



The  
**Podcast  
Show** 2022

25 + 26 May 2022

Business Design Centre, London

**Exhibitor Manual**

## We're excited to welcome you to The Podcast Show 2022!

This exhibitor manual will run through all the details you need to get ready for the event and to make a great impact on our visitors.

Please make sure to read through all the information and email Minty Rickcord at: [mrickcord@thepodcastshowlondon.com](mailto:mrickcord@thepodcastshowlondon.com) with any queries.

If you haven't been to the Business Design Centre and would like to visit and view your location at the venue, it is recommended you attend our drop-in day on 6 April 2022. Further details on this will be circulated.

Thank you for being a part of The Podcast Show 2022, we really look forward to hosting you!

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# Exhibitor Checklist

1. **Company Profile** - update your online exhibitor listing
2. **Exhibitor Manual & Floorplan**
3. **Compulsory documents**- Method Statement, Risk Assessment, H&S statement & Public Liability Insurance  
**Compulsory Documents** (if applicable) - Stand Design & External Contractor Form
4. **Additional Services** - Browse and order additional services (power, flooring etc.)
5. **Marketing Pack** -Download our marketing assets for your own promotional purposes

# Company Profile

So that we can get you listed on The Podcast Show 2022 website as an exhibitor, we'll require the following items to be uploaded to your Exhibitor Zone.

- Company logo in both:
  - Vector format (.ai or .eps)
  - PNG format (with transparency)
- 80-100 word Company Biography
- Website URL
- Social media handles
  - Instagram
  - Twitter
  - Facebook
  - LinkedIn
- Marketing Contact Details (Name & Email)

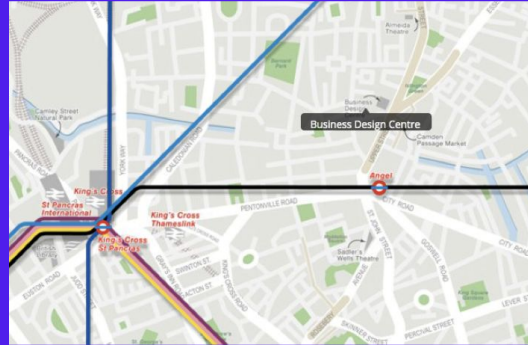
Please note, for larger files please share via a WeTransfer or Dropbox to [partners@thepodcastshowlondon.com](mailto:partners@thepodcastshowlondon.com)

# Key Event Information

## EVENT VENUE

Business Design Centre  
52 Upper Street  
Islington  
London, N1 0QH

## VENUE MAP



## EVENT SCHEDULE

### Opening Times

**Wednesday 25 May: 09.00 - 18:00**

**Thursday 26 May: 09.00 - 18:00**

Please note, The Podcast Show LIVE is hosting live podcast shows in the theatre spaces at the Business Design Centre on 24, 25 & 26 May from 19:00 - 22:00 . These shows are ticketed separately to The Podcast Show.

## FLOOR PLANS

Exhibition floor plans may be subject to adjustments up to a month prior to the event. Floor plan updates will be shared with you during major updates and uploaded to the Exhibitor Zone. For the latest copy, please visit the Exhibitor Zone.

# Key Event Information

## Build-up:

<b>Space only Exhibitors:</b>	<b>Monday 23 May 2022 from 14:00-22:00</b> <b>Tuesday 24 May 2022 from 08:00 - 22:00</b>
<b>Shell Scheme Exhibitors:</b>	<b>Tuesday 24 May 2022 from 08:00 - 22:00</b>

All stand construction and dressing must be complete by **22:00 on Tuesday 24 May** in order to be ready for show opening at 09:00 on Wednesday 25 May.

## Breakdown:

<b>All Exhibitors:</b>	<b>Thursday 26 May from 18:00 - 22:00</b> <b>Friday 27 May from 08.00 - 12.00</b>
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Please note:

For safety reasons, all stands must be manned during event opening times and break down cannot commence until all visitors have left the hall.

