



EWEC 2010 Exhibitor Manual

IMPORTANT NOTE:

The updated online exhibitor manual with all forms and deadlines can be accessed at www.ewec2010.info/exhibitormanual

Checklist

CHECKLIST

The checklist is an overview of the important dates by which you must return the compulsory and optional forms to the respective contact person.

The early return of forms is always appreciated.

The table below shows a number of tasks. The sort order can be changed by clicking on the column header. To view the full details for a task, click on the name. This allows you to connect to on-line ordering websites or download the associated forms, as well as **manually changing the status of the task (not done, started, completed, etc) which will help you keep track of your checklist**. You can also make your own notes about each task, which will be help for the next time you visit the task.

Once you have completed the form and faxed or posted it to the contractor, you will need to manually change the status below.

You still have **6** compulsory tasks to complete.

Name	Required	Due Date	Days Remaining	Status	History
AV Hire	Optional	20-Mar-2010	141	Not Done	
Build Up & Breakdown Passes	Compulsory	19-Mar-2010	140	Not Done	
Electrics, Water & Waste, Cleaning Order Form	Optional	20-Mar-2010	141	Not Done	
Exhibition Catalogue Advertising	Optional	26-Feb-2010	119	Not Done	
Exhibition Catalogue Entry	Compulsory			Not Done	
Exhibition Visitor Invitations	Optional	15-Dec-2009	46	Not Done	
Furniture & Standfitting Extras Order Form	Optional	20-Mar-2010	141	Not Done	
Graphics	Optional			Not Done	
Health & Safety Declaration	Compulsory	19-Mar-2010	140	Not Done	
Hotel Accommodation	Optional	Book Early		Not Done	
Insurance	Optional			Not Done	
Internet & Telecom	Optional	31-Mar-2010	152	Not Done	
Lifting/Storage	Optional			Not Done	

Meeting Rooms Booking Form	Optional	15-Dec-2009	46	Not Done
Nameboard - Shell Scheme Only	Compulsory	20-Mar-2010	141	Not Done
Registration (Exhibitor Staff and Conference Pass, Conference Dinner)	Compulsory	TBC		Not Done
Risk Assessment Form (Compulsory for Space Only)	Compulsory	19-Mar-2010	140	Not Done
Sponsorship opportunities	Optional			Not Done
Staff (Hostesses, Security)	Optional	TBC		Not Done
Stand Catering Order Form	Optional			Not Done
Stand Reception Booking Form	Optional			Not Done
Vehicle Delivery Pass	Optional	19-Mar-2010	140	Not Done

Adobe Acrobat Reader



Many of the forms in this manual can be downloaded in the Adobe Acrobat PDF format. For these to be viewed you will need Adobe Acrobat viewer installed on your system. If you do not have this then click [here](#) to download this from the Adobe website.

Welcome

WELCOME

We have great pleasure in welcoming you as an exhibitor at the **European Wind Energy Conference & Exhibition 2010** which is to be held in Warsaw, Poland, 20 - 23 April 2010. Kindly note that therefore EWEC 2010 will take place **from Tuesday to Friday**, and not on the traditional event days Monday-Thursday.

Online Exhibitor Manual

This Online Exhibitor Manual has been drawn up to simplify the administration of exhibitors' requirements in the preparation of their stands and exhibits. It advises of the services available and serves as a reminder of important dates and timings. We would like to encourage you to read and acquaint yourself with every part of this manual in order to assure your company a successful participation in this event.

Your Checklist and deadlines

All compulsory and additional forms to be filled in are listed in the **Checklist**. Your timely and correct management of these forms will enable us to make sure you receive all the necessary equipment, promotional material and passes that you will require. Please do complete all the compulsory forms in good time as the deadlines must be respected. Any forms that arrive after the last published date for receipt will be dealt with by the organisers to the best of their ability, but they are unable to take responsibility for any possible malfunction. Late orders will be invoiced with surcharges.

Should you require any additional information regarding the content of the order forms, please refer to the appointed subcontractors in the contractors section of this manual.

The European Wind Energy Association (EWEA) has appointed Inside Events Ltd. to deal with the operational aspects of the event, and Dianne Wright and Kathy Bryant will be pleased to deal with all queries related to the exhibition operations: telephone: +44 2476 51 00 15 or email: dianne.wright@inside-events.co.uk. Inside Events will be working very closely with EWEA in order to guarantee the smooth running of this conference and exhibition.

We hope you will find this manual a useful tool in assisting you with your preparations for the exhibition and look forward to seeing you at the EXPO XXI, Warsaw International Expocentre.

Yours sincerely,

Anja Wimmer
Head of Event Logistics
European Wind Energy Association – EWEA

Organiser Contact Details

ORGANISER CONTACT DETAILS

EXHIBITION OPERATIONS & TECHNICAL MANAGEMENT:

Inside Events Ltd
Fax: +44 2476 711
390

Dianne Wright	Operations Manager	T:	+44 2476 510 015	dianne.wright@inside-events.co.uk
Kathy Bryant	Operations Manager	T:	+44 2476 510 014	kathy.bryant@inside-events.co.uk

ORGANISER:

European Wind Energy Association
Renewable Energy House
Rue d'Arlon 63 - 65
BE-1040 Brussels
Belgium

T: +32 2 400 10 07 events@ewea.org

Show Website: www.ewec2010.info

EXHIBITION SALES:

Christi Newman	T:	+32 2 400 10 56	cn@ewea.org
Sanna Heinonen	T:	+32 2 400 10 93	sh@ewea.org

SPONSORSHIP ENQUIRIES:

Anna Hedrzak	T:	+32 2 400 10 95	ah@ewea.org
Christi Newman	T:	+32 2 400 10 56	cn@ewea.org

MARKETING:

Anna Hedrzak	T:	+32 2 400 10 95	ah@ewea.org
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PRESS:

Paolo Berrino	T:	+32 2 400 10 55	communication@ewea.org
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REGISTRATION:

Colloquium Brussels
6 avenue E. Van
Nieuwenhuysse
B-1160 Brussels
Belgium

T: +32 2776 09 96

F: +32 2 779 59 60 registration@ewec.info

HOTEL MANAGEMENT:

Colloquium
6 avenue E. Van
Nieuwenhuysse
B-1160 Brussels
Belgium
Fax +32 2 779 59 60

Charlotte Deprez

T:

+32 2 566 99 33

c.deprez@clq-group.com

Contractors

CONTRACTORS

AV Equipment Expostyl Ul. Pradzynskiego 12/14, pok H2/2/40 01222 Warszawa POLAND	Tel: + 48 22 2567 151 Fax: + 48 22 2567 153 e-mail: ewec@expostyl.com web: www.expostyl.com
Catering Sheraton Catering Services Ul. B. Prusa 2, 00-493 Warszawa POLAND	Tel: +48 22 4506 574 Fax: +48 22 4506 901 e-mail: warsaw@sheraton.com web: www.sheraton.pl/catering
Cleaning & Waste Removal Expostyl Ul. Pradzynskiego 12/14, pok H2/2/40 01222 Warszawa POLAND	Tel: + 48 22 2567 151 Fax: + 48 22 2567 153 e-mail: ewec@expostyl.com web: www.expostyl.com
Compressed Air Expostyl Ul. Pradzynskiego 12/14, pok H2/2/40 01222 Warszawa POLAND	Tel: + 48 22 2567 151 Fax: + 48 22 2567 153 e-mail: daniel.szymanski@expostyl.com web: www.expostyl.com
Electrics Expostyl Ul. Pradzynskiego 12/14, pok H2/2/40 01222 Warszawa POLAND	Tel: + 48 22 2567 151 Fax: + 48 22 2567 153 e-mail: ewec@expostyl.com web: www.expostyl.com
Exhibition Catalogue Advertising Markus Vogt Publishing Events	Tel: +44 (0) 20 7841 5962 Fax: +44 (0) 20 7404 9033 e-mail: m.vogt@publishingevents.com
Exhibitor Passes Anne Lannoy Colloquium	Tel: +32 (0) 2 776 0996 Fax: +32 (0) 2 779 59 60 e-mail: registration@ewec.info
Floral Expostyl Ul. Pradzynskiego 12/14, pok H2/2/40 01222 Warszawa POLAND	Tel: + 48 22 2567 151 Fax: + 48 22 2567 153 e-mail: ewec@expostyl.com web: www.expostyl.com
Furniture & Floorcovering Expostyl Ul. Pradzynskiego 12/14, pok H2/2/40 01222 Warszawa POLAND	Tel: + 48 22 2567 151 Fax: + 48 22 2567 153 e-mail: ewec@expostyl.com web: www.expostyl.com
Graphics Details to be confirmed	Tel: e-mail:

