



CONTRACTOR MANUAL

IMPORTANT INFORMATION FOR CONTRACTORS

MODA

19-20-21 FEBRUARY 2012

PLEASE READ FOR YOUR SAFE WORKING AT THE

NEC BIRMINGHAM

HALLS 17, 18, 19 & 20

Moda Organisers

ITE Moda Ltd / ITE Moda
Footwear Ltd

The Old Town Hall
Lewisham Road
Slaithwaite
Huddersfield
HD7 5AL
Tel: +44 (0) 1484 846069
Fax: +44 (0) 1484 846232
Email: info@moda-uk.co.uk
Website: www.moda-uk.co.uk

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Tel: +44 (0) 1484 846069
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Email: sarah@moda-uk.co.uk

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Email: sean@modafootwear.co.uk

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Fax: +44 (0) 1484 846232
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Fax: +44 (0) 1484 846232
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Tel: +44 (0) 1484 846069
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Email: caroline.watson@moda-uk.co.uk

Terryanne Dyson

Operations Manager

Tel: +44 (0) 1484 846069
DDL: +44 (0) 1484 848325
Fax: +44 (0) 1484 846232
Email: terryanne@moda-uk.co.uk

Alex Boyd

Event Co-ordinator

Tel: +44 (0) 1484 846069
DDL: +44 (0) 1484 848353
Fax: +44 (0) 1484 846232
Email: alex@moda-uk.co.uk

TIMETABLE

BUILD UP

All contractors must have the appropriate badge in order to gain entry to the halls. Please note that during the build up and breakdown periods no contractor will be allowed access to the halls without the appropriate badge. Moda is now offering an online contractor badge registering service, please visit www.moda.co.uk and click on the 'Contractor' button on the top menu where you will find the link to register for your passes. Please order your badges before 1 February 2012. The appropriate badge(s) will be issued for each name indicated 2 weeks prior to the exhibition. If you do not have internet access please call Katie Brook on +44 (0) 1484 846069. Please note passes must be ordered prior to the exhibition.

Friday 17 February 2012

8.00 am Organiser's Office opens (front of Hall 18 Moda Woman & Accessories, Hall 20 Moda Menswear and Footwear, Hall 17 Moda Lingerie & Swimwear)
8.00 am – 6.00 pm Installation of shell scheme (shell scheme exhibitors are not permitted at this time)

Under no circumstances will exhibitors or contractors be allowed into the halls on Friday 17 February 2012 without prior written consent from the organisers. Contact Terryanne Dyson for details terryanne@moda-uk.co.uk or Alex Boyd alex@moda-uk.co.uk.

Saturday 18 February 2012

8.00 am Organiser's Office opens
8.00 am – 6.00 pm Installation of space only stands and shell scheme interiors (all exhibitors are permitted)

If earlier access is required, it is imperative that you contact Terryanne Dyson on +44 (0) 1484 848325 or terryanne@moda-uk.co.uk for permission.

The following companies will have manned service desks on site during the Saturday of the build up period of the exhibition, details below:

So Group: Standfitting, Electrical & Nameboards	Hall 17,18,20	Entrance
So Furniture: Furniture Hire	Hall 17,18,20	Entrance
Flowers at The ICC	Hall 18	Entrance
So Delivered : Forklift & manual handling	Hall 18	Entrance

EXHIBITION OPEN PERIOD

Sunday 19 February 9.30 am – 6.00 pm **PLEASE NOTE NEW TIME**
Monday 20 February 9.30 am – 6.00 pm **PLEASE NOTE NEW TIME**
Tuesday 21 February 9.30 am – 4.00 pm **PLEASE NOTE NEW TIME**

BREAKDOWN

Tuesday 21 February

4.00 pm Exhibition closes and breakdown commences (once the hall is clear of visitors)
10.00 pm Breakdown finishes (strict deadline)

Under no circumstances may exhibitors start dismantling stands or displays, or start to remove goods from the hall until the show closes at 4.00 pm on Tuesday 21 February. This may pose a hazard to visitors still within the hall and causes inconvenience to other exhibitors who may still be doing business. All goods must be collected before 7.00 pm on Tuesday 21 February.

