujícím způsobem:

1. Nabídka byla předána zadavateli ve stanovené lhůtě a stanoveným způsobem: ANO – NE
2. Nabídka obsahuje identifikaci uchazeče (krycí list nabídky): ANO – NE
3. Nabídka obsahuje doklady o způsobilosti uchazeče dle podmínek výzvy (kvalifikační předpoklady uchazeče): ANO – NE
4. Nabídka obsahuje podrobný popis postupu činnosti realizace a termíny realizace jednotlivých částí plnění dodávky dle podmínek výzvy: ANO – NE

Nabídky, které nesplnili kterékoli z formálních požadavků, budou z dalšího hodnocení vyřazeny a nebudou tedy hodnoceny z hlediska věcného obsahu.

U nabídek, které nebyly ze zadávacího řízení vyřazeny z důvodu neúplnosti provede hodnotící komise hodnocení pomocí hodnotících kritérií a to pomocí 2 způsobů hodnocení jednotlivých kritérií:

- 1) Pro číselně vyjádřitelná subkritéria a kritéria, pro která má nejvhodnější nabídka maximální (minimální) hodnotu kritéria, získá hodnocená nabídka bodovou hodnotu, která vznikne násobkem 100 a poměru hodnoty nabídky k hodnotě nejvhodnější nabídky (poměru hodnoty nejvhodnější nabídky k hodnocené nabídce) pro každou jednotlivou hodnotu.
- 2) Pro subkritéria a kritéria, která nelze číselně vyjádřit, sestaví hodnotící komise pořadí nabídek od nejvhodnější k nejméně vhodné a přiřadí nejvhodnější nabídce 100 bodů a každé další takové bodové ohodnocení, které vyjadřuje míru splnění dílčího kritéria (viz kritéria posouzení – příloha zadávací dokumentace) ve vztahu k nejvhodnější nabídce pro každou jednotlivou hodnotu. Bodové hodnocení u jednotlivých subkritérií, která nelze číselně vyjádřit bude provedeno dle následující tabulky:

0 - 20 body Nabídka (vhodnost a kvalita návrhu) plní požadavky zadavatele za

	účelem prezentace KČN pouze v omezené míře.
21 - 69 bodů	Nabídka (vhodnost a kvalita návrhu) plní požadavky zadavatele za účelem prezentace KČN s více výhradami.
70 - 89 bodů	Nabídka (vhodnost a kvalita návrhu) plní požadavky zadavatele za účelem prezentace KČN v plném rozsahu s mírnou výhradou.
90 - 100 bodů	Nabídka (vhodnost a kvalita návrhu) plní požadavky zadavatele za účelem prezentace KČN v plném rozsahu.

Body získané z jednotlivých kritérií se sečtou a jako vítězná nabídka bude vyhlášena nabídka s nejvyšším počtem dosažených bodů.

11) Lhůta a místo pro předkládání nabídky

Lhůta pro předkládání nabídek: do 4. ledna 2013 do 10:00 hodin

Adresa pro předkládání nabídek: Kladr českých nábytkářů, družstvo
Kozí 26/4, 602 00 Brno

12) Obchodní podmínky

Navržené obchodní podmínky mohou jsou součástí návrhu smlouvy o dílo (viz. příloha č. 4 této zadávací dokumentace.

13) Ostatní podmínky

Zadavatel nepřipouští varianty nabídek ani dodatečné plnění nabídnuté nad rámec požadavků stanovených v zadávací dokumentaci.

Návrh řešení, dodávka předmětu plnění a jeho realizace musí být v rozsahu dle Zadávací dokumentace. Uchazeč musí splňovat veškeré požadavky uvedené v Zadávací dokumentaci.

Zadavatel si vyhrazuje právo vyzvat vybrané uchazeče k osobní presentaci předložené nabídky.

Zadavatel si vyhrazuje právo na zrušení zadávacího řízení a to v případě:

- nebyly ve stanovené lhůtě podány žádné nabídky,
- byly zjištěny vážné nesrovnalosti nebo chyby ve výzvě nebo v zadávací dokumentaci,
- vybraný uchazeč, popřípadě uchazeč druhý v pořadí, odmítl uzavřít smlouvu nebo neposkytl zadavateli k jejímu uzavření dostatečnou součinnost,

Dále si zadavatel vyhrazuje právo:

- na změnu, upřesnění nebo doplnění podmínek zakázky,
- na upřesnění podmínek návrhu smlouvy v těch jejích částech – po vzájemné dohodě s uchazečem, které nemají vliv na změnu zadávacích podmínek zakázky nebo nabídky uchazeče;

- před rozhodnutím o výběru nejvhodnější nabídky ověřit informace a údaje deklarované uchazečem v nabídce;
- nevracet uchazečům podané nabídky.

Zadavatel si vyhrazuje právo, že pokud dojde v průběhu řešení celého projektu k nutnosti upravit harmonogram realizace jednotlivých činností nebo k nutnosti některé činnosti zrušit, obměnit nebo naopak přidat, případně upravit dodací a platební podmínky, je vítězný dodavatel povinen tento požadavek respektovat a upravit odpovídajícím způsobem cenu za realizaci těchto činností.

Dle § 2e zákona č. 320/2001 Sb., o finanční kontrole ve veřejné správě je vybrán dodavatel osobou povinnou spolupůsobit při výkonu finanční kontroly.

Společnost prohlašuje, že toto výběrové řízení není veřejnou obchodní soutěží ani veřejným příslibem a **nejedná se o veřejnou zakázku realizovanou dle zákona č. 137/2006 Sb. o veřejných zakázkách.**

29.11.2012


KLASR
českých nábytkářů
Klaster českých nábytkářů, družstvo
Kozí 26/4, 602 00 Brno - GR
IČ 27695077, DIČ CZ27695077

B. J. J.

1. Identifikační údaje uchazeče

Uchazeč vyplní níže uvedenou tabulku údaji platnými ke dni podání nabídky.

POLOŽKA	ÚDAJE VYPLNĚNÉ UCHAZEČEM
Obchodní firma nebo název	
Sídlo – adresa	
Adresa pro doručování korespondence (pokud se liší od sídla)	
Předmět podnikání uchazeče	
Jméno osoby oprávněné jednat za uchazeče	
Identifikační číslo	
Daňové identifikační číslo	
Telefon, fax	
e-mail, www	
Kontaktní osoba	

2. Nabídka – jednotkové ceny

Uchazeč uvede níže požadované jednotkové ceny. Kalkulace ceny za skutečný objem plnění uchazeče bude prováděna na základě těchto jednotkových cen.

Pořadové číslo položky	Název položky	Nabízené ceny za jednotlivé položky		
		Cena bez DPH v Kč	DPH v Kč	Cena včetně DPH v Kč

Veškeré nabídkové ceny jsou do ukončení výběru konečné a nelze je v průběhu vybírání měnit.

3. Nabídka – termíny

Uchazeč doplní možné realizovatelné termíny.

Pořadové číslo položky	Název položka	Termín realizace

Podpis oprávněné osoby a razítko

EMOL

Interiors 2013 - Exhibitor Manual

28 November 2012

EMOL

Checklist / Order Forms

The table below shows a number of tasks. The sort order can be changed by clicking on the column header. You are able to change the status as tasks are completed by selecting an alternative status from the drop down list. On the task detail page you can make your own notes about each task, which will be held for the next time you visit the task. Late or on-site orders will incur surcharges for some services and choice of items such as furniture, floral etc may be limited.

Please remember to keep your task list up-to-date. If you print a form, complete it and fax or e-mail it to the contractor. You may click on the Status and amend it from "Not Done" to "Complete".

Please remember to complete your compulsory tasks.

It is possible to send your contractor their own version of your manual by clicking on the hard hat icon and filling in their details. Then you are able to use the drop down on each task to decide if it is an exhibitor form or one that your contractor needs to complete.

Please Review Optional and Subcontractor Tasks

	Task	Due Date	Days Remaining	Status	Assigned	To
	Activities & Demonstrations	ASAP		Not Done		
	Audio Visual & Office Equipment	ASAP		Not Done		
	Audio Visual & Office Equipment	07/01/2013	40	Not Done		
	Catering	31/12/2012	33	Not Done		
	Contractor Passes	07/01/2013	40	Not Done		
	Data Capture	ASAP		Not Done		
	Electrics inc Grid	21/12/2012	23	Not Done		
	Exhibitor Badges	ASAP		Not Done		
	Floral	11/01/2013	44	Not Done		
	Furniture & Carpet (Melville)	21/12/2012	23	Not Done		
	Furniture Hire (Camden)	21/12/2012	23	Not Done		

	Health & Safety Declaration	ASAP		Not Done		
	Hotel Accommodation	ASAP		Not Done		
	Internet	31/12/2012	33	Not Done		
	Music Licenses	ASAP		Not Done		
	NEC Deposit Forms	04/01/2013	37	Not Done		
	Platforms	05/01/2013	38	Not Done		
	Space Only Stand Information	19/11/2012	0	Not Done		
	Stand Sharers	ASAP		Not Done		
	Transport, Lifting & Storage	ASAP		Not Done		
	VAT Refunds	ASAP		Not Done		
	Venue Services: Mains and Water & Waste	31/12/2012	33	Not Done		

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ACCOUNT & CONTACT DETAILS

Hello **Mr. Jiri Zetocha**,

Your data, including name, address, email, telephone and fax numbers, will be passed to the companies listed under Contacts solely for the use of and duration of this show and will not be passed to any third parties under any circumstances.

To amend contact details, please contact gemma.mckay@ubm.com

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Please tick the sections and forms of the manual you wish to download to an Adobe PDF file that you can print.

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ON SITE A

ACCESS

Each hall has delivery access via an allocated door. You will be marshalled to this door on arrival.

Please be aware that the following doors are emergency exits only and are strictly forbidden for general use :-

Hall 1 Door 1.1 & Hall 5 Door 5.9

ACCIDENTS

If you are involved in or witness an accident at any point during the tenancy of the exhibition, however small, it is your responsibility to report it to the Organisers Office.

ACCOMMODATION

Event Express are the official booking agency for the exhibition and their Accommodation website gives full details of hotels situated in the area surrounding the venue.

Accommodation in the area gets booked up quickly, visit the tailored Interiors Concierge service for exhibitors to plan your personal arrangements:

<http://www.eventexpressuk.info/index.asp?e=Interiors13>

If you have any queries, please contact Event Express on the details below:-

Tel: +44(0)1905 732 737 or contact Event Express via the link above.

ACTIVITIES & DEMONSTRATIONS

Any exhibitor wishing to operate machinery or carry out mechanical demonstrations on their stand must ensure that these practices constitute no fire nor safety hazard, nor interfere with the activities of visitors and exhibitors. All moving parts must be effectively guarded and controls sited beyond public reach. The Organisers reserve the right to curtail any practice, which they consider dangerous or detrimental to the show.

All seating for the public should be strictly contained within your stand area and comply with the current British Standard requirements for the Local Authority.

Exhibitors should not engage in any activity or employ any purpose or device that tends to create unreasonable

congestion in the gangways. Demonstrations should be planned to take place in the centre of the stands to give room for an audience. Where a demonstration is causing unreasonable congestion in the gangway which is either an emergency gangway, or is detrimental to the environment of the surrounding exhibitors, the Organisers reserve the right to curtail the activities on the stand.

Exhibitors must advise the Organisers if they intend to offer any massage, therapy or similar services on the stand, as special licences may be required from the Local Authority.

Massage Therapy -

- Each therapist is required to have set guidance to ensure patient safety, usually through consultation, questionnaire and written consent
- Certain illnesses and medical conditions such as open wounds and high blood pressure mean treatment cannot be carried out
- Any therapist must be qualified by a reputable organisation and covered by personal liability insurance.

For information: International Register of Massage Therapists: www.irmt.co.uk

Please complete the Activities & Demonstrations Form via the MY CHECKLIST tab to inform us of any demonstrations you may be holding on your stand.

Exhibitors running films/video back projectors with commentary or any form of presentation are reminded that sound must be kept to a level below 80 decibels. This level will be monitored within the exhibition area. If it is found that you are exceeding this level your stand manager will be informed. If you receive three warnings and do not reduce the sound on your stand, UBM Built Environment reserves the right to disconnect the power to your stand.

Failure to comply with this noise level may result in a fine, enforcement notice or injunction under the Environment Protection Act 1990 and the Control of Pollution Act 1974.

All audio speakers must be facing inwards on the stand and not facing the gangways.

If, on request, you are unable to provide a Risk Assessment for the activities on the stand, all demonstrations must cease until a Risk Assessment has been completed to the satisfaction of the organiser. In the case of dispute the decision of the Organisers and its appointed representatives is always final.

ANIMALS

For reasons of health and safety animals are not allowed in the exhibition halls for the duration of the tenancy with the exception of registered assistance dogs.

During the build-up and breakdown period no animals will be allowed on site if it is deemed unsafe. At all times the Organisers decision is final.

AUDIO VISUAL

A range of audio-visual, office equipment and computers can be hired from MCL by completion of the order form via the link below.

www.mcl-av.com/exhibitions

Login: furnish

For further information, please contact:

Contact: Jamie Mcstocker: +44 (0)121 782 0433 or email: showhire@mcl-av.com

EMOL
ON SITE B

BADGES & PASSES

No one will be permitted into the exhibition hall during build-up, open period or breakdown without the appropriate pass.

Exhibitor Badges: Every member of your staff, who will be working on your stand, requires an exhibitor badge. These badges must be worn on-site at all times during the open period of the exhibition. Please order your exhibitor badges from the MY CHECKLIST tab. If you have any queries, please contact Melville Data Services on the contact details below :-

Melville Data Services	Tel:	+44 (0) 844 557 6502
	Fax:	+44 (0) 844 557 6514
	Contact:	Jacky Morgan
	Email:	jacky.morgan@melville.co.uk

You may also order/collect badges on-site between 1100 - 1700hrs on Saturday 19th January or from 0800hrs during the open days of the show from the registration areas.

Company Personnel Badges: We are delighted that some exhibitors invite their company staff to look around their industry event, however, we have been asked to separate company staff from trade visitors and have therefore introduced a Company Personnel badge for the show.

These badges will be issued free of charge from the registration desk at the entrance to the exhibition. Please ensure that your staff bring some form of company identification with them - i.e. business card, letterhead or compliment slip. Please DO NOT issue exhibitor badges or visitor tickets to members of your staff who will visit the exhibition.

Contractors Passes: Due to increased security measures, these are compulsory for all personnel working in the halls during build-up and breakdown. Please note these will not automatically be issued and must be ordered. These are to be ordered via the MY CHECKLIST tab and collected onsite via security at the entrance doors. Contractors **MUST** have a completed form with them in order to collect the badges. Any contractor arriving on-site without a form will be required to report to the Organisers office with identification (this can be in the form of a stand compliance notice; written authorisation from the exhibitor or a copy of the contract).

Vehicle ID Passes: Not applicable for this show.

BALLOONS

Exhibitors using gas filled balloons on their stands must adequately secure them to their stand. Charges will be

levied for any costs incurred for repairing damage to the air handling units within the halls due to gas filled balloons being drawn into the units from their stands, and for removing balloons from the roof structures.

Balloons must be positioned at a height no greater than 6m from the hall floor to the top of the balloon and hang only over your own stand. All helium gas cylinders must be removed from the halls once the balloons have been filled and the use of flammable gases is not permitted.

A plan must be submitted to the organisers detailing location, height and method of attachment. Contact Select Events on: +44 (0)1675 466 622.

BANKING

Full banking facilities are available at the NatWest bank (open normal banking hours) located in the Piazza outside Hall 4.

There are also cash points servicing NatWest

NatWest: +44 (0)121 780 3111

BIRMINGHAM

For further information on the locality, restaurants and travel details please click here for the link to the NEC website www.thenec.co.uk

BUILDING & AERIAL SERVICES

Exhibitors requiring building and aerial services, such as floor fixings, painted stand floors, television aerials, etc please order via the NEC Products and Services form via the MY CHECKLIST tab or via the NEC website :- www.thenec.co.uk

BUILD UP & BREAK DOWN INSTRUCTIONS

Details for the build-up are available under the TIMETABLE tab

Please note that Exhibitor and Contractor badges are compulsory for entry into the halls and our security teams will not allow access to the halls without the correct badges. These must be ordered via the Contractors Passes form in the MY CHECKLIST section. Breakdown instructions will be issued with your welcome pack onsite.

Exhibitors and contractors are reminded that they must design and build their stand within the time scales given.

BUSINESS FACILITIES

Photocopying and faxing facilities are available from the Visitor and Business Centre on the Piazza.

CANVASSING

Exhibitors may only conduct business and distribute literature from within the boundaries of their own stands. Under no circumstances may activities spill into gangways – this includes the use of promotional staff or characters. If you are approached on your stand by unwelcome visitors trying to sell their products, please take a business card and inform the Organisers Office immediately so that appropriate action can be taken.

All exhibitors are advised that unless they have a contractual agreement with the event organisers, all promotional activity is restricted to the limits of their stand. For details of opportunities available in the halls, please contact the Sponsorship Manager, Oonagh Colligan on +44 (0)20 7955 3927 email oonagh.colligan@ubm.com

CAR PARKING

Car parking during the build-up and breakdown periods is free of charge to all Exhibitors and Contractors.

Free car parking is available for all exhibitors during the open period. Shuttle buses will run continuously between all car parks and the exhibition halls and will start one hour before the exhibition opens.

PLEASE NOTE: The NEC will operate a deposit system on Friday 18th January and Saturday 19th January.

- All vehicles delivering on Friday 18th January / Saturday 19th January will go through the NEC Deposit System and will also require a Vehicle Unloading Ticket. This Deposit System is an NEC directive, mandatory for all delivery vehicles, and full details are given below. Please circulate this information to all your hired transport drivers and contractors.
- All vehicles delivering goods to the show will be directed to the Lorry Parks where Vehicle Unloading Tickets will be purchased (and pre-purchased tickets checked). These tickets allow vehicles to enter the controlled inner zone for a designated time period. Tickets are charged at £50 and refunded once drivers have exited the controlled zone within their allocated time period. This system is a proven method of controlling traffic flow and limiting traffic delays.
- On entering the inner zone, cars and vehicles up to two tons will be allowed one hour from the time of entry to unload, while vehicles over two tons will be allowed two hours. Articulated vehicles are allowed three hours. Exhibitors are advised that the delivery time will commence when the delivery document is time stamped on entry to the controlled area.
- Once drivers have made deliveries, they will leave the controlled zone via the Lorry Parks where their tickets will be time stamped out to avoid a time penalty. Should a driver find that they are unable to make the delivery within the specified time, and through no fault of their own, then please inform the NEC Security Staff within the hall, who in turn will request the attendance of a Traffic Supervisor.
- Drivers wishing to remain at the NEC for the remainder of the day may use alternative designated car parks, free

of charge.

METHODS OF PAYMENT

There are two methods of payment:

1) Completion of the NEC Deposit System Ticket Application Form, and enclosure of a cheque for £50 per ticket made payable to the National Exhibition Centre Ltd. **Please note that this is the preferred method as advance ordering helps minimise delays on-site, and speeds the delivery process.**

2) Payment on arrival, either by cash, cheque or credit card.

NB: Once a driver leaves the controlled area within the allocated time, £50 will be returned to him. Drivers with pre-paid Vehicle Unloading Tickets will be returned a cheque for £50 by the NEC, drivers paying cash on arrival will be handed back the cash given to them on the day and drivers paying by cheque on arrival will have their cheques returned on exit.

CATALOGUE

This can be collected from the Organiser's Office / Entrance to the exhibition.

CATERING

The Food Safety Act 1990 and Hygiene (England) Regulations 2005 made under it (please see link below), aim to ensure that all food offered to the public is safe to eat. Part of the Environmental Health Officers role is to carry out checks on Food Safety and Hygiene to ensure compliance with the legislation.

To view the main requirements of the legislation for exhibitors who may be offering food by way of hospitality to people visiting their stand please contact NEC catering.

Foodtoyou and Amadeus, the in-house caterers, hold the sole right to supply all food and beverages consumed on-site at the NEC. They can supply a full range of food and beverages to your stand and arrange waitress service.

