

New Scientist Live



SPACE ONLY EXHIBITOR MANUAL

New Scientist Live 2023

Welcome

Thank you for choosing to exhibit at New Scientist Live London 2023. Welcome to the exhibitor manual, here you will find all the information and additional resources you will need to ensure you have a successful and stress-free show.

In the event, you are unable to find the information you are looking for please contact Ella Bailey in our Operations Team who will be happy to help.

Ops Squad Ltd

T: +44 (0)1293 401 051

E: ella@opssquad.co.uk

We have set one operational deadline to make it as easy as possible for you. Please ensure your stand plans, forms and orders are submitted by Wednesday 6th September.

We look forward to working with you to make New Scientist Live 2023 an outstanding success!

The New Scientist Live Team.

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1. Essential Information

1.1 Event Team

Operations:

Ella from our operations team is here to support you with all logistics and general enquiries around exhibiting.

Ella Bailey	ella@opssquad.co.uk	01293 401051
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Sales:

The sales team are here for any enquires about your stand. If you want to upgrade your stand for a larger space or switch to shell-scheme, contact:

Jacqui McCarron	jacqui.mccarron@newscientist.com	020 3615 6457
Matthew Belmoh	matthew.belmoh@newscientist.com	020 3615 6556

Exhibitor Comms:

Olivia is the main point of contact from the New Scientist Live team for any enquiries about exhibitor passes, social media and the E-Zone.

Olivia Abbott	olivia.abbott@newscientist.com	020 3615 6596
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Project Executive:

Gemma Dowie	gemma.dowie@newscientist.com	020 3615 5091
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Event Manager:

Henry Gomm	henry.gomm@newscientist.com	020 3615 6474
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1.2 Venue & Delivery Address

Delivery address:

(Insert your stand name, stand number and contact details)

New Scientist Live 2023
Hall numbers S16 – S22
ExCeL London
Western Gateway
London
E16 1XL

Please note deliveries cannot be made before build-up on Thursday 5th October.

All exhibitors should bring their own trolleys. Alternatively, book a forklift for the transfer of materials through Exhibit3sixty – Please advise couriers to bring their own trolleys.

We cannot take responsibility for any items left unattended in the halls.

1.3 Contractor Details

Accommodation

Event Express	01905 732 737	Coming Soon
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Audio Visual

One Big Star	0845 009 9559	Click here to order
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Catering

ExCeL Hospitality	020 7069 4400	Click here to order
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Furniture

Thorns	020 8801 4444	Click here to order
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Stock Logistics & Dry Storage

Exhibit3sixty	024 7657 3663	Click here to order
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Wi-Fi & Internet Access

ExCeL Venue Services	020 7069 4400	Click here to order
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Electrics & Lighting

WhitespaceXpo	0330 1705 761	Click here to order (Non Island site)
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Click [here](#) to order
(Island site)

1.3 Travel & Access

Please click [here](#) for travel and car parking details.

Voyage Control

When you're arriving to the venue to unload or load your vehicle, we require you to book a time slot through an online vehicle booking system called [Voyage Control](#). This will ensure your build-up and breakdown process is quicker and smoother for you.

Important things to consider when booking your slot:

- Bookings will normally be available one month prior to the event.
- Ensure the correct vehicle type is booked.
- Stick to your time slot and do not arrive in advance.
- Consecutive or multiple bookings for the same vehicle are not permitted.
- Print your pass and display clearly in your vehicle ready for pass check by ExCeL London traffic staff.
- Loading / unloading slots are only valid for the period booked. When the booked slot has ended you will be asked to remove your vehicle from the marshalling area.
- Please follow ExCeL London traffic staff instructions.