For this reason, exhibitors with Entertainment Suites on the theatre side of the venue will not be able to commence breakdown until 19:30 due to visitors circulating for The Podcast Show LIVE evening shows.

All stand fittings and exhibits **must be cleared by 12:00 on Friday 27 May**. Anything left on a stand after this time will be deemed as rubbish and disposed of by the Business Design Centre, and the exhibitor will be charged for this service.

**Exhibitors will be allocated a loading bay time slot ahead of the show for load-in and load-out.**

# Your Exhibition Space

## SPACE ONLY

Space Only sites refer to where the exhibitor booked floor space only. The exhibitor is, therefore, responsible for the complete design, build and construction of their stand. Please note, no power, lighting or walls are included.

**All Space Only stands are subject to approval by The Podcast Show. All exhibitors must submit a detailed stand design.**

Please note, the maximum stands height is 4m unless approved by the show organisers and signed off by a structural engineer.

All plans must also be accompanied by a **risk assessment** (including Covid safety measures), **method statement, H&S declaration** and **public liability insurance**.

Our preferred suppliers are detailed later within this manual. If you are bringing your own external contractors you need to complete **this form** for each contractor.

Please submit the stand design, documents and forms to **[partners@thepodcastshowlondon.com](mailto:partners@thepodcastshowlondon.com)** by Monday **11 April**.

Additional services including power and lighting can be purchased via the online **[exhibitor portal](#)**. Please complete any orders by **11 April** (a 20% surcharge will apply to late orders).

# Your Exhibition Space

## SHELL SCHEME

Shell Scheme stands include the following:

- Shell walls finished in white foamex with ceiling grid and fascia beams (1 x back wall & 2 x side walls - unless at the end of a row where there will only be 1 side wall).
- 1 x 13 amp power socket
- Company Name Board
- Carpet

Dimensions:

- Wall panels: 2500mm high x 990mm wide when fitted with poles and beams.
- Visible Panel size for graphics: 2340mm x 950mm
- Height from floor to underside of ceiling: 2325mm
- Poles: 40mm in diameter, projecting forward 18mm. Finished in white.

Display materials may be affixed to the panels using double-sided Velcro, twin-stick pads or blu-tack. No nails, screws or staples can be used. We recommend that the thickness of these display materials does not exceed 3-5mm. Support brackets or chain packs must be used to hang heavier items.

Additional services including power, lighting and support brackets can be purchased via the [exhibitor portal](#). Please complete all information and orders by **11 April** (a 20% surcharge will apply to late orders).

Please submit a risk assessment (including Covid safety measures), method statement, H&S declaration and public liability insurance to [partners@thepodcastshowlondon.com](mailto:partners@thepodcastshowlondon.com) by **11 April**.



# Your Exhibition Space

## ENTERTAINMENT SUITE

Entertainment Suite spaces include the following:

- Basic furnishings (more details to follow)
- Power
- Shell wall dividing each Entertainment Suite space
- Company branding on railing overlooking the show floor
- Company Name Board in gangway

Dimensions: 27 sqm (4.5 x 6 m)

The production team will be in touch with a mock-up of the Entertainment Suite spaces.

Please submit a risk assessment (including Covid safety measures), method statement and H&S declaration to [partners@thepodcastshowlondon.com](mailto:partners@thepodcastshowlondon.com) by **11 April**.

If you are bringing any external contractors please submit an external contractor **form** for each contractor.

# Your Exhibition Space

Below are image examples of the shell structure and purchasable shell scheme additions such as cladding and graphics.

We request that shell scheme exhibitors submit any aesthetics adjustments they plan to make to their stands, to: [partners@thepodcastshowlondon.com](mailto:partners@thepodcastshowlondon.com) by **Monday 11 April**.



Above: Example image of shell structure (please note this varies depending on floor positioning).

Right: Examples of cladding, graphics and shelving additions.



