



BUSINESS DESIGN CENTRE **CONFERENCE MANUAL**

Located only 10 minutes from King's Cross St. Pancras International, amongst a plethora of restaurants and bars in fashionable Islington, the Business Design Centre is the UK's first CarbonNeutral® venue; playing host to over 80 exhibitions, 250 conferences and attracting in excess of half a million visitors every year.

With a reputation founded on the quality of its environment and flexibility of space, the venue is the perfect setting for high profile conferences for up to 2,500 guests. Facilities include in-house caterers and audio-visual company, an adjacent Hilton hotel, onsite car parking and wireless internet capabilities throughout. The centre also has full disabled access.

We are happy that you have chosen to bring your conference here to the Business Design Centre and hope that this guide will help you to make the most of our services. If there's anything that we have missed though please feel free to ask; you'll find our details in the contacts section.

We look forward to seeing you onsite,

Max, Kate and Emma

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ACCESS TIMES

Whenever you're onsite with us here at the Business Design Centre you can be safe in the knowledge that one of our team will be on hand in case you need anything throughout the process of setting up, running or breaking down your event. The hours of access will be written on your agreement and specify when your tenancy will begin and end.

Our operating hours are permitted and governed by the local authorities as detailed below:

Monday ~ 08:00-22:00
Tuesday ~ 08:00-22:00
Wednesday ~ 08:00-22:00
Thursday ~ 08:00-22:00
Friday ~ 08:00-22:00
Saturday ~ 08:00 - 20:00
Sunday ~ 09:00-18:00

AUDIO VISUAL HIRE

Charlene and Lauren can help out with all your audio-visual needs. AVC Productions are our approved Audio Visual & Event Production partners, offering a total event solution that covers everything from advance planning and design to AV hire, live production, on-site management and post production services. For a quote or to discuss your needs, please contact either of them on the details below:

Charlene Cairns
Tel: 020 7288 6561
Email: charlene.cairns@avcproductions.com

Lauren Stuart-Thompson
Tel: 020 7288 6561
Email: Lauren.Stuart-Thompson@avcproductions.com

AVC Productions Limited
Unit 103 Business Design Centre
52 Upper Street
Islington
London N1 0Q
Website: www.avcproductions.com



All pricing and information is valid until December 2011

CAPACITIES

Our Conference Centre has an Auditorium that can seat 500 theatre using raked seating and a further 8 rooms with capacities detailed below. We need to know an idea of your event set up around two weeks out from the event to ensure we have enough furniture. Check our deadlines section for other information we need.

Room	Seating Capacity		
	Theatre	Cabaret	Boardroom
Gallery Hall	650	440	100
Auditorium	500	225	50
Room A	250/170	150/100	30
Room B	60	40	12
Room C	60	40	12
Room D	60	40	12
Room E	90	48	16
Room F	70	40	12
Room G	60	40	12
Room H	60	40	12

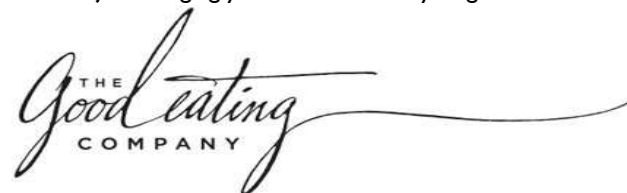
CATERING

The Good Eating Company are the exclusive caterers for the venue and Liam and Jean are always happy to accommodate with menus catering to your specific requirements. They are based on site and will be happy to hold pre-event briefings and for larger events, tastings, to ensure we meet your requirements.

Jean and Liam are supported by our operations team in Andy, Graham and Andrew who will be your onsite contacts. For more information please contact Jean directly as needed:

Jean Betts
Tel: 020 7288 6351
Fax: 020 7288 6276
Email: jean@goodeatingcompany.com

When you arrive onsite you will be introduced to your dedicated operations manager who will be on hand throughout your event to assist with everything from amendments to timings down to just bringing you a coffee when you get here.



