



# SUBSEA EXPO

## Exhibitor Manual

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Getting there

Parking information



## Getting to the AECC

**Aberdeen Exhibition and Conference Centre (AECC), Bridge of Don, Aberdeen. AB23 8BL**

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.

### Bus Services

Aberdeen city centre is within easy reach of AECC and an on-site park and ride service offers regular transport to and from the city centre every 15 minutes during peak times. The [X40 Park and Ride service](#), for example, is ideal for travelling from the city centre to the AECC.

### Vehicle Parking

Ample free car parking is available in Car Park 4 and 5 at AECC.

### Aberdeen Taxi Services

|                              |              |                               |                                   |
|------------------------------|--------------|-------------------------------|-----------------------------------|
| PGM Taxi Service             | 07849 582319 | -                             | -                                 |
| Aberdeen Taxis               | 01224 686868 | bookings@aberdeen-taxis.com   | http://www.aberdeen-taxis.com     |
| Rainbow City Taxis           | 01224 494949 | info@rainbowcitytaxi.com      | http://www.rainbowcitytaxi.com    |
| Taxicall Aberdeen            | 01224 516615 | info@taxicallaberdeen.co.uk   | http://www.taxicallaberdeen.co.uk |
| Central Taxis Aberdeen       | 01224 890089 | -                             | -                                 |
| RB Taxis                     | 07966 016655 | info@rbtaxi.co.uk             | http://www.rbtaxis.co.uk          |
| Duncan's Taxi & Private Hire | 07436 534628 | enquiry@duntaxiwesthill.co.uk | http://www.taxiwesthill.co.uk     |
| Spaldings Taxis              | 01224 741640 | -                             | -                                 |
| Westhill Taxis               | 01224 444444 | westhilltaxi@icloud.com       | -                                 |



## Hotels

### **Booking Accommodation**

Hotel booking for Subsea Expo can get busy close to the exhibition date; it's highly recommended that exhibitors book early to secure accommodation, particularly if you want to be close to the AECC.

The closest hotel to the venue is the [Holiday Inn](#), located across the road from the Aberdeen Exhibition and Conference Centre.

[VisitAberdeen](#) can also help you find and book a hotel.



## Exhibition times

## Exhibition access

| Stand build up  | Schedule  | Hall open hours |
|-----------------|---|-----------------|
| 2 February 2019 | Construction of <b>Space Only</b> stands  | 1000 - 1800     |
| 3 February 2019 | Construction of <b>Space Only</b> stands  | 1000 - 1800     |
| 4 February 2019 | Continuation of construction of <b>Space Only</b> stands and <b>Shell Scheme</b> stand access | 0800 - 2000     |

Stands must be completed and excess products and materials removed from the hall no later than 1900 on 4 February 2019. Please allow time to load and unload vehicles.

If you have appointed a stand contractor to construct your stand, you must be assured that the design of the stand is such that it can be built within these published hours. Work in the halls outside of these hours will not be permitted in any circumstance.

| Exhibition open date | Show open hours | Hall open hours |
|----------------------|-----------------|-----------------|
| 5 February 2019      | 0930 - 1800     | 0830 - 1830     |
| 6 February 2019      | 0930 - 1800     | 0830 - 1830     |
| 7 February 2019      | 0930 - 1400     | 0830 - 2200     |

For safety reasons, breakdown cannot commence before the official end of the show and until all visitors have left the hall. **Please do not begin stand breakdown before 1400 on 7 February 2019.**

| Breakdown date  | Schedule                 | Hall open hours          |
|-----------------|--------------------------|--------------------------|
| 7 February 2019 | 1400 - 2200              | 0830 - 2200              |
| 8 February 2019 | 0800 - 1200 (space only) | 0800 - 1200 (space only) |

It is a requirement from the venue that everyone in the halls during build up and breakdown must wear the correct Personal Protective Equipment (PPE) – this includes wearing hi-vis vests while in the hall (these will be provided by Subsea UK).

All shell scheme exhibitors must clear their stands by 1600 on 7 February 2019. Space only exhibitors have until 1200 on 8 February 2019, to remove all exhibits and stand equipment from the hall. Any remaining items will be removed and either destroyed, or stored at the exhibitor's expense.