Hotel Accommodation Charlotte Deprez Colloquium	Tel: +32 (0) 2 566 99 33 Fax: +32 (0) 2 779 59 60 e-mail: c.deprez@clq-group.com
Insurance Tom Grace Hiscox UK (Insurex) Hiscox House, Sheepen Place Middleborough Colchester, Essex CO3 3XL, UK	Tel : +44 (0) 1206 773942 Fax : +44 (0) 20 7448 6963 e-mail : eventinsurance@hiscox.co.uk web: www.hiscox.co.uk/events/622025
Internet & Telephones Intelligent Technologies ITCSA	Fax: + 48 22 379 8899 email: cs@itsa.pl
Lifting, Forwarding & Customs Clearance To be confirmed shortly	Tel: Fax: e-mail:
Operational Team Dianne Wright Kathy Bryant Inside Events Ltd	Tel: +44 (0) 2476 510 015 Fax: +44 (0) 2476 711 390 e-mail: dianne.wright@inside-events.co.uk e-mail: kathy.bryant@inside-events.co.uk
Photography Details to be confirmed	Tel: e-mail:
Press Paolo Berrino EWEA	Tel: +32 (0) 2 400 10 55 Fax: +32 (0) 2546 1944 e-mail: communication@ewea.org
Registration Anne Lannoy Colloquium	Tel: +32 (0) 2 776 0996 Fax: +32 (0) 2 779 59 60 e-mail: registration@ewec.info
Shell Scheme / Standfitting Expostyl Ul. Pradzynskiego 12/14, pok H2/2/40 01222 Warszawa POLAND	Tel: + 48 22 2567 151 Fax: + 48 22 2567 153 e-mail: ewec@expostyl.com web: www.expostyl.com
Water Expostyl Ul. Pradzynskiego 12/14, pok H2/2/40 01222 Warszawa, POLAND	Tel: + 48 22 2567 151 Fax: + 48 22 2567 153 e-mail: ewec@expostyl.com web: www.expostyl.com

Event Timetable

EVENT TIMETABLE

BUILD UP

BUILD-UP	SCHEDULE	HALL OPEN HOURS
Friday 16 April 2010	Construction of space only stands	08:00 – 20:00
Saturday 17 April 2010	Construction of space only stands	08:00 – 20:00
Sunday 18 April 2010	Continuation of construction of space only stands Shell Scheme stand dressing	08:00 – 21:00 10:00 – 21:00
Monday 19 April 2010	Construction of all stands	08:00 – 21:00

Please note:

Stands must be completed and excess products and materials removed from all Halls no later than 20:30 on Monday 19 April. Please allow for time to load and unload vehicles.

During build up and breakdown contractors and exhibitors are requested to wear build up/breakdown passes at all times. Please order your build up passes through the relevant form in the checklist.



EXHIBITION OPEN PERIOD

OPEN PERIOD	SHOW OPEN HOURS	HALL OPEN HOURS
Tuesday 20 April 2010	10:00 - 18:00	08:00 - 18:30
Wednesday 21 April 2010	09:00 - 17:30 followed by Exhibition reception 17:30 - 19:00	08:00 - 19:30
Thursday 22 April 2010	09:00 - 18:00	08:00 - 18:30
Friday 23 April 2010	09:00 - 14:00	08:00 - 22:00

Please note:

For safety reasons, breakdown cannot commence before the official end of the show and until all visitors have left the hall.



BREAKDOWN

BREAKDOWN	SCHEDULE	HALL OPEN HOURS
Friday 23 April 2010	All stands – Dismantling of all space only stands and removal of exhibits	14:30 – 22:00
Saturday 24 April 2010	Space-only stands Collection of exhibits and stand-fittings only.	08:00 – 20:00

Cars and vans will be given priority into the loading bays on Friday afternoon to allow for full service (shell scheme) exhibitors to dismantle their stand first.

Saturday morning is available only for collection of products and stand-fittings for space only stands.

Please note:

During build up and breakdown contractors and exhibitors are requested to wear build up/breakdown passes at all times. Please order your build up passes through the relevant form in the checklist.

ALL EXHIBITS AND STAND EQUIPMENT MUST BE REMOVED FROM THE HALLS BY 20:00 SATURDAY 24 APRIL. ANY REMAINING ITEMS WILL BE REMOVED TO STORE AT EXHIBITOR'S EXPENSE.

A-Z Directory of Services

A-Z DIRECTORY OF SERVICES

A

AUDIO-VISUAL

Audio-visual equipment can be hired for the duration of the show from **EXPOSTYL**. For further information please email ewec@expostyl.com or call 00 48 22 2567 151 or complete the **EXPOSTYL ORDER FORM**



B

BALLOONS

Please inform the Operations Team Inside Events Ltd should you be considering using gas filled balloons. Balloons must be adequately secured to stands. A charge will be incurred for having to retrieve balloons or repair damage caused. Helium gas cylinders, which must be removed from the halls once the balloons, are inflated. The use of flammable gases is not permitted.



BANKING FACILITIES

There is a cash point in the Entrance Hall.



C

CARPETING

Full service stands include grey carpet. Space only stands do not include carpet. However, it is available at a cost from **EXPOSTYL**.

Tel + 48 22 2567 151 ewec@expostyl.com

Carpet with protection foil is available from 20PL per sq m.

The aisles will be carpeted in dark blue.

All floor coverings attached to the hall floor must be done so with easy to remove double-sided adhesive tape, one which does not leave a residue on the hall floor. Both the floor covering and adhesive tape must be removed at the end of the exhibition. Failure to do so will result in the exhibitor being charged for the removal.



CATERING

The catering service provider, authorised by EXPO, has exclusivity for providing catering services on the grounds of the EXPO XXI Centre. The organization and providing of any catering services by other companies on the grounds of the EXPO XXI Centre is forbidden. In the event of discovering catering services operated by a different company during the Event, the EXPO representative is authorized to immediately shut down the location.

The running of any commercial activities without the prior written consent of EXPO XXI is forbidden. Bringing alcoholic beverages to the EXPO XXI Centre grounds is forbidden, unless agreed upon earlier with EXPO XXI.

Contact **Sheraton Catering Services**. email warsaw@sheraton.com Tel: + 48 224 506 574



CHILDREN

EWEC 2010 is a trade show and as such we regret that no-one under the age of 16 is permitted on site during the build up, open and breakdown period, neither alone or accompanied by an adult. The exhibition halls are regarded as a building- site during build up and breakdown.



CLEANING & WASTE COLLECTION

All full service shell scheme stands will be cleaned daily, after the exhibition time and during the open days of the event. At the close of show each day exhibitors are requested to ensure that rubbish is left in the gangways for collection. Closed storage rooms will not be cleaned unless someone is on the stand. For safety reasons, during build-up gangways must be left clear and not obstructed in anyway.

Exhibitors are responsible for arranging their own disposal of debris and all waste materials. Space Only exhibitors will need to make their own arrangements for stand cleaning- 10 PLN per sq m. Please complete your order via the **EXPOSTYL**

ORDER FORM

For large quantities of waste contact EXPOSTYL Tel: +48 22 2567 151 , Fax: +48 22 2567 153, email: ewec@expostyl.com

Waste removal is given upon application. Standfitting material left at the stand at the end of the show will be classed as waste and the exhibitor will be invoiced for its disposal.



CLOAKROOM

The cloakroom is free of charge and will be located close to the registration desks. It will be open during show hours only.



COMPLAINTS

It is in the interest of exhibitors and visitors that any faults or failures in the services provided by the European Wind Energy Exhibition 2010 should be brought to the attention of the organiser as soon as possible. If you wish to make a complaint please contact us in the organisers office.



CONTRACTORS

You may employ a stand contractor of your choice for all areas of your stand, except shell scheme (and additions to shell scheme) for whom the official contractor is EXPOSTYL.

If you are employing a contractor to build your stand (Space Only) it is essential that your contractor is fully aware of his or her responsibilities and that all work must be carried out in conformity with the requirements of the Rules and Regulations as specified in the exhibitor manual.

Please ensure your contractor completes and returns **H & S DECLARATION FORM** . All Space Only stand contractors must submit a RISK ASSESSMENT and STAND PLANS by the specified deadline dates, which can be found in the checklist.



CURRENCY

An approximate exchange rate is 1 €=4 PLN, to obtain an accurate exchange rate please **click here** .



D

DELIVERY & REMOVAL OF GOODS

The timings of Build Up and Breakdown are very strict. Please ensure that your stand can be built and removed within the time - frame.

Delivery of Exhibits Space Only Exhibitors

Space-only exhibitors may commence delivering and building their stands from **08:00** on **Friday 16 April 2010**. Shell Scheme exhibitors may begin building up from **10:00** on **Sunday 18 April 2010**. The halls will close to deliveries at **20:30** on **Monday 19 April 2010**.

All vehicles delivering exhibits or stand-fittings must be allocated with a vehicle delivery pass.

Transport and deliveries are directed to vehicle access gates closest to your stand. Security guards or transport personnel at Goods Inwards can help direct you to the correct gate.

For security reasons the vehicle delivery pass must be displayed in the vehicle at all times. Please complete and return via the link: **BUILD UP/BREAKDOWN PASS**. To ensure an efficient build up you are asked to notify your transport drivers that traffic marshalling will be in operation. A Lorry Park is located close to the halls. Details will be forwarded to you with your vehicle passes and build up passes.

Technical Details for Deliveries

To ensure an efficient build up and breakdown you are asked to notify your contractors of the height restrictions of the delivery access doors from the loading bay into the venue.

Please visit **EXPO XXI** – technical information can be found on this website.

Due to the high volume of vehicles during build up and breakdown, drivers are required to:

- | Only use the routes and parking areas indicated by traffic marshals
- | Limit the time taken for loading and unloading of goods to a maximum of 1 hour - please inform traffic if you feel this may be a problem.

