

# New Scientist Live



## **SHELL SCHEME EXHIBITOR MANUAL**

### **New Scientist Live 2023**

Thank you for choosing to exhibit at New Scientist Live 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.

You have booked a shell scheme stand, so please take a moment to read through the manual and ensure you complete the relevant forms by the deadlines indicated.

On page 3, you will find a contents page that lists all the important information within the manual. Whilst you must read it all ahead of taking part in the show, some key information about your shell scheme stand can be found in sections 3.2 and 3.3. You will also find information on mandatory forms you must submit to take part in the show in section 1.5.

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](mailto:ella@opssquad.co.uk)

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

## CONTENTS:

### 1. Essential Information

- 1.1 Essential Tasks
- 1.2 Event Team
- 1.3 Venue & Delivery Address
- 1.4 Travel & Access

### 2. Build-up, Show and Break Down Timetables

- 2.1 Overview Timetables
- 2.2 Setting Up of Light Equipment & Demonstration Materials
- 2.3 Lighting & Electrics
- 2.4 Breakdown Period
- 2.5 Freight, Storage, Handling & Logistics Company

### 3. Stand Information

- 3.1 General Stand Rules
- 3.2 Standard Shell Scheme
- 3.3 Shell Scheme Visual & Specification
- 3.4 Shell Scheme Stand Regulations
- 3.5 FAQs
- 3.6 Contractor Contact Details List

### 4. Health & Safety

- 4.1 Statement
- 4.2 General Regulations
- 4.3 Heavy Lifting
- 4.4 Site Rules & Induction

### 5. General Information

- 5.1 Children
- 5.2 First Aid/Medical
- 5.3 Security
- 5.4 Licensing – Music, Special Treatments, etc
- 5.5 Registration – Exhibitor, Contractor Passes, etc
- 5.6 Internet & Wi-Fi
- 5.7 Cleaning & Waste Disposal
- 5.8 Catering
- 5.9 Water & Waste
- 5.10 Insurance
- 5.11 Scam Emails
- 5.12 WhitespaceXPO Webinar

### 6. Compulsory & Order Forms

- 6.1 Health & Safety Declaration
- 6.2 Risk Assessment
- 6.3 Public Liability

## 1. Essential Information

### 1.1 Essential tasks to complete

In each section of the manual, we have linked to relevant forms that you may need to fill in. For example to order extra furniture or electricity, but in this section, we have indicated the mandatory tasks that need to be completed before the show. This information is vital to exhibiting at New Scientist Live, without this you may incur additional charges.

**To make it as easy as possible, we have set one deadline for all operational services – Wednesday 6<sup>th</sup> September...**

#### **Operational Services include:**

- Electrics & lighting
- Carpet & flooring
- Graphics
- Furniture
- Internet
- AV equipment

Please fill in the following forms found in the appendices:

- **Health and Safety form**  
The Health and Safety form relating to all stand activity can be found in Appendix 6.1
- **Risk Assessment**  
A link to the risk assessment form can be found in Appendix 6.2
- **Public Liability Insurance**  
A link to the public liability confirmation form can be found in Appendix 6.3
- **Choose your carpet colour**  
All shell scheme stands are provided with carpet – this is slate grey as standard. You can change your carpet colour free of charge to one of a preselected number of options. If you wish to change your carpet colour, please complete the floor covering [order form](#)
- **Name boards**  
Your exhibitor name appears on the name panel in blue vinyl lettering on a white background. There are only thirty characters available – please complete the [nameboard form](#) in this manual.

### 1.2 Event Team

#### **Operations and Logistics**

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

Ella Bailey

[ella@opssquad.co.uk](mailto:ella@opssquad.co.uk)

01293 401051

### **New Scientist Exhibitor Enquiries:**

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](mailto:olivia.abbott@newscientist.com)                      020 3615 6596

### **Sales Team (Exhibition stands and sponsorship)**

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

Jacqui McCarron                      [jacqui.mccarron@newscientist.com](mailto:jacqui.mccarron@newscientist.com)                      020 3615 6554

### **Event Management Team**

The event management team are here to help with any other questions you may have about the show.

Gemma Dowie                      [gemma.dowie@newscientist.com](mailto:gemma.dowie@newscientist.com)                      020 3615 5091

Henry Gomm                      [henry.gomm@newscientist.com](mailto:henry.gomm@newscientist.com)                      020 3615 6474

## **1.3 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 must NOT be made to ExCeL before build-up on Thursday 5<sup>th</sup> October (see section 2.1 for build-up and break down timetables).

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 (please see sections 2.6 for more details).