Wednesday 22 February 2012

Contractors may continue stand breakdown from 8.00am. Stands must be clear of the halls by 12pm. Due to the NEC policy on waste management, the organisers reserve the right to make a charge in respect of waste which is left in the halls and not removed by the contractor.

CARPET

Please note that due to health & safety reasons floor covering should not be laid on top of the existing carpet. Exhibitors with space only stands are able to use the existing carpet if they wish, please complete the attached form on pages 10/11/12 (Footwear exhibitors will automatically receive carpet and need not complete the attached form), otherwise the existing carpet should be removed before any other floor covering is laid. Carpet may only be laid on the venue floor using approved double sided floor tapes for example B7 Clear tape available from Melvilles +44 (0) 121 780 3025 and J T Edwards +44 (0) 121 780 2428. **Please note any damage to the venue floor will be charged for.**

CASH POINTS AND BANKS

There are Link machines located around the Atrium.

CHILDREN

It is a legal requirement that children under the age of 16 are not allowed in the halls during build up and breakdown of the show. Any children within the halls during the build up and breakdown periods of the show will be asked to leave the premises immediately. On the final open day of the exhibition all children under the age of 16 must have left the halls before 4.00pm. During the open period of the exhibition, children are allowed within the halls when accompanied by a responsible adult, but if they are based on an exhibitor's stand they must not leave the stand area unless accompanied by an adult.

CONTRACTOR BADGES

All contractors must have the appropriate badge in order to gain entry to the halls. Please note that during the build up and breakdown periods no contractor will be allowed access to the halls without the appropriate badge. Moda are now offering an online contractor badge registering service. Please visit www.moda-uk.co.uk and click on the 'Contractor' button on the *bottom* menu where you will find the link to register for your passes. Alternatively, please use the following link <http://www.exporeg.co.uk/visit/sites/ite/moda/12feb/contractor/login.asp>.

Please order your badges before 1 February 2012. The appropriate badge(s) will be issued for each name indicated 2 weeks prior to the exhibition. If you do not have internet access please call Katie Brook on +44 (0) 1484 846069. Please note, all passes must be ordered prior to the exhibition.

ELECTRICS

The organisers cannot guarantee that stand power will be available for the whole of the build up period, it is therefore recommended that contractors use battery operated tools where possible.

In the nature of the way in which electricity is supplied to stands at the NEC it is unavoidable that certain stands will have control boxes and cables on them which will be set on the stand, this is particularly so in the case of space only stands. Whilst we do everything in our power to ensure that the intrusion of these boxes and cables is kept to a minimum, there may be some instances where this is unavoidable.

When you complete the electrical fittings location plan on page 9, showing the desired position of your electricity box, you may also request a ducting plan which will show the point in the floor where the ducting cable will be drawn from. Please bear in mind that this point may be significant in terms of your stand design. The ducting plan may be obtained by contacting Paul Yates on +44 (0) 161 874 5138 paul.yates@thesogroup.co.uk

Exhibitors paying for the shell scheme package are entitled to an allocation of one high white spotlight for every three full square metres of space booked. Additional electrical items such as power sockets should be ordered via Early Action. **Please see the order form and plan on pages 8 and 9.**

It is important that your package entitlements as well as any additional items are shown on the plan to indicate where these should be positioned. Please submit orders to So Group by 10 January 2012. **Orders received after this date may be subject to a 20% surcharge.** See the So Group order form for details.

All electrical fittings, wirings and appliances must be constructed and maintained in a safe condition and comply with the Local Authorities and applicable Acts and the current edition of the British Standard 7671 1992 (IEC364) 'Requirements for Electrical Installations' issued by the British Standards Institute with any amendments thereto, The Health and Safety at Work etc Act 1974, The Electricity at Work Regulations 1989 and the Exhibition Venues Association Regulations for Stand Electrical Installations'. Particular attention must be paid to the nature of temporary electrical wiring and the need not to overload the electrical sockets. The venue's Electrical Engineers must be given access at all times to electrical equipment installed on stands. All on site electrical installations must be carried out by Early Action.

