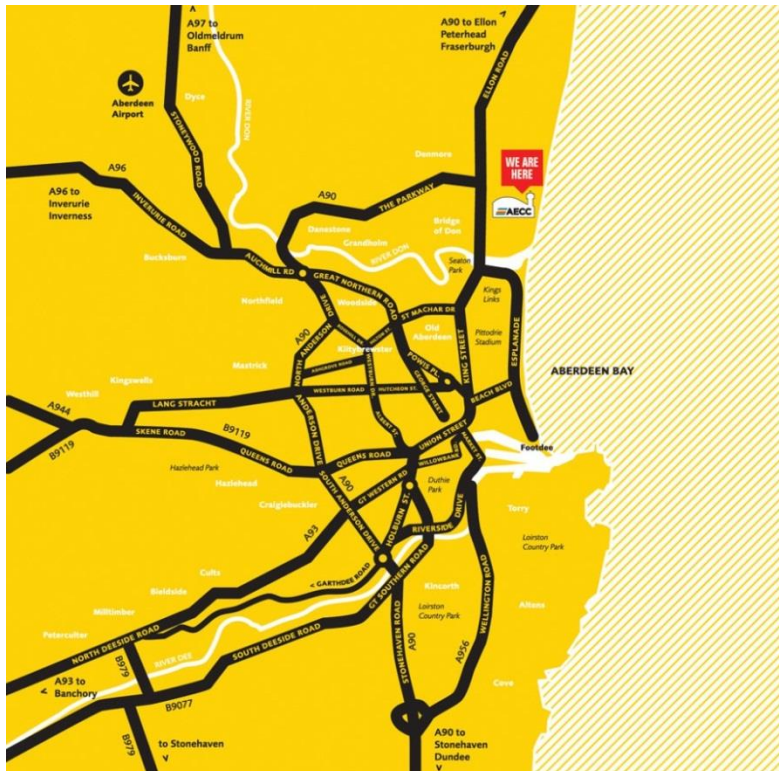


## About Aberdeen Exhibition and Conference Centre (AECC)

### Getting here

Aberdeen Exhibition and Conference Centre (AECC) enjoys excellent road, rail and air transportation links. The centre is positioned immediately adjacent to the A90 trunk road and Aberdeen International Airport is only a 15 minute drive away. Flight connections are available to London airports, most other UK airports and Northern Europe.

Aberdeen City Centre is within easy reach of AECC and an on-site park & ride service offers regular transport to and from the city centre every 15 minutes during peak times.



### Vehicle parking

The following fees apply for any vehicle parking at AECC:

Parking: Flat Charge = £5.00 per vehicle

Ticket machines are situated at various locations in Car Parks 2, 4, 5 and 6 surrounding the AECC and GE Oil & Gas Arena. They accept all major credit and debit cards and cash (coins only). Please note machines take exact change only; no change will be given. Tickets must be purchased on arrival at the venue and should be clearly displayed inside vehicles. During events, wardens patrol the car parks and issue fines where valid parking tickets are not displayed. Fines are also issued to cars parking in restricted areas or in a disabled bay without the appropriate blue badge. Please note cars displaying appropriate blue badges do not need to pay. If in doubt, please read the signage within the car parks to check if "pay and display" is in operation, or speak to reception staff. This service is operated by Local Parking Security Limited.

Please note that vehicles may not be left overnight without pre-arrangement with the AECC exhibition manager via the exhibition organiser.

## Exhibition times

### Build up

Build up	Schedule	Hall open hours
Monday 19 <sup>th</sup> June 2017		08.00 – 17.00

**Please note:** Stands must be completed and excess products and materials removed from the hall no later than TBC on Monday 19<sup>th</sup> June 2017. Please allow time to load and unload vehicles.

### Exhibition open period

Open period	Show open hours	Hall open hours
Tuesday 20 <sup>th</sup> June 2017	11.00 – 20.00	09.00 – 20.30
Wednesday 21 <sup>st</sup> June 2017	09.00 – 17.00	08.00 – 17.30
Thursday 22 <sup>nd</sup> June 2017	09.00 – 16.00	08.00 – 18.00

**Please note:** For safety reasons, breakdown cannot commence before the official end of the show and until all visitors have left the hall.

### Breakdown

Breakdown	Schedule	Hall open hours
Thursday 22 <sup>nd</sup> June 2017	16.00 – 18.00	08.00 – 18.00

**Please note:** It is a requirement from the venue that everyone in the halls during build up and breakdown must wear the correct PPE (personal protective equipment) – this includes wearing hi-viz vests while in the hall.

