Exhibitor Manual

First of all, on behalf of UKSG, thank you for supporting the 2014 Conference. We wish you a successful event. Here’s to 2014 and beyond!

Pre-Event Contacts

Prior to the event, Karina Hunt at KHEC is working on behalf of UKSG. Our aim is to ensure strong communication links with all exhibitors.

Karina can be contacted using the information below:

E-mail: karina@khec.co.uk
Mobile: +44 (0) 7900 165948

UKSG can be contacted as follows:

Alison Whitehorn, UKSG Business Manager:
Hilltop, Heath End, Newbury RG20 0AP UK
Tel: +44 (0)1635 254292 Fax: +44 (0)1635 253826
E-mail: alison@uksg.org Website: www.uksg.org
### Programme | Monday 14 April

<table>
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<tr>
<td>08.00</td>
<td>Registration, Main Foyer</td>
</tr>
<tr>
<td>08.30</td>
<td>Refreshments and exhibition viewing, Hall H</td>
</tr>
<tr>
<td>10.00</td>
<td>Opening of the Conference</td>
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<tr>
<td></td>
<td>Main Auditorium</td>
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<tr>
<td></td>
<td>Ross MacIntyre, Chair, UKSG</td>
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<td></td>
<td>Greetings from NASIG</td>
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<td></td>
<td>Joyce Tenney, President, NASIG</td>
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<td></td>
<td>Presentation of 2014 John Merriman Joint NASIG/UKSG award (UK award sponsored by Taylor &amp; Francis Group)</td>
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<td></td>
<td>Presentation to the sponsored students and early career professionals (Places part sponsored by SAGE and Springer Science+Business Media)</td>
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Main Auditorium

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<thead>
<tr>
<th>Time</th>
<th>Event</th>
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<tbody>
<tr>
<td>10.30</td>
<td>The Chinese Century: promoting development with knowledge creation and distribution</td>
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<tr>
<td></td>
<td>Xiaolin Zhang, National Science Library, Chinese Academy of Sciences</td>
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<tr>
<td>11.00</td>
<td>The future of scholarly communications</td>
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<td></td>
<td>David De Roure, University of Oxford, Oxford e-Research Centre</td>
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<tr>
<td>12.00</td>
<td>Lunch and exhibition viewing, Hall H (sponsored by PCG)</td>
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<tr>
<td></td>
<td>First-timers’ reception, at 12.45</td>
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<tr>
<td>13.30</td>
<td>Breakout sessions (Group A), HIC breakout rooms</td>
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#### Plenary Session 2
Main Auditorium

<table>
<thead>
<tr>
<th>Time</th>
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<tbody>
<tr>
<td>14.30</td>
<td>Open access and research management</td>
</tr>
<tr>
<td></td>
<td>John Rogers, University of Stirling</td>
</tr>
<tr>
<td>15.00</td>
<td>Towards the next Research Excellence Framework</td>
</tr>
<tr>
<td></td>
<td>Steven Hill, Higher Education Funding Council for England</td>
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<tr>
<td>15.30</td>
<td>Refreshments and exhibition viewing, Hall H (sponsored by PCG)</td>
</tr>
<tr>
<td>16.00</td>
<td>Breakout sessions (Group B), HIC breakout rooms</td>
</tr>
<tr>
<td>17.00</td>
<td>Lightning Talks Session 1, Main Auditorium</td>
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<tr>
<td></td>
<td>Chair: Ann Knight, Cranfield University</td>
</tr>
<tr>
<td></td>
<td>1. Implementing e-resource access for alumni at King’s College London</td>
</tr>
<tr>
<td></td>
<td>Anna Franca, King’s College London</td>
</tr>
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<td></td>
<td>2. The NICE Electronic and Print Content Framework Agreement – benefits for NHS content purchasing</td>
</tr>
<tr>
<td></td>
<td>Celestine Johnston and Moira Godbert-Laird, National Institute for Health and Care Excellence (NICE)</td>
</tr>
<tr>
<td></td>
<td>3. Extending access to academic research content to NHS users: a pilot</td>
</tr>
<tr>
<td></td>
<td>Carolyn Alderson, Jisc Collections</td>
</tr>
<tr>
<td>17.30 to 18.30</td>
<td>Reception and exhibition viewing, Hall H</td>
</tr>
<tr>
<td>19.00</td>
<td>Curry and quiz night, Royal Hall (additional bookable item) (sponsored by Swets) or Free evening</td>
</tr>
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Plenary Session 3
Main Auditorium

09.00

**Digital Students: new learning and information habits**
Chair: Bernie Folan, Bernie Folan Market Research

Trust and authority in scholarly communications in the light of the digital transition
David Nicholas, CIBER Research Ltd and Carol Tenopir, University of Tennessee

09.30

The impacts of impact: challenges and opportunities of ‘multichannel’ academic work
Ernesto Priego, City University London

10.00

Channelling information flows: a young researcher’s approach to knowledge management
Guilhem Chalancon, MRC Laboratory of Molecular Biology

10.30

Refreshments and exhibition viewing, Hall H (sponsored by Innovative Interfaces)

11.00

Breakout sessions (Group A), HIC breakout rooms

12.00

Lightning Talks Session 2, Main Auditorium
Chair: David Summers, Lancaster University

4. Knowledge Unlatched: one year on
Frances Pinter, Knowledge Unlatched

5. Planting the Seed: from historical collections to Open Access at the Library of the Royal Botanic Garden Edinburgh
Lorna Mitchell, Royal Botanic Garden Edinburgh

6. Open access monographs: what have we learned?
Ellen Collins, Research Information Network

12.30

UKSG Annual General Meeting, Main Auditorium

13.00

Lunch and exhibition viewing, Hall H (sponsored by Innovative Interfaces)

14.30

Breakout sessions (Group B), HIC breakout rooms

15.30

Refreshments and exhibition viewing, Hall H

16.00

Breakout sessions (Group C), HIC breakout rooms

17.00

Lightning Talks Session 3, Main Auditorium
Chair: Helle Lauridsen, ProQuest Technologies

7. Connecting with researchers in the global South through e-learning
Ravi Murugesan, AuthorAID, INASP

8. A changing service for a changing landscape
Richard Ebdon, The British Library

9. Implementing ORCID
Ed Pentz, CrossRef

17.30 to 18.30

Exhibition viewing, Hall H

Evening theme: A True Taste of Yorkshire
Venue: Majestic Hotel (sponsored by RMIT Publishing)

19.00

Reception

20.15

Conference dinner

22.30 to 00.30

Disco and bar
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Main Auditorium

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<thead>
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<th>Session Title</th>
<th>Speaker(s)</th>
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<tbody>
<tr>
<td>09.00</td>
<td>Really Useful Library Technology</td>
<td>Chair: Ed Pentz, CrossRef</td>
</tr>
<tr>
<td>09.20</td>
<td>Discovery or displacement?: a large-scale longitudinal study of the effect of discovery systems on online journal usage</td>
<td>Michael Levine-Clark, University of Denver Libraries and John McDonald, University of Southern California</td>
</tr>
<tr>
<td>09.40</td>
<td>Impact of library discovery technology</td>
<td>Valérie Spezi, LISU, Loughborough University</td>
</tr>
<tr>
<td>10.00</td>
<td>Libraries in the sky, on earth and in between</td>
<td>Birte Christensen-Dalsgaard, The Royal Library, Denmark</td>
</tr>
<tr>
<td>10.20</td>
<td>Thinking the unthinkable – doing away with the library catalogue</td>
<td>Simone Kortekaas, Utrecht University Library</td>
</tr>
<tr>
<td>10.30</td>
<td>Question Time</td>
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<tr>
<td>11.00</td>
<td>Refreshments and exhibition viewing, Hall H</td>
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<tr>
<td>11.00</td>
<td>Breakout sessions (Group C), HIC breakout rooms</td>
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## Plenary Session 5
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<thead>
<tr>
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<th>Session Title</th>
<th>Speaker(s)</th>
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<tbody>
<tr>
<td>12.00</td>
<td>Open And Close</td>
<td>Chair: Incoming Chair, UKSG</td>
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<tr>
<td>12.15</td>
<td>Introduction</td>
<td>Chair: Incoming Chair, UKSG</td>
</tr>
<tr>
<td>12.45</td>
<td>The open data imperative</td>
<td>Geoffrey Boulton, The Royal Society/University of Edinburgh</td>
</tr>
<tr>
<td>13.15</td>
<td>The open library and its enemies</td>
<td>Bill Thompson, BBC</td>
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<tr>
<td>13.20</td>
<td>Final questions</td>
<td></td>
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<tr>
<td>13.20</td>
<td>Close of conference and lunch</td>
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Build-Up Timetable

Sunday 13 April 2014

- Hall H will be open from 0800 to 2000 for stand build. Please pay special attention to Section 28, Loading Bay & Vehicle Access.
- Please note: all stands must be built by 2000 on Sunday 13 April 2014.
- We would appreciate that you adhere to this policy to ensure a seamless build-up process for all exhibitors.

Breakdown Timetable

Wednesday 16 April 2014

- Stands can be broken down from 1320. Section 28, Loading Bay & Vehicle Access again applies.
- We would appreciate that you adhere to this policy to ensure a professional event image.
- You must be clear of Hall H by 1800.

Exhibition Hours

- Monday 14 April: 0830 – 1830.
- Tuesday 15 April: 0900 – 1830.
- Wednesday 16 April: 0900 – 1320.

