

International Small Wind Conference 2010

27-28 April 2010, Glasgow Science Centre

EXHIBITOR MANUAL

Dear Exhibitor,

Thank you for taking part in the exhibition. This manual contains information to assist you in all aspects of the exhibition. If you still have any queries please do not hesitate to contact me.

At the end of this document you will also find a Risk Assessment and Health & Safety forms. Please fill these out and send to us ASAP.

We look forward to seeing you in Glasgow.

Regards
Veronika

Veronika Sucha
Events Manager
Tel: 020 7901 3015
Fax: 020 7901 3001
Email: v.sucha@renewable-uk.com

Iswc2010, Sponsored by:



CONTACTS

RenewableUK

Veronika Sucha, Events Manager

T: +44 (0)20 7901 3015, E: v.sucha@renewable-uk.com

Bookings/Passes

RenewableUK Booking Team at Ten Alps

T: +44 (0)20 7878 2481, E : RenewableUK@tenalps.com

Venue

Glasgow Science Centre

50 Pacific Quay, Glasgow, G51 1EA

www.glasgowsciencecentre.org

Contact: Katrina Ross, Events Co-ordinator

T: +44 (0)871 540 1005, +44 (0)141 420 5010, E: katrina.ross@glasgowsciencecentre.org

AV

Dimension8 Ltd

T: +44 (0)1633 270808, www.dimension8.com

Contact for a quote: Jon, jon@dimension8.com

Freight Forwarder

CEVA Showfreight

Tel: +44 (0)121 782 8888, Fax: +44 (0)121 782 2875

E: tom.hands@cevalogistics.com

TIMETABLE

MONDAY 26 APRIL		
EXHIBITION SET-UP	15:00 – 17:30	Atrium & Clyde Suite
TUESDAY 27 APRIL		
EXHIBITION SET-UP	08:00 – 09:00	Atrium & Clyde Suite
CONFERENCE + EXHIBITION OPEN	09:00 – 17:30	IMAX + Atrium & Clyde Suite (view programme on our website http://www.renewable-uk.com/events/small-wind-conference/programme.html)
CONFERENCE NETWORKING RECEPTION	17:30 – 21:00	Science Mall at the Science Centre
WEDNESDAY 28 APRIL		
CONFERENCE + EXHIBITION OPEN	09:30 – 17:00	IMAX + Atrium & Clyde Suite
EXHIBITION BREAKDOWN	15:45 – 19:00	Atrium & Clyde Suite

YOUR EXHIBITION STAND

Your exhibition space is 3x1m and each stand will be provided with:

- 6ft trestle table with table cloth
- 2 chairs
- Access to power socket. **There are a limited number of sockets, please bring an extension lead.**
- There is no shell scheme and the floor is tiled.

The maximum allowed height of your stand is ca 3.5m. If this presents a problem, please contact v.sucha@renewable-uk.com.

Exhibition floorplan is on the event website http://www.renewable-uk.com/events/small-wind-conference/pdfs/ISWC2010_Floorplan.pdf.

If you would like to order plasma or any other AV for your stand please contact Jon at Dimension8 and he will quote accordingly jon@dimension8.com.

Please read RenewableUK's standard [exhibition policies](#) in advance of the event.

DISPLAYS

Exhibitors are welcome to display products or models. Displays which fit within the stand space are allowed on your stand but if you would like to bring anything larger please contact v.sucha@renewable-uk.com, 020 7901 3015 to discuss feasibility. Larger display will be placed outside the venue. Set-up for stand display is outlined in the Timetable, large outside displays can be set-up on Monday between 9:00 – 17:30 and dismantled on Thursday 29th.

A separate Risk Assessment and Method Statements are required for the display set-up. Please send both to v.sucha@renewable-uk.com ASAP.

DELIVERY & COLLECTIONS

Exhibitors can set up either on Monday 26th April from 15:00 – 17:30 or on Tuesday morning from 8:00 – 9:00. All stands must be fully dressed by 9:00am when delegates arrive and start viewing the exhibition. *See Timetable.*

DELIVERY

Your stand items can be delivered to the Glasgow Science Centre during the opening hours the day before the event. The venue doesn't have a big storage facility so please don't send your stand items before Monday.

Please clearly state the event title, the exhibitor company name and address it to Katrina Ross (our event co-ordinator).

ISWC 2010

Exhibitor name, stand number

Security Office – Basement Level

Attn: Katrina Ross

Glasgow Science Centre

50 Pacific Quay

Glasgow

G51 1EA

Exhibitors are reminded **that CEVA Showfreight** can help with moving, deliveries and collections.

Please contact Tom Hands, T: +44 (0) 121 782 8888,

E: Tom.Hands@cevalogistics.com

COLLECTIONS

You can collect your stand items Wednesday 28th by 17:30 or store it at the venue until the next day.

SET-UP & BREAKDOWN

Exhibitors can set up either on Monday 26th April from 15:00 – 17:30 or on Tuesday morning from 8:00 – 9:00. All stands must be fully dressed by 9:00am when delegates arrive and start viewing the exhibition. See *Timetable*.

Exhibitors are able to break down and pack up after the last coffee break on Day Two. All stand areas must be cleared and items removed by 19:00. See *Timetable*.

