



# EXHIBITOR MANUAL 2024

## Independent SCHOOLS Show

in partnership with



TATLER

bsa BOARDING SCHOOLS' ASSOCIATION

THE GOOD SCHOOLS GUIDE

SCHOOL HOUSE

THE TIMES THE SUNDAY TIMES

Muddy Stickers

independent schools council

# THE ORGANISERS

This pack contains vital information regarding the event and the venue. Please read it carefully.

We wish you a successful show! We are here to help, so if you have any queries, please do not hesitate to contact us:



Ben Hitchman  
*Show Director*  
Ben@schoolsshow.co.uk



Joanne MacAlesher  
*Marketing*  
Joanne@schoolsshow.co.uk



Alexei Cantacuzene-Speransky  
*Exhibitor Liason*  
Alexei@schoolsshow.co.uk



Janet Murphy  
*Theatres*  
Janet@schoolsshow.co.uk



David Wellesley Wesley  
*Founder*  
David@schoolsshow.co.uk



Guy Schady-Beckett  
*Website*  
Guy@schoolsshow.co.uk



Tilly Davies  
*Social Media*  
Tilly@schoolsshow.co.uk



Trevor Hyland  
*Operations Manager*

Office Telephone: + 44 (0) 20 3301 0299

Office Address: Next Step Exhibitions Ltd  
18 The Power Station,  
London,  
SW11 8BZ

Exhibition Address: The Independent Schools Show  
Evolution London  
Battersea Park,  
Chelsea Bridge Entrance,  
Queenstown Rd,  
London  
SW11 4NJ

<https://schoolsshow.co.uk/exhibitors/london-handbook>

# EXHIBITION TIMETABLE

## BUILD-UP (EXHIBITORS WELCOME)

Friday 8th November 2024: 14:00 - 15:45

## OPENING HOURS

Friday 8th November: 15:45 - 19:45

Saturday 9th November: 10:00 – 17:00

## BREAKDOWN

Saturday 9th November: 17:00\* - 21:00

*\*No exhibits or stand fittings may be removed from the exhibition before 17:00 on Saturday. All exhibits and stand fittings must be removed by 21:00.*



# OFFICIAL CONTRACTOR LIST

## Stand Fitting

Symbiosis UK Ltd

<https://www.symbiosis.co.uk/>

[vanessa@symbiosis.co.uk](mailto:vanessa@symbiosis.co.uk)

Exhibitor login: [symshell.com](https://symshell.com)

Tel: 0207 039 0100

## Electrics

[vanessa@symbiosis.co.uk](mailto:vanessa@symbiosis.co.uk)

NB. All stands will include a power socket and spotlights

## Furniture Hire

Europe International  
Tel: 0208 676 0062

[www.europainternational.com](http://www.europainternational.com)

[sales@europainternational.com](mailto:sales@europainternational.com)

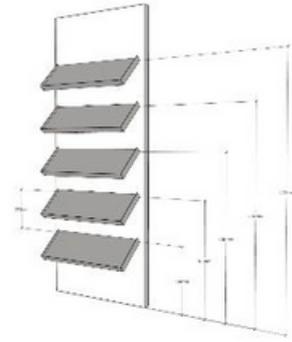
# YOUR STAND

The Independent Schools Show has partnered with Symbiosis as the exclusive supplier of all shell scheme, AV and electrical services.

Your stand will come with white panels fitted as standard. However, it can be easily enhanced with full colour graphics, furniture, LED screens even an integrated video wall.

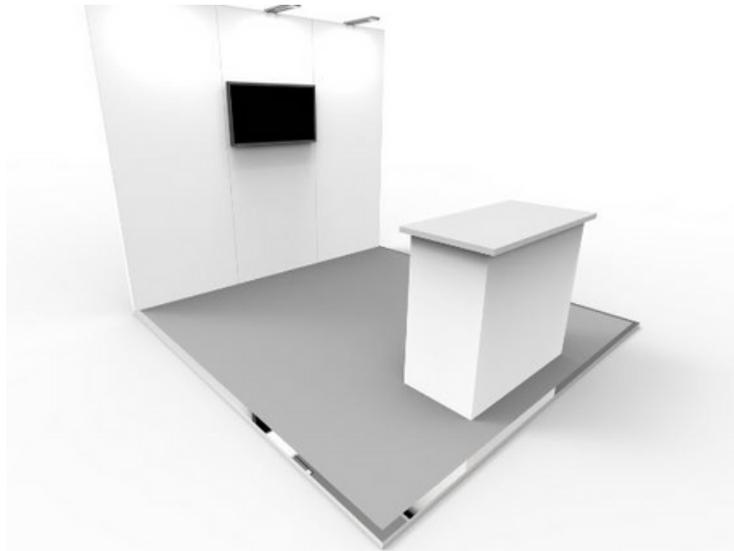
You can find all the information you need on the Exhibitor Booking Portal, just register your details at [www.symshell.com](http://www.symshell.com).