Your Quick Contact Guide

Pre-Event Contact
Karina Hunt, KHEC
Tel: +44 (0)7900 165948
karina@khec.co.uk

Accommodation
Reservation Highway Ltd
Tel: +44 (0)1423 525577
Email: admin@reservation-highway.co.uk

Advertising
To place an advertisement in UKSG eNews, please contact Richard Abels: rich@aurisassociates.com

Venue
Johanna Hutcheson, Event Planning Assistant
Harrogate International Centre
Kings Road, Harrogate, HG1 5LA
Tel: +44 (0)1423 537452 Email: johanna.hutcheson@harrogate.gov.uk

UKSG
UKSG can be contacted as follows:
Hilltop, Heath End, Newbury RG20 0AP UK
Tel: +44 (0)1635 254292 Fax: +44 (0)1635 253826
Email: alison@uksg.org Website: www.uksg.org
1. Accommodation

To book your accommodation in advance, please visit the UKSG conference web page at www.uksg.org/event/conference14.

2. Animals

No animals other than guide dogs are permitted on site.

3. Badges

Registration opens at 0800 on Monday 14 April, at which time you will be able to collect your badge. Please remember that all exhibitors must book as delegates via the UKSG conference web page.

4. Build-Up & Breakdown

Please refer to the information on page 6 for times. Stands must be designed so they can be completed within the time available. Ensure all items are removed by the dates and times specified. Any items left at the venue after this time are at the owner’s risk. Refer to section 15 for delivery/collection of items.

5. Car Parking

There is car parking available at the HIC. Please refer to the car parking details given in Appendix C.

6. Catering

The sole rights to catering are held by Kudos Catering (UK) Limited at the Harrogate International Centre. All daytime catering for delegates will be in Hall H. If exhibitors wish to organise catering from their stand please use the order form in Appendix H and return by Friday 28 March. The coffee shop opposite the entrance to Hall H will be open on Sunday 13 April for light refreshments from 0900 to 1600. It will also be open throughout the duration of the event.

NOTE: No exhibitors shall distribute or give away any item of food or drink not supplied by the official caterers Kudos at the HIC without express written consent of Kudos.

7. Children

Please note that there are specific laws appertaining to children under the Health and Safety at Work regulations. No one under the age of 16 is allowed on site during build up or break down.

8. Cleaning

Each exhibitor is responsible for keeping their stand area clean and tidy. The stand areas of Hall H are carpeted. At the end of each conference day, any items left outside an exhibitor’s stand area will be disposed of.

9. Cloakroom

There are cloakroom facilities in the Entrance Foyer of the HIC and adjacent to Hall H.

10. Code of Practice

Please ensure that all exhibits remain displayed during the hours the conference is open. Removing products before 1320 on Wednesday 16 April is strictly forbidden – your neighbouring exhibitors could still be trading. Please be considerate!
11. Completion of Stands & Exhibits
All stands must be dressed and completed by 2000 on Sunday 13 April 2014. Strictly no access to Hall H after this time.

12. Conference Plenary & Breakout Sessions
All exhibitors are required to register as delegates and can attend plenary and breakout sessions of their choice. Plenary sessions will take place in the Auditorium. Breakout session venues will be advised.

13. Damage
Any damage which has been caused by your company will be charged to your company.

14. Delegate List
A list of delegates (names and affiliations only) will be emailed to you two weeks before the event.

15. Delivery & Collection of Items
All deliveries to and collections from the HIC should be clearly marked with the following:
Exhibitor Name:
Stand No:
Harrogate International Centre
Hall H
UKSG Exhibition 14-16 April 2014
Kings Road,
Harrogate, HG1 5LA, UK
Couriers delivering and collecting should report to the Hall H loading bay. Deliveries will only be accepted from Thursday 10 April between 0800-1600 and between the same times on Saturday 12 April. Any deliveries accepted before tenancy will be stored in Hall H offices from where exhibitors should collect their items.
Exhibitors should ensure that arrangements are made for the collection of all items from the HIC at the end of the event. All items for collection should be clearly labelled with full contact details.
Collections on Wednesday 16 April should be made between 1330 and 1800.
All items MUST be collected by Thursday 17 April (between 0800-1600).
UKSG cannot take responsibility for any goods delivered by courier or postal services that are received by the organisers or their on-site representatives.

16. Disability Awareness & Parking
Limited disabled parking is available. Should you require any further information please contact the venue direct. Exhibitors should be familiar with the content and implications of the Disability Discrimination Act 1996 (DDA) and design their stands accordingly.

17. Disputes
Should any questions arise that are not covered by rules and regulations, the exhibitor agrees to accept the decision of the organisers as final subject to the laws of England.

18. Emergency Procedures & Fire Precautions
Please refer to Appendix K.
19. Exhibition Guide
Your logo and up to 100 words about your company will be profiled within the brochure if you have supplied these to Karina at KHEC. Karina will be requesting this information directly from you following your registration.

20. Fascia Name Boards
Within the shell scheme package, each stand is provided with a nameboard, detailing the Company name and stand number. The choice of style and colour are decided by the Organiser. Please complete the form in Appendix D and return to HIC by Friday 14 March 2014.

21. First Aid
A qualified first-aider will be on site at all times, but in the first instance please report any first aid incident to a staff member who will then deal with it.

22. Furniture
No furniture is included in the stand fee. Furniture can be ordered via the Indisplay website: www.jmtindisplay.co.uk For further details, please see Appendix F. The deadline for ordering furniture is Monday 7 April 2014.

23. Gangways/Aisles
Please ensure all products, display items, etc. are kept within the confines of your stand. You will be asked to remove items that protrude into any aisle or gangway.

24. Health & Safety
You should be aware of your responsibilities under the 1974 Health and Safety AtWork Act, and all of the ensuing regulations and codes of practice. An exhibition site is also a place of work and you are advised that you should carry out risk assessments as part of your normal health and safety duties. Please see Appendix L for Health and Safety Regulations.

25. Hire of Plasmas and Additional AV Equipment
Additional audio visual equipment can be provided by HIC. Please use the form in Appendix G to order any equipment required. This must be returned to HIC by Friday 28 March.

26. Insurance
Whilst we take every precaution to protect your property during the event, we are not responsible for any loss or damage. Please ensure that you have adequate insurance cover. Make sure that you have considered all eventualities including cancellation. You must have public liability insurance to exhibit.

27. Lighting & Electrics
All standfitting and electrical work within the halls must be carried out by Harrogate International Centre unless otherwise agreed. Each stand, both shell and space-only, will be allocated 1 x 500w socket. Please use the form in Appendix B for additional electrical requirements.

Inclusive within the shell scheme package is an allocation of spotlights, dependent on stand size. This allocation is detailed in the specification information enclosed. Fittings provided within the standard package cannot be exchanged; all spotlights provided on this basis will be fitted to the rear of the stand fascia. Spotlights provided within the standard package cannot be relocated within the stand area. If additional lights are required, these should be ordered by completing the electrical order form. If these are
positioned away from the stand walls or fascia, it would be necessary to order lighting tracks.

Before Exhibitors own equipment is connected into HIC electrical systems it must have a current up to date PAT Certificate. This service can be provided by HIC @ £10 + VAT per item. Electrical equipment used for build up and breakdown in line with HSE guidance must be used with a transformer to be operated at 110 Volts or battery operated.

**Important information for electrical installations on exhibitions/events at Harrogate International Centre:** Harrogate International Centre (HIC) requires that any person working on any electrical installation/exhibition stand electrics must be a competent electrician. Proof of this must be provided (copies of qualifications, JIB card, BECA card or other technical qualifications) to the address below.

Main electrical contractors must provide a list of all qualified electricians whom they are to employ on the current exhibitions / events to the address below before any electrical installation work is carried out.

Persons who do not have the necessary qualifications shall not be allowed to carry out any electrical installation work on the Harrogate International Centre site.

**This is to comply with:**
The Electricity @Work Regulations 1989.
The Health & Safety @Work Act 1974.
Requirements for Electrical Installations BS7671 (EIC364).
The Exhibition Venues Association Electrical Regulations.
HIC Regulations for Stand Electrical Installations.

Thank you for your co-operation in this matter. If you have any queries please do not hesitate to contact:

**HIC Exhibition Services**
Phone: +44 (0) 1423 537223
Fax: +44 (0) 1423 537261
Email: exhibitionservices@harrogate.gov.uk

**28. Loading Bay & Vehicle Access**

There will be a traffic control procedure in operation on Sunday 13 April from 0730-2000. Please refer to **Appendix I** and abide by the instructions therein. On Wednesday 16 April the same traffic procedure will again be in operation from 0800-1800. Space in the loading bay area is very limited. Once unloaded, vehicles must be moved off site, as the HIC is unable to provide exhibitor parking. Please refer to the car parking details given in **Appendix J**.

Please ensure that all contractors are aware of these arrangements.

**29. Noise Levels**

If any noise levels are raised to an unacceptable level for neighbouring exhibitors and visitors during the Conference, the organisers reserve the right to curtail the noise.

**30. Notice Board**

There will be an exhibitor notice board where announcements about stand-based events, prize draws etc can be displayed.

**31. Painting Or Spraying**

Under no circumstances is painting or spraying permitted in the halls.

**32. Photography**
33. Risk Assessment

All parties including exhibitors and contractors have responsibilities as laid out in accordance with the Health & Safety at Work Act 1974, the Management of Health & Safety at Work Regulations 1999 and any mandatory Acts/Regulations relevant to their activities. It is your responsibility as an exhibitor and your contractor/s to ensure that a safe working environment is achieved.

Exhibitors building their own stands should submit risk assessments to Alison Whitehorn, Business Manager, UKSG, email: Alison@uksg.org by no later than Friday 14 March where there is deemed to be a RISK associated with your stand, with respect to (for example):

- Build up, open and break down periods
- Shell and space only constructions
- Contractors and sub-contractors method statements, employed by both the Licensor and their exhibitors, and any identifiable working hazards
- Using of lifting/working machinery
- Hazards to the attendees and other participants
- Special features contained within the event
- Manual handling
- Audience type and number expected, and any particular hazards identified by their nature.