Tel: +44 (0)844 338 8338

Fax: +44 (0)844 581 1434

eventorders@thenec.co.uk

<http://www.thenec.co.uk/exhibitors/order>

Please note that no food or drink can be sold from your stand.

Food Hygiene (England) Regulations 2005:

<http://www.food.gov.uk/multimedia/pdfs/hygienerregseng2005.pdf>

If you would like to hire a coffee machine, please contact :-

David Wiggins

CappuccinoRapido

Tel : +44 (0)1785 851 348

Mobile : +44 (0)7710 736 798

Email : sales@cappuccino-rapido.com

CHILDREN

Local Authority regulations prohibit the presence of children under 16 in the halls during build up and breakdown.

Children will be refused access under all circumstances, and there will be no alternative facilities provided.

The exhibition is a trade event and the nature of the exhibits during the open period will reflect this, as such it is not a suitable environment for children.

There are no creche facilities at this event.

CLEANING

All stands will be cleaned on the night of Saturday 19th January in preparation for the opening morning. Please ensure that if you have a night sheet locked on your stand that you leave a key with the organisers so that the cleaners can access your stand.

Stands will be cleaned daily during the show open period. However, please note that this does NOT include the cleaning of actual exhibits or the second level of multi-storey stands. If you require these to be cleaned please contact ISS Facility Services direct for a quotation on +44 (0)121 767 2524.

Where stands are constructed with offices or interiors, or if a nightsheet is being used, duplicate keys clearly labelled should be left with the Organisers Office to allow access for cleaners.

Exhibitors requiring emergency cleaning during the exhibition should contact the Organisers office.

Please dispose of any wine/liquids so as to avoid spillage and damage to the carpets.

Please refer to the waste disposal section in the Shell Stand Information tab, or the Space Only Information tab for information on build up and break down.

Waste materials should not be abandoned on site or deposited into the venue waste disposal containers and skips without the venues prior agreement.

Please note that any waste left in the halls will be charged back to the exhibitor.

CLOAKROOMS

Cloakrooms are situated adjacent to the hall entrances and are open daily until twenty minutes after the close of the exhibition. The charge per item deposited is £1.00.

COLUMNS

If you have a column on your stand, please email the Operations team: operations@interiorsuk.co.uk for further information.

COOKING ON STANDS

Cooking on stands will be permitted, please contact the catering contractor, Mary Tatlow:
mary.tatlow@thenec.co.uk

EMOL
ON SITE D

DELIVERY

Please note that neither the Organiser nor the Venue can accept responsibility for items that require a signature – you must ensure that there is someone available on your stand to receive such items. Deliveries can only be made during the official build-up and open period. Please note that many courier companies do not deliver on weekends.

Access for all deliveries is via the Vehicle Entry Doors (VE) around the halls. Traffic marshals will control the flow of traffic therefore please co-operate with them at all times. Due to limited access to the VE Doors, vehicles must be unloaded as swiftly as possible and then removed BEFORE you return to the hall to build/dress your stand. Parked and empty/abandoned vehicles will be towed away. On opening morning, no deliveries will be allowed after 0830hrs.

If mechanical assistance is required for off-loading or transportation of materials, arrangements should be made with the official lifting contractor in advance of the show.

DISABILITY DISCRIMINATION ACT

Please note that all exhibitors are expected to comply with the Disability Discrimination Act as far as is reasonably practical. For more information please refer to the HEALTH AND SAFETY tab.

For venue information please go to: www.thenec.co.uk

For onsite requirements please contact the Operations team: operations@interiorsuk.co.uk

DISABLED FACILITIES

Disabled Facilities

The venue has facilities available for exhibitors and visitors. Should you have any queries, please contact the venue directly on +44 (0)121 780 4141 or visit their website www.thenec.co.uk.

EMOL
ON SITE E

EMERGENCY PROCEDURES

Please pay careful attention to the NEC Emergency Procedures contained in the VENUE tab.

ENTERTAINING ON STANDS

Should you wish to hold a drinks reception on your stand after the closing time of the show please email the Operations Team: operations@interiorsuk.co.uk detailing the date and numbers of attendees anticipated. It is imperative that you contact the operations team as considerations must be taken into account regarding hall and stand lighting, plus security.

Please note there will be an additional charge for this.

EQUIPMENT HIRE

Speedy Hire Services Ltd are a hire company specialising in tool hire, access equipment, ladders and generators.

If you require any of these services then please contact Lee Rigby on tel no: +44 (0) 752 527 4514 or email :

Lee.rigby@speedyhire.com

You can also order online via the website : www.speedyhire.com

EMOL
ON SITE F

FIRE PRECAUTIONS

Please ensure you familiarise yourself with the Fire and Emergency Procedures in the Health & Safety Section.

In accordance with the regulations and standard procedures, fire extinguishers (water type) will be distributed at the Fire Officer's discretion. Under no circumstances may these be moved and exhibitors will be charged for their replacement. At least two people on each stand should be familiar with the use of fire extinguishers.

FIRST AID

The Medical Centres are situated at the top of the stairs by Hall 5 and are run by fully trained staff. Should you require first aid assistance and this room is unmanned, then please contact the Organisers office. For medical emergencies only please contact: +44 (0)121 767 2222

FLORAL

Floral decoration can be ordered from 360 Creative Event Services Ltd from their brochure via the MY CHECKLIST tab.

Artificial plants and flowers must not be used for stand dressing. Only real and silk type flowers can be used - silk type flowers must be marked to indicate conformity to BS 54387.

FREIGHT FORWARDING, SHIPPING & LIFTING

For information regarding Freight Forwarding and Shipping, please contact our official shipping contractor, who will assist with your customs queries:

Worldwide Exhibitions:

Tel: +44 (0)208 508 2224

Fax: +44 (0)1279 757 944

Unit 28

Stanstead Distribution Centre Contact: Andrew Fleet

Start Hill

Bishops Stortford

CM22 7DG

Email: mailuk@wes-group.com

FURNITURE

A variety of furniture can be ordered from the official furniture contractors. Please refer to their brochures and order forms via the links below :

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

<http://furniture.melville.co.uk/>

NB: Please note furniture should be ordered as early as possible to avoid disappointment.

EMOL
ON SITE G

GANGWAYS

Please note the gangway is not part of your stand. All staff and exhibits must be contained within your stand space and all gangways must be kept clear at all times.

GRATUITIES

Appointed contractors will carry out all work in good time and you should not be asked for any sort of gratuity to obtain priority service. If monies are solicited, please inform the Organisers immediately.

EMOL

No information available.

INSURANCE

A synopsis of the insurance policy issued by UBM Built Environment is contained in the Insurance coverage information via the above link. If you have opted out, you must provide a copy of your insurance policy and be insured for Public Liability to a minimum level of £2,000,000.

Any loss or damage that may occur during the show should immediately be notified to the Organisers and Security on-site. Please note that Exhibitor insurance policies do not cover stand contractors and any subsequent sub-contractors, and as such, contractors are now required to submit proof that they have adequate insurance cover.

We recommend that contractors erecting complex structures should have a minimum of £5,000,000 Public Liability and also must be able to provide proof of Employer Liability insurance. Contractors erecting standard structures should have a minimum of £2,000,000 Public Liability and also must be able to provide proof of Employer Liability insurance. For further information on what constitutes a complex structure, please read the Standfitting Regulations below in full.

All contractors insurance certificates must be submitted with the stand plans to Select Events for a full compliance notice to be issued.

INVENTION & DESIGN

New designs or inventions which are intended for show should be protected either by a UK patent application or a registered design application being filed before the exhibition opens. This can be done initially by lodging an application with The Patents Office, 25 Southampton Buildings, London WC2A 1AY.

A certificate for the exhibition will, however, be given by the Dept. of Trade under Section 6(2) of the Registered Designs Act 1949. All correspondence related to the registration of designs should be sent, not later than six months after the opening of the show, to Designs Registry, The Patents Office, 25 Southampton Buildings, London WC2A 1AY.

Please note that a Department of Trade Certificate for an exhibition held in this country only reserves UK rights and it is the DTI's opinion that exhibitors should apply for protection abroad before any such display.

EMOL

No information available.

EMOL
ON SITE L

LEGIONELLA

Wherever water droplets can be created there is a risk of infection so it is the responsibility of the exhibitor to carry out a Risk Assessment where the following equipment is used:

Spa pools (also called whirlpool spas, hot tubs) whirlpool baths, showers and taps, equipment generating sprays such as mist propagators spray bottles, humidifiers including humidified food displays and ornamental fountains. Should you be displaying any of the above, please complete the Activities and Demonstrations Form and submit a risk assessment to operations@interiorsuk.co.uk

LOST PROPERTY

Lost property should be handed in to the Organisers Office or the NEC Security Office, located adjacent to Halls 1 and 2.

EMOL
ON SITE M

MAINTENANCE & REPAIR

Maintenance work to stands must be carried out between 0800 - 0845hrs on show open days, or after the close of show ONLY by prior arrangement with the Organisers. No maintenance will be permitted during the open hours.

EMOL
ON SITE N

No information available.

EMOL
ON SITE P

PERFORMING RIGHTS/MUSIC LICENSE

Exhibitors who wish to play any kind of recorded music or music videos in public or broadcast them (or copy them in order to do so) in the UK, MUST obtain a music license from both PPL & PRS for Music otherwise you will be infringing copyright laws.

It is a condition of taking a stand at this exhibition that those exhibitors:

1. Provide accurate information about their intention to play music and pay the appropriate license fee's to both PPL and PRS for Music.
2. Do not play music on their stand unless they have made an application for the relevant licenses and the fee invoiced.
3. Fully indemnify the organisers against any claim made for any non-payment, omission or infringement connected with the licensing requirements for playing music on stands.

What is the difference between PPL and PRS for Music?:

PPL and PRS for Music respectively offer music licensing solutions to businesses and community groups within the UK to allow them to play or use music legally in public.

PRS for Music collects the license fee on behalf of song writers, composers and publishers. PPL collects the license fee on behalf of the performers and record companies. Together the two companies ensure that creators and companies who invest in creators are fairly remunerated.

Application Process

Applications for a PRS for Music license can be downloaded via the link above or by emailing music.licence@prsformusic.com. For further information on PRS for Music please refer to their website www.prsformusic.com

Applications for a PPL License must be made directly with PPL, please contact them on +44 (0)20 7534 1070 or via email ppnb@ppluk.com. For further information on PPL please refer to their website www.ppluk.com

Please be aware that a PRS license is also required if you wish to play LIVE MUSIC on your stand.

PHOTOGRAPY

To avoid unnecessary canvassing of exhibitors, the official photographer: **I2I Photography** has been appointed to undertake all photography for the show and no other photographers will be allowed into the hall without prior written consent from the Organisers. To book their services please refer to the PR & Marketing Guide.

PUBLIC ADDRESS SYSTEM

The public address system is for use by the Organisers and Authorities only. During the open period only official and emergency messages will be broadcast.

EMOL
ON SITE S

SAMPLING

Exhibitors planning any form of sampling of food/liquid products on their stand at the exhibition must advise the organisers. The proposed sampling details will need to be forwarded on to Mary Tatlow email: mary.tatlow@necgroup.co.uk so that the appropriate application form can be completed by the exhibitor.

Acceptable sampling sizes are as follows :

- “ Tea, coffee or soft drinks may not exceed 100ml
- “ Alcoholic drinks - exhibitors may give away tasting samples of wine up to 50ml and beers up to 100ml
- “ Unwrapped food - two bite size portions

If, in the opinion of the NEC, an exhibitor contravenes these conditions and provides a significant level of hospitality catering or sampling from its stand, they reserve the right to charge the exhibitor an administration fee.

Exhibitors are not permitted to sell products from their stands.

SECURITY

The 24hr security provided by the Organisers is designed to prevent unauthorised access to the hall, NOT to secure the contents of your stand, particularly when the hall is open to exhibitors, contractors or members of the public. There will be internal overnight security patrols only and these cannot secure the safety of your goods if left unattended. Security maybe arranged for an individual stand, should you require further information on this please contact operations@interiorsuk.co.uk

Please ensure your stand is manned at all times. Please help the organisers with the security of the halls by informing the organisers office immediately of any security issues. Exhibitors are advised to not leave their stands unattended during build up, breakdown or the open period, and to take particular care with personal items such as mobile telephones and laptop computers.

Please note that most hired cabinets have common locks and should NOT be regarded as secure units.

Any incidents of theft must be reported to the Organisers immediately as it will be necessary to complete a security form and report the incident to the police.

Please note that neither the Organisers nor the venue can be held responsible for any loss or damage to stands or exhibits.

PRODUCT REMOVAL

Exhibitors are reminded that Interiors is a trade exhibition and therefore product may not be taken out of the show before show close at 1700 hours on Wednesday 23rd January. All visitors leaving the building with product must

have the correct documentation for this. Please note that anyone vacating the building with product during open hours will always be questioned by security.

Please note that neither the Organisers nor the NEC can be held responsible for any loss or damage to stands or exhibits.

SHOPS

Martins is situated in the Piazza between Halls 4 and 5 and stocks international newspapers, magazines, chemist items, gifts and tobacco.

SMOKING

As with all other public places in the UK, the NEC is a non smoking venue.

There are clearly designated smoking areas outside the exhibition venue.

STAND PERSONNEL, TRANSLATORS & HOSTESSES

Stand personnel, hostesses and translators can be provided by the companies listed below:

Bond Associates - Contact: Louise Clifford on +44(0)845 130 4548 / info@bondassociates.net

Pams-people Ltd Contact: Pamela Rae on +44 (0)1327 358 158 / pamela@pams-people.com

PR Crowd Ltd - Contact: Jacqui Robinson on +44(0)845 833 5393 / info@prcrowd.com

STORAGE & HANDLING

There are no storage facilities at the Venue and any company requiring this facility should contact the official Shipping and Storage contractor for a specific quotation.

You are also advised that fire regulations prohibit the storage of empty crates, packing materials and exhibits behind stands.

Any exhibitor requiring these services should complete the order form via the MY CHECKLIST tab or contact the official contractor for a specific quotation.

EMOL

TAXIS

A taxi rank, operated by ComCab, is situated outside the main entrance to the NEC.

+44 (0)121 226 6666

TELECOMMUNICATIONS

Telephone, fax, internet and ISDN services can be supplied by NEC Product and Services. Please complete the Order Form via the MY CHECKLIST tab with your requirements and include a sketch showing the position you require the lines to be installed.

TELEPHONES - PUBLIC

Telephones, accepting coins, phonecards and credit cards, can be found in the Piazza.

EMOL

ON SITE V

VAT REFUNDS

Overseas exhibitors can recover the VAT charged on a wide range of expenses. Please consult the VAT form via the MY CHECKLIST tab for details.

VENUE ADDRESS & MAP

Deliveries and post should be addressed as follows :-

Contact Name and mobile phone number

Exhibiting Company Name

Stand Number/Hall Number

Interiors 2012

NEC

Birmingham

B40 1NT

Organisers cannot accept responsibility for signature of recorded items or courier deliveries – please ensure that there is someone available on your stand to receive such items.

Please see The Venue tab for more information and a map of the site.

VISITOR DATA CAPTURE

Details of all visitors making enquiries on your stand can be captured by the use of a scanner. These work in conjunction with the computerised badging system at the exhibition. For full information please refer to the PR & Marketing guide.

EMOL
CONTACTS

CONTACTS

EVENT TEAM

EVENT CO-ORDINATION:	For assistance with the Exhibitor Zone and general enquiries		
Gemma Mckay	Senior Event Coordinator	+44 (0)207 921 8406	gemma.mckay@ubm.com
OPERATIONS:	For assistance with stand planning, health & safety, contractors services		
Operations	Operations Queries	+44 (0)207 921 8678	operations@interiorsuk.co.uk
SALES & SPONSORSHIP:	For assistance with stand sales and sponsorship		
Suzie Ager	Brand Director	+44 (0)207 955 3722	suzie.ager@ubm.com
Oonagh Colligan	Sales Director	+44 (0)207 955 3927	oonagh.colligan@ubm.com
Stephen O'Conner	Sales Manager	+44 (0)207 921 8415	stephen.oconner@ubm.com
David Del Greco	International Sales Executive	+44 (0)207 921 8439	david.delgreco@ubm.com
Lauren Baker	Sales Executive	+44 (0)207 921 8005	lauren.baker@ubm.com
Fiona Littler	Sales Executive	+44 (0)207 921 8498	fiona.littler@ubm.com
MARKETING:	For assistance with advertising on our website and promoting your stand		
Rosa O'Riordan	Marketing Manager	+44 (0)20 560 4076	rosa.oriordan@ubm.com
Sarah James	Senior Marketing Executive	+44 (0)207 921 8381	sarah.james@ubm.com
Lisa Stevens	Marketing Executive	+44 (0)20 921 8670	lisa.stevens@ubm.com
PUBLIC RELATIONS:	For assistance with press or PR enquiries		
Sam Fisher	Content Manager	+44 (0)207 921 8089	sam.fisher@ubm.com
Jessica Sims	Senior Account Executive, Parker Hobart PR	+44 (0)207 584 1744 9 Cheval Place, London SW7 1EW	interiorsuk@parkerhobart.com

OFFICIAL SUPPLIERS

Audio Visual

MCL
Unit 12
NEC Industrial Estate
2nd Exhibition Avenue

Tel: +44 (0)121 782 0433
Fax: +44 (0)121 782 0511
Contact: Jamie Mcstocker
Email: exhibitions@mcl-av.com

Birmingham
B40 1PJ

Building & Aerial NEC Services - Rigging, Plumbing, Bolting Down etc

Technical Operations
NEC
Birmingham B40 1NT

Tel: +44 (0)844 338 8338
Fax: +44 (0)844 581 1434
Email: eventorders@thenec.co.uk

Carpet / Flooring

Melville Exhibition Services
Silverstone Drive
Gallagher Business Park
Coventry
CV6 6PA

Tel: +44 (0)844 879 3226
Fax: +44 (0)2476 380220
Email:

furnishings@melville.co.uk

Catering / Stand Orders

Foodtoyou
NEC
Birmingham
B40 1NT

Tel: +44 (0)844 338 8338
Fax: +44 (0)844 581 1434
Email: evetorders@thenec.co.uk
Web: www.thenec.co.uk

Computer / Office Equipment Hire

MCL
Unit 12
NEC Industrial Estate
2nd Exhibition Avenue
NEC
Birmingham
B40 1PJ

Tel: +44 (0)121 782 0433
Fax: +44 (0)121 782 0511
Contact: Jamie Mcstocker
Email: exhibitions@mcl-av.com

Drawing Approvals / Stand Plan Submissions (Space Only Exhibitors)

International Select Events Ltd
Chantry House
High Street
Coleshill
B46 3BP

Tel: +44 (0)1675 466 622
Fax: +44 (0)1675 467 097
Contact: Duncan Gordon
Email: duncan@select-serv.com

Electrics

Melville Exhibition Services
Silverstone Drive

Tel: +44 (0)844 879 3226
Fax: +44 (0)2476 380220

Gallagher Business Park
Coventry
CV6 6PA

Email: customerservice@melville.co.uk
Mark Simpkins - Halls 1-3A
Cheryl Farrell - Halls 4-5

Equipment Hire - Tools, Construction Equipment etc

Speedy Hire Services Ltd
1 The Parks
Newton-le-Willows
Merseyside
WA12 0JQ

Tel: +44 (0)7525 274 514
Contact: Lee Rigby
Email: lee.rigby@speedyhire.com
Web: www.speedyhire.com (for online ordering)

Exhibitor Badges

MDS
Data House
Curriers Close
Tiel Hill
Coventry
CV4 8AW

Tel: +44 (0)844 557 6502
Fax: +44 (0)844 557 6514
Email: enquiries@melville.co.uk
Web: www.melville.co.uk

Floral

360 Creative Event Services
Unit 20 Wellesbourne Park
Wellesbourne
Warwickshire
CV35 9JY

Tel: +44 (0)8451 360360
Fax: +44 (0)1789 841 999
Contact: Karen Price
Email: hello@360ces.com
Web: www.360CES.com

Furniture

Camden Exhibition Furniture/Thorns
125 Brantwood Road
Tottenham
London N17 0DX
Melville Exhibition Services
Silverstone Drive
Gallagher Business Park
Coventry
CV6 6PA