**IMPORTANT - Exhibitors must not commence stand deconstruction / removing items from their stand until after the official close time of 2pm on 7 February 2019 and all visitors have left the hall, unless prior arrangements have been agreed with Subsea UK or the AECC support team (located in the Organisers' office).**

Trolleys will not be allowed on the exhibition floor until after this time. Please do not leave any goods unattended on your stand during this time. Breakdown is a busy period and your property is particularly vulnerable to theft and damage at this time. The organisers cannot be held responsible for any loss or damage to your goods.



## Freight, Deliveries and Storage

### **Pre-show**

Deliveries should be addressed to Aberdeen Exhibition & Conference Centre, Bridge of Don, Aberdeen, AB23 8BL. It is vital that packages are clearly marked with the exhibiting company's name and stand number. If at all possible, deliveries should be made between 0830 -1700 and no earlier than 2 February 2019. Any deliveries prior to this date must be made to the advance warehouse (ideally in Aberdeen, or Sussex if necess - full addresses are at the bottom of the page).

### **During the show**

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

### **Forklift**

The forklift can be made available throughout the build-up on 2 February 2019, between 0830 - 1700 and on 3 February 2019 between 0830 - 1530. The forklift can lift up to 2.5 tonnes. Lifting for heavy or abnormal lifts, placing equipment on to stands in confined spaces and for equipment over 2.5 tonnes should be booked through AP Show Logistics (APSL) in advance. All heavy lifts must be positioned early.

The cost for unloading/delivery to stand and re-loading for items under 2.5 tonnes is included in your stand rental, however any heavier lifts and/or secondary lifting (e.g. for positioning machinery) is chargeable. Please contact APSL for rates.

Please note that all equipment must be removed by 1700 7 February 2019 unless by prior arrangement with AECC's Exhibition Department and APSL. Any goods left unattended and not removed by this time, will be removed by APSL and will incur additional handling and return delivery costs.

Freight for collection after this deadline and not arranged via APSL must be left at the designated sign-posted area at the East Entrance, labelled with the return address and contact details of your appointed courier.

### **AP Show Logistics (APSL)**

Contact: Ashley Preston

Email: [ash@apshowlogistics.com](mailto:ash@apshowlogistics.com)

Tel. +44 (0)1444 484850 | +44 (0)7801 747888

Fax: +44 (0)1444 340228

**Deliver to local advance warehouse:** AP Show Logistics c/o Caledonian, Midmill Industrial Estate, Inverurie, Kintore, Aberdeenshire, AB51 0UY.

Office Address: Top Floor, 7 Muster Green, Haywards Heath, West Sussex, RH16 4AP



Set up

## Managing your Stand

### Operational and Technical Management of Subsea Expo

All operational and technical matters relating to Subsea Expo should be directed to:

Lynne Reilly  
Senior Exhibition Coordinator  
Telephone: +44 (0)1224 330427 | +44 (0)7725 676166  
Email: [lreilly@aecc.co.uk](mailto:lreilly@aecc.co.uk)

This is inclusive of, but not limited to: stand drawing approvals, risk assessment approvals, enquiries regarding branding opportunities (only once confirmed as a sponsor with Subsea UK) and technical and/or operational queries and requirements.

Lynne will also be the main point of contact during the build-up, show open days and breakdown of the exhibition and will be stationed at the Show Management office (see [exhibition floorplan](#)). The Exhibition Show Management Office will be open throughout the build up and the show will be open for any on-site assistance required.

If you are planning on having any kind of **water display** on your stand, please confirm the details in writing to the organisers so that written approval can be issued. There will be a charge for the filling and emptying of any water features. For further details, please contact Lynne Reilly.

For **rigging prices**, please email your stand plans to Dave MacPhail, Operations Manager: [dmacphail@aecc.co.uk](mailto:dmacphail@aecc.co.uk)

Note: all regular stand orders should be ordered through the online shop at [www.aecc.co.uk/shop](http://www.aecc.co.uk/shop)

### Health, safety and operational practices (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 and safety legislation. For further information, please visit [www.aev.org.uk/eguide](http://www.aev.org.uk/eguide)



### **Stand Build Regulations**

Stand walls or decorations cannot exceed a height of 2.5m unless approval has been sought from the organiser. All visible stand walls over 2.5m must be dressed and conform to all other regulations as per the [eGuide](#). Walls must not overshadow or interfere with neighbouring stands without written prior approval from the organiser.

