

# Wave & Tidal 2011

## 2 March, London

### VENUE

#### The Queen Elizabeth II Conference Centre

The Queen Elizabeth II Conference Centre  
 Broad Sanctuary, Westminster, London SW1P 3EE

[www.qeicc.co.uk](http://www.qeicc.co.uk)

Contact: Darren Jordan, Events Manager, Tel: 020 7798 4027,

E: [darren.jordan@qeicc.co.uk](mailto:darren.jordan@qeicc.co.uk)

#### Directions & Map

The QEII Conference Centre is located in the very heart of Westminster opposite to the Houses of Parliament and Big Ben.

Visit QEII website on the best way to find the venue and for a map:

<http://www.qeicc.co.uk/organising-an-event/our-location/how-find-us>

**Driving** – The QEIIICC is located within the congestion charge zone. For more information about congestion charging, visit [www.cclondon.com](http://www.cclondon.com). See details on parking on page 4.

### TIMETABLE

Tuesday 1 March		
19:00 – 21:00	Pre-conference Networking Reception	Boat on the Thames (see event website for details and how to register)
Wednesday 2 March		
7:00 – 8:30	Exhibition stands set-up	3 <sup>rd</sup> Floor (Benjamin Britten Lounge + Whittle Room)
8:30 – 17:30	Conference & exhibition open  (view conference programme at <a href="http://www.renewable-uk.com/events/wave-tidal-conference/programme.html">http://www.renewable-uk.com/events/wave-tidal-conference/programme.html</a> )	3 <sup>rd</sup> Floor  (Fleming Room + BBL + Whittle Room)
17:30 – 20:00	Exhibition break-down	

## EXHIBITION STAND

Your exhibition stand is 3x2m and each stand will be provided with:

- **Shell scheme** – white foamex panels, each 1m wide and 2.5m high with a cross bar over the top so the **maximum building height is 2.43m**.  
Light displays can be fitted with two-part Velcro (hook & loop), blutack or double-sided sticky pads. Heavier display items, smaller than 1m wide, can be hung from the top of the stand walls using wire and hook which can be ordered as an extra via the Online order form through our contractor Dimension8.
- **Fascia name board** – please submit your name for stand fascia via the our online form <http://www.dimension8.com/2006/Exhibition-Name-Board.php>
- **Carpet** – the exhibition floor is fully carpeted in blue
- **Table** - 5ft trestle table with table cloth
- **Chairs** for stand personnel
- **Power socket** - Stands in Benjamin Britten Lounge – power socket will be mounted to the shell scheme
  - Stands in the Whittle Room – power will be supplied from the socket in the floor. The socket can be anywhere in the stand so we recommend to bring an extension lead. If you would like to have a socket fitted to your shell scheme, you will need to order it and pay extra through our official contractor Dimension8 via the online order form.

If you would like to order any extras for your stand (e.g. furniture, AV etc.) please use the Online order form set up by our official contractor Dimention8 <https://www.dimension8.com/onlineordering2.php>. Our exhibition password is WT2011.

## DELIVERY

Exhibitors can set up their stands ONLY on Wednesday 2 March from 07:00 – 08:30am. All stands must be fully dressed by 8:30am when delegates arrive and start viewing the exhibition.

We recommend that exhibitors use **CEVA Showfreight** for deliveries and collections as they will be onsite during the event and will deliver/collect your stand items directly from your stand, unlike regular couriers. Please contact Tom Hands, T: +44 (0) 121 782 8888, E: [Tom.Hands@cevalogistics.com](mailto:Tom.Hands@cevalogistics.com).

Your stand items can be delivered to the QEIIICC from 7:00am on Monday 28 February. All package deliveries must be made carriage paid to the Loading Bay and QEIIICC must be advised on the quantity of items, destination and appropriate contact names. Please note that your company name, the event name and stand number must feature on all deliveries. Please use the **Delivery note** in the back of this manual for all of our items. The venue hosts a lot of events and this will make it easier to locate your items in the storage/loading bay.

If you are delivery by car, please drive to the Loading Bay which is situated on Storey's Gate in Westminster. The Loading Bay is a shared facility for all Deliveries and Collections at the QEIIICC and vehicles are permitted access on a first come, first served basis. Therefore, we strongly recommend you to deliver your stand equipment on or before Tuesday 1<sup>st</sup> March.