CLEANING AND WASTE DISPOSAL

Simon, Cristina, Jack and the team at 24Se7en Support Services provide our staff for cleaning and setting up the Conference Centre. When onsite if there's anything that you need relating to this then just contact the event manager working on your event with you, and they will arrange for any cleaning

As part of your event we will ensure that all common areas are cleaned throughout the day including toilets, conference rooms, exhibition areas and walkways. If you find that we've missed something then just speak to one of us in the team and we will make sure it's dealt with straight away.

Waste disposal at the centre is something that we are constantly looking at reducing and where possible we will always recycle. We will dispose of general waste but if you expect to be generating a large amount of rubbish then please let us know.

CONCIERGE SERVICES

We offer a full range of services via our in-house Concierge. Based on the hotel concept, the concierge role covers a wide range of activities from booking taxis, restaurants and theatre to rail, airport and other enquiries. For further information contact:

Ray Alcock
Tel: 020 7288 6272
Email: raya@businessdesigncentre.co.uk

CONTACTS

Your event manager will be in touch once your event is booked with us, but should you need to contact us we are available on the below details:

Kate Simpson
Conference Manager
Tel: +44 (0)20 7288 6002
Fax: +44 (0)20 7288 6444
Email: kates@businessdesigncentre.co.uk

Emma Clarke
Conference Executive
Tel: +44 (0)20 7288 6465
Fax: +44 (0)20 7288 6444
Email: emmac@businessdesigncentre.co.uk

DEADLINES

When you are still in the planning stage of your event we will be happy to give you as much assistance as needed to achieve the event that you want. The deadlines below help us ensure that the service provision you require is provided to the standard we expect.

Information	Deadline
AV Company details	1 month prior – we'll need to discuss access, power, health & safety etc
Catering	Numbers 1 week prior (Final count to Jean 3 days out)
Electrics	2 weeks prior – we'll need to book labour
Expected Deliveries	2 weeks prior – we'll need to plan where they're going to go
Floor Plans	Preliminary 1 month prior / Final 1 week prior Please note if you are having exhibition stands you should let us see the plan before selling the space – we need to ensure access is not blocked and procedures can still be followed.
Health and Safety	No later than 10 working days prior – we need to know what is happening otherwise access to site for build up will be restricted
Room layouts	(Inc. Furniture requirements) 1 month prior / Final 1 week prior
Signage	(Inc. Logos/Event name) The week before – we'll make directions from reception to your event registration.
Schedule/Timings	Preliminary 1 month prior / Final 1 week before – we'll need to book staff

DELIVERIES

In the conference department we allow deliveries to be made the day prior to your first event open day, any deliveries arriving prior to this may be turned away as we cannot sometimes provide adequate storage. If any packages are being delivered from abroad then any import charges must be paid prior to sending. They must be marked as below as otherwise they will not arrive to the correct place:

<Event Name & Rooms being used>
<BDC Conference Coordinator Name>
Venue Sales Office
Business Design Centre
52 Upper Street
Islington
N1 0QH

All pricing and information is valid until December 2011

ELECTRICS AND LIGHTING

Electrical service provision at the Business Design Centre is open; however we do provide a competitive in house electrical team who are highly experienced at working within the venue. You can have the copy of our current tariff list in the forms pack, and we will be happy to discuss anything that you need.

In the Conference Centre there are a number of wall sockets that can be used, and we can also provide extra power at the below costs for between 1 & 7 days hire:

32 amp single phase main (240V) = £240.00

63 amp single phase main (240V) = £370.00

For mains supplies required in the following locations:-

Rear of Room A:

32 amp three phase main (415V) = £391.00

63 amp three phase main (415V) = £650.00

Front & Rear of Auditorium & Gallery Hall:

32 amp three phase main (415V) = £365.50

63 amp three phase main (415V) = £605.00

Anywhere within Conf Rooms B, C, D, E, F, G & H:

32 amp three phase main (415V) = £450.00

63 amp three phase main (415V) = £750.00

All mains costs are subject to VAT at the current rate (20%)

ANY OTHER MAIN SIZE – PRICE ON APPLICATION

Anyone who brings portable electrical appliances on-site should ensure that they have been regularly PAT tested (Portable Appliance Tested) and bear a recent PAT test pass certificate.