Tel: + 44 (0)20 8801 6853
Fax: +44 (0)20 8801 4445
Contact: Laura Russell
Email: Laura@thorns.co.uk
Tel: +44 (0) 844 879 3226
Fax: +44 (0)2476 380220
Email: customerservice@melville.co.uk

Graphics

Bang on

Tel: +44 (0) 121 788 6530
Fax: +44 (0) 121 788 6539
Contact: James Taylor
Email: info@bangonltd.co.uk
Website : www.bangonltd.com

Hotel Accommodation

Event Express
46-48 Barbourne Road
Worcester
Worcestershire
WR1 1HU

Tel: +44 (0)1905 732737
Fax: +44 (0)1905 732738
Contact: Caroline Williams
Email: c.williams@eventexpressuk.co.uk

Internet & Telephone Connections NEC Product & Services

NEC Products & Services
Commercial Services
NEC
Birmingham
B40 1NT

Tel: +44 (0)844 338 8338
Fax: +44 (0)844 581 1434
Contact: Sales and Technical Enquiries
Email: eventorders@thenec.co.uk

Lifting & Handling

Worldwide Exhibition Specialists Ltd
Unit 28
Stansted Distribution Centre
Start Hill
Bishops Stortford
CM22 7DG

Tel: +44 (0)20 8508 2224
Fax: +44 (0)1223 367 618
Email: mailuk@wes-group.com
Website: www.wes-group.com

Platforms

Expo Floors Ltd
Unit A4 & A5
Walsall Enterprise Park
Regal Drive
Walsall
WS2 9HQ

Tel: +44 (0)1922 721 177
Fax: +44 (0)1922 659 540
Email: sales@expo-floors.com

Shell Scheme

Melville Graphic Services
Silverstone Drive,
Gallagher Business Park,
Coventry, West Midlands,
CV6 6PA

T: +44 (0) 2476 638 0064
F: +44 (0) 2476 380 427
Contact : Exhibitor services
Email : standfitting@melville.co.uk
Nameboard Queries
Contact: Andrew Waters-Peach
Email: andrew.waters-peach@melville.co.uk

Shipping & Storage

Worldwide Exhibition Specialists Ltd
Unit 28
Stansted Distribution Centre
Start Hill
Bishops Stortford
CM22 7DG

Tel: +44 (0)20 8508 2224
Fax: +44 (0)1223 367 618
Email: mailuk@wes-group.com
Website: www.wes-group.com

Skip Hire

The NEC Group
Commercial Services
NEC
Birmingham
B40 1NT

Tel: +44 (0)121 767 2524
Fax: +44 (0)870 767 2798
Contact: Skip Hire

Stand Designers

Clip Display
Avon Works
Church Road
Wick
Bristol BS30 5RP
Nomadic Display UK
71 St John's Road
Isleworth
Middlesex
TW7 6XQ
Solutions 2 (UK) Ltd
Unit 31
Minworth Industrial Estate
Forge Lane, Minworth
Sutton Coldfield
B76 1DH
Teamworks
Silverstone Drive,
Gallagher Business Park,
Coventry, West Midlands,
CV6 6PA

Tel: +44 (0)117 937 2636
Fax: +44 (0)117 937 3172
Email: info@clipdisplay.co.uk

Tel: +44 (0)7000 264 222
Fax: +44 (0)208 326 5566
Email: marketing@nomadicdisplay.co.uk

Tel: + 44 (0)121 351 1100
Fax: +44 (0)121 351 1166
Contact: Marija Erzen
Email: info@solutions2uk.co.uk

Tel: +44 (0) 844 879 322
Contact: Mark Eddy
Email: mark.eddy@melville.co.uk

Stand Personnel

Bond Associates
ADmail ADM3884
London
SW1 1ZW

Tel: +44 (0)845 130 4548
Fax: +44 (0)845 130 4549
Contact: Louise Clifford
Email: info@bondassociates.net

Pams - People Ltd
Falcon House, Falcon Manor
Green Norton, Towcester
Northamptonshire
NN12 8BN

Tel: +44 (0)1327 358 158
Fax: +44 (0)1327 358 370
Contact: Pamela Rae
Email: pamela@pams-people.com

Visitor Data Capture

Melville Data Services
Data House
Curriers Close
Tile Hill
Coventry CV4 8AW

Tel: +44 (0)844 557 6381
Fax: +44 (0)844 557 6382
Contact: Exhibitor Services Dept
Email: info@melvilledata.com

Water & Waste NEC Product & Services

The NEC Group
NEC Products & Services
Level 3, Centre Core
National Exhibition Centre
Birmingham
B40 1NT

Tel: +44 (0)844 338 8 338
Fax: +44 (0)844 581 1 434
Email: eventorders@thenec.co.uk

EMOL

CONTACTS A

AUDIO VISUAL

MCL

Unit 12

NEC Industrial Estate

2nd Exhibition Avenue

Birmingham

B40 1PJ

Tel: +44 (0)121 782 0433

Fax: +44 (0)121 782 0511

Contact: Jamie Mcstocker

Email: exhibitions@mcl-av.com

EMOL

CONTACTS B

BUILDING & AERIAL SERVICES

Technical Operations

NEC

Birmingham B40 1NT

Tel: +44 (0)844 338 8338

Fax: +44 (0)844 581 1434

Email: eventorders@thenec.co.uk

EMOL

CONTACTS C

CARPET / FLOORING

Melville Exhibition Services
Silverstone Drive
Gallagher Business Park
Coventry
CV6 6PA

Tel: +44 (0)844 879 3226

Fax: +44 (0)2476 380220

Email:

furnishings@melville.co.uk

CATERING NEC PRODUCT & SERVICES

Foodtoyou
NEC
Birmingham
B40 1NT

Tel: +44 (0)844 338 8338

Fax: +44 (0)844 581 1434

Email: eventorders@thenec.co.uk

Web: www.thenec.co.uk

COMPUTER & OFFICE EQUIPMENT HIRE

MCL
Unit 12
2nd Exhibition Avenue
NEC
Birmingham
B40 1PJ

Tel: +44 (0)121 782 0433

Fax: +44 (0)121 782 0511

Contact: Jamie Mcstocker

Email: exhibitions@mcl-av.com

EMOL

CONTACTS D

DRAWING APPROVALS (SPACE ONLY)

International Select Events Ltd
Chantry House
High Street
Coleshill
B46 3BP

Tel: +44 (0)1675 466 622
Fax: +44 (0)1675 467 097
Contact: Duncan Gordon
Email: duncan@select-serv.com

EMOL

CONTACTS E

ELECTRICS

Melville Exhibition Services
Silverstone Drive
Gallagher Business Park
Coventry
CV6 6PA

Tel: +44 (0)844 879 3226
Fax: +44 (0)2476 380220
Email: customerservice@melville.co.uk
Mark Simpkins - Halls 1-3A
Cheryl Farrell - Halls 4-5

EQUIPMENT HIRE

Speedy Hire Services Ltd
1 The Parks
Newton-le-Willows
Merseyside
WA12 0JQ

Tel: +44 (0)7525 274 514
Contact: Lee Rigby
Email: lee.rigby@speedyhire.com
Web: www.speedyhire.com (for online ordering)

EXHIBITOR BADGES

MDS
Data House
Curriers Close
Tiel Hill
Coventry
CV4 8AW

Tel: +44 (0)844 557 6502
Fax: +44 (0)844 557 6514
Email: enquiries@melville.co.uk
Web: www.melville.co.uk

EMOL

CONTACTS F

FLORAL

360 Creative Event Services
Unit 20 Wellesbourne Park
Wellesbourne
Warwickshire
CV35 9JY

Tel: +44 (0)8451 360360
Fax: +44 (0)1789 841 999
Contact: Karen Price
Email: hello@360ces.com
Web: www.360CES.com

FURNITURE

Camden Exhibition Furniture/Thorns
125 Brantwood Road
Tottenham
London N17 0DX
Melville Exhibition Services
Silverstone Drive
Gallagher Business Park
Coventry
CV6 6PA

Tel: + 44 (0)20 8801 6853
Fax: +44 (0)20 8801 4445
Contact: Laura Russell
Email: Laura@thorns.co.uk
Tel: +44 (0) 844 879 3226
Fax: +44 (0)2476 380220
Email: customerservice@melville.co.uk

EMOL

CONTACTS G

GRAPHICS

Bang On

Tel: +44 (0) 121 788 6530

Fax: +44 (0) 121 788 6539

Contact: James Taylor

Email: info@bangonltd.co.uk

Website : www.bangonltd.com

EMOL

CONTACTS H

HOTEL ACCOMMODATION

Event Express
46-48 Barbourne Road
Worcester
Worcestershire
WR1 1HU

Tel: +44 (0)1905 732737
Fax: +44 (0)1905 732738
Contact: Caroline Williams
Email: c.williams@eventexpressuk.co.uk

EMOL

CONTACTS I

INTERNET & TELEPHONE CONNECTIONS

NEC Products & Services

Commercial Services

NEC

Birmingham

B40 1NT

Tel: +44 (0)844 338 8338

Fax: +44 (0)844 581 1434

Contact: Sales and Technical Enquiries

Email: eventorders@thenec.co.uk

EMOL

No information available.

EMOL

CONTACTS L

LIFTING & HANDLING

Worldwide Exhibition Specialists Ltd

Unit 28

Stansted Distribution Centre

Start Hill

Bishops Stortford

CM22 7DG

Tel: +44 (0)20 8508 2224

Fax: +44 (0)1223 367 618

Email: mailuk@wes-group.com

Website: www.wes-group.com

EMOL

No information available.

EMOL

CONTACTS P

PHOTOGRAPY

I2I Photography

Tel: +44 (0)7976 420 515

Contact: Anthony Fulcher

Email: anthony@i2i-photography.co.uk

Website: www.cw-photography.co.uk

PLATFORMS

Expo Floors Ltd

Unit A4 & A5

Walsall Enterprise Park

Regal Drive

Walsall

WS2 9HQ

Tel: +44 (0)1922 721 177

Fax: +44 (0)1922 659 540

Email: sales@expo-floors.com

EMOL

CONTACTS S

SHELL_SCHEME

Melville Exhibition Services
Silverstone Drive,
Gallagher Business Park,
Coventry, West Midlands,
CV6 6PA

T: +44 (0) 2476 638 0064
F: +44 (0) 2476 380 427
Contact : Exhibitor services
Email : standfitting@melville.co.uk
Nameboard Queries :-
Contact: Andrew Waters-Peach
Email: andrew.waters-peach@melville.co.uk

SHIPPING & STORAGE

Worldwide Exhibition Specialists Ltd
Unit 28
Stansted Distribution Centre
Start Hill
Bishops Stortford
CM22 7DG

Tel: +44 (0)20 8508 2224
Fax: +44 (0)1223 367 618
Email: mailuk@wes-group.com
Website: www.wes-group.com

SKIP HIRE

The NEC Group

Tel: +44 (0)121 767 2524
Fax: +44 (0)870 767 2798
Contact: Skip Hire

STAND DESIGNERS

Clip Display
Avon Works
Church Road
Wick
Bristol BS30 5RP
Nomadic Display UK
71 St John's Road
Isleworth
Middlesex
TW7 6XQ

Tel: +44 (0)117 937 2636
Fax: +44 (0)117 937 3172
Email: info@clipdisplay.co.uk

Tel: +44 (0)7000 264 222
Fax: +44 (0)208 326 5566
Email: marketing@nomadicdisplay.co.uk

Solutions 2 (UK) Ltd
Unit 31
Minworth Industrial Estate
Forge Lane, Minworth
Sutton Coldfield
B76 1DH

Teamworks
Melville Exhibition Services
Silverstone Drive,
Gallagher Business Park,
Coventry, West Midlands,
CV6 6PA

Tel: + 44 (0)121 351 1100
Fax: +44 (0)121 351 1166
Contact: Marija Erzen
Email: info@solutions2uk.co.uk

Tel: +44 (0) 2476 380 000
Contact: Mark Eddy
Email: mark.eddy@melville.co.uk

STAND PERSONNEL

Bond Associates
ADmail ADM3884
London
SW1 1ZW
Pams - People Ltd
Falcon House, Falcon Manor
Green Norton, Towcester
Northamptonshire
NN12 8BN

Tel: +44 (0)845 130 4548
Fax: +44 (0)845 130 4549
Contact: Louise Clifford
Email: info@bondassociates.net
Tel: +44 (0)1327 358 158
Fax: +44 (0)1327 358 370
Contact: Pamela Rae
Email: pamela@pams-people.com

EMOL

CONTACTS V

VENUE ADDRESS

Deliveries and post should be addressed as follows :-

Contact Name and mobile phone number

Exhibiting Company Name

Stand Number/Hall Number

Interiors 2013

The NEC

Birmingham

B40 1NT

Organisers cannot accept responsibility for deliveries - please ensure that there is someone available on your stand to receive such items.

VISITOR DATA CAPTURE

Melville Data Services

Data House

Curriers Close

Tile Hill

Coventry CV4 8AW

Tel: +44 (0)844 557 6381

Fax: +44 (0)844 557 6382

Contact: Exhibitor Services Dept

Email: info@melvilledata.com

EMOL

CONTACTS W

WATER & WASTE NEC PRODUCT & SERVICES

The NEC Group
NEC Products & Services
Level 3, Centre Core
National Exhibition Centre
Birmingham
B40 1NT

Tel: +44 (0)844 338 8 338
Fax: +44 (0)844 581 1 434
Email: eventorders@thenec.co.uk

EMOL

For Venue information, please click on the letter tabs above.

Venue Address

Interiors 2013

The NEC

Birmingham

B40 1NT

EMOL
VENUE B

BANKING

Full banking facilities are available at the NatWest bank (open normal banking hours) located in the Piazza outside Hall 4. NatWest: Tel: +44 (0)121 780 3111

BIRMINGHAM

For further information on the locality, restaurants and travel details please click here for the link to the NEC website .

BUILDING & AERIAL SERVICES

Exhibitors requiring building and aerial services, such as floor fixings, painted stand floors, television aerials, etc please order via the link above.

BUSINESS FACILITIES

Photocopying and faxing facilities are available from the Visitor and Business Centre on the Piazza.

EMOL
VENUE C

CAR PARKING

Car parking during the build-up and breakdown periods is free of charge to all Exhibitors and Contractors. Free car parking is available for all exhibitors during the open period. Shuttle buses will run continuously between all car parks and the exhibition halls and will start one hour before the exhibition opens and will finish one hour after show close.

PLEASE NOTE: The NEC will operate a deposit system on Friday 18 January and Saturday 19 January. Full details can be found in letter/tab 'P' in this section.

EMOL
VENUE D

DISABLED FACILITIES

The venue has facilities available for exhibitors and visitors. Please refer to the below links for further information.

<http://www.thenec.co.uk/planningavisit/disabledvisitors>

<http://www.disabledgo.info/AccessGuide.asp?BusinessID=52348&TownID=86>

EMOL

No information available.

EMOL

First Aid

The Medical Centre is situated at the top of the stairs by Hall 5 and is run by fully trained staff. Should you require first aid assistance and these rooms are unmanned, please contact the Organisers Office. In the event of a medical emergency, please call +44 (0)121 767 2222.

EMOL

No information available

EMOL

EMOL
VENUE_E

No information available.

EMOL
VENUE P

NEC PAY SYSTEM

NEC Pay System - Applicable Friday 18th and Saturday 19th January

EXPLANATION OF SYSTEM

All vehicles delivering on Friday and Saturday will go through the NEC Deposit System and will also require a Vehicle Unloading Ticket. This Deposit System is an NEC directive, mandatory for all delivery vehicles, and full details are given below. Please circulate this information to all your hired transport drivers and contractors.

- All vehicles delivering goods to the show will be directed to the Lorry Parks where Vehicle Unloading Tickets will be purchased (and pre-purchased tickets checked). These tickets allow vehicles to enter the controlled inner zone for a designated time period. Tickets are charged at £50 and refunded once drivers have exited the controlled zone within their allocated time period. This system is a proven method of controlling traffic flow and limiting traffic delays.
- On entering the inner zone, cars and vehicles up to two tons will be allowed one hour from the time of entry to unload, while vehicles over two tons will be allowed two hours. Articulated vehicles are allowed three hours. Exhibitors are advised that the delivery time will commence when the delivery document is time stamped on entry to the controlled area.
- Once drivers have made deliveries, they will leave the controlled zone via the Lorry Parks where their tickets will be time stamped out to avoid a time penalty. Should a driver find that they are unable to make the delivery within the specified time, and through no fault of their own, then please inform the NEC Security Staff within the hall, who in turn will request the attendance of a Traffic Supervisor.
- Drivers wishing to remain at the NEC for the remainder of the day may use alternative designated car parks, free of charge.

METHODS OF PAYMENT

There are two methods of payment:

- 1) By payment on arrival, either by cash, cheque or credit card.
- 2) By completion of the NEC Deposit System Ticket Application Form, and enclosure of a cheque for £50 per ticket made payable to the National Exhibition Centre Ltd. Please note that this is the preferred method as advance ordering helps minimise delays on-site, and speeds the delivery process.

NB: Once a driver leaves the controlled area within the allocated time, £50 will be returned to him. Drivers with

pre-paid Vehicle Unloading Tickets will be returned a cheque for £50 by the NEC, drivers paying cash on arrival will be handed back the cash given to them on the day and drivers paying by cheque on arrival will have their cheques returned on exit.

PIPED SERVICES

The official contractor is solely responsible for the supply and connection of natural gas, compressed air, water and waste services. Exhibitors requiring these services should complete the form via the link above. You may require 100mm platform floor to hide any service pipes on either your own or a neighbouring stand.

Services at the NEC are supplied via under floor service ducts and you are advised to consider their location when planning your stand. You can request a technical floorplan by contacting The Operations Team via the below email address including the stand name, hall and stand number :-

Email : operations@interiorsuk.co.uk

Tel : +44 (0)207 921 8678

EMOL
VENUE S

SHOPS

Martins is situated in the Piazza between Halls 4 and 5 and stocks international newspapers, magazines, chemist items, gifts and confectionary.

EMOL

VENUE T

TAXIS

A taxi rank, operated by Comcab Taxis, is situated outside the main entrance to the NEC.

TELEPHONES

Telephones, accepting coins, phone cards and credit cards, can be found in the Piazza.

Telephone, fax, internet and ISDN services can be supplied by NEC Product and Services. Please complete the Order Form via the order form and checklist section and include a sketch showing the position you require the lines to be installed.

EMOL

VENUE ADDRESS

Deliveries and post should be addressed as follows :-

Contact Name and mobile phone number

Exhibiting Company Name

Stand Number/Hall Number

INTERIORS UK 2013

The NEC

Birmingham

B40 1NT

Organisers cannot accept responsibility for deliveries – please ensure that there is someone available on your stand to receive such items.

VENUE MAP

Please click on the link above to download and print the venue maps.

BUILD UP

Our H&S representatives will monitor the working hours of crews requesting late working. Late working will be refused if it is felt that crews have worked excessive hours without adequate breaks.

Tuesday 15th January	0800 - 1800hrs	Space Only
Wednesday 16th January	0800 - 1800hrs	Space Only
Thursday 17th January	0800 - 1800hrs	Space Only
Friday 18th January	0800 - 1800hrs	Space Only/Shell Scheme
Saturday 19th January	0800 - 2000hrs	Space Only/Shell Scheme

All Space Only stands must have completed construction by 1400hrs on Saturday 19 January in order for the certificate of structural integrity to be issued.

All gangways must be kept clear of all exhibits, packaging and stand fitting materials at all times, to comply with Health & Safety to assist the cleaners and carpet fitters – penalties for non-compliance may be incurred.

Initial power connections to stands are made as soon as possible however it is the responsibility of individual contractors to order temporary power for build up.

Power to stands will terminate each evening from 1730hrs with the exception of Saturday 19 January when power will be terminated at 2200hrs unless a 24hr supply has been ordered.

It is essential that all exhibitors arrive on-site to inspect their stands and to ensure that all orders have been actioned prior to your appointed contractors leaving site. Shell Scheme exhibitors should note that the Interiors 2013 official contractors will leave site at **1800hrs** on the last day of build up.

