



**The Only
UK Based
Professional
Makeup Artist
Show**

MAY 4th & 5th 2019
Exhibitor Manual
Hilton Hotel Manchester



Uk Office: Unit 1 Chapel Hill Ind Estate Longridge Lancashire PR3 3BU

Tel: 44 (0) 1772 668900 Fax: 44 (0) 1772 786001

christine@umae.co.uk www.umae.co.uk

CONTENTS PAGE

	Page
Welcome & Team Information	3
Exhibitor Deadline Checklist	4
Timetable/Mandatory venue criteria	5
Forms	6
BADGES, PASSES & VENUE INFORMATION	
Access	6
Badges & Passes – Exhibitors	6
Badges & Passes - Contractors	7
Badges & Passes – Vehicle ID Labels	7
Banking Facilities	7
Car Parking	7
Cloakroom	7
Congestion Charge	7
Couriers	7
Deliveries & Collections	7
Directions to the venue	8
Disabled Facilities	8
Drinks License	8
Emergency & Fire Procedures	8
First Aid	8
GENERAL INFORMATION	
Balloons	9
Canvassing	9
Children	9
Dilapidations	9
Equality Act	9
Electrics & Lighting	9
Gangways	9
Insurance	10
Lost Property	10
PA System	10
Security	10
Vehicles / Trailers on stands	10
Waste Disposal	11
SHELL SCHEME BUILD INFORMATION	
Your stand – Shell Scheme	11
Carpet & Floorcoverings	11
Cleaning	11
Electrics	12

Shell Scheme	12
Height Limit	12
Shell scheme accessories	12
Walling	12
What does a typical shell scheme look like?	13
Space Only stands	13
Space Only Build Contractor	28
HOW DO I ORDER SERVICES?	
Audio Visual & Computer Hire	13
Carpets and Floor Coverings	13
Catering	14
Electrics	14
Forklifts, Freight Forwarding & Storage	14 / 28
Insurance	14
Internet Connections, Telephones & Fax	14
Photography	14
Rigging	14
Shell Scheme accessories	15
Visitor Data Capture	15
Water, waste, compressed air & gas	15
ORDER FORMS	
Forms	19-27
Risk Assessment	21-22
Lights & Electrics Space Only	23
Lights & Electrics Shell Scheme	24
Shell Scheme Extras	25
Scale Drawing	26
Health & Safety Declaration	27
Broadband & Internet	28
HEALTH & SAFETY GUIDE	
Health & Safety declaration	15
Fire resistant materials	16
Electrical Installations Regulations	16
Food & drink sale sampling	16
Promotions, Treatments & Massage	17
Risk Assessment	17
Working at Height	17
Health & Safety Checklist	17
USEFUL DOCUMENTS	
Emergency Procedures	18
Vehicle ID Labels	19



Dear Exhibitor,

Welcome to United Makeup Artists' expo.

This exhibition will be held at the HILTON HOTEL, 303 DEANS GATE, MANCHESTER, M3 4LQ
Saturday 4th & Sunday 5th MAY 2019.

This manual contains all the information you should require to organise your participation at the show. You will find the answers to most of your questions in this manual but it is not designed to replace our personal service.

Our team will be happy to answer any questions, and can be contacted via the details below.

SALES & LOGISTICS:

Chris McGowan

Tel: 07977 443268

Email: cmg@umae.co.uk

MARKETING & PUBLIC RELATIONS:

Simone Koopman

Tel: 01772 668900 / 07813 854833

Email: simone@umae.co.uk

EDUCATION:

Christine McGowan

Tel: 01772 668900 / 0779 0074367

Email: christine@umae.co.uk

SEMINAR PROGRAMME QUESTIONS:

Simone McGowan

Tel: 07813 854833

Email: simone@umae.co.uk

Please note for queries relating to the information contained in this manual, I am your contact.

We look forward to working with you over the next few months, and wish you a successful preparation to the show!

Kind regards

Christine McGowan

Show Manager

United Makeup Artists' expo (UMAE)

<http://www.umae.co.uk>

EXHIBITOR DEADLINE CHECKLIST – ORDER FORMS

PIN THIS LIST TO YOUR NOTICE BOARD

COMPULSORY ITEMS TO ACTION	DEADLINE	RETURN TO	DONE?
Health & Safety Declaration Form (page 26)	30th April	christine@umae.co.uk	
Name for Shell Scheme stand name board	30th April	christine@umae.co.uk	
Printed Vehicle ID Passes (page 19)	N/A	please print (p19) Distribute to your contractors	
Risk Assessment Form (page 20/21)	30th April	christine@umae.co.uk	
Public Liability Insurance Certificate	30th April	christine@umae.co.uk	

OPTIONAL ITEMS TO ACTION	DEADLINE	RETURN TO	DONE?
Contractor List	30th April	christine@umae.co.uk	
AV & Computer Equipment requests	30th April	christine@umae.co.uk	
Carpet & Floor coverings	ASAP	christine@umae.co.uk	
Catering	30th April		
Electrical Order Form (page 22/23) & Scale Drawing	30th April	christine@umae.co.uk	
Build up/Take down Hands for Hire	30th April	christine@umae.co.uk	
Forklifts, Freight Forwarding & Storage Order Trolleys	ASAP	christine@umae.co.uk	
Telecommunications- Internet Connection	30th April	christine@umae.co.uk	
Telecommunications- Phone Line	30th April	christine@umae.co.uk	
Shell Scheme Accessories Form (Octanorm or Traditional) & Location Plan	30th April	christine@umae.co.uk	
NOTE: All late submissions will be subject to a 20% surcharge			