EMPLOYMENT OF LABOUR

In order to prevent any misunderstanding in respect of labour employed in connection with stand construction and display work, exhibitors are strongly recommended to use only established contractors who are members of the Event Supplier and Services Association (ESSA) only.

In the interest of the exhibition as a whole, which must be primary at all times, the Organisers' decision on any dispute concerning labour employed must be taken as final.

EXHIBITION SUPPLIES

There is a builder's merchant on the NEC site. Please call Dave Bromage @ Edwards Buildbase on +44 (0) 121 780 2428 for further information. Visit www.buildbase.co.uk or email: nec@buildbase.co.uk
Open 8.00 am – 5 pm Monday – Friday and 8.00 am – 12.00 pm Saturdays.

FIRE PROOFING OF MATERIALS

All materials used must be fire resistant and susceptible to sprinklers. All timber under 1 inch thick, boards, plywood and chipboard under three quarters of an inch thick must be impregnated to Class 1 standard and stamped BS476 (part 7) and conform to Class 1 standard. Perspex must not be used without prior permission from the NEC. Plastics must conform to Class 1 fire regulations.

All textile fabrics used for display must be fixed securely and/or in tight pleats to a solid backing and secured three inches above floor level. No fabric must touch light fittings at any time. No lightings shall be placed so that the lighting surface is in direct contact with the stand construction or display materials.

FIRST AID

The Medical Centre is situated on the Atrium opposite the entrance to Hall 8.

Opening times:

Sunday	19 February	9.00 am - 6.00 pm
Monday	20 February	9.00 am - 6.00 pm
Tuesday	21 February	9.00 am - 4.00 pm

An emergency number is also available in the Organiser's Office.

FORK LIFT TRUCKS

Our official on-site handler is SO Delivered. Please contact Nigel Foster for further details:

SO Delivered
The SO Group Limited
Unit 1 Perimeter Road
National Exhibition Centre
Birmingham
B40 1PJ
Tel: +44 (0) 121 782 3388
Fax: +44 (0) 121 782 3443
Email: nigel.foster@thesogroup.co.uk

HEALTH & SAFETY DECLARATION

The Health & Safety At Work Act, etc, 1974 (HASAWA74)

It is a condition of entry into the exhibition that every exhibitor, contractor, sub-contractor, supplier and their agents comply with the HASAWA74 and all other legislation covering the venue. The exhibitor accepts that it is their legal and moral responsibility to ensure that their own and other's Health & Safety is not put at risk by their actions (or inactions) throughout tenancy. Therefore, it is imperative that you complete and return the Health & Safety Declaration form as soon as possible. **Please see pages 13 and 14 for the declaration form.**

Please see pages 17 and 18 for more information regarding health & safety.

LOADING AND UNLOADING

The NEC introduced a new Workplace Traffic Management policy in October 2006, which affects every event at the NEC. The policy was introduced in order to better comply with Health and Safety legislation, and also to improve the flow of vehicles in the inner areas during the main build up and breakdown days.

The main effect of this policy will be that all exhibitors and contractors will be required to pay a deposit of £50 per vehicle upon entry to the Inner Area, which will be returnable in full provided the vehicle exits the Inner Area within its allotted time.

The key points are as follows;

- 1) The deposit system will only operate on Saturday 18th February 2012.
- 2) You should go to N12 lorry park as normal, from here you will be directed to a payment booth where you will be asked to deposit £50, either by cash (Euros also accepted), cheque, or either Visa or Mastercard. You will then receive a Vehicle Unloading Ticket

which you must display in your vehicle, and which will show the exit time. Unloading time allowed will be either one or two hours, depending on vehicle size. Your payment will be held in the booth.

3) You will then approach the halls, unload your vehicle, and return to N12 lorry park for your refund which will be returned to you in full if you exit within your allotted time. No money will be taken from your account unless you overstay your time. You will then be directed to the appropriate vehicle park, which will be North 2-7.