*Please note that the above list is not exhaustive and should only be used as a guide.*

**A suitable and sufficient risk assessment is one that:**

- Correctly and accurately identifies the hazard
- Disregards inconsequential risks and those trivial risks associated with life in general
- Determines the likelihood of injury or harm arising
- Quantifies the severity of the consequences and the numbers of people who would be affected
- Take account of any existing control measures
- Identifies any specific legal duty or requirement relating to the hazard
- Will remain valid for a reasonable time
- Provides sufficient information to enable the employer to decide upon the appropriate control measures, taking into account the latest scientific developments and advances, enables the employer to prioritise remedial measures.

It is the responsibility of each exhibitor to ensure that every supplier or sub contractor carries out a suitable and sufficient assessment of the significant risks to health and safety of their employees or persons not in their employment arising out of or in connection with the conduct or undertakings at HIC.

All contractors, sub-contractors, agents etc appointed by either an organiser or an exhibitor must have in their possession an appropriate risk assessment and method statement and relevant liability insurance for the task/activity they are performing, which should be available for inspection at any time.

34. Security

The venue has on-site security and all doors to Hall H will be locked at the end of each conference day. We do however recommend that you remove all personal valuables, including laptops, from your stand when unmanned. Please ensure all electrics are switched off when you leave your stand at the end of each day.

We advise you to read the Insurance section in this manual to ensure you have adequate cover.

35. Sharers
Remember to pass on any relevant information to any companies sharing your stand with you.

36. Smoking
This is a non-smoking event.

37. Stand Construction Details
Stand layout in Hall H
Exhibition Hall layout is a pre-determined layout as defined by the Fire Officer. Hall H is carpeted.
- All shell stands and floor stands are 2.5m x 1.5m. Please refer to the Exhibition Floorplan.

Floor Space Only Stands
- The design of the stand must be so it can be erected and dismantled within the time available.
- Please refer to section 34 on Risk Assessment.
- If an exhibitor erects a stand which does not conform in all respects to the organiser’s and local authority’s regulations and requirements, the organisers shall be at liberty to enter on the exhibitor’s stand and alter, demolish and/or reconstruct the said stand so as to make it conform to the regulations and requirements. The exhibitor shall, on demand, repay the organisers all expenses incurred by them in respect of such alterations.

Shell Scheme
Shell scheme stands are built using the Click construction system. This is a modular aluminium frame structure in matt-silver anodised aluminium, 2.5m high with posts at 1m centres, each with eight channels; infill panels are finished in white melamine. Depending on individual stand layout, some panels may be smaller widths within the overall 1m grid. See Appendix A for more details. See Appendix D for fascia nameboards. If a double stand has been ordered, the dividing wall will be automatically removed unless notified by the exhibitor.

Carpet
The whole of Hall H will be covered in blue carpet. Under no circumstances can the carpet be removed. Exhibitors wishing to change the carpeting on their stands should order flooring plywood, to be laid prior to the alternative carpeting being fitted. All damage to existing carpets will be charged to the Exhibitor.

No tape must be used on floor areas without prior approval of the conference venue. Any damage caused will be charged at a level appropriate to cover costs for complete renovation of the damaged area.

Electric
Please refer to section 27.

Walls/Doors/Windows
No posters or other materials are to be pinned, taped or attached in any other way to walls, doors or windows. Any damage caused will be charged at a level appropriate to cover costs for complete renovation of the damaged area.

Height restrictions in Hall H
The height restriction in Hall H is 5.85m.

38. Storage
A limited space for storage of items during the event will be available near Hall H.

39. Telephones
Exhibitors are permitted to use mobile phones. Please ensure noise courtesy to your neighbours when doing this!

40. Toilets
Toilets are located throughout the Harrogate International Centre.

41. Travel Information
Harrogate sits right in the middle of the UK map and is easily accessible by road, rail and air.
Please visit www.visitharrogate.co.uk/travel-info
Additional information on Harrogate can be found in Appendix J.

42. Trolleys
Trolleys are not available for use at the HIC.

43. Venue
Please refer to the maps in Appendices I & J for the venue location. The full address of the venue is HIC, Kings Road, Harrogate, HG1 5LA. Tel +44(0)1423 500 500.

44. Wireless Internet
Free WiFi connectivity will be available to all delegates. The HIC has advised that each exhibitor wishing to access the internet for the duration of the event will need to order a dedicated connection, priced at GBP250.00, in order to guarantee sufficient bandwidth to operate successfully. Please use the form in Appendix G to order internet access. Forms should be returned by Friday 28 March.

Internet security and the security of your machine and your data is your responsibility and the HIC accepts no liability for losses either actual or consequential as a result of you using their internet access services.

There will be IT support available during set up on Sunday 13 April.
Exhibition Floor Plan
Harrogate International Centre
Hall H

Floor Space
£1350 + VAT

Shell Space
£1550 + VAT

All stands (Shell and Floor Space) 2.5m x 1.5m. Height restriction: 5.85m.
## Exhibitor List 2014

<table>
<thead>
<tr>
<th>Exhibitor</th>
<th>Stand</th>
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<tbody>
<tr>
<td>123library</td>
<td>45</td>
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## Exhibitor List 2014, continued

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<td>Wolters Kluwer Health</td>
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THE BASIC SHELL SCHEME STAND

Exhibitors may choose **Space Only** or **Shell Scheme**. Shell scheme stands are built using the Click construction system. This is a modular aluminium frame structure in matt-silver anodised aluminium, 2.5m high with posts at 1m centres, each with eight channels; infill panels are finished in white melamine. Depending on individual stand layout, some panels may be of smaller widths within the overall 1m grid.

A fascia panel is provided on each open side, supported by system posts at intervals: the maximum distance between support posts is 4 metres. The drawing shows details of framework and panel sizes.

1. Fascia board  White laminate both sides. Height 300 o/a, 170 visible board
2. System post  55mm wide with 8 channels
3. System rail  65mm high
4. Infill panel  White Melamine both sides
5. Panel  For exhibitor name and stand number
6. Carpet  Blue

**Inclusive of the Shell Scheme Package are:**
- 2 x 100w spotlights (fitted to the back of the fascia board)
- 1 x 500w socket (fitted to any perimeter wall panel)

**Inclusive of the Space Only Package is:**
- 1 x 500w socket
SHELL SCHEME MODULAR SYSTEM

Your attention is drawn to the following fixings which are strictly forbidden on this system:

- **NO NAILS**
- **NO SCREWS**
- **NO PAINT**
- **NO STAPLES**

WHITE MELAMINE PANELS
Fixing is permitted by: Blu-Tac, Velcro hook/loop dots or strips or pendant display panels for heavy exhibits

Supplies of Velcro hook dots and strips and double-sided tabs can be purchased from the HIC Exhibition Services Office.

Remember ...
The Exhibition Support Team is here to help you

HARROGATE INTERNATIONAL CENTRE
Kings Road Harrogate HG1 5LA North Yorkshire England
Tel: +44 (0)1423 537223   Fax: +44 (0)1423 537261
Email: exhibitionservices@harrogate.gov.uk
OPTIONAL EXTRAS

Extra display fittings and wall panels for subdivision of your stand space are available to order. Please note that the only fixing method which may be used directly on wall panels is Velcro dots and strips; no pins, staples, screws or other intrusive fixings are allowed. If a wall panel is damaged in any way, then an extra charge for replacement will be made.

If you need to fix heavy objects to walls, you can do so by using a Pendant Panel fitted with a plywood infill which will accept most kinds of fixing.

The Click system post (above) and horizontal rail

1. Pin board display panel
2. Pendant mirror
3. Sloping shelf
4. Straight shelf
5. Garment rail
6. Waterfall garment rail
7. Garment hook set
8. Power track
9. Lighting track on cantilever brackets
10. Spotlights
11. Literature rack
12. Worktop plinth
13. Internal partition panels
14. Lockable door
15. Dwarf panels
16. Muslin ceiling
Extra wall panelling
Standard finish: white melamine for subdividing stand space, similar to those in main structures. Standard finish. Alternative finishes are available by arrangement. Note: NO FIXINGS ALLOWED to these panels: pendant display panels (see below) are available for this purpose.

WP10-25  Wall panel 1m wide x 2.5m high
WP05-25  Wall panel 0.5m wide x 2.5m high
WP10-10  Dwarf panel 1m wide x 1m high

Shelves & literature rack (Ref 3, 4 & 11 on illustration)
White laminate-faced shelves fixed to walls with cantilever brackets. Can be fitted sloping at 25deg with a raised aluminium lip at the front edge; or flat with a flush front edge. The literature rack is in aluminium and acrylic. All are adjustable for height. Max. Recommended load 30 Kg.

WP10 - 25
Wall panel 1m wide x 2.5m high
WP07 - 25
Wall panel 0.75m wide x 2.5m high
WP05 - 25
Wall panel 0.5m wide x 2.5m high
WP02 - 25
Wall panel 0.25m wide x 2.5m high

WP10  - 10
Dwarf panel 1m wide x 1m high

Worktop plinth (Ref 12 on illustration)
A 500mm deep white laminate-faced worktop/shelf on an aluminium plinth frame fixed to the wall. Will support substantial weights, and should be used in reference to cantilever shelves for heavy items. Special depths/heights by arrangement.

WP10-05  Worktop 1m wide, 0.5m deep, 1m high with shelf below

Pendant display panel and Mirror (Ref 1 & 2 on illustration)
A framed pendant wall panel for graphics or 3-D object display. Three infill options: fabric-faced pin board for graphics and lightweight objects; fabric-faced plywood for heavier objects; and a mirror. Two fabric options: Blue or Red - please indicate on the stand fitting accessories order form. Special frame sizes and/or custom infill’s can be supplied by arrangement.

Garment hanging (Ref 5, 6 & 7 on illustration)
Rails, brackets and hooks for fixing to the walls. The rails project 320mm from the wall panels and can span 1 or 2 bays. The waterfall bracket fixes to any post, including the 45deg channels. The garment hook set is based on a horizontal rail which spans one bay. Default height from ground 1.500m, but can be different height by arrangement. Special rail lengths are also available if required.

