

# FOOTPRINT + EVENT MANUAL

Revision: 04th May 2024

8-9 May 2024 Old Billingsgate



## Venue & Conference Information

### Venue Details:

Grand Hall and Mezzanine, Old Billingsgate, 1 Old Billingsgate Walk, London, EC3R 6DX

Website: [www.ldbillingsgate.co.uk](http://www.ldbillingsgate.co.uk)

### Organisers contact details:

Company Name: Footprint Brighton Ltd, T/A FOOTPRINT+

Telephone: +44 (0) 1273 947307

Website: [www.footprintplus.com](http://www.footprintplus.com)

### For all enquiries in advance of the event contact:

Tim Pyne

Email: [tim@footprintplus.com](mailto:tim@footprintplus.com)

Mobile: +44 (0) 7855 493 932

Katherine Pout

Email: [Sophie@footprintplus.com](mailto:Sophie@footprintplus.com)

Mobile: +44 (0) 7793 351122



## Event Summary

FOOTPRINT+ is the annual two-day event where every sector of the UK property industry unites to discuss state of the art methods to reduce carbon emissions and build the relationships necessary to help put them into practice. It consists of a meticulously curated Exhibition; Conference Presentations, Breakfast Briefings, Round Table Talks, Think Tank Presentations and Hospitality Sessions.



## Key Timings:

Stand construction starts	Tuesday 7 <sup>th</sup> May 06.00
Exhibitor build-up	Tuesday 7 <sup>th</sup> May 17.00-20.00
Hall closes	Tuesday 7 <sup>th</sup> May 20.00
Doors open for exhibitor access	Wednesday, Thursday at 08:00
Event open to delegates	Wednesday, Thursday at 08:30
Event closes	Wednesday 22.30
Event closes	Thursday at 18.00
Exhibitor breakdown	Thursday 18.00 – 20.00



## Activities - Wednesday 8<sup>th</sup> May and Thursday 9<sup>th</sup> May.

Breakfast Briefings	08:30 – 10:00
Conferences/Think Tanks/Case Studies	10:00 – 17:00
Hospitality Events	Wednesday 17.00 – 20:00

The Organisers reserve the right to vary the Conference. Should unforeseen circumstances make it necessary, the Organisers reserve the right to postpone or cancel the Conference or to transfer it to another site without otherwise affecting the Exhibitors liability under the contract.



## Stand information

All conference stands are being provided and installed by the conference contractors Creative Event Spaces Ltd (CES) who will provide their own Health & Safety policy and insurance.

All conference stands must be manned during all conference open times whereby delegates are in the Conference Hall. It is not permitted for exhibiting companies to host any sessions or activities during these time periods outside of the Conference Hall without talking to us first.

## General

Notwithstanding anything in this manual, exhibitors shall in all respects comply with the Local Authority, Fire, Police and Landlord's regulations relating to Conferences and Conference premises.

## Exhibits

All exhibits and all property belonging to Exhibitors must be removed as agreed at the end of the event because we have a very tight breakdown.

The Exhibitor shall not have any goods which are inflammable, explosive, obscene or of a noxious nature on their stand/exhibit/display. The Organisers reserve the right to stop any such demonstrations without incurring any liability in doing so.

## Stand fitting

The stands are constructed by Creative Event Spaces Ltd (CES) using the beMatrix system (see below). One power socket and LED lighting to rear graphic walls are included. Extra screens, electrics and furniture can all be ordered from Simon Clifton at CES, [simonc@creativeeventspaces.co.uk](mailto:simonc@creativeeventspaces.co.uk), +44 (0)7762 122953.

Please note FOOTPRINT+ does not mark up any prices from CES; we use them because they are helpful, efficient and competitively priced.

Digital information for graphic wall covering, orders for furniture, additional stand lighting and additional power outlets need to be with Simon Clifton of CES by **17.00 pm Friday 5<sup>th</sup> April at the latest** (see below).