The maximum build height at Subsea Expo is 4m; stands must not exceed this height.

No more than 40% of an open side can be walled. Any walling exceeding 40% must be set back a minimum of 500mm from the open perimeter of the site.

The stand must not extend beyond its specified floor dimensions in either area or materials.

If you are employing a contractor to build your stand (space only), it is essential that your contractor is fully aware of their responsibilities and that all work must be carried out in conformity with the rules and regulations as set out in the eGuide.

It is essential that all space only contractors must submit a risk assessment and stand plans by 22 January 2019 for approval by the organisers. Approval will be issued in writing prior to the commencement of build up.

If approval of the stand design has not been obtained, or not submitted, stand construction may be halted, changes imposed, or disassembly required at the exhibitor's own expense.

### **Space Only**

All exhibitors must complete and submit the Health & Safety Declaration form ([see p18](#)), by 22 January 2019, and must be fully completed to include contact details on the health and safety representative for your stand.

### **Shell Scheme**

All shell scheme exhibitors must complete and submit the Risk Assessment for Shell Scheme Stands form ([see p19](#)) by 22 January 2019 and must be fully completed to include any details on potential risks, plus contact details on the health & safety representative for your stand.



## Basic Stand Information

### Shell Scheme Packages

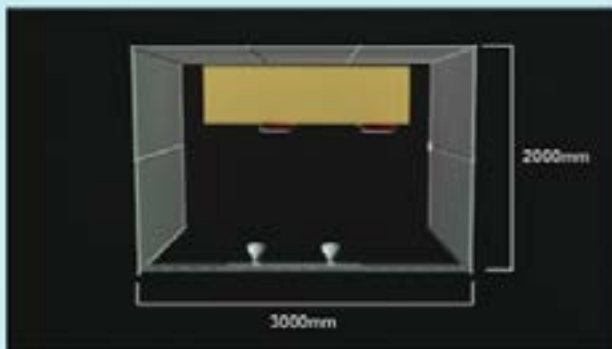


Example of 3mx2m 2-walled corner Shell Scheme stand



Example of 3mx2m walled centre Shell Scheme stand

### Shell Scheme Display System



**Full panel size**  
2372mm x 966mm

If the panels are being printed the graphic / display area for each panel is 2360 x 954

The AECC's standard panels are grey in colour and are covered in velcro-friendly polyweave material.

Various colours are available on request (at an additional cost)

**Framework**  
2500mm (height); 1000mm (between pole centres)





## Basic Stand Information

Deadline: Furniture must be ordered by 8 January 2019.

### Walk-on Package

Included for each 9sqm booked (additional furniture will be supplied pro-rate for larger stands) is a carpeted area with:

- 2.5m high MODUL scheme of grey Velco-compatible infill panels with aluminium components
- Height Limitations: no stand fitting or display feature on shell scheme stands may exceed 2.5m in height. If in any doubt please contact AECC.
- Electrical package to include: 1x500w Socket and 2x120w Spotlights.
- Furniture pack provided by Inspire Hire.

| Option 1  | Option 2  |
|---|---|
| BS08 Bar Stools x2 (Red or Blue)                  | SC11 Chairs x2 (Red or Blue)                      |
| BT06 Bar Table x1 (White, Beech or Black)         | TB10 Bistro Table x2 (White, Beech or Black)      |
| A4 Zig Zag Literature Rack (White, Grey or Black) | A4 Zig Zag Literature Rack (White, Grey or Black) |
| TB10 Bistro Table x1 (White, Beech or Black)      |   |

To select your preferred furniture option, please visit <https://inspirehire.co.uk/product-category/subsea-expo/> If no option is ordered by 8 January 2019, you will be provided with option 2. To order additional furniture for your stand, please visit [www.inspirehire.co.uk](http://www.inspirehire.co.uk) or call 01455 234919.

Fixings etc: shell scheme panels should be carefully treated to avoid damage and care should be taken when mounting display panels etc. Light material may be attached by the use of Velcro pads (Hook Velcro). Advice should be sought from AECC for mounting heavy materials as special battens may be needed.

