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4.1 Electrical contractor

The organisers have appointed the following official Electrical Contractor for the exhibition: **Full Circle Events**. Full Circle has moved to an online platform for orders at <https://SlideandOTS2024.exhibitconnect.co.uk> Each exhibitor will be sent a username and password to access the platform. For any queries, contact Full Circle on: Tel: 0161 393 3949 Email: exhibitors@exhibitconnect.co.uk

Prices shown on the electrical order form cover the supply on hire and maintenance during the open period plus removal at the end of the exhibition. They do not include any additional work necessary such as floor covering or providing timber battens to support lighting fittings.

4.2 Electrical supplies

Both single and three phase supplies are available at Telford International Centre. Supplies will be switched off at the source shortly after the show closes each day. Should an Exhibitor require an electrical supply at other times e.g. for maintenance purposes, he must make an application to the Organisers Office on site no later than 1200 hours on the day that the supply is required.

Any Exhibitor needing electricity for the running down of machinery after the exhibition closes on the final day must inform the Organisers of their requirements by no later than 1700 hours on the previous day. A 24 hour electrical supply can be arranged where necessary. Exhibitors are requested to switch off all stand installations before leaving each evening. Contact: Full Circle: exhibitors@exhibitconnect.co.uk

4.3 Water and waste

The provision of water and waste drainage can be supplied by Stagecraft UK.
For details, please contact: Stagecraft UK. Tel. 01952 281600 Email: sales@stagecraftuk.com

4.4 Floor fixings

Contact Full Circle for details on floor fixings: <https://SlideandOTS2024.exhibitconnect.co.uk>

4.5 Banner, Truss, Light Rigging

Stagecraft, the onsite contractor can supply drop wires and rigging services. Stand contractors performing hoist and fix operations must **complete risk assessments, method statements and confirmation of compliance** with lifting operations and lifting equipment regulations. This information must be supplied in advance.
Stagecraft Uk: Tel: 01952 281600 E: sales@stagecraftuk.com

4.6 Shell Scheme (all types) stand building contractor

The Organisers have appointed the following contractor to erect all shell scheme stands.

All Exhibitors using shell scheme stands must use Full Circle's online platform <https://SlideandOTS2024.exhibitconnect.co.uk> to confirm their nameboard.

Optional extras (shelves, rails and slat-wall) can be ordered direct from Full Circle, using the log-in sent direct to each exhibitor. If you have any questions please contact:

Full Circle Events

tel. 0161 393 3949 Email: exhibitors@exhibitconnect.co.uk

4.7 Telephones

There is mobile reception within the hall.

4.8 Audio visual equipment, communications & hard-wired broadband

A range of equipment can be hired from the following:
Stagecraft UK. Tel: 01952 281600 Email: sales@stagecraftuk.com

4.9 Security

Arrangements can be made for uniformed attendants to man exhibitor stands, if required, during the construction period and at night during the open period by application in advance. Contact the organisers in the first instance.
E: marta@mcspr.co.uk

Security Tips for Exhibitors:

- a) Do not leave your stand at night before visitors are clear of the show.
- b) Please report anything of a suspicious nature immediately to Security by contacting the Security staff in the halls or to the Organisers Site Office.
- c) Any exhibitor having written permission from the Organiser to change stand exhibits must do so between 0800 - 0900 hours daily.
- d) Any Exhibitor having small valuables which he wishes to leave on his stand should provide himself with lockable steel cabinets or other safe storage.
- e) Night sheets are always an advisable accessory to any exhibition stand.
- f) Do not place samples on your stand during build-up prior to Monday.

4.10 Insurance

Exhibitors must hold a Public Liability policy of insurance to cover negligence for an indemnity of at least £1,000,000 (one million pounds). The policies of insurance must be sent to colette@mcspr.co.uk (MCS) **no later than 30th November 2023**. Exhibitors are reminded that they are also responsible for effecting insurance in respect of:

- a) Exhibits and contents of stand
- b) Employers Liability

Exhibitors should also consider effecting insurance cover in respect of expenses incurred due to abandonment, curtailment or postponement of the Exhibition due to reasons beyond the organisers' control.