**Screens (on stands) need to be ordered from Chad at E1 by Friday 26<sup>th</sup> April.**

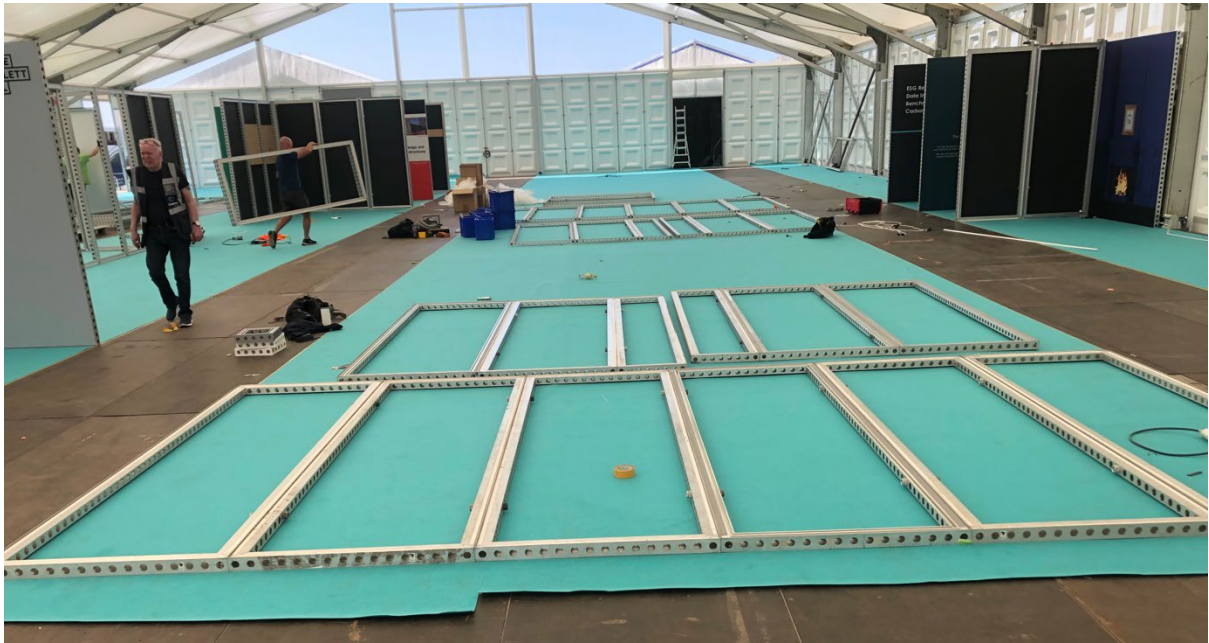
The stands and aisles will be carpeted in dark grey tiles when exhibitors arrive.

Every effort is made to ensure that specifications and drawings submitted by the Organisers are accurate without warranty or guarantee in respect of reasonable errors therein contained. The Organisers have the right to alter the specifications of any stand or space with reasonable notice.

Please do not damage either the floor or any part of the walls of the Conference Area nor should stand interior fittings be attached to the floor or any part of the Conference Area. The venue is notoriously focussed on this, and you can guarantee they will charge for every mark.

## beMatrix System Walling

This is an exceptionally well-designed system which CES use for FOOTPRINT+. If you haven't encountered it before, it's worth spending a few minutes familiarising yourself by watching this YouTube video [BeMatrix - How to Connect Frames](#), and reading this:



**Photo 1**

In photo 1, wall frames are laid out on the floor. You can see the holes through which screw fixings connect the individual panels to form a rigid wall which is then lifted into position.



**Photo 2**

In photo 2 you can see the walls being stood up. The dark panels are the back of the printed fabric lining which faces one side. The two pieces of MDF you can see are located on brackets which fit into the holes and locate the MDF to which can be attached screens or

indeed anything else which needs to be hung on the wall. CES need to know if you are going to hang anything before they arrive please or they might not have the kit.

Electrical supplies are led through the holes in the walls.

Then another printed lining is fixed into channels around the surface of the wall facing us and the wall is complete.

For further info please read:

[beMatrix Brochure](#)

## **Artwork**

The fabric skin dimensions are as follows: these are also the dimensions for the artwork for the corresponding wall sections.

1m	992mm x 2480mm
2m	1984mm x 2480mm
3m	2976mm x 2480mm
4m	3968mm x 2480mm
5m	4960mm x 2480mm
6m	5952mm x 2480mm

## **Electrical and Lighting**

All electrical installations must be carried out by Creative Event Spaces Ltd please.

The Organisers reserve the right to disconnect the electrical supply to any installation, which in the opinion of the Electrical Contractor or any official, is dangerous or likely to cause annoyance to visitors or exhibitors.