EXHIBITION OPEN PERIOD

Sunday 20th January	0900 - 1800hrs
Monday 21st January	0900 - 1800hrs
Tuesday 22nd January	0900 - 1800hrs
Wednesday 23rd January	0900 - 1700hrs

There will be exhibitor access from 0800hrs on each open morning.

Please note that should you order stand fitting extras, electrics or furniture on the morning of Sunday 20th of

January, these services cannot be guaranteed to be fitted/delivered to your stand before the show closes on Sunday 20th of January evening.

Power will terminate each night 30 minutes after the show closes unless a 24hr supply has been specifically ordered from the official electrical contractor.

BREAKDOWN

Wednesday 23rd January	1715 – 2200hrs	Space Only / Shell Scheme
Thursday 24th January	0800 – 1800hrs	Space Only / Shell Scheme
Friday 25th January	0800 – 1500hrs	Space Only / Shell Scheme

It is a contractual requirement that your stand is not dismantled in any way or product removed and remains manned until the show closes. Contractors will only be granted access into the hall/s once it is clear of all visitors.

Exhibitors are advised not to leave their stand unattended at any time during breakdown.

It is the exhibitor's responsibility to remove all stand materials, carpet tape, packaging and waste from the halls. Please note that charges (£1,000.00 +VAT) will be levied for the removal of any discarded items. **All space only stands must be clear of the halls by 1500hrs on Friday 25th January.**

IF YOU REQUIRE A SKIP THEN PLEASE REFER TO THE SKIP ORDER FORM IN THE MY CHECKLIST TAB

For shell scheme information, please click on the letter tabs above

ISLAND SITES: Please note that island sites booked as Shell Scheme will not include any walls

TRADITIONAL SHELL SCHEME

Walls:	Neutral coloured batten and plywood walls, to which the fixing of exhibits is permitted using nails, screws, staples, etc from the fixing points, provided no damage is caused to the walls. For advice on fixings and weight limits, please contact the official contractor.
Fascia:	300mm deep, dark grey coloured fascia
Nameboard:	Attached to the fascia, this will display your company name and stand number. It is essential that you complete and submit the Nameboard Form above indicating the wording you wish to appear on your nameboard by the return by date. If you do not send this form back by the due date, the nameboard will be made up from the details on your contract, which may not be as you would wish it to appear and charges are levied for any changes you request on-site.
Ceiling:	Each stand will be fitted with a white muslin ceiling.
Carpet:	All stands will be carpeted with the exception of FLOORING HALL 2 (FLOOR SHOW) stands. Shell Scheme stands can change their stand carpet at an additional cost. Any exhibitor wishing to do this should contact Melville. The carpet will be covered in protective plastic to keep it clean during build-up, but please note it is your own responsibility to remove this.
Electrics:	No electrics are provided with your stand – please order direct with the official electrical contractor (Melville). If you require lighting positioned anywhere on your stand other than on the fascia, battens must be ordered via the Shell Scheme extras order form.
Extras:	A variety of interior fittings can also be supplied via the Shell Scheme extras form.

Click here to view the Traditional shell scheme by MELVILLE for FLOORING (PART OF HALL 2), LIGHTING (HALL 3) DECOR (HALL 3A).

Click hereto view the Traditional shell scheme by MELVILLE for HALLS 1-5 (HALLS 1, 2, 4 & 5)

SODEM SHELL SCHEME

Halls 4-5 Shell Scheme

Walls:	Neutral foamex side and back walls to which graphics of moderate weight can be attached using double sided velcro. Heavier items may be hung by special hooks available from Melville. For advice on suitable fixing methods, please contact Melville directly. Dimensions of each wall panel are 2430mm high x 992mm wide.
Display Area:	Visible display area of each panel is 2340mm x 946mm
Fascia:	300mm deep, dark grey coloured fascia - HALLS 4 & 5
Nameboard:	Attached to the fascia, this will display your company name and stand number. It is essential that you complete and submit the Nameboard Form via the link above indicating the wording you wish to appear on your nameboard by the return by date. If you do not send this form back by the due date, the nameboard will be made up from the details on your contract, which may not be as you would wish it to appear and charges are levied for any changes you request on-site.

Ceiling:	Criss-cross aluminium ceiling grid. Muslin ceilings can be ordered at extra cost.
Carpet:	All stands will be carpeted. Shell Scheme stands can change their stand carpet at an additional cost. Any exhibitor wishing to do this should contact the official contractor. The carpet will be covered in protective plastic to keep it clean during build-up, but please note it is your own responsibility to remove this.
Electrics:	No electrics are provided with your stand – please order direct with the official electrical contractor (Melville).
Extras:	Melville has been appointed to erect all Sodem Shell Scheme stands and can supply a variety of interior fittings. Should you have any queries regarding these items, special fixings, weight limits, the position of supporting poles etc, please contact Melville direct.

Click [hereto](#) view the Sodem Shell Scheme HALLS 4 & 5 by MELVILLE.

EMOL

BUILDING & AERIAL SERVICES

Exhibitors requiring building and aerial services, such as floor fixings, painted stand floors, television aerials etc, please order via the NEC Products and Services order form.

EMOL

SHELL SCHEME C

CARPETING / FLOOR COVERINGS

All gangways and Shell Scheme stands will be carpeted by the official contractor.

Shell Scheme exhibitors can change the colour of their stand carpet at an additional cost. Any exhibitor wishing to do this should contact the official contractor.

Platforms can be supplied by Expo Floors. For any queries and a quotation click on www.expo-floors.com or contact details can be found via the Contacts tab.

CARPET TAPE

When fixing your own carpet, please note that only NEC approved floor tapes may be used. These are:

APPROVED DOUBLE-SIDED FLOOR TAPES

Exhibitors are reminded that they must remove carpet tape at the close of the exhibition. A dilapidation charge of £20.00 per metre will be levied for the removal of any abandoned tape or damage caused to the hall floor.

For Carpet and Tiles

Tape Details	Tape Processor	Distributor	Supplier
B7 clear tape carrier marked EXHIBITION TAPE in blue letters	Interfloor Unit J Braintree Road Ind Estate Braintree Road Ruislip Middlesex Contact: +44 (0)1706213131	Interfloor Unit J Braintree Road Ind Estate Braintree Road Ruislip Middlesex Contact: +44 (0)1706213131	Melville Exhibitor Sales +44 (0)2476- 380 000 J T Edwards (on site) +44 (0)121-780-2428 Reeds of Coventry +44 (0)2476-694114 Floorex Carpets +44 (0)1633-870872
Clear tape carrier marked EXHIBITION TAPE in blue letters	Admiral Tapes Limited Duncan Road Park Gate Southampton SO 31 7GA Contact: Peter Davies +44 (0)1489-581811	Admiral Tapes Limited Duncan Road Park Gate Southampton SO 31 7GA Contact: Peter Davies +44 (0)1489-581811	Admiral Tapes Limited Duncan Road Park Gate Southampton SO 31 7GA Contact: Peter Davies +44 (0)1489-581811

4018 Boma BLUE tape with carrier printed 'NEC APPROVED'	RA Wood Adhesive Tapes Ltd Unit 4851, Rummer Hill Bus Est.	UK Industrial Tapes Unit A Station Approach Off Earls Way	UK Industrial Tapes Unit A Station Approach Off Earls Way
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	Rummer Hill Road Cannock Contact: R Smith +44 (0)1543-578331	Team Valley Trading Estate Gateshead NE11 0ZF Contact: Ruth Welch +44 (0)191-487-3255	Team Valley Trading Estate Gateshead NE11 0ZF Contact: Ruth Welch +44 (0)191-487-3255
704 Double side carpet tape – NEC approved 50m length rolls	Anca industrial Supplies Ltd Unit D4B Coombswood Business Park East Halesowen West Midlands B62 8BH Tel +44 (0)121 508 6500 Fax +44 (0)121 508 6508	Anca industrial Supplies Ltd Unit D4B Coombswood Business Park East Halesowen West Midlands B62 8BH Tel +44 (0)121 508 6500 Fax +44 (0)121 508 6508	Anca industrial Supplies Ltd Unit D4B Coombswood Business Park East Halesowen West Midlands B62 8BH Tel +44 (0)121 508 6500 Fax +44 (0)121 508 6508

EMOL

SHELL SCHEME D

DILAPIDATIONS

Exhibitors are responsible for all panels, walls, columns, flooring, shell scheme stands, hired accessories; etc within their stand area and any damages will be made good at the exhibitor's own expense.

All exhibits and stand fitting materials must be cleared from the venue and charges will be levied for the removal of any abandoned articles, including carpet tape.

DROP WIRES

The use of drop wires is NOT permitted. The only exception is for the use of suspended lighting rigs.

EMOL

SHELL SCHEME E

ELECTRICS

The official electrical contractor for the exhibition is responsible for, and will carry out, all electrical work on all stands. Pre-fabrication will be permitted but connection to the mains and on-site wiring must be carried out by the official contractor.

Please specify your requirements on the Order Form and location grid via the link above. This form should be returned by the deadline date to avoid surcharges for late orders.

Please note that the grid or location plan needs to be submitted with the order form to ensure that the electrics are fitted as per your requirements. Should a grid or location plan not be submitted, the items will be positioned at the discretion of the contractor and charges will be levied for on-site changes.

Please be aware that some stands will have to accommodate the mains cable and box. You will not be advised whether your stand will hold the mains box.

Stand Connections: During build-up, initial connections to stands are made as early as possible, **but in some cases this could mean opening morning if the stand is not complete.** The power to all stands will be switched off 30 minutes after the close of the show each day. Please also remember to order a 24 hour supply for the open period if required.

Temporary Power

Exhibitors and their contractors are advised to contact the official electrical contractor to arrange a temporary power supply if required during build up.

Regulations: All electrical work must be carried out in accordance with the electrical regulations laid down by the local authority, IEE, Exhibition Venues Association, the Health & Safety at Work Act 1974, British Standards Institution BS 7671 1992 and the Electricity at Work Regulations 1989. A summary of these regulations is available via the link above while a full copy and advice on electrical installations can be obtained by contacting the official contractor.

Basic guidelines

Listed below are examples of “typical” loadings for items plugged into socket outlets:

- 500 watt sockets: PC Computers, TV's, videos, spotlights to 500W, refrigerators
- 1000 watt sockets: domestic filter coffee machines, lighting up to 1000W
- 2000 watt sockets: kettles*, machinery up to 2000W
- 3000 watt sockets: hired coffee machines, machinery 2000W to 3000W

* These appliances are of varying power requirements dependent upon type and manufacturer. It is therefore essential that the reference tag or plate that is fitted to each appliance under law be read, the loading in watts or kW (kilo Watts = Watts x 1000) will be stated, and the appropriate size socket be ordered.

As the exhibitor, it is your responsibility to order adequate power supply for your stand. Failure to do this will result in delays on site and could be a fire risk. On-site checks will be carried out by the appointed Health & Safety Officer and Electrical Contractor. In all cases the decision of the Organiser and its appointed representative is final.

EMOL

SHELL SCHEME G

GANGWAYS BUILDUP & BREAKDOWN

For Health and Safety reasons there will be **no off-loading** of exhibits or stand fitting materials into the gangways **under any circumstances**.

Emergency gangways **MUST** be kept clear at all times and anything left in any gangway will be deemed as rubbish by the cleaners and removed. Please ensure that your contractors are briefed on this matter.

Please ensure you do not book your lifts until your stand is ready to receive them. Please contact Worldwide Exhibition Specialists Ltd via the Contacts Tab.

HEALTH & SAFETY

As an exhibitor, it is your legal and moral responsibility as far as is reasonably practicable to ensure the health, safety and welfare of everyone sharing your work site at the exhibition. The Health & Safety section of this manual includes key recommendations made under the Health & Safety at Work, Act, etc, 1974 and outlines your responsibilities as an exhibitor. All exhibitors are required to read this section and submit a copy of the Health and Safety declaration to the Organisers.

All exhibitors must complete a Risk Assessment (RA) for the exhibition, which covers the activities taking place on the stand during the open period of the event. This does not need to be sent to us, although you must be able to produce it on site if called upon to do so. We have included a guide to help you, simply click on the link above.

More information can be found under the Health and Safety tab. For further assistance contact your own company Health & Safety Officer or the HSE National Information Line - Tel: +44 (0)845 345 0055 or visit the website www.hse.gov.uk

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PIPED SERVICES

The official contractor is solely responsible for the supply and connection of natural gas, compressed air, water and waste services. Exhibitors requiring these services should complete the form via the link above.

Services at the NEC are supplied via under floor service ducts and you are advised to consider their location when planning your stand. You can request a technical floorplan by contacting the Operations Team via the below email address including the stand name, hall and stand number :-

Email : operations@interiorsuk.co.uk

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RULES & REGULATIONS

Exhibitors should familiarise themselves with the rules and regulations specified in this manual, together with the terms and conditions displayed on the back of your Contract to Exhibit - failure to do so may result in delays in the construction process.

EMOL

SHELL SCHEME S

SHELL SCHEME

ISLAND SITES: Please note that island sites booked as Shell Scheme will not include any walls

TRADITIONAL SHELL SCHEME

<u>Walls:</u>	Neutral coloured batten and plywood walls, to which the fixing of exhibits is permitted using nails, screws, staples, etc from the fixing points, provided no damage is caused to the walls. For advice on fixings and weight limits, please contact the official contractor.
<u>Fascia:</u>	300mm deep, dark grey coloured fascia
<u>Nameboard:</u>	Attached to the fascia, this will display your company name and stand number. It is essential that you complete and submit the Nameboard Form above indicating the wording you wish to appear on your nameboard by the return by date. If you do not send this form back by the due date, the nameboard will be made up from the details on your contract, which may not be as you would wish it to appear and charges are levied for any changes you request on-site.
<u>Ceiling:</u>	Each stand will be fitted with a white muslin ceiling.
<u>Carpet:</u>	All stands will be carpeted with the exception of FLOORING HALL 2 (FLOOR SHOW) stands. Shell Scheme stands can change their stand carpet at an additional cost. Any exhibitor wishing to do this should contact Melville. The carpet will be covered in protective plastic to keep it clean during build-up, but please note it is your own responsibility to remove this.
<u>Electrics:</u>	No electrics are provided with your stand – please order direct with the official electrical contractor (Melville). If you require lighting positioned anywhere on your stand other than on the fascia, battens must be ordered via the Shell Scheme extras order form.
<u>Extras:</u>	A variety of interior fittings can also be supplied via the Shell Scheme extras form.

Click here to view the Traditional shell scheme by MELVILLE for FLOORING (PART OF HALL 2), LIGHTING (HALL 3) DECOR (HALL 3A).

Click here to view the Traditional shell scheme by MELVILLE for HALLS 1-5 (HALLS 1, 2, 4 & 5)

SODEM SHELL SCHEME

Halls 4-5 Shell Scheme

<u>Walls:</u>	Neutral foamex side and back walls to which graphics of moderate weight can be attached using double sided velcro. Heavier items may be hung by special hooks available from Melville. For advice on suitable fixing methods, please contact Melville directly. Dimensions of each wall panel are 2430mm high x 992mm wide.
<u>Display Area:</u>	Visible display area of each panel is 2340mm x 946mm
<u>Fascia:</u>	300mm deep, dark grey coloured fascia - HALLS 4 & 5

<u>Nameboard:</u>	Attached to the fascia, this will display your company name and stand number. It is essential that you complete and submit the Nameboard Form via the link above indicating the wording you wish to appear on your nameboard by the return by date. If you do not send this form back by the due date, the nameboard will be made up from the details on your contract, which may not be as you would wish it to appear and charges are levied for any changes you request on-site.
<u>Ceiling:</u>	Criss-cross aluminium ceiling grid. Muslin ceilings can be ordered at extra cost.
<u>Carpet:</u>	All stands will be carpeted. Shell Scheme stands can change their stand carpet at an additional cost. Any exhibitor wishing to do this should contact the official contractor. The carpet will be covered in protective plastic to keep it clean during build-up, but please note it is your own responsibility to remove this.
<u>Electrics:</u>	No electrics are provided with your stand – please order direct with the official electrical contractor (Melville).
<u>Extras:</u>	Melville has been appointed to erect all Sodem Shell Scheme stands and can supply a variety of interior fittings. Should you have any queries regarding these items, special fixings, weight limits, the position of supporting poles etc, please contact Melville direct.

[Click here](#) to view the Sodem Shell Scheme HALLS 4 & 5 by MELVILLE.

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SHELL SCHEME V

VEHICLES ON STANDS

The Organisers must be notified of any mobile units and motor vehicles being brought into the halls well in advance of the event so that a suitable delivery / collection time can be arranged. Please contact the Operations team via email: operations@interiorsuk.co.uk . Please also note the following regulations concerning exhibiting such items:

- I Fuel tanks must contain only sufficient fuel to move the vehicle from the hall.
- II A lockable filler cap must be fitted to all fuel tanks and be kept locked at all times.
- III Batteries must be disconnected to all terminals throughout the open period.
- IV All vehicles must be checked for leaks and a Test Certificate given by a competent person stating that the vehicle has been checked.
Vehicles should be set back from the edges of the stand to avoid aisle congestion and ensure that doors do not open onto gangways. 'Parked' positions must be clearly defined and agreed, and suitable fire extinguishers must be provided at each position.
- VI The running of internal combustion engines during the open period is strictly prohibited.

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SHELL SCHEME W

WASTE DISPOSAL

You are required to remove all stand fitting material and waste generated at the end of breakdown. Any rubbish left in the hall will be skipped by the Cleaning Department and a charge of £1000 per skip load will be charged to the relevant exhibitor. We will be taking digital photos of each area as proof and an invoice will be sent to you after the event.

Please contact the cleaning department on +44(0)121 767 2524 or fax: +44(0)121 767 2798 for a quotation on skip hire.

Please note that waste materials, however innocuous, should not be abandoned on-site, discharged into the drainage system nor deposited in NEC waste disposal containers or skips. The cost of any clearing, repairs to the drainage system or of making good any other damage caused by such unauthorised discharge will be passed to the relevant exhibitor. Disposal of such substances are subject to "Control of Substances Hazardous to Health Regulations 1988" (COSHH). Toxic waste shall be placed in closed containers, marked accordingly, and special arrangements made with the NEC regarding their disposal.

Should it be necessary for waste material to be removed, the Cleaning Department can provide quotations for special skip hire. Please also see the skip hire form in the My Checklist tab.

Any rubbish left in the hall will be skipped by the Cleaning Department and the skip hire cost will be charged to the relevant exhibitor.

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Stand Fitting Regulations

1. INTRODUCTION

<http://www.thenec.co.uk/aboutus/healthandsafety/rulesandregulations/default.htm>

Space only stands have no walls, carpet or electricity, just a marked out area on the hall floor.

All work must be carried out in conformity with the requirements of the Rules and Regulations of The Borough of Solihull and the terms and conditions set out in your contract to exhibit. Here follows a summary of these regulations while full details can be obtained from the NEC. Please view the venue eGuide via the link above. Should you have any queries, please contact the Organisers. Failure to observe these regulations may result in delays, restrictions and criminal proceedings against the exhibitor.

Please see the link regarding your responsibilities under the Disability Discrimination Act .

Please note that Exhibitor insurance policies do not cover stand contractors, and any subsequent sub-contractors, and as such contractors are now required to submit proof that they have adequate insurance cover. Please look at the insurance information in the Onsite InformationTab for more details.

All certificates must be submitted with the stand plans to Select Events for a full compliance notice to be issued.

1.2 NOTIFICATION OF CONTRACTORS

Exhibitors must notify the Organisers as soon as possible of the names of their stand contractors via the Space Only Stand Information form via the link above. If you require assistance finding a suitable contractor, Event Supplier and Services Association (ESSA) on www.aeo.org.uk/essa (+44 (0) 1442 285 812) hold a list of recommended contractors.

2.1 GENERAL

All space only exhibitors are required to submit full dimensional stand design drawings. Plans must be in English, to a recognised scale not less than 1:50 and be submitted by MONDAY 19TH NOVEMBER 2012. They should be clearly marked "INTERIORS UK 2013" and sent together with the Space Only Stand Information form to:

International Select Events Ltd

Chantry House

High Street

Tel: +44(0) 1675 466622

Fax: +44(0) 1675 467097

Contact: Duncan Gordon

All Space Only stand plans **MUST** be accompanied by a Risk Assessment covering the build up and breakdown activities. Please see an example of a Risk Assessment and template via the link above, and the Health and Safety section of this manual for further information.

