

HISTORIC BUILDINGS, PARKS & GARDENS EVENT

Monday and Tuesday 14th & 15th November 2011

Organised by Hall-McCartney Ltd

Heritage House, PO Box 21, Baldock Herts SG7 5SH

Tel 01462 896688

Fax 01462 896677

The Event Organiser's telephone number on 14th and 15th November at the QEII Centre Information Point on the 3rd Floor will be: Tel **0207 798 4348**

EXHIBITOR INSTRUCTIONS

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1. Venue and Contact Details

The Exhibition will take place in the Fleming & Whittle Rooms on the 3rd Floor of The Queen Elizabeth II Conference Centre, Broad Sanctuary, Westminster, London SW1P 3EE. The Queen Elizabeth II Conference Centre is close to St James's Park and Westminster underground stations (see map at item 13).

The Event Organiser's telephone number on 14th and 15th November at the Organisers Information Point on the 3rd Floor will be: **0207 798 4348**

Organisers Staff (contact details as above and on front sheet)

David Lewis, Event Organiser
Janet Taplin, Event Team Co-ordinator
Geoff Connelly, Exhibition Sales Manager
Catherine Dorrington, Registration Supervisor

2. Setting Up Times

14th November 13.00 – 22.00 & 15th November 06.00 -08.30

Exhibitors with stands in areas A to F will have access to the building between 13.00 and 22.00 on Monday 14 November. Stands in area G may have alternative or restricted set-up times due to other Events in the building; if this occurs you will be informed of the revised arrangements and given sufficient time to set up. Exhibitors arriving after 20.00 will need to report to the security office on Floor -1 to gain access to the building as the front entrance will be closed.

After 18.00, subject to other Events taking place at the Centre on the Monday, it is possible that you may be able to park on the forecourt of the Centre itself while you unload. It is also likely that the passenger lifts at the front of the building will be available for hand portable items.

Please note on Tuesday 15th November the Mews lift can only be used between 07.00 and 08.00, but you can gain access to the exhibition area from 06.00.

All stands must be ready by 08.30 so that the Exhibition may open on time at 09.00.

3. Parking

There is no car parking space available at the Queen Elizabeth II Conference Centre. National Car Parks nearby are listed below. Exhibitors can claim a 20% discount at the Abingdon Car Park; take your ticket to the Business Centre at the QEII Conference Centre to be stamped.

Abingdon Car Park

020-7641-3291

Great College Street, Westminster
London, SW1P 3RX
Open 24 hours daily (costs vary according to time spent)

Pimlico Car Park

020-7828-4520

Cumberland Street, Westminster
London, SW1V 4LR

(Entrance in Winchester Street)
Open 24 hours daily (costs vary according to time spent)

4. **Reporting on Arrival/ Passes and Badges**

On arrival at the QEII Centre, you will need to ensure that the loading/unloading access passes, are displayed prominently in your vehicle. Please make your way to one of the Loading bays to unload and then report to **Catherine Dorrington** or a member of her team at the registration desk in the main entrance hall on the ground floor. Catherine will issue you with your badge so that you can gain access to the exhibition area on the 3rd floor.

Your name badge acts as your security pass at the Queen Elizabeth II Conference Centre, and should be worn at all times. Admission to the building will not be permitted to personnel without badges.

When you arrive at the 3rd Floor exhibition Area you should contact **Geoff Connelly** at the Information Point so that he or one of his staff can show you to your stand.

Geoff will be available on both days to help you in any way he can. **Please report to him any problems you may experience.**

5. **Lifts & Access**

The Centre has two goods lifts and several passenger lifts. Exhibitors should use the goods lifts unless their luggage is light enough for one person to bring up in the passenger lifts. The Mews lift is located towards the rear of the right hand side of the building and is reached via Broad Sanctuary/Little Sanctuary and only goes to the 3rd floor, thus giving direct access for exhibitors in the Fleming Room. The Storey's Gate lift is located on the left hand side of the building as you see it from the front.

Mews Lift Dimensions	Width: 5m; Depth: 2.3m; Height 2.5m
Provides direct access to Fleming Room	Door dimensions: 5m wide x 2.5m high Weight capacity: 2,500 kg.