Doors & curtains for internal enclosures
Where extra panels are being ordered to enclose a space within the stand, access may be provided by substituting a lockable door or a curtain for one of the 1m panels. The door is timber-veneer-faced and fitted with a lockable handle set. The standard curtain is in white, but custom fabrics can be supplied by arrangement.

Raised Platforms
Raised platforms are a convenient way to route electrics, plumbing or other cable runs to areas in the centre of a stand.

Night Sheets (Available on Request)
Night sheets are supplied complete with padlocks, securing the open sides of the stands.

Extra Lighting
Extra lighting can be added by ordering 50W or 100W adjustable spotlights fixed to power tracks. Up to 3 lamps can be used per 1200mm track, and the tracks can be fixed either behind fascia panels, on front-to-back ceiling beams; or on cantilever brackets which hold the lamps 450mm out from wall panels. Order lamps and tracks separately to achieve the lighting you need, contact the HIC Exhibition Service Office for further details.
## ELECTRICAL FITTING ORDER FORM

**COMPLETE AND RETURN THIS ORDER FORM TO HARROGATE INTERNATIONAL CENTRE NO LATER THAN 14.03.2014**

<table>
<thead>
<tr>
<th>EXHIBITION</th>
<th>UKSG 2014</th>
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<tbody>
<tr>
<td>COMPANY NAME &amp; ADDRESS</td>
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<td>TELEPHONE NUMBER</td>
<td>FAX NUMBER</td>
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<tr>
<td>CONTACT NAME</td>
<td>SIGNATURE</td>
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<tr>
<td>STAND NUMBER</td>
<td>DATE</td>
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**EARLY BOOKING PRICES (BELOW) ARE AVAILABLE ONLY ON ORDERS RECEIVED 14.03.2014**

**STANDARD PRICES WILL APPLY TO ORDERS AFTER THIS DATE - THESE PRICES MAY BE UP TO 20% HIGHER**

<table>
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<tr>
<th>Item Description</th>
<th>Early Booking</th>
<th>Standard Price</th>
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<tr>
<td>500W SOCKET OUTLET</td>
<td>£53.55</td>
<td>£64.26</td>
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<tr>
<td>1000W SOCKET OUTLET</td>
<td>£68.35</td>
<td>£82.02</td>
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<tr>
<td>2000W SOCKET OUTLET</td>
<td>£128.49</td>
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<td>3000W SOCKET OUTLET</td>
<td>£174.19</td>
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<tr>
<td>500W SOCKET OUTLET (24hr FRIDGE)</td>
<td>£97.24</td>
<td>£116.69</td>
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<td>6ft FLUORESCENT FITTING</td>
<td>£44.31</td>
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<td>8ft FLUORESCENT FITTING</td>
<td>£45.64</td>
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<tr>
<td>GENERAL PURPOSE SPOTLIGHT 50W (PAR16)</td>
<td>£29.44</td>
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<tr>
<td>GENERAL PURPOSE SPOTLIGHT 100W (PAR38)</td>
<td>£32.19</td>
<td>£38.63</td>
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<td>CONNECTION TO CLIENTS OWN FITTING (PER CONNECTION UP TO 150W)</td>
<td>£57.55</td>
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<td>CONNECTION TO CLIENTS OWN FITTING (PER CONNECTION UP TO 500W)</td>
<td>£63.82</td>
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<tr>
<td>CONNECTION TO CLIENTS OWN FITTING (PER CONNECTION UP TO 1000W)</td>
<td>£76.56</td>
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<tr>
<td>CEILING BATTENS</td>
<td>£9.98/m</td>
<td>£11.97/m</td>
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<tr>
<td>MAINS CONNECTION (SPACE ONLY) STANDS</td>
<td>£75.00</td>
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**VAT will be charged at the prevailing rate**

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Shell Scheme Package - Electrical sockets are supplied fixed to perimeter panelling – Relocation will incur additional charge
Please use graph overleaf to indicate positions of all electrical items.

**PLEASE NOTE TERMS & CONDITIONS**

**NOTES**
Before clients own equipment is connected into HIC electrical systems it must have a current up to date P.A.T. certificate. This service can be provided by HIC @ £10 + VAT per item.

IF STANDS ARE WIRED BY CLIENTS OWN CONTRACTORS THE STAND ELECTRICAL SYSTEM MUST BE TESTED AS REQUIRED BY THE REQUIREMENTS FOR ELECTRICAL INSTALLATIONS AND TEST RESULTS PROVIDED TO HIC TECHNICAL DEPARTMENT BEFORE CONNECTION INTO HIC ELECTRICAL SYSTEM

FULL PAYMENT MUST BE RECEIVED PRIOR TO TENANCY. PLEASE RETAIN A COPY OF THIS FORM FOR YOUR RECORDS
### ELECTRICAL FITTING ORDER FORM

<table>
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<th>EXHIBITION</th>
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<th>STAND NUMBER</th>
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Electrical sockets are supplied fixed to perimeter panelling – Relocation will incur additional charge

**PLEASE NOTE TERMS & CONDITIONS**

**CONDITIONS**

- IF SPOTLIGHTS/FLUORESCENTS ARE LOCATED AWAY FROM THE SIDES OF STAND, LIGHTING BATTEN WILL BE REQUIRED.
- * MAINTENANCE TO CLIENTS' OWN FITTINGS IS NOT INCLUDED IN THESE PRICES*
- * ALL WIRING MUST CONFORM TO NAEH REGULATIONS*
Please return to:
Exhibition Services
Harrogate International Centre
Kings Road, Harrogate
North Yorkshire HG1 5LA England
Tel: +44 (0)1423 537223
Fax: +44 (0)1423 537261
Email: exhibitionservices@harrogate.gov.uk

Appendix C

Complete and return this order form to Harrogate International Centre no later than 14.03.2014

Stand fitting order form

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Early booking prices (below) are available only on orders received by 14.03.2014. Standard prices will apply to orders after this date - these prices may be up to 20% higher.

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<td>WP07-25</td>
<td>WALL PANEL 0.75m wide x 2.5m high</td>
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<td>WP05-25</td>
<td>WALL PANEL 0.5m wide x 2.5m high</td>
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<td>WP02-25</td>
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<td>WP10-10</td>
<td>DWARF WALL PANEL 1m wide x 1m high</td>
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<td>WP10-05-05</td>
<td>WORKTOP 1m wide, 0.5m deep, 1m high with shelf below</td>
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<tr>
<td>EXDOOR</td>
<td>LOCKABLE DOOR</td>
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<tr>
<td>CUR01</td>
<td>CURTAIN SET FOR 1m wide bay</td>
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<td>HICWM</td>
<td>WHITE MUSLIN CEILING</td>
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<td>HICRP</td>
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<td>FLOORING PLY (Unfinished)</td>
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<td>NIGHT SHEET (Including Padlocks)</td>
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<td>SF10-03</td>
<td>SHELF FLAT 1m wide, 0.3m deep fixed at...........high from floor</td>
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<td>SS10-03</td>
<td>SHELF SLOPING 1m wide, 0.3m deep fixed at........... high from floor</td>
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<td>LIT-01</td>
<td>LITERATURE RACK 1m wide, 0.2m deep with 4 x A4 sections</td>
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<td>PM09-09</td>
<td>MIRROR</td>
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<tr>
<td>GR10</td>
<td>1m GARMENT RAIL fixed at.................high from floor</td>
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<td>NB420</td>
<td>WATERFALL GARMENT RAIL 420mm</td>
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<td>GH10</td>
<td>GARMENT HOOK SET, 4 hooks, 1m wide</td>
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<tr>
<td>Special Offer</td>
<td>1mx1m Lockable Cubicle including 1 panel, 1 lockable door, 1 literature rack (attached to shell scheme) &amp; 1 garment hook set – saving 25%</td>
<td></td>
<td>£191.71</td>
<td>£230.10</td>
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VAT will be charged at the prevailing rate

Sub total

VAT

Total

All items are on hire unless stated otherwise. Please indicate position of items on graph overleaf. Full payment must be received prior to tenancy. Please retain a copy of this form for your records.
# STAND FITTING ORDER FORM

Please use graph to indicate position and heights of optional extras

<table>
<thead>
<tr>
<th>EXHIBITION</th>
<th>UKSG 2014</th>
<th>STAND NUMBER</th>
</tr>
</thead>
</table>

Scale Used

ALL ITEMS ARE ON HIRE UNLESS STATED OTHERWISE
PLEASE INDICATE POSITION OF ITEMS ON GRAPH
FASCIA BOARD DETAILS

<table>
<thead>
<tr>
<th>EXHIBITION</th>
<th>UKSG 2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMPANY NAME &amp; ADDRESS</td>
<td></td>
</tr>
<tr>
<td>POSTCODE</td>
<td></td>
</tr>
<tr>
<td>TELEPHONE NUMBER</td>
<td></td>
</tr>
<tr>
<td>FAX NUMBER</td>
<td></td>
</tr>
<tr>
<td>CONTACT NAME</td>
<td></td>
</tr>
<tr>
<td>SIGNATURE</td>
<td></td>
</tr>
<tr>
<td>STAND NUMBER</td>
<td></td>
</tr>
<tr>
<td>DATE</td>
<td></td>
</tr>
</tbody>
</table>

**COMPLETE AND RETURN THIS ORDER FORM TO HARROGATE INTERNATIONAL CENTRE NO LATER THAN 14.03.2014**

**IMPORTANT**

Please fill in below your company name as you wish it to appear on the fascia board attached to your stand. Unless otherwise stated by the organisers please make clear any requirement for UPPER or lower case character, dots …. or dashes -----, e.g. (Subject to organiser’s requirements)

**Call HIC Exhibition Services on 01423 537223 for more details**

One fascia name board is provided to each open side of your stand (minimum length of 2m). Stands with an open side over 10m in length will have an additional nameboard.
## PAYMENT DETAILS

Complete and return this order form to Harrogate International Centre no later than **14.03.2014**

<table>
<thead>
<tr>
<th>EXHIBITION</th>
<th>UKSG 2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMPANY NAME &amp; ADDRESS</td>
<td></td>
</tr>
<tr>
<td>POSTCODE</td>
<td></td>
</tr>
<tr>
<td>TELEPHONE NUMBER</td>
<td>FAX NUMBER</td>
</tr>
<tr>
<td>CONTACT NAME</td>
<td>SIGNATURE</td>
</tr>
<tr>
<td>STAND NUMBER</td>
<td>DATE</td>
</tr>
</tbody>
</table>

**Full payment is required by**

If you wish to pay by either Credit or Debit Card, please tick the following box and we will contact you for the card details

Credit Card [ ]  Debit Card [ ]

To cover processing fees Credit Card payments attract a surcharge of 1.5% which will be added to your payment

Card holder contact number: ...............................................................................................................................................