Delivery of Exhibits

All exhibitors must either apply for a vehicle delivery pass to deliver the exhibit/goods themselves or, if using the official logistics provider, details to be confirmed, this will be arranged on their behalf following completion of the form which will soon be added to the Checklist.

Please ensure that all shipments are clearly marked with the following information;

EWEC 2010
EXHIBITOR NAME
STAND NUMBER

Warszawskie Centrum Expo XXI
12/14 Pradzynskiego Str.
01-222 Warsaw
Poland

The contracted Showfreight company will supply all exhibitors with full marking and shipping instructions for EWEC 2010 directly.

Deadline dates for shipments are as follows:-

Airfreight - (Non EU Origin) - Friday 9 April 2010

Airfreight - (EU Origin) - Wednesday 14 April 2010

LCL Seafreight - (Non EU Origin) Wednesday 7 April 2010

FCL Seafreight - (Non EU Origin) Friday 9 April 2010

Roadfreight full load and groupage (Non EU Origin) allow 3 working days for Polish customs clearance formalities.

There are surcharge fees applicable to consignments arriving later than the above deadline dates.

Maintenance & Restocking of Stands

There is very limited facility for re-stocking onsite. The vehicle loading bays will not be opened.

Access for Exhibitors to bring in additional stock, remove items from your stand or carry out maintenance is permitted between 8:00 – 9:00hrs during the open period.

There is no free storage facility on site, so it is important that you include in your stand design, sufficient area for all products and literature that you will need at the show. Storage for restocking is available from our lifting contractor (details to be confirmed shortly).

Removal of Exhibits and Standfittings

Breakdown will begin at **14:30 Friday 23 April 2010** for all exhibitors. All Shell Scheme stands should be dismantled and packed on Friday afternoon for collection. It is the exhibitor's responsibility to remove all goods, materials and belongings at the conclusion of the event.

EXPO XXI reserves the right to dispose of any remaining goods from the conclusion of the event and charge the exhibitor

accordingly.

Saturday is solely for space only exhibitors

Any exhibits or stand equipment left on shell scheme stands after 22:00 on Friday 23 April will be removed and stored at the expense of the exhibitor.

Any exhibits left from space only stands after 16:00 on Saturday 24 April will be removed and stored at the expense of the exhibitor.



DISABLED VISITORS

EXPOXXI restaurants, congress venue and exhibition halls all have ground-level access.

All disabled people must be given the same opportunities as able-bodied persons. This includes the ability to attend exhibitions and look at any of the exhibits. We would ask that you ensure that your stand and exhibits are easily accessible to those disabled visitors with wheelchairs. Any stand with a platform should provide an appropriate access ramp. For further information, please contact Inside Events Tel: +44 (0) 2476 510 015 .



E

ELECTRICAL INFORMATION

Shell Scheme price includes all cable running to the stand, after-hours emergency service and overtime compensation during the exhibition period, as well as assembly and dismantling of hired material from **EXPOSTYL**. Prices do not include connection or fitting of your own objects.

The electricity network should generally be regarded as being "live". The voltage is, however, usually disconnected 15 minutes after closing and connected 30 minutes before opening. If an electricity supply is required at other times for night-time operation, assembly during set-up or dismantling, a test run, for example, a separate group cable must be ordered. Please order temporary power should you require it, work power during set-up must always be ordered separately, email: ewec@expostyl.com or Tel: +48 22 2567 151 . Distribution boxes must not be blocked. A free space of at least 1 m must be maintained in front of each distribution box.

As the electricity network is divided into sections, the current for the respective sections cannot be engaged for safety reasons, until all the installations in the same block have been made.

Only electrical power sockets that have been ordered may be used.

All electrical installations and equipment must adhere to the applicable HY – current regulations.



Full Service Stands (Shell Scheme Stands)

All Full service stands come with the following electrical package:

m ² shell scheme	Shell Scheme Package
9 sq m - 17 sq m	3 spots, 1 socket
18 sq m - 26 sq m	6 spots, 2 socket
27 sq m - 35 sq m	9 spots, 3 socket
36 sq m - 44 sq m ...and so on...	12 spots, 4 socket

For any additional electrical requirements please contact **EXPOSTYL** email: ewec@expostyl.com Tel: + 48 22 2567 151 .

For more information please view the **EXPOSTYL PRICE LIST** & **EXPOSTYL ORDER FORM**

Space Only Stands

Exhibitors planning to bring their own electronic equipment to EXPOXXI must comply with the standard power supply

described above.

Night power and construction power must be ordered 4 weeks prior to build up – This cannot be ordered on site. Stand power is switched off each day about one hour after the event closes.

Consequently any night – time power supply for refrigerators, computers etc requiring 24 hour power supply has to be ordered in advance.

For all electrical requirements please order from the **EXPOSTYL ORDER FORM**

Alternatively please contact **EXPOSTYL**: email ewec@expostyl.com Tel: + 48 22 2567 151 .



EMERGENCY GANGWAYS

Each hall will have designated emergency gangways. These must be kept clear at all times throughout build up and breakdown. All exhibitors and contractors on site are responsible for keeping these aisles clear. Please ensure your contractors are aware of the location of the emergency gangways. Plans will be available from the organiser's office.



F

FIRE & SAFETY REGULATIONS

Please read these rules when constructing your stand.

General rules

EXPOXXI emergency routes and doors (inside and outside), fire equipment, alarm buttons and signs must NEVER be obstructed, blocked or concealed. EXPOXXI reserves the right to take down or change constructions or remove goods blocking emergency and transport routes at the exhibitor's expense.

Materials and decor

Stand walls and ceilings should be made of classified fire-retardant materials, i.e. as good as or better than wood. Particle board, non-porous fibrewood, plywood, etc. are acceptable.

Fire-retardant materials must be approved. Approval or certificates must be available at the stand if it is not clear whether the material is fire-retardant.

Fabric ceilings and other decor must be impregnated against fire.

Fire inspections of stands

Before events, EXPOXXI and our Floor Managers may conduct a fire inspection, which includes your choice of construction and decor materials.

Electrical installations

All electrical installations and equipment must comply with the applicable HT-current regulations.

Packaging and other materials

Packaging and other flammable material must not be stored at the stand or in the exhibition hall. Any material left at the stand after the event has closed is classed as waste and the exhibitor will be invoiced for its disposal.

Flammable and explosive products

Gas canisters must always be placed on transportation carts.

At night, after the event has closed for the day, flammable liquids and gases must be stored in a designated area. Explosive or pyrotechnical products may not be used or brought into EXPOXXI either indoors or outdoors without first obtaining written permission from the Organisers

Hot work, such as welding, soldering, cutting, circular work, drying or heating, or naked flames, is not permitted, even during the stand construction period, without first obtaining written permission from the Organisers.

Miscellaneous

EXPOXXI representatives and our Floor Managers carry out regular safety checks before and during each event. The notes made on these rounds must be attended to immediately.

Smoking is prohibited by law.

[A summary of the regulations is outlined below:](#)

- | EXPO XXI shall indicate the fire zones for permanent facilities and the surrounding open space.
- | The distance between the fire zones cannot be less than 10 m
- | Flammable items located in the open space next to glass partitions/walls of the permanent Halls should be at a distance of no less than 5 m from them
- | The trade and services complex structures should not exceed the area of 1000 m²; the distance between each of them cannot be less than 10 m.
- | Stands larger than 150 m² or longer than 20 m must have at least two separate entrances, preferably located on two separate sides.
- | In specific cases when the above conditions cannot be met, written consent must be obtained from the EXPO XXI Centre fire services.
- | Designated communication and evacuation pathways must be clear at all times. It is forbidden to park vehicles or deposit anything in these places. Vehicles or goods left there will be removed for a fee.
- | All fire equipment (fire extinguishers, fire alarm push-buttons, hydrants, fire detectors), general telephones, evacuation exit doors and their signs must be visible and accessible at all times; blocking them is forbidden.

The following is forbidden on the EXPO XXI Centre premises

- | The use of open fire in the Halls and the external stalls
- | Smoking.
- | Storing any packages, papers and other fire hazardous materials outside the stand.
- | Blocking access to power switching stations, hydrants, hand fire-fighting equipment, fire alarm push-buttons, electric power switches, etc.
- | Blocking (especially with parked cars) fire access roads leading to EXPO XXI Centre (fire access roads are specified in the EXPO XXI fire safety regulations) as well as roads, passages, evacuation exits and communication pathways.
- | Stocking and storing flammable materials and using flammable materials or materials that can form explosive compounds as cleaning agents.
- | Leaving machines or any technical equipment not cleaned from liquids, dust, lubricants, oils and production waste after work or demonstration.
- | Leaving greased or oiled rags, cleaners and substances, without proper safeguarding substances, the mutual interaction of which may result in self-ignition or explosion.
- | Using balloons filled with combustible gas in the Halls or open spaces.
- | Bringing in and using any combustible gas cylinders including the tourist cylinders without separate agreements with EXPO XXI Centre fire services.
- | Safe storage methods and locations for flammable and poisonous materials have to be agreed upon with EXPO XXI Centre fire services each time they are needed.

