



CONTACT INFORMATION

General Enquiries..... 2
 Official Contractors..... 2

VENUE & TIMETABLE

Venue..... 3
 Travel..... 3
 Timetable 3

STAND INFORMATION

Shell Scheme Stands..... 4
 Space Only Stands..... 4
 Fixings (Shell Scheme)..... 4
 Electrics..... 4
 Furniture..... 4
 Height Limitations..... 4
 Carpet..... 5
 Name Board..... 5
 Space Stands..... 5
 Risk Assessment & Scale Drawings..... 5

SETTING UP & MANAGING YOUR STAND

Stand Set Up..... 6
 Stand Breakdown..... 6
 Deliveries..... 6
 AV 7
 Internet Access..... 7
 Cleaning..... 7
 Security..... 7
 Insurance..... 8
 Photocopying..... 8
 Car Parking..... 8
 First Aid..... 8
 Fire Precautions..... 8
 Smoking 8

INFORMATION TO BE COMPLETED & RETURNED

Website & Guide Entry..... 9
 Name Badges..... 9
 Name Board..... 9
 Risk Assessment..... 9
 Conference Dinner & Entertainment Tickets..... 9
 Guest Passes..... 9

CATERING INFORMATION

Stand Catering..... 10
 Lunch & Refreshments..... 10

ACCOMMODATION

Accommodation 11



This information is produced to assist you as a valued exhibitor. We therefore urge you to take the time to read the contents to ensure a stress free set up.

CONTACT INFORMATION

General Enquiries

Please contact:

Sean Henderson
CIH Scotland
Suite L2B - 160 Dundee Street
Edinburgh
EH11 1DQ
0131 221 7753
Sean.henderson@cih.org

Official Contractors (Shell Scheme, Furniture and Electrics)

Global Experience Specialists are the contractors for this event and will deal with additional orders for shell scheme, furniture, carpet and electrics.

To order any additional fixtures for shell scheme, electrics or furniture – please contact:

GES Exhibitor Services
02476380180
customerservice@ges.com



VENUE & TIMETABLE

Venue

The Exhibition is being held in Hall 1 and 2 of the Scottish Exhibition & Conference Centre (SECC) in Glasgow.

For details of getting here by bus, train, car, taxi and plane – visit:

www.secc.co.uk/attend/how-to-get-here.aspx

Travel

The SECC is situated just off junction 19 of the M8 motorway, and is within five minutes drive of the city centre and 15 minutes from Glasgow International Airport. It is also easily reached by the other international airports, Glasgow Prestwick and Edinburgh International.

The SECC has its own railway station and bus terminal linking with Glasgow's public transport system. For further travel information and Sat Nav directions please visit:

www.secc.co.uk/attend/how-to-get-here.aspx

Timetable

Set Up

Monday 13th March 2017 – 14:00 – 20:00
Tuesday 14th March 2017 – 07:00 – 08:00

Show Times

Tuesday 14th March 2017 – 08:30 – 18:00
Wednesday 15th March 2017 – 09:00 – 15:30

Breakdown

Wednesday 15th March – 15:30 – 20:00



STAND INFORMATION

Shell Scheme Stands

For those who opt for a shell scheme stand, you will be provided with a carpeted area with 2.5m high Silver Sodem shell scheme of white infill panels and finished aluminium components, name board (blue with white writing) including stand number and name, tables (800mm diameter) and chairs (as per package), both black. Full details of the shell scheme specification can be found [HERE](#)

Space Only Stands

Space only stands will have no shell scheme components or name board, but the area can still be carpeted and table/chairs provided on request. This option is only for exhibitors who plan on building a structure within the space that has its own walls and flooring. Please contact sean.henderson@cih.org if clarification is required.

Fixings (Shell Scheme)

Shell scheme panels should be carefully treated to avoid damage and care should be taken when mounting display panels etc. Light material may be attached by the use of Velcro or sticky tabs. If you need to mount heavy materials, special fixings may be needed please contact GES Exhibitor Services for further advice on 02476380180 or customerservice@ges.com

Electrics

All stands include 1 x 500w socket. There is no lighting included in the package but this is not a requirement as the ceilings of the shell scheme stands are not solid and let sufficient light into the stands. You are welcome to bring your own spot lights if required but if you have a specific lighting need GES can supply a range of lighting options by contacting them on 02476380180 or customerservice@ges.com

Furniture

You will be assigned the number of tables and chairs as agreed in your package. The tables will be 800mm and round with matching round chairs. They will be black. If you require different or additional furniture, you are welcome to bring your own or a full selection of storage, display and seating options are available to hire from GES by contacting them on 02476380180 or customerservice@ges.com

Height Limitations

No stand fitting or display feature on shell scheme stands may exceed 2.43m in height if using a shell scheme stand.