Enclosed is a cheque totalling £ ................................ payable in Sterling drawn on a UK Bank made payable to Harrogate Borough Council.

VAT is applicable on all services provided by Harrogate International Centre

*PLEASE ENCLOSE PAYMENT WITH ORDER AND RETAIN A COPY OF THIS FORM FOR YOUR RECORDS*
JMT Indisplay are officially appointed furniture contractors for this show, and we have a comprehensive selection of furniture and display products, including carpet and floor coverings, available for exhibitors to hire. You can peruse our full range of products and order on-line using our secure website at www.jmtindisplay.co.uk

Alternatively, if you would like to receive a copy of our full colour brochure and an order form, then please either phone our Sales Office on +44 (0)1923 851 580 or complete the catalogue request form on our website.

All goods are hired under the terms and conditions listed in our official price list, and detailed on www.jmtindisplay.co.uk. Orders are only accepted on the understanding that the customer agrees to abide by these terms and conditions.

Pictured here is just a small sample of our product range.

JMT Indisplay Ltd
Unit A, Ventura Park
Old Parkbury Lane
Colney Street, St. Albans
Herts AL2 2DB
Tel: +44 (0)1923 851 580
Fax: +44 (0)1923 854 681
www.jmtindisplay.co.uk
sales@jmtindisplay.co.uk

Also on-site at the
NEC in Birmingham
## IT Services - Order Form 2014

**Please contact us if you have not received confirmation of your order within 7 days.**

**A late booking charge of 20% of the total order will apply to orders placed within 14 days of the tenancy date.**

### Event Name:  
Start Day:  
Today's Date:  

### Exhibitor Contact Details
- **Stand Name / No.:**
- **Company Name:**
- **Company Address:**
  - **Company Tel.:**
  - **Company Fax:**
- **Company Email:**

### INTERNET ACCESS

<table>
<thead>
<tr>
<th>Service</th>
<th>Standard Prices</th>
<th>Late Booking Prices (+20%)</th>
<th>QTY</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Broadband Internet Connection for 1 PC</td>
<td>£250.00</td>
<td>£300.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wireless Broadband Access (for up to 2 PC's)</td>
<td></td>
<td></td>
<td>Daily</td>
<td>£95.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Event</td>
<td>£250.00</td>
</tr>
<tr>
<td>Additional IP Address (to connect extra PC's/Laptops)</td>
<td>£75.00</td>
<td>£90.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Network Switch</td>
<td>£60.00</td>
<td>£72.00</td>
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</table>

### PC’s & PERIPHERALS

<table>
<thead>
<tr>
<th>Service</th>
<th>Standard Prices</th>
<th>Late Booking Prices (+20%)</th>
<th>QTY</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>PC or Laptop Hire</td>
<td></td>
<td></td>
<td>Daily</td>
<td>£75.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Event</td>
<td>£90.00</td>
</tr>
<tr>
<td>Laser Printer</td>
<td></td>
<td></td>
<td>Daily</td>
<td>£35.00</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Event</td>
<td>£42.00</td>
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<tr>
<td>42” Plasma Screen (inc. floorstand)</td>
<td></td>
<td></td>
<td>Event</td>
<td>£350.00</td>
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<tr>
<td>DVD Player</td>
<td></td>
<td></td>
<td>Daily</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Event</td>
<td>£36.00</td>
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### TECHNICIAN SUPPORT

<table>
<thead>
<tr>
<th>Service</th>
<th>QTY</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>IT Technician / 4 hrs</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
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</table>

### TELEPHONY

<table>
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<tr>
<th>Service</th>
<th>QTY</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Telephone Line with Handset (inc £5 of calls)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Telephone Line with Fax machine (inc £5 of calls)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

For any additional Information, advice or assistance please contact Exhibition Services on 01423-537223 or email: [connecthic@harrogate.gov.uk](mailto:connecthic@harrogate.gov.uk)

### PAYMENT

If you wish to pay by Credit / Debit Card, please tick the box and we will contact you for the card details.

**Credit Card payments incur a 1.5% processing fee surcharge, which will be added to your payment**

<table>
<thead>
<tr>
<th>CREDIT CARD</th>
<th>DEBIT CARD</th>
<th>CHEQUE</th>
<th>Amount:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
<td>Contact number:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please find enclosed a cheque totalling £____ payable in Sterling drawn on a UK Bank made payable to Harrogate Borough Council.

**PLEASE ENCLOSE PAYMENT WITH ORDER & RETAIN A COPY OF THIS FORM FOR YOUR RECORDS.**

Harrogate International Centre does not store any card payment details, therefore any card information will be destroyed after processing the payment.
3. Exhibitor's Responsibilities

1.3 Orders must be accompanied by full payment inclusive of VAT in Pounds Sterling. HIC reserves the right to refuse to process orders until payment for the supply has been received. Debit/Credit Card details are required as security against call charges and/or loss or damage to Equipment for which the Exhibitor is liable for upon receipt of the equipment until it is safely returned to HIC in accordance with clause 2.2.

1.2 Orders cannot be guaranteed unless received 14 days before the start of the event. A short notice provision charge of 20% of the total order will apply to orders placed within 14 days of the start of the event.

2. Collection and Return of Equipment

2.1 At all times all Equipment supplied on hire remains the property of HIC. The Equipment shall be delivered to the Exhibitor's stand by HIC before the start of the event. The Exhibitor will be asked to inspect the Equipment and satisfy himself that it is in good working order. The Exhibitor will sign to acknowledge receipt of the Equipment and that it is in good working order.

2.2 The Exhibitor is responsible for returning all Equipment to HIC on or before the end of the event. HIC will inspect the Equipment and sign to confirm its return in good working order.

3. Exhibitor's Responsibilities

3.1 The Exhibitor shall be responsible for the safe custody of all Equipment supplied on hire and shall keep it at all times on HIC's premises. Risk of damage to or loss of the Equipment will pass to the Exhibitor upon delivery of the Equipment to the Exhibitor.

3.2 The Exhibitor shall be responsible to see that the Equipment is operated by competent operators and shall be responsible for the competent handling of the Equipment. The Exhibitor shall not modify the Equipment in any way and shall ensure it is returned in the same condition at the end of the hire period.

3.3 Where any part of the Equipment is electrical, it should normally be used with plugs and/or sockets as fitted but if temporarily fitted with other suitable plugs or sockets, this must be carried out by a competent person who must also return it to its original condition. It will be the Exhibitor's responsibility at all times to arrange a suitable supply of electricity for use with the Equipment. Under no circumstances should electrical Equipment be used without it being correctly earthed, unless it is of insulated specification. The Exhibitor will be responsible for complying with the requirements of the Electricity at Work Regulations 1989 or any amendments to them during the period of your responsibility for the Equipment.

3.4 Connection to HIC's network is granted strictly on the basis that the Exhibitor complies with "HIC's Acceptable Use Policy" a copy of which can be found at http://www.harbogateinternationalcentre.co.uk/

3.5 Connection of hubs, switches, ISA servers, routers or any other devices that are connected with the aim of sharing the internet link amongst multiple hosts is not permitted unless this has been expressly agreed with HIC in writing when placing the order.

3.6 The Exhibitor will comply with all relevant laws and regulations, including Health & Safety laws when operating the Equipment.

4. Breakdown and Repairs

4.1 HIC takes reasonable precautions to ensure that all Equipment supplied on hire is of sound construction and workmanship. Specifications, and other product details are given in good faith but it may not be possible for HIC to control minor deviations from such specifications and product details and therefore it reserves the right in such cases to supply Equipment of substantially similar specification and detail.

4.2 If by reason of force majeure, labour difficulties or shortages of materials or any other cause outside the control of the HIC, HIC is unable to provide all or any of the services ordered by the Exhibitor during the whole or any part of the duration of the exhibition, the Exhibitor's rights shall be limited to the return of a corresponding proportion of the charges paid for such services.

5. Liability

5.1 All warranties whether express or implied are excluded. HIC shall not be liable to the Exhibitor for:

(a) any fault that is caused by the Exhibitor including but not limited to the Exhibitor's failure to use equipment in accordance with operating instructions or any instructions given by HIC personnel;

(b) damage to property or death or injury caused to any persons by or in any way connected with services agreed to be provided, except only where such damage or death or injury is occasioned by negligence of HIC, its employees or agents;

(c) any loss, damages or expenses resulting from interruptions in the operation of the Equipment; and/or

(d) any other direct or consequential loss suffered by the Exhibitor howsoever caused.

5.2 If by reason of force majeure, labour difficulties or shortages of materials or any other cause outside the control of the HIC, HIC is unable to provide all or any of the services ordered by the Exhibitor during the whole or any part of the duration of the exhibition, the Exhibitor's rights shall be limited to the return of a corresponding proportion of the charges paid for such services.