Motor vehicles or other equipment with combustion engines can be exhibited in the Halls only if they comply with the following conditions:

- | The fuel tank may contain only the minimum quantity of fuel necessary to remove the vehicle or other equipment from the Hall
- | The fuel tank must be closed
- | The battery must be permanently disconnected
- | The equipment, the surface of which can heat to temperatures above 100 degrees Celsius must be placed at the safe distance from walls and any flammable materials agreed each time with the EXPO XXI Centre fire services

Users of the equipment running on electricity or combustible gas are forbidden to make any modifications and repairs themselves and furthermore the following is forbidden

- | Using defective electrical or gas installation
- | Using electrical or gas installations which are not compliant with the designs agreed upon with EXPO XXI Centre
- | Leaving electrical equipment such as heaters, cookers, irons, kettles, etc. connected to power without any supervision. Each of the users and specifically the Participant is obliged to turn off the electrical power supply to his stand each time before leaving it
- | Placing heating equipment on a flammable base
- | Cover light bulbs and other lighting points with flammable materials
- | Only non-flammable, slow-burning or fire resistant materials may be used for stand construction. The use of materials that explode while burning is forbidden
- | The use of flammable floor coverings on communication and evacuation pathway and staircases is forbidden. In exceptional and justified cases, with the prior consent of the EXPO XXI Centre fire services, slow-burning floor coverings may be used on communication and evacuation pathways (with the exception of staircases).
- | Organising pyrotechnical shows is forbidden
- | Manual fire extinguishers must not be used for any other purposes
- | Strictly observe fire precautions and specially issued EXPO XXI regulations in this extent
- | Acquaint themselves with the location and methods of use of the of hand fire extinguishers, fire alarm switches, indoor and outdoor hydrants in the event of a fire Rules and Regulations of the EXPO XXI
- | Comply immediately with orders of the EXPO XXI Centre fire services regarding fire safety on stands inside and outside the Halls
- | Any noticed fault or irregularity in fire safety equipment in the Halls or in the outside exhibition area must be reported immediately to the EXPO XXI Centre fire services or other EXPO XXI staff
- | In the event of a fire on EXPO XXI Centre premises the National Fire Brigade should be alarmed immediately by dialling 998 and/or with the fire alarm switch. The EXPO XXI representative in charge of fire extinguishing and rescue work must be obeyed absolutely until the National Fire Brigade arrives and its officer takes over the command.
- | In the event of a fire on EXPO XXI Centre premises the National Fire Brigade should be alarmed immediately by dialling 998 and/or with the fire alarm switch. The EXPO XXI representative in charge of fire extinguishing and rescue work must be obeyed absolutely until the National Fire Brigade arrives and its officer takes over the command.
- | All exhibition and conference rooms are equipped with fire alarms (smoke and temperature detectors).



FIRST AID

A first aid station with qualified medical staff will be available on-site. Telephone number: 112 or 999 from any telephone.

Please inform security personnel, venue staff or EWEA Organisers should you require assistance.



FLORAL

The official floral contractor for the show is **EXPOSTYL**. Please contact Expostyl to discuss your floral requirements: Tel: + 48 22 2567 151 .



FURNITURE

If in addition to the furniture package supplied with your Full Service Stands, extra furniture is required, please see **EXPOSTYL PRICE LIST**, order from **EXPOSTYL ORDER FORM**
Space Only Stands will also find furniture to hire from EXPOSTYL. Please contact: ewec@expostyl.com Tel: + 48 22 2567 151.



G

GRAPHICS

Graphics

Details to be confirmed.

Further information will be available shortly.

H

HOTEL ACCOMMODATION

Rooms in various hotels and price categories have been reserved for the EWEC 2010 Conference & Exhibition. Detailed and useful information on all pre-selected hotels, including photos, location, distance from conference venue and prices is available through the **Hotel Accommodation Form** in the checklist.

Please note that rooms are limited and requests will be treated on a first come, first served basis. We recommend you to reserve rooms for your staff early to avoid disappointment.

For group accommodation requests (minimum 10 rooms), please contact directly our conference secretariat, Colloquium Brussels. Every effort will be made to satisfy group requests through customised offers, rapid reaction and a smooth reservation system.

Charlotte Deprez - Hotels Co-ordinator

E-mail: c.deprez@clq-group.com

Tel: +32 2 566 99 33

For individual bookings, please use the **Hotel Accommodation Form** in the checklist.



I

INSURANCE

Please note that our Exhibitors' Contract requires you to have **Public Liability Insurance** and insurance of any equipment or goods that you may bring into the exhibition halls. You should note that this is not the same as **Employers' Liability insurance**. You may already have Public Liability cover, however it is important to note that not all business policies offer cover for organised events taking place outside your business premises.

We wish to draw your attention to the event specific Insurance Package offered by Hiscox which includes the following cover:

- ▮ **Legal Liabilities.** This provides financial protection if you face a legal claim from a member of the public for injury or property damage (public liability) or an employee for injury sustained at work (employers' liability).
- ▮ **Cancellation and abandonment.** This insures against the loss of both expenses and profit if the event has to be cancelled, abandoned, postponed or relocated.
- ▮ **Property Damage.** This insures against the physical loss or damage to your property, including loss of property in transit to or from the event.

If you decide to use the services of Hiscox simply click the button below to go to their website and choose the relevant option or type <https://www.hiscox.co.uk/events/?scheme=622025> in to your URL.

[Click here to get a quote](#)

Note: UK Financial Services Authority regulations do not permit EWEA to advise you on any insurance matter. You are under no obligation to purchase such insurance from Hiscox and may choose to seek insurance from other providers. Hiscox Underwriting Limited, a company authorised and regulated by the Financial Services Authority, have been providing specialist event insurance for the conference, exhibition, events and hospitality market for over 30 years. The products offered by Hiscox are underwritten by Hiscox Syndicate 33 at Lloyd's of London which is managed by Hiscox Syndicates Limited, and the quality of their products is recognised as one of the highest by event industry associations.

In the event of theft or damage all declarations should be made within the 24 hours which follow the observation by the insured party or his representative:

- To the **Organiser** of the event, in two copies
- To the Security personnel in the Entrance Hall.
- The **insurance company**: a detailed inventory with figures of the equipment of the stand (fittings, installation and declaration) loss established at cost price Ex VAT **together with the original invoice of equipment missing or damaged.**



INTERNET & TELEPHONE

Intelligent Technologies ITCSA

All orders must be received no later than 2 weeks prior to the event. In case of any orders placed 7 – 14 days prior to event ITSA reserved the right to add a supplement of 25% to the final order. Should the order be placed less than 7 days of the event ITSA reserved the right to add a supplement of 100% to the final order. Orders placed less than 2 days prior to the event will require full payment immediately.

FAX+ 48 22 3798 899 email: cs@itsa.pl

NOTE: The possibility of free wi-fi will be confirmed as soon as possible

Please complete and return **INTERNET & TELECOM ORDER FORM**



L

LASERS

The use of lasers is not permitted.



LIFTING AND FORWARDING

A lifting, storage and freight forwarding service is available - Further details will follow shortly.



LPG / COMPRESSED GASES

No LPG will be allowed in the halls without permission from the organiser. If you need further information please contact Inside Events email: dianne.wright@inside-events.co.uk



M

MEETING ROOMS

A number of meeting rooms will be available to rent onsite. Please complete the **MEETING ROOMS BOOKING FORM** before 15 December 2009.

All meeting rooms include tables and chairs.

Note: The form is a preliminary request form and will serve to allocate the meeting rooms on a first-come first-serve basis. The organisers will contact you to confirm availability and costs.

MUSIC / ENTERTAINMENT

The maximum permissible total sound level in any area of the show is 80db, measurable at a distance of three metres from the source of sound using a directional decibel metre.

Please ensure that music and commentary for demonstrations, videos, presentations etc, are kept at a level that will not interfere with neighbouring stands. Exhibitors failing to comply with warnings from the show management may incur a fine or have the power to their stand terminated.

Music Licences are required, please contact Dianne Wright for further information: dianne.wright@inside-events.co.uk



N

NEON

If you wish to use neon lighting, please contact Inside Events email: dianne.wright@inside-events.co.uk
All neon installations must incorporate a fireman's switch.



O

ORGANISERS OFFICE

The organiser's office will be located close to the exhibition entrance.



P

PARKING

An underground car park is located close to the main entrance.

A 4 - day event ticket costs 22 € (including VAT) and can be purchased on site. Last day of build, 19 April, is free to Exhibitors. Build -up and breakdown on any other day will be charged at 1PLN per hour (including VAT).

Location and costs of Lorry Park will be confirmed at a later date.

PHOTOGRAPHS

Information will be available shortly.



R

RIGGING

All drop wires and rigging must be arranged through Expo XXI but at the approval of the Organisers. You must show all rigging on your submitted stand plans.

Lighting rigs are permitted at a fixed height of 6m from the hall floor to the underside of the lighting truss. If, however, you have specific requirement to rig your lighting truss at a different level, special dispensation must be gained from the Organisers. Please contact Inside Events Ltd email: dianne.wright@inside-events.co.uk

Please contact EXPO XXI for any rigging requirements Email: Dariusz.Matysiak@expoXXI.pl



S

SECURITY

Whilst every reasonable precaution is taken during the show to ensure the premises are adequately patrolled, the show management and the organisers of the event expressly disclaim responsibility for any loss or damage to property of any exhibitor from any cause.