# Your Exhibition Space

## COMPULSORY DOCUMENTATION

The following documentation must be submitted by all exhibitors by **11 April**:

**1. Risk Assessment**

This should include details of any stand building and potential hazards during build up and breakdown, as well as the controls in place to reduce and minimise these hazards.

For a risk assessment template please click [here](#).

**2. Method Statement:**

This should detail what work will be carried out on your stand and how you will be doing so safely.

For a method statement template please click [here](#).

**3. Health & Safety Declaration**

This is a declaration that you, your colleagues and contractors understand and comply with the Health & Safety guidelines detailed within this manual and the [Health & Safety Work Act 1974](#).

For a health & Safety declaration template please click [here](#).

**4. Public Liability Insurance**

Whilst we take every precaution to protect your property during the event, neither the organisers nor the Business Design Centre accepts any responsibility for any loss or damage. You will need to ensure you have public insurance cover. We recommend public liability of anything from £2-£5 million.

# Your Exhibition Space

## RECOMMENDED SUPPLIERS

### AV EQUIPMENT

Audio-visual requirements from onsite supplier Aztec

David Stanley

[david.stanley@azteclive.com](mailto:david.stanley@azteclive.com)

### GRAPHICS & BRANDING

Branded graphics and materials printed onsite by Onward Display

Michael Brighty

[michael@onwarddisplay.com](mailto:michael@onwarddisplay.com)

### FURNITURE

A broad range of Furniture can be hired via Furniture On The Move

[info@furnitureonthemove.co.uk](mailto:info@furnitureonthemove.co.uk)

**Please note**, you are welcome to use your own external contractors. If you are bringing your own external contractors you need to complete [this form](#) for each contractor.

# Your Exhibition Space

## ELECTRICAL FITTINGS AND SUPPLIES

If you require electrics please order these via the [exhibitor portal](#) by Monday 11 April.

Please note the Business Design Centre does not have any extension leads so please ensure you bring your own if required.

Please ensure that all electrical appliances on-site have been recently PAT tested and bear a current PAT test certificate.

During the open period of an exhibition, stand mains supply will be switched on 30 minutes before the show opens and switched off 30 minutes after closing. If you require 24-hour power please order this via the online exhibitor portal.

## BUSINESS DESIGN CENTRE CONTACT

Hayley Constable - Deputy Head of Venue Services, Business Design Centre

[HayleyC@bdc.london](mailto:HayleyC@bdc.london)

+44 (0) 20 7288 6472

# Your Exhibition Space

## BADGE COLLECTION & TICKETS

Exhibitor and Contractor passes will be available for collection upon arrival at the event.

Exhibitor badges are valid throughout the whole of the Festival. In the interests of security, it is imperative that Exhibitors wear these at all times during the Show. Security will check the badges of everyone entering the show floor and will not admit anyone without a valid pass.

Exhibitor badges quantities are outlined as follows:

<b>Stands under 10 sqm:</b>	<b>5</b>	<b>Stands 20-40 sqm:</b>	<b>10</b>	<b>Entertainment Suites:</b>	<b>5</b>
<b>Stands 10-20 sqm:</b>	<b>8</b>	<b>Stands over 40 sqm:</b>	<b>20</b>		

Please confirm the number of contractor build-up and breakdown passes needed by **11 April**.

The marketing team will be in touch with further detail on guest tickets (if any are detailed in your booking).

## CONTENT SESSIONS

The programme of content sessions will be released on the event website [thebroadcastshowlondon.com](https://thebroadcastshowlondon.com)

## ADDITIONAL BRANDING OPPORTUNITIES

There are further opportunities for brand visibility at The Podcast Show 2022, to really make your mark and have a strong presence at the show. To find out more please contact [partners@thebroadcastshowlondon.com](mailto:partners@thebroadcastshowlondon.com)

# Additional Services & Exhibitor Portal

The Online **Exhibitor Portal** allows you to order additional services for your stand including power and flooring.