## **Waste Management and Restrictions**

All common event areas, registration and foyer areas, isles and feature areas will be cleaned daily by the venue cleaners. It is suggested that exhibitors, at the end of the day, place waste material in the aisle so that it may be removed during the night. No refuse (empty crates/cartons) may be placed in the aisles during the opening hours of the Conference. Exhibitors are asked to keep the floors of their stand(s) immaculate.

## **Loos and First Aid**

Toilet facilities will be available to all attendees during the build and the conference within the Conference Hall. First Aid / Medical provisions will be available via the organisers' office just inside the entrance.

## **Security**

Stewards will be available for set-up & de-rig times to man the service doors. The Conference Hall will be manned 24 hours.



Stewards / security will also be stationed at the entrances on event day.

## Selling and advertising

Giving any samples, goods, advertising material or selling, except on Exhibitors stands/space, is prohibited. Exhibitors are asked not to give away any articles for eating or drinking unless by prior agreement with the organisers.

## Services

The Exhibitor shall at his/her own expense employ the officially appointed Contractor in respect of extra electrical work; no other person shall be employed for any such work.

## Opening, closing and staffing stands

The Exhibitor shall, during the continuance of the Conference (10.00-18.00) keep the stand and exhibits attended by competent and adequate staff and shall keep the stand stocked with the exhibits and display materials properly arranged and on view during the open hours of the Conference.

In the event of an Exhibitor's stand not being open at any time during the Conference hours, the Organiser shall have the right to open the stand by removal of any night sheets or covering of any sort but shall be under no obligation to the Exhibitor for loss or damage which may be caused thereby as a result of the stand being opened in that way and then being left unattended.

Please to not close or dismantle stands before the conference closes.





## **Liability of the organisers and exhibitors' insurance**

The Organisers shall not under any circumstances whatsoever be liable or responsible for:

- A: Any loss, damage, theft or destruction whatsoever to the goods, equipment or any property belonging to the Exhibitor or for which the Exhibitor is responsible.
- B: Any damage or injury suffered by the Exhibitor or his servants or agents or by any other person.
- C: Any loss, damage, expense or cost whatsoever suffered by the Exhibitor by reason of any change in the date, time or place of the Conference or the abandonment thereof.
- D: The Exhibitor shall be liable for all loss, damage, injury, claims, costs and expenses however caused to any person or property or to the property or person of his employees or agents.
- E: The Exhibitor must affect fully comprehensive insurance cover against the risk of loss or damage however caused to his property or person or to the property or person of his employees or agents.
- F: The Organisers reserve the right to require the Exhibitor to produce evidence that she/he has affected insurance in respect of items B and C and if he fails to do so to refuse admission to the site or if already admitted to require removal from the site of all exhibits and fittings in which case the Exhibitor shall be deemed to have cancelled. Cancellation will involve the automatic loss of payment with no refund.

## **Admissions**

Admission to the Conference area during the closed hours, will be restricted in general to one hour before opening and one hour after closing. In the event of admission outside these times being necessary, an application should be made to the Organisers who can either grant or refuse entry at their discretion. All Exhibitors' staff must always wear the provided name badges.

## **Storage**

There is limited storage available at the FOOTPRINT+ conference but **it should be arranged with the Organisers before arrival.**

## **Parking**

Car parking is available at a number of locations close to the event area, but car use is discouraged; London Bridge Mainline Station is a 15 minute gentle walk away; Monument Tube is adjacent.

## Deliveries

### Courier Bookings; delivery information

If you would like to arrange for marketing collateral to be delivered to the venue in advance of the event, please ensure all boxes are clearly marked with the following information:

Company Name

Stand Number

Contact Name & Telephone No.

All deliveries must be made on Tuesday 7<sup>th</sup> May between 15.00-17.00. The venue will not be able to accept deliveries prior to this date.

After' this date' in deliveries. Your contact to arrange deliveries and collections on site is Ben Sowton 07958 226481. Please give his contact details to your courier.



Collection information after the event.

All collections MUST be made on Thursday 9<sup>th</sup> May between 18.00 and 19.00.

Please ensure, at the end of the event all collections are taken to the registration desk and are clearly labelled with the following information:

Company Name

Delivery Address

Contact Name & Telephone No.