If you wish, you can pay in advance by contacting The Finance Department, The NEC, Birmingham B40 1NT, Tel +44 (0) 121 767 3923 **or complete the prepayment form on page 17**. However, this must be done at least 10 working days prior the exhibition. Again, your deposit will not be cashed unless you overstay your allotted time and any cheques will be returned from The NEC.

We, and the NEC, are very much aware that there may be valid reasons why you may be unable to unload within the time allowed, and if this is the case, the Traffic Manager, who will be operating at all times at the rear of the halls, has discretion to waive any charges, and to extend the allotted time. However, any extension on time must be arranged before the time on your Vehicle Unloading Ticket has elapsed.

On Thursday 16th, Friday 17th and Tuesday 21st February the system will operate as for previous events, i.e. vehicles should first report to N12 lorry park before approaching the halls. However, there will be an increased Traffic Officer presence, and exhibitors will be encouraged to spend as little vehicle time as possible within the Inner Area.

Disabled drivers will have direct access to the disabled parking bays outside Hall 17 as normal.

Please see page 15 for NEC guidelines.

Please print off 19, your Vehicle Identification Pass, which can be used in any car or delivery vehicle during the build up and breakdown period – if you are using your own contractor to build your stand, you will need to forward one of these to your contractor. The Passes need to be completed with your company name, vehicle registration number and stand number, and must be visible at all times during the loading and unloading procedures. The same slip can be used for both unloading on Saturday 18th February and loading on Tuesday 21st February.

Please note that you must make your own arrangements for offloading deliveries from your vehicle to the stand.

LOST PROPERTY

All lost property should be reported at / taken to the security office beside Hall 6 (tel number +44 (0) 121 767 3986).

ORGANISER'S OFFICE

The Organiser's Office is situated at the entrance to Hall 17, 18 and 20. The following telephone numbers are able to accept incoming messages:

Hall 17 - +44 (0) 870 761 3281

Hall 18 - +44 (0) 870 761 3275

Hall 20 - +44 (0) 870 761 3280

Please note that these offices are only operational during the exhibition opening times (including build up & breakdown period).

PRAYER ROOM

Exhibitors / visitors requiring a place of prayer can visit the prayer room near Hall 2.

SMOKING

In accordance with the Health Act 2006 smoking is prohibited throughout all venues including any temporary demountable structures.

All exhibitions, events and other activities will implement a smoke free policy during all stages of build up, open period and breakdown.

Designated smoking areas are clearly identified to ensure that employees and customers know where they can smoke.

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

SUBMISSION OF PLANS

Contractors must have consideration for other exhibitors and keep the adjacent stands and aisles clean. We reserve the right to make a charge to the exhibitor for contractors who cause damage to and necessitate replacement of carpet etc.

Contractors are required to observe all health & safety procedures and must undertake a risk assessment which must be sent to the following address along with a method statement and 2 x detailed plans (including measurements) of your stand layout. If your stand is over 4m in height at any one point, it must be inspected by an NEC health & safety representative and a structural engineer. A charge is made for this which is passed on to the exhibitor at cost (usually under £350). If your stand is over 4m in height you must inform us at least 6 weeks prior to the commencement of the exhibition. If you require further assistance with this matter, please contact Terryanne/ Alex :

Womenswear / Accessories Terryanne Dyson Operations Manager terryanne@moda-uk.co.uk +44 (0) 1484 848325

Footwear / Lingeries
Menswear Alex Boyd Event Co-ordinator alex@moda-uk.co.uk +44 (0) 1484 848353

ITE Moda Ltd
The Old Town Hall
Lewisham Road
Slaithwaite
Huddersfield
HD7 5AL
Tel +44 (0) 1484 846069
Fax +44 (0) 1484 846232

Wall panels and other structures facing other exhibitor's stands must be properly finished to an acceptable standard.

All work carried out and materials used on any stand must conform to the Health & Safety At Work Act 1974 and the Management of Health & Safety At Work Regulations 1999.