Scaled technical plans are available from the Organiser showing the location of the floor ducting and any columns, please contact operations@interiorsuk.co.uk with your email address, stand number and hall number and this will be sent to you.

2.2 SINGLE STOREY STANDS UNDER 4M IN HEIGHT

Technical plans, a risk assessment and a method statement must be submitted with the Space Only form. They should include the following details:

- a. a plan showing location within the exhibition;
- b. a plan view with external dimensions, indicating which sides are open onto gangways, plus the location of any hall column and its dimension to the nearest stand edge;
- c. elevation views, indicating clearly the heights of all stand fittings;
- d. details of all walling, platforms, demonstration areas, exhibits, graphics, etc;
- e. details of materials and fire protection.

2.3 STANDS ABOVE 4M IN HEIGHT, SINGLE AND MULTI-STOREY STANDS

All stands over 4m in height, whether single or multi-storey require **FOUR** sets of plans to be submitted. These plans must include details outlined in section 2.2, together with:

1. structural calculations (4 sets) proving the structural stability of the stand. These should include:
 - i) a loading analysis assuming an imposed load on upper floors of 5 KN per sq m. Dead load should be individually assessed for each floor;
 - ii) a stability check assuming a lateral load equal to 2.5% of the total vertical load applied at upper deck level;
 - iii) details of connections, bracing members and floor carcassing;
2. details of each level & staircase. Upper level plans must show details of walkways, means of escape, etc; NB Regulations concerning staircase design are given in section 3.16
3. details of all steel work;
4. a method statement detailing the process by which the stand will be built.

2.4 COMPLEX STRUCTURES

All stands deemed as complex structures also require **FOUR** sets of plans to be submitted, together with

structural calculations, a method statement, etc as outlined in section 2.3.

Complex structures are defined as any form of construction of any height, which would normally be designed by an engineer and/or has been found to provide significant risk via a Risk Assessment. Examples include:

- stands over 4m in height
- multi-storey stands
- viewing / service platforms
- lighting rigs
- raised walkways
- ramps
- sound / lighting towers
- temporary tiered seating

2.5 ON-SITE INSPECTION

On receipt of a compliance notice you will also receive a Stand Construction Certificate of Completion that must be completed by both the contractor and the exhibitor before 1400hrs on Saturday 19th January. This will certify that the construction of the stand and the materials used are in full accordance with the approved drawings and comply with the venues rules and regulations. It will further certify that the works are fit for the purpose for which they are intended. As a result if there are any structural/material changes they must be communicated to Select Events immediately for an updated compliance notice to be sent.

In addition to the above, a structural engineer will be on-site during build-up to approve all stands considered to be **complex** structures, and issue the necessary inspection certificates. All stands **must** be completed by 1400hrs on Saturday 19th January in order for sign off to be completed and the certificate issued.

For all **complex** structures a fee of £250.00 + VAT will be charged by our agent direct to your contractor to cover such on-site assessments and certificate costs. Please make sure that your contractor is aware of this charge in order to avoid delays in construction approval.

3. Design Of Stand

3.1 GENERAL

The design of the stand must be such that the stand can be erected and dismantled within the time given.

3.2 HEIGHT LIMITS & PARTITION WALLS

All Space Only exhibitors, including those planning to erect Clip, Nomadic or Pop-Up structures within their

allocated space, are required to construct freestanding partition walls between their own and adjoining stands.

These must be to a minimum height of 2.5m and a maximum height of 6m. NB Where partitioning walls are constructed over 2.5m in height, it is the responsibility of the exhibitor constructing the wall to dress the rear of the partition wall down to a height of 2.5m in a neutral colour so as not to cause offence to the neighbouring exhibitor/s. Logos and branding are not permitted on the rear face of partition walls when these walls overlook neighbouring stands.

The maximum height limit for any form of stand fitting, lighting (excluding lighting rigs), structures and/or graphic towers is 6m from the hall floor, including platforms and the use of flags and balloons. Any exhibitor wishing to exceed 4m in height (be it stand fitting or actual exhibits) must produce and submit structural calculations to prove the stability of any proposed designs.

Exhibitors erecting Clip, Nomadic or Pop-Up structures may wish to consider taking a Shell Scheme package as this incorporates back walls and carpet. Please contact the sales team to discuss your options.

3.3 SOLID WALLS

Solid walls along gangway edges are not permitted. Solid walling should not exceed 4m in length - walls should either have natural breaks, see-through glazed panels at least 1m wide or other such features at regular intervals. Stands must be suitably open so as not to cause offence to neighbouring exhibitors or breach fire regulations. At least 1/3 of each open side should remain open. Each stand will be assessed individually upon receipt of drawings by Select Events.

3.4 TRAVEL DISTANCE

Adequate means of escape must be provided from all stands. The travel distances from any part of the stand to the gangway must not exceed 15m.

3.5 MEANS OF ESCAPE - ENCLOSED AREAS

Alternative means of escape and adequately maintained general and safety lighting with exit notices illuminated by both primary and secondary lighting systems, must be provided to any enclosed area.

3.6 SPACE ONLY STAND NUMBERING

All space only exhibitors must display their company name and stand number prominently on their stand so that they can be viewed from each approaching gangway. This will assist visitors in locating their position within the hall and finding the stands they wish to visit.

3.7 OBSTRUCTING GANGWAYS

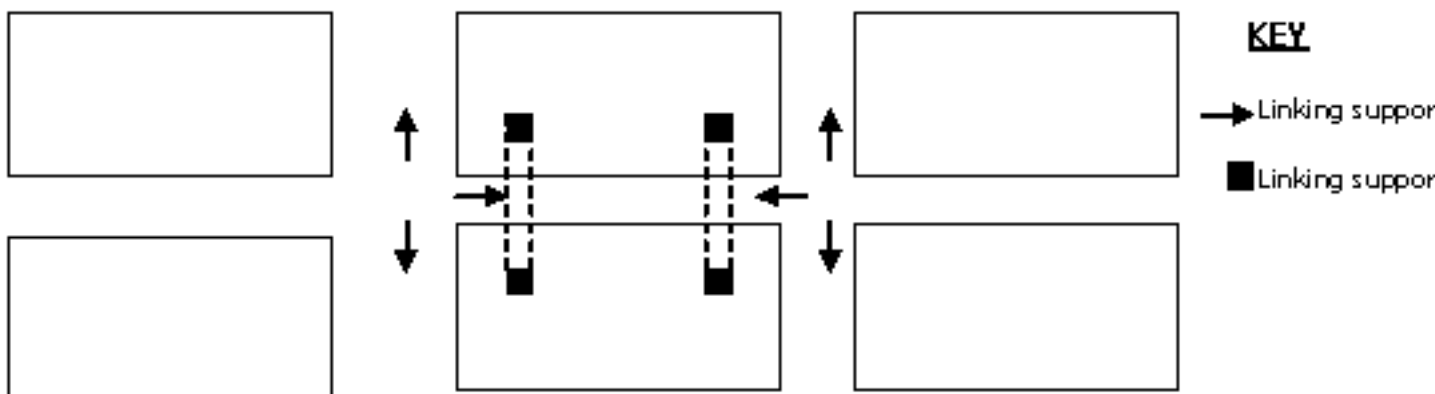
No part of any stand or exhibit, including fascia, signs, lighting, corner posts, etc, shall project into or over the gangway or obscure any fire or exit signs. Organisers reserve the right to remove any such item.

3.8 BRIDGING STANDS

The bridging of adjacent stands will be allowed, provided the following regulations are adhered to. All linking structures must be of a minimum height of 3m from the hall floor and a maximum of 6m. However, any structure exceeding 4m from the hall floor will have to be proven to be stable by means of static calculations and will be subject to written approval from the Organisers. This is to prevent the building of large solid structures across gangways which restrict the view of neighbouring stands and disrupt pedestrian traffic.

Please note that proposals to bridge across emergency gangways require NEC approval.

All link supports must be set back from ALL gangways by a minimum of 1m, thus:



Exhibitors will be permitted to lay carpet across the gangway between their stands provided such requests are made in writing to operations@interiorsuk.co.uk at least one month in advance of the exhibition. All such carpet must be laid direct to the hall floor and no platforms, floorflats, etc, will be allowed.

Where exhibitors are carpeting the gangway between stands, the gangway must be clearly identifiable as the gangway. Thus, if the stands either side of the gangway are being built on raised platforms, the same colour carpet (laid direct to the floor) may be used in the gangway. However, if the stands do not incorporate a raised platform, the gangway must either be carpeted in a contrasting colour from the stands or include a contrasting colour border along each side of the gangway.

Each stand will require its own electrical mains connection as the bridging of mains is not permitted.

Please be aware that NO branding, graphics, signage or exhibits/products may be fixed to or hung from the bridging over the gangway. No branding will be allowed on carpet between bridging stands.

3.9 MAINS SUPPLY

NEC are solely responsible for the supply and connection of natural gas, compressed air, water and waste

services. Services will be supplied via under floor service ducts and must be controlled by a mains stop-cock fitted in rigid metal piping and in an accessible position on your stand.

3.10 PLATFORMS

Platforms are not essential but where they are incorporated into the stand design the following regulations apply.

- The general height may not exceed 100mm but areas may be super-elevated for display purposes.
- Details of super platforms, above the height of 600mm (24") to which persons have access are deemed as complex and must be submitted to the Organiser for approval by the Authorities.
- Corners should be rounded off and platforms should incorporate a ramp into their design for disabled access to meet the requirements introduced under the recent Disability Discrimination Act.
- Please see the link above regarding your responsibilities under the Disability Discrimination Act.
- The flooring must not be less than a nominal 25mm (1") thick and be laid with close joints. Wood, chipboard or blockboard used for a floor shall be of a minimum thickness of 18mm.
- Platforms must be of a strength and stability sufficient to carry and distribute the weight of the stand fitting, stand personnel, visitors and exhibits having regard to the loading limits of floors.

When laying platforms on your floor space, please pay special attention to the area marked out for your stand. Failure to build to the marked out area will result in delays to the laying of the gangway carpet, and any additional costs incurred by the Organiser will be passed back to the relevant exhibitor. Please ensure your stand contractors are aware of this.

3.11 DOORS AND WINDOWS

To avoid accidents, all doors and windows along gangway edges must open inwards. Other doors and windows which open outwards should not exceed beyond the site boundaries and therefore be set back.

All doors should be fitted with a vision panel of clear glazing at sight level (including for wheelchairs) giving a zone of visibility between 500mm and 1500mm above floor level.

Enclosed rooms within stands must be provided with a means of alerting occupants in the inner room to a fire having started in the access room. Rooms may contain no more than 50 persons at any time and no staircase shall end in an enclosed room. Stands must be lined throughout with non-combustible fire resisting materials.

3.12 COLUMNS

Where columns fall wholly or partially within the area of allocated space, they should be encased by the exhibitor on all four sides to a minimum height of 2.5m. The casing must be self-supporting and may not be fastened to the column.

3.14 SUSPENDED LIGHTING SYSTEMS

Lighting gantries will be allowed provided they conform to the regulations governing their use. Here follows a

synopsis of these regulations - full regulations are available from the NEC on +44 (0)121 767 2223.

Between 6m and 8m from the hall floor but with a minimum clearance of 2m from the highest point of the stand

All structures will be rigged by the NEC Rigging Department

A structural report must be submitted and approved for all suspended systems

No graphics, branding, banners or decorative material may be displayed or hung from the gantry/rig

3.15 MULTI-STOREY STANDS

Multi-storey stands shall be constructed of materials as specified in Section 4, and the following specifications shall also be observed:

1. Ceilings, other than to the topmost storey, shall be of solid construction or of inherently non-flammable fabric, except that treated fabric may be permitted to single storey portions of stands where not exposed to the risk of fire from lighted articles dropped from above;
2. Cupboards, enclosed offices, storerooms, etc formed beneath the staircase shall be lined throughout with non-combustible material;
3. Adequate means of escape must be provided from the upper storeys of any stand. Stairways shall be at least 1m wide and if not, subdivided by a central handrail no more than 1.8m wide. Each step shall have an available tread, measured on plan, of 280mm and the risers between the steps shall not exceed 170mm. Staircases shall discharge to the ground floor at a point where unimpeded access to a public gangway is achieved. If the occupants of the upper storey have no choice but to make their way to a single escape stair, the travel distance from any part of the storey to that stair must not exceed 10m.
4. All balustrading and handrails shall be at least 1100mm high, be non-climbable, ie with solid infills or vertical guard rails, which should be no more than 100mm apart, and be capable of withstanding a lateral load of 3KN per metre length. In private areas with controlled access a load of 1.5KN per metre length is required.
5. Baseplates should be designed to limit the compressive stress on the floor of the building to 200 KN per sqm unless the total load on a baseplate is 50 KN or less, in which case a 300mm square plate may be used; bolts are not acceptable as a means of preventing uplift of bases.

3.16 STAIRS

The following table gives the maximum and minimum dimensions for the rises and goings in a flight.

STAIRCASE : RISE & GOING

	MINIMUM	MAXIMUM
RISE	150mm	170mm
GOING	280mm	425mm

- a. The headroom shall not be less than 2000mm over any part of the stairway or landings and there shall be a clearance of at least 1500mm.

Additional headroom must be provided where short flights of three or four steps occur across a corridor.
- b. There is a tendency for some persons using such a flight to jump down all the steps at once. In these circumstances, the clearance should be at least 1800mm (see illustration). A bulkhead should be incorporated rather than a down-stand beam whenever a short flight occurs across a corridor.
- c. The width shall be at least 1m wide and if not subdivided by a central handrail, no more than 1.8m wide.
- d. There shall be not fewer than 3 or more than 12 risers per flight.
- e. The risers between steps shall not exceed 170mm in height and must be infilled.
- f. Each step shall have an available tread, measured on plan, of not less than 280mm.
- g. The going of the landing shall not be less than the width of the stairway
- h. Where tapered steps are constructed, the angle formed by the nosing of the tread and the nosing of the tread or landing immediately above it shall not be more than 15°.
- i. Stairs and landings should be provided with protection against falling over the edge of the treads.
- j. Gaps in the guarding must not exceed 100 mm.
- k. Guarding should be designed in such a way as to discourage young children from climbing it.
- l. Triangular openings may be left between the treads, the risers and the guarding, provided that the bottom of the guarding is not more than 50 mm above the pitch line.
- m. Handrails must be securely fixed on any open side at a height of not less than 900mm nor more than 1000mm above the line of the pitch of the flight and balustrades not less than 1100 above landings.

Where stairs are enclosed on both sides with a wall, a continuous handrail must be provided on at least one side of the length of the flight if the steps are less than 1.0m and on each side if the width is 1.0m or more.
- n. A suitable handrail should be rigid and strong enough to provide adequate support for users, be comfortable to grip and provide adequate resistance to hand slippage.
- o. The treads and landings must be level and shall not be constructed of slats or perforated material.
- p. Consecutive tapered treads shall each have the same going and rate of taper.
- q. Purpose built access steps provided as a product, to gain access to boats, motor homes, static caravans and other similar exhibits are required to comply with BS 5395-1:2000

4. MATERIALS

For stand construction etc, only non-inflammable materials or the materials listed below in sections 4.1-4.6 may be used, and then only if they satisfy the relevant regulations.

4.1 TIMBER

All timber less than nominal 25mm (1 inch) in thickness and plywood, hardboard, blockboard and chipboard less than 18mm (3/4 inch) must be rendered flameproof by a recognised process to a Class 1 standard when tested in accordance with BS 476 part 7 - 1977. Ply-Hard and pulp boards which have been rendered flameproof in a manner approved shall be branded with a recognised mark.

4.3 TEXTILE FABRICS

Textile fabric and other decorative material used for stand dressing must be flame proofed and comply with BS EN 13773. Any fabric – unless incombustible – may not be used for partitioning stands, forming offices or the back or sides of stands. Treated fabric may be permitted as a ceiling, to single storey stands where not exposed to the risk of fire from lighted articles dropped from above. When used for decorative treatment of such portions, the fabric must be backed with materials similar to that required for the construction of the stands. They shall be fixed taut to the backing board and secured at floor level by a skirting board not less than 75mm deep. Curtains on exit routes must hang not less than 75mm clear of the floor and be parted in the centre.

Upholstered seating must pass the criteria for smouldering ignition source 0, flaming ignition source 1 and crib ignition source 5 when tested in accordance with BS 5852 1990.

4.4 PAINTS

All painting must be carried out in water based paint. Finishes having oil or cellulose base are not permitted to be applied on site.

Also the following must be adhered to:

- The intention to use paint on site must be indicated on the stand plans and Risk Assessment for permission to be given prior to going on site.
- Protective measures are undertaken to ensure that no paint is spilt on hall floors or splashed on the walls and/or other parts of the building, structure or equipment.

4.5 GLASS

Glazing in critical locations should be strong enough so as to resist likely impact forces or be protected against impact. In the case of glazing within a door / panel, where pane widths exceed 900mm, Class B is appropriate. In other cases, Class C. For annealed glass, greater thickness gives rise to greater strength. Polycarbs or glass blocks are inherently strong. Consideration can be given to use of toughened or laminated glass, standard BS6206.

All glazing is required to comply with UK Building Regulations including BS 6206 and BS 6262. Any large areas of clear glazing shall be indicated with warning stripes or dots etc. Overhead glazing shall be of wired glass, laminated glass or be otherwise adequately protected from shattering.

4.6 CARPET, FLOORCOVERING & CARPET TAPE

Carpets and textile floor-coverings must comply with BS 4790 and shall be secured and maintained so as not to cause a hazard.

When fixing your own carpet, please note that only NEC approved floor tapes may be used. Please see above link for more details. You must remove all carpet tape at the close of the exhibition, charges will be levied for non-compliance.

5.1 MAINS SUPPLY

NEC are solely responsible for the supply and connection of natural gas, compressed air, water and waste services. Services will be supplied via under floor service ducts and must be controlled by a mains stop-cock fitted in rigid metal piping and in an accessible position on your stand.

5.2 COMPRESSED GASES

All stands proposing to use compressed gases must first obtain written approval from the NEC Fire Officer - no use will be permitted without this authorisation. Details can be submitted to the Organisers and should show the gases or liquid proposed and the sizes of their cylinders or vessels with their working pressures. Where compressed air, oxygen, hydrogen, dissolved acetylene or liquid under pressure is supplied in steel cylinders, such cylinders must bear test marks in accordance with Home Office recommendations and may only be brought into the halls with the prior consent of the Fire Officer. Other vessels containing liquids or gases under pressure must be fitted with approved safety valves and a certificate in respect of a recent pressure test by a recognised authority must be available for inspection for each vessel.

Anyone wishing to use LPG to demonstrate a product should advise the organisers and complete and submit the attached form directly to the NEC. The form is also available on the NEC website through the Rules and Regulations eGuide given in the Introduction to this section.

Cylinders must not be stored on the stand but in the gas cylinder store under control of the NEC Fire Officer and exhibitors should liaise direct with the lifting contractor concerning their transportation between the store and the exhibitor's own stand.

All piping for compressed air, gases, etc must be of rigid tube with welded or screwed connections.

IMPORTANT

- The use of LPG inside the building is prohibited unless it is being used to demonstrate a product being offered for sale on a stand and only if other sources of fuel are unsuitable.
- LPG may only be used with the consent of the NEC Safety, Health & Environment Department.
- Only one bottle of LPG, sufficient for one days use, can be kept inside at any one time; all other bottles are required to be kept in a secure environment outside the building.
- There shall be no connections to or disconnection of LPG whilst the exhibition/event is open to visitors.
- All empty cylinders must be removed from the venue.

6.1 COSHH

Under COSHH, the use of all toxic & hazardous substances is prohibited without written approval from the NEC. Applications should be accompanied by a COSHH assessment including details of measures taken protecting employees & workers on adjacent stands and they should be submitted to the Organiser at least one month prior to the exhibition.

6.2 FUMES, EXHAUST & SMOKE

Any exhibit or process which generates and blows out or otherwise emits fumes, exhaust or smoke is subject to the requirements of the Control of Substances Hazardous to Health Regulations 1988 and all such processes must be so arranged to have an effective system to the outside atmosphere as approved by the NEC.