Any items that have not been collected by 23.00 on Thursday 9<sup>th</sup> May may be disposed of. The organisers cannot be held responsible for any items left at the venue.

## Vehicle Schedule

A schedule is required to detail all deliveries and collections made to the venue. Apart from couriers (see above) this is **absolutely** necessary to ensure that no vehicle arrives unexpectedly, and prevents vehicles being turned away should there be no room in the loading bay.

Consequently, not less than 28 days before the event, all participants requiring substantial deliveries are asked to provide a full and detailed schedule of all vehicles including vehicle registration numbers, vehicle type and description, participant name and description (details of what is being collected/delivered), supplier and driver contact names and mobile telephone numbers.

Vehicles will be allocated a specific time slot on the vehicle schedule, within which they are permitted to enter and leave Old Billingsgate Walk. If for some reason this looks likely to be missed, the organisers should be telephoned to allow re-scheduling.

Please see vehicle restrictions below (which are quite extensive).

## Vehicle Restrictions

All vehicles must use Old Billingsgate Walk to unload and leave immediately after load/unloading. Please note that Old Billingsgate walk is a public walkway, therefore please allow a 1.5m access route for pedestrians.

Vehicles will not be allowed to enter or leave Old Billingsgate Walk on weekdays between the hours of 08:00 to 09:30 and 17:00 to 18:30.

The maximum sized vehicle which is permitted to enter Old Billingsgate Walk is an 18 tonne 'rigid' lorry which in any event must be no larger than 255cm in width and 890cm in length.



NO ARTICULATED VEHICLES OR HIABS ARE PERMITTED ONSITE AT ANY TIME.

Forklifts are not permitted on site.

While there is no on-site parking at Old Billingsgate, there are ample parking opportunities at nearby car parks.

Lower Thames Street is a red route and therefore no vehicles are to stop or park there unless prior dispensation has been obtained through the venue.

If a vehicle is asked to wait, it should park on Lower Thames St in front of Sugar Quay and await instructions. Should articulated lorries be required to make deliveries/collections they would have to do so on Lower Thames Street, however this is a red route and dispensation would need to be applied for by the venue (please read Vehicle Dispensation as detailed in the venue and note that approval of this is not a guarantee).

### **Delivery and Collection dates and times:**

**Delivery: Tuesday 7<sup>th</sup> May between 14.00-17.00**

**Collection: 18.00 to 20.00 Thursday 9<sup>th</sup> May**

**FOOTPRINT+ will supply a delivery schedule to all participants requiring vehicle access 2 weeks before the event.**

### **Insurance**

The Organisers have Event Liability Insurance with Public Liability up to £10,000,000.00

A copy of the certificate is available on request.

Exhibitors insuring their exhibit materials, goods, and / or equipment against theft, damage by fire, accident or loss of any kind should do so at their own expense.

### **Hospitality**

Grazing Food <https://www.grazingfood.com/> will be provisioning the event.

Alcohol will be sold during lunch time and evening events in glasses. Security will ensure that glass will not be permitted off site.

Music will be played at specific times during the event with disturbance being kept to a minimum

Participants may purchase drinks etc to be served from their stands directly from Grazing Food contact: Sam Hurst [sam@grazingfood.com](mailto:sam@grazingfood.com)



## **Health & Safety Policy show rules and regulations**

These rules are designed to ensure the safety and fairness to all exhibitors. The Organisers reserve the right to restrict exhibits, which, because of noise or any other reason become objectionable, also to close, without indemnity, the exhibit of any exhibitor who refuses, after notice to conform to the rules which apply to all exhibitors.

All dimensions and locations shown on the official floor plan are preliminary and are subject to change. The Organisers reserve the right to make any modifications that may be necessary, but obviously we will contact you first should this be necessary.

Each Exhibitor is responsible for the protection of the visitor. Sharp objects and other hazards may be declared unsafe, and the Organisers reserve the right to order their removal or correction.

Exhibitors showing equipment in operating condition must ensure the safety of visitors, operators and other personnel.

### **No smoking**

Smoking is strictly prohibited anywhere inside the Conference Hall and venue.

### **Safety regulations**

Every designated exit shall be continuously maintained free of all obstructions or impediments for immediate use in case of fire or emergency.

First Aid on site will be arranged by the organisers.

