

EXHIBITOR SERVICE MANUAL

EXHIBITION
30-31 OCTOBER 2024

SPIE.PHOTONEX 30-31 October 2024
Manchester, United Kingdom

EXHIBITION LOCATION

Manchester Central
Central Hall 2
Windmill St
Manchester
M2 3GX

EXHIBITION HOURS

Wednesday, 30 October	10:00 to 16:00 hrs
Thursday, 31 October	10:00 to 16:00 hrs

REGISTRATION HOURS

Tuesday, 29 October	07:30 to 17:00 hrs
Wednesday, 30 October	08:00 to 16:00 hrs
Thursday, 31 October	08:30 to 16:00 hrs

EXHIBITION SET UP HOURS

Tuesday 29 October	08:00 to 20:00 hrs – Space only and contractors 14:00 to 20:00 hrs – All Exhibitors
Wednesday, 30 October	08:00 to 10:00 hrs– All Exhibitors

EXHIBIT BREAK DOWN HOURS

Thursday, 31 October	16:00 to 22:00 hrs
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IMPORTANT NOTE: Exhibitors must wear Hi-visibility vests (hi-vis) and suitable safety shoes in the exhibition halls during the build-up and breakdown phases.

Exhibitors are **not** allowed to begin tear down prior to 16.00 hrs on Thursday. Please be respectful of attendees and your fellow exhibitors and wait until the closing announcement.

AFTER HOURS

- Only registered Exhibition Staff and authorised set-up crew will be allowed in the Exhibition Hall during build-up times.
- Any exhibitor needing to stay after hours must wear his/her exhibitor badge, provide personal/company identification (driver's license, business card), and sign in and out with the security guard at the hall entrance. This rule will be strictly enforced to provide maximum security to exhibitors

Return the forms by the deadlines to save money and avoid paying premium prices for late orders.

Order Form Deadline	Item	Completed	
As soon as possible	<p>IMPORTANT Health and Safety Information to be sent out TO ALL booth staff and stand contractors</p> <ol style="list-style-type: none"> 1. Health & Safety, Fire Safety, Welfare & Emergency Procedures 2. Induction Video <p>On behalf of exhibiting company sign and return the following forms to Jane Morrison</p> <p>All Exhibitors – TO ACCESS EXHIBIT HALL No Significant Risk Declaration Form (NSRDF) Exhibitors Site Induction Form</p> <p>Exhibitors employing contractors to builds stands or deliver material to stands – TO ACCESS EXHIBIT HALL Contractors Site Induction</p> <p>Exhibitors displaying Lasers Laser Safety Form</p>		
	Hotel Accommodation		
	Booth Activity Request		
	Company Listing		
	Co-Exhibitor Contract		
	Booth Personnel Badge registration – Coming soon		
	27 September 2024 Exhibitor access upon receipt of log in details from Full Circle	Information on Audio Visual Audio Visual - order portal	
		Electrical	
		Furniture	
Information on Graphics Graphics & Enhancement Packages – order portal Information on Rigging			
Nameboard – All Exhibitors			
Shell Scheme Accessories			
30 September 2024	Coffee Machine		
	Stand Cleaning		
21 October 2024	Submit Certificate of Insurance Insurance Provider – BUNDA, Baltic Underwriting Agency, AB E-mail: andrius@bunda.eu and/or zaneta@bunda.eu		
	Information on Shipping & Material Handling Freight Order Form		
24 October 2024	Catering		
	Internet		



EXHIBITION CONTACTS AND OFFICIAL CONTRACTORS

SPIE has selected the following companies to provide exhibitors with services. SPIE has negotiated special rates, and you may save money by eliminating fees from outside companies. Look for the official contractor logo when vendors approach you offering to provide a service.

CATERING, CLEANING, RIGGING INTERNET AND SECURITY

Manchester Central
Liv Cork
E-mail: l.cork@manchestercentral.co.uk

EXHIBITION MANAGEMENT

Amanda Summers

Jane Morrison

SPIE EUROPE

Tel +44 (0)29 2089 4747

Fax +44 (0)29 2089 4750

Mobile: +44 (0)798 4669822

E-mail: amanda@spieurope.org

E-mail: jane@spieurope.org

FURNITURE, AV, ELECTRICAL SERVICES, GRAPHICS AND COMPUTER SERVICES

Full Circle Events & Exhibitions Ltd

Tel: +44(0)07825 037943

E-mail: EEHub@fullcircleeventsltd.co.uk

HOTEL RESERVATIONS

[Hotel and travel](#)

INSURANCE

BUNDA

Baltic Underwriting Agency, AB

E-mail: andrius@bunda.eu and/or
zaneta@bunda.eu

RISK ASSESSMENT OFFICER

Raymond Critchley

Tel: 07711 475107

E-mail: enquiries@em-ss.co.uk

SHIPPING AND MATERIAL HANDLING

DSV Solutions

Ricky Straw

Tel: +44 (0)7808 242467

E-mail: ricky.straw@dsv.com

CUSTOMS & IMPORT SERVICES

TWI Group – For US Companies

TWI Group, Inc.

Tel: + 1 702 691 900

E-Mail: usa@twigroup.com

SPIE EUROPE SALES

Laurence Devereux

Tel : +44 (0)1372 750555

Fax : +44 29 2089 4750 |

E-mail : Laurence@spieurope.org

SERVICE CONTRACTOR

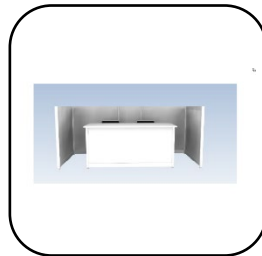
Full Circle Events & Exhibitions Ltd

Tel : +44(0)07825 037943

E-mail: EEHub@fullcircleeventsltd.co.uk

Guidelines for Display Rules & Regulations

Contents



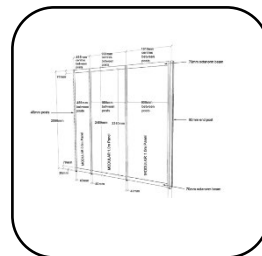
Tabletop

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Shell Stand and Raw Space

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Other Important Considerations

5

Issues Common to All Booth Types 6-9

Guidelines for Display Rules and Regulations

- Responsibility of the exhibiting company to comply with SPIE rules and regulations
- Non-compliance may require modifications at the exhibitor's expense
- SPIE Exhibition Management reserves the right to pursue any action it deems necessary in the best interest of the exhibition and in fairness to all exhibitors
- Items located in the exhibit space must be in good taste or will be removed at the discretion of the organiser

VIEW SPECIFIC BOOTH REGULATIONS

- [Tabletops](#)
- [Shell Stands](#)
- [Other important considerations](#)
- [Issues Common to all Booth Types](#)
- **Raw Space** includes electrical connection. Furnishings not included. Exhibitors are requested to carpet exhibit space.

THE FOLLOWING ITEMS ARE OPTIONAL AND MUST BE ORDERED SEPARATELY

- [Electricity](#) (Shell Stands are provided with electricity, Tabletops do not have electricity)
- [Additional Furniture](#)

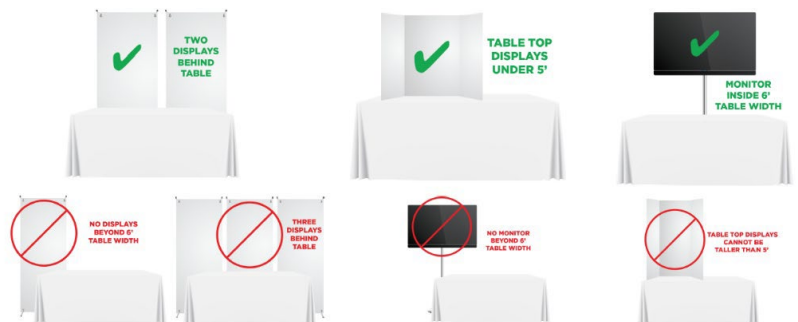
Tabletop

- Limit of one table per contracted tabletop space, 2.5m x 1.0m (8.2ft x 3.2ft)
- **Display space may not exceed 2.5m (8.2ft) width limit**
- **Display materials are not allowed to be hung on back wall**
- **Floor standing back walls are not allowed**
- **Additional Furniture is not allowed**

NOTE: Electricity is NOT included with the tabletop package.

