

The  
Podcast  
Show 2024  
LONDON

22 - 23 May, BDC, Islington

# EXHIBITOR MANUAL

# We're excited to welcome you to The Podcast Show 2024!

This exhibitor manual will explain everything you need to get ready for the event to make a great impact on visitors.

Please make sure to read through all the information and ensure you submit all compulsory documents by **THURSDAY 28th MARCH 2024**.

Please submit all compulsory documentation via the [eZone](#).

We really look forward to hosting you!

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# EXHIBITOR CHECKLIST

## eZone

You will have received an email from ASP with information on how to create an account for [The Podcast Show eZone](#).

## Exhibitor Manual

Ensure you read and understand the key show information, rules and regulations in this manual.

## Compulsory Documents

- Risk Assessment
- Construction Timetable
- Health & Safety declaration
- Public Liability Insurance
- Stand Designs
- Method Statement

## Additional Services

Please ensure you order any additional services such as power, flooring, lighting directly from the Business Design Centre. Recommended Suppliers are also detailed in this manual.

Please ensure compulsory documents are submitted by **THURSDAY 28th MARCH 2024**.

# KEY EVENT INFORMATION

## EVENT VENUE

[Business Design Centre](#)

[52 Upper Street](#)

[Islington](#)

[London, N1 0QH](#)

## REGISTRATION

Registration is open on show days from 08:30.

**Your stand MUST be show ready by 17:00 on Tuesday 21 May**

## EXHIBITOR VENUE ACCESS

The venue will be open from 08:00 on show days.

The Podcast Show will have [live podcast shows by night](#).  
These shows are ticketed separately to The Podcast Show.

## FLOOR PLAN

Floor plan updates will be shared via The Podcast Show [eZone](#).

## VENUE OPENING TIMES

<b>Weds 22 May</b>	<b>09:00 - 18:00</b>
<b>Thurs 23 May</b>	<b>09:00 - 18:00</b>

# KEY EVENT INFORMATION

## BUILD-UP & LOAD-IN

SPACE ONLY EXHIBITORS:	Monday 20 May	10:00 - 22:00
	Tuesday 21 May	08:00 - 18:00
SHELL SCHEME EXHIBITORS:	Tuesday 21 May	08:00 - 18:00
ENTERTAINMENT SUITE EXHIBITORS:	Tuesday 21 May	10:00 - 18:00

All stands and suites must be complete and show ready by **20:00 on Tuesday 21 May.**

Please ensure that the design of your stand takes into consideration the time that you have available to build. Ensure you have enough people to complete the build safely within the time frame.

## BREAK DOWN & LOAD-OUT

SHELL SCHEME EXHIBITORS	Thurs 23 May	18:00 - 22:00 [Once the show is clear of visitors]
SPACE ONLY EXHIBITORS	Friday 24 May	08:00 - 12:00

Shell Scheme Stands and Entertainment Suites should be broken down and **clear off site** from **6.00pm on Thursday 23 May** unless previously agreed with the organisers.

All stands must be staffed during event opening times.  
Break down cannot commence until all visitors have left the hall.

All stand fittings and exhibits **must be cleared by 12:00 on Friday 24 May.**

Anything left on a stand after this time will be deemed as waste and disposed of by the Business Design Centre. The exhibitor will be charged for this waste disposal directly by the venue.



# EXHIBITION SPACE - SPACE ONLY

Space Only sites refer to where the exhibitor booked FLOOR SPACE ONLY.

The exhibitor is responsible for the **complete** design, build and construction of their stand.

**NO power, lighting or walls are included.** These should be ordered directly from the Venue.

**All Space Only stands are subject to approval by The Podcast Show.**

All exhibitors must submit a detailed **stand design** including plans, elevations and full detail of fabrics and materials being used by **THURSDAY 26RD MARCH 2024.**

Any stands without an approved stand design will not be able to commence their build.

