

**This Document should be read in conjunction with the event Terms and Conditions**

### How to get to the Village Hotel



**Centennial Park  
Centennial Avenue  
Elstree  
WD6 3SB  
T: 0844 980 0302**

[www.village-hotels.co.uk](http://www.village-hotels.co.uk)

#### By Road

Exit the M1 at Junction 5, take the A41 signposted Central London. Continue toward Central London. After 4 miles take the A5183 signposted Elstree. At the next roundabout turn left into Centennial Avenue.

#### By Rail

Elstree and Borehamwood - 1 mile

#### By Air

Heathrow - 27 miles  
Luton - 20 miles

## Car Parking

Free car parking is available in the Village hotel car park which can accommodate 350 vehicles. Additional car parking is available in other areas of Centennial Park.

## Deliveries, Set Up and Exhibitor Access

Exhibitors will be able to drop off items for their stands from 2pm on Saturday 30<sup>th</sup> October 2010. Items must be left in the stand that exhibitors have been allocated and not in common areas.

## Exhibition Stands

### Floorplan

A floor plan for the event can be found on the event website. Each exhibitor has been allocated a space and the floor plan will be available in the reception of the Village Hotel from 8am on the morning on the event.

An example of a shell scheme with dimensions is enclosed.

### Signage

All posters, banners, etc. must be of a standard approved by the Project Manager and signs must not be affixed to any part of the building.

### Storage

Unfortunately no storage facilities are available and no storage is allowed in areas behind stands, in gangways, under stairs, obstructing fire exits, etc. within the hotel.

## Catering

The Village Hotel has 2 restaurants onsite: The Victory Pub & Kitchen and the Verve grill. There is also a Starbucks. These restaurants are **not kosher**.

## Cleaning & Waste Disposal

There are no cleaning or waste disposal services provided. All waste must be taken with exhibitors on departure.

## Common Parts

All common areas must be kept unobstructed at all times. Exhibitors must keep all common areas clear at all times. Exhibits must be kept within the confines of the stand space.

## Cloakrooms

A free cloakroom will be available for exhibitors and visitors. Items placed in the cloakroom are done so at the exhibitors own risk and neither the Village Hotel nor the event organiser accepts any responsibility for any lost or damaged items.

## Electrics and Lighting

Power can only be accessed through the sockets provided within the stands. Exhibitors are strictly prohibited from plugging in appliances directly into the venues wall sockets. Power sockets will only be available on stands that have pre-purchased them. **No power will be available to be purchased on the day of the event.**

Exhibitors who bring portable electrical requirements on-site should ensure that they have been regularly PAT tested (Portable Appliance Tested) and bear a recent PAT test certificate. Signs involving the use of neon or similar gases are permitted with firearm switches and written confirmation from the project manager. During the open period for the exhibition, stands main supply will be switched on half an hour before the show opens and switched off no later than half an hour after it closes.

## Gas

It may be possible to use Gas (either inert or inflammable) **BUT** written authority must be obtained prior to arrival at the event.

## Health & Safety

The Village Hotel and the event organiser is committed to operating in compliance with all the relevant legislation and guidelines covering Health and Safety at work and it is a requirement that all exhibitors comply with the law and the regulations of the venue at all times. Anyone infringing any relevant legislation will be asked to desist forthwith and for serious continuing breaches may be banned from the premises.

As an exhibitor you hold an obligation to ensure the safety of everyone associated with your exhibition stand and those persons that may be affected by your activities.

## Insurance

Whilst we take every precaution to protect Exhibitors property during the event the Village Hotel and the event organisers are not responsible for any loss or damage.

We would recommend insurance cover to include as a minimum, legal liability for personal injury and damage to third party property based on a limit of indemnity of £2million. It is also prudent to extend cover to include abandonment and cancellation or curtailment of the event due to circumstances beyond our control.

## Items left on the site

Please note that any goods/ material/ deliveries or miscellaneous items left on site at the Village Hotel without proper authority will be treated as abandoned and disposed of accordingly.

## Internet Access

Internet access is not available on the day apart from the Village Hotel's wireless access. For more details please contact the hotel direct.