STAND LAYOUT

Contractors should be aware that the backs of stands facing onto other exhibitors' stands, or onto the aisle(s), must be properly finished to a standard acceptable to the organizer.

Contractors should also be aware that other stands backing onto them may be of a different height; if this is likely to pose problems contractors / exhibitors should contact the organizers, who will, where necessary, advise on the details of adjoining stands.

STORAGE

There is a limited amount of storage space on site. Please contact the Organiser's Office for details.

TELEPHONES

A direct line telephone service can be installed on any stand provided that orders are placed in advance of the exhibition. We would advise all exhibitors to take advantage of this service as messages received at the Organiser's Office cannot be guaranteed to be delivered immediately.

Please contact The NEC Sales and Customer Support Team:

NEC Sales and Customer Support Team
Tel: +44 (0) 844 338 8338
Email: eventorders@thenec.co.uk
Web: www.thenec.co.uk/exhibitors
Post: The NEC, Birmingham, B40 1NT

WASTE MANAGEMENT

Exhibitors and their contractors are responsible for the removal of all products from their stand both on build up and breakdown of the exhibition.

Under the waste management regulations imposed by the NEC we incur a charge for any waste material left on site, and we reserve the right to make a charge to exhibitors for any waste materials which have not been removed by yourselves.

4a Space Only FLOORCOVERING



Show:	Moda Woman
Venue:	Hall 18, NEC, Birmingham
Dates:	19 - 21 February 2012

Return By:	10/01/2012
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Our Ref:	S28896
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This space only floorcovering form should be returned to the following address:

So Group Ltd **T:** 0161 874 5150 / 5151
Bedlam House **F:** 0161 874 5102 / 5199
Oldfield Road **Contact:** Nia Owen
Manchester **E:** nia.owen@thesogroup.co.uk
M5 3SR

Space only stands in the above show section do not have floorcovering provided as standard, you can have cream carpet provided by MODA on your stand if required. Please confirm below if you wish to select this option.

We require Cream Carpet to be provided on our stand:

YES	<input type="checkbox"/>
NO	<input type="checkbox"/>

Notes:

- 1) Carpet will only be fitted on receipt of this completed form
- 2) Carpet is supplied with polythene covering
- 3) If you do not require floorcovering from So Group please return this form to remove your stand from future reminders.
- 4) If you require another colour of carpet please contact us on the above number

Details:

Company Name:		
Stand Number:		
Telephone:		
Fax:		
E-mail:		
Contact:		
Signed:		Date:

4a Space Only FLOORCOVERING



Show:	Moda Lingerie & Swimwear
Venue:	Hall 17, NEC, Birmingham
Dates:	19 - 21 February 2012

Return By:	10/01/2012
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Our Ref:	S28896
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This space only floorcovering form should be returned to the following address:

So Group Ltd T: 0161 874 5150 / 5151
Bedlam House F: 0161 874 5102 / 5199
Oldfield Road **Contact:** Nia Owen
Manchester E: nia.owen@thesogroup.co.uk
M5 3SR

Space only stands in the above show section do not have floorcovering provided as standard, you can have pearl grey carpet provided by MODA on your stand if required. Please confirm below if you wish to select this option.

We require Pearl Grey Carpet to be provided on our stand:

YES	<input type="checkbox"/>
NO	<input type="checkbox"/>

Notes:

- 1) Carpet will only be fitted on receipt of this completed form
- 2) Carpet is supplied with polythene covering
- 3) If you do not require floorcovering from So Group please return this form to remove your stand from future reminders.
- 4) If you require another colour of carpet please contact us on the above number

Details:

Company Name:	
Stand Number:	
Telephone:	
Fax:	
E-mail:	
Contact:	
Signed:	Date:

4a Space Only FLOORCOVERING



Show: Moda Menswear

Return By: 10/01/2012

Venue: Hall 20, NEC, Birmingham

Dates: 19 - 21 February 2012

Our Ref: S28896

This space only floorcovering form should be returned to the following address:

Early Action Group Ltd T: 0161 874 5150 / 5151
Bedlam House F: 0161 874 5102 / 5199
Oldfield Road **Contact:** Amy Burns
Manchester E: amy.burns@thesogroup.co.uk
M5 3SR

Space only stands in the above show section do not have floorcovering provided as standard, you can have pearl grey carpet provided by MODA on your stand if required.