All contractors engaged to provide services or contribute to the event have a written Health & Safety Policy and a risk assessment relative to the event duly carried out.

## **Fire Arrangements**

The event will be taking place during daylight hours.

The basic requirements of the Fire Prevention Officer will be met by the venue. However, it is the responsibility of the Exhibitor to produce the appropriate fire extinguishers on individual stands where the equipment presents a fire hazard, and to comply with any special requirements imposed on them by the Fire Prevention officers directly through the Organisers.

If evacuation is being considered:

- Stewards/Security in the conference / Conference area(s) will immediately prepare the area(s) for an evacuation in accordance with their plan (i.e., by opening all emergency exits and clearing and preparing to marshal the route(s) towards the assembly areas).
- The stewards/security will usher all persons within the affected area using the PA system, towards the emergency exits.
- Special care will be required when moving large numbers of mobility impaired visitors as a group. Where mobility impaired visitors cannot be escorted to assembly areas, they must be escorted to designated fire refuge locations. A steward with a radio must remain with them at that location. S/he must inform the steward supervisor of their refuge location and how many are in their group.

Stewards / Security are to be positioned to deny access by members of the public/staff into any area being evacuated, these will be:

- At strategic points in and around the affected building
- In radio contact
- External or internal
- In safe locations

## **Suspect Packages**

Suspect packages reported to organisers will be cordoned off and Police advice sought.

## **Contingency Arrangements**

Should the event require to be cancelled or curtailed, the Organisers will communicate this to the public in attendance. The Organisers will command and control arrangements, communicating with the pertinent emergency services.

## **COVID-19 Management**

- From 27 January 2022 it is no longer mandatory for certain high-risk events and venues to check the COVID-19 status of attendees.



AV and Furniture order forms are below.

Other than that, we really look forward to meeting you again; if there is anything we can do to help with your arrival etc, please just call us.

Best wishes

FOOTPRINT+ London Team

**FOOTPRINT+  
Old Billingsgate London  
AUDIO VISUAL ORDER FORM**

Screens are all supplied with a stand as shown. We are not wall-fixing them for simplicity and speed on installation.

**Deadline Date 26th April 12:00pm**

<b>Stand Number</b>	
---------------------	--

*\* orders received after this date will be accepted subject to availability*

<b>Stand Name</b>	
-------------------	--

Item	Early Bird Price (pre 26/3/24)	Standard Price	Qty	Total
24" Monitor	£163.80	£182.00		
42" Plasma Display and Stand	£287.55	£319.50		
46" LCD Display and Stand	£342.00	£380.00		
55" LCD Display and Stand	£441.00	£490.00		
65" Display and Stand	£540.00	£600.00		
USB Media Player	£29.70	£33.00		
Windows Laptop Computer	£138.60	£154.00		
<b>Sub Total</b>				
<b>VAT @ 20%</b>				
<b>Total</b>				

**For any items not listed a quotation may be obtained from E1 Productions**

<b>Name and address for invoicing:</b>

Any items requested on site will be supplied subject to availability and will incur a 20% surcharge on the STANDARD RATE prices  
Please note that stands differ slightly depending on size of screen. If this causes you anxiety, please contact E1 Productions who will be happy to help

**Please return to:  
Email: [expo@e1-productions.com](mailto:expo@e1-productions.com)  
CC: [katherine@footprintplus.com](mailto:katherine@footprintplus.com)**

**E1 PRODUCTIONS**



Any items requested will be delivered to the exhibitor's stand, setup and supported throughout the event. All items ordered must be paid for in full prior to the event upon receipt of invoice; these shall be issued to confirm an order and shall be binding. In the event of unavailability E1 Productions shall at its sole discretion supply an alternative product of equal or higher specification.



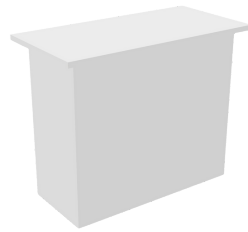
## Exhibition furniture prices from Creative Event Spaces

### Package 1

Low £300+Vat



1 table  
2 chairs  
1 counter



Counter with  
internal shelf  
W800  
H1000  
D400

### Package 2

High £300 + Vat



1 table  
2 chairs  
1 counter



### Extra light on arm £65+Vat

The back wall will have light provided by FOOTPRINT+ with one light every 2m. We always advise consideration of extra lighting.