If you have a space only, the maximum height is between 3m and 9m depending on where your stand is located, please contact sean.henderson@cih.org to discuss.

Carpet

Please note that the stand carpet will be purple and aisles carpeting will be grey. If you require a different type of flooring or carpet colour, this can be purchased as an additional extra from GES on 02476380180 or customerservice@ges.com

Name Board (Shell Scheme Only)

A name board will be produced that will sit above your stand and contain your stand number and the company name. You will be asked for this as part of the booking process and it is your responsibility to complete this before the stated deadline.

Risk Assessment

All stands **MUST** submit a risk assessment for this event and you will be sent details of this as part of the booking process. You will not be permitted to build your stand without a risk assessment.

Please send risk assessment to Sean Henderson on sean.henderson@cih.org by 24 February 2017.

Scale Drawings (Space Only Stands Only)

You will be required to submit a scale drawing of your stand to Sean Henderson (sean.henderson@cih.org) no later than **24 February 2017**. Stand build will not be allowed unless the drawings have been approved in advance. For details on regulations at the SECC please visit: www.secc.co.uk/organise/downloads.aspx



SETTING UP & MANAGING YOUR STAND

Set Up

Shell Scheme : Monday 13th March 2017 – 14:00 – 20:00

Space Only : Monday 13th March 2017 – 08:00 – 20:00

All Exhibitors : Tuesday 14th March 2017 – 07:00 – 08:00

Please note that the exhibition opens at 08:30 on Tuesday 14th March and **ALL stands must be set-up by 08:00 on Tuesday 14th March 2017.**

Access is through VE 1:1 (4.4m high x 5.6m wide) and VE 2:1 (4.5m high x 6m wide) or 2:2 (4.5m high x 5.6m wide). Please note the exhibition is being held in Hall 1 and Hall 2.

Under NO circumstances can fire exits be used during stand build.

Stand Breakdown

Wednesday 15th March: 15:30 – 20:00

Access is through VE 1:1 (4.4m high x 5.6m wide) and VE 2:1 (4.5m high x 6m wide) or 2:2 (4.5m high x 5.6m wide). Please note the exhibition is being held in Hall 1 and Hall 2.

Under NO circumstances can fire exits be used during stand breakdown.

N.B. Please note there will be NO access to the Exhibition Arena outwith the times as stated above.

If you have contractors building your stand please make sure they are aware of the access times.

Deliveries

Pre-show:

Deliveries will NOT be accepted until **Monday 13th March 2017** and items can ONLY be signed for by a representative from your organisation; staff at the SECC or CIH staff are NOT able to sign for deliveries. All items should be clearly labelled and addressed with the following information:

- Scotland's Housing Festival 14 - 15 March 2017 (Exhibition Halls 1 & 2)
- Your Company Name
- Your Stand Number

All deliveries must be made to the following entrances: VE 1:1 or VE 2:1 or 2:2. Deliveries should be made between 09:00 – 18:00.



During the show:

Under no circumstances can goods be delivered to or removed from stands during the open hours of the exhibition.

After-show:

Please note that all items being picked up by couriers after the event must be collected by **19:00 on Wednesday 15th March 2017. All items must be clearly marked and picked up from representatives on your stand.** Staff at the SECC or CIH staff are NOT responsible for the collection of goods. Unfortunately the SECC do not have any storage facilities therefore all items MUST be removed by 19:00 on Wednesday 15th March. We cannot be responsible for any items left on site.

AV

For any AV requirements such as TV Screens, you are welcome to bring your own. If you have a need to hire equipment, we do not have a preferred partner however we can suggest MCL Glasgow. Any enquiries should be directed to Tracy Levy at MCL on 0141 425 2016 / 07980 984 682 or email tracy.levy@mcl-av.com

Internet Access

Free Wi-Fi is available in the exhibition halls, however the quality and reliability and not guaranteed. If you require high speed internet access and/or a secure line it is advised that a connection is purchased directly from the SECC.