EVENT TIMETABLE

HILTON HOTEL,
303 DEANSGATE,
MANCHESTER,
M3 4LQ

ORGANISERS OFFICE, CONFERENCE ENTRANCE

BUILD-UP:

Saturday 4 th May 2019	0500 - 1200hrs	Exhibitor access
	0500 - 1200hrs	Access for Deliveries only

Initial power connections to stands are made as soon as possible but may not be available for stand construction by contractors at the start of build up unless a temporary supply has been ordered from the venue

OPEN PERIOD:

Saturday 4 th May 2019	1230 - 1830hrs	Exhibitor access
	1230 - 1830hrs	Event open to Visitors/Exhibitors/Press
Sunday 5 th May 2019	0900	Exhibitor access
	0945 - 1645hrs	Event open to Visitors/Exhibitors/Press

Please note that should you order stand fitting extras, electrics or furniture on the morning of 31st April, these services cannot be guaranteed to be fitted/delivered to your stand before the show build up closes.

BREAKDOWN:

Sunday 5 th May 2019	1645 - 2200hrs	Exhibitor access
It is a contractual requirement that under no circumstance is your stand to be dismantled in any way or products removed before the show closes and whilst visitors are still in the hall.		

Mandatory venue criteria. Contractors will only be granted access into the hall once it is clear of all visitors.

Although the show provides its own security, all Exhibitors are advised not to leave their stand unattended at any time during build-up, show open times and breakdown. Once the show has closed for the evening, no persons other than show security will be allowed in the hall.

It is the exhibitor's responsibility to remove all stand materials, **packaging and waste from the hall. A charge of £25 per day will be charged for cleaning services.** Any items not removed by **2200hrs on Sunday 5th May 2019** will be removed and disposed of and the removal charge will be passed onto the exhibitor.

We recommend that staff making deliveries bring trolleys to transport goods to and from their stand. This will reduce the amount of time it takes to load and unload and so assist the free-flow traffic. **There will be no trolleys available onsite unless specifically ordered through the organisers.**

Hands for Hire will be available during Build up and Take down at a min of £18 per 30mins rate if pre-ordered via the organisers.

During build-up & break down vehicles should be unloaded as quickly as possible and then removed from the loading areas, in order to make space for other vehicles. Vehicles entering and leaving the Loading Bay will be under the overall control of the Traffic Marshals and drivers **MUST** obey all instructions. Please note couriers should also access the hall via the Loading Bay.

Couriers Collecting in Breakdown

Please ensure your packages are left on your stand for collection. They must each have a contact mobile number included within the return address. If the packages are not collected by 10pm on Sunday, we will call you to move them to the loading bay as nothing can be left in the hall overnight and the venue will not accept responsibility for the package.

BADGES, PASSES & VENUE INFORMATION

Access

The UMAe traffic staff will control and monitor traffic around the perimeter of the venue. Drivers need to know the relevant stand number and its rough location, in order to assist the marshals and gatekeepers in directing them. Access will be granted for breakdown at the discretion of the marshal. This will reduce the amount of time it takes to load and unload and so assist the free-flow of traffic.

Please make your way to the Loading Bay where the traffic marshals will give you instructions.

Hi Viz vests MUST be worn at all times when accessing the loading bay **no exceptions** can be made for exhibitors or contractors to the show – Vests will be available to purchase @ £5.00 via the Organisers

If you wish to hire any trolleys, unloading equipment or Hands for Hire please do this through the website.

<http://www.uma.co.uk/online-booking/show-sundries.html>

There are goods lifts in the Loading Bay for the delivery of stand materials and exhibits.

Lift 1 (bottom of loading bay) Goods Lift - (Capacity - 2000kg)

Exhibitors/Contractors should be aware that there are a number of doorways to pass through when taking items from the goods lifts exhibition. A site survey is advised for any exhibitors/contractors who wish to view the access/egress at the centre. Please contact the [Organisers](#) to arrange an appointment. A list of the doorway dimensions is available upon request.

Badges & Passes – Exhibitors

Exhibiting personnel must wear a wristband at all times during the show, and in order to gain access to the hall.

To save time on the day, please order all of your exhibitor wristbands pre-event online, so that you and your colleagues can quickly and easily enter the venue on the day. Any question email christine@uma.co.uk

Wristbands will be available for collection from the Registration Team from build up day.

Order Forms

All order forms can be found at the back of this manual.

Please note: Exhibitor wristbands are for stand personnel only i.e. those working on your exhibition stand and not for members of staff attending as visitors. For more wristbands enquiries please contact christine@uma.co.uk

Badges & Passes – Contractors

Please send your external contractor details to the organisers pre-event. This will guarantee their entry into the hall and save time on the morning of build up.

Contractor badges will be valid during the build up and breakdown periods of the show only. Contractors will need to collect a badge from security/registration upon their arrival at the venue. Contractors will need proof of participation in the show by showing their exhibitor order.

Courier companies do not require contractor badges.

Badges & Passes – Vehicle ID Labels

All vehicles making deliveries during build-up and breakdown are required to display a Vehicle ID Pass.

These passes will need to be printed off by you from the last page of this manual and distributed to your contractors who must complete and bring these with them onsite.

Car Parking

There is a payable car park opposite the hotel. Please note there is a **1.9m height restriction**.

Cloakroom

The cloakroom is located adjacent to the registration desks and will be open on show day from 0800hrs Sat & 0900 Sun, until thirty minutes after the close of the exhibition. There will be a charge of £1.50 for each item stored with this service.