To order your package please email  
[simonc@creativeeventspaces.co.uk](mailto:simonc@creativeeventspaces.co.uk)  
cc: [katherine@footprintplus.com](mailto:katherine@footprintplus.com)



## **Nearest Emergency Services to Old Billingsgate**

**Police Station:** Snow Hill Police Station  
5, Snow Hill, London, EC1A 2DP  
Tel: 020 7601 2406

**Fire Station:** Dowgate  
94-95 Upper Thames Street  
EC4R 3UE

### **Hospital with A and E :**

BY CAR  
St Thomas' Hospital  
Westminster Bridge Road  
London SE1 7EH  
Tel: 020 7188 7188

BY PUBLIC TRANSPORT  
Royal London Hospital  
Whitechapel Rd  
London E1 1FR  
Tel: 020 7377 7000

## FIRE AND EMERGENCY EVACUATION PROCEDURE AT OLD BILLINGSGATE

### The basic procedure in the event of fire is: -

A person **discovering a fire** operates the nearest fire alarm break glass call point located by all of the exits. However, a smoke detector from the comprehensive fire warning system could initiate the alarm of fire.

The responsibility of calling the fire brigade would be left to either one of the Billingsgate managers or the Incident Controller using the public telephone system, dialling 999; One Old Billingsgate event manager is always available during an event and is on Radio contact along with one member of Billingsgate Security Staff.

The senior member of Billingsgate Security Staff shall be known as the **Incident Controller**

### Fire Procedure during an Event

#### ***In the event of fire or other emergency and the fire alarm does not sound, the following action will be taken:***

The incident will be brought to the attention of the nearest Fire/Security Officer and the Incident controller.

An announcement will be made by radio to all Fire/Security Officers;

**“Mr Sands is in the building at...location of incident”.**

This is a stand-by alert, to inform staff that an incident is in progress and evacuation MAY follow, Security Personnel will have **3** minutes to investigate the incident.

If no decision is made by the **3**-minute deadline, the alarm will be activated and with the organisers approval (if possible) evacuation will be actioned.

#### ***In the event of fire or other emergency and the fire alarm activates, the following action will be taken:***

The alarm will be silenced by a member of security and the zone where the detector was activated will be investigated immediately

Security will assess the situation and make a decision within **3** minutes and with the event organiser's approval (if possible) agree if the building needs be evacuated and fire brigade called.

To instigate the evacuation, the security supervisor will need to relay the following message via the sound system installed by the client's production team. If no sound system has been installed the venue's megaphone must be used instead;

**“ATTENTION PLEASE, ATTENTION PLEASE, THIS IS AN EMERGENCY ANNOUNCEMENT.**

## **FIRE AND EMERGENCY EVACUATION PROCEDURE AT OLD BILLINGSGATE**

**CIRCUMSTANCES MAKE IT NECESSARY FOR EVERYONE TO LEAVE THE VENUE, PLEASE MAKE YOUR WAY TO THE NEAREST EXIT”.**

If evacuation is not necessary, and once the incident is under control to the satisfaction of the OBM event manager & incident controller, the following radio message will be made as a stand down instruction;

**“Mr Sands has left the building”**

### **Evacuation Procedures during an event**

On receiving the order to evacuate the building, all Fire/Security Officers will prepare to evacuate as required.

The officers in the affected area will usher all persons away from the incident and to the nearest unaffected exit.

All other Fire/Security Officers will calmly direct all persons to the exits, and prevent re-entry by anyone until the appropriate order is given by the OB event manager / Incident Controller.

Heating and ventilation systems automatically shut down on operation of the fire alarm and will be reset by Old Billingsgate electrician /and or Property Manager.

The Fire / Security Officers will hold the guests at muster points until further information is gained from the Emergency Services.

If the Emergency Services give the all clear for both the building and the muster points, Fire / Security Officers can escort the guests back to the building.

The fire safety plan (below) will show the muster points and all security / fire officers will be aware of these areas at a nightly briefing to all staff carried out by the Incident Controller / OB event manager.

Should the need arise to vacate a muster point e.g. due to smoke travel, the assembly point Fire/Security Officer will be instructed accordingly.