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

## **1.4 Travel & Access**

Please click [here](#) for travel and car parking details. Please allow extra time as ExCeL is extending and parking may take longer than usual.

## **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. Build Up, Show and Breakdown Timetables

### 2.1 Overview Timetable

#### Build up

Date	Hall Open Times for Exhibitors	Access For
Friday 6 <sup>th</sup> October	8am – 8pm	All Exhibitors

#### Show timetable

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

#### Breakdown for all exhibitors

Date	Hall Open Times	Access For
Monday 9 <sup>th</sup> October	3.30pm – 8pm	All Exhibitors

Under no circumstances may any goods be removed or packed away on stands before 3.30pm on Monday 9<sup>th</sup> October as the organisers need to ensure all visitors have vacated the halls.

### 2.2 Setting up your stand

You can start setting up your shell scheme stand from 8am on Friday 6<sup>th</sup> October.

### 2.3 Lighting & Electrics

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 (please see section 3.2 for more details).

Please be aware that lighting and/or power are not included as part of the standard shell scheme package and are optional extras (see section 3.2 for more details). WhitespaceXpo are the official electrical contractor for New Scientist Live. Orders for electrics should be placed directly with them using the [order form](#) no later than Wednesday 6<sup>th</sup> September.

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

It is important to note that power to your stand may require a mains box and cable to be located within your stand space. Wherever possible this will be positioned in the top corner or in a void.

## **2.4 Breakdown Period**

Please note that any items left unattended in the hall from 3.30pm on Monday 9<sup>th</sup> 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 such as 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.**

## **2.5 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 safety reasons. If you require their services please complete the [order form](#) and return to [logistics@exhibit3sixty.co.uk](mailto:logistics@exhibit3sixty.co.uk). Alternatively, you can give them a call on 024 7657 3663.

Please note that you are not permitted to store anything 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**.
- 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 Standard Shell Scheme Information

Your stand comes with walls, carpet, and a fascia name board. Details are listed below on how to choose your carpet colour and submit your name board. We have also included a list of other additional elements you can add to your stand and the relevant forms should you wish to order any of these extras.

##### **Included:**

##### Carpet

All shell scheme stands are provided with carpet – this is slate grey as standard. You can change your carpet colour free of charge to one of a pre-selected number of options. If you wish to change your carpet colour, please complete this [order form](#).



### Name boards

Your exhibitor name is applied to the name panel in **blue** vinyl lettering on a white background. Thirty characters are available – please complete the [nameboard form](#).

### **Extras:**

#### Furniture

No furniture is included with your stand. If you wish to hire furniture you can view items and prices here: <https://thorns.co.uk/exhibitions-we-supply/new-scientist-live/> or contact Thorns via:

E: [tara@thorns.co.uk](mailto:tara@thorns.co.uk)

T: 020 8801 444

You are welcome to bring your own furniture or use your own contractor.

### **Power & Lighting**

Please be aware that lighting and/or power are not included as part of the standard shell scheme package. 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 Friday 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.

Orders for electrics should be placed directly with WhitespaceXpo using the order form no later than Wednesday 6<sup>th</sup> September. Please note that if the electrical order form is received after this date then you will incur a 20% increase.

### **Wi-Fi**

ExCeL provides free Wi-Fi throughout the site, this is generally used for light browsing. If you require a strong connection for your stand, we recommend purchasing Wi-Fi ExCeL. To order internet access and Wi-Fi please visit <https://www.excel.london/webshop>

### **Accommodation**

New Scientist Live partners with Event Express to provide affordable accommodation. For more information and discounted room rates, **LINK COMING SOON**. Alternatively you can call +44 (0)1905 732737 or email [reservations@eventexpressuk.com](mailto:reservations@eventexpressuk.com).

### **AV**

New Scientist Live partner with One Big Star to provide exhibitors with quality AV equipment.

For more information and to order please complete this [order form](#).

### **Catering**

Exhibitors are not permitted to bring their own catering contractor onsite. ExCeL Hospitality are the sole stand catering contractor at ExCeL and, as such, catering requirements must be purchased from them, please order by visiting <https://www.excel.london/webshop>.

### **Courier**

Please ensure that no deliveries are made to the venue before Friday 6<sup>th</sup> October, as they will be turned away. If you are using a courier to deliver goods to your stand, please inform the couriers handling agent that there will be no trolleys or porters available. Deliveries to stands must be completed 30 minutes before the show opens each day.