We do not have any extension leads available but if you contact AVC they will be happy to arrange this should you need it.

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EMERGENCY PROCEDURES

If you discover a fire or someone reports a fire to you immediately raise the alarm. This may be done in several ways:

1. Pick up any internal phone and dial 6666. This will connect you with reception. Tell the duty operative where the fire is, your location and your telephone extension.
2. Operate the nearest fire alarm call point by breaking the glass. If you do this (and it is safe to do so) please stay near the fire point to direct the attending security officer to the fire or dial 6666 and inform the duty operative of the site of fire.

If it is decided to evacuate the building you will hear the fire alarm bells and tannoy messages informing you to leave the building. Please leave by the nearest fire exit or as instructed by members of the security staff. Please familiarise yourself with the nearest fire exits to your conference room or exhibition stand.

Do not stay in the building once you have been instructed to leave. Do not stay to collect handbags, valuables etc leave immediately.

Fire assembly points are as follows;

- Front of the building: either the front plaza or round the side of the building by the tanning shop
- Rear of the building: pavement area outside the old royal free hospital in Liverpool road

Please remember:

Do not do anything to endanger your life. Restrict your actions to trying to prevent the fire spreading by closing doors/windows etc & raising the alarm. Try to help prevent people from going near the fire until help arrives.

Please try to stay calm and encourage others to do the same. Please help those that appear to be experiencing difficulties.

FLOWERS AND PLANTS

To hire or buy plants from our local florist, you can contact;

Angel Flowers
60 Upper Street
London
Tel: 020 7704 6312
Website: www.angel-flowers.co.uk



FURNITURE

We have an in house stock as detailed below which can be made use of (depending on other business). Please let us know as soon as possible what you will need so we can ensure it's available.

6x1 Trestle tables: 39
6x2 Trestle tables: 69
5ft Round tables (they seat 8): 50
Chairs: 1200
8 black top poseur tables

Our conference cloths are dark pink and our interlinking chairs are grey as shown below:



For all other furniture please contact our preferred suppliers Thorns, where Janet will be happy to take your order:

Janet Frazer
Exhibition Support Manager
Tel: 0208 801 4444
Fax: 0208 801 4445
Email: janet@thorns.co.uk

Thorns Group
125 Brantwood Road,
Tottenham,
London
N17 0DX
Website: www.thorns.co.uk

HEALTH AND SAFETY

The Business Design Centre is committed to operating in compliance with all the relevant legislation and guidelines covering Health and Safety at Work and it is a **requirement** of the Centre that all Licensees / Organisers / Exhibitors / Contractors and Visitors comply with the law and the regulations of the venue at all times

All organisers, exhibitors, and contractors must supply relevant health and safety documentation. The forms needed for exhibitors can be found in the order form section.

HOTELS

To help you get the perfect accommodation and the best special offers we can put together a unique HotelMap that shows the nearby accommodation options and best possible rates and special offers.

The HotelMap website allows you to see hotels, availability and prices for specific dates. A bespoke link for your event can be arranged and organisers, exhibitors and delegates alike can use it to get the best live rates for their rooms. This link can have the event name included and allows users to see the availability across the local area.

Alternatively, if you would like to book your accommodation by phone, you can call Daniel Spinner, our dedicated London concierge, on **020 7292 2335** (if outside UK **+44 20 7292 2335**) quoting Special Reference Code M58M4.

INSURANCE

Whilst we take every precaution to protect visitor's property during any event we are not responsible for any loss or damage. We would recommend insurance cover to include, as a minimum, legal liability for personal injury and damage to third party property based on a limit of indemnity of **£5 million**. It is also prudent to extend cover to include abandonment and cancellation or curtailment of the event due to circumstances beyond your control.