For new exhibitors please use the following steps:

Enter URL <https://oem.bdclondon.co.uk/podcastshow22>

First-time users: select 'register' and follow the steps to activate your account

Existing users: login, click 'select add new shows to account' and select 'The Podcast Show 2022'

For any queries regarding the online ordering system please contact:

Hayley Constable, The Business Design Centre:

[HayleyC@bdc.london](mailto:HayleyC@bdc.london)

+44 (0) 20 7288 6472

# Further Exhibitor Information

## ACCOMMODATION

The Business Design Centre has 3\*, 4\* and 5\* hotels within a 3-15 minute walk. Please click [here](#) to view our recommended [Hotel Map](#), containing live best rates and availability on the dates of the event.

Recommended Accommodation: 4\* Hilton Angel Islington  
DoubleTree by Hilton Hotel London  
Marriott St. Pancras Renaissance Hotel

## ANIMALS

Animals are not permitted on-site with the exception of service dogs.

## BALLOONS/INFLATABLES

Use of helium or balloon gas-filled balloons must be agreed upon in writing to Hayley Constable prior to the event. A £100 refundable deposit will be required for their use at the venue.

## BANKS

Should you require cash dispensing facilities there are two cash points in the Business Design Centre as you enter the main hall, however, transaction costs do apply. Alternatively, the nearest banks are:

- Barclays Bank Plc - 38 Islington Green
- Lloyds/TSB Bank Plc - 19 Upper Street
- The Royal Bank of Scotland Plc - 40 Islington High Street
- HSBC Plc - 25 Islington High Street
- Natwest Plc - 3 Upper Street



# Further Exhibitor Information

## CATERING

The Good Eating Company has the sole rights to all food and beverages (including alcohol) consumed at the Business Design Centre.

All food, beverages and associated catering equipment must therefore be ordered through them or a corkage fee paid.

Please contact The Good Eating Company as soon as possible to order stand catering or hear more on corkage fees:

[bdcsales@godeatingcompany.com](mailto:bdcsales@godeatingcompany.com)

+44 (0) 207 288 6351

Any organisation attempting to provide their own unauthorised food, beverages or catering equipment on site they will be asked to remove it.

## CHILDREN

All Podcast Show 2022 delegates must be 16 years or over. All persons under 16 years of age must be accompanied by a ticket holder 18 years or over.

Please note, no persons under the age of 16 will be admitted to the venue during build-up or breakdown.

# Further Exhibitor Information

## **CLEANING**

Cleaning of stands will be carried out overnight. General overnight cleaning will include sweeping, vacuuming, mopping and emptying of bins. This service is free of charge to all exhibitors. Cleaning of exhibits, however, remains the responsibility of the exhibitor.

The venue will dispose of general waste and where possible will always recycle, however if you need to dispose of a large quantity of rubbish following the event, please contact Hayley Constable. An additional charge may apply.

## **CLOAKROOM**

A cloakroom is available and will be open throughout the event to exhibitors and delegates.

## **COMMON AREAS**

Licensees/Organisers/Contractors/Exhibitors/Staff and agents must keep ALL common areas clear whilst building or dismantling stands, exhibits etc. All exhibits must be kept within the confines of the stand space and demonstrations must not cause undue congestion and/or obstruction of common areas.

# Further Exhibitor Information

## CONCIERGE SERVICES

The Business Design Centre offers a full range of services via our in-house Concierge. Based on the hotel concept, the concierge role covers a wide range of activities from booking taxis, restaurants and theatres to rail, airport and hotel enquiries etc. For further information contact:

**Ben Pettyfer**

[benp@bdc.london](mailto:benp@bdc.london)

+44 (0) 20 7288 6272

## COVID-19

The Podcast Show 2022 team are committed to ensuring the show is a safe space for all and providing the highest level of hygiene across the event. The Covid-19 policy will be confirmed 1 month prior to the show.