2. Schedule

2.1 Overview Timetable

Build up for space only stands

Date	Hall Open Times for Exhibitors	Access For
Thursday 5 th October	8am – 8pm	Space only
Friday 6 th October	8am – 8pm	Build up for all exhibitors

Show timetable

Date	Hall Open Times for Exhibitors	Show Open Times
Saturday 7 th October	8am – 6pm	10am – 5pm
Sunday 8 th October	8am – 6pm	10am – 5pm
Monday 9 th October (Schools' Day)	8am – 8pm	9.30am – 3pm

Breakdown for all exhibitors

Date	Hall Open Times	Access For
Monday 9 th October	3.30pm – 10pm	All Exhibitors

***Please note exhibitor access is from 8am – 6pm on open days**

2.2 Setting Up of Heavy Equipment (Use of Forklift and Mechanical Handling)

Please note that the use of heavy machinery takes place as early as possible on the first build-up day (Thursday 5th October). If you require a forklift service, this must be booked with Exhibit3sixty. For further details please contact Exhibit3sixty directly:

Tel: 024 7657 3663

Email: logistics@exhibit3sixty.co.uk.

2.3 Setting Up of Light Equipment & Demonstration Materials

On build up, the hall will be open from 8am, however, there is a heavy build schedule. It is preferable that you wait until 10am to dress your stand if it is space only.

2.4 Lighting & Electrics

WhitespaceXpo are the official electrical contractor for this exhibition. Orders for electrics should be placed directly with them using the order form no later than Wednesday 6th September.

Please note that if the electrical order form is received after this date, then you may incur late order charges.

Power **is not on a 24-hour supply** and will be terminated 30 minutes after the close of the show each day. If you require 24-hour power (for freezers, fridges, etc) please contact WhitespaceXpo and order this in advance of the event.

2.5 Breakdown Period

Under no circumstances may any goods be removed or packed away on stands before 3.30pm on Monday 9th October.

Please note that any items left unattended in the hall from 5.30pm on Monday 9th October could be deemed as rubbish and thrown away, any items left after 8pm **will** be deemed as rubbish and disposed of. Exhibitors will be charged for any excess waste left including any stand flooring, carpet, excess literature, graphic panels, items of furniture, excess stock, etc.

THE ORGANISERS WILL NOT TAKE RESPONSIBILITY FOR ANY ITEM LEFT UNATTENDED AT ANY TIME.

2.6 Freight, Storage, Handling & Logistics Company

Exhibit3sixty are the official freight handler for this event and no other lifting or handling contractors can operate machinery such as forklift trucks in the hall for reasons of safety. If you require their services, contact:

Tel: 024 7657 3663

Email: logistics@exhibit3sixty.co.uk.

Please note that you are not permitted to store any items or empties in the void areas behind the show walls or your stand. If you require storage, please contact Exhibit3sixty.

3. Stand Information

3.1 General Stand Rules

- Advertising and logos must not be sited on the back of dividing walls, especially where they overhang an adjoining stand.
- All stand structures, signs, exhibits etc, must be contained within the area allotted and may not project into or over the gangway.
- Nothing may be drilled, attached, or bolted to the hall floor.
- The Organiser may, at the expense of the exhibitor, remove or alter anything in, on or forming any part of the stand if, in their opinion, it is desirable to do so in the interest of the exhibition.
- Any door leading to an enclosed area must have a vision panel and must not open directly on to a gangway.
- Helium or gas-filled balloons are not allowed without the written permission of the Organisers and **latex balloons will not be permitted.**
- Exhibitors are responsible for ensuring their stand contractor employs safe working practices and are aware of their responsibilities under the Health & Safety at Work Act.
- During the period of the exhibition, especially during the build and breakdown periods, gangways must be kept clear of obstructions.
- During the build and breakdown periods of the exhibition babies and children under 16 years are not permitted entry into the hall, even in the cab of vehicles.
- Banners suspended above stands will only be permitted with written permission from the Organisers and must be shown on all stand plans/drawings.

3.2 Space Only Stand Regulations & Approval

Construction

All stand construction must comply with the regulations contained in the eGuide, which can be viewed at www.aev.org.uk/e-guide. These regulations are common to the UK's main exhibition venues and are based on Building Regulations and British Standards. There is a maximum build height of 4m.