- The maximum stand height is 4 metres unless approved by the organisers and signed off by a structural engineer
- Adequate precautions need to be taken to protect the venue's floor from damage. A wooden floor/platform fitted with a metal/plastic edging trim must be laid before any additional flooring
- Flooring must not cause trip hazards
- Please ensure your stand is wheelchair accessible
- All stands must be finished both front and back and any partition walls or surfaces built above the standard 2.5 metre shell scheme height must be decorated and finished
- Our preferred suppliers are detailed within this manual. If you are using your own external contractors, please complete an external contractors form and submit it along with the compulsory documents via the [eZone](#).

Please ensure all of your onsite team have read and understood the [Business Design Centre CDM Induction pack and Rules and regulations](#).

Please submit all compulsory documentation [via the eZone](#) by **THURSDAY 26RD MARCH 2024.**

Additional services including **power, wifi, lighting and flooring** can be purchased directly from Business Design Centre.

Please contact Jessica Shepherd, Event Manager for The Podcast Show at Business Design Centre

[jessicas@bdc.london](mailto:jessicas@bdc.london) | 0207 288 6546

Please note a 20% surcharge will be added to late orders.



# EXHIBITION SPACE - SHELL SCHEME

Shell Scheme stands include the following:

- Shell scheme 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 500w power socket
- Company Name Board
- Carpet

Dimensions:

- Wall panels: **2500mm H x 990mm W** 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 adhesive tack.

No nails, screws or staples can be used. The thickness of display materials should not exceed **3-5mm**.

Support brackets or chain packs must be used to hang heavier items.

Our preferred suppliers are detailed in this manual.

If you are bringing your own external contractors, please complete an external contractors form and submit it along with the compulsory information.

Please ensure all of your onsite team have read and understood the [Business Design Centre CDM Induction pack and Rules and regulations](#).

Please submit all compulsory documentation [via the eZone](#) by **THURSDAY 26RD MARCH 2024**.

Additional services including **power, wifi, lighting and flooring** can be purchased directly from Business Design Centre.

Please contact Jessica Shepherd, Event Manager for The Podcast Show at Business Design Centre [jessicas@bdc.london](mailto:jessicas@bdc.london) | **0207 288 6546**

Please note a 20% surcharge will be added to late orders.





# EXHIBITION SPACE - SHELL SCHEME

Below are image examples of the shell scheme structure and purchasable shell scheme additions such as cladding and graphics. Please reach out to our recommended suppliers for further information.

The Podcast Show expects a high standard for all stand displays across the show. We do not allow low grade display accessories such as pop-up banners or pop-up stands and plinths on the show floor. Any displays deemed unsuitable will be removed and exhibitors directed to onsite suppliers for rearrangement at their own cost.

If you have any questions or want to make any changes to your stand please contact

**Olivia Saldano, Venue Services Coordinator, Business Design Centre**

[olivias@bdc.london](mailto:olivias@bdc.london) | 0207 288 6487

**Jessica Shepherd, Event Manager for The Podcast Show at Business Design Centre**

[jessicas@bdc.london](mailto:jessicas@bdc.london) | 0207 288 6546



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

Right: Examples of cladding, graphics and shelving additions.



# EXHIBITION SPACE - ENTERTAINMENT SUITE

Entertainment Suite spaces include the following:

- White painted traditional stock walling dividing each Entertainment Suite space [Please note that logo pictured will not be on the stock walling]
- Lighting
- Company logo branding on external bay railing overlooking the show floor  
*If you require internal railing branding an additional cost to be organised directly with our graphics supplier*
- Company logo hanging sign in gangway

Space dimensions: 27 sqm [6m Width x 4.5m Depth]

Walling dimensions: (for branding) [2.74m Height x 4.5m Length x 0.5m Depth]

Display materials may be affixed to the panels using screws, pins, nails & or staples.

No wall plugs, cavity fixings and adhesive fixings [e.g. velcro, double-sided tape & any type of glue]

A charge will be applied for any damaged panels or if any fixings are not removed. Please note that holes cannot be any larger than 10-15mm, anything larger than this is classed as a damaged panel.

The Podcast Show expects a high standard for all stand displays across the show. We do not allow low grade display accessories such as pop-up banners or pop-up stands and plinths on the show floor.

Furniture is not included in Entertainment Suites. Our recommended furniture suppliers are detailed in this manual.

Additional services including power and lighting can be purchased directly from the BDC.