THE ORGANISERS WILL NOT ACCEPT RESPONSIBILITY FOR ANY GOODS DELIVERED TO UNATTENDED STANDS. Please ensure that all parcels are clearly labelled with company name, stand number, mobile number and contact name.

### **Graphics**

Additional graphics can be ordered through WhitespaceXpo, please email [info@whitespacexpo.com](mailto:info@whitespacexpo.com) to enquire.

### **Parking**

ExCeL offers on-site parking for 1,800 cars. For more information please visit: <https://www.excel.london/visitor/getting-here/driving-and-parking>

### **3.3 Shell Scheme Visual & Specification**

Your stand will look like the diagram below.

*Please note that this size is generic and may not be your exact stand size. The size below is 3m x 3m shell scheme stand with two sides open.*



### 3.4 Shell Scheme Stand Regulations

The shell scheme is only on hire to exhibitors and should not be painted, nailed or screwed into. We suggest using Velcro (hook and loop) or sticky fixers which do not damage the panels. Other appropriate fixings and components are available from WhitespaceXpo. Any damage to stands will be chargeable to the exhibitor.

### Health & Safety and CDM

If you intend on carrying out any construction within your stand (i.e., build within your shell scheme) 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 disseminated to all staff and temporary staff you are using. **Please note stand dressing, posters, placing display cases, freestanding furniture etc. do not constitute construction.**

### 3.5 Frequently Asked Questions

#### 1) How do I apply for my exhibitor wristbands and complimentary tickets?

From July 2023 all exhibitors will be emailed a link to claim their exhibitors passes and complimentary tickets. The email link will include two codes, one to book your exhibitor passes, the other to book your complimentary tickets.

If you do not receive an email with your link and codes, please contact Olivia at [olivia.abbott@newscientist.com](mailto:olivia.abbott@newscientist.com)

#### 2) Can I bring my child along with me?

Children under the age of 16 are not permitted in the hall at any time during the build and breakdown periods of the exhibition. This rule includes exhibitor's children owing to health and safety regulations.

### **3) Can I fly or demo a drone flight?**

If you are planning to demonstrate a drone flight on your stand, please note that it is a legal requirement you fly within a netted area.

If drones are caught flying within the hall the organisers reserve the right to terminate your stand onsite.

### **4) What happens if there is a fire or an emergency?**

Click [here](#) for a copy of the ExCeL emergency procedures.

Please ensure that you and your team are fully aware of the procedures before the show.

### **5) Can I use liquid petroleum gas or other bottled gases on my stand?**

The use of liquid petroleum gas and other bottled gases are NOT permitted.

### **6) Do I need to have public liability insurance cover as an exhibitor?**

Although every precaution is taken to protect your property during the show, all exhibitors must have insurance covering any legal liability incurred in respect of injury or damage to property belonging to their parties. In addition, exhibitors must protect their expenditure against abandonment, cancellation or curtailment of the show due to reasons beyond our control. Organisers are not responsible for any loss or damage occurred.

For further information on insurance and how to submit your insurance certificate, please see sections 1.1 and 5.10.

### **7) Can I bring my own forklift truck onsite?**

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

Tel: 024 7657 3663 Email: [logistics@exhibit3sixty.co.uk](mailto:logistics@exhibit3sixty.co.uk).

Please note for reasons of safety it is important to provide the correct weight of items to be lifted on their [order form](#).

### **8) Can I provide massages or hands on treatments as part of my stand?**

Any exhibitor wishing to carry out massage or another type of hands-on treatment must notify the Operations Team at least 28 days prior to the show. Local Authority approval and a license is required for many treatments and a fee may be payable for the relevant license.

### **9) I need a credit card payment machine/PDQ machine for my stand, do you have them available?**

Credit card machines/PDQ machines can be hired for the show from Wireless Terminal Solutions.

For more information, please call +44 (0)845 459 9984 or email [sales@wirelessterminalsolutions.co.uk](mailto:sales@wirelessterminalsolutions.co.uk)

**10) I will be offering sample of food/alcohol on my stand, do I need to let you know?**

Yes, if you plan to have food or alcohol sampling as part of your stand activity, please contact the Operations Team (details in section 1.1) prior to the show. The Operations Team will be able to issue you with the relevant rules and regulations relating to the items you are sampling.

**11) Is storage available on site for exhibitors?**

Exhibitors who require additional storage are responsible for pre-arranging the storage of empty packing cases, excess stock etc. with Exhibit3sixty prior to the show. To do this please [complete this form](#).

Please note that due to fire regulations, storage behind stands is not permitted and there are no general storage facilities in the hall.

**12) Are there trolleys on site I can use?**

No, trolleys are not available on site. Please ensure that if you require a trolley, you bring one with you.