Please confirm below if you wish to select this option.

We require Pearl Grey Carpet to be provided on our stand:

YES

NO

Notes:

- 1) Carpet will only be fitted on receipt of this completed form
- 2) Carpet is supplied with polythene covering
- 3) If you do not require floorcovering from So Group please return this form to remove your stand from future reminders.
- 4) If you require another colour of carpet please contact us on the above number

Details:

Company Name:	
Stand Number:	
Telephone:	
Fax:	
E-mail:	
Contact:	
Signed:	Date:



MODA 19-20-21 FEBRUARY 2012 HEALTH & SAFETY DECLARATION

Please complete and return to Terryanne Dyson, ITE Moda Ltd, The Old Town Hall, Lewisham Road, Slaithwaite, Huddersfield, HD7 5AL. Tel: +44 (0) 1484 846069 Fax: +44 (0) 1484 846232.

THE HEALTH & SAFETY AT WORK ACT, ETC., 1974 (HASAWA74)

It is a condition of entry into the exhibition that every exhibitor, contractor, sub-contractor, supplier and their agents comply with the HASAWA74 and all other legislation covering the venue. The exhibitor accepts that it is their legal and moral responsibility to ensure that their own and other's Health & Safety is not put at risk by their actions (or inactions) throughout tenancy.

CONTACT NAME OF HEATH & SAFETY REPRESENTATIVE ON THE STAND:

Position: Mobile no:

Exhibitor: Stand no:

Address:

Postcode:

Tel: Fax:

TO BE SIGNED BY A SENIOR PERSON WITHIN THE EXHIBITING COMPANY:

Authorised by: Date:

Print: Position:

Please tick all applicable boxes from the list below:

1. We are SHELL SCHEME only. We have trained and made our stand staff aware of the potential risks present on site. Our exhibits, demonstrations and work practices cause NO HAZARDS to either ourselves or others on site:
2. We are SHELL SCHEME only. We intend to affix our own walls/shelving within the shell scheme. As such we have ensured our staff are aware for the need of safe working practices, and will cause no HAZARD to either ourselves or others on site.
3. We are SPACE ONLY. My principal contractor(s) (named overleaf) has undertaken a specific Risk Assessment for this event in accordance with HASAWA74 and he has trained and notified his staff and sub-contractors in all such areas identified as being of risk. A copy is available on request:
4. I have ensured that our principal stand contractor(s) has a suitable and sufficient Method Statement prepared for the show – and he has satisfied me of his competence to undertake the tasks required of him:
5. I will make available at ITE Moda a copy of our own company's Health & Safety Policy and Risk Assessment. Our stand staff will be sufficiently instructed and trained in relevant matters in order to carry out their tasks competently:

THIS SECTION IS ONLY APPLICABLE TO SPACE ONLY STANDS

Our Principal Stand Contractor is:

Company:	Contact name:
Position:	Mobile no:
Address:	
	Postcode:
Tel:	Fax:

Please ensure that your contractor(s) have, and operate to, a scheduled late working rota if applicable. The organisers must be informed (via the on site organiser's office) of any late working before 6pm on the day they wish to work late.

PLEASE REMEMBER TO TAKE A COPY OF THIS FORM FOR YOUR FILES.

Health and Safety

HEALTH AND SAFETY

IMPORTANT - PLEASE READ AND ACTION!

ITE Moda Ltd and ITE Moda Footwear Ltd take their responsibility as laid out in accordance with the Health and Safety at Work Act, etc. 1974 very seriously and it is vital that the exhibitors and contractors do the same. The Health and Safety at Work Act embraces exhibition and conference venues as places of work and as an Exhibitor it is therefore essential that you are aware of your legal obligations under the Act.