To help ensure good security at the show, please follow these points:

- | Make one member of your team responsible for your company's safety and security at the exhibition.
- | Do not leave cash, handbags, mobile phones, valuables etc, in unlocked drawers, cupboards or on exhibits on your stand.
- | Do not leave wallets in unattended clothing.
- | Check all lockable desks and cupboards are locked before leaving your stand.
- | Please note that build up and breakdown days are high-risk periods. You are recommended to work in pairs so that the stand is manned at all times.
- | Make sure you arrive prior to the official opening time and do not leave your stand at night before the hall is clear of visitors.
- | Should you have small valuables, which you wish to leave on your stand you are advised to provide yourself with lockable steel cabinets or other safe storage areas.

Should you require stand security during the show, please contact Dianne Wright dianne.wright@inside-events.co.uk

STAND RECEPTIONS

Exhibitors who wish to organise a reception at their stand must inform the Organisers - Please complete the **STAND RECEPTION BOOKING FORM**

STORAGE

- | Storing empty boxes etc, behind your stand is expressly forbidden.
- | It may be some way from your delivery vehicle to your stand and you are strongly advised to bring a trolley with you. Unfortunately, the organisers do not have any trolleys to loan to exhibitors.
- | You will need to make your own arrangements for the removal and storage of boxes, packaging etc., prior to the opening of the event.
- | Further information and contact details to follow shortly.



V

VAT (reclaim)

The following information is given due to the fact that Polish VAT is calculated on our invoices for participation to an international exhibition.

According to the European VAT law (article 52 (a) of the Directive 2006/112), EWEA has the obligation to invoice your company with Polish VAT, based on the localisation of the event in a European Member state, i.e. in Poland.

The standard VAT rate in Poland is 22% of the price exclusive of VAT. The standard rate applies to commercial supply of

goods and those services supplied by EWEA where the place of supply is deemed to be in Poland and the services not covered by the reverse charge mechanism.

Please note it is the responsibility of each company to follow Polish VAT procedure.

Further information to follow.



W

Expo XXI requires all exhibitors to sort their day-to-day waste at the waste disposal stations provided. There are environmental stations located in the halls as well as various loading bays.

The disposal of waste materials hazardous to health and the environment (oils, emulsions, acids, fats, varnishes, etc.) together with other waste or via the sewage drains is forbidden. Such waste must be disposed of at the user's expense .

For large quantities of waste contact **EXPOSTYL**, ewec@expostyl.com , Tel: + 48 22 2567 151.

Any exhibitor leaving standfitting materials or carpet waste in the hall at the end of the event will be invoiced.

Venue Information

VENUE INFORMATION



EXPO XXI Warsaw International Expocentre is the most prestigious and innovative multi-functional venue in Poland. The venue covers 10,000 m² of flexible exhibition space and provides the latest in IT and communications technology. The venue is located in the heart of Warsaw, one of the fastest growing cities in Europe. Poland's capital is taking full advantage of the unique opportunities arising from the emergence of the free market and the development of democracy.

ADDRESS

EXPO XXI Warsaw International Expocentre

12/14 Pradzynskiego Str.

01-222 Warsaw

<http://expoxxi.pl/>

Venue Site Plan: [Site Plan](#)

HOW TO REACH THE VENUE

JOURNEY PLANNER

Click [here](#) to gain directions to and from the venue

By Car

Enter from Bema Street

Expo XXI Warsaw International Expocentre is located 10 minutes by car from the city centre and 25 minutes from the **International Airport Frederic Chopin** .

Access by public transportation

Please click [here](#) for public transport information, journey planner, tickets and fares.

By Bus (get off at bus stop on PKP Kasprzaka & walk along Bema Street)

- | From Warszawa Central Railway Station, buses: 105, 507
- | From Swietokrzyska Metro Station , buses 178,506
- | From Politechnika Metro Station, buses: 523
- | From Wilanowska Metro Station, buses: 186

Local Taxi

Taxi fare from Frederic Chopin Airport is approx 40PLN.

SAWA Taxi Tel: + 48 22 644 44 44 www.sawataxi.com.pl

Warsaw Tourist Board Information

Click [here](#) to find out more about Warsaw



VENUE TECHNICAL INFORMATION

Click [here](#) for Technical Information.

Hall	Available Exhibition Space	Max Height	Pillars	Loading Height	Doors Width	Floor Weight Limit
Hall 1	4,500 sq m	8m	No	H:4.3m	W:4.6m	800 kg / sq m
Hall 2	1,050 sq m	3.9m	Yes	H:2.5m	W:1.9m	500 kg/ sq m
Hall 3	1,800 sq m	8m	No	H:4.3m	W:4.6m	3000 kg/ sq m
Hall 4	2,850 sq m	10m	No	H:5.0m	W:4.5m	6000 kg/ sq m

Click [here](#) for Fire Safety Regulations (Page 7) & Basic Technical Specifications (Page 10)



SPACE ONLY STANDS

A technical plan can be sent out to each space only stand indicating service ducts and height restrictions – please contact Inside Events for further information. Email: gina.walls@inside-events.co.uk



Passes Admission

PASSES- ADMISSION

PASSES

In the interests of security, all exhibitors and contractors must wear the provided identity passes at all times during the build-up, breakdown and open periods of the show. Security staff will not allow you or your staff to enter the exhibition without a valid pass.



EXHIBITOR PASSES

Please note that each 9m² booked entitles you to one free exhibitor staff pass for the four days.

Stand size	Number of free exhibitor passes
9 m ² - 17m ²	1
18 m ² - 26 m ²	2
27 m ² - 35 m ²	3
...	and so on

Any additional exhibitor staff pass is payable at a cost of 50 EUR per day per person. Please see the relevant link on the Checklist.

You will be issued with these passes which allow admission to the exhibition halls throughout the event as well as the participation to the coffee breaks and lunches, which will be held in the exhibition area. Exhibitor Passes do not allow access to the conference. All exhibitor passes must be applied for through the relevant link from the checklist. These passes will be available at the registration desk in the conference centre as from 14:00 on Monday 19 April 2010.



CONTRACTOR PASSES

BUILD UP/BREAKDOWN PASSES & VEHICLE DELIVERY PASSES

Build up/Breakdown passes

Build Up/Breakdown passes are valid during build up and breakdown. These passes allow access to the hall for stand contractors and exhibitors during build up and breakdown dates. Please ensure all build up passes are ordered by **Tuesday 16 February 2010**.

Vehicle Delivery passes

These are required for vehicle unloading/loading access during the build up and breakdown and can be downloaded - please **CLICK HERE** . They do not entitle you to parking. Please note free parking is only available 19 April.

Please complete and return the **BUILD UP/BREAKDOWN PASS FORM** by **Tuesday 16 February 2010**.

These passes are free of charge and will be sent to you by Inside Events before the exhibition.

For more information contact Inside Events at +44 (0) 2476 510 015 or ewec2010@inside-events.co.uk

VEHICLE UNLOADING PASSES

These are required for vehicle unloading / loading access during the build-up and breakdown only. They do not entitle you to parking. Vehicle passes can be downloaded- please **CLICK HERE** .

Last day of build - 19 April 2010 - will be a free day for set up. Other days during build and breakdown will there will be a small fee of 1PLN per hour to pay to the venue on site.



CONFERENCE PASSES

Each exhibitor receives one free conference pass for up to 50m² booked, plus one free pass for each additional 50m² booked.

Stand size	Number of free conference passes
9 m ² - 99m ²	1
100 m ² - 149 m ²	2
150 m ² - 199 m ²	3
...	and so on

Please fill in the relevant form which you can access through the checklist overview. These passes will be available at the registration desk in the conference centre as from 14:00 on Monday 19 April 2010.



CONFERENCE DINNER

The official conference dinner will take place on Thursday 22 April 2010. Tickets must be purchased through the Registration form in the checklist, which will be available soon.



CHILDREN

Children under the age of 16 (including babies and toddlers) are **NOT** permitted in the hall **AT ANY TIME**. Please note that there are no crèche facilities at the exhibition.

Shell Scheme Stands

SHELL SCHEME STANDS

GENERAL TERMS & REGULATIONS

All Exhibitors must provide Inside Events with a Health & Safety Declaration by Friday 19 March 2010. Once you have read the following General Terms & Regulations please complete and return via link: [HEALTH & SAFETY DECLARATION FORM](#)

Gangways

The gangways used in this venue are the minimum permissible by law. Under no circumstances are exhibits, stand dressings, tables and chairs etc, allowed to encroach on gangways. Please remember to keep all your exhibits inside your stand area at all times. Building work or the putting up of decorations, signs or lighting over gangways is not permitted.

Fabrics

Textile fabrics used for interior display purposes on the stand must be flame proofed or already treated with an approved chemical when purchased. Fire-retardant materials must be approved. Approval or certificates must be available at the stand if it is not clear in any other way that the material can be accepted.

Textile fabrics used for interior decorative purposes within stands must be fixed taut and/or in tight pleats (not draped) to a solid backing, secured 3" above floor level and not touching light fittings.

Fabric ceilings and other decor must be impregnated against fire.