Stand Plans

You must submit your stand plans to Ops Squad as soon as possible so they may be checked to ensure that they comply with the venue and local authority regulations detailed later in this section.

The deadline date for all plan submissions is **Wednesday 6th September**, please submit them to admin@opssquad.co.uk.

These plans must include detailed drawings of your stand with the following:

- Stand plans must include all dimensions, detailed build materials, include at minimum a ground plan and elevation drawing, include any inflatables or rigged elements, prove the structural stability, be specifically for New Scientist Live.
- Your stand constructor's public liability insurance.
- A detailed Risk Assessment which must include details of any unusual exhibits or activities on the stand (any machinery, working kitchens, moving visitor attractions).
- A Method Statement
- A Health & Safety Declaration
- A Construction Phase Plan
- All documents must be submitted in English and should clearly state the exhibiting company's name, stand number and the contact name and company of the person responsible for the stand build.
- Approval must not be assumed until written approval is received. Once approval has been received no alteration may be made to the approved design without further approval being sought.

Stand Construction Regulations

- A minimum of 50% of the stand is to remain open.
- On divided sites it is the responsibility of each exhibitor to erect and decorate walls on their closed sides.
- Space only stands building over 2500mm should decorate both the front and the back panels. However, no advertising material, logos etc. may be displayed above or onto neighbouring stands.
- All construction and displays must be made from fireproofed materials and installed to the satisfaction of the authorities.
- Exhibitors will be charged for making good any damage to the hall such as paint marks, tape, bolt/screw/nail holes etc.
- You are responsible for examining your allotted space and building your stand within the correct floor markings – if you are in any doubt, please see the Organisers Office

Complex Stands

Complex Stands are defined as:

- Stand designs that contain any part of the stand which is over 4000mm in height.
- Stand designs including a platform of over 600mm above floor level.
- Stand designs or equipment that contain steps.

In all COMPLEX cases, structural calculations providing the strength and stability of the complex structure will be required. If complex, fees are applicable, invoices for complex fees will be paid for in advance of the stand being approved. The exhibitor will be liable for all costs and charges relating to this.

Rigging & Banners

All rigging must be approved by the Organiser. Please contact admin@opssquad.co.uk in the first instance with details of what you would like to rig. Once your rigging has been approved by the organisers please order your rigging services through the ExCeL web-shop: <https://www.excel.london/webshop>. If you have more complex requirements, then please get in contact with our team exhibitororders@excel.london.

At ExCeL London, primary attachments are provided exclusively by our team. If you need lighting or power for your rig, you will need to contact WhitespaceXpo directly.

Health & Safety and CDM

Please ensure you read the Health & Safety and CDM section of this manual (section 4) and comply with all the regulations and advice. Please ensure this information is also passed across to any stand Contractors and all staff and temporary staff you are using.

Contractors

Please ensure that your Contractor receives a copy of this Exhibitor Manual and applies for the appropriate passes.

Please note:

- Exhibitors will be charged for making good any damage to the hall such as paint marks, tape, bolt/screw/nail/staple holes etc.
- Any construction that backs onto a gangway must be finished on the reverse
- You are responsible for examining your allotted stand space
- You are responsible for ensuring that your stand is built on the correct floor markings. If you are in any doubt, please see the Organisers Office onsite
- You are not allowed to fix to the fabric of the building
- All stand construction must be completely self-supporting
- The construction material for all stands, signs and fascia's must be non-combustible material, inherently non-flammable or durably flame proofed

3.3 Electricity

WhitespaceXpo are the official Contractor for the exhibition; they are responsible and will carry out all work on the stands. Pre-fabrication is permitted but connection to the mains and all on-site wiring must be carried out by WhitespaceXpo electricians.

- Power connections are made as soon as possible to each stand. If you intend to dress your stand on the Saturday morning, please note that electricity may not be available immediately.
- Power to all stands will be switched off each night 30 minutes after the show closes, unless a 24hr supply has been ordered in advance.