Included:

- Tabletop L 1.50m x W 0.6 m (4.92ft x 1.96ft)
- Company identification sign
- Two chairs
- Wastebasket
- Carpet



Each contracted tabletop space is limited to (not provided):

ONE table-mounted display [height may not exceed 1.5m (5ft) from the table surface]

OR

UP TO TWO TOTAL of the following display combinations:

- Pull-up roller banners positioned behind the table [maximum 0.9m (3ft) wide and 2.4m (8ft) high]
- Easel positioned behind the table
- Tabletop or floor standing monitor (positioned behind the table)
- Literature stand
- Bag stand

Note: When ordering any monitors please ensure that you also order Electricity

SPIE Exhibition Management reserves the right to remove any display that does not conform to tabletop display regulations.

ROW AND CORNER SHELL STAND REGULATIONS

Shell Scheme

Display space defined by support/frame elements and in-filling walls white.

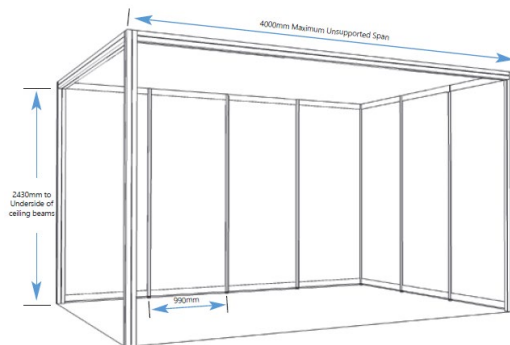
Included:

- One rail with three mounted spotlights
- One Name Board
- One wastebasket
- Electrical point (500w)
- Carpet

Example of 9sqm Shell Stand



SHELL DIMENSIONS



In the event of exhibitors opting for a specifically designed stand, the recommendations regarding ventilation, movement of personnel, access points, etc. applicable to any meeting space must be incorporated please contact [SPIE Management](#) for more details.

RAW SPACE

Included:

- Electrical connection – exhibitor must order sockets

Important Note:

Support/frame elements and furnishings are not included. Exhibitors are requested to carpet exhibit space.

Full Circle's Do's & Don'ts



Fullcircle

Your stand has been constructed using one of our stock systems and to help you along the way we wanted to let you into a little secret as to the do's and don'ts when dressing your stand.

To avoid any additional charges, please follow the guidelines listed below and if you have applied your own graphics or instructed an external contractor to supply and fit, please ensure that you arrange for removal and disposal of these items at the end of the Event.

DO

follow our two step process

Step 1) use masking tape on our panels as a first fix.



MASKING TAPE

Step 2) stick your chosen adhesive to the masking tape.



MOUNTING STRIPS

SELLOTAPE & DOUBLE SIDED

STICKY TABS

BLU-TACK

VELCRO

By doing this it protects the panel against any unnecessary damage and reduces the risk of incurring extra costs. **Please ensure you stick to the masking tape and not the panel**
NB: **DO NOT** use these items on the metal work

DON'T

use the following items on either the panels or the metal framework



NAILS

STAPLES

SCREWS

PAINTS

PINS

GLUE

Need help with graphics?

Why not let Full Circle supply and fit your stand Graphics? Our In-house Team specialise in this area and can help you with all your needs.

Just send them an email to EEHub@Fullcircleeventsltd.co.uk and they will be happy to send you a very competitive quote for this show. Don't leave it too late as we need your artwork approved and signed off at least 2 weeks before the build-up.

Linear Shell Stands

Linear Shell Stands, also called “in-line” booths, are arranged in a straight line, and have neighbouring exhibitors on their immediate right and left, leaving only one side exposed to the aisle.

Dimensions

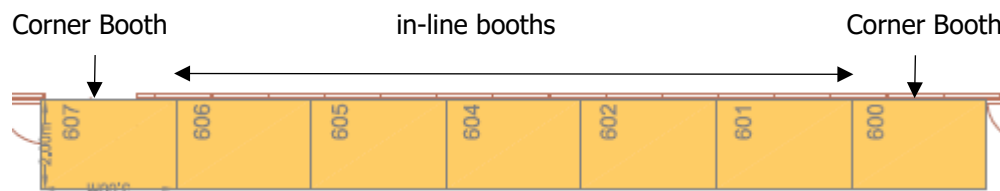
Linear Shell Stands are most commonly 9sqm 3.0m wide and 3.0m deep (9.84ft x 9.84ft) or 6sqm 3.0m by 2.0m (9.84ft x 6.5ft). A maximum back wall height limitation of 2.5m (8.2ft) is specified.

Use of Space

Regardless of the number of Linear Shell Stands utilised, display materials should be arranged in such a manner so as not to obstruct sight lines of neighbouring exhibitors or interfere with the flow of traffic. A maximum height of 2.5m (8.2ft) is allowed only in the booth space.

Corner Shell Stands

A Corner Shell Stand is at the end of a series of “in-line” booths with exposure to intersecting aisles on two sides. All other guidelines for Linear Shell Stands apply.



Customised Shell Stand

Exhibitors building a customised Shell Stand are required to submit a drawing, plans or renderings, preferably digital, to the show organiser, and to the show’s general service contractor. Customised stands must adhere to Linear Shell Stand guidelines.

Other Important Considerations

Hanging Signs and Graphics

Hanging Signs above Shell Stands only – Approval for the use of Hanging Signs and Graphics, at any height, should be received from the exhibitions or event’s organiser at least 60 days prior to installation. Variances may be issued at the exhibitions or events management’s discretion. Drawings should be available for inspection. SPIE recommends that exhibitors contact the Service Contractor to request a cost estimate for hanging.

Multi-story Exhibit

A Multi-story Exhibit is a booth where the display fixture includes two or more levels. In many cities, a Multi-story Exhibit requires prior approval by the exhibit facility, and/or relevant local government agency, as well as show management because it is deemed to be a “structure” for building purposes. The city building department needs to issue a building permit based on an application and drawings prepared and submitted by a licensed architect or engineer. Exhibitors should obtain local building regulations early on

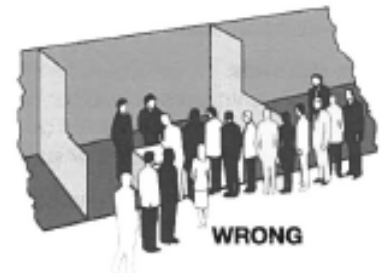
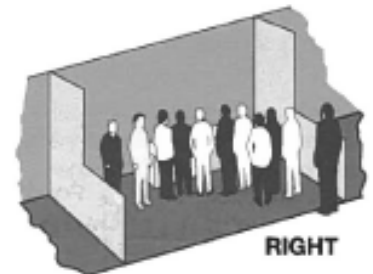
to ensure that all time constraints are met. Exhibitions and Events organisers should be prepared to assist Exhibitors in this application process.

Issues Common to all Booth Types

Demonstrations

As a matter of safety and courtesy to others, exhibitors should conduct sales presentations and product demonstrations in a manner which assures all exhibitor personnel and attendees are within the contracted exhibit space and not encroaching on the aisle or neighbouring exhibits. It is the responsibility of each exhibitor to arrange displays, product presentation, audio visual presentations, and demonstration areas to ensure compliance. **Exhibitors should be aware of local regulations regarding fire/safety and the environment which must be adhered to.**

Special caution should be taken when demonstrating machinery or equipment that has moving parts, cooking equipment with an open flame, or any product that is otherwise potentially dangerous. Exhibitors should establish a minimum setback of 0.91m and/or install hazard barriers as necessary to prevent accidental injury to spectators. Additionally, qualified personnel should only conduct demonstrations.