Currently, The Business Design Centre is asking for all exhibitors and contractors to present a negative lateral flow before gaining entry to the venue. Please be aware that this may be a possibility for the show in May.

## DEMONSTRATIONS

Exhibitors intending to use televisions or any other potentially loud appliances for stand demonstrations or who wish to hold live demonstrations must contact the organisers for approval at least one month prior to the show to gain written permission. For some demonstrations such as treatments, licenses may be required. Please check with Hayley Constable.

# Further Exhibitor Information

## DILAPIDATION

You are reminded that you will be charged for making good any damage to the hall or stand area, including the floor and stock walls, caused by your staff or contractors. Under no circumstances can stand construction, graphics, displays, etc. be attached to the fabric of the building.

Should any damage or dilapidation occur, the exhibitor will be charged.

## DISABLED VISITORS

The front of the building has a ramp, enabling easy access with a passenger lift to all floors. There are toilets on all levels within Stairwell B and adjacent to the Gallery level in Stairwell F.

Please note, all stands need to ensure visitor accessibility (i.e. include a ramp if stand has raised platform)

## ELECTRICITY

Under no circumstances are the Exhibitor's own staff or any other non-approved persons permitted to carry out electrical installation work. All work is to be carried out by the show contractor. To order additional power please do so via the [exhibitor portal](#).

## HEARING LOOP

The Amplify, Origin and Studio Theatres are all fitted with a designated hearing loop system which is to ensure that all delegates are able to experience clear sound quality.

# Further Exhibitor Information

## EMERGENCY PROCEDURES

Exhibitors are reminded that they must comply with the stringent regulations governing materials used on-site during an exhibition. Exhibitors must ensure that all exhibits are within their stand boundaries and that they do not block aisles, fire exits or fire equipment.

If you discover a fire or someone reports a fire to you immediately raise the alarm. This may be done in several ways:

- Pick up any internal phone and dial 6666. This will connect you with reception. Tell the duty operative where the fire is, your location and your telephone extension.
- Operate the nearest fire alarm call point by breaking the glass. If you do this (and it is safe to do so) please stay near the fire point to direct the attending security officer to the fire or dial 6666 and inform the duty operative of the site of fire.
- If it is decided to evacuate the building you will hear the fire alarm bells and tannoy messages informing you to leave the building. Please leave by the nearest fire exit or as instructed by members of the security staff. Please familiarise yourself with the nearest fire exits to your conference room or exhibition stand.
- Do not stay in the building once you have been instructed to leave. Do not stay to collect handbags, valuables etc.

# Further Exhibitor Information

## ENVIRONMENTAL CHARGE

In April 2007 the Business Design Centre introduced an environmental charge of £2.00 for each service ordered (excluding internet services). This charge is to help the BDC adhere to its environmental policy, which includes recycling waste materials and purchasing environmentally friendly products of which the BDC subsidises.

## FIRE ASSEMBLY POINTS

Fire assembly points are as follows;

- Front of the building: either the lower forecourt or round the side of the building by the tanning shop
- Rear of the building: pavement area outside the old royal free hospital in Liverpool Road

Please remember: Do not do anything to endanger your life. Restrict your actions to trying to prevent the fire from spreading by closing doors/windows etc & raising the alarm. Try to help by preventing people from going near the fire until help arrives. Please try to stay calm and encourage others to do the same.

## FIRST AID

First aid facilities will be available during the exhibition at all times. The First Aid room is located on the Gallery Level - opposite the Gallery Hall registration desk. In the case of emergency, contact the medical staff or a member of security on +44 (0) 207 288 6666.