Once you have received your personal login, you can easily order everything you need.



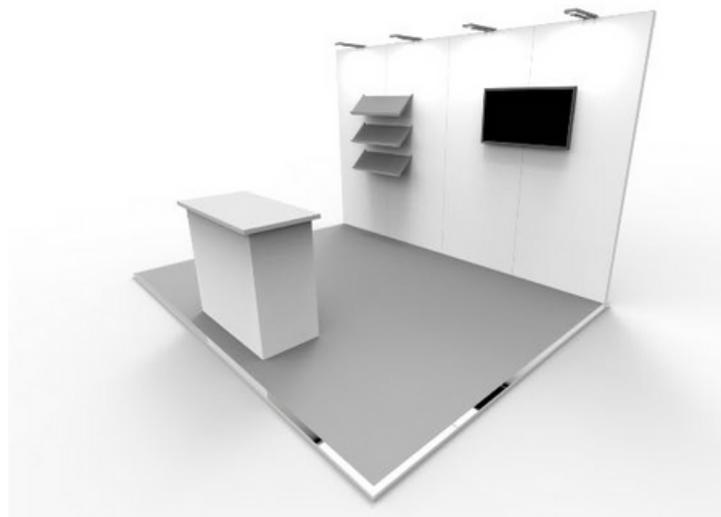
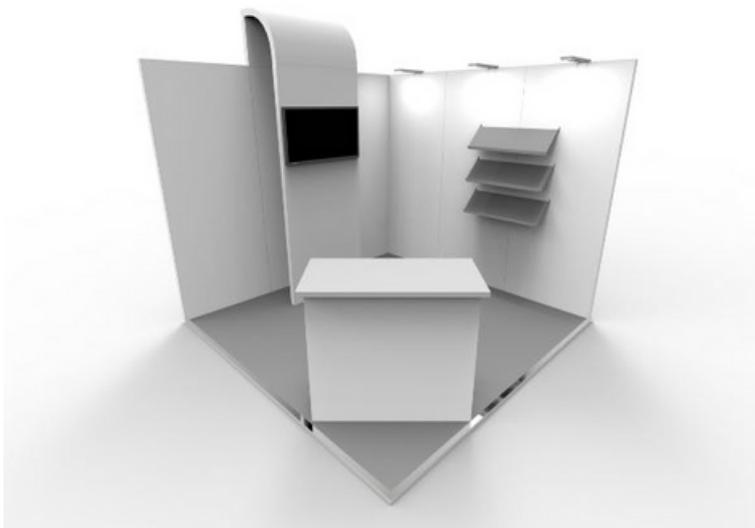
Remember that the Symbiosis team are always happy to help.

So if you can't see what you want or are looking for something more bespoke please contact Vanessa.



Vanessa Okell  
Symbiosis UK  
[vanessa@symbiosis.co.uk](mailto:vanessa@symbiosis.co.uk)