INTERNET ACCESS

We have recently completed a major investment and upgrade to our internet and wireless system which we believe makes us one of the leading UK venues in terms of infrastructure and the capacity on offer to our organisers. Our access is fed by a massive 1Gb fibre optic pipe provided by Virgin Media and is distributed through our purpose built Cisco network based on the 802.11 standard with a wireless transmission of up to 300Mbps.

All pricing and information is valid until December 2011

This network is made up of over 50 Access Points which can now accommodate an impressive 500 simultaneous devices to log on in both the Gallery Hall & Auditorium using a secure password which can be anything you wish (perhaps an event sponsor or partner!?)

Uncontested Hi Speed Password Protected Wi-Fi Coverage:

Mezzanine & Ground Floor Space for up to 500 devices	£1,500.00 + VAT
Gallery Hall for up to 500 simultaneous devices	£1 200.00 + VAT
Auditorium for up to 500 simultaneous devices	£1,200.00 + VAT
Gallery Hall & Auditorium for up to 500 simultaneous devices in both areas	£2 000.00 + VAT
Mezzanine & Auditorium for up to 500 simultaneous devices in both areas	£2 200.00 + VAT

In addition to our Wi-Fi access, we can also offer wired internet connections over our Category 5e Network cabling infrastructure for up to 20MB ideal for conference streaming or hi demand exhibitors.

Wired Ethernet Connections:

Broadband (512Kbps) Internet Access Wired Connection	£229.00 + VAT
Broadband (1MB) Internet Access Wired connection	£329.00 + VAT
Broadband (2MB) Internet Access Wired connection	£379.00 + VAT
Broadband (3MB) Internet Access Wired connection	£529.00 + VAT

Complimentary Wi-Fi Access: **BDC_OpenZone**

We now offer completely free Wi-Fi available to all visitors at the Business Design Centre. This is open to all so restricted connectivity is available free of charge for every delegate. Of course, we can still arrange unrestricted, secure access for people wanting a higher bandwidth.

Actions on the complimentary service will be restricted to general activities such as checking emails. For streaming videos and delegates/exhibitors requiring a higher rate connection we advise opting for the password protected Wi-Fi coverage as detailed above. This will allow a higher speed uncontested connection and you can be safe in the knowledge that your delegates/visitors will be receiving a dedicated service.

LOADING BAY

It is the responsibility of the Business Design Centre and the Event Organiser to ensure Exhibitors and Contractors adhere to the following regulations regarding access and egress to and from the Loading Bay and Liverpool Road:

There is only vehicular access to the Loading Bay from Liverpool Road. Pedestrian access is not permitted. Limited additional exit points for loading are available for some larger

exhibitions; however street parking restrictions apply and are enforced by Police and Traffic Wardens.

The BDC stipulates that their own marshals are located in the following areas and within the Loading Bay, at least one hour prior to build up and breakdown

1 Marshal on Liverpool Road

1 Marshal on Barford Street

1 Marshal at entrance to Loading Bay

Marshals must also be provided in the Loading Bay during the build up and breakdown.

This loading bay operates within a strict time period as detailed below:

Monday ~ 08:00-22:00
Tuesday ~ 08:00-22:00
Wednesday ~ 08:00-22:00
Thursday ~ 08:00-22:00
Friday ~ 08:00-22:00
Saturday ~ 08:00 - 20:00
Sunday ~ 09:00-18:00

The timings are non-negotiable due to restrictions enforced by Islington Council and the loading bay shutters will rise and fall at the stated above times

Please notify the event manager of any deliveries as the area is tightly managed to ensure smooth event builds and di-rigging schedules.

LIFTS

There is a passenger lift for visitors in the entrance foyer and also in the Gallery Hall. Please note that these are not for the carriage of goods.

There are 2 goods lifts in the Loading Bay for the delivery of stand materials and exhibits.

Main Hall Goods Lift	Size 4000mm x 1900mm x 1900m (height)
	Capacity is 3000kg

Gallery Hall Goods Lift (height)	Size 5500mm x 2550mm x 2500mm
	Capacity is 3000kg

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You should be aware that there are a number of doorways to pass through when taking items from the goods lifts to the rooms. A site survey is advised for anyone who wishes to view the access/egress at the centre. Please contact your Project Manager to arrange an appointment.