6.3 BOILERS, STOVES & FURNACES

Precautions must be taken to prevent the transmission of heat to a combustible part of the stand and to the Hall floor. A suitable non-combustible insulating material of sufficient thickness must be inserted between the equipment and the stand. The ceiling of the stand shall be well ventilated and be constructed from non-combustible material conforming to BS 476 (Class 1). Hot areas are required to be effectively guarded and a sign or notice prominently displayed to prevent injury to visitors and shall be adequately fixed in a stable location.

6.4 MACHINERY & APPARATUS

All machinery and operated apparatus must be fitted with guards and must only be demonstrated or operated by persons authorised by the exhibitor. They shall be adequately fixed in a stable location to ensure continuous safety and stability and a notice shall be prominently displayed to prevent accidental injury. Starting devices on machines should also be isolated.

The Supply of Machinery (Safety) Regulations state that all machinery supplied must be CE marked. Machines supplied for exhibiting purposes at trade fairs are exempt from this providing that the exhibitor displays visible signs which clearly indicate that the machine does NOT comply and is not available for supply until it complies with the regulations and has received the necessary documentation.

If you are demonstrating machinery on your stand, please submit the activities and demonstration form via the link.

6.5 WELDING

Where welding and other heat generating operations are carried out adequate precautions against damage to property or injury to persons by fire or hot metal must be taken. A hot work permit must be obtained from the NEC Fire Department before any work is carried out on-site.

6.6 RADIOACTIVE SUBSTANCES, LASERS, NOXIOUS SUBSTANCES & FLAMMABLE OILS

Specific regulations exist concerning the exhibiting of such items and their use is prohibited without prior permission from the NEC. Please forward written requests to the Organisers a minimum of 45 days prior to the first day of tenancy giving full details of the intended activity and any control measures to be taken. A sketch

indicating the position of the laser and where the projection is anticipated is required.

This must be submitted with your drawings for approval

All space only exhibitors building complex structures must submit a suitable Method Statement with their stand designs, detailing the processes by which the stand will be built and operate. These statements should be followed by all involved parties on-site to ensure that all necessary steps and precautions are taken. A guide is given below - please either use as a template or produce your own suitable form. Exhibitors must also obtain copies of Method Statements for their own reference from all parties who undertake work on their stand.

As a guide, Method Statements should cover the following areas:

Named Responsible Person:	The employee who will be responsible for construction and breakdown of your stand.
Details Of The Stand:	Loadings, dimensions, location, unusual stand features.
Access:	Details of entry points into the halls and the route to the final position.
Erection:	The sequence and schedule in which all the stand elements will be built, including alignment, electrical connections, etc.
Stability:	Methods of ensuring adequate structural support of stand elements requiring cross-bracing, with calculations and inspection certificate from an independent structural engineer.
Lifting:	Specify the equipment(s) to be used, their capacities, weight, locations and floor loadings. Check the operatives current license or Certificate of Competence. Check machine's inspection certification or maintenance record.
Scaffolding:	Include details of temporary and mobile scaffolds, access towers and other work at height which you intend to carry out. People working close by must be protected.
COSHH:	Any proposed use of hazardous and toxic substances must be advised to the venue. Outline the protection provided for employees and workers on adjacent stands.
Environment:	Consider any abnormal noise that may be present, or work which may create dust or fumes. What ventilation and other control measures will be provided?
Services:	State where electrical work will be carried out, welding, gases, compressed air, water or waste services will be brought on-site.
Safety Features:	Identify the safety equipment and precautions you will be providing on-site, including any protective measures you will be implementing, and areas of risk as highlighted from your Risk Assessment.
Exhibits:	Provide the Organisers with details on exhibits which may present a risk to the public and / or the operator. How will this exhibit be delivered onto your stand? What machine guarding or other special requirements are there? What hazardous waste will be produced, and what measures will be employed to dispose of that waste?

EMOL
SPACE C

CARPETING / FLOOR COVERINGS

All gangways will be carpeted by the official contractor.

Space only sites will not be carpeted and it is the responsibility of all space only exhibitors to lay their own appropriate floor covering.

Platforms can be supplied by Expo Floors. For any queries and a quotation their contact details can be found via the CONTACTS tab.

CARPET TAPE

APPROVED DOUBLE-SIDED FLOOR TAPES

For Carpet and Tiles

Tape Details	Tape Processor	Distributor	Supplier
B7 clear tape carrier marked EXHIBITION TAPE in blue letters	Interfloor Unit J Braintree Road Ind Estate Braintree Road Ruislip Middlesex Contact: +44 (0)1706213131	Interfloor Unit J Braintree Road Ind Estate Braintree Road Ruislip Middlesex Contact: +44 (0)1706213131	Melville Exhibitor Sales +44 (0)2476- 380 000 J T Edwards (on site) +44 (0)121-780-2428 Reeds of Coventry +44 (0)2476-694114 Floorex Carpets +44 (0)1633-870872
Clear tape carrier marked EXHIBITION TAPE in blue letters	Admiral Tapes Limited Duncan Road Park Gate Southampton SO 31 7GA Contact: Peter Davies +44 (0)1489-581811	Admiral Tapes Limited Duncan Road Park Gate Southampton SO 31 7GA Contact: Peter Davies +44 (0)1489-581811	Admiral Tapes Limited Duncan Road Park Gate Southampton SO 31 7GA Contact: Peter Davies +44 (0)1489-581811

4018 Boma BLUE tape with carrier printed 'NEC APPROVED'	RA Wood Adhesive Tapes Ltd Unit 4851, Rummer Hill Bus Est. Rummer Hill Road Cannock Contact: R Smith +44 (0)1543-578331	UK Industrial Tapes Unit A Station Approach Off Earls Way Team Valley Trading Estate Gateshead NE11 0ZF Contact: Ruth Welch	UK Industrial Tapes Unit A Station Approach Off Earls Way Team Valley Trading Estate Gateshead NE11 0ZF Contact: Ruth Welch
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		+44 (0)191-487-3255	+44 (0)191-487-3255
704 Double side carpet tape – NEC approved 50m length rolls	Anca industrial Supplies Ltd Unit D4B Coombswood Business Park East Halesowen West Midlands B62 8BH Tel +44 (0)121 508 6500 Fax +44 (0)121 508 6508	Anca industrial Supplies Ltd Unit D4B Coombswood Business Park East Halesowen West Midlands B62 8BH Tel +44 (0)121 508 6500 Fax +44 (0)121 508 6508	Anca industrial Supplies Ltd Unit D4B Coombswood Business Park East Halesowen West Midlands B62 8BH Tel +44 (0)121 508 6500 Fax +44 (0)121 508 6508

APPROVED SINGLE-SIDED CABLE COVER TAPES

Tape Details	Tape Processor	Distributor	Supplier
Yellow cloth/polypropylene with two adhesive edges and centre free of adhesive. Marked CAUTION and in two other languages. Also, marked SLIPWAY in small black letters width 150mm	Le Mark Self Adhesive Ltd 24 Stephenson Road St Ives Huntingdon Cambridgeshire PE17 4NJ Contact: Sarah Marshall +44 (0)1480-494540	Le Mark Self Adhesive Ltd 24 Stephenson Road St Ives Huntingdon Cambridgeshire PE17 4NJ Contact: Sarah Marshall +44 (0)1480-494540	Le Mark Self Adhesive Ltd 24 Stephenson Road St Ives Huntingdon Cambridgeshire PE17 4NJ Contact: Sarah Marshall +44 (0)1480-494540

COLUMNS

Where columns fall wholly or partially within the area of allocated space, they should be encased by the exhibitor on all four sides to a minimum height of 2.5m. The casing must be self-supporting and may not be fastened to the column.

DILAPIDATIONS

Exhibitors are responsible for all panels, walls, columns, flooring, shell scheme stands, hired accessories; etc within their stand area and any damages will be made good at the exhibitor's own expense.

All exhibits and stand fitting materials must be cleared from the venue and charges will be levied for the removal of any abandoned articles, including carpet tape.

DRAWING APPROVALS (SPACE ONLY EXHIBITORS)

All Space Only exhibitors are required to submit detailed plans of their stand to Select Events for approval by **MONDAY 19TH NOVEMBER 2012**, together with the Space Only Stand Information form via the link above. If you are intending to build a complex structure you should also submit a Method Statement showing how the stand will be built. For full information regarding plan submission, please consult the Stand Fitting Regulations section.

DUE TO HEALTH & SAFETY REGULATIONS YOU ARE ADVISED THAT AT CERTAIN TIMES DURING THE BUILD UP AND BREAKDOWN, VARIOUS PARTS OF THE HALL MAY BE HARD HAT AREAS. IT IS YOUR RESPONSIBILITY TO ENSURE THAT YOUR STAFF AND SUB CONTRACTORS ARE AWARE OF THIS.

Exhibitors and contractors are reminded that they must design and build their stand within the time scales given.

DROP WIRES

The use of drop wires is NOT permitted. The only exception is in the use of suspended lighting structures - please refer to Stand Fitting Regulation 3.14 for details. Lighting gantries will be allowed providing they are rigged by the NEC Rigging Department at a height of 8 metres from the hall floor.

EMOL

SPACE E

ELECTRICS

The official electrical contractor for the exhibition is responsible for, and will carry out, all electrical work on all stands. Pre-fabrication will be permitted but connection to the mains and on-site wiring must be carried out by the official contractor.

Please specify your requirements on the Order Form which can be found in the MY CHECKLIST tab. This form should be returned by the deadline date to avoid surcharges for late orders.

Please note that the grid or a location plan needs to be submitted with the order form to ensure that the electrics are fitted as per your requirements. Should a grid or location plan not be submitted, the items will be positioned at the discretion of the contractor and charges will be levied for on-site changes.

As detailed in the Terms and Conditions of your contract to exhibit, it remains the responsibility of the Exhibitor to ensure that all regulations and legislation covering the exhibition are adhered to. In addition to this when appointing a stand builder, the exhibitor must ensure that all contractors and sub contractors are competent and where necessary hold the relevant qualifications.

If you or your contractor order a direct mains supply for your stand via Melville, you or your appointed stand builder are required by Health and Safety regulations to complete and return a NON OFFICIAL ELECTRICAL CONTRACTORS INFORMATION FORM, at least 5 working days prior to tenancy which commences on Tuesday 15th January 2013. This form requires details of all of the relevant qualifications of the person carrying out the electrical pre-wiring and testing of your stand, accompanied with their relevant certificates. **This form will be sent out from Melville with your invoice and order confirmation.**

All wiring MUST adhere to all relevant Hall Regulations and IEE Wiring Regulations (sixteenth edition). Prior to your stand being energised all pre-wired and specialist lighting systems must be tested by the person named on the form, and the test and inspection certificate submitted to the Melville Electrical Manager for the show.

If the paperwork and relevant certification is not submitted, or your stand electrical installation does not comply with the IEE Wiring Regulations and Local Authority Regulations, your stand will not be energised and additional costs may be incurred

Please be aware that some stands will have to accommodate the mains cable and box. You will not be advised whether your stand will hold the mains box.

Stand Connections: During build-up, initial connections to stands are made as early as possible, **but in some cases this could mean opening morning if the stand is not complete.** The power to all stands will be switched off 30 minutes after the close of the show each day. Please also remember to order a 24 hour supply for the open period if required.

Temporary Power

Exhibitors and their contractors are advised to contact the official electrical contractor to arrange a temporary power supply if required during build up.

Regulations: All electrical work must be carried out in accordance with the electrical regulations laid down by the local authority, IEE, Exhibition Venues Association, the Health & Safety at Work Act 1974, British Standards Institution BS 7671 1992 and the Electricity at Work Regulations 1989. A summary of these regulations is available via the link above while a full copy and advice on electrical installations can be obtained by contacting the official contractor.

Basic guidelines

Listed below are examples of “typical” loadings for items plugged into socket outlets:

- 500 watt sockets: PC Computers, TV’s, videos, spotlights to 500W, refrigerators
- 1000 watt sockets: domestic filter coffee machines, lighting up to 1000W
- 2000 watt sockets: kettles*, machinery up to 2000W
- 3000 watt sockets: hired coffee machines, machinery 2000W to 3000W

* These appliances are of varying power requirements dependent upon type and manufacturer. It is therefore essential that the reference tag or plate that is fitted to each appliance under law be read, the loading in watts or kW (kilo Watts = Watts x 1000) will be stated, and the appropriate size socket be ordered.

As the exhibitor, it is your responsibility to order adequate power supply for your stand. Failure to do this will result in delays on site and could be a fire risk. On-site checks will be carried out by the appointed Health & Safety Officer and Electrical Contractor. In all cases the decision of the Organiser and its appointed representative is final.

EMOL
SPACE G

GANGWAYS BUILDUP & BREAKDOWN

For Health and Safety reasons there will be **no off-loading** of exhibits or stand fitting materials into the gangways **under any circumstances**.

Emergency gangways **MUST** be kept clear at all times and anything left in any gangway will be deemed as rubbish by the cleaners and removed. Please ensure that your contractors are briefed on this matter.

Also ensure you do not book your lifts until your stand is ready to receive them. Please refer to the official contractor via the CONTACTS tab.

HEALTH & SAFETY

As an exhibitor, it is your legal and moral responsibility as far as is reasonably practicable to ensure the health, safety and welfare of everyone sharing your work site at the exhibition. The Health & Safety section of this manual includes key recommendations made under the Health & Safety at Work, Act, etc, 1974 and outlines your responsibilities as an exhibitor. All exhibitors are required to read this section and submit a copy of the Health and Safety declaration to the Organisers.

All exhibitors must complete a Risk Assessment (RA) for the exhibition, which covers the activities taking place on the stand during the open period of the event. This does not need to be sent to us, although you must be able to produce it on site if called upon to do so. We have included a template to help you, simply click on the link above to download and print the form.

More information can be found under the Health and Safety tab. For further assistance contact your own company Health & Safety Officer or the HSE National Information Line - Tel: +44 (0)845 345 0055 or visit the website www.hse.gov.uk

EMOL

No information available.

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SPACE P

PIPED SERVICES

The official contractor is solely responsible for the supply and connection of natural gas, compressed air, water and waste services. Exhibitors requiring these services should complete the form via the link above. You may require 100mm platform floor to hide any service pipes on either your own or a neighbouring stand.

Services at the NEC are supplied via under floor service ducts and you are advised to consider their location when planning your stand. You can request a technical floorplan by contacting the Operations team via the below email address including the stand name, hall and stand number :-

Email : operations@interiorsuk.co.uk

EMOL

SPACE R

Exhibitors should familiarise themselves with the rules and regulations specified in this manual, together with the terms and conditions displayed on the back of your Contract to Exhibit - failure to do so may result in delays in the construction process.

EMOL
SPACE S

SITE SURVEY

It is each exhibitor's responsibility to examine their allocated site in order to avoid adjustments to stand structures or displays, as variations in the floor level or obstructions cannot always be indicated on the floorplan. In your own interest, you should also satisfy yourself as to the condition of your site both before erection and after clearance.

EMOL
SPACE_U

No information available.

VEHICLES ON STANDS

The Organisers must be notified of any mobile units and motor vehicles being brought into the halls well in advance of the event so that a suitable delivery / collection time can be arranged. Please contact the Operations team via email: operations@interiorsuk.co.uk . Please also note the following regulations concerning exhibiting such items:

- I Fuel tanks must contain only sufficient fuel to move the vehicle from the hall.
- II A lockable filler cap must be fitted to all fuel tanks and be kept locked at all times.
- III Batteries must be disconnected to all terminals throughout the open period.
- IV All vehicles must be checked for leaks and a Test Certificate given by a competent person stating that the vehicle has been checked.
Vehicles should be set back from the edges of the stand to avoid aisle congestion and ensure that doors do not open onto gangways. 'Parked' positions must be clearly defined and agreed, and suitable fire extinguishers must be provided at each position.
- VI The running of internal combustion engines during the open period is strictly prohibited.

EMOL
SPACE W

WASTE DISPOSAL

You are required to remove all standfitting material and waste generated at the end of breakdown. Any rubbish left in the hall will be skipped by the Cleaning Department and a charge of £1,000 per skip load will be charged to the relevant exhibitor. We will be taking digital photos of each area as proof and an invoice will be sent to you after the event.

Please contact the cleaning department on +44(0)121 767 2524 or fax: +44(0)121 767 2798 for a quotation on skip hire.

Please note that waste materials, however innocuous, should not be abandoned on-site, discharged into the drainage system nor deposited in NEC waste disposal containers or skips. The cost of any clearing, repairs to the drainage system or of making good any other damage caused by such unauthorised discharge will be passed to the relevant exhibitor. Disposal of such substances are subject to "Control of Substances Hazardous to Health Regulations 1988" (COSHH). Toxic waste shall be placed in closed containers, marked accordingly, and special arrangements made with the NEC regarding their disposal.

Should it be necessary for waste material to be removed, the Cleaning Department can provide quotations for special skip hire.

Any rubbish left in the hall will be skipped by the Cleaning Department and the skip hire cost will be charged to the relevant exhibitor.

WORKING AT HEIGHT

Please be aware that Working at Height within the halls **MUST** be in compliance with the Working at Height Regulations 2005.

Further information is available at <http://www.hse.gov.uk/pubns/indg401.pdf>

KEY REQUIREMENTS FOR EXHIBITORS

The Organisers recommend that you appoint a Safety Planning Supervisor to manage your on-site Health & Safety in conjunction with your stand planning. This Supervisor will have specific responsibility for managing Health & Safety (including the provision of proper information and instruction, training, guarding and supervision of all parties concerned through the show) and be responsible for the undertaking of the steps below.

1) Health and Safety Declaration

All exhibitors **MUST** complete and return this form via the MY CHECKLIST tab by the deadline given to indicate their commitment to Health & Safety at the exhibition.

2) Risk Assessment

All exhibitors must complete a Risk Assessment (RA) for the exhibition, which covers the activities taking place on the stand during the open period of the event. This does not need to be sent to us, although you must be able to produce it on site if called upon to do so. We have included a template to help you, simply visit the MY CHECKLIST tab, download and print.

However, if you have booked a **Space Only Site**, whoever is building the stand - either you or a contractor - will need to submit a detailed Risk Assessment to cover the build and breakdown, together with a Method Statement, when submitting the stand drawings for approval.

Please note that a step-by-step guide to Risk Assessments is available via the above link, please note that this example is not a definitive guide to how this should be done, and should be used only as a starting point. For further assistance please contact your own company Health & Safety Officer or the HSE National Information Line - Tel: +44 (0)845 345 0055.

Space Only:

Each exhibitor **MUST** undertake a Risk Assessment prior to the exhibition, identifying the hazards present on-site and ways in which you will minimise and control these risks. You must also obtain copies of Risk Assessments from all your appointed contractors who undertake work on your stand.

-

Shell Scheme:

Shell Scheme exhibitors are not always required to undertake Risk Assessments. However, if any of the activities below are planned you should complete the Activities and Demonstrations Form and you will be required to undertake a Risk Assessment prior to the exhibition. This needs to identify the hazards present on-site and ways in which you will minimise and control these risks. Activities are:

- I. Any hazardous or moving exhibits on your stand
- II. Any live demonstration or event involving members of the public
- III. Any significant construction within your Shell Scheme

IV. Where your staff come into contact with other hazardous areas of the exhibition

V. Any other operation, work process or substance which is covered by HASAWA74

3) Fire Precautions

Some stands will be provided with a fire extinguisher (water type) for the duration of the show, by the Fire Officer – it must not be removed. Exhibitors should ensure that at least two of their stand contractors and staff are aware of how to use these extinguishers and of the location of the fire exits and alarm points within the halls. Any exhibitor requiring a special type of extinguisher owing to the nature of their exhibits must make their own arrangements. For assistance, please contact the NEC Fire Officer on +44 (0)121 767 2913.

If you are exhibiting anything that involves fire, a naked flame or a risk of fire you must submit a separate Fire Risk Assessment for your stand.

Guidelines on completing Risk Assessments and Method Statements

Have You Remembered To...???