4.11 Car parking

Car parking is free for exhibitors and visitors at Telford International Centre and at the onsite hotels, The International and Holiday Inn.

4.12 Delivery passes (for deliveries, loading/unloading only)

Delivery/unloading Passes are not necessary. The on-site traffic management team will allow access by quoting exhibitor name.

4.13 Exhibitor passes

Non transferable passes will be supplied to Exhibitors, admitting bona fide stand staff and employees to the Exhibition. These should be ordered online in advance of the show and collected on arrival. See link [HERE](#)

4.14 Contractor/workmen's passes

Workmen's passes are not required by the venue. On arrival they will just state that they are on site for Slide and OTS Winter.

4.15 Forklift Hire

Forklift trucks will be available to assist exhibitors with the unloading or movement of large items, pallets or boxes during build up and breakdown, but must be booked in advance from Stagecraft UK. Tel: 01952 281600 Email: sales@stagecraftuk.com

4.16 Furniture

Exhibitors may order any necessary items direct from the official contractor, via their website. www.furniturehireuk.com. There are also packages available: see portal [here](#)

4.17 Carpets

In a move to encourage sustainability, no carpets will be supplied on stands or in the public areas of the show. Exhibitors can order floor covering if required from Full Circle Events - <https://SlideandOTS2024.exhibitconnect.co.uk>

4.18 Visitor Scanners

It is possible to hire visitor scanners from the registration company. Each visitor badge will carry the visitor's name and company as well as a bar-code. By scanning the visitor's bar-code, their details will be stored. The stored information can be downloaded at the registration desk at the show and details supplied to the exhibitor. Scanners can be ordered using the link here [Slide & OTS Winter 2024 \(eventdata.uk\)](#)

NB: Every exhibitor will receive a listing of all show visitors within a week of the show closing, but exhibitors should note that an increasing number of visitors choose to keep their details private.

4.19 Press office

A Press Office will function throughout the Exhibition to pass on information and news items to the media and exhibitors are encouraged to supply press packs on memory sticks/pen drives (max 25) to the press office for onward distribution.

4.20 Temporary staff

Receptionists and general stand assistants can be obtained for the period of the Exhibition via Telford International Centre. Contact the organisers in the first instance.

4.21 Cleaning

Every stand will be cleaned daily during the show. Each evening, any plastic rubbish sacks should be put at the edge of the stand for collection. Sacks and bins must not be placed in the aisles until after the show has closed to visitors. Should additional waste disposal or extra cleaning be required, this must be arranged with and paid direct to Telford International Centre. Stands that are closed by night sheets or similar, or have interior rooms cannot be cleaned.

4.22 Catering

The in-house caterers have the sole right to supply any catering equipment and all food and beverages consumed on site. Exhibitors may entertain invited visitors with refreshments only if the refreshments are obtained from TIC Catering Department. Stand catering can be booked in advance using the portal here

<https://www.tictelford.com/pre-order/slide-2024/> and any special requests can be made direct to:

E: shelley.simister@tictelford.com

4.23 Public address system

The Public Address System in the halls is for the use by the Organisers and Authorities for official announcements only. It is not available for Exhibitors or Visitors.

4.24 Music and playing of recordings

No music will be played so exhibitors should only play music on low as to not disturb other stands.

The following licences are required in order to play dvds, videos or music in a public place.

PRS Licence - for playing music: licence fee to songwriters, composers, producers.

PPL Licence - for playing music: licence fee to performers.

To obtain a PRS and PPL Licence, call freephone 0800 072 0808 or visit pplprs.co.uk

4.25 Failure of services

The Organisers will use their best endeavours to ensure the supply of the services of the Landlord and those contractors employed by them, but as the suppliers of such services are not within the control of the Organisers neither they nor the company shall incur any liability to an Exhibitor for any loss or damage, if such services shall wholly or partially fail or cease to be available nor shall the exhibitor be entitled to any allowance in respect of rental due or paid under the Contract.