## Licences

Licenses may be required for the following activities:

Entertainment

Music: PPL / PRS

Video: VPL

Cinema (or public viewing of films)

Smoke Machines

Lasers

Special Treatments (i.e. therapy treatments etc)

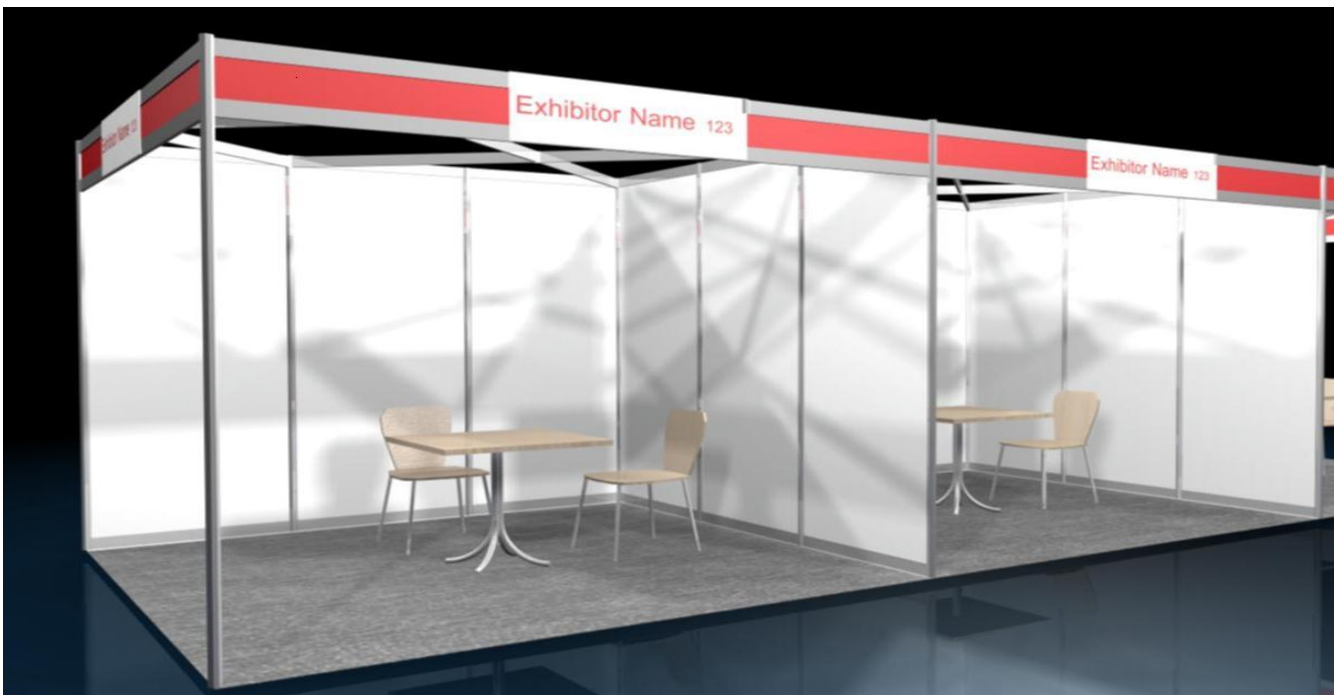
**For further details, please contact your event representative.**

## Music / Video

Exhibitors who play music or video whether recorded (i.e. from records, cassettes, compact discs, TV, video, slide/tape presentation etc.) or live music in public, are required by law to apply for a license to prevent infringement of copyright

**Please note all licenses must be secured in advance of the event.**

## Shell Scheme



This picture is for illustrative purposes only. All shell schemes come with a nameboard, side and back walls as standard. Chairs, tables and electrical sockets are not provided as standard and must be ordered in advance.

### Walls

Grey Polyweave fabric compatible with Velcro fittings only. Panels are attached to plastic uprights which stand 15mm proud.

### Nameboards

Showing exhibitors name and stand number: 810mm x 120mm on white Foamex, black Helvetica font.

### Panel Dimensions

Panels will be either 2.4m or 2m high. We recommend that graphics have a maximum height of 2m and a width of 0.95m.

For further assistance on shell schemes please contact Stephen Murphy from Europa International directly on 0208 676 0062.

### **Taxi Service**

Should you require an executive taxi service please contact the hotel in-house concierge.