Flammable and Toxic Materials

All materials used in display construction or decorating should be made of fire-retardant materials and be certified as flame retardant. Samples should also be available for testing. Materials that cannot be treated to meet the requirements should not be used. A flame-proofing certificate should be available for inspection.

Exhibitors should dispose of any waste products they generate during the exhibition in accordance with guidelines established by the European Environmental Protection Agency and the facility.

Lighting

Exhibitors should adhere to the following suggested minimum guidelines when determining booth lighting:

- No lighting, fixtures, lighting trusses, or overhead lighting are allowed outside the boundaries of the exhibit space. Exhibitors intending to use hanging light systems should submit drawings to exhibition management for approval.
- Lighting, including gobos, should be directed to the inner confines of the booth space. Lighting should not project onto other exhibits or exhibition aisles. A finished hard panel may be required to defuse backlit displays.
- Lighting that is potentially harmful, such as lasers, ultraviolet lights or flashing or strobe lights that can trigger photosensitive epilepsy should comply with facility rules and be approved in writing by exhibition management.
- Lighting those spins, rotates, pulsates, and other specialised lighting effects should be in good taste and not interfere with neighbouring exhibitors or otherwise detract from the general atmosphere of the event.
- LED lights can be very bright yet generally generate less heat. Currently, some convention facilities are not allowing certain types of quartz halogen lighting fixtures in exhibits due to potential fire hazards. Check with exhibition management.
- Reduced lighting for theater areas should be approved by the exhibition organiser, the utility provider, and the exhibit facility

Structural Integrity

All exhibit displays should be designed and erected in a manner that will withstand normal contact or vibration caused by neighbouring exhibitors, hall labourers or installation/dismantling equipment such as pallet hand or forklift truck. Displays should also be able to withstand moderate wind effects that may occur in the exhibit hall when freight doors are open.

Exhibitors should ensure that any display fixtures such as tables, racks, or shelves are designed and installed properly to support the product or marketing materials to be displayed.

Sound/Music

In general, exhibitors may use sound equipment in their booths so long as the noise level does not disrupt the activities of neighbouring exhibitors. Speakers and other sound devices should be positioned to direct sound into the booth rather than into the aisle. Rule of thumb: Sound and noise should not exceed 85 decibels when measured from the aisle immediately in front of a booth. (Refer to OSHA at www.osha.europa.eu/en for more information.)

Exhibitors should be aware that music played in their booths, whether live or recorded, may be subject to laws governing the use of copyrighted compositions. ASCAP, BMI, SESAC, GEMA and PRS for Music Limited are five authorised licensing organisations that collect copyright fees on behalf of composers and publishers of music.

All SPIE [Exhibition](#) and [Event](#) policies apply**EXHIBITION HALL POLICY**

For safety and insurance reasons:

- Everyone who attends the exhibition must be registered and have a badge. Badges for children are free and available onsite at the registration desk
- Children under 14 years of age must always be accompanied by an adult. Guardians are asked to help maintain a professional, disturbance-free exhibition environment
- For safety and insurance reasons, children under 18 are not allowed in the exhibition area during exhibition move-in and move-out

CLEANING SERVICES

- Maintaining booth cleanliness is the responsibility of the exhibitor. Cleaning services may be ordered through the exhibitor manual
- Exhibition booth will not be cleaned, or wastebasket emptied, without ordered service Exhibition Management will arrange for the general cleaning of the Exhibition Hall and communal areas; limited to aisle carpet/flooring and communal area garbage disposal

DISTRIBUTION OF FLYERS

- Distribution outside the parameters of the exhibitor's own booth is *prohibited* – unless it is an SPIE approved Event Marketing Opportunity
- Invitations to parties, flyers or company advertisements and logos allowable within the confines of the exhibitor's own booth

GENERAL CODE OF CONDUCT AT THE MANCHESTER CENTRAL

- There is no smoking permitted within the MCC
- During build up and break down, please respect others working in the building and keep noise levels to a minimum where possible
- Breaches of Health & Safety rules will not be tolerated within the building. The MCC reserves the right to refuse an individual entry to the building if these guidelines are not followed.

LASER SAFETY CHECK

- No aerial display of any laser beam within the conference centre property, including assigned booth, is allowed without SPIE exhibition management written permission
- If you are demonstrating a laser or similar display advices you must declare this on the [No Significant Risk Declaration Form](#), complete the [Operating Lasers Form](#) and provide a Risk Assessment Method Statement
- All displays containing an operating laser(s) and open laser beam must be contained in a Class 1 type enclosure
- All laser equipment, associated optics or equipment, and beam stops are required to be secured from any movement (accidental or otherwise)
- Exhibitors are responsible for the safety of any laser display during both set-up and exhibition hours
- Exhibitors shall use appropriate safety measures to prevent any unwanted or unintentional laser radiation exposure to any convention centre staff or workers during pre-show set-up
- [Laser Safety Rules and Guidelines](#) are courtesy of the International Electrotechnical Commission

SECURITY AND LIABILITY

- 24-hour venue control room monitors are in place for Manchester Central and this will cover Central Hall 2 when the exhibition area is closed. Fire and other catastrophes will be managed overnight by the venue's control room.
- Exhibitors may order additional security - Contact Show Management
- Every reasonable effort will be made to prevent loss. However, final responsibility is with the exhibitor who should arrange for insurance coverage, which considers the full value of the exhibit
- SPIE recommends exhibitors remove valuable and small, easily portable items from the exhibition area any time the exhibition is officially closed
- SPIE does not accept any responsibility for losses

SELLING ON EXHIBITION FLOOR

- The Technical Exhibition is limited to organisations with products or services related to the industry served by the event and is provided to allow industry companies to meet with researchers and engineers, who work in this field and to provide company exposure to those attendees
- Direct sales and/or delivery of non-related, retail or consumer products are prohibited
- Exhibitors are solely responsible for any tax liabilities, which may arise relating to sales resulting from the exhibition
- SPIE is not responsible for any sales, use, or other taxes relating to transactions by exhibitors at the SPIE exhibitions

WIRELESS INTERNET ACCESS (WIFI SERVICE)

- Complimentary WIFI will be available in the exhibition hall. Enhanced WIFI or hardlines can be purchased by exhibitors via the [Internet Form](#) by **24 October 2024**

WASTE MANAGEMENT

- All promotional materials **MUST** be removed from your stand, Post Event, failure to do so may incur a surcharge

Enhanced Media Services for SPIE Photonex Exhibitors – Increase Your Exposure

Media Representation

Trade and mainstream media are invited to attend SPIE Photonex Technologies to view the products/services your company is showcasing. As they pre-register for the meeting, media representatives are added to the registered press list. You can view the list by emailing media@spie.org. Take advantage of this opportunity to promote your product before the meeting.

Social media – let's connect!

Use the hashtags #SPIE and #Photonex on your preferred social media network to promote your products and connect with attendees, the press, and SPIE. Join the conversation before, during, and after the event for maximum engagement and visibility.

Twitter

[@SPIEtweets](#): News, updates and content related to the industry and SPIE conferences and exhibitions.

Instagram

[@SPIEphotonics](#): Photos and videos about SPIE and the optics and photonics community.

LinkedIn

[SPIE, the international society for optics and photonics](#): Read news about SPIE, our conferences and the photonics community. Leverage your network by posting exhibit updates and sharing product news.

Facebook

[@SPIE.org](#): Like our Facebook page to see photos, news, and videos about the innovative minds in the photonics community.