## COLLECTIONS

All exhibition equipment properly and securely packed and labeled with a **Collection note** (at the end of the manual) should be taken back to the loading bay on the Ground floor and should be stored in QEIIICC Event Managers Store after the event has finished. If couriers are making a collection you will need to

complete the collection notice, please advise the courier to quote all the details found on this notice. You may experience delay in collection if courier do not arrive with the correct collection information.

Items **MAY NOT BE LEFT** in the exhibition room awaiting collection by courier. ALL ITEMS left unattended in the exhibition room after the event has finished will be disposed of.

## **SET-UP & BREAKDOWN**

All exhibition stands can set up stands on Wednesday 2 March from 07:00 – 08:30am ONLY and all stands need to be dressed by 8:30am when delegates arrive. *See Timetable and Delivery.*

Exhibitors are able to break down and pack up from 17:30 after the conference finishes. All stand areas must be cleared and items removed by 21:00. *See Timetable and Collections.*

We recommend that exhibitors use **CEVA Showfreight** for deliveries and collections as they will be onsite during the event and will deliver/collect your stand items directly from your stand, unlike regular couriers. Please contact Tom Hands, T: +44 (0) 121 782 8888, E: [Tom.Hands@cevalogistics.com](mailto:Tom.Hands@cevalogistics.com).

## **AV + ELECTRICS + FURNITURE**

Each stand will be provided with:

- Table - 5ft trestle table with table cloth
- 2 Chairs
- Power socket - Stands in Benjamin Britten Lounge – power socket will be mounted to the shell scheme
  - Stands in the Whittle Room – power will be supplied from the socket in the floor. The socket can be anywhere in the stand so we recommend to bring an extension lead. If you would like to have a socket fitted to your shell scheme, you will need to order it and pay extra through Dimension8.

Our official contractor is Dimension8. If you would like to order any extras for your stand please use the Online order form set up by our official contractor Dimention8 <https://www.dimension8.com/onlineordering2.php>. Our exhibition password is WT2011.

## **FASCIA NAME BOARD**

Please submit your name for stand fascia via the our online form set up by Dimension8 <http://www.dimension8.com/2006/Exhibition-Name-Board.php>.

## **FREIGHT FORWARDER**

CEVA Showfreight are 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.

Contact: Tom Hands, T: +44 (0) 121 782 8888, E: [tom.hands@cevalogistics.com](mailto:tom.hands@cevalogistics.com)

## FOOD & BEVARAGE

LEITH'S are the QEIIICC official catering company and exhibitors are not allowed to provide their own food and drink at the QEIIICC.

If you like to organize a reception/event please contact Veronika Sucha, [v.sucha@renewable-uk.com](mailto:v.sucha@renewable-uk.com) to discuss. No receptions/side events must conflict with programme of RenewableUK event.

Catering can be ordered by using the **Exhibitor catering order** form in the back of this manual. The deadline is Tuesday 22 February.

Contact: Grant Sorrell, Account Manager, Tel: 020 7798 4644

## INTERNET

Wireless internet connection can be purchased via the QEIIICC website in advance <http://www.qeiiicc.co.uk/organising-an-event/information-technology/order-it-online>

There is also an Internet Café in the Business Centre, located in the main foyer where you can also buy Internet vouchers (15 min/£3.00, 30 min/£6.00, 1 hour/£10.00, 2 hours /£15.00).

## ACCOMMODATION

RenewableUK in association with The Corporate Team has arranged special discounted rates at selected hotels for those wishing to stay in London. More information and accommodation booking link can be found on our event website [http://www.renewable-uk.com/events/wave-tidal-conference/travel\\_and\\_accomodation.html](http://www.renewable-uk.com/events/wave-tidal-conference/travel_and_accomodation.html)

## PARKING

There is no on-site parking available for Exhibitors but the QEIIICC can offer 20% discount on car parking space at Masterpark (200 spaces) which is 5 minutes walk to the Centre.

Claim 20% off Casual Parking Rates, by simply remembering to validate your parking ticket from Masterpark car park (ONLY) at the QEIIICC Business Centre located on the Ground Floor before leaving. The 20% discount will be deducted from your ticket when you exit and make payment at Masterpark.

