

BREAKDOWN PROCEDURES



Breakdown period: **Wednesday 22nd May** **1630 – 2200**
 Thursday 23rd May **0800 – 1800**

1. The exhibition closes at 1600 hrs on Wednesday the 22nd May and the hall will remain open until 2200hrs. Breakdown will not commence until all visitors have left the exhibition hall at approx 1630hrs.
2. **Under no circumstances are exhibitors permitted to remove any goods from their stand or commence breaking down their stand before the Exhibition closes.**
3. All portable exhibits, valuable items and any graphics or artwork required for future use should be removed from the hall as soon as possible after breakdown has commenced on Wednesday 22nd May as this is a “high risk” time for security. Please do not leave these items unattended at any time.
4. Exhibitors are encouraged to take anything valuable with them. Exhibitors who leave any exhibits or valuables on their stand during the first night of breakdown are strongly advised to arrange for a security guard to man their stand until the exhibits and valuables are removed from the hall.
5. Exhibitors are reminded that although the Organisers take every precaution to ensure the safety of the Exhibition, the Organisers, the NEC nor any of their contractors can take responsibility for losses or damage that occur during the breakdown period.
6. Power supplies to stands will be switched off 30 minutes after the close of the Exhibition, unless an extension is specially requested (application to the Organiser’s Office by 1700 hours the day before on Wednesday 22th May). Water supplies will be terminated immediately after the close of the Exhibition.
7. Security will be in operation in the hall, but exhibitors and their staff are advised to take every precaution in safeguarding their exhibits and other valuables at all times during the breakdown.
8. Commercial vehicles may report to the North 12 Lorry Park on Thursday 23th May from 1600hr, from where they will be called down to the exhibition hall.

VEHICLE ACCESS

All exhibitor’s cars and cars with trailers are to park in the normal outer Normal North car parks and will have access to the back of the hall shortly after 5pm through Gate 5. Please do not try to gain access before this time as you will be turned away. No special pass is needed.

All commercial vehicles (vans and larger) must report to North 12 Lorry Park which will be open at 07:15am on Wednesday 22nd of May. These vehicles will be released to the halls in order of size and arrival time at the lorry park.

When bringing vehicles to the rear of the halls, please ensure the red hatch markings always remain clear.

REMEMBER

DO NOT BRING VEHICLES TO THE HALL UNTIL GOODS ARE PACKED AND READY TO LOAD.

PLEASE CO-OPERATE WITH NEC TRAFFIC STAFF – THEY ARE THERE TO HELP.

EMERGENCY PROCEDURES

Instructions for Exhibitors & Contractors

This sheet is intended as a quick guide to your action in the event of a fire or bomb threat. Please fully brief your staff and keep this sheet readily available but NOT on public display.

Emergency Precautions

Exhibitors should nominate a sufficient number of staff to ensure the observance of procedures at all times.

Checking the Stand

Stands should be checked regularly to ensure that no unidentifiable packages, cases or bags have been deposited. If suspicions arise, do not touch the article but call the Site Operations Centre on 0121 644 6666 (Internal 6666)

When leaving the stand each night (or in the event of an evacuation) please ensure that:

- ◆ Appliances are switched off
- ◆ The stand is checked for potentially dangerous items (e.g. naked flames).

Emergency Procedures

Each day, half an hour before the Exhibition opens, the Exhibitors Emergency Public Address Test will be broadcast. Below are the procedures to be followed by exhibitors and contractors in the event of an emergency. Exhibitors and contractors are also asked to check for suspicious objects both morning and evening and ensure that their briefcases and bags are kept safely locked away at all times to prevent causing unnecessary concern. Be aware of the location of the nearest fire extinguisher and nearest emergency exit. Please ensure you brief all your staff on these procedures. A copy of these procedures will also be distributed to all exhibitors with the on-site 'Welcome' information.

1. SEARCH ("Staff Call 100")

"ATTENTION PLEASE, STAFF CALL 100"

On hearing this announcement, the nominated member(s) of an exhibitor's staff should immediately inspect the stand for suspicious items. If anything is discovered do not touch it but call the Site Operations Centre on 0121 644 6666 (Internal 6666)

2. FIRE

If you discover a fire, or a fire is reported to you, operate the nearest fire alarm call point FIRST, then inform the Site Operations Centre (Internal) 3333 or (External) 0121 767 3333 immediately.

3. EVACUATION

If it is necessary to clear the building, the following message will be broadcast

"Attention please, attention please. This is an important announcement. Circumstances make it necessary for everyone to leave the building. Please make your way to the nearest exit. Please note, your nearest exit may not be the one you came in."

If evacuation of the Exhibition Hall is necessary, everyone must leave the building for their own safety. Once outside please follow the instruction of Venue Staff who will direct you to the nearest assembly area.

4. STAND DOWN

The signal for a return to work is made by the cancellation of emergency procedures. The search procedure is cancelled by the announcements:

"ATTENTION PLEASE. ATTENTION PLEASE. CANCEL STAFF CALL 100."

Exhibitors should ensure that staff members are aware of these protocols and that they do not reveal the meaning of staff calls to the public as this might cause unnecessary panic.