Please contact **Jessica Shepherd, Event Manager for The Podcast Show at Business Design Centre** [jessicas@bdc.london](mailto:jessicas@bdc.london) | 0207 288 6546

Please ensure all of the onsite team have read and understood the [Business Design Centre CDM Induction pack and Rules and regulations.](#)

Please submit all compulsory documentation by **MONDAY 3RD APRIL** via the [eZone](#).



# EXHIBITION SPACE - COMPULSORY DOCUMENTATION

The following documentation must be submitted [via the eZone](#) by all exhibitors by **THURSDAY 26 MARCH**.

For any questions regarding the compulsory documents please contact James at Select Services [james@selectiel.com](mailto:james@selectiel.com)

## SPACE ONLY

### 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. Consider the layout of the venue in relation to your stand location including the permanent venue tenants and offices. Exhibitors are also required to do a Risk Assessment for the open period of the show.

### 2. CONSTRUCTION TIMETABLE

This should detail a timeline for every task and event during the stand build.

### 3. HEALTH & SAFETY DECLARATION

All exhibitors and contractors are required to complete this form prior to coming onsite. This is a declaration that you, your colleagues and contractors understand and comply with the Health & Safety guidelines detailed within this manual, the [Health & Safety Work Act 1974](#) and the [Business Design Centre CDM and Rules and Regulations](#).

### 4. PUBLIC LIABILITY INSURANCE

Whilst we take every precaution to protect your property during the event, neither the organisers nor the Venue accepts any responsibility for any loss or damage. You must ensure you have public liability insurance cover. We require a minimum of £5 million cover.

Please submit a copy of your PLI certificate. A public liability insurance policy covers exhibitors against the cost of compensating a member of the public if they were to accidentally injure themselves, or damage property, at your stand. It is there to provide cover for instances that are unexpected and unforeseen. It is a mandatory requirement of the venue. We have a policy in place that covers the areas that we directly manage but all exhibitors and exhibitor sub-contractors must provide their own Public Liability Insurance.

We suggest you contact the broker that provides your business insurance to discuss the requirements outlined in the Exhibitor Manual. They should be able to offer a one off package to cover the days that you are exhibiting at The Podcast Show.

# EXHIBITION SPACE - COMPULSORY DOCUMENTATION

## 5. STAND DESIGN

Space Only Exhibitors **MUST** submit a detailed Stand Design\* (including plans, elevations and full detail of fabrics and materials being used).

\* All Space Only stands are subject to approval by The Podcast Show.

Please note, the maximum stand height is 4 metres *unless* approved by The Podcast Show and signed off by a structural engineer.

Any stands without an approved stand design will not be able to commence their build.

Shell Scheme and Entertainment Suite exhibitors are not required to submit a detailed stand design but we do request a detailed description of your exhibition space.

The Podcast Show expects a high standard for all stand displays across the show. Low grade display accessories such as pop-up banners or pop-up stands and plinths are not permitted on the show floor. Any displays deemed unsuitable will be removed and exhibitors directed to suppliers for rearrangement at their own cost.

## 6. External Contractor Forms *(as required)*

Our recommended suppliers are detailed within this manual. If you are using your own external contractors please complete the External Contractor form in the eZone.

# EXHIBITION SPACE - ADDITIONAL SERVICES

Additional services for your stand including **flooring, hard-wire internet, lighting and power** must be ordered directly from the Business Design Centre

## FLOORING

- Exhibitors must ensure that adequate precautions are taken to protect the BDC's floor from damage
- Carpet or flooring must not be laid or fixed directly to the Venue's fitted carpet
- For any additional stand floor covering, it is required that first a wooden floor/platform finished with metal/plastic edging trim is laid
- Please contact Event Manager at BDC for more information

## INTERNET

- The venue will have 8mb Openzone wifi but if a hard-wired connection is required please arrange directly with the Venue

## LIGHTING

- Additional lighting can be ordered directly with the Venue

## POWER

- Business Design Centre does not have any power extension leads so please ensure that 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 contact Jessica Shepherd at Business Design Centre

Please contact Jessica Shepherd, Event Manager for The Podcast Show at Business Design Centre to order additional services.