Exhibitors are reminded that **CEVA Showfreight** can help with moving, deliveries and collections. Please contact Tom Hands, T: +44 (0) 121 782 8888, E: Tom.Hands@cevalogistics.com

AV

If you would like to order plasma or any other AV for your stand please contact Jon at Dimension8 and he will quote accordingly jon@dimension8.com. Please note all items on your stand must fit into the area you have been allocated, or they may be removed for health & safety reasons.

INTERNET

Wireless internet connection is available in both exhibition rooms Atrium & Clyde Suite free of charge. Please pick up your code at the Registration desk.

FREIGHT FORWARDER

CEVA Showfreight is the sole appointed freight forwarder and onsite logistics contractor at RenewableUK events. CEVA can provide a variety of specialist logistical solutions for exhibitors including transportation, customs clearance, forklift trucks, cranes and onsite storage.

For further assistance please contact Tom Hands.

CEVA Showfreight
Unit 3a, Perimeter Way
NEC, Birmingham
B40 1PJ
T: +44 (0) 121 782 8888 (Tom Hands)
F: +44 (0) 121 782 2875
E: tom.hands@cevalogistics.com

REGISTRATION

Please register your complimentary / additional exhibition staff passes and conference passes online at <http://www.renewable-uk.com/events/small-wind-conference/register.html>. The registration will be open in a week's time.

TRAVEL & ACCOMMODATION

The venue is situated on the River Clyde, close to the SECC, a short distance from Glasgow city centre. The address is Glasgow Science Centre, 50 Pacific Quay, Glasgow G51 1EA. For full directions, please visit www.gsc.org.uk.

An online booking system for overnight accommodation is available via our website http://www.renewable-uk.com/events/small-wind-conference/travel_and_accomodation.html.

PARKING

There is a car park onsite. All delegates and exhibitors will be provided with a code which will allow them to park for free. You will only need this code on exit, please pick it up at the Registration desk.

PASSES

Each exhibitor is entitled to 1 x 2-day Conference Pass & 1 x 2-day Exhibitor Pass, including lunches, coffee breaks and entrance to the Conference Reception (to be held at the same venue, 17.30 - 21.00 Tuesday 27th April). To book these, please contact our registration team at Ten Alps, email RenewableUK@tenalps.com or call +44 (0) 20 7878 2481.

RISK ASSESSMENT and HEALTH & SAFETY

All exhibitors must complete both attached forms prior to the exhibition. **Failure to do so will mean that the company will not be permitted to exhibit.**

THE DEADLINE FOR SUBMITTING YOUR FORMS IS: 12 April

Definition of a Risk Assessment

A risk assessment is the commonly used term for what is generally described in legislation, strictly speaking, as assessment or analysis. Assessments must be carried out of all tasks, systems of work, workplaces, workstations, etc. The Management of Health and Safety at Work Regulations 1999 (Regulation 3) require a competent person to carry out a 'suitable and sufficient' assessment in the workplace.

A suitable and sufficient risk assessment is one that:

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

The risk assessment shall cover as a minimum (but not limited to) the build-up, the open period and break down of their event.

RenewableUK ISWC2010 – RISK ASSESSMENT

Company Name:	Job Title:
Assessed by:	Date:
1. Activity to be assessed:	Example: Using a television / laptop on your stand
2. Identify existing or potential hazards that may cause harm	Example: Loose cables
3. Who is at risk of harm:	Example: Staff, Visitors
4. What existing precautions exist to reduce or eliminate the risk of harm:	Example: Use a cable tidy
5. What additional precautions do you need to reduce or eliminate the risk of harm:	Example: Highlight the cable tidy with fluorescent tape

Please use additional sheets if necessary and return your completed form by **12 April** to:
 Veronika Sucha, Events Manager, RenewableUK, Greencoat House, Francis Street, London, SW1P 1DH.
 Fax: + 44 (0)20 7901 3001, email: v.sucha@renewable-uk.com

HEALTH & SAFETY DECLARATION

THE HEALTH & SAFETY AT WORK etc. ACT 1974 (HSWA)

It is a condition of entry into the exhibition that every exhibitor, contractor, sub-contractor, supplier and their agents comply with the HASAWA 1974 and all other legislation covering the venue. The exhibitor accepts that it is their legal and moral responsibility to ensure that their own and others' health & safety is not put at risk by their actions or inactions during the exhibition.

**DEADLINE FOR THIS FORM IS:
12 April**

Our Health & Safety representative on the stand will be:

Name:	Company Name:
Stand Number:	Mobile number:
Company Contact Details:	

To be signed by a senior member of staff within the exhibiting company:

Name:	Position:
Signature:	Date:

RETURN THIS FORM TO:

**Veronika Sucha
RenewableUK**

**Fax: +44 (0)20 7901 3001
Email: v.sucha@renewable-uk.com**

HEALTH & SAFETY

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.

BWEA and QEII Conference Centre are committed to providing, maintaining and promoting, so far as is reasonably practicable, the highest standards of Health, Safety & Welfare at all our events.

All exhibitors and contractors at events organised by BWEA 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 form.

DO'S & DON'T'S

For ease of reference please refer to the checklist below, which will help ensure that the following areas have been considered:

DO'S

- 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.
- 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 an I.E.E. qualified electrician carries out all electrical work.
- 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.
- 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 unsecured displays. Stands and displays can be knocked by visitors and must be safe and secure.
- 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.