Social Media Contact: Emily Haworth • email: emilyh@spie.org

Free Online Product Announcements

Journalists prefer electronic material that is accessible at their convenience. Give them advance notice of your news by posting a brief company announcement on the SPIE Photonex Exhibition web page **free of charge**. Submit through the [Exhibitor Dashboard](#)

Press Contact: Daneet Steffens • email: daneets@spie.org

BOOTH ACTIVITIES IN THE EXHIBITION HALL

Exhibitors must always contain customer activity and noise levels within their booth space and during demonstrations and receptions. Blocking aisles is not allowed during exhibition hours. Please submit the [Booth Activity Request](#) form no later than **Friday 20 September 2024**

CATERING

No exhibitors shall distribute or give away any item of food or drink not supplied by the official caterer without express written consent of **Manchester Central**, Should you wish to order stand catering, please request and complete a [Stand Catering form](#) and return to **Manchester Central**. Alcohol service is allowed under specific conditions and during specific limited times [Booth Activity Request](#) and **contract amendment are required**

INSURANCE GUIDELINES – Deadline 21 October 2024 - [see sample](#)

Exhibitors must, at their own expense, secure and maintain the required insurance coverage, throughout the duration of the exhibition, including move-in and move-out days:

Required Coverages:

Comprehensive General Liability Insurance with limits of not less than \$1,000,000 each occurrence, \$2,000,000 aggregate, combined single limit for bodily injury, contractual, and operation of mobile equipment, products, and liquor liability (if applicable). All such insurance shall be primary of any other valid and collectible insurance of Exhibitor and shall be written on a per occurrence basis.

- The exhibitor shall name SPIE as an additional insured on its general commercial liability Insurance
- Certificate of Insurance to SPIE, from the insurance carrier, is required 30 days prior to the exhibition. **Please make sure the Certificate of Insurance includes the name of the exhibiting company.**
- Exhibitor acknowledges that SPIE has no obligations to maintain insurance on Exhibitor's Behalf
- Claims made policies are not acceptable and do not constitute compliance with Exhibitors Obligations under this paragraph
- This insurance must be in force during the dates of the event, 29 October- 1 November 2024, naming SPIE – The International Society for Optics and Photonics (PO Box 10, Bellingham WA98227) as the certificate holder. The following must be named as additional insured:
 1. SPIE – The International Society for Optics and Photonics - PO Box 10, Bellingham WA 98227
 2. Central Hall 2, Manchester Central, Windmill St, Manchester M2 3GX

For exhibitors who wish to purchase the required insurance coverage via our approved provider please contact BUNDA Baltic Underwriting Agency AB, see details below;

- Application link for liability insurance <https://rb.gy/6osj76>
- Administrative queries please contact andrius@bunda.eu and/or Žaneta at zaneta@bunda.eu
- Insurance premium 200 Euros

Upload Certificate of Insurance through the [Exhibitor Dashboard](#) by **21 October 2024**

SPIE recommend that you use DSV Solutions, our official freight forwarder and on-site lifting contractor for sending goods to the show. Services provided are:

- Door to door service
- Import Customs clearance from arrival to advanced warehouse to your stand
- On-site unloading
- Storage of empties
- All the above services in reverse after the show has finished

To use DSV Solutions complete the [Freight Order Form](#) by **Monday 21 October 2024**

DSV Solutions GmbH Fairs & Events
c/o SPIE Photonex 2024
GT House 25-27 Blackwell Drive
Braintree
Essex
CM7 2PU
Contact Ricky Straw
Tel: 44 (0)7808 242467
E-mail: ricky.straw@dsv.com

A representative from DSV Solutions GmbH Fairs & Events will be in attendance throughout the event, if using DSV Solutions, you do not need a representative on-site to sign goods.

- **Exhibitors from outside the European Union, prior to sending your shipment, we strongly suggest you contact DSV Solutions to avoid complications with your delivery on site.**
- Shipments are subject to customs clearance and general courier companies may not be able to arrange for customs clearance, depending on the type of goods being sent, value, etc.

IMPORTANT - If using any other freight provider, adhere to these guidelines:

- **Deliveries can only be accepted from 29 October.** Manchester Central take no responsibility for signing for parcels or lost parcels.
- **Your onsite Company representative is required at your exhibition space when freight is due for delivery.** They will need all relevant information about the delivery arrangements for your consignment. If no-one is onsite to receive the goods, DSV will take receipt of your shipment and transfer them to the stand upon your arrival. Charges will apply.
- SPIE does not function as a freight customs company and does not provide support with freight clearance or delivery issues
- It is your responsibility to confirm with your freight provider that your packages have been received and that any customs clearance duties for your package have been invoiced

Directions and delivery access - See [directions for Central Halls](#)

For direct shipments please use this address.

SPIE Photonex 2024
Central Hall 2
Manchester Central
Manchester
M1 5LN

Return Shipping

It is the Exhibitors' responsibility to arrange return shipping of their goods. All shipments must be removed on **Thursday 31 October 2024 23:59 Hrs.** An onsite staff member is required to hand the shipment over to the courier/freight forwarder, if you are unable to organise removal of your shipment on **Thursday 31 October 2024**, it will be removed by DSV Solutions GmbH Fairs & Events, sent to their Advance Warehouse and **a charge will apply.**



Global Transport and Logistics

DSV
Gt House, 25-27 Blackwell Drive
Braintree, Essex, CM7 2PU
Tel: + 44 (0) 7808 242467
Email: ricky.straw@dsv.com



EXHIBITION HANDLING & FREIGHT ORDER FORM

EXHIBITOR NAME <input style="width: 90%; height: 20px;" type="text"/> HALL & STAND NUMBER <input style="width: 90%; height: 20px;" type="text"/>	DATE & TIME GOODS ARRIVING TO STAND <input style="width: 90%; height: 20px;" type="text"/> DATE & TIME GOODS COLLECTED FROM STAND <input style="width: 90%; height: 20px;" type="text"/>
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Number and Type of Packaging	Description of goods	Gross weight (kg)	Dimensions (cm)		
			L	W	H

We require the following services: (tick as required)		We require a no obligation quotation:	
<input type="checkbox"/>	Transport from your premises to site / warehouse	<input type="checkbox"/>	Transportation
<input type="checkbox"/>	Return transport from site / warehouse. <i>(curbside service)</i>	<input type="checkbox"/>	
<input type="checkbox"/>	Goods In – Receive into warehouse plus transfer to stand **		£ 75.00 Per CBM (min. £225.00)
<input type="checkbox"/>	Goods Out – Transfer from stand to warehouse ** <i>Please contact us for more details including warehouse location and delivery / collection details</i>		£ 75.00 Per CBM (min. £225.00)
<input type="checkbox"/>	Unloading from vehicle direct to stand **		£ 17.50 per 1000kg / 3m3 per lift
<input type="checkbox"/>	Reloading direct from stand to vehicle **		£ 17.50 per 1000kg / 3m3 per lift
<input type="checkbox"/>	Standard empty case storage		£ 30.00 per 1m3 (min. £ 60.00)
<input type="checkbox"/>	Accessible storage		£ 45.00 per 1m3 (min. £ 90.00)

** Charges based on standard working hours which are Monday to Friday // 0800-1800hrs. A 50% surcharge is applicable on all work completed on Saturday, Sunday, Public Holidays or weekdays outside of standard working hours.

Company name		Email Address	
Address (invoice)		Card Payment* <i>Please provide contact name / details to obtain card payment information</i>	
VAT Number		Name (please print)	
Company Registration Number		Signed	
Telephone Number		Fax Number	

PLEASE SIGN TO CONFIRM ORDER AND PROVIDE PAYMENT DETAILS ABOVE
If no credit terms are in place then all payments must be received prior to delivery to stand
All prices are exclusive of VAT and an Agency Fee of £ 35.00 is applicable to all orders.
IMPORTANT: All business is undertaken subject to the current editions of our standard trading conditions, which are UKWA (warehousing) and BIFA (all other business). Copies available upon request

Health & Safety Statement

For the attention of all Exhibitor Contractors, PHOTONEX 2024 Show Contractors and Exhibitors

Successful safety management requires the commitment, involvement and co-operation of all those on-site at the event.

Exhibitors and Contractors have a legal duty under current Health and Safety Regulations, with which they must comply.

To assist Contracted Stand builders and Exhibitors please read and note the following information.