As a guide only, these responsibilities are to ensure so far as is reasonably practicable, the health, safety and welfare of all your employees, and any plant, article, substance or system of work which may be used, is safe and without risk to health. This includes that all employees, contractors and visitors employed, instructed, invited or entertained by you are provided with suitable and sufficient information, instruction, training and supervision to ensure their health and safety as well as others working on or near your stand, or affected by your work actions or inactions during the show's tenancy.

The principal areas, which need to be brought to the attention of yourself and any contractors, include the following:

1. You must undertake a suitable and sufficient Risk Assessment outlining the control measures you will implement to eliminate or eliminate/reduce to an acceptable level any major hazards or risks posed by your work activities.
2. Ensure all persons understand the Fire and Emergency Procedures and the location of the First Aid Centre (on the Atrium outside Hall 8). All your staff and contractors must be notified of these procedures, and it is recommended that at least one member of your team has undertaken a basic first aid course.
3. It is imperative that emergency exits and specific gangways are kept clear at all times.
4. Working at height must be done in a safe manner, using suitable equipment in the approved way i.e. steps, scaffold towers, powered access equipment etc.
5. Delivering exhibition materials to and from stands must be done in a safe manner, having regard to the need to eliminate/reduce to an acceptable level any potential traffic hazards in the car parking areas, and potential trip hazards when delivering materials to stands.
6. Operatives must wear suitable protective clothing relevant to their job.
7. All powered access equipment i.e. forklift trucks, cranes etc. are only to be operated by the appointed contractors who are fully trained, competent and licensed. All such equipment has been recently inspected in accordance with the Lifting Equipment and Lifting Operations Regulations 1998. Where restraining devices are fitted they must be worn.
8. Only acceptable substances are allowed on-site and full compliance with the COSHH (Control of Substances Harmful to Health) regulation is required. Safety Data Sheets must be available for all such substances and brought to the attention of the Organisers. Please note that fluorescent lighting tubes require specialized disposal as hazardous waste must not be placed in the normal NEC skips.

9. Ensure portable power equipment is only used for the purpose it was designed, with safety guards and other safety devices fitted and used. Power leads must be kept to a minimum and only across gangways if properly taped down. Power requirements must not overload the system's order. Such equipment must never be left unattended with power supplied to it. Please do not create a trip hazard at any time.
 10. It is the Exhibitor's responsibility to ensure that all staff and contractors are fully trained to ensure safe working practices at all times. Good housekeeping and tidiness in all work areas minimizes hazards and aids security.
 11. Please ensure all persons employed by yourself or your company or affected by your work actions are aware of these Health and Safety responsibilities. Exhibitors must obtain their contractor's Health and Safety Policy and Risk Assessment detailing specific safety procedures, hazards and their associated control measures, competence and training of staff and a named individual safety officer responsible for their work activities throughout the shows' tenancy.
 12. All electrical work must comply with the EVA Electrical Regulations 1998 as well as those of the exhibition organiser. All electrical work carried out on behalf of the exhibitor shall at all times be subject to the inspection and approval of the NEC's duly credited Electrical Surveyor. Under no circumstances are exhibitors, their staff, or any other contractor allowed to make lighting or power connections. Early Action Group, the event Electrical Contractor, will be responsible for all the mains connections.
- N.B. May we remind exhibitors that you are obliged to report accidents to the Organiser's Office and the Medical Centre situated on the Atrium opposite Hall 8 as soon as they occur.

IMPORTANT!

Please read the Fire, Security and Traffic information supplied by the NEC. This will be placed on your stand prior to the event opening.

Vehicle Unloading Tickets – Prepayment Order Form

MODA

Deadline for applications is – 6 February 2012
 Date(s) Deposit System is in operation: 18th February 2012
 (Deliveries before these dates are free of charge)

One vehicle unloading ticket per vehicle

	Price (£) VAT is included	Number of passes Required	Total Price (£)
Vehicles up to 2 tons (1 hour allowed)	£50 per pass		
Vehicles over 2 tons (2 hours allowed)	£50 per pass		
Articulated Vehicles (3 hours allowed)	£50 per pass		
CHEQUE TOTAL			

Please complete using block capitals

Company Name

Address

.....