4. Health & Safety

4.1 Statement

It is the policy of the New Scientist Live team to endeavour to seek the co-operation of all concerned in order to achieve the highest standards in all aspects of health & safety. The New Scientist Live team and ExCeL London, within the scope of their own laid down Policies have a responsibility to ensure that safe working practices are maintained at all times, which includes ensuring that provision is made whereby persons other than ExCeL London or New Scientist Live team employees are reminded of their responsibilities whilst working at the Centre.

As an Exhibitor, Contractor or Agent you have a duty under The Health and Safety at Work Act 1974, and all of its component parts, to ensure that all personnel contracted by you are aware that they have a responsibility, so far as is reasonably practicable, for the health, safety and welfare of all employees, and that any plant or systems of work which may be used are, so far as is reasonably practicable, safe and without risks to health. This includes that all employees are provided with information, instruction, training and supervision to ensure not only their own health and safety but also that of others working or attending the vicinity.

Under the current COSHH Regulations (Control of Substances Hazardous to Health), exhibition stands are considered to be a workplace. It is therefore your responsibility to ensure that all your staff and subcontractors have received sufficient Health and Safety training and are provided with the correct protective clothing and equipment to enable them to carry out their work in a safe manner in accordance with COSHH and the Act.

You are also required to have in your possession a copy of your own Health and Safety policy, a Risk Assessment and certificate of Liability Insurance and a copy of the Health and Safety policy document of each contractor employed by you which may be requested during the exhibition. You must also ensure that you have a copy of the Health and Safety Policy for each subcontractor employed by you excluding those appointed by the Organisers.

Following are some of the principal areas, which need to be brought to your attention. If you have any queries, please contact the HSE National Information line on 08701 545 500.

4.2 General Regulations

- The exhibitor responsible for the stand should ensure that a suitable and sufficient assessment of risks to the health and safety of employees whilst they are at work has been carried out. It should also cover persons not in his employment, arising out of, or in connection with the part the exhibiting company is to play within the exhibition (i.e. during the exhibition build-up, open days & breakdown). Such an assessment should be recorded and reviewed as necessary.
- A person must be appointed who is responsible for health and safety matters on the stand. Their contact details should be detailed in your risk assessment.
- Operatives should wear suitable protective clothing relevant to their job which includes eye, hearing, foot and hand protection.
- During the build-up and breakdown periods your staff and sub-contractors should be constantly reminded by you of the need for vigilance regarding the health and safety of themselves and those working in their vicinity.

- You must ensure that portable power equipment is used for the purpose for which it was designed and that the safety guards and dust collection bags are correctly fitted and used.
- It is your responsibility to ensure that all equipment is PAT tested and pre-wired units comply with venue regulations before they are installed on site.
- You must ensure that portable electric tools are used with a minimum length of trailing leads and that such equipment is not left unattended with a live power supply to it.
- No electrical cables must be allowed to cross gangways, passageways and fire exits. Any work area must be maintained free from general waste materials that could present a hazard to operatives.

Any equipment being demonstrated (i.e.: operated as part of an exhibit) on the stand must be inherently safe and not create a hazard to staff or visitors at any time. Moving parts of machinery and other working equipment must be efficiently guarded to the UK Health & Safety standards, which is normal for its operation in an industrial setting.

CDM Regulations (Construction, Design, Management Regulations 2015)

Exhibitors need to ensure that their participation at an event is carried out safely.

The Construction, Design & Management (CDM) Regulations do not replace any existing law but are intended to provide a framework to help you ensure that your stand is constructed safely and to help you understand your obligations.

4.3 Heavy Lifting

- If you have large items being delivered, please ensure that you can move them, either by contacting Exhibit360 to book a forklift to unload and/or deliver the item to your stand, or by providing your own trolley to move items to your own stand. You may not bring your own forklift.
- Please ensure that any of your staff that will be moving items have been trained in manual handling procedures.
- If an item is too heavy do not lift it, ask for help.