6. Cancellation

6.1 Cancellation of orders will only be accepted when made in writing. Refunds will only be given if written cancellation is received not less than 14 days prior to the start of the event.
### Appendix H

**Price Date From:** March 2013

---

**Stand Catering Order Form**

T: +44 (0)1423 537334 | F: +44 (0) 1423 537328 | E: hic@kudosknowhow.co.uk | Harrogate International Centre, Kings Road, Harrogate, North Yorkshire HG1 5LA

<table>
<thead>
<tr>
<th>Contact Name:</th>
<th>Exhibition Name:</th>
<th>UKSG 2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company Name:</td>
<td>Stand Number:</td>
<td></td>
</tr>
<tr>
<td>Invoice Address:</td>
<td>On-show Contact:</td>
<td></td>
</tr>
<tr>
<td>Contact Number:</td>
<td>On-show Contact Number:</td>
<td></td>
</tr>
<tr>
<td>Date of Show:</td>
<td>Email Address:</td>
<td></td>
</tr>
</tbody>
</table>

#### Breakfast:

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thur</th>
<th>Fri</th>
<th>Sat</th>
<th>Sun</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast Bacon Rolls (Minimum Order 10)</td>
<td>£ 3.80</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>£ -</td>
</tr>
<tr>
<td>Breakfast Vegetarian Rolls (Minimum Order 10)</td>
<td>£ 3.80</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>£ -</td>
</tr>
<tr>
<td>Handmade Brunch Skewers (18)</td>
<td>£ 38.00</td>
<td></td>
<td></td>
<td></td>
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<td>£ -</td>
</tr>
<tr>
<td>Cocktail Danish Selection (12)</td>
<td>£ 13.80</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>£ -</td>
</tr>
<tr>
<td>Fresh Fruit Platter (10)</td>
<td>£ 21.40</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>£ -</td>
</tr>
<tr>
<td>Fresh Fruit Skewers (12)</td>
<td>£ 26.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>£ -</td>
</tr>
<tr>
<td>Fruit Basket (10)</td>
<td>£ 10.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>£ -</td>
</tr>
</tbody>
</table>

#### Food Items:

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thur</th>
<th>Fri</th>
<th>Sat</th>
<th>Sun</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>8 Rounds of Assorted Sandwiches</td>
<td>£ 26.40</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>£ -</td>
</tr>
<tr>
<td>8 Rounds of Assorted Vegetarian Sandwiches</td>
<td>£ 26.40</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>£ -</td>
</tr>
<tr>
<td>Mixed Savoury Turnovers (9)</td>
<td>£ 15.60</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>£ -</td>
</tr>
<tr>
<td>Gourmet Flavoured Sausage Roll Selection (16)</td>
<td>£ 15.25</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>£ -</td>
</tr>
<tr>
<td>Selection of 30 Canapes</td>
<td>£ 38.90</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>£ -</td>
</tr>
<tr>
<td>Packed Lunch (Sandwiches, Crisps, Fruit, Mineral Water)</td>
<td>£ 9.50</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>£ -</td>
</tr>
<tr>
<td>Buffet Lunch (Sandwiches, Kettle Crisps, Fresh Fruit Platters)</td>
<td>£ 9.75</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td>£ -</td>
</tr>
<tr>
<td>Cheese and Continental Meat Platters (Serves 10)</td>
<td>£ 26.85</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Nuts (250g Bowl)</td>
<td>£ 2.85</td>
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<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td>£ -</td>
</tr>
<tr>
<td>Kettle Crisps (150g Bowl)</td>
<td>£ 3.95</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>£ -</td>
</tr>
</tbody>
</table>

#### Sweet Tooth:

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thur</th>
<th>Fri</th>
<th>Sat</th>
<th>Sun</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mini Muffins (12)</td>
<td>£ 12.50</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>£ -</td>
</tr>
<tr>
<td>Assorted Sweet Biscuits</td>
<td>£ 14.20</td>
<td></td>
<td></td>
<td></td>
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<td></td>
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<tr>
<td>Tin of Chocolates</td>
<td>£ 12.50</td>
<td></td>
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<td></td>
<td></td>
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<td>£ -</td>
</tr>
<tr>
<td>Afternoon Tea (Traditional Tea and Homemade Scones with Jam and Cream - Minimum for 10 People)</td>
<td>£ 4.75</td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>£ -</td>
</tr>
</tbody>
</table>

#### Water:

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thur</th>
<th>Fri</th>
<th>Sat</th>
<th>Sun</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Water Tower Hire (per 3 Days) (Includes 19 l Water Carboy and 100 Plastic Cups)</td>
<td>£ 83.50</td>
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<td></td>
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<td></td>
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<tr>
<td>Water Carboy Replacements (19l)</td>
<td>£ 11.50</td>
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<td></td>
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<td></td>
<td>£ -</td>
</tr>
<tr>
<td>Sparkling Water (75cl) Bottle</td>
<td>£ 3.95</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>£ -</td>
</tr>
<tr>
<td>Still Water (75cl) Bottle</td>
<td>£ 3.95</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>£ -</td>
</tr>
<tr>
<td>Sparkling Water (24 x 500ml)</td>
<td>£ 36.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>£ -</td>
</tr>
<tr>
<td>Sparkling Water (24 x 500ml)</td>
<td>£ 36.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>£ -</td>
</tr>
</tbody>
</table>
### Appendix H

Price Date From: March 2013

#### Tea & Coffee:

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thur</th>
<th>Fri</th>
<th>Sat</th>
<th>Sun</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>50 Cup Tea and Coffee Package to inc: Kettle Hire. Yorkshire Teas Bags (25), Filter Coffee machine (3kw), 4 Coffee Sachets and Filters, Hot Drinks Cups (50), Plastic Teaspoons (50), Sugar (50), UHT Milk (50)</td>
<td>£ 75.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>100 Cup Tea and Coffee Package to inc: Kettle Hire. Yorkshire Teas Bags (50), Filter Coffee machine (3kw), 5 Coffee Sachets and Filters, Hot Drinks Cups (100), Plastic Teaspoons (50), Sugar (50), UHT Milk (100)</td>
<td>£ 101.00</td>
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<tr>
<td>Additional Yorkshire Tea Bags</td>
<td>£ 3.95</td>
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<tr>
<td>Additional Ground Coffee Sachet &amp; Filter</td>
<td>£ 4.70</td>
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<tr>
<td>Instant Coffee (750g)</td>
<td>£ 23.35</td>
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<tr>
<td>Additional Brown Sugar (50)</td>
<td>£ 1.95</td>
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<tr>
<td>Additional White Sugar (50)</td>
<td>£ 1.95</td>
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<tr>
<td>Sweetener Sachets (50)</td>
<td>£ 1.95</td>
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<tr>
<td>UHT portions (120x 12ml)</td>
<td>£ 8.35</td>
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<tr>
<td>Fresh Milk (2litre)</td>
<td>£ 2.95</td>
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#### Beverages:

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thur</th>
<th>Fri</th>
<th>Sat</th>
<th>Sun</th>
<th>Total</th>
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<tbody>
<tr>
<td>House Champagne (Inc Hire of 6 Flutes)</td>
<td>£ 56.65</td>
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<tr>
<td>Sparkling Wine (Inc Hire of 6 Flutes)</td>
<td>£ 24.70</td>
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<tr>
<td>House White Wine (Inc Hire of 6 Glasses)</td>
<td>£ 17.50</td>
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<tr>
<td>House Red Wine (Inc Hire of 6 Glasses)</td>
<td>£ 17.50</td>
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<tr>
<td>Bottled Beer (275ml bottle)</td>
<td>£ 3.70</td>
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<tr>
<td>7up (12 x 500ml)</td>
<td>£ 26.40</td>
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<tr>
<td>Diet Pepsi (12 x 500ml)</td>
<td>£ 26.40</td>
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<tr>
<td>Pepsi (12 x 500ml)</td>
<td>£ 26.40</td>
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<tr>
<td>Orange Juice (1 litre carton)</td>
<td>£ 4.95</td>
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<td></td>
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<tr>
<td>Ice (1kg bag)</td>
<td>£ 2.70</td>
<td></td>
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</tbody>
</table>

#### Disposables & Hire:

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thur</th>
<th>Fri</th>
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<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hot Drinks Cups (50 x 12oz)</td>
<td>£ 4.85</td>
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<tr>
<td>Plastic Cups (100 x 200ml)</td>
<td>£ 7.00</td>
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<tr>
<td>Stemmed Disposable Wine Glasses (20 x 5oz)</td>
<td>£ 5.25</td>
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<tr>
<td>Plastic Teaspoons (50)</td>
<td>£ 2.70</td>
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<tr>
<td>Small Disposable Plates (50 x 17cm)</td>
<td>£ 8.60</td>
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<tr>
<td>Paper Napkins (10)</td>
<td>£ 0.80</td>
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<tr>
<td>Refuse Sack (each)</td>
<td>£ 0.35</td>
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<tr>
<td>China Mug Hire (12 per day)</td>
<td>£ 10.15</td>
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<tr>
<td>Electric Kettle Hire 3kw (per day)</td>
<td>£ 6.75</td>
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<tr>
<td>Filter Coffee Machine Hire 3kw (per day)</td>
<td>£ 18.00</td>
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<tr>
<td>Catering Assistant Hire (per hour, min 4 hrs per day)</td>
<td>£ 13.35</td>
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<tr>
<td>Ice Bucket Hire (per day)</td>
<td>£ 5.55</td>
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<tr>
<td>Tablecloths 70 X 70 (Each)</td>
<td>£ 5.30</td>
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</tbody>
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#### Sub Total | £ | -

#### VAT @20% | £ | -

#### Grand Total | £ | -
Stand Hospitality

We will happily work with you to provide a bespoke hospitality package in order for something special to be offered to your clientele.