- Appoint a Safety Adviser to co-ordinate your Health & Safety exhibition policy?
- Photocopy the Emergency Procedures contained within this manual and circulated it to all your staff and contractors? Complete and return a copy of the Health & Safety Declaration Form via the above link?
- Undertake a Risk Assessment for all areas on your stand - i.e. stand fitting, exhibits and on-site staff?
- Notify relevant persons of key risk areas?
- Appoint a competent and reliable Stand Contractor? Ensure that they complete a suitable Risk Assessment and pass on all stand-fitting regulations to them?
- Submit stand designs, Risk Assessment and a Method Statement if your stand is a space only?
- Plan your time during Build-Up and Breakdown? Can your stand design be erected and dismantled safely and on-time?
- Have you planned a rota and ensured all staff receives sufficient and regular breaks?
- Provide suitable training and information to your stand staff and contractors? They must be informed of on-site risks in order for them to understand and fulfil their responsibilities.
- Review your findings after the show to discover areas which need attention, where incidents occurred and to take the appropriate action for the future?

EMOL

HEALTH & SAFETY C

Under COSHH, the use of all toxic and hazardous substances is prohibited without written approval from the NEC. Applications should be accompanied by a COSHH assessment including details of measures taken protecting employees and workers on adjacent stands and they should be submitted to the Organiser at least one month prior to the exhibition.

It is important to make constant checks of your stand to ensure that no unidentified packages, cases or bags have been deposited. If suspicions arise, do not touch the article but call the Control Room +44 (0)121 780 4141, ext. 2393, 2595 or 2797.

In the event of evacuation, and when leaving your stand each night, please ensure that:

- a) appliances are switched off
- b) you check your stand for potentially heated or dangerous items.

EMERGENCY & FIRE PROCEDURES

Please pay careful attention to the NEC Important Information contained in the above link.

In accordance with the regulations and standard procedures, fire extinguishers will be distributed at the Fire Officer's discretion. Under no circumstances may these be moved and exhibitors will be charged for their replacement. At least two people on each stand should be familiar with the use of fire extinguishers. Any exhibitor requiring a special type of extinguisher owing to the nature of their exhibits must make their own arrangements. For assistance, please contact the NEC Fire Officer on +44 (0)121 767 2913.

Emergency Announcements

Each day, half an hour before the exhibition opens, the Exhibitors Emergency Public Address Test will be broadcast.

In the event of an emergency the message "Attention Please, Attention Please. Staff Call 100" will be broadcast at half-minute intervals, followed by continuous chimes. The responsible members of the exhibitor's staff should immediately inspect the stand for suspicious items. If anything is discovered, do not touch it but inform the Control Room immediately.

The "Staff Call 100" announcement should be taken as a warning that it may be necessary to clear the building. If, however, there is no danger, the following message will be broadcast: "Attention Please. Cancel Staff Call 100".

Exhibitors should ensure that staff are aware of these protocols and that they do not reveal the meaning of staff calls to the public as this might cause unnecessary panic.

EVACUATION PROCEDURES

If it becomes necessary to evacuate the building, the following message will be broadcast:

"Attention Please, Attention Please, This Is An Emergency Announcement. Circumstances Make It Necessary For Everyone To Leave The Building. Please Make Your Way Quietly To The Nearest Exit"

If partial or complete evacuation is necessary, it is strongly recommended that exhibitors' staff leave the building for their own safety and gather at one of the assembly areas.

EMOL

HEALTH & SAFETY F

FIRST AID

The Medical Centres are situated at the top of the stairs by Hall 5 are run by fully trained staff. Should you require first aid assistance and this room is unmanned, please contact the Organisers office. In the event of MEDICAL EMERGENCY please call +44 (0)121 767 2222.

Fire Precautions

Some stands will be provided with a fire extinguisher (water type) for the duration of the show, by the Fire Officer – it must not be removed. Exhibitors should ensure that at least two of their stand contractors and staff are aware of how to use these extinguishers and of the location of the fire exits and alarm points within the halls. Any exhibitor requiring a special type of extinguisher owing to the nature of their exhibits must make their own arrangements. For assistance, please contact the NEC Fire Officer on +44 (0)121 767 2913.

If you are exhibiting anything that involves fire, a naked flame or a risk of fire you must submit a separate Fire Risk Assessment for your stand.

Fire Procedures

The whole of the National Exhibition Centre is protected by sprinkler systems. It has a comprehensive electrical fire alarm system, and portable fire extinguishers are provided throughout.

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

1. Break the glass on the nearest fire alarm point. These are located at each vehicle door, in organiser's suites and in the Piazza area.
2. Telephone the Control Room using exchange telephone number +44 (0)121 780 4141 Extension "3333" and give your location and the nature of the incident.
3. Tackle the fire with extinguishers available if safe to do so and quietly notify your adjoining stand occupiers of the situation.

If you follow the procedure above, assistance will arrive in a very short time.

Keep your calm and re-assure visitors who may be in the vicinity.

EMOL

HEALTH & SAFETY H

HEALTH & SAFETY DECLARATION FORM

All exhibitors **MUST** complete and return this form via the link above by the deadline given to indicate commitment to Health & Safety at the exhibition and to pass on onsite contact details in case of an emergency.

EMOL

No information available.

LEGIONELLA DISEASE

Exhibitors should carry out a risk assessment where the following equipment is used:

Part 1

POTENTIAL RISK AREAS WITHIN EXHIBITIONS

Wherever water droplets can be created there is a risk of infection e.g.

- Spa pools (also called whirlpool spas, hot tubs, commonly known as “Jacuzzis” which is the name of a particular brand)
- Whirlpool baths
- Showers and taps
- Equipment generating sprays such as mist propagators, spray bottles
- Humidifiers including humidified food displays
- Ornamental fountains

KEY RISK FACTORS ENCOURAGING LEGIONELLA

- Warm water between 20°C and 50°C
- Spray/mist/bubble formation
- Recirculating water (e.g. spa pools/fountains)
- Water left untreated at 20°C and 50°C
- Slime (bio film) and dirt on pipe and tank container surfaces
- Rubber and natural fibres used in construction and in contact with water e.g. in washers and seals
- Tank/containers/equipment reservoirs not cleaned and disinfected regularly
- Large amounts of tubing - piping included in the design of equipment (i.e. large surface to volume ratio)

Part 2

These situations and conditions encourage the growth of legionella bacteria and increase the risk of infection to visitors and staff. Appropriate precautions must be taken to prevent or control the risk of causing legionnaires disease.

Mature ponds containing a variety of aquatic life including plants and fish are generally regarded as low risk.

REDUCING THE RISK

The risk of legionnaires disease can be avoided. Any exhibitor that uses water and has not carried out a legionella Risk Assessment and initiated control measures as needed is negligent in ensuring the safety of their visitors and staff. Control measures should include the following:

GENERAL

- Have a named person responsible for legionella control
- Ensure the named person has attended an appropriate training course on the control of legionella and other staff are trained to be aware of the importance of their role in controlling legionella
- Do not allow water, which is intended to be cold, to rise above 24°C, ideally it should be less than 20°C
- Keep equipment clean and free from scale
- Clean and disinfect equipment containing water immediately before (no more than 24 hours) and after each show preferably using a chlorine based disinfectant or water > 80°C (see 'Disinfection' below) and store equipment dry between shows
- If possible, completely drain each night and refill with fresh mains water each day
- Clean and disinfect the equipment once a week if show is greater than 7 days
- Clean and disinfect all water filters between shows
- Ensure system design does not create pipework with periods greater than 1 hour without flow

Part 3

- Keep daily records of all water treatment readings such as temperature and chlorine concentrations and ensure they are checked regularly by the manager

Further advice above specific controls should be sought from experts in this field who can carry out a full Risk Assessment of the equipment.

SPA POOLS

In addition to the above, if there is a spa pool (synonyms whirlpool spas, "Jacuzzis", spa baths) ensure:

- The whole system is cleaned and disinfected with 50mg/l chlorine for 2-4 hours within the 24 hours before the show begins
- New cartridge filters are fitted before each show begins
- The pool is continuously treated with 3-5mg/l chlorine and a suitably trained person monitors the levels at least three times a day
- Treatment, including filtration, continues 24 hours per day
- Half of the water is replaced each day
- Sand filters (if fitted) are backwashed daily
- As much as possible, leaves and other debris do not enter the pool and remove any that do
- The whole system is cleaned and disinfected once a week if the show lasts more than 7 days

NB: The risk can be eliminated by not filling pools on display or can be significantly reduced by not heating the water, but in the latter instance the pool would still need continuous chlorination.

Part 4

DISINFECTION

Wherever possible, chlorine should be used as the disinfectant. Suitable sources are sodium hypochlorite (household bleach) or calcium hypochlorite. Disinfect the water system with a high level (50mg/l) chlorine for 2-4 hours minimum following all appropriate safety precautions. In circulating systems, the circulating pump should be operated to ensure that the chlorine solution reaches all parts for the whole time. The residual chlorine level should be checked during the operation, for example using a swimming pool test kit, to ensure that it does not drop below 30mg/l at any time. Ensure the measurements are noted down and the record is kept for inspection as needed.

Immersion in water at 80°C or above for 5 – 10 minutes can also be a useful means of disinfection where it does not harm the equipment but beware of scalding.

If chlorine or hot water cannot be used for the equipment, seek the manufacturers advice on suitable alternative disinfectants but ask for written verification of their effectiveness against Legionella bacteria for this particular application.

Where the risk is significant, continuous disinfection with chlorine may be required such as for spa pools.

LEGIONELLA TESTING

Testing for Legionella can be misleading and can take 10 – 14 days to obtain a result. Depending on the risk assessment, it would not normally be appropriate for equipment on display at horticultural shows only lasting a few days. Samples should only be collected by trained personnel and examined by laboratories accredited for testing water for Legionella bacteria. A negative test does not necessarily mean that the equipment is clear of Legionella or that there is no risk.

EMOL

HEALTH & SAFETY R

RISK ASSESSMENT

All exhibitors must complete a Risk Assessment (RA) for the exhibition, which covers the activities taking place on the stand during the open period of the event. This does not need to be sent to us, although you must be able to produce it on site if called upon to do so. We have included a template and a step-by-step guide to completing a risk assessment, but please note that this is not a definitive guide to how this should be done and should only be used as a starting point.

More information can be found under the Health and Safety tab. For further assistance contact your own company Health & Safety Officer or the HSE National Information Line - Tel: +44 (0)845 345 0055 or visit the website www.hse.gov.uk

If you have booked a space only stand, either yourself or a contractor will need to submit a detailed risk assessment to cover the build and breakdown along with a method statement and technical plans to International Select Events for approval to build.

EMOL

HEALTH & SAFETY U

UBM POLICY STATEMENT

As Organisers, it is UBM Build Environment's policy to manage the show in accordance with current legislation. This section of the manual has been produced to provide exhibitors with clear, simple suggestions for understanding and implementing a suitable and sufficient safety management programme to comply with Health & Safety procedures. Please click on the link above to read more about UBM Build Environment's commitment to Health and Safety.

FAQ

GANGWAY & SHELL SCHEME CARPETING

This year's gangway carpet colour is to be confirmed shortly

This year's shell scheme carpeting colour is to be confirmed shortly

WHAT SORT OF STAND DO I HAVE?

Please check [My Account](#) to see your stand number, hall and if you are shell scheme or space only. Shell scheme stands are outlined.

WHEN CAN I HAVE PACKAGES DELIVERED TO THE SHOW?

Deliveries can be made from the first day of build, providing there is someone present on your stand to sign for the delivery, as the Organisers are unable to accept delivery. The delivery address is :-

Contact Name and mobile phone number

Interiors UK 2013

Hall

Stand Number

The NEC

Birmingham

B40 1NT

WHAT IS THE NEC DEPOSIT SYSTEM?

Please go to the [here](#) to read more about the Deposit System.

PILLARS ON STANDS

The technical floor plan will show the exact dimensions and location of your stand as well as if you have a pillar or not. If you do have a pillar on your stand, then please email: operations@interiorsuk.co.uk for a close up of your stand showing the exact dimensions and location of the pillar so you can design your stand accordingly.

I AM A SPACE ONLY, HOW HIGH CAN I BUILD TO?

All Space Only exhibitors are required to construct freestanding partition walls between their own and adjoining stands.

These must be to a **minimum** height of **2.5m** and a **maximum** height of **6m**.

HOW CAN I GET A SAMPLE OF THE GANGWAY CARPET?

Please email operations@interiorsuk.co.uk with your full postal address and it will be sent out to you.

WHO IS THE LIFTING CONTRACTOR?

WES Logistics are the official Interiors lifting contractor, please contact them for quotes on mailuk@wes-group.com or submit the order form on the [My Checklist](#) page.

WHERE DO I SEND MY SPACE ONLY STAND PLANS FOR APPROVAL?

Please send these to:

International Select Events Limited

Contact: Duncan Gordon

Email: admin@select-serv.com

Tel +44 (0) 1675 466622

Fax: +44 (0) 1675 467097

SMOKING LEGISLATION

You will be aware that England went smoke-free on 1 July 2007, with the introduction of new legislation, which bans smoking in virtually all enclosed public areas and workplaces.

WHERE CAN PEOPLE SMOKE?

At the NEC, smoking will only be permitted in outdoor 'smoking zones', which are as follows:

1) Open period to include visitors, exhibitors, organiser's staff and contractors

- Piazza - Main Canopy Area

2) Build and breakdown period to include exhibitors, organiser's staff and contractors

- Piazza - Main Canopy Area
- Other smoking areas will be agreed during the planning stage

Local Authority officers will be monitoring the new law and may issue £50 on-the-spot fines, if anyone is found smoking in a smoke-free zone.

For more information please go to http://www.nosmokinglaw.co.uk/smoking_ban_english_law.htm

SPECIAL WASTE DISPOSAL NOTICE

Exhibitors and contractors are reminded that certain waste must not be disposed of in general skips. Anything that is not listed on the Duty of Care - Skip hire form (disclosing what is being disposed of eg; wood, paper, plastic) will have to be quoted for as specialised waste and will be charged separately.

For further details, please contact the cleaning department on : +44 (0)121 767 2524

Any waste materials left onsite after the hall close on Friday will be charged back to the exhibitor. The waste charge is £1,000.00 plus VAT.

IS THERE ONSITE STORAGE?

No. You will need to contact Worldwide via their order form on the [My Checklist](#) page to order storage.

PARKING

Parking is free for exhibitors for the duration of the exhibition.

There is a shuttle bus that will run between the venue and the car park during open days:

Sunday – Tuesday: 0800 – 1900

Wednesday: 0800 – 1800

As well as on NEC Deposit System days:

Friday 18th: 0700 - 1900

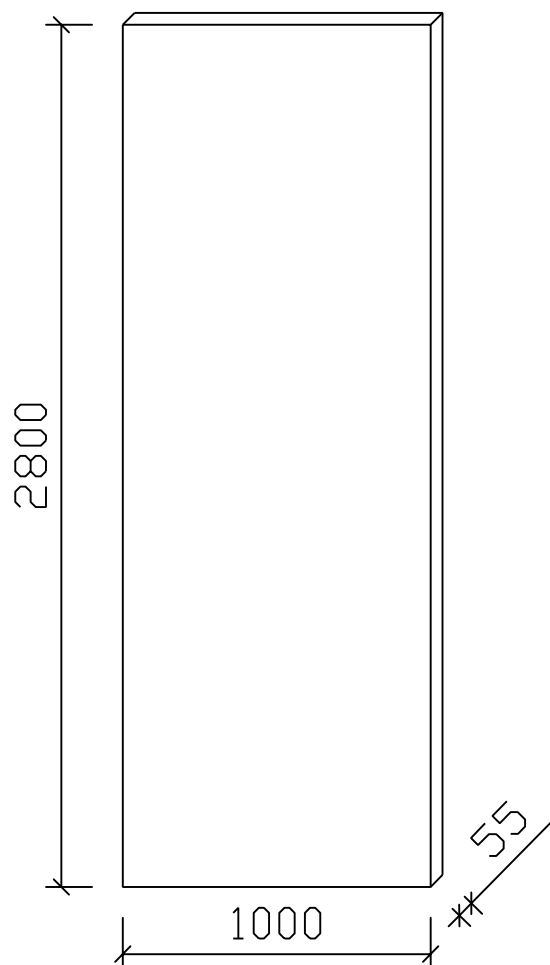
Saturday 19th: 0700 - 2100

HOW DO I ARRANGE EARLY ACCESS DURING BUILD UP?

You will need to receive written authorisation from the organisers. Please contact operations@interiorsuk.co.uk who will advise.

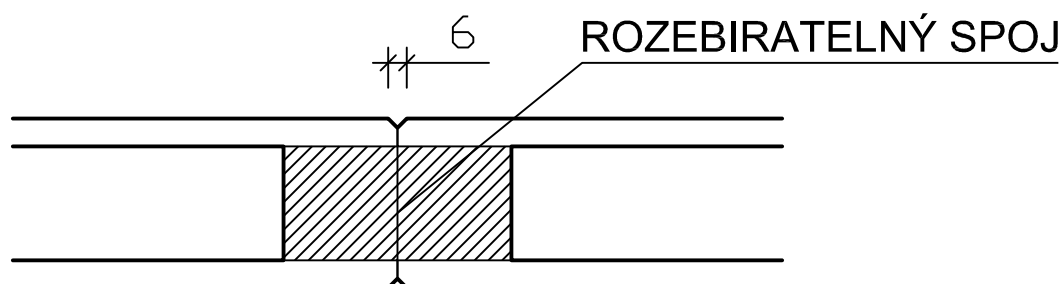
TECHNICAL ASSISTANCE

If you are having difficulty using this manual, please email your problem to the webmaster or call the Manual Hotline on + (0) 844 557 2370. The hotline is open from 8.30am until 5pm, Monday to Friday.