For additional items please visit [www.aecc.co.uk/shop](http://www.aecc.co.uk/shop)

- Fascia name board detailing company name. AECC will produce the fascia name panel with company logo. Please fill in the stand signage form ([see p16](#)) and supply your company logo to [ireilly@aecc.co.uk](mailto:ireilly@aecc.co.uk) by 8 January 2019.
- Freight costs within the AECC. When delivered, your freight will be moved to your stand. Packaging will be collected and stored and returned to you at the end of the event. Your freight will then be moved to the external doors ready for collection. Any lifting must be booked separately.
- Entry in the Subsea Expo directory
- Listing on the Subsea Expo website
- Full catering for stand personnel
- Priority booking for the Subsea UK Awards Dinner



## Basic Stand Information

### Space-only Package

- Carpeted floor space marked out to the dimensions booked.
- Space only stands must fit entirely within the space allocated to the exhibitor and must be constructed in a manner that poses no danger to public health and safety.
- Stand constructions will be liable to inspection by the organisers, AECC H&S Manager and the local authorities.
- Exhibitors must submit drawings of the proposed stands by 22 January 2019 for approval by AECC as well as that of the local authorities. The contact is [lreilly@aecc.co.uk](mailto:lreilly@aecc.co.uk)
- Entry in the Subsea Expo directory
- Listing on the Subsea Expo website
- Full catering for stand personnel
- Priority booking for the Subsea UK Awards Dinner



## On-site Services and Regulations

### Electrical Installations

AECC is the official electrical contractor of Subsea Expo. The installation or alteration of any electrical fitting by any person other than a member of the contractor's staff is strictly prohibited. In accordance with current health and safety regulations, all electrical equipment and fittings should comply with applicable test regulations. Any exhibitor in need of additional electrical requirements, such as a socket, should order these through the online shop at [www.aecc.co.uk/shop](http://www.aecc.co.uk/shop)

### Cleaning

The exhibition hall will be cleaned prior to show opening and each event evening. This will include all public aisles and common areas and where possible, stands will also have light vacuuming. It is the exhibitor's responsibility to keep their stand tidy. Any waste from the stand should be placed in rubbish bags and left on the edge of your stand at the end of each show day. For health & 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. If any special cleaning services are required, exhibitors should contact Lynne Reilly by calling +44(0)1224 330427 or email [lreilly@aecc.co.uk](mailto:lreilly@aecc.co.uk)

### Security

Security is provided within the hall during build, open days and break down, however, the organiser and AECC accept no responsibility for any loss or damage to personal belongings or equipment and advise that exhibitors and their contractors are adequately covered. During build up days, all exhibitors and contractors will be able to enter [via the marked entrances](#) and an exhibitor/contractor wristband will be issued on these days. Registration will be open to exhibitors from 1200 on 6 February 2019 to obtain exhibitor badges, which will be accepted in place of wristbands. During show open days, all delegates and exhibitors will be subject to bag searches upon entry each day. The highlighted doors will be open for access during build up and breakdown – access via any other arena entrance is strictly prohibited between 2 February 2019 and 4 February 2019, and after 1400 on 7 February 2019.

### Internet Access

Free wi-fi will be provided to delegates at Subsea Expo so they can access the event's official app. This network is available for exhibitors for light usage only, such as email checking or light internet browsing. **If you require a higher bandwidth / guaranteed speed**, wi-fi and hardwired connections can be 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.



### Internet Access (continued)

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 of 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.

### Catering Overview

The catering department at AECC have 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 are pleased to discuss your requirements with you. Due to venue rules and compliance with the Licensing (Scotland) Act 2005 and Food Scotland Act 2015, all food and beverages must be purchased from an AECC approved caterer. This includes: Exhibitor Stand Catering; Refrigeration Rental; Beverage Equipment Rental; Linen Rental; Catering Room Requirements; General Menu Requirements; and General Catering Enquiries

For further information on all AECC's in-house catering facilities and services, please contact Martin Caldwell, Head of Food and Beverage, on +44(0)1224 330421 or email [mcaldwell@aecc.co.uk](mailto:mcaldwell@aecc.co.uk)

### Catering for Exhibitors

Please note that all registered exhibitors for Subsea Expo will be provided with the following as part of your exhibitor package:

Free breakfast rolls each morning (before 09:30); free tea, coffee and mineral water throughout each day; and free lunch each day (while lunch is served). Tickets will be supplied with your badge for you to claim your free refreshments.