0207 039 0100



<https://iss.symshell.co.uk/>

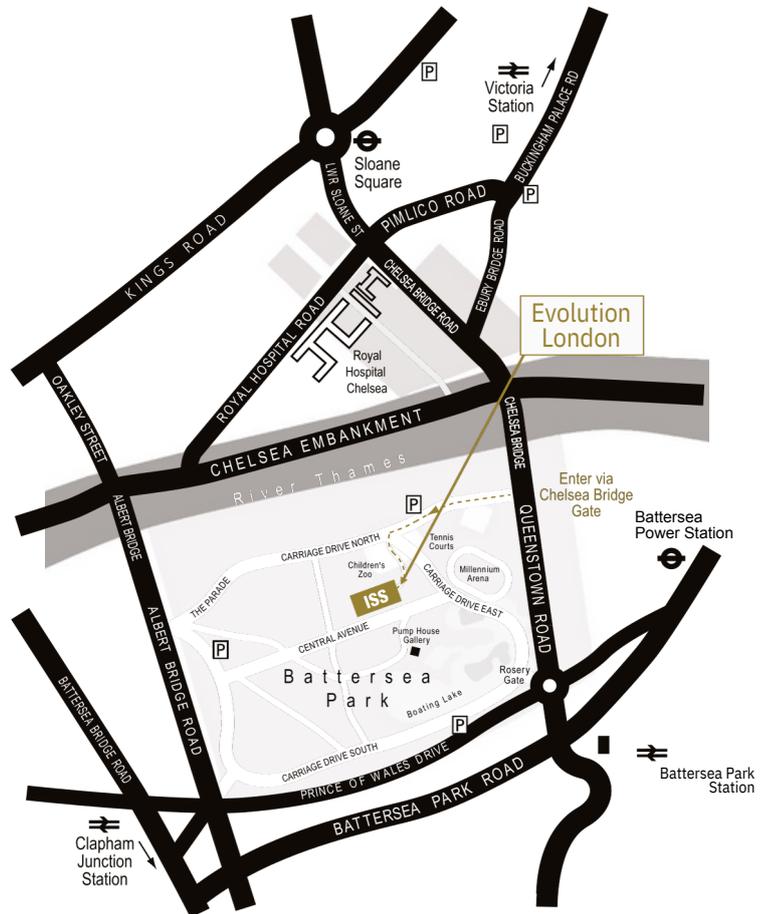


# ADDRESS

The full address of Evolution London is:

Independent Schools Show  
Evolution London  
off North Carriage Drive  
via The Chelsea Bridge Gate Entrance  
off Queenstown Road  
Battersea Park  
London  
SW11 4NJ

All guests and contractors should use the Chelsea Bridge Gate entrance to the park, off Queenstown Road.



# NEW FRIDAY OPENING

**Important Information** about the Friday Opening and New Format.

Please note that Friday, 8th November 2024, will follow a new format with show open from 15:45 to 19:45.

To ensure everything is set up smoothly and on time, we kindly ask all exhibiting schools to arrive at the venue from 14:00. This will give you a 1 hour and 45 minute window to finalise your stand before the show opens to visitors.

Please do not arrive before 14:00, as access to the venue will not be permitted earlier. **We thank you for your understanding in terms of the tight nature of this exhibition build-up.**

We appreciate your cooperation and look forward to a successful start to the show.



## PUBLIC TRANSPORT

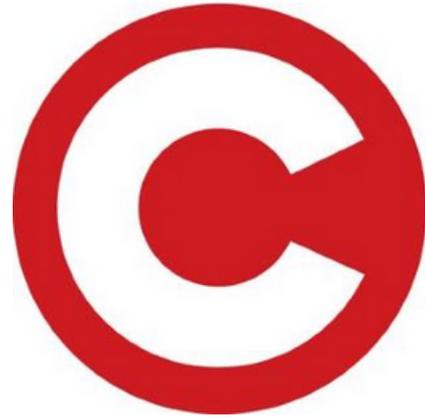
The nearest tube station is Battersea Power Station on the Northern Line. This is approximately a **15 minute walk**.

Battersea Park Station and Queenstown Road overground station are both within an 8-10 minute walking distance, straight up Queenstown Road towards Chelsea Bridge.

Clapham Junction and Victoria Stations are both a short taxi ride away. Bus Route Number 137 stops directly outside the Chelsea Gate and runs north to south from Marble Arch – Streatham Hill via Sloane Square.

Other routes also service Queenstown Road or Battersea Park Stations (Routes **344, 44 & 156**). Bus Route Number **49** runs north to south from Shepherds Bush - Clapham Junction via Battersea Bridge Road.

There are a number of other routes that also service Battersea Bridge Road (**345, 19, 319 & 239**) Please see [www.tfl.gov.uk](http://www.tfl.gov.uk) for more information on bus, train and tube routes.



## CONGESTION CHARGE

Evolution London is located in Battersea Park which is outside the congestion charge zone.

The congestion charge is in effect 07:00 – 22:00 (excluding public holidays) and is clearly defined by signs and / or road marking at entrance and exit points.