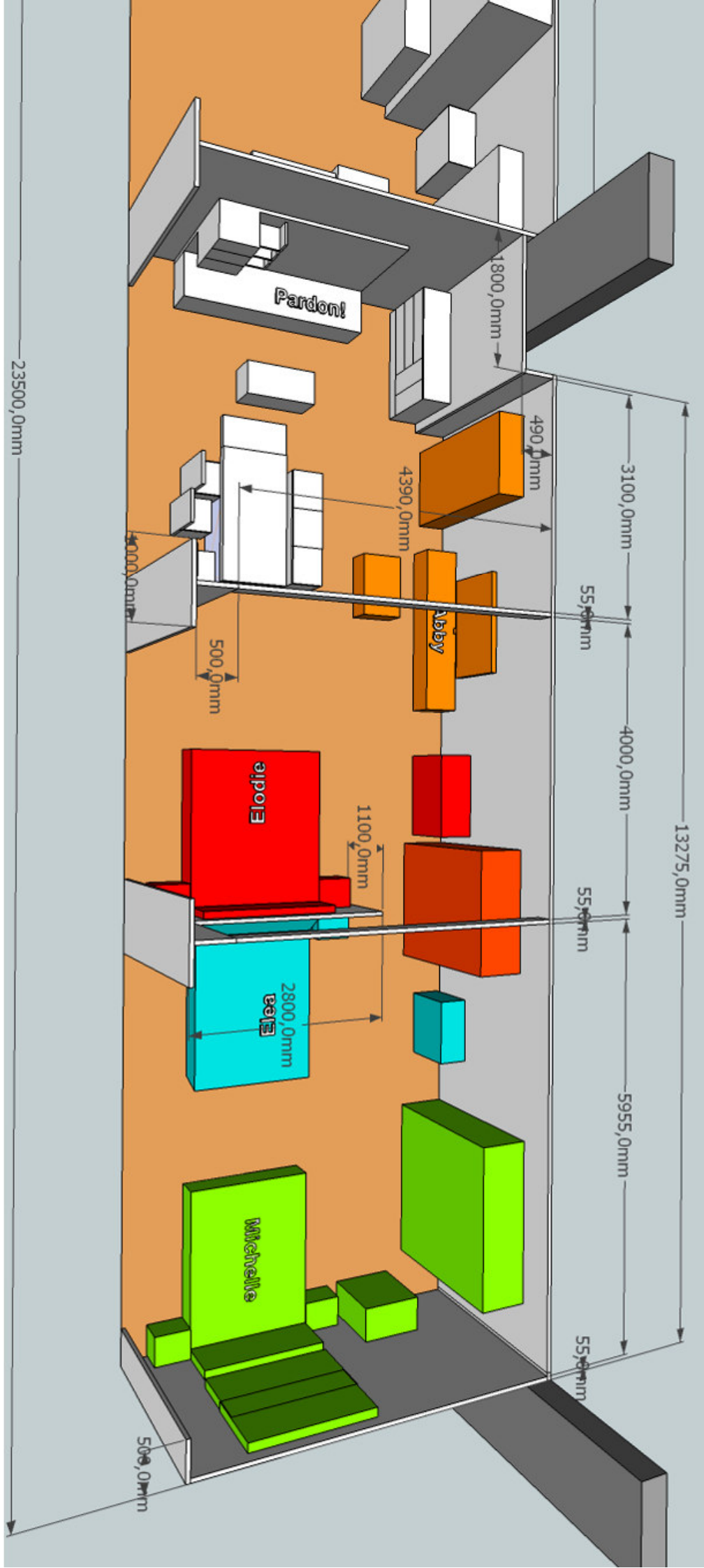


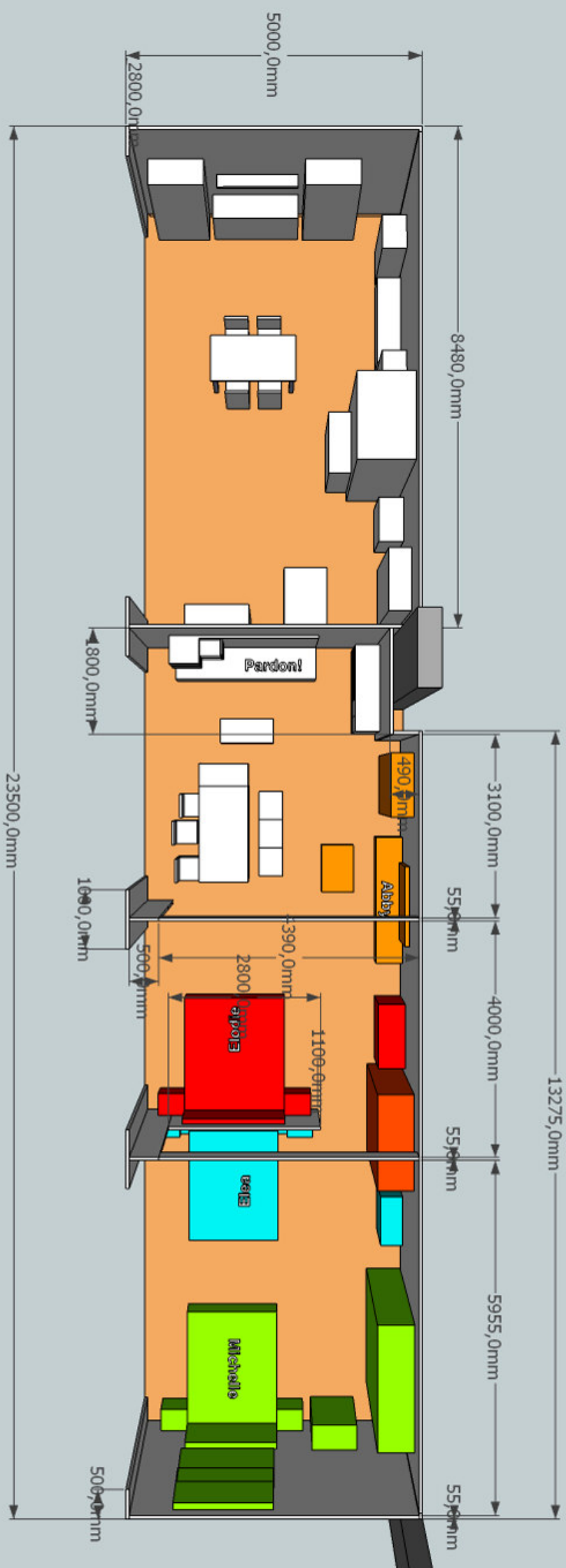
STĚNOVÝ SYSTÉM

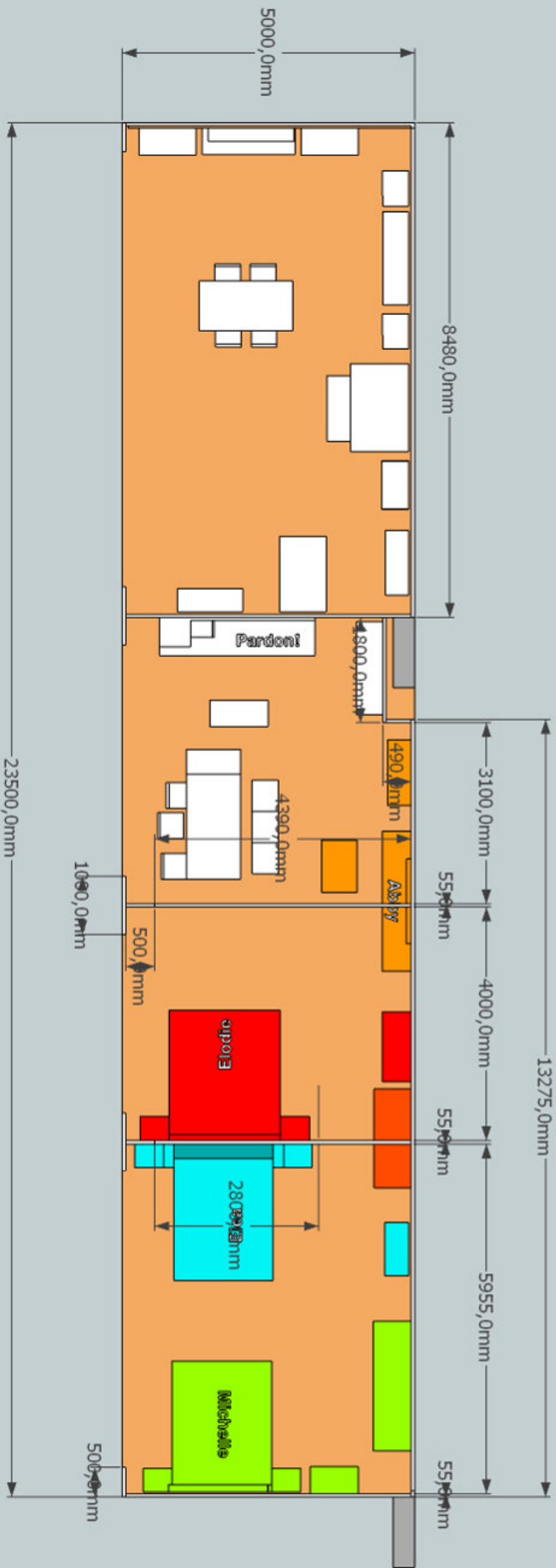
- NOSNÁ KOSTRA
Z DŘEVĚNÝCH HRANOLŮ
- KOSTRA OBOUSTRANNĚ
OBLOŽENA DTD TL.9mm
tř.HOŘLAVOSTI B1 DLE EN 13986
(ev.PROTIPOŽÁRNÍ NÁTĚR)
- SPOJ KONSTRUKČNÍCH DÍLŮ
PROVEDEN JAKO ROZEBIRATELNÝ
(Z DŮVODU NEPOŠKOZENÍ PANELŮ
A JEJICH OPĚTOVNÉHO POUŽITÍ)

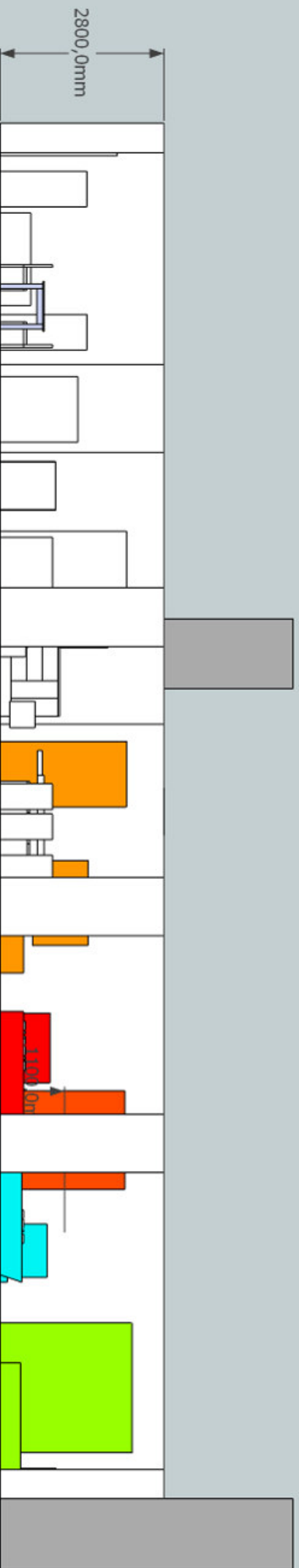


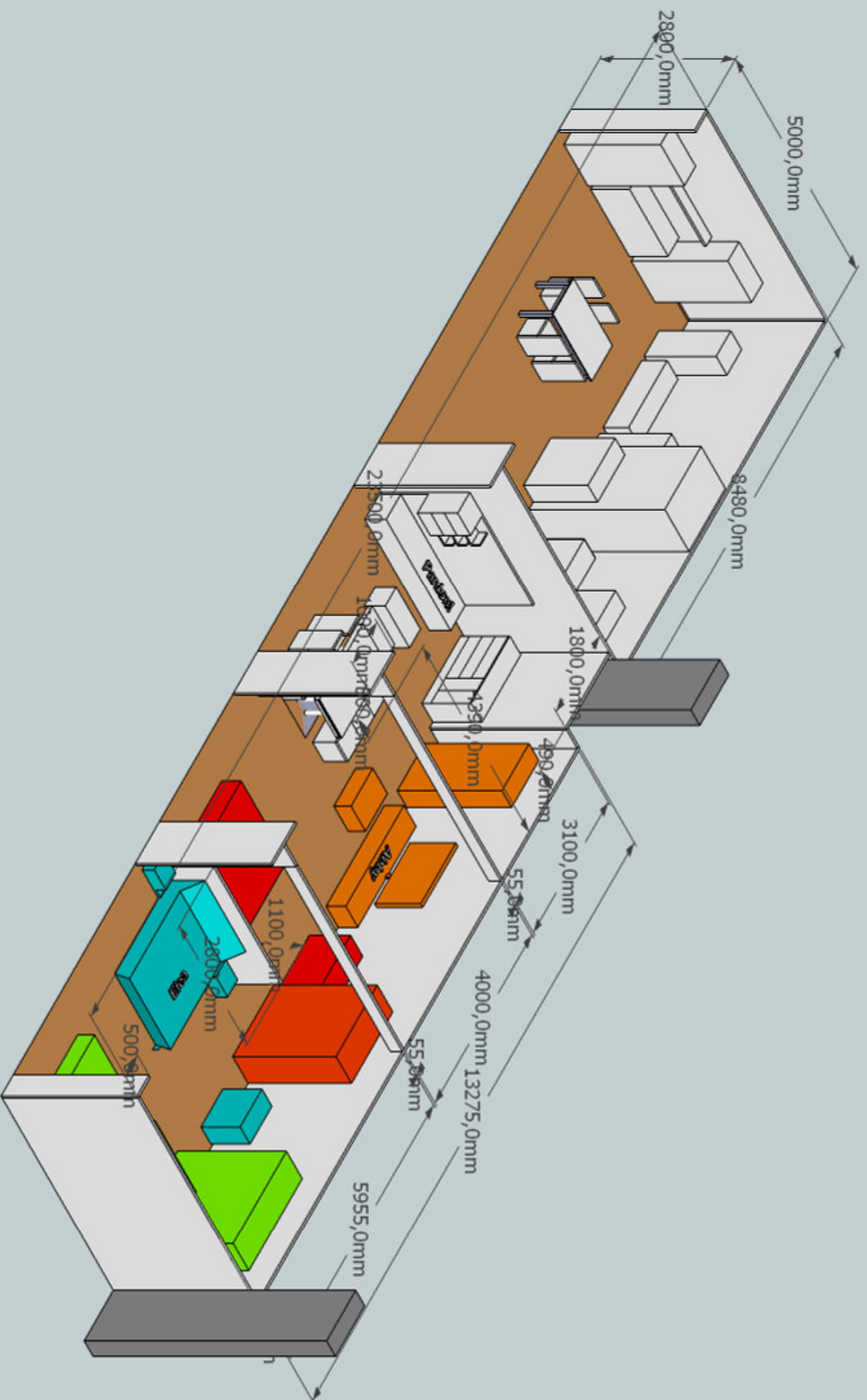
DETAIL SPOJE STĚNOVÉHO SYSTÉMU











SMLOUVA O DÍLO

uzavřená na základě ust. § 536 a následujících zákona č. 513/1991 Sb., obchodního zákoníku,
ve znění pozdějších předpisů
(dále jen „smlouva“)

Čl. 1

Smluvní strany

1. **Klastr českých nábytkářů, družstvo**

se sídlem	Kozí 26/4, 602 00 Brno
zastoupené	Ing. Radek Brychta
IČ:	27695077
DIČ:	CZ27695077
Č. účtu:	2057399349/0800

(dále jen „objednatel“)

2.

se sídlem
zastoupený
IČ:
DOČ:
Č. účtu:

(dále jen „zhotovitel“)

Čl. 2

Předmět smlouvy

1. Zhotovitel se touto smlouvou zavazuje, že pro objednatele **dodá služby a realizuje výstavní expozici na veletrhu INTERIORS 2013 v Birminghamu (20-23.1.2013):**

- 1) designový návrh stánku
- 2) grafické práce a vizualizace stánku
- 3) výroba stánku – panely, stojany na propagační materiály
- 4) malba panelů, tapety, koberec,
- 5) osvětlení stánku a rozvody elektřiny v rámci stánku,
- 6) dekorace stánku
- 7) reklamní panely KČN
- 8) balení stánku a manipulace
- 9) doprava stánku do VB a zpět
- 10) montáž a demontáž stánku ve VB
- 11) úklid stánku

dle nabídky ze dne: (příloha smlouvy), a to za podmínek v této smlouvě dohodnutých.

2. Objednatel se zavazuje k převzetí řádně a včas provedeného díla a k zaplacení ceny díla za podmínek dále uvedených.

Čl. 3

Čas a místo plnění

1. Zhotovitel se zavazuje dodat celé dílo v rozsahu uvedeném v čl. 2 smlouvy do data: do 17.1.2013 objednateli, na místo realizace veletrhu: NEC Birmingham, Velká Británie
2. Závazek zhotovitele plynoucí z této smlouvy bude splněn předáním díla na místě realizace veletrhu a demontáží stánku a odvozem stánku zpět do ČR na adresu: Kozí 26/4, 602 00 Brno

Čl. 4

Cena za dílo, platební a fakturační podmínky

1. Cena za dílo je sjednaná dohodou smluvních stran podle zákona č. 526/1990 Sb., o cenách, ve znění pozdějších změn a doplnění, činí _____, - Kč bez DPH. Cena za dílo je sjednána jako cena nejvýše přípustná.
2. Se sjednanou cenou zhotovitel při fakturaci vyúčtuje objednateli také daň z přidané hodnoty v procentní sazbě odpovídající zákonné úpravě účinné k datu uskutečnění zdanitelného plnění, je-li zhotovitel plátcem DPH.
3. Dohodnutá cena zahrnuje veškeré náklady zhotovitele související s provedením díla, zisk zhotovitele, daň z přidané hodnoty, očekávaný vývoj cen k datu předání díla a amortizaci věcí potřebných k provedení díla, které si zhotovitel opatří na vlastní náklady.
4. Podkladem pro úhradu ceny za dílo bude faktura vystavená zhotovitelem, která bude mít náležitosti účetního daňového dokladu.
5. Cenu za zhotovení díla je splatná do 30 dní na základě faktury doručené na adresu kupujícího nejpozději do 15 dnů od plnění předmětu smlouvy.
6. Fakturační adresa je: Klastr českých nábytkářů, družstvo Kozí 26/4, 602 00 Brno, IČ: 27695077, DIČ: CZ27695077

Čl. 5

Další ujednání

1. Objednatel se zavazuje, že po dobu zpracování díla poskytne zhotoviteli součinnost potřebnou k provedení díla.
2. Zhotovitel je povinen veškerou dokumentaci vztahující se k předmětnému dílu archivovat po dobu 10 let ode dne provedení díla.
3. Zhotovitel je povinen ke dni podpisu této smlouvy doložit ověřené kopie pojistné smlouvy nebo jiného odpovídajícího dokladu, jejímž předmětem je pojištění odpovědnosti za škodu

Klastr českých nábytkářů, družstvo /Cluster of Czech Furniture Manufacturers

Kozí 26/4, 602 00 Brno, Czech Republic, Tel. +420 539 030 656, Fax +420 539 030 657, E-mail: administrator@furniturecluster.cz
www.furniturecluster.cz, IČ 27695077, DIČ CZ27695077



EVROPSKÁ UNIE
EVROPSKÝ FOND PRO REGIONÁLNÍ ROZVOJ
INVESTICE DO VAŠÍ BUDOUCNOSTI



EUROPEAN UNION
EUROPEAN REGIONAL DEVELOPMENT FUND
INVESTMENT IN YOUR FUTURE

způsobenou dodavatelem třetí osobě. Minimální výše pojistné částky pojištění odpovědnosti za škodu způsobenou dodavatelem třetí osobě (dále jen „pojistné“) se požaduje 2 000 000,- GBP (vychází z požadavků poskytovatele výstavní plochy).

Čl. 6

Platnost smlouvy

1. Tato smlouva nabývá platnosti a účinnosti dnem jejího podpisu zástupci smluvních stran.

Čl. 7

Smluvní závazek

1. Zhotovitel podpisem této smlouvy dává souhlas k spolupůsobení při finanční kontrole dle § 2 písmena e) zákona č. 320/ 2001 Sb. o finanční kontroly ve veřejné správě.

Čl. 8

Závěrečná ujednání

1. Smluvní strany shodně prohlašují, že se seznámily s obsahem této smlouvy, který je dostatečně určitý a srozumitelný a že s touto smlouvou souhlasí v plném rozsahu. Smluvní strany uzavírají tuto smlouvu na základě své vážné a svobodné vůle, nikoliv v tísní nebo za nápadně nevhodných podmínek. Na důkaz výše uvedeného prohlášení připojují zástupci smluvních stran své podpisy
2. Tato smlouva se uzavírá ve čtyřech vyhotoveních, z níž jedno obdrží kupující, jedno podávající, jedno CzechInvest a jedno Ministerství obchodu a průmyslu.

V dne

Za objednatele:

Za zhotovitele:

.....
Ing. Radek Brychta
na základě zmocnění výkonu práv a povinností
spojených s funkcí předsedy
Klastru českých nábytkářů, družstvo

Přílohy:

1. nabídka firmy „ “ ze dne

Klastr českých nábytkářů, družstvo /Cluster of Czech Furniture Manufactures

Kozí 26/4, 602 00 Brno, Czech Republic, Tel. +420 539 030 656, Fax +420 539 030 657, E-mail: administrator@furniturecluster.cz
www.furniturecluster.cz, IČ 27695077, DIČ CZ27695077



EVROPSKÁ UNIE
EVROPSKÝ FOND PRO REGIONÁLNÍ ROZVOJ
INVESTICE DO VAŠÍ BUDOUCNOSTI



EUROPEAN UNION
EUROPEAN REGIONAL DEVELOPMENT FUND
INVESTMENT IN YOUR FUTURE

**Kritéria posouzení pro
Designový návrh stánku, grafické práce a vizualizace stánku**

Hodnotící komise bude posuzovat:

- vhodnost a kvalitu návrhu za účelem prezentace KČN:

- komise bude hodnotit zejména návrh modularity stavebních částí stánku, možnosti variability řešení při dalších výstavách, skladebnosti jednotlivých prvků při manipulaci a uskladnění v době mezi jednotlivými výstavami
- komise bude hodnotit zejména dispoziční řešení celé výstavní plochy a stánku. Dispoziční řešení stánku v závislosti na vystavované společné produkty KČN
- komise bude hodnotit zpracování materiálového, barevného a dekoračního řešení stánku a výstavní plochy.

Zadavatel má zájem o kreativní řešení zaměřené na mladé rodiny.