4.4 Site rules and induction

CDM places duties on the Principal Client, Principal Contractor & Principal Designer, as well as all contractors on site to apply the following safety principles:

- Eliminate or control risks so far as is reasonably practicable.
- Ensure work is effectively planned.
- Appoint the right people and organisation(s) at the right time.
- Make sure everyone has the right information, instruction, training and supervision to carry out their work safely and without risk to health.
- Have systems in place to cooperate and communicate with other contractors/persons onsite.
- Consult workers with a view to securing effective health, safety, and welfare measures.
- Any actions required should always be sensible and proportionate to the risk.

Why have site rules & induction?

- It is a stated requirement under CDM.
- The law requires all of us to work safely.

- We are each responsible for our own actions. Anyone can be prosecuted, fined, even imprisoned for not working safely.
- Everyone has the right to expect to work in a safe environment and go home without injury.

Site Phases

The event period (tenancy) is from Thursday 5th October and is split into three clear phases. Be aware of what phase the site is in when you are working on site:

Red:	Thursday 5 th October	8am – 8pm
Amber:	Friday 6 th October	8am – 8pm
Green:	Saturday 7 th – Monday 9 th October	
Amber:	Monday 9 th October	3.30pm – 6pm
Red:	Tuesday 10 th October	8am - 12pm

RED – _please wear PPE and sturdy shoes as this will be a CDM site due to build of stands taking place

AMBER – _PPE no longer required on site, exhibitors to be aware of their surrounding but no big builds taking place

GREEN – _event open

First: be aware of the types of accidents most likely to happen on the Exhibition site. For example:

- Vehicle and mobile plant accidents
- Falls from height/ being struck by falling objects
- Accidents with hand and power tools

Second: be aware of your own employer's inductions & risk assessments

Your employer should provide you with a task specific induction / toolbox talk on arrival at work. You need to know what your employer's risk assessment says – and apply them to the work you do.

Third: be aware of the Exhibition site safety rules

As well as your employer's assessments, you need to comply with the following site safety rules:

Follow the Contractors' & Employers' Code of Conduct

- Be mindful of your behaviour at all times.
- Do not smoke: Smoking is not permitted, including E-Cigarettes.
- Hi-vis vests and appropriate footwear to be worn at all times.
- You must ensure the utmost care & consideration is taken when working.
- Do not drink alcohol: Alcohol on site is not permitted.

First aid arrangements

- Bring a first aid kit.
- If you need help please speak to venue Security, positioned throughout the hall.

General safety requirements:

- Keep the place you are working tidy – avoid slips, trips and falls.

- See something unsafe? – deal with it yourself if you can or report it to the Organisers Office.
- Report accidents – even minor ones – it could prevent a more serious one.
- If you see someone acting unsafely, it is your duty to stop it and report to your supervisor.
- If in doubt, stop and ask your supervisor.

General site requirements

- The use of alcohol or drugs is strictly prohibited onsite. Random testing may be carried out.
- Check any equipment you are using before you start and report any concerns immediately.
- You are responsible for removing your own waste and disposing of it safely.
- Liquid waste must not be poured into either rainwater, foul water sewers or drains.

Site rules for use of vehicles, and operation of mobile plant:

- Valid full driving license for the type of vehicle used.
- Evidence of training for the type of vehicle/plant used, as well as employer's authorisation to drive.
- 5mph speed limit on site.
- Seat belts used if fitted.
- No passengers carried unless a proper seat is fitted for each person.
- All reversing vehicles have a banksman.
- Plant and Site vehicles (including forklifts, pickers, and site vehicles) may only be driven by people who have supplied a relevant, in date license to the Operations team.
- Safety reversing alarms used on all vehicles operated in reverse, if applicable.
- Passengers MUST NOT be carried on forklifts or vehicles if there is no provision for a passenger. Authorisation to drive may be removed by organiser for repeated breaking of these rules.