Deliveries & Collections

Deliveries will be accepted onsite ONLY from **0800hrs on Friday 3rd May**. Any deliveries made during the tenancy period should be clearly marked with the **Exhibition title, exhibitor name and stand number & mobile number**. The Organisers (UMAE) and venue cannot be held responsible for the transportation of deliveries to individual stands. UMAE will not accept liability for any charges, duties unpaid and will not sign for any parcels or shipments.

Any deliveries not clearly marked as above are likely to be returned to sender.

You will **NOT** be able to deliver any Exhibition stands or items in advance of the setup day of the event as there are no large storage facilities available at the venue.

All deliveries must be made during hall open times as above and addressed to you as follows:.....

Exhibiting Company Name

Stand No.

Mobile number

C/O United Makeup Artists' expo
HILTON HOTEL,
303 DEANS GATE,
MANCHESTER,
M3 4LQ

The Organisers may be able to sign for your delivery if the full & correct information is on the label. However, we cannot accept responsibility if there is no representative from your company to sign for it, as we have limited storage facilities.

If you have a courier collecting your goods at the end of the show, please check their operating times to ensure they are able to collect after the show has closed. Please ensure your boxes are clearly labelled with your stand number, company name and mobile number.

Directions to the Venue

<https://goo.gl/maps/GkwQwFPBUbo>

Disabled Facilities

There are facilities for people with disabilities. The front of the building is ramped, enabling easy access with a lift to all floors. There are disabled toilets on all levels.

Please note that all space only stands with a raised platform require ramped access for disabled visitors.

Drinks License

Details of the venue drinks license are available on request and must be adhered to at all times. Please consult your [Organiser](#) immediately if you plan on having alcohol available at your stand.

Emergency & Fire Procedures

Please pay careful attention to the venue Emergency & Fire Procedures at the back of this manual – page 18.

First Aid

The centre is manned throughout the tenancy of the event. If you need to contact a medic please contact the organisers who will assist you with your query. **In the event of an emergency**, it is imperative that you contact the organisers or hotel reception as your first port of call. Their venue knowledge can save vital time in the event of an emergency. Any accident or incident must be immediately reported to Organiser.

GENERAL INFORMATION

Balloons

Use of helium or balloon gas filled balloons must be agreed in writing to the [Organisers](#) prior to the event. A £100 refundable deposit will be required for their use at the venue.

Canvassing

All exhibitors are advised that unless they have a contractual agreement with the event Organisers, all promotional activity including literature distribution is restricted to the limits of their stand. For details of sponsorship opportunities available in the halls, please contact the [Organisers](#).

Children

Under no circumstances will children under the age of 16 years be allowed in the halls during build up and break down, this rule also applies to all exhibitor children. There will be no exception to this.

The Exhibition is a trade event and the nature of the exhibits during the open period will reflect this, as such it may not be a suitable environment for under 16s. Access may be granted only in agreement with the Organisers and the Parent/Guardian.

Dilapidations

Exhibitors are responsible for all panels, walls, columns, flooring, Shell Scheme stands, hired accessories; etc within their stand area and any damages will be made good at the exhibitor's own expense.

All exhibits and stand-fitting materials must be cleared from the venue and charges will be levied for the removal of any abandoned articles, including carpet tape.

Equality Act

Please note that all exhibitors are expected to comply with the Equality Act. For venue information please contact the venue

Electrics and Lighting

The venue has a comprehensive range of electrical services for hire and installation and offers an extensive range of light fittings and flexible power supplies including three phase if required. Our in-house team of electricians can provide a professional and competitive service to Exhibitors for all electrical installations and connections to mains. Please contact the Organisers for full details.

Stand Connections: During build-up, initial connections to stands are made as early as possible, but in some cases this could mean opening morning if the stand is not complete.

Basic guidelines

Listed below are examples of “typical” loadings for items plugged into socket outlets:

- 500 watt sockets: PC Computers, small plasma (below 60” inch) TV’s, videos, spotlights to 500W- if you are running multiple power items then you will need to upgrade your power socket via the electrical contractor in advance. Contact SO Group to discuss.
- 1000 watt sockets: refrigerators, domestic filter coffee machines, lighting up to 1000W
- 2000 watt sockets: kettles, machinery up to 2000W
- 3000 watt sockets: hired coffee machines, machinery 2000W to 3000W

As the exhibitor, it is your responsibility to order adequate power supply for your stand. Failure to do this will result in delays on site and could be a fire risk. On-site checks will be carried out by the appointed Health & Safety Officer and Electrical Contractor. In all cases the decision of the Organisers is final.

Gangways

Emergency gangways **MUST** be kept clear at all times and anything left in any gangway will be deemed as rubbish by the cleaners and removed. Please ensure that your contractors are briefed on this matter.

Insurance

Exhibitors are required to take out adequate insurance in the respect of all claims and are also advised to ensure that they have adequate insurance cover for;

- Exhibits and contents of stand
- Public liability / third party risk
- Expenses incurred due to cancellation, abandonment or postponement of the exhibition for causes not within the Organisers' control
- Interior stand construction / Goods whilst in transit

We must receive a copy of this certificate no later than the 30th April

Any loss or damage that may occur during the show should immediately be notified to the Organisers' office. Whilst the Organisers and venue will take every precaution to protect exhibitors' property during any event, we are not responsible for any loss or damage. The minimum insurance level at the event for each company is to have Public Liability Insurance.

Lost Property

There is a lost property office in the venue and any item found should be handed into Main Reception. The property will be held for up to three months and all claims should be made via the Hotel.

PA System

The public address system is for use by the Organisers only. During the open period only official and emergency messages will be broadcast.