MARKETING OPPORTUNITIES

You are able to post a description of your event upon the BDC website Events page (www.businessdesigncentre.co.uk) including the installation of a hyperlink to your site and a logo or image. To get started please contact your event manager.

There are also two 48-page exterior poster sites and numerous A2 sized internal sites that can be rented on a weekly basis. For further information of these and other opportunities, please contact the Corporate Marketing Manager:

Carly Melzack
Tel: 020 7288 6547
Email: carlym@businessdesigncentre.co.uk



PHOTOCOPYING

Whilst on site we can help with a small amount of copying and when using the Gallery Hall you have your own photocopier stocked with a fresh ream of paper. If you need a large amount of copying, or would like colour/large prints made then we have a company onsite who can help. They are based on the ground floor at the back of the building and are available on the details below:

Unit 116 - Business Design Centre
Tel: 020 7288 6288
Fax: 020 7288 6289
Email: info@onlinerepro.co.uk

PORTERS

Simon, Cristina, Jack and the team at 24Se7en Support Services provide our staff for cleaning and setting up the Conference Centre. We can call upon their services to assist with moving light weight items – please do not rely on our porters as they are available to assist you if their work load for your event day is light.

If porters are essential to your event build/break down or the porters are required to carry out heavy manual handling we suggest using an external supplier. Two companies that we used regularly are:

Pinnacle Crew
The White Cottage
Merryhill Green Lane
Berkshire
RG41 5JP
Tel : 0870 609 1993
Email : info@pinnaclecrew.co.uk

Gallowglass UK Ltd
199 The Vale
London W3 7QS
Tel: 0845 300 2468
Email: info@gallowglass.co.uk

SHELL SCHEME STANDS

The Octanorm System is used when shell scheme is required. Floor plans must be agreed 7 days prior to the event. Alterations to this agreed floor plan may be subject to surcharge.

Standard shell scheme hire includes the following:

- Back and side free standing partition walls
- Carpeted floor
- Daily Cleaning

Frequently asked questions about shell scheme include:

- Q: "I have a shell scheme stand, what is Octanorm?"
A: A Modular system of aluminium poles and beams holding 4mm infill panels. These form the walls of the stands.
- Q: "What is the FASCIA constructed of?"
A: This is formed of the same system, 175mm deep.
- Q: "Is there a ceiling?"
A: There is an open grid ceiling of 70mm beams fixed diagonally over the stand.



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Q: "What is the height to the underside of the ceiling?"
A: 2430mm and the underside of the fascia panel 2325mm.

Q: "What is the finish of all the Aluminium components?"
A: These are finished in white using a powder coating system.

Q: "What is the finish on the wall panels?"
A: White Foamex.

Q: "What size is the wall panel?"
A: 2500mm high x 990mm wide is the overall size of panels when fitted with poles and beams. The face size of the panels is 950mm wide x 2340mm high. The poles are 40mm in diameter projecting forward 18mm.

Q: "How do I fix to the wall panels?"
A: You cannot fix anything to the wall panels using nails, staples or screws. Lightweight polyboard or card panels can be fixed with DOUBLE SIDED VELCRO, TWINSTICK PADS OR BLU-TACK. Support brackets and chain packs must be used to hang heavier items.

SIGNAGE

There are several clip frames which can be filled with graphics around the Conference Centre. The dimensions are below but our signage company can make graphics to fit any available area. They are available on:

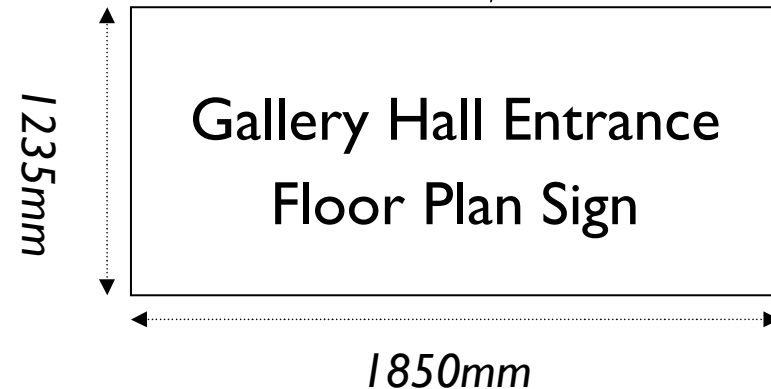
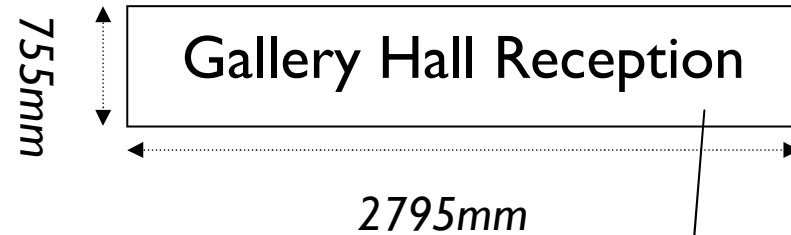
Onward Display

Forum A & B (229)
The Business Design Centre
52 Upper Street, Islington
London, NI 0QH

Signstage Limited

22 Greenwich Centre Business Park
53 Norman Road
London
SE10 9QF
Tel: 020 8853 3030
Fax: 020 8853 3066
Email: info@signstage.co.uk

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The other signs in Room A, H and by the Gallery Hall Kitchen all measure 1750mm in length by 650mm in height. As always though, a site visit for planning is still recommended.

STAFFING

MARSHALLS/SECURITY/LIFT OPERATORS @ £10.95 + VAT per/hour for 6 hours minimum

There must be a marshal in the loading bay during build up and breakdown periods and to operate the lift. On the event day the marshals will direct the delegates traffic to your conference area and prevent non-delegates from entering your specific event

FIRST AID @ £13.25 + VAT per/hour for 6 hours minimum

It is a requirement that during the whole tenancy period you provide qualified medical staff. BDC first aid cover man the First Aid room (located on the Gallery Level - Opposite Gallery Hall Registration Desk) must be agreed with the Project Manager prior to the event and booked on a minimum 6 hour basis.

If you provide your own First Aider, please be aware they must provide training certificates, insurance details and their own first aid equipment. Unfortunately the First Aid room is not available for use by First Aiders not supplied by the Business Design Centre.

CLOAKROOM @ £10.95 + VAT per/hour for 6 hours minimum

We advise this opens 30 minutes before and closes 30 minutes after the official open hours of your event. An additional relief member of staff is required to cover the initial rush at the event start, cloakroom staff breaks and departure rush at the event end – this is a total of 3 hours. There is a cloakroom located in the Gallery Hall entrance foyer for use with events in the Gallery Hall.

TRANSPORT

Travelling by bike

The Business Design Centre has an on-site car park with space to park bikes.

Travelling by tube / train / bus

The Business Design Centre is just 5 minutes walk from Angel tube, which is situated, on the Northern Line. Highbury and Islington station is a ten minute walk and is situated on the Victoria line and some mainlines. Kings Cross, St. Pancras and Euston mainline stations are all a short bus ride away. The Business Design Centre is situated on Upper Street, which is serviced by the following bus routes: 4, 19, 30, 38, 43, 56, 73, 341, 394, N19, N38, N4

Travelling by car

The Business Design Centre has an on-site car park with 285 spaces, charged at £6 for the first 2 hours and £3 per hour thereafter. There is also additional car parking in the nearby shopping centre's multi-story car park.

TROLLIES

There is one trolley available in reception to assist organisers with boxes but due to the number of exhibitors we have throughout the year we do not provide any additional trolleys – we advise that if exhibitors need trolleys they provide their own.