Thank you in advance for your cooperation and support

Ray Critchley - PHOTONEX 2024 Health & Safety Representative, Event Management Safety Solutions Ltd.
07711 475107 enquiries@em-ss.co.uk

Manchester Central ref: **eGuide August 2023** (which replaces the August 2022)
<https://www.aev.org.uk/resources/e-guide>

- The **eGuide** is recognised as best practice in the event industry, and has been fully adopted by Manchester Central.
- The status of the eGuide is similar to that of an Approved Code of Practice.
- PHOTONEX 2024 expects Exhibitors and all Contractors including those building the Exhibition stands to refer to the **eGuide** to ensure they meet their obligations and also work with the PHOTONEX 2024 safety representative to create a safe working environment for all involved.
- To assist all involved, the Photonex Health & Safety Representative has selected a number of examples from various headings within the guide and point numbers. Please refer to the guide for further details of any of the points listed below
- The eGuide examples are not intended to be a complete statement of law or other regulations but are there to assist and support exhibitors and contractors to meet their legal obligations.

Visitor Safety - Stand Platforms Corners

[eGuide page 111 points 47 & 48](#)

- **Platform corners must be splayed, rounded or angled** and there must be a contrast in colour between the gangway and the platform to denote the change in level.
- Where a bevel edge is applied to the perimeter of a platform, it must be conspicuous

Fire Safety - Doors/Vision Panels

[eGuide page 110 points 39, 40, 41 & 42](#)

- Doors must have a vision panel with a zone of visibility spanning from 500mm to 1500mm above the floor.
- **The exception to this is doors to small storerooms, where a small panel may suffice.**
- Emergency exit doors must open outwards in the direction of escape.
- Doors must be recessed where they open on to public circulation areas, e.g. they must not open directly on to a gangway.
- Sliding doors are not acceptable as emergency exit doors.
- Emergency exit doors must open outwards in the direction of escape.
- **Fire Safety note storerooms:**
Vision panel must offer a clear view of the interior. No 100% frosted effect vision panels or security type peep holes, as these do not allow a clear view for the venue fire marshals to confirm "all clear" in the event of an evacuation.

Fire Safety - Decorative Materials

[eGuide page 114 points 96 & 98](#)

- Decorative materials used for stand dressing must be flame proofed or purchased already treated by use of the appropriate chemical.
- Artificial plants and flowers are combustible and give off toxic fumes. Therefore, they must not be used for stand dressing. Silk-type flowers are acceptable, providing they are fireproof or have been treated and marked as such.

Complex Structure Definition

A complex structure is any form of construction, either ground-based or suspended, that, through risk assessment, has been found to present a significant risk.

It is the responsibility of the stand designer to determine whether a structure is complex or not. Examples of complex structures:

- Any structure, regardless of its height, which requires structural calculations
- Multi-storey stands
- **Any part of a stand or exhibit which exceeds four metres in height (overall height to INCLUDE platform)**
- Platforms and stages over 0.6m in height and all platforms and stages for public use (not including stand floor flats and platforms)

The venue reserves the right to deem a structure 'complex' where this has not correctly been determined by the designer.

Submission Procedure Complex Structures

Organisers are responsible for submitting full details of all complex structures.

Permission to build any complex structure will not be given until the venue has received 2 copies of the following (written in English):

Detailed, scaled structural drawings showing:

- Plan views of each storey of the stand/structure
- Sections through each storey of the stand/structure
- Elevations including full steelwork and staircase details
- Width and position of gangways within the stand
- Floor and/or roof loading
- Specifications of materials used
- Structural calculations
- Risk assessment (to include fire hazards) and method statement

Written confirmation from an independent structural engineer, with adequate professional indemnity cover, that the design is safe for its purpose is required .

If any complex structure is modified after the submission of the above information, plans must be re-submitted with details of all modifications and a structural engineer's confirmation that the final overall design is safe for its purpose

Stand/feature Manchester Central - Construction Certificate of Completion (CCC)

- Photonex Health & Safety Representative will distribute a CCC to the responsible person representing the contractor.
- **Prior to departure from site** a completed CCC must be returned to Photonex Health & Safety Representative.

Documentation

- **Contractors** – once details of contractors are given in the exhibitor portal, the PHOTONEX 2024 team will pass onto the details to the Health & Safety representative who will email a Contractors Agreement & Confirmation form and also request all relevant documentation including RAMS, insurance, fire retardancy certification.
- **Exhibitors** – so long as stand activities are clearly without significant risk, method statements and risk assessments are NOT required. You will be required to download, complete and submit a No significant risk declaration form (NSRDF) via the exhibitor portal, which is valued for all activities that take place during the live event phase. Please ensure a NSRDF is also completed, **as all exhibitors must complete a NSRDF.**
- **Lasers:** Those exhibitors displaying lasers please request **Operating Laser Form** from PHOTONEX 2024 team

For shell scheme exhibitors with display cabinetry, light boxes etc., a stand plan should be submitted which will be assessed by the PHOTONEX 2024 Health & Safety advisor who will decide if any further documentation is required.

Induction Procedure for both exhibitors and contractors

- **Exhibitors** - will have access to the venue induction video via the portal. Please ensure all personnel who will be on site at any point during the event have viewed this then complete the form in the portal to confirm.
- **Contractors** - will receive from PHOTONEX 2024 safety representative an attachment with information and a copy of the induction video. Follow the instructions and return via email.
- **Upon arrival** - Manchester Central will have staff on doors front and rear and will request confirmation that all contractor personnel have viewed the induction video. Those personnel who have not viewed the video will be instructed to read a copy of the induction script and sign a log to confirm they have done so.
- **Note: No Induction No Entry.**

Fire and Evacuation

- Venue Announcement:
*Attention Please! Attention Please!
 Will Everybody Please Leave The Building by The Nearest Exit. This Is An Emergency.
 The Staff Will Assist And Direct You. Please Do Not Use The Lifts*
- On hearing the alarm, all contractors, staff and visitors must make their way out of the venue by the nearest available exit.
- The venue has two assembly points;
 1. The Rear Car Park, and The Front Forecourt, Windmill Street
 2. All persons are to evacuate to the closest assembly point.

Medical First Aid

- If you need urgent medical assistance, please advise either a venue steward, venue security or a PHOTONEX 2024 staff member. If near an in-house telephone please dial First Aid direct extension 2211 or Security 2206 and give the location of the casualty and details of any injuries (e.g. bleeding or unconsciousness). A member of the first aid team will come to help.

Personal Protective Equipment (PPE)

MANCHESTER CENTRAL HI-VISIBILITY VEST POLICY:

Manchester Central enforces the wearing of Hi-visibility vests during build & breakdown and any person not wearing one will not be allowed in or to work in the event space.

Manchester Central requires Hi-vis vests to comply with EN20471 standard (yellow, red or orange)

IMPORTANT NOTE: BLACK VESTS WITH REFLECTIVE STRIPES DO NOT COMPLY AND ENTRY WILL BE REFUSED

PPE Schedule*

Day	Date	Start	End	Action	PPE Requirements	Pass type
Tuesday	29 OCT	05.00 06.00 07.00 08.00	14.00	Unload Carpet & shell Electrics Space only stand build access & start Main Build complete	Hard hat (when necessary – please have to hand), Hi-vis and appropriate safety footwear.	Contractors
Tuesday	29 OCT	14.00	20.00	Space only continue and Stand set- up/dressing to commence	Exhibitors: delivering items to the stand who require access via the loading bay, minimum PPE required; Hi-vis and to avoid trips, slips and the risk of a foot injury-appropriate closed toe, low- heeled footwear suitable for the task in hand.	Contractors & Exhibitors

					Contractors Hard hat (when necessary – please have to hand), Hi-vis and appropriate safety footwear.	
Thursday Friday	31 Oct 01 Nov	16.00 00.00	00:00 00.00	Stand undressing & Space only Breakdown	Exhibitors removing collateral items from stands who require access to the loading bay, minimum PPE required - Hi-vis and to avoid trips, slips & the risk of a foot injury- appropriate closed toe, low- heeled footwear suitable for the task in hand. No PPE required for exhibitors using the main exit. Contractors Hard hat (when necessary – please have to hand), Hi-vis and appropriate safety footwear.	Exhibitors & Contractors

Dismantling

- **Under no circumstances can any form of stand undressing or breakdown commence prior to delegates leaving the hall.**
- Exhibitors may undress their stands and remove high value items from 16.00hrs Thursday 31 Oct
- Please do not leave any goods or equipment in shell scheme cupboards or leave display material on the walls or stand. The organisers cannot be held responsible for the loss of exhibits.
- **Space only breakdown - during which time anybody on the exhibition floor will need to wear PPE as the hall will be in CDM mode.**

NOTE *

- Your own risk assessment may require additional PPE to the above in that case that requirement must be met.
- Any changes to times or PPE requirements will be communicated by Photonex Health & Safety Representative to all parties affected.