Security

If you are intending to use your own guard please email the [Organisers](#), prior to the show.

Exhibitors are advised to not leave their stands unattended during build up, breakdown or the open period, and to take particular care with personal items such as mobile telephones and laptop computers.

Any incidents of theft must be reported to the Organisers immediately as it will be necessary to complete a security form and report the incident to the police.

Please note that neither the Organisers nor the venue can be held responsible for any loss or damage to stands, exhibits or personal items.

Vehicles / Trailers on stands

The Organisers must be notified of any mobile units and motor vehicles being brought into the halls well in advance of the event so that a suitable delivery/collection time can be arranged, please contact the [Organisers](#). Should you want to bring in these items, check re: access dimensions and weight loadings.

Please also note the following regulations concerning exhibiting vehicles or trailers on your stand:

1. The fuel tanks of motor vehicles must contain only sufficient fuel to move the vehicle in and out of the hall.
2. The fuel tanks on all other petrol engine equipment must be empty.
3. The fuel tank must be sealed, wherever possible with a lockable cap.
4. All vehicles must be provided with a drip tray and shall be positioned within the boundaries of the stand so that any protrusions, doors, tail lifts etc, do not infringe the stand perimeter.
5. The running of engines during the open period of an exhibition is strictly prohibited.
6. For vehicles required to operate as part of a moving demonstration, "pit" positions must be clearly defined and agreed with the venue. Suitable fire extinguisher(s) must be provided.
7. Filling or emptying of fuel tanks inside the hall is strictly prohibited at all times.

Waste Disposal

You are required to remove all excessive building rubbish, carpets and floor coverings from your stand area and the venue at the end of the breakdown. These must not be dumped or disposed of in the hall or any other part of the venue. Any rubbish left in the hall will be skipped by the Cleaning Department and a charge of £500 per skip load will be charged to the relevant exhibitor. We will be taking pictures of each area as proof and an invoice will be sent to you after the event.

Please contact the organiser for a quotation on skip hire for excessive waste.

Shell Scheme Build Information

YOUR STAND – SHELL SCHEME

As a shell scheme exhibitor you will get the following as part of your shell package;

Carpet (existing floor) as the floor of the venue is already carpeted, exhibitors wishing to use alternative floor covering may do so and must take adequate precautions to protect this existing carpet from damage, by using floor flats or a platform. This can be ordered through the '**Octonorm Extras Order Form**' and will be at your own cost – please return to the [Organisers](#).

Shell & White Panel Walling

DEADLINE: 30TH April 2019 Late submission will incur a 20% surcharge.

IMPORTANT NOTE: Exhibitors and Contractors **will NOT be allowed to commence their build-up** until they have complied with all the requirements of the Health & Safety at Work Regulations 1992 and returned both the basic Shell Scheme Risk Assessment Form & Health & Safety Declaration Form.

Please note, items of the shell scheme stand package are not interchangeable or transferable, nor will cancellation of an item qualify you for a refund.

Carpet and Floor coverings

If you wish to lay your own choice of carpeting/flooring over the venue carpet at your stand, a subfloor **MUST** first be laid to protect the venue flooring and appropriate edging be laid in place. Please contact the [Organisers](#) for further info. NOTE : IT IS NOT PERMITTED TO CUT ANY venue carpet. Any damage caused during the tenancy will be charged to the Exhibitor at full cost. (see **FORMS** p 6)

Cleaning

All stands, gangways and public areas will be cleaned and vacuumed before the show opens. After the show closes you must remove any rubbish bags or empty boxes for disposal into the gangways. If you have lockable areas on your stand that require cleaning, please ensure that you leave a duplicate key with the Organisers' office on the day of build up. These may be collected after the show opens.

It is also your responsibility to ensure that either you or your contractor removes all excessive building rubbish, carpets, and floor coverings from your stands area in the venue at the end of breakdown. These must not be dumped or disposed of in the hall or any other part of the venue. Any charges incurred, due to items being abandoned will be passed directly onto you approx £500. Neither the Organisers nor the venue will accept responsibility for items left behind.

Electrics

Power is available at no extra charge but only on a shared basis. We will endeavour to provide power if it is require but are not under and contract to do so.

Any electrical work on stands must be ordered through the Organisers. Please complete relevant form or contact us directly to discuss further. Please complete and return the Scale Drawing Plan so that these additional items can be positioned correctly before your arrival onsite. If this plan is not sufficient for your needs, please ensure you send accurate drawings. Alterations onsite can incur additional charges.

DEADLINE: 30TH April 2019 late submission will incur a 20% surcharge.

Shell Scheme Graphics

Dimensions: Panel Sizes	<u>Display size</u> Full 1m Panel	<u>Actual panel size</u> 970mm wide x 2360mm high	<u>Display (seen size)</u> 950mm wide x 2340mm high
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Height Limit

Please see floor pan.

Shell scheme Accessories

Exhibitors are responsible for the interior design and treatment of their stand. The [Organisers](#) will be happy to submit quotes and designs for any interior construction work, graphics, shelves, counters, etc. Also complete and return the Scale Drawing so that these additional items can be positioned correctly before your arrival onsite.

Walling

The shell scheme stand is made up of foamex panels slotted into a coated aluminium framework. The number of open sides you have is dependent upon your location on the floor plan.

If you want to produce graphics for the wall panels, please make note of the panel dimensions in the shell scheme specifications section above. Graphics of moderate weight can be attached using double-sided velcro. Heavier items may be hung by special hooks available from the official shell scheme contractor. For advice on suitable fixing methods, please contact the contractor directly.