Please talk to technical services directly on 0141 275 6218 or email technical.services@secc.co.uk

www.secc.co.uk/media/150865/telecoms%20it%202013.pdf

Cleaning

The exhibition hall and stands will be cleaned prior to opening each day. Exhibitors are requested to place refuse for collection in the bags provided and leave them in the aisles at close of business. If any special cleaning services are required during the event exhibitors should contact Sean Henderson on sean.henderson@cih.org

Security

Exhibition security commences during exhibition opening hours. At the close of each day, the hall will be locked and the alarm activated; however, the security will not be protecting each individual stand, but rather the hall as a whole, so organisers cannot accept responsibility for any damage to and/or loss of any property incurred by exhibitors or contractors. We strongly recommend securing or removing valuables from your stand when not physically present at it.



Insurance

Exhibitors must **ensure that they take out their own insurance to cover all risks.** Exhibitors wishing to discuss insurance matters should check with their own insurance company. Although we take every precaution to protect your property, loss or damage to your own property is your responsibility.

Photocopying

Should you require photocopying during the event please go to the Business Information Centre at the SECC which will be open daily from 09:30-17:00hrs.

Car Parking

Car Park 5 will be in use for exhibitors. 1 free car parking pass will be available per stand, which will be issued along with your exhibitor pack and will require a signature.

All other event related vehicles on site that do not have an exhibitor pass will be directed off site when off loaded/ loaded. There are several car parks within the vicinity of the SECC campus, including the Multi Storey Car Park, but please note it has a height restriction of 1.9 meters.

Fire Precautions

The use of naked flame or any other items that could be considered a fire hazard is prohibited unless special written permission has been obtained from the organisers. Any person who discovers an outbreak of fire should immediately notify the Exhibition Office located in the exhibition area, a member of the security team, or an official of the SECC.

Smoking

Smoking is not permitted within the SECC.



INFORMATION TO BE COMPLETED & RETURNED

Website & Guide Entry

All exhibitors have a listing on the event website (www.cihscotland-conference.org). You will receive instructions on how to upload your logo and profile. This should be done as soon as possible to maximise your exposure and ensuring that delegates know you are exhibiting. Should you have any questions please contact Sean Henderson on 0131 221 7753 or sean.henderson@cih.org

Name Badges

For security reasons it is important that exhibitors wear their name badges at all times. Please complete and return the online form you are sent **by 24th February 2017**. Name badges will be available for collection at the event. It is the exhibitor's responsibility to notify CIH of any attendees who they wish to receive an exhibition visitor pass for.

Name Board (Shell scheme stands only)

Details on this will be sent to you by email and must be completed **by the 17th February 2017**.

Please note if your form is not completed on time we cannot guarantee the production of your name board.

Risk Assessment

All stands **MUST** submit a risk assessment for this event. You will not be permitted to build your stand without a risk assessment. Details of this will be sent to you as part of the booking process.

Conference Dinner & Entertainment Tickets

Exhibitors are offered a number of complimentary tickets to the Conference Dinner & Entertainment on Tuesday 14th March 2017. Please note you must confirm these dinner places by completing and returning the online form you will be sent **by 24th February 2017**

Guest Passes

Exhibitors will be offered a number of guest passes (depending on package selected) that will entitle them to invite partners, customers or colleagues along to the Fringe Event (taking place within the Exhibition Hall) for free. This will entitle them to visit the exhibition and enjoy the free sessions that are taking place within the hall as well as enjoy refreshments throughout the day. You will be sent a link to claim these passes as part of the booking process.



CATERING INFORMATION

Stand Catering

Levy Restaurants provide the catering service at the SECC and will provide you with additional catering services should you require them.

Please note that if you are bringing in your own food and drink beverages to hand out on the stand or intend on providing coffee etc permission must be sought from Levy Restaurants Catering Department in advance.

Please note that if permission is not sought and agreed you will be asked to remove these items from your stand.

To discuss your requirements in the first instance, please contact please contact Sean Henderson on 0131 221 7753 or sean.henderson@cih.org

Lunch & Refreshments

Exhibitors will receive a complimentary lunch for all exhibition representatives each day (number depending on package selected) throughout the conference in addition to refreshments throughout the day.



ACCOMMODATION

Accommodation

We will negotiate special rates for a number of local hotels as access to this will be via the www.cihsotland-conference.org website closer to the event.