Site rules for work at height:

- Avoid working at height where possible.
- Suitable towers, ladders and stepladders are fit for purpose, in good condition, and used safely.

Site rules for use of power tools:

- Training and your employer's authorisation are required for the use any type of power tool.
- Use of eye, hearing or other Personal Protective Equipment (PPE) is used where appropriate.
- All hot work activities that may generate enough heat to cause ignition are prohibited. This may include gas or electric arc welding; use of LPG torches or blowlamps; hot air paint strippers; lead welding; angle grinding; If in doubt, ask!

Site rules for basic PPE:

- Hi-vis (worn properly) & safety footwear to be worn at all times.
- Other PPE: e.g., safety helmet, are worn as required by your own risk assessment

Disciplinary action in relation to safety

Safety is in the same category as work performance, and other disciplinary issues. Breaking safety rules will result in a warning to the person concerned and to the company employing them. Repeated breaches of the safety rules may result in the Principal Contactor requiring the removal of a contractor from site.

5. General Information

5.1 Children

No one under the age of 16 years old will be allowed in the halls during build up and breakdown. There are no exceptions.

5.2 First Aid/Medical

In case of emergency, it is imperative that you do not call an ambulance directly but contact the Organisers to request medical attention as they will then be able to direct help and/or an ambulance to the correct location and this prevents confusion.

5.3 Security

There will be constant security cover at the exhibition. However, Exhibitors should remember that exhibition halls are very vulnerable places and should take appropriate precautions against theft.

Any incidents of theft must be reported immediately to the Organisers so that security can be informed, and incident reports can be written. Please note the following security advice regarding exhibiting at shows:

- **Build-up and breakdown:** These are the most vulnerable times for theft. Ensure that there are at least two representatives setting up or dismantling your stand so that the stand is never left unattended. It is important that all products and portable items should be removed from your stand on the first evening of breakdown.
- **Sufficient staffing:** Be sure to have enough team members to staff your stand at all times. Never ask a neighbouring Exhibitor to watch your stand. They may become busy and leave your stand unattended.

Avoid leaving your stand each evening before all visitors have cleared the exhibition hall, and ensure your stand is staffed prior to the show opening (remember the exhibition hall will be open from 8am for other Exhibitors and maintenance staff).

- **Lockable Cabinets:** We recommend you have somewhere to lock away briefcases, mobile phones, handbags and laptops etc. during the day – even when you are on the stand. If you are busy, you may not notice if they are taken.

Please note - most hired cabinets have common locks and should not be regarded as completely secure units.

NB: Please make sure adequate arrangements have been made to insure your goods, as the New Scientist Live team are not liable for any Exhibitor goods (hired or purchased).

5.4 Licensing – Music, Special Treatments, etc

- **Music** - Please ensure that music and commentary for demonstrations, video, and other presentations are kept to a level that will not interfere with neighbouring exhibitors. The recommended level is not more than 80dBa. Exhibitors who consistently cause nuisance may have the power to their stand terminated.

Please be aware that by law, you must obtain the appropriate licences for both live and pre-recorded music, as royalties are collected by PRS (Performing Rights Society on behalf of the composers, and by PPL (Phonographic Performance Ltd) on behalf of copyright holders. For more information on these licences. You can find further information on this license on their website www.pplprs.co.uk.

To apply for a PRS & PPL license please contact our Operations Team by emailing admin@opssquad.co.uk who will then apply for this on your behalf.

- Hands on treatments include massage, reflexology, finger prick blood testing, etc where direct contact is made with the patient/client.

Any exhibitor wishing to carry out any type of hands-on treatment must notify the Operations Team on admin@opssquad.co.uk at least 28 days prior to the event. Local Authority approval is required for many treatments and a fee may be payable (approximately £60 per therapist) for the relevant license if the necessary pre-requirements are not in place.

Late submission of information may result in practitioners being unable to carry out treatments at the event.