[jessicas@bdc.london](mailto:jessicas@bdc.london) | 0207 288 6546

Please note a 20% surcharge will be added to late orders.



EXHIBITOR - TO DO LIST OVERVIEW	LINK	DEADLINE
<p><b><u>SPACE ONLY</u></b>  RISK ASSESSMENT  HEALTH &amp; SAFETY DECLARATION  PUBLIC LIABILITY INSURANCE  METHOD STATEMENT  CONSTRUCTION PHASE PLAN  DETAILED STAND PLANS</p> <p>OPEN PERIOD RISK ASSESSMENT  OPEN PERIOD PUBLIC LIABILITY INSURANCE</p> <p>ORDER ANY ADDITIONAL SERVICES FROM BUSINESS DESIGN CENTRE</p>	<p><a href="#"><b><u>PLEASE SUBMIT VIA eZONE</u></b></a></p>	<p><b>THURSDAY 28 MARCH</b></p>
<p><b><u>SHELL SCHEME</u></b>  RISK ASSESSMENT  HEALTH &amp; SAFETY DECLARATION  PUBLIC LIABILITY INSURANCE  EXTERNAL CONTRACTOR FORM [IF USING]</p> <p>ORDER ANY ADDITIONAL SERVICES FROM BUSINESS DESIGN CENTRE</p>	<p><a href="#"><b><u>PLEASE SUBMIT VIA eZONE</u></b></a></p>	<p><b>THURSDAY 28 MARCH</b></p>
<p><b><u>ENTERTAINMENT SUITE</u></b>  RISK ASSESSMENT  HEALTH &amp; SAFETY DECLARATION  PUBLIC LIABILITY INSURANCE  EXTERNAL CONTRACTOR FORM [IF USING]</p> <p>ORDER ANY ADDITIONAL SERVICES FROM BUSINESS DESIGN CENTRE</p>	<p><a href="#"><b><u>PLEASE SUBMIT VIA eZONE</u></b></a></p>	<p><b>THURSDAY 28 MARCH</b></p>

# COMPULSORY SUPPLIERS

## CATERING

### [The Good Eating Company \(GEC\)](#)

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 be ordered through them or a corkage fee paid.

[operationsbdc@goodeatingcompany.com](mailto:operationsbdc@goodeatingcompany.com)

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

## LIGHTING, POWER, RIGGING, INTERNET

### [The Business Design Centre](#)

Please contact Jessica Shepherd, Event Manager for The Podcast Show at Business Design Centre to order additional services.

[jessicas@bdc.london](mailto:jessicas@bdc.london) | 0207 288 6546

# RECOMMENDED SUPPLIERS

## AV EQUIPMENT

### [AZTEC](#)

Audio - Visual requirements from onsite supplier

[hello@aztecuk.com](mailto:hello@aztecuk.com)

[Exhibitor Online Shop](#)

## GRAPHICS & SIGNAGE

### [ONWARD DISPLAY](#)

[callum@onwarddisplay.co.uk](mailto:callum@onwarddisplay.co.uk)

## FURNITURE

### [YAHIRE](#)

[info@yahire.com](mailto:info@yahire.com) | +44 (0) 207 112 8511

### [FURNITURE ON THE MOVE](#)

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

## LOGISTICS

### [WES LOGISTICS](#)

Danielle Jones | WES Logistics | Telephone +44 (0) 208 508 2224

Direct: +44 (0) 208 016 7146 | Mobile: +44 (0) 7974 530768

[Exhibitor Online Shop](#)

[danielle@wes-group.com](mailto:danielle@wes-group.com) | [www.wes-group.com](http://www.wes-group.com)

# RECOMMENDED SUPPLIERS

## [Skyline Whitespace Company Profile](#)

**Skyline Whitespace** is an award-winning global exhibition contractor, specialising in modular, hybrid and bespoke exhibition stands, with one of the largest production facilities in Europe.

For more than two decades, we have been delivering impactful, sustainable, and cost-effective exhibition stands for some of the world's most reputable brands.