There are two 'free routes' through the congestion charge zone: 1. The Westway A40 2. The following current boundary roads:

- Edgware Road
- Marble Arch
- Cumberland Gate
- Park Lane
- Grosvenor Place
- Bressenden Place
- Parts of Buckingham Palace Road
- Eccleston Bridge
- Parts of Wilton Road
- Vauxhall Bridge Road

Evolution London is easily reached from the north – south free route from Vauxhall by taking the A3205 (Nine Elms Lane, then Battersea Park Road) from the Vauxhall Station roundabout and following directions to Chelsea Bridge, turning right onto the A3216 (Queenstown Road) (see above map)

For more information on the congestion charge and how to pay please visit the Congestion Charge website

[www.tfl.gov.uk](http://www.tfl.gov.uk)



# GENERAL INFORMATION

## ACCESS

Access to the Venue is good although we ask that you do not block any entrances or fire exits with your vehicles. We suggest that you arrive with a colleague to assist you.

## ACCOMMODATION

See the [HotelMap Booking service](#) where a live booking service and best rates are guaranteed for ISS exhibitors.



## ANIMALS

No animals are allowed on site.

## CATERING

There will be a café at the show, provided by <https://www.piquefood.co.uk/> which will offer light meals, snacks, coffee, tea and soft drinks. We will be in touch with a pre-book service.

## CHILDREN

No children under the age of 16 are allowed on site during the build-up or breakdown periods.

## CLEANING

The aisles of the exhibition will be cleaned every morning before the show opens.

If you would like your stand cleaned it is essential that your stand is left open or attended at least one hour before the show opens to allow the cleaners time to clean.

## CLOAKROOM

Opens half an hour before the show and closes half an hour after the show.

## DELIVERIES

Any mail / courier deliveries directed to you at the show should be clearly addressed with a contact name, company name, as well as details of the show, the address and your stand number. The address of the show is:

**Please note all deliveries should be made by 14:00 on Friday 8th November as we open the doors at 15:45.**

Independent Schools Show  
Evolution London  
off North Carriage Drive  
via The Chelsea Bridge Gate Entrance  
off Queenstown Road  
Battersea Park  
London  
SW11 4NJ

Please ensure that there is someone on your stand if you are expecting a delivery and contact Ben to make sure he knows when your goods will be delivered.

**No goods should be delivered before Friday 8th November, 2024.**

## DISTRIBUTION OF MATERIALS

The distribution of material such as printed cards/handbills/circulars/leaflets from any area except your own stand is prohibited.

## ELECTRICAL REGULATIONS

All electrical wiring and equipment not provided by the Next Step Exhibitions Ltd Official Contractor must have certification to prove that it conforms with the Electricity at Work Act 1989. Under no circumstances are any non-approved persons permitted to carry out electrical installation work. Strobe lighting is not permitted.

## EMERGENCY PROCEDURES

Emergency procedures will be issued in your welcome pack upon arrival at the show. It is important that everyone on your stand reads and understands these procedures.

## FIRE REGULATIONS

Stands will be inspected during build-up and the Fire Officers may remove any offending materials, or close down a stand if regulations are not adhered to. All materials used on your stand must be made of non-flammable material (Class One spread of flame).

Textiles used for stand decoration must be fixed taut and/or in tight pleats (not draped) to a solid backing and secured above floor level and not touching light fittings.

No explosives, inflammable fluids or combustible materials or gases may be used on any stand. Materials should comply with British Standard Numbers BS476-Part 7 and/or BS5570 and/or BS3120.

## FIRST AID

Please contact the Organisers Office if assistance is required.

## GANGWAYS

Stock or stand furnishings **MUST NOT** encroach into the gangways.

