

Exhibitor Key Information & Deadlines

We require various paperwork from you prior to the show so this document has been created to help you easily identify what is required and when. It can also be used as a quick reference guide for key information. The first few sections require action from you and the rest outline useful information.

Please view the [manual](#) for full information on exhibiting at the Skills Show.

To do list and deadlines



Stand Plans

SPACE ONLY/OWN BUILD EXHIBITORS: If you are building or subcontracting the build of your stand we will require a full construction phase plan to be provided to technical@worldskillsuk.org to cover all stand build/breakdown activity on site. This will be required irrespective of the dates you are on site.

Health & Safety

As per The Health and Safety at Work Act 1974, we need to ensure appropriate processes are in place to protect the safety, health and welfare of all involved at this event.

Required Documentation:

All exhibitors and any subcontractors you bring on site must complete both a [risk assessment](#) and [method statement](#) that looks at the hazards, risks and control methods you have in place for your exhibition stand, including build/installation, general activities and open period where appropriate. These forms need to be signed and returned by 16/09/16.

Public liability insurance

We will require a copy of your public liability insurance prior to your arrival on site.

All forms need to be emailed to technical@worldskillsuk.org

CDM Induction Acknowledgment Form

Construction Design and Management (applies to Space Only Stands or those using contractors)

Due to changes in legislation and to comply with Construction, Design and Management regulations, we will require you and your contractors to read and understand the below documents. The acknowledgement form will need to be signed on behalf of everyone from your organisation, including subcontractors, and returned by 16/09/16. In addition to this we will require a Construction Phase plan from your nominated contractor. If you should have any questions regarding this please contact technical@worldskillsuk.org

[WSUK TSS Site Rules](#)

[WSUK Induction Acknowledgment Form](#)

Stand Requirements/Orders

Please refer to the 'who are you' section in the manual if you are unsure what is/isn't included in your package. All forms need to be submitted by the 14th October or surcharges will apply.

Requirement	Link
Water, Waste & Gas IT / Internet Catering Venue Services (barriers, cleaning etc)	Via the NEC. Order Form
AV	Via Blitz Communications. Order Form
Freight, Lifting & Storage	Via Agility. Order Form
Main Electrics & Lighting	Via GES. Order Form
Furniture & Carpet	Via GES. Order Form
Shell Scheme: Additions & Extras	Via GES. Extras order form
Graphics The Art Work Preparation Guidelines must be adhered	Via GES. Order Form Have a Go & Feature Exhibitors dsheldon@ges.com Shell Scheme Exhibitors sgrant@ges.com

Registration

All personnel working on your stand need to be registered and collect their access badges on site. These should be worn at all times during the build-up, open days and break-down. Passes can be collected from the registration desk in Hall 6 on your arrival. To register go to www.delegate.com/the-skills-show-registration/2016/deliveryteam

Key Information

Access Times

		Monday 14 November	Tuesday 15 November	Wednesday 16 November	Thursday 17 November Show open 09:00-16:00	Friday 18 November Show open 09:00-16:00	Saturday 19 November Show open 10:00-16:00	Sunday 20 November
Space Only Exhibitors Stand Builds	Prior agreement only	10.00 - 18.00	09.00 - 20.00	08.00 - 18.00	08.00 - 18.00	08.00 - 21.00	08.00 - 12.00	
Feature Exhibitors Have a Go Exhibitors Shell Scheme Exhibitors	No access	No access	09.00 - 20.00	08.00 - 18.00	08.00 - 18.00	08.00 - 21.00	No access	

Floorplan

The floorplan can be found [here](#).

Key Contacts

Query	Responsible	Telephone	Email
Information regarding your stand and additional orders	GES ServiCentre	02476 380 180	N/A
Health & Safety documentation	Event Technical Team	N/A	technical@worldskillsuk.org
Confirmation of stand size and location	Commercial Team	020 3740 8257	sponsor@worldskillsuk.org
Registration	Registration Support Team	01252 771 020	theskillsshow@delegate.com

Parking & Deliveries

General build up: Wednesday 16 November

On arrival all vehicles should go to the **N12 lorry park**.

The NEC will be operating a deposit system on Tuesday 15 and Wednesday 16 November to assist the traffic movement at the rear of the halls. Details about the deposit system can be found [here](#). Download the pre-payment order form [here](#).

Drivers must remove their vehicle from the rear of the halls as soon as possible. Once unloaded traffic officers will direct you to the nearest car park. Car parking is free of charge on build days. Shuttle buses will not be running from the car parks on build days. Please view the [NEC Site map](#).

All exhibition stands must be completed by 20:00 on 16 November 2016 as access is restricted on the opening morning and you will be unable to bring your vehicle to the unloading area.

Show days: Thursday 17 to Saturday 19 November

Exhibitors will need to park in North **3 - 7 car parks** and make their way to the halls via shuttle buses or foot. Please view the [NEC Site map](#). Car parking is charged at £10 per car, per day during the open period.

If passes are included in your contract you can collect them from the Production Office located in Hall 19.

Shuttle buses will run during the following days and times:

Thursday 17 and Friday 18 November

07:45 – 09:00 and 17:00 – 19:00

Saturday 19 November

07:45 – 19:00

Breakdown: Saturday 19 November – 17:00 - 21:00

Please note that for Health and Safety reasons goods cannot be removed from your exhibition stand until the event is officially closed for the day and **ALL** visitors have left the halls.

Vehicle access for breakdown will be from approximately 17:00 on 19 November 2016. **No vehicle entry is permitted before 17:00.**

Exhibitors will be able to leave the building with materials on foot via the public exit routes from 16:00, although vehicle entry doors will remain closed until 17:00.

All vehicles will be directed to the N12 lorry park.

Breakdown and hall exit must be completed by 21:00.

Production Office

This can be found in the organiser office adjacent to Hall 19. Any urgent queries please contact us on 0870 7613240.