What does a shell scheme stand look like?



Example diagram – 3m x 1m stand

Space Only Stands

Space only stands are just that. There are no walling, stand fittings or electrics provided and space only stand exhibitors are responsible for providing all of this at their own cost. The design of the space only stand is the responsibility of the stand holder and must be such that it can be erected and dismantled within the time available.

If you have booked a shell scheme stand, but would like to build your own space only stand, please contact the [Organisers](#).

HOW DO I ORDER SERVICES?

Audio Visual and Computer Equipment

Any sound must not exceed a reasonable volume. Audiovisual speakers must not cause any obstruction to the gangway. Please contact the [Organisers](#) or complete the separate form.

Carpets and Floor-coverings

A wide range of carpet and floor coverings suitable for stands is available. Please note that if you do order carpet, you must request that they lift and dispose of the carpet during the breakdown and there is an additional fee for this. Failure to do this will result in a disposal fee. Carpeted stands must have a non slip floor underlay and edging no carpet is allowed to be laid directly onto venue carpet.

Please order online at <http://www.umae.co.uk/online-booking/show-sundries.html>

Forklifts, Freight Forwarding & Storage

You are not allowed to bring your own forklifts into the venue due to insurance and health and safety reasons, however these may be hired to help unloading and loading your vehicles. They must be booked prior to the show. The same contractor see **page 28** can assist you in getting your goods to and from the show. Please contact the [Organisers](#) directly.

Insurance Mandatory requirement

Exhibitors are required to take out adequate insurance in the respect of all claims and are also advised to ensure that you have adequate insurance cover for your stand at the event. The minimum insurance level required for each company is Public Liability Insurance to the min value of £5 million. A copy of this must be provided by 31st March

Internet connections, Telephones & Fax Lines

The internet contractor can provide internet connections (hardwired and wireless), telephone and fax lines. Please be aware that in bringing your own wireless internet equipment into the venue, we cannot guarantee it will work, and you may be asked to stop using it if it interferes with other users. Please contact the [Organisers](#) directly, or use the separate order form see **page 27**

Please note that wireless routers are not permitted at this venue.

The venue has a free open zone wireless network that can be activated using the venue open zone access point. This service is not supported by technicians and is not secure.

DEADLINE: 30TH April 2019 Late submission will incur a 20% surcharge by the venue.

Photography

The exhibition photographer will be visiting each stand during the show. However, advance orders may be placed prior to the show. Please contact the photographer cmg@umae.co.uk for a quote.

Platforms & Floor Flats

Floor flats and platform floors are available for hire from the [Organisers](#)

DEADLINE: 30TH April 2019 Late submission will incur a 20% surcharge by the venue.

Rigging

Where banners and signs require rigging, the Organisers must be contacted and approval on location and installation obtained. **Only venue approved rigging companies will be permitted to carry out rigging within the Centre.**

It may be possible for banners and trusses to be rigged above the stands. However, please check with the [Organisers](#) as there may be some height restrictions and a media charge may apply. All banners and trusses must be hung at a height agreed with the [Organisers](#) and the banners must not be wider than 50% of the width of the stand. You are responsible for the cost of the production of the banner and the cost of the rigging. Please ensure the banner is produced with pockets for scaffold poles.

DEADLINE: 30TH April 2019 Late submission will incur a 20% surcharge by the venue.

Shell Scheme Accessories

The shell scheme contractor can supply designs for any interior construction work, graphics, shelves, counters, etc. Please contact the [Organisers](#) directly, or use the separate order form. p23-24

DEADLINE: 30TH April 2019 late submission will incur a 20% surcharge by the venue.

Visitor Data Capture

All visitors to the show will have bar coded wristbands. To facilitate data capture on your stand bar code scanners may be hired. **See page 24.** By scanning the bar codes you are able to capture the visitor's number relating to their details. Print outs on A4 may be obtained of the visitors scanned on your stand.

This facility also enables you to encode against each visitor to record, for instance, the visitor's product interests and what action is to be taken. Printouts will contain the details captured from the visitor's registration form, usually the name, job title, company, address, telephone, fax, and analysis codes, plus your menu codes. Please contact the Organisers.

Water, Waste, Compressed Air & Natural Gas

There are no permanent facilities for water and waste, compressed air or natural gas supplies in the hall. Exhibitors wishing to have a temporary supply on their stand will need to order these services. Please contact the [Organisers](#) for more information. There are certain rules and regulations that govern the use of gas within exhibition halls. Please ensure you contact the [Organisers](#) if you plan to have gas on your stand.

DEADLINE: 30TH April 2019 Late submission will incur a 20% surcharge by the venue

HEALTH AND SAFETY GUIDE

Health and Safety Declaration

Each and every UK exhibitor with five or more employees must complete a Health and Safety declaration.

Exhibitors are reminded that among the statutory duties which they have under health and safety law, the following are most important, although this list is by no means exhaustive;

- Your duties under the Health & Safety at Work, etc., Act 1974 are in no sense reduced when an employer is exhibiting at an exhibition and must be complied.
- A written company Health & Safety Policy should exist if the company employs 5 or more employees, see section 2(3) of the Health & Safety at Work, etc., Act 1974.
- A risk assessment must be carried out for your stand. This must include build up, open days and breakdown and you should consult and include information from your appointed contractors.
- One or more competent safety advisors must be appointed by an employer (exhibitor) to assist them to discharge their health and safety responsibilities. Exhibitors must also ensure that any appointed contractor(s) and sub-contractors abide by all regulations in the exhibitor manual together with all legal regulations under the Health & Safety at Work, etc., Act 1974 and any other relevant legislation.