We deliver a full-service offering, from initial concept and design to final installation, with a dedicated project manager for a stress-free experience. With 90+ supply partners around the globe, we are well positioned to support you with your exhibition stand requirements across your entire exhibit programme, by storing and reusing stand components.

Skyline Whitespace is renowned for its high-quality delivery and industry-leading approach with multiple Supplier and Sustainability Award Wins over the past two years.

### What we offer:

- Free design service
- End-to-end project management
- Full custom/ custom modular exhibition stand build
- Artwork creation and graphic production
- Digital engagement tools (VR/ AR)
- Audio visual and technology solutions
- Exhibit program and portfolio management
- Carbon output measuring

Please contact Chloe Retter  
[chloe@skylinewhitespace.com](mailto:chloe@skylinewhitespace.com)  
T: +44 (0)345 260 5440  
M: +44 (0)757 2033 663

# VENUE ACCESS

## VEHICLE ACCESS

All **SPACE ONLY** exhibitors are required to book a loading bay time slot ahead of the show for load-in and load-out in line with **build-up and breakdown timings**.

Any **SHELL SCHEME or ENTERTAINMENT SUITE** exhibitors with a vehicle larger than a **transit van** need to book a loading bay time slot ahead of the show for load-in and load-out in line with **build-up and breakdown timings**.

**Cars/vans and transit** vehicles work on a first come first served basis in the loading bay and **no booking is required**. Please note, that loading-bay slots are **strictly** 45 minutes duration.

To request Vehicle Access for build-up and breakdown please fill out the following information via **[THIS FORM](#)**.

Requests for large vehicle access does **NOT** guarantee your timing.

Please wait for confirmation of your LOAD-IN / LOAD-OUT schedule from Organisers.

**Any unauthorised vehicles will not gain entry to the loading bay.**

For, load-out, smaller stands and vehicles will be given priority in the loading bay.

Larger vehicles should not arrive until your stand has been fully dismantled and you are ready to load.



# VENUE ACCESS

## LOADING BAY

The loading bay at the Business Design Centre is located to the rear of the venue on Liverpool Road. It is marked by a 'Goods In' sign and can be found between Bromfield Street and Barford Street.

### Address:

Business Design Centre, 93 Liverpool Road, London, N1 0RH

### what3words

<https://w3w.co/focal.bucks.pass>

There is **no** pedestrian access to Liverpool Road from the loading bay or vice versa. Vehicle hazards lights must be on at all times when moving and speed limited to 5 MPH. All contractors are required to wear high-vis jackets in the loading bay and during load-in and load-out. Respect and consideration must be given to local residents during build-up and break-down periods.

## GOODS LIFT ACCESS

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

Capacity: 3000kg

There are a several 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.

It is advised to bring trolleys for build-up and de-rig as they are NOT provided by the Business Design Centre.

Trolleys cannot be used during the exhibition open periods.

# VENUE ACCESS

## DELIVERIES

For all deliveries we ask that exhibitors arrange for them to be made when a member of your team is already on-site to receive them. Set up will be incredibly busy so we 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 by the venue.

Please use the delivery address detailed below :

**[YOUR NAME]**  
**Business Design Centre**  
**52 Upper Street**  
**Islington**  
**London**  
**N1 0QH**

Please note, all deliveries larger than a transit van need to be scheduled in with the organisers.

## DELIVERY LABEL REQUIRED DETAILS

Show: The Podcast Show 2024  
Exhibitor Company Name:  
Stand Number:  
Exhibitor Contact:  
Package #..... of .....

Please ensure that the courier has the number of the team members onsite who are waiting for delivery of the items.

# VENUE ACCESS

## COLLECTIONS

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 and that a member of your team is onsite until all collections are made.

## COLLECTION LABEL REQUIRED DETAILS

The Podcast Show 2024

Company Name:

Stand Number:

Address:

Contact Name:

Contact Number:

Courier:

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

Collection Date Agreed:

Collection Time Agreed:

Anything unlabelled and not removed from stands by 12:00 on **Friday 24 May** will be disposed of by the Business Design Centre. The exhibitor will be charged for this service.