## HEALTH & SAFETY

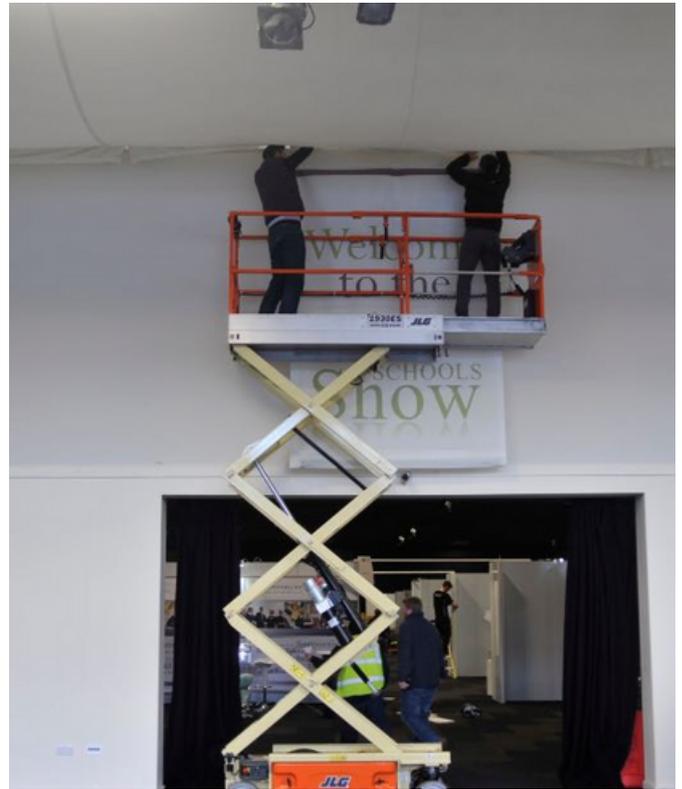
Next Step Exhibitions Ltd. is committed to providing, maintaining and promoting, so far as is reasonably practicable, the highest standards of Health, Safety and Welfare at all our events.

Designers and contractors at events organised by Next Step Exhibitions Ltd. have a legal duty under the Health and Safety at Work Act 1974 (and any concurring legislation) to ensure that all persons are responsible, so far as reasonably practical, for the health, safety and welfare, of themselves and their employees.

This includes the provision of information, instruction, training and supervision as appropriate, to enable personnel to carry out their work in a safe manner. Under current legislation, you are asked to have in your possession on site, a copy of your own Health & Safety Policy and a copy of Health & Safety documents in respect of any contractor you may employ.

## INVITATIONS

Please use the invitation we will provide to invite your parents and guests to attend the show – simply send it as an email attachment and ask your guests to present it at the registration desk upon arrival to gain free entry to the exhibition.



## INSURANCE

As an Exhibitor, you **MUST** have at least £5 million Public Liability cover. If you have such cover in place, please forward proof of your cover to Next Step Exhibitions before you arrive on site. Other cover you may want to consider includes: All Risks; Cancellation/Abandonment; and Employers Liability.

### *Disclaimer*

The Organisers, whilst taking every reasonable precaution, expressly decline responsibility for any loss or damage which may befall the person or the property of suppliers, their contractors or visitors, from any cause whatsoever in relation to The Independent Schools Show.

## **DEADLINE FOR DETAILS TO BE SUBMITTED – 30 OCTOBER 2024**

## **LOST PROPERTY**

Any lost property should be handed into the Organisers Office. The property will be held for up to one month from the end of the exhibition.

## **MUSIC**

Background music will be played for the show as a whole to create a consumer retail environment. If you wish to play music on your own stand, you must ensure that no annoyance is caused to your neighbours and must have prior authorisation from the organisers.

## PARKING

For build up and breakdown, exhibitors will be allowed to park on site. During the show, ONE car parking space per stand will be offered to exhibitors to park to the **rear** of the Venue.

Visitors to the show can park in the car park to the front of the Venue, although this will be on a first come-first served basis.

When the front car park is full, visitors will be directed to the Riverside car park (within 1 minute walk to the structure) where there are a further 200+ spaces.

This is a pay and display car park, subject to the following charges:

### Monday to Friday

09:00 - 17:00 **£2.70** per hour for first 6 hours

From 17:00 **£25.00** for 6 hours + free of charge

### Weekend charges

Up to 3 hours £2.70

3 hours + £5.40

## SMOKING

The Independent Schools Show is a non-smoking event.

## WIFI @ EVOLUTION LONDON

WiFi will be available at the Venue.

If you are interested in having WiFi on your stand, please visit the registration desk upon arrival at the venue where you will be given a WiFi code.



## SECURITY

We take security at this event very seriously. Internal security patrols will be carried out, along with spot checks and bag searches, but the Organisers cannot accept responsibility for any loss, damage or accident.

It is the responsibility of the designer not to leave their stand unattended and to take precautions to protect their products during the show.

We specifically recommend the following precautions:

- Consider security when designing your stand
- Do not leave your stand unattended at any time.
- Always wear your pass and do not give it to visitors.
- If you suspect anything suspicious, report it to either the Organisers Office or Security immediately



#schoolsshow #giveus2hours

For web banners, show logos, images and copy to support your marketing please visit

[schoolsshow.co.uk/london-handbook](http://schoolsshow.co.uk/london-handbook)