If there are less than 5 employees in your organisation, please contact the [Organisers](#).

DEADLINE: 30TH April 2019 Late Submission will incur a 20% surcharge by the Venue.

Fire Resistant Materials

Any goods attached to your stand will constitute part of your stand and will be subject to these regulations.

TIMBER

All timber up to 1" thick must be impregnated (pressure process) to CLASS I standard. Boards, plywood, chip wood etc must be treated in the same way if they are under ¾ thick. Timber over 1" thick need not be treated. Treated boards will have BS476 - Part 7 - CLASS I marked on them.

PLASTICS

The use of plastic of a grade less than Class 1 BS 476 Part 7 - 1977, whether in stand construction or display arrangements is prohibited. Limited amounts of plastic materials of a grade better than Class 3 can be permitted providing the details are submitted and approved prior to construction.

TEXTILE FABRICS

Textile fabrics used for interior display purposes on the stand must be flame-proofed or purchased already treated by use of the approved chemicals, in accordance with BS5438. Certain fabrics need not be proofed i.e. wool, twill or felt. Textile fabrics used for interior decorative purposes within stands must be fixed taut and / or in tight pleats (not draped) to a solid backing and secured 3" above floor level, not touching light fittings.

PAINTS

All painting must be carried out in water based paint. Finishes having oil or cellulose base are not permitted to be applied on site. This must be marked on your risk assessment, and protective measures must be undertaken to ensure that no paint is spilt on hall floors or splashed on the walls and/or other parts of the building, structure or equipment.

CARPET, FLOORCOVERING & CARPET TAPE

Carpets and textile floor-coverings must comply with BS 4790 and shall be secured and maintained so as not to cause a hazard. All carpet must have a none slip underlay fitted.

Electrical Installation Regulations

All electrical work must comply with the following regulations of the venue and the Organisers.

- All electrical installations must conform to BS 7671:1992 Requirements for Electrical Installations, formerly the IEE Wiring Regulations sixteenth edition.
- The use of multi-way plug-in adaptors (4-way blocks) has proved to be a danger not only to users but also as a potential source of fire. Trailing block type units are frequently joined together to form 'daisy chains' thus overloading circuits. Any 'daisy chained' units will be disconnected and removed and electrical power to your stand will not be connected or re-connected until the electrical contractor is satisfied that the installation is safe and conforms to the relevant regulations.
- All installations will be tested for compliance with the regulations and will not be energised if found to be unsafe.
- It is a legal requirement that all plug in items and associated wiring are PAT tested and that test labels are attached with certificates available for inspection. You may be asked for proof of this compliance on-site. If you do not have this with you the power on your stand will be switched off.
- Under The Electricity at Work Regulations 1989 it is a criminal offence to allow persons not competent by training / qualifications to carry out electrical work.
- Stand switch fuses and distribution boards must be accessible at all times.
- No exposed cable joints will be permitted.
- We reserve the right to disconnect the electrical supply to any installation that in our opinion or the opinion of the electrical contractor is dangerous or likely to cause annoyance to visitors or other exhibitors.

Food & Drink Sale Sampling

Please note that you are not permitted to retail food or drink for the public to consume at the show unless written permission is obtained from the Catering Contractor. A corkage charge may be levied.

You may supply food & non alcoholic drink to visitors provided it is your product and it is free of charge. The standard acceptable sampling sizes are:

- Unwrapped food - bite size proportions
- Individually wrapped items
- Drink - 85ml container

All food safety and hygiene regulations must be complied with. It is your responsibility to make sure that you are operating in compliance with the Food Safety Act 1990, the Food Hygiene Regulations 1990 and Food Safety Regulations 1995 as enforced by the Environmental Health Officer and such other authority as appropriate.

Promotions, Treatments

If you are having any stand promotion that involves massage, reflexology or any performers, you must submit details of their insurance policy and of any professional qualifications. Please contact the [Organisers](#) to discuss this.

Risk Assessment

As an exhibitor you have a legal requirement to assess risk appertaining to your participation in any exhibition. Each and every exhibitor (space and shell) must undertake a risk assessment prior to the exhibition, identifying the hazards present on-site and ways in which you will then minimise and control those hazards. You do not need to use our form if you have your own template but you are still required to submit this to us.

When doing a risk assessment think about and consider what you will be displaying on your stand and decide if there is anything that could cause anyone any harm e.g. trailing wires, hot water, heavy boxes, trip hazards, etc. And then think about how you will prevent these things from harming anyone. Do this for the build, exhibition and breakdown of your stand. Weigh up whether you have taken enough precautions or should do more to prevent harm. The important aspect is whether a hazard is significant, and whether you have covered it by satisfactory precautions so the risk is small.

The following five steps should be followed when doing your risk assessment:

1. Look for the hazards
2. Decide who might be harmed and how
3. Evaluate the risks and decide whether the existing precautions are adequate or if more needs doing
4. Record your findings; please complete the form
5. Review your assessment and review it if necessary

Should you have any queries regarding doing your risk assessment please contact the [Organisers](#).

Working at Height

Please be aware that Working at Height within the halls **MUST** be in compliance with the Working at Height Regulations 2005. Further information is available at <http://www.hse.gov.uk/pubns/indg401.pdf>

Health & Safety Checklist

Have you remembered to...?