5.5 Registration – Exhibitor, Contractor Passes, etc

- Exhibitor Passes – All exhibitors are allocated a specific number of passes; you will be emailed with codes which will enable you to allocate your tickets via SeeTickets.
- Please email olivia.abbott@newscientist.com if you haven't received these within a month of the event, or if you have any queries regarding exhibitor passes.
- Contractor Passes – these will be issued for build and breakdown on all entrances to the halls.

5.6 Internet & Wi-Fi

ExCeL London offer a complimentary Wi-Fi across the whole venue. This service is recommended for light internet and office usage and is not recommended for business-critical connections.

Due to the high number of visitors to the venue, ExCeL London staff are unable to offer assistance to any user having difficulty in connecting to this complimentary service. If you wish to purchase internet for your stand, please order via the **order form** or alternatively contact the ExCeL London directly: <https://www.excel.london/webshop>.

T: 020 7069 4400

E: exhibitororders@excel.london

5.7 Cleaning & Waste Disposal

Practical cleaning of your stand will automatically be carried out by the venue overnight. If you have a night sheet protecting your stand, please supply the Organisers Office with a key to enable the cleaners to access your stand.

If you require any type of specialist cleaning services, please contact ExCeL London on exhibitororders@excel.london or follow this link to order:

<https://www.excel.london/webshop>

Any items left in the aisles overnight will be considered rubbish and will be disposed of by the cleaners.

All sacks of waste should be left in the aisle beside your stand at the close of each day. Please ensure that food waste is separated from other waste.

Please note also that the cleaning contractors are not responsible for disposing of large quantities of litter produced by exhibitors as a result of giveaways, etc.

5.8 Catering

Please note that exhibitors are not permitted to bring their own catering contractor onsite. ExCeL Hospitality are the sole stand catering contractor at ExCeL London and, as such, catering requirements must be purchased from them.

Exhibitors are not permitted to supply their own catering unless by written agreement under special circumstances. Failure to comply with this venue regulation may result in the venue choosing to prevent the serving of food or alcohol by the exhibitor concerned. To order catering for your stand please visit: <https://www.excel.london/webshop>.

5.9 Water & Waste

Water and waste are only available in some areas of the hall. If you require any piped services for your stand, please complete the order form. It is worth noting that a platform floor may be required to cover service pipes.

5.10 Insurance

Although every precaution is taken to protect your property during the event the Organisers are not responsible for any loss or damage. The Organisers recommend that you insure any property you are bringing with you to the event.

Exhibitors are also responsible for insuring against any legal liability incurred in respect of injury or damage to property belonging to third parties. In addition to this, exhibitors should protect their expenditure against abandonment, cancellation, or curtailment of the event due to reasons beyond our control.

All exhibitors should ensure and will be asked to prove that they have adequate insurance protection when attending one of our events. As a minimum at this show, ExCeL state (within our tenancy contract) that you are required to hold no less than £5,000,000 public liability cover and £5,000,000 employer's liability cover. For professional advice on this and other insurances available please talk to an insurance broker regulated by the Financial Services Authority.

Please note that all exhibitors must submit the Public Liability Insurance Form by Wednesday 6th September. Failure to do so may result in delays onsite.


5.11 Scam Emails

A number of you may receive scam emails from a company purporting to be selling our visitor database. We would like to ensure this is a common scam for exhibitor participating

in events and assure you they do not have access to our database. Please ignore these emails and if you have any questions or concerns, please contact a member of the team.

5.12 WhitespaceXPO Webinar

WhitespaceXPO have kindly put together a webinar which introduces them as our official supplier, takes you through their ordering process step by step and answers any key questions you may have for them about the event. To watch this webinar please click [here](#).

	<p>6.1 Health & Safety Stand Activity TO BE COMPLETED BY ALL EXHIBITORS Return Deadline: Wednesday 6th September 2023</p>
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The current Management of Health & Safety at Work Regulations require co-operation and coordination with all parties whilst sharing a workplace. It is a condition of entry into the event that every exhibitor, contractor, sub-contractor, supplier and their agents comply with the Health & Safety at Work Act, 1974 and all other legislation covering the venue. In order to enable this, please complete and return this form affirming your commitment to co-operation (as required by Reg. 9 MHSWR92) with the organisers and venue.