Masterpark, Great College Street, SW1P 3RX, T: 020 7641 3291

Hours: 24 hours/7 days

Height: 7'0' / 2.13m

	Up to 2 hours	Up to 4 hours	Up to 6 hours	Up to 9 hours	Up to 12 hrs	24 hours	Night rate
Fee	£6.00	£10.00	£16.00	£22.00	£26.00	£32.00	£12.00
With 20% discount	£4.80	£8.00	£12.80	£17.60	£20.80	£25.60	£9.60

## DISABLED FACILITIES

- Information for visitors is available on venue's website at:

[www.qeiiicc.co.uk/attending\\_an\\_event/access\\_for\\_disabled\\_persons](http://www.qeiiicc.co.uk/attending_an_event/access_for_disabled_persons)

## CLOAKROOM

A cloakroom is situated in the foyer on the Ground Floor. All items must be collected from the cloakroom at the end of each event day. The QEII Centre and RenewableUK do not accept responsibility for items left in the cloakroom.

## SMOKING POLICY

Smoking is not permitted anywhere in the venue, a smoking area is provided outside the venue by the main entrance.

## CONTACTS

### RenewableUK

Veronika Sucha, Events Manager, T: 020 7901 3015, E: [v.sucha@renewable-uk.com](mailto:v.sucha@renewable-uk.com)

### Venue

The Queen Elizabeth II Conference Centre  
Broad Sanctuary, Westminster, London SW1P 3EE [www.qeicc.co.uk](http://www.qeicc.co.uk)

Contact: Darren Jordan, Events Manager, T: 020 7798 4027,  
[darren.jordan@qeicc.co.uk](mailto:darren.jordan@qeicc.co.uk)

### Catering **ORDER FORM AT THE BACK OF THE MANUAL** LEITH'S

Contact: Grant Sorrell, Account Manager, T: 020 7798 4644, E:  
[grant.sorrell@qeicc.co.uk](mailto:grant.sorrell@qeicc.co.uk)

### AV + Additional Electrics + Additional Furniture

Dimension8 Ltd, T: +44 (0)1633 270808, E: [info@dimension8.com](mailto:info@dimension8.com)  
[www.dimension8.com](http://www.dimension8.com)

AV ORDERS – [contact jon@dimension8.com](mailto:jon@dimension8.com) and he will quote accordingly  
ADDITIONAL STAND FITTINGS, ELECTRICS, FURNITURE – Use **ORDER FORM – PAGE 3**

### Freight Forwarder

CEVA Showfreight, Unit 3a, Perimeter Way, NEC, Birmingham, B40 1PJ  
Contact: Tom Hands, T: 0121 782 8888, F: 0121 782 2875, E:  
[tom.hands@cevalogistics.com](mailto:tom.hands@cevalogistics.com)

## RISK ASSESSMENT and HEALTH & SAFETY

All exhibitors must complete this form 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 FRIDAY 10 FEBRUARY.**

### 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.

## **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.

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

## **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.

### **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.
- 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.

## RenewableUK Wave & Tidal 2011

### RISK ASSESSMENT and H&S DECLARATION FORM

Please use additional sheets if necessary & return your completed form **by 10<sup>th</sup> February** to: Veronika Sucha, Fax: + 44 (0)20 7901 3001, Email: [v.sucha@renewable-uk.com](mailto:v.sucha@renewable-uk.com)

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

**Our Health & Safety representative on the stand will be:**

Name: \_\_\_\_\_

Contact number: \_\_\_\_\_

Signature: \_\_\_\_\_



The Queen Elizabeth II  
Conference Centre

## DELIVERY NOTE

PLEASE NOTE THAT THE CENTRE IS UNABLE TO ACCEPT RESPONSIBILITY  
FOR ANY DELAY/ LOSS THAT MAY OCCUR

**DELIVERY ADDRESS:** The Queen Elizabeth II  
Conference Centre  
Storey's Gate Loading Bay  
Westminster  
London SW1P 3EE

**EVENT MANAGER:** Darren Jordan

**EVENT TITLE:** **RenewableUK Wave & Tidal 2011**

**EVENT DATE:** **2 March 2011**

**EVENT ROOM(S):** \_\_\_\_\_

**STAND NO. / NAME:** \_\_\_\_\_

**NUMBER OF ITEMS:** \_\_\_\_\_

## COLLECTION NOTE

PLEASE NOTE THAT THE CENTRE IS UNABLE TO ACCEPT RESPONSIBILITY  
FOR ANY DELAY/ LOSS THAT MAY OCCUR

ITEMS NOT COLLECTED FROM THE STOREY'S GATE LOADING BAY WITHIN 48  
HOURS OF THE EVENT WILL BE DISPOSED OF WITHOUT FURTHER  
NOTIFICATION