# FURTHER EXHIBITOR INFORMATION

## ACCOMMODATION

The Business Design Centre has 3\*, 4\* and 5\* hotels within a 3-15 minute walk. Our hotel partners are listed [here](#).

## VISITORS WITH ACCESS REQUIREMENTS

The Business Design Centre is fully accessible - the front of the building has a ramp. The front of the building has 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.

More information on access in the venue can be found [here](#).

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

## 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 by Jessica Shepherd, Event Manager for The Podcast Show at Business Design Centre [jessicas@bdc.london](mailto:jessicas@bdc.london) | 0207 288 6546

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 BDC as you enter the main hall, however, transaction costs do apply. Alternatively, there are several banks with free services situated nearby on Upper Street.

## BRANDING OPPORTUNITIES

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

# FURTHER EXHIBITOR INFORMATION

## CATERING

The **Good Eating Company** has the sole rights to all food and beverages including alcohol consumed at the BDC. **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:  
[operationsbdc@godeatingcompany.com](mailto:operationsbdc@godeatingcompany.com) | +44 (0) 207 288 6351

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

## CHILDREN

All Podcast Show 2024 delegates must be 16 years or over.

All persons under 16 years of age must be accompanied by a ticket holder aged 18 years or over.

No persons under the age of 16 will be admitted to the venue during build-up or breakdown.

## 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 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 Jessica Shepherd, Event Manager for The Podcast Show at Business Design Centre

[jessicas@bdc.london](mailto:jessicas@bdc.london) | 0207 288 6546

Please note that an additional charge may apply.



# FURTHER EXHIBITOR INFORMATION

## CLOAKROOM

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

## COMMON AREAS

Common areas (ie. gangways) must be clear at all times during the 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.

## CONTENT SESSIONS

The programme of content sessions will be released on [The Podcast Show](#).

Speaker Passes give full access to speakers across the two day show.

All speakers at the show are required to go to Speaker Registration located at Skinny Kitchen next to the Venue upon arrival.

Speakers will collect their Speaker Pass here and meet the Speaker Liaison team.

All speakers will receive a briefing from the speaker liaison team ahead of the show.

## CONCIERGE SERVICES

The Business Design Centre offers a full range of services via our in-house concierge.

The concierge role covers a wide range of activities from booking taxis, restaurants and theatres to rail, airport and hotel enquiries etc.

# FURTHER EXHIBITOR INFORMATION

## 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 contact Jessica Shepherd, Event Manager for The Podcast Show at Business Design Centre regarding licenses

[jessicas@bdc.london](mailto:jessicas@bdc.london) | 0207 288 6546

## 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.

## DISPLAYS

The Podcast Show expects a high standard for all stand displays across the show. This means that we do not allow low grade displays onto the show floor such as pop-up banners or pop-up stands. Please ensure that your exhibition stand meets this standard. For further support on how to do so please contact [partners@thepodcastshowlondon.com](mailto:partners@thepodcastshowlondon.com)

# FURTHER EXHIBITOR INFORMATION

## ELECTRICITY

Under no circumstances are exhibitors or any other unapproved persons permitted to carry out electrical installation work. All work is to be carried out by the show contractor.

Please note that all electrical appliances bought on-site must bear a current PAT test certificate.

Signs involving the use of neon (or other gases) or electro-flashing must be approved by the Organisers.

Please ensure this information is included in your compulsory form submission or contact [partners@thepodcastshowlondon.com](mailto:partners@thepodcastshowlondon.com) if you have any questions.

## 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.

Please familiarise yourself with the nearest fire exits to your conference room or exhibition stand.

If you discover a fire or someone reports a fire to you you must immediately raise the alarm.

- Pick up any internal phone and dial 6666 which will connect you with reception and 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 the building needs to be evacuated you will hear the fire alarm bells and tannoy messages informing you to leave the building
- Leave by the nearest fire exit or as instructed by members of the security staff
- Do not stay in the building or collect your belongings once you have been instructed to leave

# 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 are subsidised by the Business Design Venue.

## 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: Outside the Old Royal Free Hospital in Liverpool Road

## FIRE REGULATIONS

All materials used on exhibition stands or stored within the exhibition area must be **Class 1 BS 476** fire resistant.