This declaration is to be signed by a senior person within the exhibiting company.

'I can confirm that the named contact has authority to make decisions on behalf of our company with regards to safety matters at New Scientist Live 2023.'

My company's risk assessment for this event and health & safety policy is endorsed with this form and all our personnel are sufficiently trained in matters relating to health & safety in order to carry out their tasks competently. I have ensured so far as it is reasonably practicable that our principal stand contractor and all other agents working on behalf of New Scientist Live 2023 are fully aware of their responsibilities under the Health & Safety at Work, etc. Act 1974 and they have satisfied us as to their competence to carry out their tasks and I am receipt of their risk assessment/s, as necessary.'

Please indicate if any of the following will form part of your participation at New Scientist Live 2023.

- | | | | |
|---|--------------------------|--------------------------------|--------------------------|
| Stand fitting over 4m in height: | <input type="checkbox"/> | Any form of bottled gas | <input type="checkbox"/> |
| Musical performance (live or recorded): | <input type="checkbox"/> | Working mechanical exhibits | <input type="checkbox"/> |
| Food preparation: | <input type="checkbox"/> | Platforms over 600mm in height | <input type="checkbox"/> |
| Hazardous substances (under COSHH) | <input type="checkbox"/> | Other – items of special risk | <input type="checkbox"/> |

Company Name: _____

Stand No: _____

Contact Name: _____


Email: _____

Address: _____

Tel No: _____

Signed: _____ Date: _____

Please complete and return to: admin@opssquad.co.uk.

	6.2 Risk Assessment TO BE COMPLETED BY ALL EXHIBITORS Return Deadline: Wednesday 6th September 2023
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Please use this page as a guide to help you complete your risk assessment. All exhibitors must complete a risk assessment and those who are building their own stands (without employing contractors) should submit a copy along with their stand plans.

This assessment is for exhibiting companies to complete relating to the part they are to play within the exhibition. Any stand contractors for space only sites will complete a separate risk assessment for the stand build and breakdown.

A risk assessment is a careful examination of what, during the build-up, exhibition open period and breakdown of your stand could cause harm to other people. Weigh up whether you have taken enough precautions or if you need to take further actions to prevent harm. The important aspect is if a hazard is significant and if you have covered it by satisfactory precautions to lower the risk as far as possible.

You can work you the risk level using this table.

Worse Case Outcome		Probability Rating	
HIGH – certain to cause death	4	PROBABLE	4
MEDIUM – likely to cause injury	3	POSSIBLE	3
LOW – possible need for first aid	2	UNLIKELY	2
VERY LOW – unlikely to cause injury	1	REMOTE	1


STEP 1	LIST HAZARDS: 1. 2. 3. 4.
STEP 2	WHO MIGHT BE HARMED: 1. 2. 3. 4.
STEP 3	LIST THE CONTROL MEASURES: 1. 2. 3. 4.
STEP 4	WHAT FURTHER ACTION IS NECESSARY TO CONTROL THE RISKS: 1. 2. 3. 4.

Signed:

Company Name:

Stand Number:

Please complete and return to: admin@opssquad.co.uk.

	6.3 Public Liability Insurance TO BE COMPLETED BY ALL EXHIBITORS Return Deadline: Wednesday 6th September 2023
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It is a requirement of the exhibition and venue that each exhibitor has a minimum of £5 million Public Liability insurance cover in place and exhibitors must provide evidence of this.

If you have adequate insurance cover in place, please provide details of the insurers and policy number below:

Exhibitor/ Company Name	
Show name and year	New Scientist Live 2023
Stand Number	
Contact Name	
Insurance Policy Number	
Insurer	
Expiry Date	
Limit of indemnity	

Please complete and return to: admin@opssquad.co.uk.

Please keep a copy for your records.