Post Code

Telephone.....

Refund cheques made payable to

NamePosition in Co

Please make cheques payable to THE NATIONAL EXHIBITION CENTRE LIMITED
 Faxed copies and cheques drawn on foreign banks cannot be accepted.
 Unused pre-paid passes will be refunded automatically direct to the purchaser.

Please note: It is the exhibitors' responsibility to ensure that your ticket is stamped IN & OUT. Tickets not showing two time stamps will be considered out of time and no refund will be given.

Your cheque MUST be enclosed with this order form and sent to:

The NEC Finance Department
 NEC Group Limited, NEC House
 Birmingham, B40 1NT

Finance Dept: 0121 767 3923
 Delivery of Goods Enquiries: 0121 767 3973/3976/3453
 Traffic Enquiries: 0121 767 2612/3776/3779



Exhibition: MODA

Halls: 17-20

In order to maintain a smooth traffic flow at The NEC, vehicles delivering goods to an exhibition require a vehicle unloading ticket to gain access to the Halls. Provided the delivery is completed within the time stated, the full cost of the ticket will be refunded.

This entry deposit system will operate on 18th February 2012.

Delivery of goods

1. All vehicles will be directed to one of the following lorry parks:

NORTH

These areas will be clearly indicated by signs located on the roads within The NEC.

2. Cars and vehicles up to two tons will be allowed one hour from the time of entry.

Vehicles over two tons will be allowed two hours. Articulated vehicles will be allowed three hours.

3. Exhibitors are advised that the delivery time will commence when the delivery document is time stamped on entry to the controlled area.

4. Having made the delivery, drivers and vehicles should return to the marshalling area, following 'Return Route' signs. At this point, the ticket will be time-stamped to avoid any time penalty.

Should a driver find that they are unable to make the delivery within the specified time, and through no fault of their own, then please inform The NEC security staff within the Hall, who in turn will request the attendance of a Traffic Supervisor.

5. Drivers wishing to stay at The NEC for the remainder of the day may use alternative designated car parks, free of charge.

Methods of Payment

1. There are two methods of payment:

By completion of the attached form and send a cheque for £50.00 payable to National Exhibition Centre Limited.

By payment on arrival at The NEC, either by cash, cheque or credit card.

2. If a pre-paid Vehicle Unloading Ticket is used by the driver and they depart The NEC within the time stated, a cheque for £50.00 will be returned from The NEC.

3. If a driver pays in cash on arrival, the £50 will be handed back to them on the day provided they have returned within the time stated.

4. If a driver pays by cheque on arrival, the cheque will be returned to the driver providing they depart within the time stated.

5. To assist with free-flow of traffic, exhibitors are advised to order a vehicle unloading ticket well in advance.

Trailer

Cars with trailers will not be allowed to park overnight within the North & South lorry park. They will however, be allowed to park in a designated car park. For further details please contact The NEC Traffic Department on 0121 767 2612/3776/3779.

Hire Transport

Exhibitors should ensure that all hire transport drivers are advised of these procedures, prior to their arrival at The NEC.

Information for Driver

- All traffic will be directed to the North & South Lorry Parks prior to moving through the Gates.
- These instructions are mandatory. Please be advised that the Road Traffic Act 1988 & Removal of Vehicle Regulations 1986 apply. If necessary, the rules and regulations will be implemented by the National Exhibition Centre's Law Enforcement officers.

VEHICLE IDENTIFICATION PASS

ONLY VALID IN CONJUNCTION WITH THE NEC VEHICLE UNLOADING TICKET



19-20-21 FEBRUARY 2012

Vehicle registration number.....

Delivering to stand number.....

Company.....

Mobile number of driver.....

CONTRACTORS MAY REMOVE ITEMS FROM THE HALLS ON BOTH BUILD UP AND BREAKDOWN BUT NOT BEFORE 4PM ON TUESDAY 21 FEBRUARY 2012

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ONLY VALID IN CONJUNCTION WITH THE NEC VEHICLE UNLOADING TICKET



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