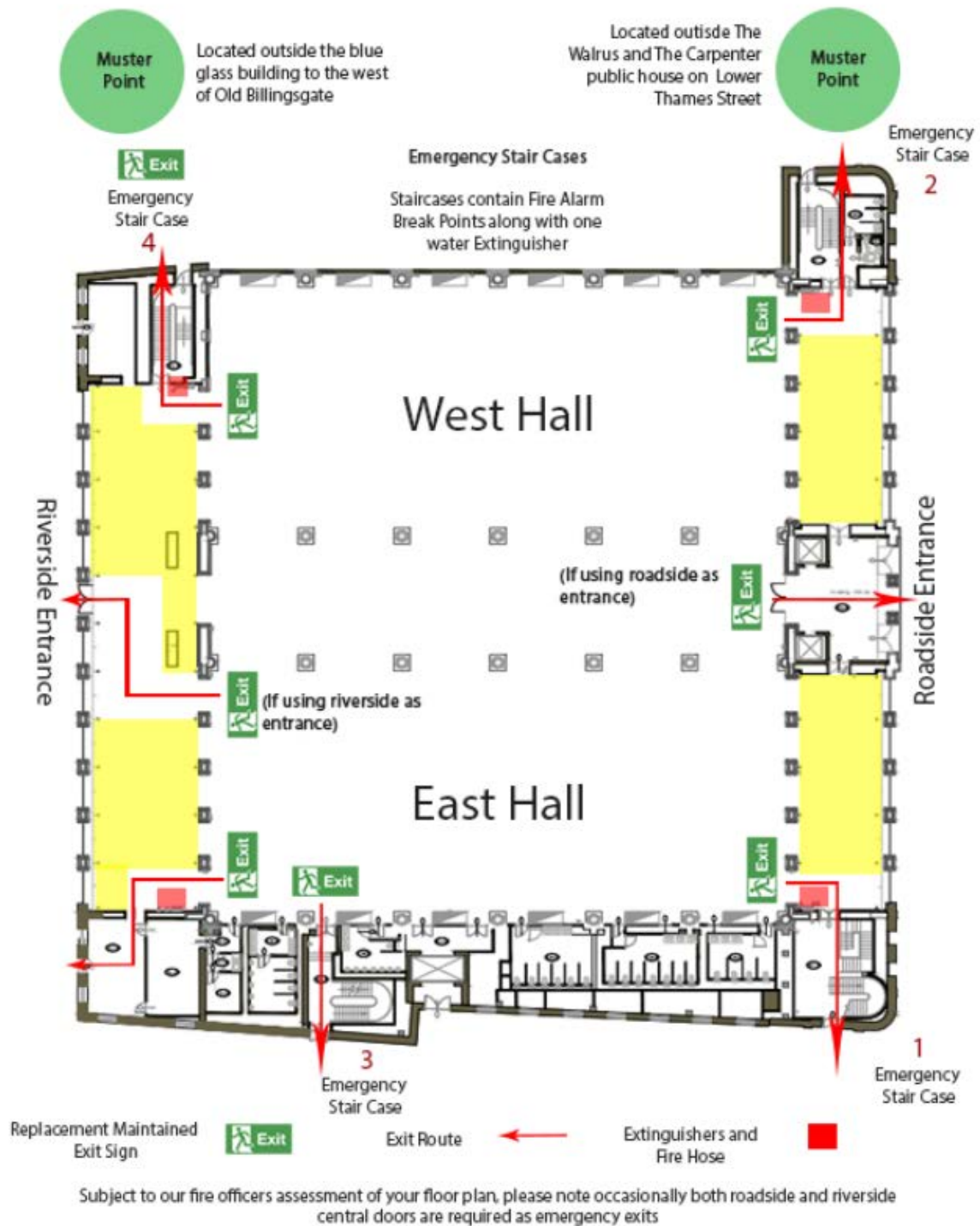
Following evacuation:

**ONLY THE INCIDENT CONTROLLER / OBM EVENT MANAGER WILL GIVE THE ORDER TO RE-OCCUPY THE BUILDING –**

- and this will normally be only given following consultation with the Senior Officer attending with the Local Authority Fire Service.



## Ground Floor Fire Emergency Exit Plan



**Muster point 1** - outside Northern and Shell building on riverside

**Muster point 2** - outside Walrus and Carpenter Pub on roadside, Monument St.