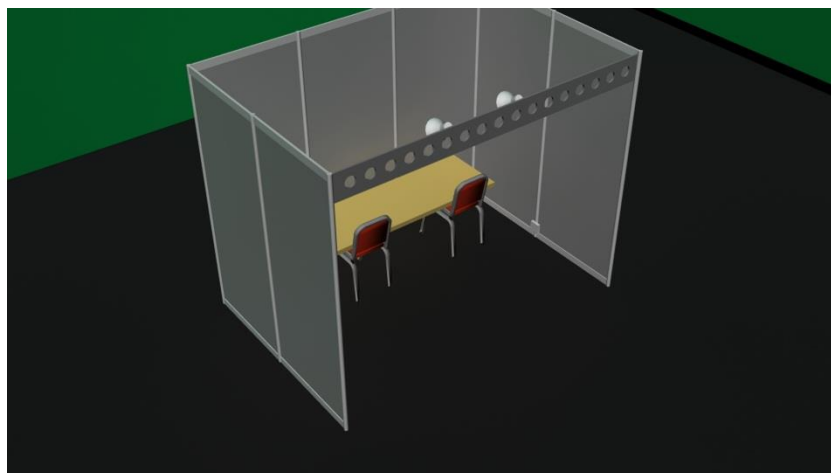
All shell scheme exhibitors must clear their stands by 18.00 on Thursday 22<sup>nd</sup> June 2017.

**Any remaining items will be removed and either destroyed, or stored at the exhibitor's expense.**

## Exhibition stands

### Shell scheme stands

What you get – a carpeted area 2.5 metres high shell scheme of velcro compatible infill panels with aluminium components, fascia panel and one name board. Per 6m<sup>2</sup> of shell scheme stand will also receive two 120w spotlights, one 500w socket, one bistro table and 2 chairs.



An example shell scheme stand; note that if the stand is on a corner, it will have an open side.

Name board wording – AECC will provide the name boards in a standard type (in accordance with the organisers requests) which cannot include logos, slogans etc. Exhibitors must ensure the online form is completed on the online shop before **Monday 5<sup>th</sup> June 2017** otherwise the name board will be printed with the name as per the exhibition floor plan supplied by the exhibition organiser. Any late requests or changes to be made will incur additional charges to the exhibitor.

Shell scheme panels should be treated carefully to avoid damage and care should be taken when mounting display panels etc. Light material may be attached only by the use of velcro (the panels are loop, therefore hook velcro is required) and no fixings should be made onto the aluminium. Any damage caused to panels or aluminium, by the use of any other adhesives will incur a charge to the exhibitor.

No stand fitting or display feature on shell scheme stands may exceed 2.5 metres in height. If in any doubt, please contact AECC.

### Audio visual equipment

A full range of audio-visual equipment can be hired for the duration of the exhibition. This can be ordered using the online shop at [www.aecc.co.uk/shop](http://www.aecc.co.uk/shop). For any special requests outwith the online shop, please contact Lynne by emailing [lreilly@aecc.co.uk](mailto:lreilly@aecc.co.uk) or by calling 01224 330427.

Please ensure that music and commentary for demonstrations, videos, presentations etc is kept at a level which will not interfere with neighbouring stands.

## Cleaning and waste disposal

Exhibitors are responsible for keeping their stands tidy and for ensuring that waste is deposited in accordance with the rules on waste disposal. For health and safety reasons it is important that all exhibitors and contractors keep aisles and walkways clear of rubbish at all times. Any items left in the aisles are subject to being cleared away, regardless of whether they are waste or not.

Cleaning of public aisles and common areas will take place the evening before show open. Where possible, stands will also have light vacuuming.

Additional cleaning work can be requested and costs provided on application by contacting Lynne by emailing [lreilly@aecc.co.uk](mailto:lreilly@aecc.co.uk) or by calling 01224 330427.

## Deliveries to AECC and freight forwarding

No vehicles may be driven inside the exhibition hall.

All exhibitors must observe the delivery times specified by the organiser within the exhibition manual, which comply with build up/break down times.

Please ensure deliveries arrive no earlier than Friday 16<sup>th</sup> June 2017.

AECC cannot be held responsible for any deliveries which are made direct to the venue; however reasonable endeavours will get all packages to the exhibition hall(s)/stand area.