BUSINESS DESIGN CENTRE

CONFERENCE FORMS PACK

The following pages contain order forms for basic shell scheme stands. Should you require additional information on free build stands also called space only stands then please contact your event manager.

MANDATORY FORMS (Pages 1&2)

The first two pages are mandatory forms and cover the health and safety for conference exhibitors. Please ensure that these are filled in and returned to the event manager no later than 10 working days prior to the event as we need to know what you are doing.

ADDITIONAL FORMS (Pages 3-7)

Lighting and Electrics

When to fill in this form?

If you wish to order lighting/electrics for a shell scheme stand then fill in this form and return it to us by email or fax along with payment details and the stand layout form to show where you would like the items to be located on the stand. Please be aware the moving of items on the day maybe subject to a fee.

Shell Scheme Extras

When to fill in this form?

If you wish to order additional stand items for a shell scheme stand then fill in this form and return it to us by email or fax along with payment details and the stand layout form to show where you would like the items to be located on the stand. Please be aware the moving of items on the day maybe subject to a fee.

Telecommunications

When to fill in this form?

If you wish to order a phone line or a handset for a stand then fill in this form and return it to us by email or fax along with payment details and the stand layout form to show where you would like the items to be located on the stand. Please be aware the moving of items on the day maybe subject to a fee.

Internet

When to fill in this form?

If you wish to order an Internet connection for a stand then fill in this form and return it to us by email or fax along with payment details and if you are having a wired connection attach the stand layout form to show where you would like the wire to be located on the stand. Please be aware the moving of items on the day maybe subject to a fee.

Stand Layout Form

When to fill in this form?

If you have ordered fixed items and to ensure that your stand is ready on arrival, please indicate position and height on the stand layout form. This includes any rails, shelves, display boards, partial screening, electrics, telephone sockets etc and any other requirements you may have.

Exhibition Stand Risk Assessment for Conferences

Event Name:	
Company:	Stand Number:
Person responsible for health & safety on stand on the day:	Contact No: Email:

Exhibitor's Responsibilities

An exhibition stand is a workplace covered by health and safety legislation. As the exhibitor it is your responsibility to ensure that a suitable and sufficient risk assessment is completed. Failure to do so could lead to delays or ultimately the closure of your stand.

This template is for a simple shell scheme exhibition stand which does not require any structural approval from the organiser or the venue.

More complex stands will require a more detailed risk assessment and if you are in any doubt you should contact the organiser.

How to fill in this form:

If you can answer yes to any of the following questions then please complete the following page to provide us with more information:

	Yes/No
1. Are you lifting heavy products during the build-up/breakdown?	
2. Are you working at height (using ladders)?	
3. Are you displaying anything containing liquid fuel or flammable and explosive substances?	
4. Are you displaying any sharp objects, weapons (even replica weapons)?	
5. Are you doing any demonstrations of any kind i.e.: Therapies, massaging?	
6. Do you have any working electrical appliances other than simple display lighting?	
7. Is there any food service of any kind other than sweets, snacks and soft drinks?	
8. Are you using a heat source of any kind i.e.: cookery demonstrations, naked flame or gel burners?	
9. Do you have any working machinery of any kind even if static?	
10. Are you using power tools during the build-up/breakdown?	
11. Do you have any portable appliances on your stand which have not been inspected or PAT tested?	
12. Is there any other hazard not identified above which could be a risk?	

Note this is not an exhaustive list. You are responsible for identifying any aspect of your stand which could present a hazard

If you have answered **NO** to all of the above complete the form by signing below. If you have answered **YES** to any of the above complete the risk assessment attached for further information.

I declare that to the best of my knowledge there are no significant risks relating to this stand.

Signed:	Name:	Position:	Date:

Exhibition Stand Risk Assessment for Conferences

Event Name:	
Company:	Stand No:

If you have answer **YES** on the previous page, please detail further in the below boxes below how these risks can be managed to an acceptable level. Please see the example indicated:

Identify Risks
Example: Yes, I am lifting heavy objects during my build up and break down.
Who could be harmed
Example: I could be harmed.
Control Measures in Place
Example: I've been trained in manual handling and will lift boxes correctly to minimise risk of injury.