- Appoint a Safety Adviser to co-ordinate your health & safety exhibition policy?
- Photocopy the Emergency Procedures contained within this manual (page 18) & circulate this to all the staff members who will man your stand.
- Complete & return a copy of the Health & Safety Declaration Form
- Undertake a Risk Assessment for all areas of your stand
- Appoint a competent and reliable Stand Contractor (like our official supplier SO Group)? Ensure that they complete a suitable Risk Assessment and pass on all stand-fitting regulations to them?
- Submit stand designs and a Method Statement for your stand?
- Plan your time during Build-Up & Breakdown? Can your stands design be erected and dismantled safely and within the set-time?
- Provide suitable training and information to your stand staff & contractors?

Emergency Procedures – HILTON HOTEL

IF YOU DISCOVER A FIRE OR SOMEONE REPORTS A FIRE TO YOU IMMEDIATELY RAISE THE ALARM. THIS MAY BE DONE IN SEVERAL WAYS.

- OPERATE THE NEAREST FIRE ALARM CALL POINT BY BREAKING THE GLASS. IF YOU DO THIS (AND IT IS SAFE TO DO SO) PLEASE STAY NEAR THE FIRE POINT TO DIRECT THE ATTENDING SECURITY OFFICER TO THE FIRE.
- IN THE EVENT THAT YOU NOTICE A SUSPICIOUS PACKAGE OR ITEM, OR SOMEONE REPORTS IT TO YOU, DO NOT ATTEMPT TO OPEN IT, MOVE IT OR TOUCH IT. INFORM SECURITY OF THE LOCATION OF THE ITEM OR PACKAGE.

IF IT IS DECIDED TO EVACUATE THE BUILDING YOU WILL HEAR THE FIRE ALARM BELLS AND TANNOY MESSAGES INFORMING YOU TO LEAVE THE BUILDING. PLEASE LEAVE BY THE NEAREST FIRE EXIT OR AS INSTRUCTED BY MEMBERS OF THE SECURITY STAFF. PLEASE FAMILARISE YOURSELF WITH THE NEAREST FIRE EXITS TO YOUR EXHIBITION STAND.

DO NOT STAY IN THE BUILDING ONCE YOU HAVE BEEN INSTRUCTED TO LEAVE. DO NOT STAY TO COLLECT HANDBAGS, VALUABLES ETC.

LEAVE IMMEDIATELY

FIRE ASSEMBLY POINTS ARE AS FOLLOWS.

- FRONT OF THE BUILDING:.

PLEASE REMEMBER

DO NOT DO ANYTHING TO ENDANGER YOUR LIFE. RESTRICT YOUR ACTIONS TO TRY AND PREVENT THE FIRE FROM SPREADING BY CLOSING DOORS/WINDOWS ETC AND RAISING THE ALARM. TRY TO PREVENT PEOPLE FROM GOING NEAR THE FIRE UNTIL HELP ARRIVES.

PLEASE TRY TO STAY CALM AND ENCOURAGE OTHERS TO DO THE SAME. PLEASE HELP THOSE THAT APPEAR TO BE EXPERIENCING DIFFICULTIES.

VEHICLE IDENTIFICATION PASS

Hilton Hotel

(Please display pass in windscreen)

This is NOT a car park pass.



**United Makeup Artists
EXPO**

EXHIBITOR'S COMPANY NAME:

STAND NUMBER: MOBILE:

Build-Up

Saturday 4th April 2019

0800 - 2200hrs

- All exhibitors

Breakdown

Sunday 5th April 2019 1645 - 2200hrs

- All exhibitors

All drivers please report to traffic marshals at the Loading Bay

Traffic staff's directions must be followed at all times.

VEHICLE IDENTIFICATION PASS

Hilton Hotel

(Please display pass in windscreen)

This is NOT a car park pass.



**United Makeup Artists
EXPO**

EXHIBITOR'S COMPANY NAME:

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Build-Up

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- All exhibitors

Breakdown

Sunday 5th April 2019 1645 - 2200hrs

1645 - 2200hrs

- All exhibitors

All drivers please report to traffic marshals at the Loading Bay

Traffic staff's directions must be followed at all times.

Floor Plan Risk Assessment for Stands

Exhibition Name:	
Company:	Stand Number:
Name of person responsible for Health & safety:	Work No: Mobile No: Email:

Exhibitor's Responsibilities

An exhibition stand is a workplace covered by health and safety legislation. As the exhibitor it is your responsibility to ensure that a suitable and sufficient risk assessment is completed.

Failure to do so could lead to delays or ultimately the closure of your stand.

This template is for a simple shell scheme exhibition stand which does not require any structural approval from the organiser or the venue. More complex stands will require a more detailed risk assessment and if you are in any doubt you should contact the organiser.

Does your stand include any of the following? If so you must complete the attached risk assessment for simple stands please answer Yes or No:

	Yes/No
Lifting heavy products during the build-up/breakdown	
Working at height (using ladders)	
Display of anything containing liquid fuel or flammable and explosive substances	
Display of sharp objects, weapons (even replica weapons)	
Demonstrations of any kind i.e Therapies, massaging	
Working electrical appliances other than simple display lighting	
Food service of any kind other than sweets, snacks and soft drinks	
Heat source of any kind including cookery demonstrations, naked flame or gel burners	
Working machinery of any kind even if static	
Using power tools during the build-up/breakdown	
Have all portable appliances being displayed had a visual inspection or PAT tested.	
Any other hazard not identified above which could be a risk	

Note this is not an exhaustive list. You are responsible for identifying any aspect of your stand which could present a hazard

If you have answered **NO** to all of the above complete sign below. If you have answered **YES** to any of the above complete the risk assessment attached.