Deliveries should be addressed to: Aberdeen Exhibition and Conference Centre, Bridge of Don, Aberdeen, AB23 8BL. **It is vital that packages are clearly marked with the exhibiting company's name, contact person with telephone number, stand number and the exhibition name.**

Please note that during the show, under normal circumstances, no goods may be delivered to or removed from stands during the open hours of the exhibition. If this is necessary, permission must be sought from the organiser and the AECC exhibition manager.

If your delivery will require forklifting, please contact Lynne Reilly on 01224 330427 or email [lreilly@aecc.co.uk](mailto:lreilly@aecc.co.uk) to book in advance.

**At the end of the show, all items being collected by a courier must be packaged and clearly labelled with forwarding address.**

**All items must be collected by close of business on Friday 23<sup>rd</sup> June 2017. Failure to do so will result in a storage fee.**

## Electric lighting and power

The installation or alteration of any electrical installation or fitting by any person other than a member of AECC's in-house electrical services team is strictly prohibited. In accordance with current health and safety legislation all electrical equipment and fittings should comply with applicable test regulations.

Any additional orders over and above those supplied with shell scheme packages can be ordered before the stated deadline via the online shop at [www.aecc.co.uk/shop](http://www.aecc.co.uk/shop). Any queries or enquiries not covered in the shop should be directed to Lynne by emailing [lreilly@aecc.co.uk](mailto:lreilly@aecc.co.uk) or calling 01224 330427.

## **IMPORTANT ELECTRICAL INFORMATION FOR SPACE ONLY STANDS**

All space only stands ordering a mains supply, with the electrical installation being undertaken by anyone other than the AECC Electrical Services Department (whether it is a “plug and play” system or a fixed wiring system), it is the responsibility of the person(s) undertaking the installation to ensure that the specifications for installation, as laid out in the e-Guide, have been complied with and that they have either undertaken appropriate inspection and testing themselves to verify compliance (if suitably qualified), with a copy of the appropriate test form provided to the AECC Electrical Services Department, or have arranged for the AECC Electrical Services Department to do so. Further information can be found within the e-Guide.

### **Emergency exits, routes and assistance**

Evacuation routes/emergency exits must not be blocked at any time. Under no circumstances is this acceptable. No displays, posters or similar materials which might interfere with sight lines or fall down in the event of fire may be hung in evacuation routes or their vicinity.

Fire stations must be visible and accessible at all times. They must not be covered or blocked. Fire stations can be fire hoses, fire extinguishers or fire alarms.

### **Fire prevention**

Temporary furnishings and decorations must be in non-flammable materials, or fireproofed in line with the relevant regulations. Flammable gases/liquids/objects may not be used or stored indoors without relevant documentation and approval from the organiser and the AECC exhibition manager. Use of fire or naked lights (including candles) is strictly prohibited.

Any person discovering fire should immediately notify the organiser's office or any member of AECC staff.

### **First aid**

Any person requiring first aid treatment should contact the organiser's office or any member of AECC staff.

### **Catering**

The Catering Department at AECC has unrivalled expertise which is provided throughout every event to a high standard, both in terms of food quality and customer care. A wide range of exhibition stand catering options are available and AECC will be pleased to discuss your requirements with you. For further details, please contact Martin Caldwell, Catering Operations Manager, on 01224 330421 or email [mcaldwell@aecc.co.uk](mailto:mcaldwell@aecc.co.uk)

### **Health and safety**

The exhibition hall(s) is classed as a building site during build up and break down. During this time, all exhibitors and their contractors must comply with the AECC rules regarding PPE, particularly with respect to the wearing of high visibility vests at all times. At no time will children under the age of 16 be permitted in the halls during build up and break down.

As part of the Association of Event Venues (AEV), AECC adheres to the policies within the eGuide. The eGuide brings together guidance for achieving common standards of health, safety and operational planning, management and on-site conduct for events at all participating AEV member venues. The scope and development of the eGuide follows extensive consultation with operations professionals within the exhibition and event industry in order to ensure an overall approach that remains broadly acceptable to the community. The status of the eGuide is similar to that of an

Approved Code of Practice. It is an industry specific guide, developed by authorised professionals from the UK's event venues. It incorporates health, safety and operational practices that represent compliance with building regulations and health & safety legislation. For further information, please visit [www.aev.org.uk/eguide](http://www.aev.org.uk/eguide).