# Further Exhibitor Information

## FLORAL AND PLANT HIRE

To hire or buy plants from our local florists, please contact two of our preferred local suppliers:

Angel Flowers  
60 Upper Street, London  
+44 (0) 20 7704 6312  
[angel-flowers.co.uk](http://angel-flowers.co.uk)

Dansk Flowers  
St Marys Church, 303 Upper Street, London  
+44 (0) 20 7354 5120  
[danskflowers.com](http://danskflowers.com)

## HEALTH & SAFETY

The Business Design Centre is committed to operating in compliance with all the relevant legislation and guidelines covering Health and Safety at Work and it is a requirement of the venue that all Licensees / Organisers / Exhibitors / Contractors and Visitors comply with the law and the regulations of the venue at all times.

All personnel must comply with the Health & Safety at Work Act (1974) & Management of Health and Safety at Work Regulation (1999).

All contractors are required to wear high visibility jackets during load-in, load-out and in the loading bay.

All Exhibitors must supply all relevant health and safety documentation by 11 April.

Please note for health and safety reasons we do not provide ladders on site. You must bring your own set of ladders onsite should you wish to use these during the build-up/breakdown of your stand. Please include the use of these within your risk assessment.

# Further Exhibitor Information

## INSURANCE

Whilst we take every precaution to protect your property during the event, neither the organisers nor the Business Design Centre accepts any responsibility for any loss or damage. You will need to ensure you have public insurance cover. We recommend public liability of anything from £2-£5 million.

## INTERNET ACCESS

All delegates and exhibitors have access to complimentary Wi-Fi. This is open to all, and recommended that its usage is limited to general activities such as checking emails. If you require a dedicated hard-wired internet connection for your stand, please order through the online shop by **Monday 11 April**.

## LASERS

Any company proposing to use lasers must inform venue contact Bradley Coardes immediately, together with details of laser equipment, a drawing of the stand and the location of the beam. The Local Authority Regulations, which apply to laser use within exhibition venues, must be strictly adhered to (further details available on request).

## LOST PROPERTY

There is a lost property office in the Business Design Centre and any item found should be handed into Security at the Main Reception. The property will be held for up to three months and all claims should be made to the Head of Security on reception.



# Further Exhibitor Information

## MUSIC

Exhibitors wishing to play any recorded material (including CD/Record/Cassette/Video) must obtain a licence from the Phonographic Performance Limited (PPL) and the Performing Rights Society (PRS). Exhibitors are solely responsible for obtaining any licence required to play music on their stand. Please agree permission with The Podcast Show 2022 organisers.

## NOISE

The use of microphones, videos or music is permitted, but the volume must not be such as to cause any annoyance to other exhibitors. The organisers reserve the right to prohibit their use if, in the organisers' opinion, any annoyance is being caused. If you have specific plans that involve sound, The Podcast Show 2022 kindly asks that you discuss this with us before finalising.

## PHOTOCOPYING

Online Reprographics are onsite at the Business Design Centre and are able to assist with copying/printing.

Online Reprographics  
Unit 116 - Business Design Centre  
T: +44 (0) 20 7288 6288  
F: +44 (0) 20 7288 6289  
[info@onlinerepro.co.uk](mailto:info@onlinerepro.co.uk)  
[onlinerepro.co.uk](http://onlinerepro.co.uk)

# Further Exhibitor Information

## RISK ASSESSMENTS

All Exhibitors must supply all relevant health and safety documentation by 11 April.

This should include details of any stand building and potential hazards during build up and breakdown, as well as the controls in place to reduce and minimise these hazards.

For a risk assessment template please click [here](#).

## SECURITY

The venue will provide general security within the exhibition hall. However, responsibility for the security of individual stands and their exhibits lies with the exhibitor. The Organiser cannot be held responsible for any loss, damage or accident which may occur to any Exhibitor's or Contractor's personal property at any time.

Exhibitors are advised to remove all portable and valuable items whenever their stands are unattended, including during build-up and breakdown. It is recommended that exhibitors do not leave their stands unattended at any time when the hall is open, whether during build-up, exhibition viewing or breakdown periods. In the event of loss or damage, the organisers should be informed immediately.