To place your order

Please complete the attached order form and e-mail it to us at hic@kudosknowhow.co.uk no later than two weeks before the start date of your show. Upon receipt of your order, Kudos Catering (UK) Limited will issue you with an invoice for which payment is required within 7 days.

As we do not operate a sale or return policy, all items ordered prior to the event will be delivered to your stand in full and invoiced in full.

Subject to availability additional items can be delivered during the show. All additional items must be signed for upon delivery and paid for before the end of the show.

Delivery

All stand orders are free of delivery charge. Due to volume of orders received, it is not always possible to guarantee a specific time. If a specific time is required the delivery time will be approximate by one hour either side of the requested time.

Equipment Hire

It is the stand holder’s responsibility to return any hired equipment to the catering department. Full replacement cost will be charged for any breakages or items that are not returned to the stand order office.

Terms and Conditions

Kudos Catering (UK) Limited, in conjunction with the Harrogate International Centre, reserves the right to sell and provide all catering equipment and refreshments including food, wine, spirits, beers and other alcoholic and non-alcoholic beverages, consumed on the premises and reserves the right to impose a surcharge on any goods not supplied by themselves.

Prices

All prices quoted are exclusive of VAT at the current rate. - Kudos Catering (UK) Limited VAT number is 863736005

Credit card transactions will attract a 4% administration surcharge
The Council of the County of North Yorkshire (Dragon Road, Harrogate) (Off-street parking) Order 1985

Procedures required for all vehicles either delivering or collecting equipment to/from the Exhibition Centre, in accordance with the requirements of the above Traffic Order.

All Vehicles will be required to:-

1. Upon arrival in Harrogate report to the Dragon Road Park, entrance on Dragon road.

2. Park on that Vehicle Park as directed by the Traffic Controller.

3. Upon space becoming available at the appropriate Gate at the Exhibition Centre the Traffic Controller will issue the driver of the vehicle with a ‘Delivery’ or ‘Collection Pass’ which should be displayed in the windscreen of the vehicle.

4. Only on the authority of the Traffic Controller will the vehicle be allowed to leave the Dragon Road Park and approach the Exhibition Centre.

5. Only vehicles displaying the appropriate Pass will be allowed to park at the Exhibition Centre for the purpose of delivery or collection.

6. As soon as the delivery or collection has been completed the vehicle is to be removed from the vicinity of the Exhibition Centre as soon as possible.

7. Vehicles requiring parking facilities over the duration of the Exhibition or Trade Fair may return to the Dragon Road Park, but may not return to the Exhibition Centre for the purposes of collection of equipment without the appropriate ‘Collection’ Pass issued by the Traffic Controller.

8. Vehicles are not permitted to enter the Dragon Road Park earlier than 7:00am or later then 9:00pm.

Traffic Controllers, employed by the Exhibition or Trade Fair Organiser, will control the off-street access roads to the Exhibition Centre. The North Yorkshire Police will control the public high-way in the vicinity of the Exhibition Centre.

Upon departure from the Dragon Road Vehicle Park All vehicles must turn left onto Dragon Road, turn left at the junction with Skipton Road, turn left at the junction with Kings Road, and then proceed to the appropriate entrance Gate to routes to the Dragon Road Park and Exhibition Centre).

The above Procedures are not discretionary, they are a requisite of the Traffic Order, and will be enforced by both Police and Traffic Controllers.

Director
Harrogate International Centre
Kings Road
Harrogate
HG1 5LA
+44 (0) 1423 500 500
+44 (0) 1423 537 210
Exhibitor Holding Area

- Approach routes to Dragon Road Park
- Route from Dragon Road Park to HIC

Traffic Control for Exhibitors Vehicles

Exhibitor Manual 2014 | Page 36
Parking at Harrogate International Centre

and in the town centre
1. Kimberley Hotel
2. Majestic Hotel
3. Old Swan Hotel
4. St George Hotel
5. Crown Hotel
6. White Hart Hotel
7. Hotel du Vin
8. Grants Hotel
9. Holiday Inn Hotel
10. Cairn Hotel
11. Cedar Court Hotel
12. Studley Hotel
13. Yorkshire Hotel

Harrogate International Centre

- Car Parks
  - 187 Car Spaces
  - 331 Car Spaces
  - 803 Car Spaces
  - 440 Car Spaces
  - 300 Car Spaces
- Holder Spaces
  - 24 Blue Badge
  - 30 Blue Badge

- Odeon Cinema
- Dragon Road
- Park View

- Open from 7am to 11.59pm
- Comprehensive CCTV system
- Toilets and baby changing facilities
- Lifts to all floors
- ‘Pay on foot’ operation

- Open from 7am to 7pm (Mon-Sat)
- Comprehensive CCTV system
- Toilets
- Pay & Display operation
- ‘Pay on foot’ operation

- Open from 7am to 7.30pm (Mon-Sat)
- Comprehensive CCTV system
- Covered walkway to town centre
- Lifts to all floors
- ‘Pay on foot’ operation

- Monitoring by CCTV and, during build up/break down, free parking if an official collection/delivery pass is displayed in front windscreen. These passes may be obtained from the event organiser.

- Holding area for exhibitors and contractors visiting HIC.

- Parking for 65 cars.
- Pay & Display operation.
- 'Pay on foot' operation.

- Parking for 88 cars.
- Pay & Display operation.

- Parking for 78 cars.
- Pay & Display operation.

- Parking for 30 cars.
- Pay & Display operation.

- Parking for 65 cars.
- Pay & Display operation.

- Appropriate fee on exit.

- CCTV monitored entrance/exit.

- Access to HIC.

- Allocated spaces for Blue Badge Holders.
How to find us

Harrogate is located centrally on the UK map with ready access to London and Edinburgh. A first-class motorway network, mainline rail, sea and 24-hour air links ensure that Harrogate is able to offer all the benefits expected of a truly global location.

Harrogate has excellent rail and air links with regular train services to and from London King’s Cross via York and Leeds (www.nationalrail.co.uk) and Leeds Bradford International Airport is only 20 minutes from Harrogate with a regular bus service into Harrogate. For details about travelling to Harrogate by public transport visit www.transportdirect.info

Car
From London:
M1 - A1(M) - J47 signposted Knaresborough and then follow the Harrogate signs.

From the North: A1 - J47 signposted Knaresborough and then follow the Harrogate signs.

From the East: M621- A1(M) - J47 signposted Knaresborough and then follow the Harrogate signs.

From the West: M56 - M62 - A1(M) - J47 signposted Knaresborough and then follow the Harrogate signs.

Penalty Charges (PCN)
A Penalty Charge Notice will be issued for any vehicle contravening the traffic regulations. There are two levels of charges, £50 and £70. If paid within 14 days these will be reduced to £25 and £35.

Details on how and where to pay a Penalty Charge will be given on the back of the PCN together with a payment slip.

Bus Stops
Along busy roads an illegally parked vehicle can delay 50 people travelling on a bus. Vehicles parked illegally often prevent buses and larger vehicles from manoeuvring safely and can restrict the driver’s vision... please let buses use them!

Blue Badge Holders
Blue Badge Holders can park free of charge in all of the Council’s Off Street car parks and On Street car parking bays.

The Blue Badge must be displayed so that the Badge Number and Expiry Date are visible. There is no time limit.

Blue Badge Holders can park free of charge and for a maximum of 3 hours on single or double yellow lines providing the vehicle is not causing an obstruction to other road users or pedestrians. A valid Blue Badge must be displayed as detailed above along with a parking disc showing time of arrival.

Please check all signs and road markings when parking your vehicle.
Destination Harrogate

www.destinationharrogate.co.uk

Harrogate Tourist Information Centre, HG1 2RR. T: (01423) 537300
www.enjoyharrogate.com

Harrogate Chamber of Trade & Commerce, HG2 8RF. T: (0423) 870208
www.harrogatechamber.org

Harrogate International Centre, HG1 SLA. T: (01423) 500500
www.harrogateinternationalcentre.co.uk

Harrogate Theatre, HG1 QP. T: (01423) 321021 www.harrogatetheatre.co.uk

Fountains Abbey, HG4 3QY. T: (01756) 838888 www.fountainsabbey.org.uk

Harwood House, HG7 8LG. T: (01423) 528362 www.harwoodhouse.org

Newby Hall, HG4 3AE. T: (01423) 322583 www.newbyhall.com

Odeon Cinema, HG1 5LB. T: 0871 224 4197 www.cineworld.co.uk

RHS Garden Harlow Carr, HG3 1QG. T: (01423) 505148 www.rhs.org.uk/harlowcarr

Ripley Castle, HG3 5AY. T: (01423) 770752 www.ripleycastle.co.uk

Ripley Hall, HG3 5PQ. T: (01423) 577200 www.royalhall.co.uk

Rudding Park, HG3 1JH. T: (01423) 877310 www.ruuddingpark.co.uk

Swinton Park, HG4 4JH. T: 01765 880500 www.swintonpark.com

Yorkshire Event Centre & Pavilions of Harrogate, HG2 8QZ.
T: (01423) 544444 www.eventcentre.co.uk