Alcohol and Drugs

- Any person suspected to be under the influence of drugs or who is intoxicated will be ejected from the venue.

Non-Compliance

- Exhibitors or Contractors who do not comply with Health and Safety Regulations will be issued with an official warning (verbal) and will not be permitted to continue working until they meet requirements laid down. Any persistent unsafe work or behaviour may result in the person or persons being ejected from the venue.

Stand Plans - Space Only Stands

Including complex structures

- Detailed scale drawings, including plan views and elevations of all space only stands must be submitted to the event organiser prior to the event, so that they may ensure that the plans comply with the venue's regulations.
- Details of the materials used to construct the stand; a plan showing its location within the exhibition, a risk assessment, (to include fire hazards), where applicable fire retardant certificates, and method statement must also be submitted.
- It is the organiser's responsibility to ensure that space only stand and rigged structure plans comply with all relevant regulations.
- Where plans are required to be submitted to the venue, as in the case of complex structures, the organiser or appointed stand plan approval contractor must be satisfied that the plans and all accompanying documents are complete and fully comply before submitting them. Submission Procedure Complex Structures eGuide pages 118 & 119 points 8,9,10, 11 & 12 further information refer to eGuide.

Stand Plans - General Guidance

eGuide pages 117 & 118 point 1-7

- All stand plans must be checked by a competent person to ensure compliance with all relevant standards
- That the structure can be built safely within the time available.
- That the design is suitable for its purpose and safe for use by all.

Construction Materials[eGuide page 114 points 94 & 95](#)

- All materials used in the construction of stands, features and displays, including signs and fascia's, shall be:
- Compliant with the British Standard relevant to the particular material or item and ultimately, non-combustible, inherently non-flammable or durably flameproof in accordance with BS 476-Part 7
- Water-based, where applicable, e.g. adhesives, paint and fillers
- British Standards are the minimum acceptable standards for construction materials.
- Suitable samples of materials may be submitted to the venue for approval. Materials may be tested on-site to ensure that they comply.

Timber[eGuide page 116 points 110,111 & 112](#)

- Timber under 25mm thick must be impregnated to Class 1 standard. Treated materials should have 'BS 476-Part 7, Class 1' marked on them.
- Boards, plywood, chipboard etc. must be treated if under 18mm thick. The exception to this is MDF, which is acceptable for use due to its density. MDF and chipboard must not be machined on site, as the dust produced is hazardous to health.
- Chipboard must not be used as a weight-bearing material.

Glazing[eGuide page 115 points 105 & 106](#)

- All glazing used in the construction of stands must consist of laminated safety glass with a minimum thickness of 6mm. Areas of glazing within 800mm of floor level and over 0.5m², where the smaller dimension of the pane is greater than 250mm, must conform to the thicknesses shown below (in order to comply with the 'Code of practice for safety related to human impact')
- Any uninterrupted, large areas of clear glazing shall be indicated with warning stripes, dots, logos etc. Overhead glazing shall be of wired or laminated glass, or be otherwise adequately protected from shattering.

Fabrics, Drapes, Curtains and Hangings[eGuide page 114 points 99](#)

- Drapes, curtains, hangings etc. must be inherently or durably flame-proofed. Otherwise they may be treated with a proprietary flame retardant. Test certificates must be available for inspection for any materials intended to be used.

Contractors and Exhibitors Risk Assessments[eGuide page 88 points 10,11 & 12](#)

- It is the responsibility of all contractors and exhibitors to ensure that they have suitable and sufficient health and safety and fire risk assessments in place.
- Organisers will vet all exhibitors and contractors risk assessments, to ensure they are suitable and sufficient and relate to the specific event.

Working at height**Ladders** [eGuide page 138 point 7](#)

- Ladders must be used in accordance with manufacturer's instructions at all times.
- Additionally, the following guidelines must be followed:
 - Leaning ladders must be placed at the correct angle
 - Ladders should only be used on level ground and must be secure e.g. suitably tied or, as a last footed
 - The top treads or steps must not be used as a platform for work
 - Users should face the ladder at all times whilst climbing or dismounting
 - Stepladders should not be used sideways-on where sideways loads are applied
 - Only one person should climb or work from a ladder or a stepladder
 - Users should not overreach
 - Steps and ladders should be checked for suitability and defects each time they are used

Access Equipment [eGuide page 136 points 5,6 & 7](#)

- Scaffold towers must be built and used in accordance with the manufacturer's instructions.
- Where the working platform is more than 3 times the minimum base dimension, outriggers must be used.
- Powered access equipment shall have been inspected and tested for safety in the previous 6 months. It must only be used by competent persons trained in the use of the equipment who can provide a valid licence or training certificate.

- Operators must comply with current IPAF guidance.

Standard banners

eGuide page 85 points 21,22 & 23

- A standard banner is a straight, flexible banner, normally made from PVC/vinyl. *
- Banners shall be fit for suspension. Suppliers shall be responsible for the integrity of banners and their suspension fittings. Screw-in eyes are not acceptable and the venue reserves the right to refuse to allow the suspension of any banners where the suspension fitting supplied is inadequate.
- Any drop-weighting applied to the bottom of banners must be within a sealed pocket enclosed by one of the following methods: stitching, vinyl welding, cable ties fixed taut through eyelets, or fixed with heavy-duty stapling and large head screws and washers. The weight must not be allowed to move around within the pocket.

***Note from author - banner materials must be inherently flame retardant or treated with retardant chemical.**

Hot work permit

- No hot work (grinding, welding) can take place in the venue or Event space without a Hot Work Permit being issued.

Hazardous Substances

- No Hazardous Substances to be used on site without prior permission of the venue and PHOTONEX 2024 Health & Safety representative. Please contact the PHOTONEX 2024 safety representative for further information.

Smoking policy

- Smoking cigarettes and e-cigarettes is not allowed in any of Manchester Central's internal areas. If you or your visitors, delegates or exhibitors wish to smoke, there are designated and marked smoking areas outside Charter Foyer, Central Foyer and Exchange Lower Foyer. Smoking bins are provided.

Gangways

- Under no circumstances will exhibits, stand dressing, tables and chairs, etc. be allowed to encroach into the gangways. All exhibits must be kept inside their allocated space at all times.

Children

- For Health and Safety reasons, children aged 16 and under are not permitted in the exhibition hall during build-up or breakdown periods at any time, nor are they allowed in the hall during the open days unless under exceptional circumstances and it has been pre-arranged with the PHOTONEX 2024.

Noise

- Noise levels may not exceed 70dBA when measured at the edge of the stand. Please be considerate of your neighbours.

FOR THE ATTENTION OF ALL EXHIBITORS ATTENDING

Please complete this form and return to – jane@spieurope.org

Exhibitor Company Name.....

Stand Number.....

Enter a short description of the activity that will occur on your stand: *e.g. explanation of product or services to potential clients*.....