## 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 at the front of the building. In the case of emergency, contact the medical staff or security on **+44 (0) 207 288 6666**.

# FURTHER EXHIBITOR INFORMATION

## FLOORING

Exhibitors must ensure that adequate precautions are taken to protect the floor from damage.

Carpet or flooring must not be laid or fixed directly to the BDC fitted carpet.

For any additional stand floor covering it is required that first a wooden floor/platform finished with metal/plastic edging trim is laid.

Any stand floor covering must not cause a trip hazard and must be accessible for wheelchair users.

## FLOOR LOAD

Under no circumstances may the weight of any equipment or exhibit material exceed the maximum floor load.

Maximum floor load at the venue:

Mezzanine	Main Show Floor	<b>104 lbs per sq ft // 5 KN per sqm</b>
Village Green	Ground Floor	<b>418 lbs per sq ft // 20 KN per sqm</b>
Gallery Level	First Floor	<b>104 lbs per sq ft // 5 KN per sqm</b>
Theatres	First Floor	<b>104 lbs per sq ft // 5 KN per sqm</b>

## GAS & COMPRESSED AIR

The use of gas and compressed air requires permission from the Organisers.

Please ensure this is submitted in your compulsory documentation or if you have any questions please contact

[partners@thepodcastshowlondon.com](mailto:partners@thepodcastshowlondon.com)

Compressed gas cylinders or vessels containing liquids or gas under pressure must be stored securely in a position agreed by the Organisers.

Only cylinders required for immediate use can be stored on a stand.

# FURTHER EXHIBITOR INFORMATION

## 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 \(1999\)](#) and please ensure that all onsite team members have read and understood the [Business Design Centre CDM document and rules and regulations](#).

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

All exhibitors must supply all relevant health and safety documentation by **THURSDAY 28th MARCH 2024** to be submitted via the [eZone](#).

Please note 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 and break down of your stand. Please include the use of these within your risk assessment.

## HEARING LOOP

The theatres are fitted with a designated hearing loop system.



# 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 require public liability of £5 million.

## INTERNET ACCESS

All delegates and exhibitors have access to complimentary Wi-Fi.

The Wifi username and password will be circulated ahead of the live show.

If you require a dedicated hard-wired internet connection for your stand, please contact Jessica Shepherd, Event Manager for The Podcast Show at Business Design Centre.

[jessicas@bdc.london](mailto:jessicas@bdc.london) | 0207 288 6546

## LASERS

Any company proposing to use lasers must inform the Organisers.

This information must be included in your compulsory documentation, 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.

If you have any questions please email [partners@thepodcastshowlondon.com](mailto:partners@thepodcastshowlondon.com)

## LOST PROPERTY

There is a lost property office in the Business Design Centre and any item found should be handed into Security at the Reception.

The property will be held for up to three months and all claims should be made to security on reception.

# FURTHER EXHIBITOR INFORMATION

## LOGISTICS

For large items we strongly recommend using the venues preferred courier supplier WES Logistics who will deliver the items directly to your stand.

### WES Logistics

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

[Exhibitor Online Shop](#)

### UK Exhibitors

Option 1 - Collection and return delivery, including warehousing and onsite services

Groupage collections are happening 13<sup>th</sup> May 2024.

Booking deadline for our groupage collection service is 3<sup>rd</sup> May 2024.

Option 2 - Pre / post show warehousing, including onsite services

Delivery deadline to the advanced warehouse is 15<sup>th</sup> May 2024.

Bookings for warehousing services must be submitted by 8<sup>th</sup> May 2024.

Option 3 - Onsite services only - Unload / Reload of a vehicle to stand and empty case storage

Booking deadline is 13<sup>th</sup> May 2024.

### Overseas Exhibitors

If you require assistance with shipping and customs clearance into the UK we can connect you with our office based in your country to help you through this process.

Please do allow additional time when shipping for customs clearance which is required into the UK. If you do not have a UK registered EORI number WES can assist. WES also offer the use of our temporary import bond which allows goods to be imported and exported again without having to pay Duty / Tax.

Your shipping deadline will depend on your mode of transport. For more information please download our shipping instructions [here](#).