# Further Exhibitor Information

## TRAVELLING TO THE BUSINESS DESIGN CENTRE

### Car:

The Business Design Centre is conveniently located outside of the congestion charge zone, and easily accessed from all major road networks.

There is a car park located adjacent to the Business Design Centre with over 250 undercover spaces. To pre-book a parking space click [here](#). Car parking charges are £3.80 per hour between 07:00 and 19:00. Please note the car park has a height restriction of 1.9m.

### Tube

The Business Design Centre is just a 5-minute walk from Angel tube station is situated on the Northern Line. Highbury and Islington station is a 10-minute walk and is situated on the Victoria line and some mainlines. Please note, the Northern Line from Kennington to Moorgate is closed for planned works until Mid-May.

### Train:

Kings Cross, St. Pancras and Euston mainline stations are all a short bus ride or taxi journey away.

### Bus

The Business Design Centre is situated on Upper Street, which is serviced by the following bus routes: 4, 19, 30, 38, 43, 56, 73, 341, 394, N19, N38, N4.

# Deliveries & Collections

## DELIVERIES

Please use the delivery address detailed below and detail your exhibition stand number on the label. Deliveries can be sent to the venue from Monday 23 May. For large items we recommend using the venues preferred courier supplier WES Logistics who will deliver the items to your stand. WES Logistics:

T: +44 (0) 20 8508 2224 | E: [info@wes-group.com](mailto:info@wes-group.com)

Please note, all deliveries by van/truck need to be scheduled in with the production team. For all deliveries we ask that exhibitors arrange for deliveries to be made when a member of your team is already on-site in order to collect them. Set up will be incredibly busy so want to ensure that your items are safely received!

Items that arrive early or are left beyond the agreed tenancy will be refused or disposed of.

## DELIVERY LABEL REQUIRED DETAILS

The Podcast Show 2022

Deliver To Stand No.: .....

Business Design Centre

52 Upper Street

Islington

London, N1 0QH

Package #..... of .....

Exhibitor Company Name:

Stand Number:

Exhibitor Contact:

# Deliveries & Collections

## COLLECTIONS LABEL REQUIRED DETAILS

To ensure that your items are collected by courier with ease we request that you attach the below collection label to ALL of your packages. Anything unlabelled and not removed from stands by 12.00 on Friday 27 May will be disposed of by the Business Design Centre and the exhibitor will be charged for this service.

Company Name:

Show: The Podcast Show 2022

Address:

Stand Number:

Contact Name:

Collection Date Agreed:

Contact Number:

Collection Time Agreed:

Courier:

Package #..... of .....

# Arrival On Site And Venue Access

## LOADING BAY

The loading bay at the Business Design Centre is located to the rear of the venue on Liverpool Road (sat nav postcode M1 0QH). It is marked by a 'Goods In' sign and can be found between Bromfield Street and Barford Street. Please note, there is no pedestrian access to Liverpool Road from the loading bay or vice versa. If you are having trouble locating the loading bay, please call: +44 (0) 207 288 6489.

Please note, vehicle hazards lights must be on at all times when moving and speed limited to 5 MPH. High visibility clothing must be worn at all times in the loading bay.

## GOODS LIFT ACCESS

Main Hall Goods Lift (Upper Loading Bay)

Capacity: 3000kg

Dimensions: 3900mm Long x 1900mm Wide x 1900mm High

Exhibitors and contractors should be aware that there are a number of doorways to pass through when taking items from the goods lifts to the exhibition hall. A site visit is advised for anyone who isn't aware of the route that they need to travel through the venue. Contact your main event POC if you'd like to arrange a visit.

Exhibitors are advised to bring trolleys for build-up and de-rig as they are NOT provided by the Business Design Centre. Please note, trolleys cannot be used during the exhibition open periods.



**The  
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**25 + 26 May 2022**

**Business Design Centre, London**

**[theodcastshowlondon.com](https://theodcastshowlondon.com)**