## CDM Regulations 2015

The regulations cover the management of health, safety and welfare when carrying out construction projects. The regulations replace The Construction (Design and Management) Regulations 2007 (CDM 2007) and are applicable to event construction in addition to all existing relevant health and safety law which must also be complied with. Construction work includes, but is not limited to, the assembly or disassembly (e.g. phases within build up and breakdown) of prefabricated elements to form a structure (e.g. shell scheme, features and space only stands). The regulations identify key roles (dutyholders) who each have specific responsibilities (duties) to fulfil.

Shell Scheme Exhibitors: Unless you intend to construct (i.e. build) within your shell scheme these guidelines do not apply to you. Stand dressing, pop-ups, mounting posters, placing display cases, freestanding furniture etc. do not constitute construction.

A space only exhibitor is likely to take the following role with the assigned responsibilities:

- a. **Clients** are the organisations or individuals for whom a construction project is carried out.

### Summary of Main Responsibilities

Make suitable arrangements for managing a project. This includes making sure:

- Robust coordination and cooperation between those involved.
- Other dutyholders are appointed.
- Sufficient time and resources are allocated.
- Relevant pre-construction information is prepared and provided to other dutyholders.
- The Principal Designer and Principal Contractor carry out their duties.
- Suitable welfare arrangements are in place.

Generally, each space only plot is treated as a separate construction site within the main construction site. The exhibitor assumes the role of Client for the plot they are hiring in which they will commission a construction project in the form of a stand. The exhibitor may appoint a Designer to design the stand (Principal Designer) and a stand build Contractor to build the stand (Principal Contractor) or a single company to provide both of these services and therefore assume both the roles of Principal Designer and Principal Contractor. Stand designers and builders should refer to the Contractor section for further guidance regarding their responsibilities under CDM 2015. Should the exhibitor choose not to appoint either a stand designer or stand builder to construct their space only stand then the roles and responsibilities of Principal Designer and Principal Contractor remain with the exhibitor to fulfil.

For more information and assistance in completing a construction phase plan please follow the link below

<http://www.cdm4events.org.uk/>

## Insurance

Exhibitors must ensure all necessary insurance cover for damage to their own goods and for possible liability in respect of injury to third parties or damage to third-party property, including the property of the venue. In some cases public liability insurance is also required.

## Presentations on stands

Exhibitors must ensure that neighbouring stands are not obstructed or disturbed by the use of audio and audio visual equipment, working machinery or other presentations.

## Public address system

The public address system is for official announcements only and is not available to exhibitors for publicity purposes or individual messages.

## Rigging

Permission for any rigging must be obtained from the Organiser before the AECC will accept any rigging orders.

For rigging prices contact [cbuchanan@aecc.co.uk](mailto:cbuchanan@aecc.co.uk)

## Smoking

Under Scottish law, smoking is strictly prohibited in the exhibition hall(s) and must take place in the designated outdoor areas. Any reports of smoking indoors should be made to the AECC duty manager or AECC exhibition manager immediately. Cigarette end bins are available at all designated smoking areas and must be used.

The use of e-cigarettes is strictly prohibited indoors at AECC.

## WiFi

Free wi-fi will be provided to delegates at MTS / IEEE OES OCEANS '17 ABERDEEN . This network is available for exhibitors for light usage, such as email checking or light internet browsing.

If you require a higher bandwidth or guaranteed speed, wi-fi and hardwired connections can pre-ordered in advance of your arrival. To order, please contact DB Systems on 0845 226 3083 or email [AECCEvents@dbsystems.co.uk](mailto:AECCEvents@dbsystems.co.uk).

5Mbps or 10Mbps connections can be purchased once on site by following the below instructions:

1. Connect your device to wireless network 'AECC'
2. Open a new internet page and you will be presented with the login page. If the page does not appear browse to [www.aecc.co.uk](http://www.aecc.co.uk) and you will be redirected.
3. Follow the on screen instructions – you can pay via Paypal or credit/debit card.

**PLEASE NOTE WHEN PAYING BY PAYPAL, THERE IS AN OPTION TO PAY BY DEBIT/CREDIT CARD WITHOUT A PAYPAL ACCOUNT. PLEASE CLICK THE PAYPAL LOGO AND THEN FIND THIS OPTION AT THE BOTTOM ON THE SCREEN**

All connections run from when you first connect and cannot be used in segments.

Wireless networks other than those provided by the official supplier are prohibited.