Fire Extinguishers and Regulations

Fire extinguishers will be set out during the build up period. Please ensure that your stand personnel are conversant with their use and that staff are aware of the position of the nearest fire alarm point.

All equipment, fittings or materials that anyone brings into the Halls must be fire proof or made of fire resistant materials. Users of the facilities may not bring into the hall any materials of an explosive nature, or any materials which might cause damage to the facility.

No equipment fittings or materials may be placed in any aisle or in such position that access to any designated exit is in any way obstructed.

Venue Care

No attachment, fitting, fixture or defacement is to be made to the flooring, ceilings of the internal or external walls of the building.

Demonstrations

- a. Any exhibitors planning a working demonstration on their stand must inform Inside Events by 19 March 2010.
- b. Demonstration areas must be indicated on your stand plans and, where necessary, must include soundproofing within the construction of this area.
- c. Plans must also show any proposed queuing and viewing areas within the stands. The Organisers reserve the right to ban working demonstrations on-site if they in any way disturb neighbouring stands or pose a threat to the public.

Distribution of Promotional Material

You are reminded that all business including the dispensing of literature and promotional material must be conducted from your stand. Your staff will not be permitted to hand out leaflets etc., at the entrance to the event, the gangways or any other part of the exhibition hall unless you have written consent from The European Wind Energy Association. Please note that material must not be attached to the fabric of the building.



FULL SERVICE SHELL SCHEME STANDS

All full service (shell scheme) stands are provided by **EXPOSTYL**. All shell scheme stands will be constructed in an aluminium frame, and will be fitted with white walls. Included on your stand is a fascia nameboard, white vinyl letters direct to blue fascia (for your company name and stand number). Please note that it is necessary to position support posts at least every 4m on open sides and/or central points of larger full service stands.

Fascia Board- Nameboard

All full service (shell scheme) stands are provided with a nameboard affixed to the fascia. Any exhibitor, who has not completed this form by the deadline date, will automatically be provided with their company name as detailed on the exhibition contract. Any amendments/changes to the Fascia Name board after this date will be charged to the exhibitor. Please complete the order form with your stand name and number details via link: [NAMEBOARD FORM](#)

Carpet

Shell scheme stands include light grey carpeting. Should you wish to change carpet colour, it is available at a cost. Please contact **EXPOSTYL** , ewec@expostyl.com Tel + 48 22 2567 151 .

Stand Wall Colour

The full service (shell scheme) walls will be 2.5 m high, 1.0m wide, 3cm thick and white. If you require a different colour, please complete the **SHELL SCHEME EXTRAS FORM** via the link.

Shell scheme walls cannot be loaded with heavy objects, but lightweight boards and advertising material can be put up (max 5kg per wall module). Please contact **EXPOSTYL** , ewec@expostyl.com Tel: + 48 22 2567 151.

Interior Standfitting

Please remember that no item of interior display may extend beyond the limits of the stand or above the height of the dividing walls. There must also be no alteration or adjustment to any part of the full service stand structure.

Furniture, Lighting & Electrics

A full service stand of 9sq m includes the following:

Shell scheme	Shell Scheme Package
9 sq m - 17 sq m	3 spots, 1 socket, 1 table , 2 chairs 1m x 1m Storeroom
18 sq m - 26 sq m	6 spots, 2 socket, 2 table, 4 chairs 2m x 2m Storeroom
27 sq m - 35 sq m	9 spots, 3 socket, 3 tables, 6 chairs 3m x 3m Storeroom

If you wish to attach materials to your full service (shell scheme) such as posters, graphics and / or material we suggest the use of adhesive materials or chains that do not damage any stand part. Please contact **EXPOSTYL**. Any damage incurred to panels or other part of the stand will be charged for.

FULL SERVICE SHELL SCHEME

TECHNICAL DESCRIPTION

White walls in aluminium framing, 970mm wide, 2400mm high. Visible area of the panel is 950mm wide and 2380mm high

White fascia board in aluminium framing, 300mm high, visible area 280mm

A company name with stand number on each open side, Helvetica Capital, blue, 100mm high

SHELL SCHEME INSIDE EXAMPLE

SHELL SCHEME CORNER EXAMPLE

SHELL SCHEME PANEL DIMENSIONS

ELECTRIC MAINS

Per 9 sq m

3 x Spotlights

1 x socket

LOCKABLE STORE ROOM

1m x 1m Lockable Store Room per 9 sq m

FURNITURE

Per 9 sq m

1 x Table (round)

2 x Chairs

CARPET TILES

Light Grey

Additional Furniture/ Electrics / Standfitting can be ordered through **EXPOSTYL**.



Space Only Stands

SPACE ONLY STANDS

GENERAL REGULATIONS

All Exhibitors must provide inside Events with a Health & Safety Declaration by the 19 March 2010. Once you have read the following General Terms & Regulations please complete and return via link: [HEALTH & SAFETY DECLARATION FORM](#)

Gangways

The gangways used in this venue are the minimum permissible by law. Under no circumstances are exhibits, stand dressings, tables and chairs etc, allowed encroaching on gangways. Please remember to keep all your exhibits inside your stand area at all times. Building work or the putting up of decorations, signs or lighting over gangways is not permitted.

EXPO XXI Safety Staff and our Floor Managers make regular safety inspection rounds before and during the exhibition. Evacuation routes and fire doors (including those outside), fire equipment, alarm buttons and signs must NEVER be obstructed, blocked or concealed. The organisers have the right to take down or change constructions as well as remove goods that are blocking the evacuation and transport routes.

Platforms that exceed 60cm in height must have a handrail of 110 cm in height.

Floor anchorage is permitted for exhibitors upon approval by EXPO XXI. Exhibitors are responsible for restoring to original condition. If not restored, exhibitors will be debited. PLEASE NOTE anchoring must not be closer than 1 meter from the service channel. All work which has an actual effect on the property of EXPO XXI must only be carried out by people employed by the venue. Examples of this include the hanging of wires in ceilings, anchoring machinery to the floor, fixing into pillars or joists and connecting water and electricity in floor channels.

When using saws, sanding and polishing machines etc, a suction device for shavings must be attached to this type of equipment.

Fabrics

Textile fabrics used for interior display purposes on the stand must be flame proofed or already treated with an approved chemical when purchased. Certain fabrics such as wool, twill, or felt need not be proofed. Textile fabrics used for interior decorative purposes within stands must be fixed taut and/or in tight pleats (not draped) to a solid backing, secured 8cm above floor level and not touching light fittings.

Materials and decor

Stand walls and ceilings should be made of classified fire-retardant materials, i.e. as good as or better than wood. Particle board, non-porous fibre wood, plywood, etc. are acceptable.

Ceilings on covered or enclosed stands greater than 30 sqm require sprinklers or fireguards. Please contact Dianne Wright, dianne.wright@inside-events.co.uk when choosing materials for ceilings exceeding 30 sqm.

Fire-retardant materials must be approved. Approval or certificates must be available at the stand if it is not clear whether the material is fire-retardant. Fabric ceilings and other decor must be impregnated against fire

Fire inspections of stands

Before each fair, EXPO XXI & our Floor Managers may conduct a fire inspection, which includes your choice of construction and decor materials.

The handling and storage of flammable liquids or gases must be reported in writing to Dianne Wright dianne.wright@inside-events.co.uk in plenty of time before the event opens.

Gas canisters must always be placed on transportation carts. At night, after the fair has closed for the day, flammable liquids and gases must be stored in a designated area. Explosive or pyrotechnical products may not be used or brought into EXPO XXI, either indoors or outdoors without first obtaining written permission from the organisers.

Hot work, such as welding, soldering, cutting, circular work, drying or heating, or naked flames, is not permitted, even during the stand construction period, without first obtaining written permission from the Organisers.

EPOXXI staff and our Floor Managers carry out regular safety checks before and during the event. The notes made on these rounds must be attended to immediately.

Smoking is prohibited by law in the grounds except in specially designated smoking areas

For further information, please contact Inside Events Tel: +44(0)2476 510 015 or email dianne.wright@inside-events.co.uk



FIRE EXTINGUISHERS AND REGULATIONS

Fire extinguishers will be set out during the build-up period. Please ensure that your stand personnel are conversant with their use and that staff are aware of the position of the nearest fire alarm point.

All equipment, fittings or materials that anyone brings into the Halls must be fire proof or made of fire resistant materials. Users of the facilities may not bring into the hall any materials of an explosive nature, or any materials which might cause damage to the facility.

No equipment fittings or materials may be placed in any aisle or in such position that access to any designated exit is in any way obstructed.

Venue Care

No attachment, fitting, fixture or defacement is to be made to the flooring, ceilings of the internal or external walls of the building, nor is any ladder or other device whatsoever to be fixed to, or suspended from, any overhead. No nail, screw or other device is to be driven into, nor are holes to be made, in any part of the building.

Damages

Exhibitors will be charged for the cost of making good, restoring or renewing any damages to the halls or site, for example, marks by paint and adhesive tape; damage to the walls or the exhibition carpet.

Demonstrations

- a) Any exhibitors planning a working demonstration on their stand must inform Inside Events by **19 March 2010**.
- b) Demonstration areas must be indicated on your stand plans and, where necessary, must include soundproofing within the construction of this area. Plans must also show any proposed queuing and viewing areas within the stands.
- c) The Organisers reserve the right to ban working demonstrations on-site if they in any way disturb neighbouring stands or pose a threat to the public.