Confirmation of "No Significant Risk"

Exhibitors occupying both shell scheme and space only stands may not be required to submit a Method Statement, Risk and/or Fire Risk Assessment if the activity on the stand is clearly without significant risk.

The exhibitor must confirm that this is the case by submitting the following declaration form

Regarding Safety

Some examples, which would represent a significant risk, include:

- ▶ Demonstrations using moving mechanical display items
- ▶ Demonstration of lasers and similar display devices
- ▶ Demonstrations using fragile display items that could shatter or splinter

Regarding Fire Risk

Some examples, which would represent a significant fire risk, include:

- ▶ Use of compressed or flammable gases
- ▶ High levels of packaging waste
- ▶ Dressing the stand with untreated non-flame retardant materials such as artificial floral arrangements
- ▶ Any kind of naked flame on stand

Statement 1 | Health & Safety

I declare that having carefully considered the activity planned within our stand during the event, I am satisfied that it poses *no significant Health & Safety risk to our staff, other exhibitors, visitors - or others at the venue.*

Statement 2 | Fire Safety

I declare that having carefully considered the notes above and the activity planned within our stand during the event, I am satisfied that it poses *no significant risk of fire.*

Statement 3 | Activity

If our planned activity changes, I agree to review the risks and if a significant risk is identified, submit a RiskAssessment and/or Fire Risk Assessment marked "For The Attention of Ray Critchley" and email to enquiries@em-ss.co.uk

Name:.....

Signature:.....

Company Position.....Date:

Thank you for your support

For the attention of all personnel attending Photonex 2024

1. Please download and view [Exhibitors Site Induction](#).

And

2. Circulate the [Exhibitors Site Induction](#) to the relevant personnel.

Finally complete the confirmation below & email to Jane Morrison - jane@spieurope.org

CONFIRMATION: On behalf of the company, I can confirm that all employees and or freelancers working on the company's behalf @ Photonex 2024 will have viewed the induction video prior to arrival.

⇒ **Print your Name**

⇒ **Position in company**

⇒ **Company Name**

⇒ **Stand number or client name**

Note:

Entry to the site could be delayed as venue staff will be stationed at entry points and will request confirmation.

If a person has not seen the presentation, prior to gaining entry, they will be given a copy to read and will be required to sign to confirm they have read the information.

Thank you for your support

For the attention of all personnel attending Photonex 2024

- 1. Please download and view the attached: [Site Induction](#).
- 2. Circulate the [Site Induction](#) to the relevant personnel.

Finally complete the confirmation below & email to Jane Morrison - jane@spieeurope.org

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Note:
Entry to the site could be delayed as venue staff will be stationed at entry points and will request confirmation.

If a person has not seen the presentation, prior to gaining entry, they will be given a copy to read and will be required to sign to confirm they have read the information.

Thank you for your support

Step 1 Company details

This form must be completed / signed by those intending to operate lasers if you wish to use pressurised gas supplies please contact us.

Company Name:

Stand No:

Contact Name:

Step 2 Laser details

OPERATING LASERS

Please supply details of laser type, power output (for CW lasers), pulse energy, length and rep rate (for pulsed lasers), operating wavelength(s) and Laser Class to EN 60825-1:1994 or 2001 (IEC 60825-1 is identical).

--

Step 3 Control Measures

If you are intending to operate any Class 3B* or Class 4* laser(s) please complete the following

Details about your lasers on display

	Type	Laser Class	Describe the control measures you will be using with this laser
Laser 1			
Laser 2			
Laser 3			
Laser 4			

Step 4 Risk Assessment

Any company running lasers will be required to provide a Risk Assessment, please complete this in standard manner and tick as appropriate:

Our Risk Assessment is attached

Step 5 Signature

We agree to conform to the European laser safety standard EN 60825-1 and to any requests regarding laser or gas safety by officers from or acting on behalf of SPIE, NEC, or the H.S.E., and to accept full responsibility for any damage caused to persons or property within the exhibition area or their environs.

Signed:

Date:

CAR PARKING

There is a 24-hour NCP car park directly below Manchester Central. It has 643 spaces including 15 disabled parking bays and three electric vehicle charging points. There is direct access to Manchester Central by lift, stairs and escalator.

Manchester Central NCP
Lower Mosley Street
Manchester
M2 3GX

Please note that Manchester Central NCP has a **1.98m height limit**.

For exhibitor parking, pre-book on the [NCP website](#) for the car park beneath the venue to receive a 50% discount on the NCP rate for 24-hours.

Please use code 'EXHIB14'

TAXIS

Manchester Central works with Manchester's black cab drivers to keep them informed about upcoming events and to make sure they know when we're going to be busy.

We have a dedicated taxi rank at the front of the venue. Black cab taxis are readily available at Manchester Airport and both Piccadilly and Victoria train stations.

TRAVEL

For further travel information, please visit [our website](#) 

See also [Getting here](#) for a map and driving directions.

Manchester is at the heart of a comprehensive motorway network. Manchester's M60 orbital motorway provides easy access from north, south, east and west. Manchester Central's address is Petersfield, Manchester M2 3GX.

M 6 – FROM SOUTH STOKE, BIRMINGHAM

Leave the M6 at junction 19, just after Knutsford Services. Follow the A556 towards Altrincham and pick up the M56 towards Manchester Airport. Follow the motorway onto the A5103 (Princess Parkway), then follow signs for Manchester Central, Petersfield.

M 6 – FROM NORTH PRESTON, CARLISLE

Leave the M6 at junction 21a for the M62 towards Manchester. At junction 12, join the M602 and continue to the end of the motorway (Regent Road Roundabout, Salford). Follow signs to the city centre along Regent Road, and then to Manchester Central, Petersfield.

M 62 – FROM WEST LIVERPOOL

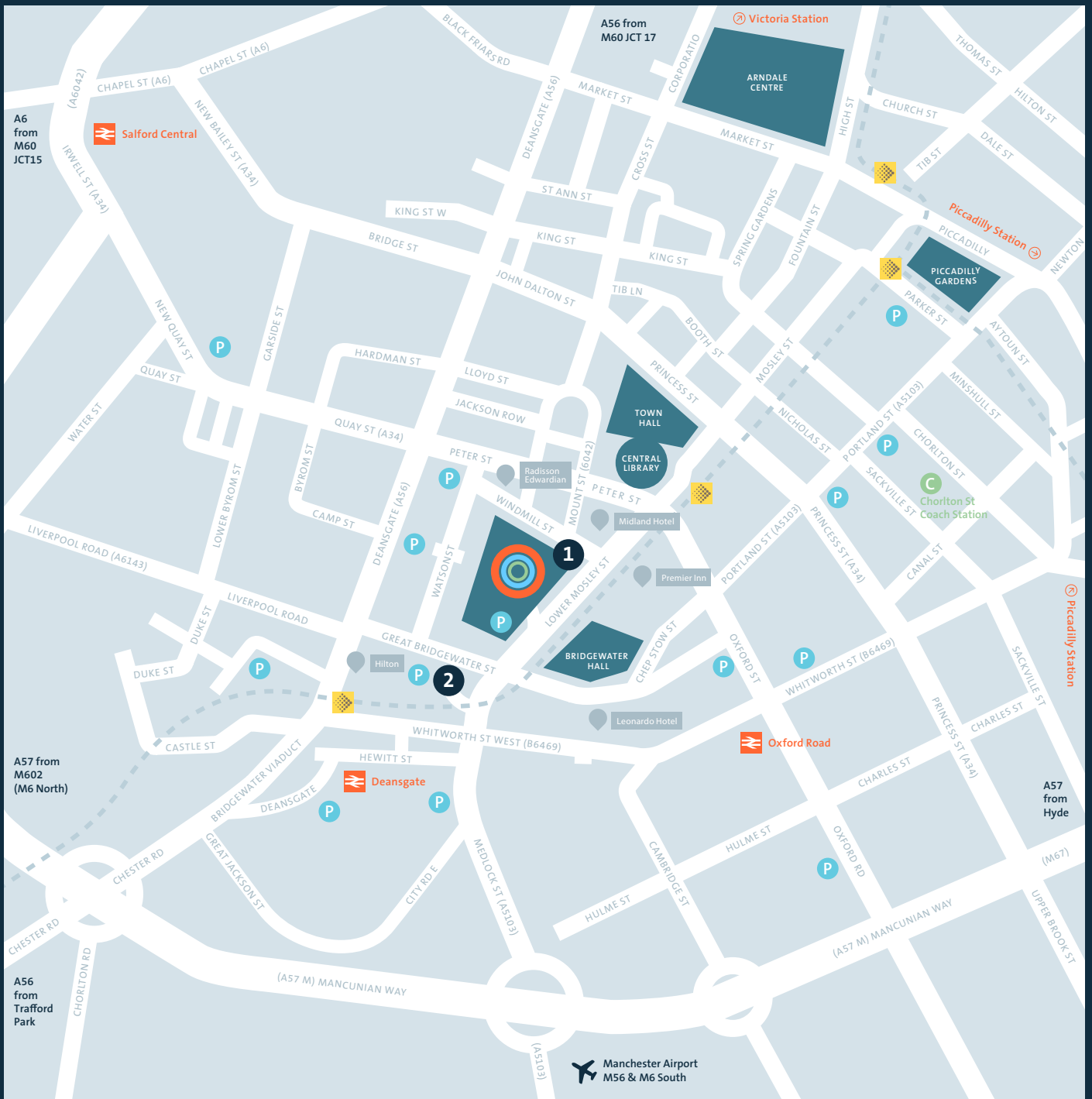
At M62 junction 12, join the M602 and continue to the end of the motorway (Regent Road Roundabout, Salford). Follow signs to the city centre along Regent Road, and then to Manchester Central, Petersfield.