To the best of my knowledge the information provided is correct. The control measures in place control risk to an acceptable degree.

Signed:	Name:	Position:	Date

PLEASE NOTE:

This is a very basic risk assessment format for simple risks only. Multiple or complex risks will require a more detailed risk assessment.

PLEASE RETURN THIS FORM BY THE DATE SHOWN BELOW TOGETHER WITH A PLAN INDICATING HEIGHT AND POSITION OF ITEMS ORDERED.

ANY ORDER RECEIVED LATER THAN 7 WORKING DAYS PRIOR TO THE FIRST DAY OF THE BUILD-UP WILL BE SUBJECT TO A 20% SURCHARGE.



Business Design Centre
52 Upper Street
London N1 0QH
Tel: 0207 288 6465

LIGHTING AND ELECTRICS

Order Form

Return by:	
------------	--

Event Name		Stand	
Company name			
Company address			
Telephone no.		Fax no.	
Email address			
Contact		Signature	

IMPORTANT
Electrical requirements for SPACE ONLY STANDS are quoted upon receipt of a written application. Please request Space Only order form

Complete the following if you wish to pay by credit/charge card.
PLEASE DEBIT MY MASTERCARD/AMERICAN EXPRESS/VISA/SWITCH CARD NO.

Valid From:	Expiry Date:	Issue NO:	Security Code:
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Name (of cardholder) BLOCK CAPS PLEASE			
Signature		Expiry date	
Address (of cardholder)			Postcode

ON HIRE:

Code	Description	Install / Hire	Mains & Testing cost	Unit total	Number required	Total
BDC1	General purpose spot – 120W	30.00	16.00	£46.00		
BDC2	Long Arm Spot 120w **	33.30	16.30	£49.60		
BDC3	Power flood – 300W	34.96	28.94	£63.90		
BDC4	1.5m Fluorescent fitting	26.28	20.72	£47.00		
BDC7	Connection to clients own light fitting – 120W	24.15	18.95	£43.10		
BDC8	Connection to clients own light fitting – 500W	34.50	41.95	£76.45		
BDC9	Connection to clients own light fitting – 1KW	40.85	102.40	£143.25		
BDC10	13amp socket outlet – 500W	34.70	32.80	£67.50		
BDC11	13amp socket outlet – 1KW	36.80	59.20	£96.00		
BDC12	13amp socket outlet – 2KW	37.30	85.70	£123.00		
BDC13	13amp socket outlet – 3KW	38.85	122.15	£161.00		
BDC14	13amp socket outlet – 500W on 24hr supply	38.85	118.60	£157.45		
BDC15	13amp twin socket outlet – 1KW (500W per outlet)	41.65	64.35	£106.00		

All credit card payments are subject to a 2.25% fee
Environmental charge

Sub Total	
	£2.00
VAT	
TOTAL*	

Please attach a plan layout indicating the locations and heights of your requested fittings. Failure to provide a location plan will result in the fittings being installed centrally. A relocation fee of £25.00 per fitting will apply.

*Important note. Payment details must be accompanied with this order form for the full amount. During build-up periods, only cash, bank draft, personal cheques to the limit of the guarantee card or credit card payments will be accepted and such payments are subject to a **20% surcharge**. All cheques payable to "Business Design Centre Limited". A receipted VAT invoice will be supplied.

STAND LAYOUT FORM

To ensure that your stand is ready on arrival, please indicate position and height on the grid below, of all rails, shelves, display boards, partial screening, electrics, telephone sockets etc and any other requirements you may have.

If you have any queries please contact your event manager on 0207 288 6002/6465

Scale drawing required (suggested scale of 1square = 1m²)

Company name: _____

Stand No: _____ Event: _____

FRONT OF STAND

RETURN TO:

**Venue Sales Office, BUSINESS DESIGN CENTRE, 52 Upper Street, London N1 0QH
Or by email/fax: 0207 288 6444 (for your event managers email address please see the contacts section of the manual)**