Distribution of Promotional Material

You are reminded that all business including the dispensing of literature and promotional material must be conducted from your stand. Your staff will not be permitted to hand out leaflets etc., at the entrance to the event, the gangways or any other part of the exhibition hall unless you have written consent from The European Wind Energy Association. Please note that material must not be attached to the fabric of the building.



SPACE ONLY STANDS

All space only exhibitors must supply Inside Events, no later than 19 March 2010, with drawings showing the proposed layout of their stand and all dimensions in both plan and elevation together with the relevant FORMS. Stands exceeding 4m in height, these plans will be forwarded to the venue prior to official approval.

Maximum stand height must not exceed 6m. Should you have any questions, please contact Inside Events on Tel +44 (0) 2476 510 015 or e-mail dianne.wright@inside-events.co.uk

Construction and Dressing

The design and construction of exhibition stands and temporary structures should include the following:

- Copy of the stand design complete with layout plan and elevation plan including identification of walling, raised platforms, machinery, store rooms and special structures
- Description of materials used in the construction of the stand
- Reaction to fire class certification of the materials used to construct the stand
- Specifications of machines/and or special equipment (typologies, sizes, weights, etc.)

All products of stand fitting materials brought into the exhibition centre and their use is permitted as long as they are accompanied by regular documents certifying their reaction to fire class.

- Continuous curtains and ceilings are forbidden
- Luminous or neon signs must be installed in compliance with the current electrical regulations
- Any furnishing elements or partitions made from floor to ceiling glass/mirrors must be suitably identified and protected from the risk of impact.
- Platforms for public use must withstand a load of 500kg per sqm over and above any machinery/equipment already installed on them. All platforms must include suitable steps - risers & treads and or a ramp of a gradient no higher than 8%.

Doors must not open outwards - but not onto a gangway.

All service boxes must always be kept accessible

Hot work, such as welding, soldering, cutting, circular work, drying or heating, or naked flames, is not permitted during the stand construction period, without first obtaining written permission from the Organisers

Miscellaneous

EXPOXXI representatives and our Floor Managers carry out regular safety checks before the event. The notes made on these rounds must be attended to immediately.

Smoking is prohibited by law in the grounds except in specially designated smoking areas

The design of the stand must be such that it can be erected and dismantled within the time available. All work must be carried out in conformity with the Rules and Regulations of the Venue.

Please note that ceilings on covered or enclosed stands greater than 30 sq m require sprinkling or fireguards. In choosing materials for ceilings exceeding 30 sq m please contact Dianne Wright : dianne.wright@inside-events.co.uk

The organisers may, at the expense of the exhibitor, remove or alter anything forming part of any stand, if in their opinion it is desirable to do so in the interest of the exhibition or if it does not conform to our Rules and Regulations.

Stand Designs

Stand designs must not incorporate long runs of solid walling. At least 50% of each stand's side facing an aisle must remain open or be fitted with an approved transparent material. For any walling facing an aisle that may be 4m or over in height - it will be necessary to step the walling back by a minimum of 1 metre into the stand. This is to avoid obstructing the view of your neighbouring stands. We would also ask that extensive walling facing an aisle is "dressed" with graphics, LCD Screens, etc., where appropriate.

When placing stands which require water, drainage, compressed air or power outlets, it is important to take into consideration the service ducts in the floor. The position of the service channels is normally marked by two dotted lines on the technical stand plan of the proposed location. Make use of these channels when designing the stand. This will avoid the nuisance of pipes and cabling on the stand floor.

Two – Level Stands

Written application with stand plans outlining the possible construction of a two-level stand must be submitted to Inside Events by 19 March 2010 email: dianne.wright@inside-events.co.uk

Constructions for load-bearing joists, and walls and ceilings must adhere to the venues rules and regulations and the specific fire and evacuation regulations set by the relevant authorities.

No work can be carried out on a two-level stand until EXPOXXI and the Organiser has provided written consent. Supplementary information on the design and choice of materials may be asked for at any time.

The number of steps for a two-level stand is determined by the distance from the steps to the aisle, this distance must not exceed 10m.

The required step width is determined by the surface area of the upper level. For a surface area of up to 15 sq m, the step must be at least 0.8m wide. For every additional 15 sq m, a further 0.8 m step width is required. 2 x 0.8m can be replaced with a 1 x 1.2m straight step. Spiral staircases must not be less than 0.9m wide.

Note: The area between the aisle and the steps must be kept clear at all times.

All materials used in the construction of a two-level stand must be in accordance with the applicable fire regulations.

The free height on the bottom level must be max. 2.5m and min 2.3m.

Shared Walling

Walls marked on the plan between two space-only exhibitors must be constructed to a height of at least 2.5m. Both exhibitors are responsible for cladding and decorating both sides of their stand wall above a height of 2.5m. The tops of stands must be finished tidily where they are visible from the gallery or atrium areas. Exhibitors on space only stands must NOT use the back of another stand as walls without the consent of the exhibitor concerned. However, the joint construction of a dividing wall is acceptable.

Painting

Products containing organic solvents may not be used in the hall. Examples of such solvents are contact glue, spray paint, paints with petroleum spirit or thinner as solvent etc. This applies before, during and after the exhibition. Special permission for spray painting must be obtained – please contact Dianne Wright at Inside Events Ltd dianne.wright@inside-events.co.uk

Balloons

Please inform the Operations Team, Inside Events Ltd, should you consider using gas filled balloons. Balloons must be adequately secured to stands. A charge will be incurred for having to retrieve balloons or repair damage caused. Helium gas cylinders, which must be removed from the halls once the balloons, are inflated. The use of flammable gases is not permitted.

Stand Dressing

Artificial plants and flowers are combustible and give off fumes and must not be used. Silk type flowers are acceptable providing they have been fireproofed to BS476-Part 7 and are marked as such. Cellulose paints are flammable and must not be used in stand dressing. Fabric ceilings and other decor must be impregnated against fire. Impregnating agents can be purchased at the Service Centre.

Displays

All demonstrations and displays that are designed to attract crowds must be set back 1m from the gangway to avoid congestion in the aisles.

Scaffolding

Lone workers must not work at heights; they must have a colleague to assist.

Risk Assessments

For Health & Safety reasons, all space-only exhibitors are required to carry out a Risk Assessment and Method Statement for their stand. This must include the build up and breakdown periods and must fully assess any risks to staff and contractors, other exhibitors, organisers or hall staff working or visiting the halls within this period. It must also include any risks to the public during the open period. These must be submitted to the organisers by 19 March 2010 along with stand plans . A **Risk Assessment Template** is available for you to use should you require.

Health & Safety

HEALTH & SAFETY

GENERAL

Under Health & Safety legislation, exhibitors and their main contractors are responsible for all activities that take place on their stand throughout the event and any actions that could affect others not on their stand. This includes providing risk assessments and method statements, as well as the briefing, communicating to and controlling of all their sub-contractors who work on their stand.

EWEA together with Inside Events is committed to providing, maintaining and promoting, so far as is reasonably practicable, the highest standards of Health, Safety & Welfare at all its events.

All exhibitors and contractors at events organised by The European Wind Energy Association are expected to ensure that they provide a safe place and system of work, as is their legal duty under HSAW 1974. Successful safety management requires the commitment, involvement and co-operation of all those on-site at an event.

Please note that you must complete the **HEALTH & SAFETY DECLARATION FORM** by 19 March 2010. **BUILD UP/BREAKDOWN PASS** will not be issued until this Declaration has been received.



DO'S & DON'TS

For ease of reference, please make sure that you have covered the following points, amongst other safety precautions that you have identified and will take:

Do:

Make sure you and anyone manning your stand understands the fire and evacuation procedures and locations of the hall exits.

- | Ensure that any contractor working for you has a suitable and sufficient health and safety policy statement and good safety practices. You can obtain the details of the regulations from the Organisers.
- | Make sure that contractors are working safely – and ensure they are trained and competent.
- | Working at height on ladders and scaffolding must be done in a controlled and safe manner.
- | Time constraints are no excuse for not adhering to safety standards.
- | Ensure that measures are taken to minimise the impact of your operations on the environment.
- | Treat all cables as though they were live.
- | Make sure a qualified electrician carries out all electrical work. There is a Hall's electrical inspector who will be pleased to provide information or answer questions.
- | Ensure that all rubbish and packing from your stand is removed from the site. It must not be stored on or behind your stand during the show.
- | Make sure that hazardous waste is disposed of safely. Please note that fluorescent tubes contain hazardous materials. Halls Services & Management can provide advice.
- | Ask for permission to work late and provide adequate breaks for your contractors and staff.
- | Make sure that you are properly insured for the exhibition.

Don't

- | Don't use flammable materials in your displays. This includes plastic flowers, polystyrene etc. Some combustible materials may be acceptable if treated with the correct materials.
- | Don't have overloaded or insecure displays. Stands and displays can be knocked by visitors and must be safe and secure.
- | Don't bring children into the hall.
- | Don't overload trolleys - not only does this damage your exhibits but will make it difficult to move through crowded aisles and may cause injury to you or other people.
- | For safety reasons, all gangways must be kept as clear as possible at all times. In addition, we have designated "emergency gangways" which may not be obstructed at any time.