I declare that to the best of my knowledge there are no significant risks relating to this stand

Signed:	Name:	Position:	Date:
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Risk Assessment for Shell Scheme Stands

Exhibition Name:

Company	Stand No:
---------	-----------

Risk:
Who could be harmed:
Control Measures in Place:

To the best of my knowledge the information provided is correct. The control measures in place control risk to an acceptable degree.

Signed:	Name:	Position:	Date

PLEASE NOTE:

This is a very basic risk assessment format for simple risks only. Multiple or complex risks will require a more detailed risk assessment.

E L E C T R I C S for a space only stand.

*******IMPORTANT INFORMATION*******

Power is share from wall sockets and is included on a first come basis. Whilst we will do everything we can to supply power to a space we are not contracted to do so. If you require power please let us know in advance and bring suitably pat tested extension reels with sufficient cable length to reach the nearest available electric point.

Shell Scheme L I G H T I N G & E L E C T R I C S

All electrical orders can only placed online at

<http://www.umaex.co.uk/online-booking/electrics.html>

Orders received less than 14 working days before the first day of the build will be subject to a 20% surcharge.

Shell Scheme Octanorm & Extras

SHELL SCHEME orders received less than 14 working days before the first day of the build will be subject to a 20% surcharge.

Code	Description	Hire of fitting	Number required	Total
ST1	Additional Octanorm upright	£17.22		
ST2	1m wide additional Octanorm panel	£80.50		
ST3	Floor flats for carpet/floor covering (per SQM) Floor covering NOT included	£16.00		
ST4	Aluminium floor edging (per LNR metre)	£15.50		
ST5	Floor covering – Black Carpet Per SQM	£10.00		
ST6	Shell Scheme Back Wall PER LNR MTR (3 x 3 space 3 x £35.00 = £105.00)	£35.00		
ST7	Additional shell scheme PER SQM	£30.00		
ST8	6 x 2 Trestle Table	£25.00		
ST9	Chair	£5.00		
ST10	TV Stand	£90.00		
ST11	8 x 4 Stage Platform	£45.00		
ST12	Wrist band data scanner (capture detailed info on who visits your stand)	£99.00		
ST13	Hands for hire per hour (charged at 1 hour min)	£20.00		
	TV Stand and 55" LCD TV	£250.00		
	Other show furniture please contact us for information			
			Total	

Scale Drawing

To ensure that your stand is ready on arrival, please indicate position and height on the grid below, of all rails, shelves, display boards, partial screening, electrics, telephone sockets etc and any other requirements you may have.

Scale drawing required (suggested scale of 1square = 1m²)

Company Name	
Stand No:	

FRONT OF STAND

Health & Safety Declaration for Exhibitors

To be scanned and returned to Organisers

We have read and understood our responsibilities as laid out in the Health & Safety at Work Act 1974 and taken note of the most common areas of risk. We accept our responsibilities as laid out in this Act and all relevant legislation covering the Event.

Exhibition	
Stand No(s)	
Company	
Print Name	
Position	
Signed	

1. Our Principle Health & Safety representative for the stand is:

Name & Position:

Contact No:

* As principal Health & Safety representative for my stand, I understand that we may need to produce a copy of our Health & Safety Policy and the Health & Safety Policy of our principal stand contractor upon request by the appropriate authorities whilst on site at the exhibition. Please tick ☐

I am in possession of my company's Health & Safety Policy: ☐

I have checked that our main stand fitting contractor has a suitable and sufficient Health & Safety Policy for the event: ☐

I have checked that our principal stand contractor has provided sufficient training for his/her employees to carry out their tasks safely and competently for the event: ☐

If you are having a stand built for you only information.

2. Our principal stand contractor is:

Name			
Company			
Address			
Postcode			
Contact		Position	

Please Note:

Stand construction will not be allowed to commence until this form has been returned

Telephone Broadband & Internet

Code	Description	Cost	Number required	Total
INT 1	Broadband (512 Kbps) Internet Access Wireless connection – includes one computer connection to the internet	£0.00		
INT 2	Additional Broadband (512kbps)Wireless Connection to original connection ordered above	£0.00		
INT 3	Broadband (1MB) Internet Access WiredConnection – includes one computer connection to the internet	£300.00		
INT 4	Broadband (2MB) Internet Access Wired Connection– includes one computer connection to the internet	£360.00		
INT 5	Broadband (3MB) Internet Access WiredConnection– includes one computer connection to the internet	£410.00		
INT 6	Broadband (4MB) Internet Access Wired Connection – includes one computer connection to the internet	£580.00		
INT 7	Broadband (5MB) Internet Access Wired Connection – includes one computer connection to the internet	£699.00		
UMAT	Telephone Line (Analogue)	POA		
All works orders are subject to VAT @ 20% and an environmental charge of £2.00			Total	

Please return this form by the date shown at the top of page 4 together with a plan indicating height and position of items ordered. Orders received less than 14 working days before the first day of the buildup will be subject to a 20% surcharge

UK FRIEGHT



Kenyon's Haulage
Thornley Ave,
Blackburn,
Lancashire
BB1 3HJ

Phone: 01254 503600 Quote United Makeup Artists Expo



Matthew Kibble Transport Limited
Unit 3/Profile Park/Junction St,
Nelson
BB9 8AH

Phone: 01282 607990 Quote United Makeup Artists Expo

EXHIBITION STANDS, AV AND GRAPHICS



Alchemy Expo Limited
G1 South Point Industrial Estate
Foreshore Road
Cardiff
CF10 4SP

Tel: +44 (0)2920 460670
Email: info@alchemyexpo.com

Alchemy Expo Limited creates bespoke exhibition stands, displays and presentations.