**EVENT MANAGER:** Darren Jordan

**EVENT TITLE:** **RenewableUK Wave & Tidal 2011**

**EVENT DATE:** **2 March 2011**

**CONTACT NAME/ DELIVERY ADDRESS:**

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**CONTACT TELEPHONE NUMBER:**

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**NUMBER OF ITEMS:** \_\_\_\_\_

# LEITH'S

## Exhibitor Catering

Deadline: Tuesday 22 February 2011

**Please send the order form to:**

**Grant Sorrell**

**Leith's Account Manager**

**T: 0207 798 4644**

**F: 0207 798 4266**

**E: [grant.sorrell@qeicc.co.uk](mailto:grant.sorrell@qeicc.co.uk)**

### Savoury Offers

<b>Finger Food (for 10 people)</b> Selection of Sandwiches Sliced Fresh Fruit Platter Kettle Chips and Dips	£94.50
<b>Canapé (for 10 people)</b> Selection of 30 Cold Bites	£88.50
<b>Breakfast Canapé (for 10 people)</b> Selection of 30 Cold Bites	£88.50
<b>Hot Breakfast Baguettes (10 items)</b>	£33.50
<b>A Selection of Nibbles (for 10 people)</b> Kettle Chips with Salsa and Guacamole Mini Poppadoms with Raita and Mango Mixed Nuts and Herbed Olives	£31.00

### Sweet Offers

Fresh Fruit Basket (20 items)	£22.00
Sliced Fresh Fruit Selection (10 items)	£22.00
Mini Croissants (20 Items)	£25.00
Assorted Mini Danish (20 items)	£25.00
Homemade Cookies (10 items)	£25.00
Chocolate Brownies (10 items)	£25.00
Assorted Mini Muffins (20 items)	£22.00
Bowls of Fruit Sweets and Mints (1Kg)	£10.75

### Lunch Bags

Sandwich	£11.55
Bag of Crisps	
Wrapped Cake or Muffin	
Piece of Fruit	
Mineral Water or Fruit Juice	

### Beverage Ideas

House Wine	£19.95
Prosecco Brut Doc Bel Star NV	£30.95

Pannier Brut Champagne NV	£37.50
Bottled Beers and Lagers from	£3.90
Still & Sparkling Mineral Water (1 litre)	£3.90
Still & Sparkling Mineral Water (330ml)	£1.80
Orange Juice (1 litre)	£3.90
Assorted Canned Drinks (330ml)	£1.40

### Other Items

Coffee and Tea Flask (8 cups)	£11.50
Box of Biscuits	£26.70
Staff Member (per 4 hour shift)	£55.00
Staff Member (per 8 hour shift)	£110.00

### Equipment Hire

(All prices are for a 1 day hire)

Pour and Serve Coffee Machine	£52.50
Pour and Serve Coffee Packets (per packet – 1ltr.)	£7.35
Fridge	£105.00
Cold Water Cooler Dispenser (18.9ltr.)	£105.00
Hot and Cold Water Dispenser (18.9ltr.) (including tea and coffee supplies for approximately 60 servings)	£136.50
Additional Tea and Coffee Supplies (approximately 60 servings)	£31.50
Additional Water Barrel	£31.50

Zumec Orange Juicer £472.50  
(Includes machine hire and sufficient oranges and disposables for the first 25ltr. of juice)

Full Espresso Service £1312.50  
(Includes machine hire and a trained Barista providing a full range of coffees including espresso, latte and cappuccino as well as tea and hot chocolate)

Full Smoothie Service £1417.50  
(Fresh smoothies prepared to an agreed menu including all ingredients and disposables (to a maximum 1000 servings) and a trained member of staff)

White Table Cloth (70x144) £6.00

(Please note, some equipment may be supplied by approved third party companies who will invoice direct – please ask your Account manager for details)

### Drinks Service Charge

**Food, Beverage or Catering Equipment may only be brought into the Centre with the prior consent of Leith's – Please contact your Account Manager to discuss your requirements.**

Mineral Water or Fruit Juices (litre)	£1.00
Beer (bottle/can)	£1.00
Wine (75cl bottle)	£12.00
Champagne (75cl bottle)	£20.00
Spirits (75cl)	£35.00



**Fair Trade Coffee and Tea and Organic Biscuits**



# SHELL SCHEME SPECIFICATION

If you would like to order any extras for your stand please contact Dimension8 via the online order form. See details on page 3.