### Catering for Visitors

All visitors for Subsea Expo will be provided with free tea, coffee and mineral water throughout each day. Any morning or lunchtime food items will be available on a cash or credit card basis from the designated catering areas. Food and drink are also available from the AECC atrium, and the Holiday Inn Express located next to the exhibition centre.

### Lead Retrieval

Subsea UK has partnered with Visit Connect as the official lead retrieval tool for Subsea Expo. Visit Connect uses your smart devices to verify, rate, prioritise, monitor and respond to leads in real-time, from the show floor or remotely, allowing you to assess the event as it unfolds. [Click here](#) for more information. Prices start at £133.



### **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 a fire may be hung in the evacuation routes or their vicinity.

### **First Aid**

Any person requiring first aid treatment should contact any of the show management team or venue staff, or make their way to the First Aid room as directed on the [floorplan](#).

### **Fire Precautions**

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 AECC Management. Use of fire or naked lights (including candles) is strictly prohibited.

### **Health and Safety**

The exhibition hall is classed as a building site during build up and breakdown. During this time, all exhibitors and their contractors must comply with 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 or breakdown.

### **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.

### **Onsite Queries**

Any exhibitors wishing to order any items for their stand on site, or have any queries during show build and show open can visit the Onsite Show Management Office, located in Room 21 in the backstage area of the arena. This is outlined on the [floorplan](#) and will also be signposted in the hall.

### **Smoking**

Under Scottish Law, smoking is banned in all enclosed public places, therefore smoking is not permitted within the Aberdeen Exhibition and Conference Centre. Smoking within the premises could result in prosecution. The use of e-cigarettes is strictly prohibited indoors at AECC.

### **Children**

Children younger than 10 years of age are not permitted to attend Subsea Expo unless expressly agreed with Subsea UK by contacting [events@subseauk.com](mailto:events@subseauk.com) prior to the exhibition. Children under the age of 16 must be accompanied by an adult.



## On-site Services

### **Playing Music on Stands / Presentations on Stands**

If you intend to play recorded background music on your stand during the course of the exhibition, you are required by law to obtain music licenses.

Phonographic Performance Ltd (PPL) administers licensing of sound recording for most recorded music played within the UK. It issues a license and levies a tariff on the broadcast and public performance (which includes exhibition stands) on behalf of the record companies.

Performing Rights Society (PRS) administers licensing of sound recording and performances for most music played in the UK. It issues a license and levies a tariff on the broadcast and performance (which includes exhibition stands) on behalf of the writers and publishers of music.

Exhibitors are solely responsible for obtaining any license required to play music on their stand. These can be obtained by contacting PPL and PRS direct.

It is recommended that licenses are applied for a minimum of 28 days prior to the event open date. PPL: Applications can be made online via the PPL website: [www.ppluk.com](http://www.ppluk.com)

PRS: Applications can be made via the telephone: 0800 068 4828. Further information can be found via the PRS website: [www.prsformusic.com](http://www.prsformusic.com)

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.

### **Announcements / Press**

If you are planning on making an announcement at Subsea Expo, please get in touch with the Subsea UK PR team by emailing Rebecca Cox ([rebecca.cox@bigpartnership.co.uk](mailto:rebecca.cox@bigpartnership.co.uk)). While the team cannot draft or issue press releases on your behalf, they can advise on how you can maximise your exposure during Subsea Expo. Subsea Expo's Press Office will be manned throughout the show. Exhibitors can make use of the room to meet with journalists and distribute press releases. The press room is indicated on the [floorplan](#).

### **Film Crew**

RS Films will be on-site and available throughout the event to film your stand in full HD and carry out interviews, which may be published in conjunction Subsea Expo. Contact [roy@rsfilms.tv](mailto:roy@rsfilms.tv) or call 07710 401934 to arrange.

### **Photography**

Newsline Media are the official photographers for Subsea Expo. If you'd like to arrange photographs of your stand in addition to the general shots taken throughout the show (ie if VIPs are visiting), please contact Derek Ironside on 01224 594000.