M 62 – FROM EAST LEEDS, YORKSHIRE


At M62 junction 18, join the M60 westbound. Take junction 17 onto the A56 (Bury New Road) and follow signs to the city centre, and then to Manchester Central, Petersfield.


M 56 – FROM WEST NORTH WALES, CHESTER

Follow the M56 past Manchester Airport. Continue onto the A5103 (Princess Parkway), then follow signs for Manchester Central, Petersfield.




 Parking

 Coach station

 Railway station

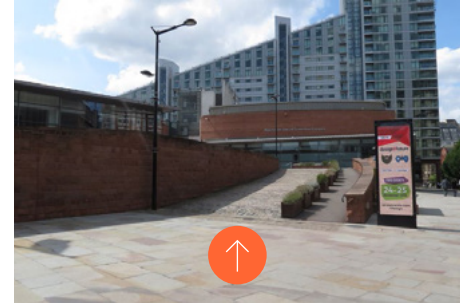
 Metrolink station

 Hotel

Getting here

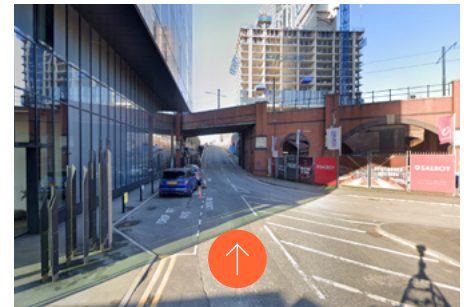
Delivery access

1 EXCHANGE HALL WINDMILL STREET, M2 3GX

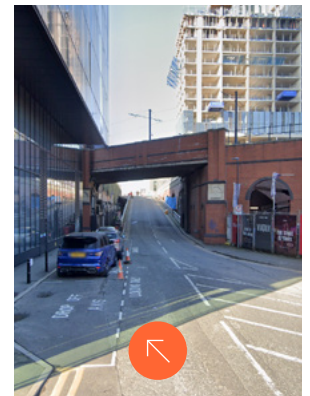
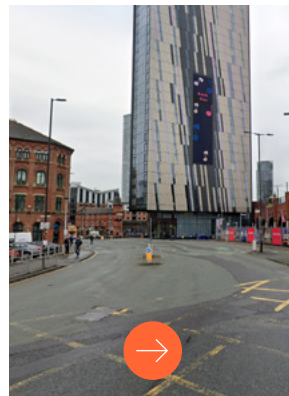
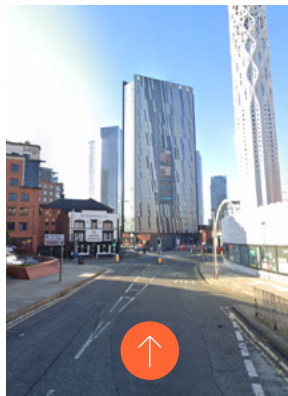


Approaching from Windmill Street

2 CENTRAL HALLS & CHARTER SUITE ALBION STREET, M1 5LN



Approaching from Medlock Street



Approaching from Lower Mosley Street

LED TV Screens (all with USB and HDMI ports)

- 24" - £245 – W 594mm x H 334mm – 4.2kg – Specs: [click here](#)
32" - £305 – W 731mm x H 433mm – 6kg – Specs: [click here](#)
43" - £380 – W 977mm x H 615mm – 8.5kg – Specs: [click here](#)
55" - £505 – W 1125mm x H 670mm – 17kg – Specs: [click here](#)
65" - £725 – W 1454mm x H 851mm – 32kg – Specs: [click here](#)
80" - £1100 – W 1862mm x H 1112mm – 60kg – Specs: [click here](#)

Touch Screens – Can't be Wall Mounted

- 42" - £645 – Specs: [click here](#)
55" - £805 – Specs: [click here](#)
65" - £1045 – Specs: [click here](#)

Extras

- iPads - £190
Laptops - £170
Small PA System - £270
Large PA System - £370



Fullcircle



If you want your TV wall mounting it will require a re-enforced MDF Panel which is an extra £90.



If you want your TV/Touchscreen on a Floorstand with Wheels this will be an extra £90.

All TV's will be wall mounted at head height (approx 1.5m - 1.7m high from the floor) unless specified. We can only wall mount up to 55" TV's, anything larger will need a floorstand. All TV's come with USB & HDMI ports. If you are playing a video file on loop, please only use MP4 files and email that/those file(s) to your sales rep at least two weeks before the show. You must also bring a copy of the MP4 file(s) with you on a USB Pendrive for plug and play options. You must test your video file(s) on a TV before the show, we cannot convert or amend any corrupt/incompatible files nor can we use any incompatible USB Pendrives. Remote controls will be left behind your TV or inside any furniture units you may have.

Exhibitor Enhancements To-Do List



Fullcircle

- A completed order form with Invoice Address, Email Address and your PO Number (if applicable).
- 1x print-ready graphic artwork PDF file for each wall / panel graphic ordered.
- Your chosen Carpet Colour from our Carpet Swatch (if applicable).
- Your Pantone Reference number(s) of any painted requirements (not HEX/CMYK) (if applicable).
- A visual mock-up that clearly shows:
 - Location of each Graphic walls / panels / fascias / cabinets
 - Location and height of any TVs / Screens
 - Location and height of any Electrical Sockets
 - Location and height of any Garment Rails
 - Location and height of any Shelves
 - Location of any Spotlights / Lighting
 - Location of any Storerooms / Extra Walls / Doors
 - Location of any other item from the Accessories Order form



Have you ticked it off?

Your visual mock-up is what we work from on site in order to install your requirements in the correct location and height. If we don't receive a visual mock-up we will install your requirements at our discretion and a surcharge will be applicable on site if any layout changes are needed.

SPIE.

30 - 31 October 2024
Manchester, United Kingdom

Graphic Options

Please contact:

eehub@fullcircleeventsltd.co.uk

for graphics orders & enquiries.

1

Panel Graphic option

- Early bird £230.00 per panel
- After 9th July £250.00 per panel

2

Seamless Graphic option

- Early bird £250.00 per liner metre
- After 9th July £270.00 per liner metre

* All Prices Include Transport and Installation on site.



Fullcircle

Events
& Exhibitions