EXHIBITOR CHECKLIST FOR HEALTH & SAFETY

- | Sign and return a copy of the Health & Safety Form at the rear of this manual immediately.
- | At the tendering stage, ask to see your principal contractors Risk Assessment specifically designed for the unique exhibition environment. Ask for his staff training record, accident statistics, take up references, ask to see proof of previous work standards - in short, satisfy yourself that your contractors are reliable and competent.
- | All space only stands must produce a Risk Assessment for your activities on site (and a Method Statement where applicable) and submit these to Inside Events along with your stand designs.
- | Provide suitable training and information to your staff and contractors regarding the on-site risks in order for them to understand and fulfil their responsibilities.
- | Plan your time during build-up and pull out. Schedule a Late Working rota.
- | Review your findings after the show to discover areas that need attention, where accidents occurred and take the appropriate action for the future.



RISK ASSESSMENTS

It is a **requirement** that each exhibitor undertakes their own Risk Assessment prior to the show, listing the tasks and identifying the hazards present on site - then devising ways to minimise and control those hazards. Exhibitors may otherwise be liable to heavy fines and prosecutions. Take into account work practices and exhibits.

Question: So, how do I go about undertaking a Risk Assessment? By Law, it must be 'suitable and sufficient' – but it must also be simple to understand and implement.

Step 1: Look for the Task/Hazard: What equipment, materials and chemicals will be used? How much noise and dust will there be? What are the ground conditions? What vehicle movements and lifting operations have to be considered? Schedule a 'Late Working Rota' to avoid tiredness and mistakes. How are you disposing of waste? Any electrical installations? What hazardous exhibits do you have?

Step 2: Decide who could be harmed and how: Who will be affected by your work and most at risk? Think of your employees, contractors or exhibitors on or near your stand, through to the visitors and public themselves. Safe working depends on co-operation between all the firms on site. Take this into account and consider necessary precautions on every aspect of the work being carried out, which include training and the proSATE of information to all the different parties who are at risk.

Step 3: Evaluate the risks: Once you have done this adequately, you can then decide on the appropriate action. Ask yourself:

- (a) Can the hazard or risk be removed completely or done in a different way?
- (b) If the risk cannot be eliminated, can it be isolated, controlled or reduced?
- (c) Can protective measures be taken that will protect the entire workforce on site? Protective clothing should only be the last step to take, and is often not the only solution.

Step 4: Record the findings: Write down the findings of your Risk Assessment. Pass on information about significant risks to those people identified in Step 2, and record what measures you have taken to control those risks for future reference.

Step 5: Review your findings: This allows you to learn by experience and take account of any unusual conditions or changes that occurred on site. In all stand-building cases (especially steelwork erection and lifting), the foreman and/or the Principal Contractor should draw up a specific Method Statement and go through it with your contractors in advance of the exhibition.



Shell Scheme Exhibitors must fully complete and sign the Form **HEALTH & SAFETY DECLARATION** and undertake your own risk assessment. If you have indicated on the form that you will be participating in a high-risk activity then you must submit further information to the Organisers before coming on site. If you do not plan a high-risk activity you do not need to submit a risk assessment but please be aware that we may ask to see further documentation on site.

SPACE ONLY STANDS must fully complete and sign the Form **HEALTH & SAFETY DECLARATION**, and ALL Space Only exhibitors must submit a suitable and sufficient **RISK ASSESSMENT**, covering the build up, breakdown and open periods, with your stand plan submission. Please note that if your stand plan is complex then you must also submit a **METHOD STATEMENT**.

Guidance on Undertaking a Risk Assessment:

Step 1: Look for the hazards: How and when will the work be done; where on the stand will each trade involved be working? What equipment, materials and chemicals will be used? How much noise and dust will there be? Where will there

be vehicle movements and lifting?

Step 2: Decide who could be harmed and how: Who will be affected by your work and most at risk? Think of your employees, contractors or exhibitors on or near your stand, through to the visitors themselves. Safe working depends on co-operation between firms on site so take this into account and consider necessary precautions on every aspect of the work being carried out.

Step 3: Evaluate the risks: Once you have done this adequately, you can then decide on the appropriate action. Ask yourself (a) can the hazard or risk be removed completely or done in a different way? (b) if the risk cannot be eliminated, can it be controlled? (c) can protective measures be taken that will protect the entire workforce on site?

Step 4: Record the findings: Write down the findings of your Risk Assessment. Pass on information about significant risks to those people identified in Step 2 and record what measures you have taken to control those risks.

Step 5: Review your findings: This allows you to learn by experience and take account of any unusual conditions or changes that occur on site. All venues have different rules and regulations, and certainly no two exhibitions provide the same environment. In all complex stand building cases (especially steelwork erection and lifting), you or the Principal Contractor should draw up a specific Safety Method Statement and go through it with the exhibiting company and Organisers in advance of the exhibition.

The following risk guide can be used to decide if a significant risk falls into high, medium or low category. This information can be stated next to each identified risk. The level of detail given in your risk assessment should be broadly proportionate to the level of risk involved.

Very low risk	1 – 4	Requires no action	Requires no action
Low risk	5 – 7	May require action or creating more awareness	May require action or creating more awareness
Medium risk	8 – 14	Requires action to be programmed over the coming weeks	Requires action to be programmed over the coming weeks
High risk	15 – 36	Requires action to be undertaken immediately	Requires action to be undertaken immediately

Risk Guide						
SEVERITY ►	1 = Trivial injury/injuries	2 = Minor injury/injuries	3 = Major injury to one person	4 = Major injury to several persons	5 = Death to one person	6 = Multiple deaths
PROBABILITY ▼						
1 = Negligible	1	2	3	4	5	6
2 = Possible occurrence	2	4	6	8	10	12
3 = Occasional occurrence	3	6	9	12	15	18
4 = Frequent occurrence	4	8	12	16	20	24
5 = Regular occurrence	5	10	15	20	25	30
6 = Common occurrence	6	12	18	24	30	36

Marketing, Press & PR Information

MARKETING, PRESS AND PR INFORMATION

There are several ways to promote your presence at EWEC 2010. We will work closely with you to ensure that you make the most of the following opportunities and therefore benefit from a busy stand and a profitable business. This section is designed to explain the opportunities and to help you complete the necessary forms.



FREE EXHIBITION CATALOGUE ENTRY

The official EWEC 2010 exhibition catalogue will be produced by Publishing Events Ltd., on behalf of EWEA, The European Wind Energy Association.

Each exhibitor is allowed to submit a company description (50 words) to be included in the exhibition catalogue. This is done online, through the form "Exhibition catalogue entry", which will be available shortly and can be found in the checklist. If the catalogue entry is not received on time, details as shown on your exhibition space contract will be mentioned.



ADVERTISEMENT IN THE EXHIBITION CATALOGUE

This exhibition catalogue will be handed out to all delegates and visitors as they enter the event and is used as an essential directory both during, and following, the show. **So don't miss out on this fantastic opportunity and book an advert in the exhibition catalogue!**

For details see the **Exhibition catalogue advertising form** in the checklist.



INVITATIONS

Exhibitors may order visitor invitations before 14 November 2009 in order to promote their presence at the EWEC 2010. Visitors are able to access the exhibition with such an invitation at the cost of the exhibitor, who will be charged 20 EUR/day/person. Please note that the invitations will be collected on site by the registration staff and will be invoiced after the event. You can order visitor invitations through the form in the checklist.



PR/PRESS INFORMATION

We recommend that you keep relevant journalists regularly updated to increase the awareness of both your product launch and presence at the show. Why not invite them to your launch, drinks reception, prize draw or charity event?

You can also promote your presence at EWEC 2010 to your contacts by using the EWEC 2010 logo in your website, newsletter, invitation or advert: please go to <http://www.ewec2010.info/index.php?id=83> to download the EWEC 2010 logo.



PRESS OFFICE AND PRESS PACKS

The press office is the first stop for journalists visiting the EWEC2010 and we recommend that information on your company is made available to them. Our Communication team will ensure all the key press are fully briefed and invited to EWEC2010.

Please liaise with the EWEA Communication team concerning any planned photo-calls, VIP celebrity visits or interesting news items. If you would like to supply packs to be displayed in the press office, please contact **Paolo Berrino** communication@ewea.org or +32 2 400 10 55.



SPONSORSHIP OPPORTUNITIES

For more information on the available sponsorship opportunities please see the **Sponsorship form** in the checklist or contact Anna Hedrzak, ah@ewea.org or Christi Newman, cn@ewea.org.

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Name :
Username : (No User)
Company Name :
Address :

County :
Postcode :
Country :
Telephone :
Fax :

Stand :
Stand Size :

If these details are incorrect, then please contact us at Sanna.Heinonen@ewea.org so they can be changed.

Contact Us

CONTACT US

If you are having difficulty using this manual, please email details of your problem to ewec@inside-events.co.uk or call a member of the operations team on +44 (0) 2476 51 00 14. If you are experiencing technical problems please email details to the [webmaster](#) or call the Manual Hotline on +44 (0) 844 557 2860 . The hotline is open from 8.30am until 5.30pm, Monday to Friday.