## Promotion

### Twitter & Other Social Media

Subsea UK will be tweeting, facebooking and instagramming throughout Subsea Expo and by interacting with us on these platforms during the event we can help push out your news, announcements and pictures to our followers. Subsea UK has a strong presence on social media with over 8,000 followers on twitter.

Twitter: Follow [@subseauknews](https://twitter.com/subseauknews) and use #SubseaExpo when you tweet

Facebook: Like us on [facebook.com/subseauk](https://facebook.com/subseauk)

Instagram: Follow subseauk on instagram and tag #SubseaExpo in your pictures

### The AttendeeHub App

The official Subsea Expo app is downloadable via the AttendeeHub app, available in the Apple and Android app stores, and available as a web app for Windows. You can find the app by searching for "AttendeeHub" in your app store.

Downloading the app not only gives you access to a range of useful resources (floorplan, exhibitor list, conference schedule etc) at the click of a button, but it also makes tweeting to the Subsea Expo audience easy. Make sure you download the app and use its social media features!





## Stand Signage

Please complete and return this form to [lreilly@aecc.co.uk](mailto:lreilly@aecc.co.uk) by 8 January 2019 along with a high-res (jpg or eps) version of your logo.

| Walk-on Package / Shell Scheme              |  |
|---|--|
| Company name to be printed on the sign:     |  |
| Stand number:                               |  |
| Contact email for any questions:            |  |
| Contact telephone number for any questions: |  |
| Logo attached in email:                     |  |



**PLEASE SEND YOUR COMPANY LOGO ALONG WITH THIS COMPLETED FORM**

**FULL COMPLETION OF THIS FORM IS MANDATORY**





## Construction Phase Plan Template

Please complete and return this form to [lreilly@aecc.co.uk](mailto:lreilly@aecc.co.uk)

| Construction Phase Plan                        |  |
|--|--|
| Name   |  |
| Company  |  |
| Event / Stand                                  |  |
| What has the venue / client made you aware of? |  |
| Who is the principal contractor?               |  |
| Is it notifiable to HSE?                       |  |
| How will you communicate?                      |  |
| What are your welfare arrangements?            |  |

Please list the major risks or hazards below

|  |
|--|
|  |
|--|

**FULL COMPLETION OF THIS FORM IS MANDATORY**



## Health & Safety Declaration for Exhibitors

Please complete and return this form to [lreilly@aecc.co.uk](mailto:lreilly@aecc.co.uk)

| We have read and understood our responsibilities as laid out in the Health and Safety at Work Act 1974 and taken note of the common areas of risk. We accept our responsibilities as laid out in this Act and all relevant legislation covering the event. | Complete and sign to agree |  |
|--|----------------------------|--|
|  | Exhibition name            |  |
|  | Stand number               |  |
|  | Company                    |  |
|  | Print name                 |  |
|  | Position                   |  |
|  | Signed                     |  |

| Our Principal Health and Safety Representative for the stand is: |  |
|--|--|
| Name and position  |  |
| Contact telephone number   |  |

As principal Health and Safety representative for my stand, I understand that we may need to produce a copy of our Health and Safety Policy and the Health and Safety Policy of our principal stand contractor upon request by the appropriate authorities whilst on site at the exhibition.

- I am in possession of my company's Health and Safety policy.
- I have checked that our main stand fitting contractor has a suitable and sufficient Health and Safety policy for the event.
- I have checked that our principal stand contractor has provided sufficient training for his/her employees to carry out their tasks safely and competently for the event.

**All boxes must be checked**

| Our principal stand contractor is: |  |
|------------------------------------|--|
| Name                               |  |
| Company                            |  |
| Address                            |  |
| Postcode                           |  |
| Contact                            |  |
| Position                           |  |

**Please note, stand construction will not be allowed to commence until this form has been returned.**

**FULL COMPLETION OF THIS FORM IS MANDATORY**



# Risk Assessment for Shell Scheme Stands

Please complete and return this form to [lreilly@aecc.co.uk](mailto:lreilly@aecc.co.uk)

| Shell Scheme Stand Details               |  |
|--|--|
| Stand number                             |  |
| Company                                  |  |
| Person Responsible for Health and Safety |  |
| Work number                              |  |
| Mobile number                            |  |
| Email address                            |  |

## Exhibitor's Responsibilities

An exhibition stand is a workplace covered by health and safety legislation. As the exhibitor it is your responsibility to ensure that a suitable and sufficient risk assessment is completed. Failure to do so could lead to delays or ultimately the closure of your stand.