# FURTHER EXHIBITOR INFORMATION

## MUSIC

Exhibitors wishing to play any recorded material must obtain a licence from [PPL PRS](#).

Exhibition & Trade Show Music Licences for the United Kingdom can be obtained [here](#).

Exhibitors are solely responsible for obtaining any licence required to play music on their stand. This needs to be agreed with the Organisers in advance of the show.

## NOISE

The use of microphones, videos or music is permitted, but the volume must not cause any disturbance to other exhibitors.

The organisers reserve the right to prohibit their use if, in the organisers opinion, any disturbance is being caused.

If you have specific plans that involve amplified sound, The Podcast Show 2024 require that you discuss this with us before finalising.

## ORGANISERS OFFICE & ONSITE SERVICES

The Organiser's Office is located on the mezzanine level on the main show floor underneath the western staircase to the gallery level.

The office will be occupied The Podcast Show production team during show hours.

Please visit the office with any queries, issues or on-site service requests during LOAD IN, LOAD OUT and live show hours listed in this manual.

## PHOTOCOPYING

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

Online Reprographics - Unit 116 - Business Design Centre

+44 (0) 20 7288 6288 | [info@onlinerepro.co.uk](mailto:info@onlinerepro.co.uk) | [onlinerepro.co.uk](http://onlinerepro.co.uk)

# FURTHER EXHIBITOR INFORMATION

## RIGGING

If you are interested in exploring rigging please contact Jessica Shepherd, Event Manager for The Podcast Show at Business Design Centre [jessicas@bdc.london](mailto:jessicas@bdc.london) | 0207 288 6546

All rigging designs are subject to approval by The Podcast Show team.

## RISK ASSESSMENTS

All Exhibitors must supply all relevant health and safety documentation by **THURSDAY 28 MARCH**.

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

## SALE OF GOODS

The sale of goods by exhibitors directly from stands is permitted.

## SECURITY

The venue will provide general security staff within the exhibition hall.

However, responsibility for the security of individual stands and their exhibits is the exhibitor's responsibility.

The Organiser cannot be held responsible for any loss, damage or accident which may occur to any exhibitors or contractors personal property at any time.

**Exhibitors are advised to remove all portable and valuable items whenever their stands are unattended.**

**Any unattended bags may be removed by security without notice.**

We recommend that exhibitors do not leave their stands unattended at any time when the show is open, including during build-up and break-down. In the event of loss or damage, the organisers must be informed immediately.

# FURTHER EXHIBITOR INFORMATION

## WASTE

Exhibitors must take all waste away with them after build-up and breakdown.

This includes carpet, pallets, building waste and hazardous items [For example: paint]

There will be a fee for any rubbish left on-site.

If you need to dispose of a large quantity of waste following the event please contact Jessica Shepherd, Event Manager for The Podcast Show at Business Design Centre.

[jessicas@bdc.london](mailto:jessicas@bdc.london) | 0207 288 6546

Please be aware an additional charge may apply.

During the live event, there will be bins across the show floor for delegates.

## WATER

There are filtered water stations situated on the mezzanine on the main show floor underneath under the East and West stairs to refill water bottles.

# GETTING HERE

## TRAVELLING TO THE VENUE

### **BUS**

The BDC is situated on Upper Street, which is serviced by multiple bus routes: 4, 19, 30, 38, 43, 56, 73, 341, 394, N19, N38, N4.

### **CAR**

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

[Upper Street Car Park](#) is located next to the Business Design Centre.

250 undercover spaces has a height restriction of 1.9 metres.

To pre-book a parking space click [here](#).

You can also use [Just Park](#) to find EV chargers and parking spaces.

### **TRAIN**

Kings Cross, St. Pancras International and Euston train stations are a short tube or bus ride or car journey away.

### **UNDERGROUND**

[Angel Underground Underground station](#) - 4 minute walk

[Highbury & Islington Underground & Overground Station](#) - 15 minute walk



# The Podcast Show 2024 LONDON

22 - 23 May, BDC, Islington

[thepodcastshowlondon.com](https://thepodcastshowlondon.com)

Looking forward to welcoming you to the show!