Mews Lift Availability

Monday 14th November 13.00 to 22.00
Tuesday 15th November 07.00 to 08.00 and 17.00 to 19.30

Storey's Gate Lift and Loading Bay Area Dimensions

Provides direct access to the middle of the exhibition area for both Whittle & Fleming Rooms.

Loading bay:	Height: 6.7m; Entrance width: 8.1m; Door width: 3m.
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Storey's Gate Lift	Width: 2.25m; Depth: 1.7m; Height: 2.3m Door dimensions: 1.4m wide x 2.1m high Weight capacity: 2,000 kg.
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Storey's Gate Lift Availability

Monday 14th November 13.00 to 20.00
Tuesday 15th November 07.00 to 08.30 and 17.00 to 19.30

6. **Shell Scheme/Exhibition Area**

Care must be taken to avoid damage to any part of the Queen Elizabeth II Conference Centre. Should any damage or disfigurement occur, the Exhibitor responsible shall be liable for reparation.

No exhibits or working demonstrations which involve substances or activity of a dangerous, explosive, noisy or objectionable nature may be brought onto or conducted on the premises without prior written consent from the Organisers.

FIXING DISPLAYS TO THE SHELL SCHEME PANELS:

PLEASE ONLY USE: Male/hook Velcro strips/dots.

DO NOT USE: Nails Screws
Glue Paint
Pins Staples
Double-sided tape Drawing pins
Map pins
or anything that may damage the fabric covering.

Carpet Protection

The Exhibition area is already carpeted in **dark, bluey purple** throughout. Care should be taken to avoid damage. Any reparation necessary at the end of the Exhibition will be charged to the individual Exhibitor responsible.

Exhibitors wishing to carpet their stands are asked to lay a ¾" timber (plywood) platform. Carpet **must not** be laid directly on top of the existing one.

7. **WATER AND WASTE FACILITIES ARE NOT AVAILABLE IN THE EXHIBITION AREA.**

8. **TABLE COVERINGS ARE NOT PROVIDED**

9. **Storage**

Packing cases may be left at your own risk in the East Long Room, which is adjacent to the Fleming Room.

10. **Refreshments**

Lunch/Coffee Vouchers (Exhibitor)

Two Exhibitor lunch vouchers and four coffee vouchers will be issued **per stand**. These are only valid for use on **Tuesday 15th November**. Exhibitor Lunch vouchers are only valid for the Exhibitors' set lunch served between 12.30 and 15.00 in the Abbey Room on the 4th Floor. Please note that your coffee vouchers can be used only in the Exhibition area on the 3rd floor.

Additional Exhibitor lunch vouchers may be purchased at a cost of £32.00 each,

inclusive of VAT. Please telephone 01462-896688 with your request no later than Monday 7th November.

Please Note: Unfortunately no catering facilities will be available at the QEII Centre on Monday 14th November, the set-up day, but coffee shops and restaurants are only moments away in Victoria Street.

11. Breakdown/Dismantling

The Exhibition will close at 17.00 on Tuesday 15th November, and at approximately 16.55 a public announcement to this effect will be given.

DUE TO INCREASED TIGHTENING OF HEALTH AND SAFETY REGULATIONS AND IN ORDER TO AVOID POSSIBLE INJURY TO VISITORS, WE WOULD LIKE TO RESPECTFULLY REQUEST THAT YOU REFRAIN FROM BREAKING DOWN/PACKING UP YOUR STAND BEFORE THE EVENT CLOSSES AT 5 P.M.

The whole exhibition area must be cleared by 20.00 and **no exhibit may be left overnight for collection on the following day.**

All vehicles using the loading-bays will need to display their breakdown passes.

Exhibitors with hand portable items are recommended to pack their stands and then wait until 18.15, by which time the building will be clear of visitors and of delegates and it should then be possible for them to use the passenger lifts at the front of the building.

12. Hotels Accommodation & Transport Links

The Queen Elizabeth II Conference Centre has an official hotel booking agent called *The Corporate Team*. If you wish to take advantage of this service, please contact the agent direct, **quoting reference ID:7777**, on:

Telephone: 020-7592-3050
Fax: 020-7828 6439
E-mail: qeiihotels@corporateteam.com
Or visit: www.corporateteam.com/events/7777
for an online booking form.

Railway & Underground Stations

The nearest railway stations are **Victoria, Waterloo and Charing Cross**.

The nearest underground stations are **St. James's and Westminster**.

13. Maps of Venue Location