You MUST complete a risk assessment if you tick any of the boxes below.

- Lifting heavy products during the build up/breakdown
- Working at height (using ladders)
- Display of anything containing liquid fuel or flammable and explosive substances
- Display of sharp objects, weapons (even replica weapons)
- Demonstrations of any kind i.e. therapies, massaging
- Working electrical appliances other than simple display lighting
- Food service of any kind other than sweets, snacks and soft drinks
- Heat source of any kind including cookery demos, naked flame or gel burners
- Working machinery of any kind even if static
- Using power tools during the build up/breakdown
- All portable appliances being displayed have had a visual inspection or PAT tested
- Any other hazards not identified above which could be a risk

*This is not an exhaustive list. You are responsible for identifying any aspect of your stand which could present a hazard.*

**If you have NOT ticked any of these boxes above, please sign the declaration below.**

I declare to the best of my knowledge that there are no significant risks relating to this stand.

Signed:

Name (print):

Position:

Date:

**FULL COMPLETION OF THIS FORM IS MANDATORY**



## Contact the Organisers

| Subsea UK     | Role  | Email  | Telephone     |
|---------------|---|--|---------------|
| Trish Banks   | Operations, Awards, Sponsorship, Conference   | <a href="mailto:trish.banks@subseauk.com">trish.banks@subseauk.com</a>     | 07809 470810  |
| Dan Fearon    | Magazine, Directory, Website, App, Conference | <a href="mailto:daniel.fearon@subseauk.com">daniel.fearon@subseauk.com</a> | 0845 505 3535 |
| Rebecca Swain | Exhibition, Conference                        | <a href="mailto:rebecca.swain@subseauk.com">rebecca.swain@subseauk.com</a> | 0845 505 3535 |
| Will Wightman | App, Conference                               | <a href="mailto:will.wightman@subseauk.com">will.wightman@subseauk.com</a> | 0845 505 3535 |
| Gina Hardie   | Dinner Sales                                  | <a href="mailto:gina.hardie@subseauk.com">gina.hardie@subseauk.com</a>     | 0845 505 3535 |

| AECC            | Role                     | Email  | Telephone    |
|-----------------|--------------------------|--|--------------|
| Lynne Reilly    | Exhibition Coordinator   | <a href="mailto:ltreilly@aecc.co.uk">ltreilly@aecc.co.uk</a>   | 07725 676166 |
| Dave MacPhail   | Health & Safety, Rigging | <a href="mailto:dmacphail@aecc.co.uk">dmacphail@aecc.co.uk</a> | 07931 866078 |
| Martin Caldwell | Catering                 | <a href="mailto:mcaldwell@aecc.co.uk">mcaldwell@aecc.co.uk</a> | 07920 539641 |

| Third Party       | Role            | Email  | Telephone     |
|-------------------|-----------------|--|---------------|
| AP Show Logistics | Logistics       | <a href="mailto:ash@apshowlogistics.com">ash@apshowlogistics.com</a>   | 01444 484850  |
| DB Systems        | Wifi            | <a href="mailto:gareth.hay@dbsystems.com">gareth.hay@dbsystems.com</a> | 0845 226 3083 |
| GES               | Registration    | <a href="mailto:tracey.levy@ges.com">tracey.levy@ges.com</a>           | 01923 690690  |
| Inspire Hire      | Stand Furniture | <a href="mailto:sales@inspirehire.co.uk">sales@inspirehire.co.uk</a>   | 01455 234919  |



## Register for Subsea Expo

### **Exhibitor Registration**

Although you may have booked a stand, exhibitors must still register for their individual badges to access the exhibition and conference. Please ensure you select “Exhibitor” as your badge type when registering. You can register online at [www.subseaexpo.com](http://www.subseaexpo.com) when booking has opened, to avoid the queues on the day. You can also register on-site at the exhibition from 1200 on 6 February 2019.

See you at  
**Subsea Expo!**