**13) Are there water and waste facilities within the halls for my stand?**

Water and waste is only available in some areas of the hall. If you require any of these services, please visit <https://www.excel.london/webshop>. There are also four water refill stations located by the East and West Entrances as well as by the halls S4 and S7.

**3.6 Contractor contact details:**

Shell scheme stands come with walls, carpet and nameboard - more details of what is included in your shell scheme stand and how to order extras can be found in section 3.2. Should you require any additional services, please take a look at section 3.2 and also see below for a quick view of our contractors/suppliers.

<u>Accommodation</u>		
Event Express	01905 732 737	<b>Coming Soon</b>
<u>Audio Visual</u>		
One Big Star	0845 009 9559	Click <u><a href="#">here</a></u> to order
<u>Catering</u>		
ExCeL Hospitality	020 7069 4400	Click <u><a href="#">here</a></u> to order
<u>Carpet &amp; Flooring</u>		
WhitespaceXpo	0330 1705 761	Click <u><a href="#">here</a></u> to order
Electrics & Lighting		
WhitespaceXpo	0330 1705 761	Click <u><a href="#">here</a></u> to order
<u>Furniture</u>		
Thorns	020 8801 4444	Click <u><a href="#">here</a></u> to order
<u>Graphics</u>		
WhitespaceXpo	0330 1705 761	Click <u><a href="#">here</a></u> to order
<u>Shell Scheme Accessories</u>		
WhitspaceXpo	0330 1705 761	Click <u><a href="#">here</a></u> to order
<u>Stock Logistics &amp; Dry Storage</u>		
Exhibit3sixty	024 7657 3663	Click <u><a href="#">here</a></u> to order
<u>Wi-Fi &amp; Internet Access</u>		
ExCeL Venue Services	020 7069 4400	Click <u><a href="#">here</a></u> to order



## 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 5<sup>th</sup> – Monday 9<sup>th</sup> 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 <sup>th</sup> October	8am – 8pm
Amber:	Friday 6 <sup>th</sup> October	8am – 8pm
Green:	Saturday 7 <sup>th</sup> – Monday 9 <sup>th</sup> October	
Amber:	Monday 9 <sup>th</sup> October	3.30pm – 6pm
Red:	Tuesday 10 <sup>th</sup> 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 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 ExCeL 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 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.
- 5 mph speed limit on site.
- Seat belts must be 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 resource 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, mobile phones, bags, 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](http://www.pplprs.co.uk).

To apply for a PRS & PPL license please contact our Operations Team by emailing [admin@opssquad.co.uk](mailto: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](mailto: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 – In July 2023, all exhibitors are allocated a specific number of passes; you will be emailed with codes which will enable you to allocate your passes. **Please email [olivia.abbott@newscientist.com](mailto: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:

T: 020 7069 4400

E: [exhibitororders@excel.london](mailto: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](mailto: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. 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 in appendix 6.3 by Wednesday 6<sup>th</sup> 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. Unfortunately, this is a common scam for exhibitors participating in events and can assure you they do not have access to our database.

Please ignore these emails and if you have any questions or concerns, 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><b>6.1 Health &amp; Safety Stand Activity</b>  <b>TO BE COMPLETED BY ALL EXHIBITORS</b>  <b>Return Deadline: Wednesday 6<sup>th</sup> September 2023</b></p>
---	---

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](mailto:admin@opssquad.co.uk).



	<b>6.2 Risk Assessment</b> TO BE COMPLETED BY ALL EXHIBITORS <b>Return Deadline: Wednesday 6<sup>th</sup> September 2023</b>
---	--

Please use this page as a guide to help you complete your risk assessment. All exhibitors must complete a risk assessment

**This risk assessment is for exhibiting companies to complete, relating to their stand within the exhibition.**

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 out 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

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


Signed:

Company Name:

Stand Number:

NB: As an exhibitor you have a legal requirement to assess risk appertaining to your participation in any exhibition. This form is intended as a guide only and completion does not absolve you from your legal responsibilities or transfer them to the venue or organisers of New Scientist Live 2023.

Please complete and return to: [admin@opssquad.co.uk](mailto:admin@opssquad.co.uk).

	<b>6.3 Public Liability Insurance</b> TO BE COMPLETED BY ALL EXHIBITORS <b>Return Deadline: Wednesday 6<sup>th</sup> September 2023</b>
---	---

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:

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

Please complete and return to: [admin@opssquad.co.uk](mailto:admin@opssquad.co.uk).

**Please keep a copy for your records.**