Hotels

Balmoral Hotel, HG1 5EJ. T: (01423) 508208 www.balmoralhotel.co.uk

Cairn Hotel, HG1 2 JD. T: (01423) 504005 www.strathmorehotels.com/cair_site/

Cedar Court, HG1 5AH. T: (01423) 858585 www.cedarcourthotels.co.uk

Crown Hotel, HG1 2RZ. T: (01423) 567755 www.crownhotelharrogate.com

Grants Hotel, HG1 2SS. T: (01423) 560666 www.grantshotel-harrogate.com

Holiday Inn, HG1 1XX. T: (01423) 849988 www.holidayinn.co.uk

Hotel du Vin, HG1 1 LB. T: (01423) 565177 www.hotelduvin.com/harrogate/

Knaresborough FEV A (August) T: 0845 130 8840 www.mackenziemotel.co.uk

Majestic Hotel, HG1 2HU. T: (01423) 500555 www.mackenziemotel.co.uk

Old Swan Hotel, HG1 2SR. T: (01423) 500055 www.oldswanhotel.co.uk

Studley Hotel, HG1 2JE. T: (01423) 506425 www.studleyhotel.co.uk

St. George Hotel, HG1 2SY. T: (01423) 551431 www.coastandcountryhotels.com

White Hart Hotel, HG2 EN. T: (01423) 559981 www.arltonhotels.net

Yorkshire Hotel, HG1 1LA. T: (01423) 502071 www.yorkshirehotel.co.uk

Transport

Bus Timetable: T: (01423) 565061 www.harrogatebusanddistrict.co.uk

Rail Timetable: T: 0845 48 49 50 www.nationalrail.co.uk

Leeds Bradford International Airport: T: 0113 250 5595 www.lbia.co.uk

Central Radio Cars: T: (01423) 520200 www.centrallackels.co.uk

Mainline Taxis: T: (01423) 551555 www.mainlinetaxis.co.uk

Harrogate Hackney Carriage Association: T: (01423) 306330

Annual Festival Events (in Harrogate, except where stated)

Spring Flower Show (April) T: (01423) 551049

North Yorkshire Festival (June) T: (01423) 504899

Harrogate International Festival (July) T: 01423 712584

Great Yorkshire Show (July) T: (01423) 541000

Harrogate International Festival (July) T: 01423 130 840

Knaresborough FEV A (August) T: 01423 130 840

Ripon International Festival (September) T: (01423) 551049

Autumn Flower Show (September) T: (01423) 551049

Directions (by car) to Harrogate:

from North: A1(M) - exit J7 Knaresborough (8 miles to Harrogate on A59)
from South: A1(M) - exit J46 Wellesby (3 miles to Harrogate on A661)
from East: M62 - A1(M) - exit J46 Wellesby
from West: M58 - M62 - A1(M) - exit J46 Wellesby

Appendix J

Graphics: © Artlink T: 07802 219487 Print: Harrogate Printing Ltd T: (01423) 520485
EMERGENCY PROCEDURES - EXHIBITOR/DELEGATE INSTRUCTIONS

BOMB THREAT PROCEDURE - ALL VENUES

If you find an unattended package/bag etc do not touch it. Inform a member of Harrogate International Centre (HIC) staff or a representative of the Event Organisers.

Do not activate the fire alarms. If an evacuation announcement is made you are required to take with you any bags and leave all doors open behind you as you leave.

If a threat is received by telephone please speak immediately to a member of Harrogate International Centre (HIC) staff or a representative of the Event Organisers and make them aware of the details of the threat received.

FIRE EVACUATION DRILL/PROCEDURE

If you discover or suspect there is a fire, (i.e. you see smoke):

RAISE THE ALARM - operate the nearest glass fronted fire alarm call point (located near fire exits, main doors, link way’s etc) - this will call the Fire Brigade and sound the alarms.

The sounding of loud alarms/sirens indicates a fire alarm. In The Royal Hall there is a taped voice evacuation statement that asks you to leave the building.

Take steps to fight the fire, only if it is safe for you to do so and that you have been trained in the correct use of the available equipment.

Be aware of the type of fire you are fighting, i.e. electrical fires must only be fought with extinguishers displaying the appropriate markings.

Notify a member of Harrogate International Centre (HIC) staff or a representative of the Event Organisers, of the area the fire is in as soon as practicable.

EVACUATION: PLEASE NOTE THE FOLLOWING ARE THE MUSTER POINTS FOR THE RELEVANT AREAS AND NOT TO BE CONFUSED WITH THE EVACUATION ZONES

If you should hear the alarm, evacuate immediately by the nearest exit and make your way to the nearest assembly point following directions and instruction from the venue staff:-

Exhibition Halls A, B, C, M, E and F. 
C In the front of the Royal Hall, those halls not in use or the Grounds adjacent to the Majestic Hotel

Royal Hall 
In front of Halls A or M or the Grounds adjacent to the Majestic Hotel

Exhibition Halls D, Q, Kings Suite, Queens Suite & Conference Centre
The footway to the rear of the Holiday Inn, below the main entrance to HIC, alongside Kings Road and Springfield Avenue

Exhibition Halls G and H 
The rear of Exhibition Hall Q and Springfield Avenue

Leave immediately by the nearest emergency exit and if you are a stand holder, do not remove your goods from your stand or the halls.

In no circumstances should you use lifts, during an evacuation, if the alarms are sounding.

You will be informed of the situation at your assembly point and Permission to re-enter the halls will only be given by the Fire Officer before a controlled re-entry is able to take place.
Bomb Threat Procedure - All Venues

If you find an unattended package/bag etc do not touch it. Inform a member of Harrogate International Centre (HIC) staff or a representative of the Event Organisers.

Do not activate the fire alarms. If an evacuation announcement is made you are required to take with you any bags and leave all doors open behind you as you leave.

If a threat is received by telephone please speak immediately to a member of Harrogate International Centre (HIC) staff or a representative of the Event Organisers and make them aware of the details of the threat received.

Bomb/Fire Evacuation Schedule

Yellow Zone (Fire)  Map Location & Address
Holiday Inn, Rear of, on the Springfield Avenue & Kings Road Junction
Frontages of Halls A & M & Royal Hall
Service Road, HIC
Front of Springfield House, Kings Road

Black Zone (Bomb- Briefcase or Unknown Device)  Safe Zone  Map Location & Address
100m Indicated by Premises at This Distance from the Venue

<table>
<thead>
<tr>
<th>HIC Site</th>
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<tbody>
<tr>
<td>2. Council Offices</td>
</tr>
<tr>
<td>2. Cairn Hotel</td>
</tr>
<tr>
<td>3. Kimberley Hotel</td>
</tr>
<tr>
<td>4. Wesley Chapel</td>
</tr>
</tbody>
</table>
### BLUE ZONE (BOMB – SUITCASE OR CAR)

**SAFE ZONE MAP LOCATION & ADDRESS**

200M INDICATED BY PREMISES AT THIS DISTANCE FROM THE VENUE

<table>
<thead>
<tr>
<th>HIC SITE</th>
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</thead>
<tbody>
<tr>
<td>1. MAIN ENTRANCE</td>
<td>VALLEY GARDENS</td>
<td></td>
</tr>
<tr>
<td>2. LADIES COLLEGE</td>
<td>DUCHY ROAD</td>
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</tr>
<tr>
<td>3. HIC CAR PARK</td>
<td>DRAGON ROAD</td>
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<tr>
<td>4. BUS TERMINUS</td>
<td>STATION PARADE</td>
<td></td>
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</tbody>
</table>

### RED ZONE (BOMB – LARGE VEHICLE FILLED WITH EXPLOSIVES)

**SAFE ZONE MAP LOCATION & ADDRESS**

400M INDICATED BY PREMISES AT THIS DISTANCE FROM THE VENUE

<table>
<thead>
<tr>
<th>HIC SITE</th>
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<tbody>
<tr>
<td>1. HYDRO</td>
<td>COPPICE ROAD</td>
<td></td>
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<tr>
<td>2. FIRE STATION</td>
<td>SKIPTON ROAD</td>
<td></td>
</tr>
<tr>
<td>3. ROYAL BRIDGE</td>
<td>THE STRAY, YORK PLACE</td>
<td></td>
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<tr>
<td>4. TENNIS COURTS</td>
<td>VALLEY GARDENS</td>
<td></td>
</tr>
</tbody>
</table>

**BOMB/FIRE EVACUATION SAFE ZONES**

[Map Image]
HEALTH & SAFETY REGULATIONS FOR EXHIBITORS USING EXHIBITION HALLS AT THE HARROGATE INTERNATIONAL CENTRE

In order to keep to Health & Safety Regulations HIC would be grateful if you could read the following information. Please distribute this information to all the relevant parties (i.e. contractors, representatives, couriers etc.)

UNLOADING VEHICLES
When unloading vehicles outside exhibition halls, please ensure that all materials are unloaded carefully and safely. Your load should be secure before attempting to move it into the HIC.

MOVEMENT OF EXHIBITORS MATERIALS
Please move only a safe and manageable amount of material at any one time. If anything falls on the floor please pick it up as soon as possible so not to obstruct the gangways.

UNLOADING EXHIBITION MATERIALS INSIDE EXHIBITION HALLS
When unloading your materials in exhibition halls, please try to keep everything inside your stand area, ensure gangways are kept clear area and any wires outside the stand area are noticeable to people walking past.

STAND CONSTRUCTION
Please do not use equipment that may pose hazardous to anyone inside the exhibition halls. If you would like to use any specialist equipment, please consult with the HIC Exhibition Support Office first.

OBSTRUCTION TO GANGWAYS & EMERGENCY EXITS
Please do not leave anything in front of fire exits or in the gangways.

ELECTRICAL TOOLS & EQUIPMENT
All portable equipment used on build-ups and breakdowns must be used via a 110volt transformer and must conform to all current regulations. Please do not overload any power points and please ensure that all your electrical equipment has the correct fuses. All electrical equipment must be kept on a secure surface.

INSTALLATION OF TEMPORARY ELECTRICAL SUPPLIES & LIGHTING
If you are installing any temporary lighting, please ensure that all equipment complies with all current regulations and that the correct fuses have been used.

OVERNIGHT SECURITY
Please ensure that all electrical equipment has been turned off before leaving exhibition halls at the end of each day.

LOADING VEHICLES
Please ensure that all loads are secure before they are loaded into vehicles. Take care when moving materials and ensure that a safe amount is transported at one time.

HEALTH & SAFETY (YOUNG PERSONS) REGULATIONS
Anyone under the age of 16 years is not allowed on site during build-up and breakdown.

Please contact HIC Exhibition Services (Tel 01423 537223) if you require any further assistance.