

# Exhibitor Manual

## Section 1: General information

### Venue

Manchester Central Convention  
Complex (exchange halls)  
Petersfield  
Manchester M2 3GX

### Organiser

Lorraine O'Leary  
Museums Association  
42 Clerkenwell Close  
London EC1R 0AZ  
[lorraine@museumsassociation.org](mailto:lorraine@museumsassociation.org)  
Telephone +44 (0)20 7566 7840

### Electricity and shell scheme contractor

Hirex Ltd  
1 Lomax Street  
Manchester M26 1PX  
Telephone +44 (0)161 723 6100  
Fax +44 (0)161 723 4744

### Delivery and storage

Stevie Cameron Logistics  
[info@cameronlogistics.co.uk](mailto:info@cameronlogistics.co.uk)  
+44 (1) 355 238 559 -  
full details in appendix

### Important dates and timings

#### Wednesday 15 November

Deliveries accepted to the MCCC.  
It is highly recommended you  
use the official freight agent for  
collection and delivery direct to  
your stand - Stevie Cameron  
Event Logistics. This system has  
been simplified and competitive  
prices negotiated - see details in  
the appendix.

#### Exhibitors gain access as follows

0900 - 2000\*

Self build stands

1400 - 2000\*

Shell scheme stands

1400 - 1900

Exhibitor registration

#### Thursday 16 November

0930 - 1730

Exhibition open

1730 - 1830 - exchange room 11  
All exhibitors are invited to a drinks  
reception hosted by UKTI

#### Friday 17 November

0930 - 1630

Exhibition open

#### Saturday 18 November

All exhibitors and delegates are  
invited to a third day of special  
events and tours at sites around  
Manchester, please see the  
conference guide for full details.

**Section 2** includes important  
health and safety information and  
the **legal** responsibilities of the  
exhibitor and will be available at  
the end of August.

Please contact [lorraine@museumsassociation.org](mailto:lorraine@museumsassociation.org) if there is  
information you need that is not  
listed + 44 (0)20 7566 7840

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# Deadlines

Compulsory actions are highlighted

Action	Deadline	Contact	Contact details
<b>Name badges</b>	ASAP	Lorraine O'Leary	Names and email addresses to <a href="mailto:lorraine@museumsassociation.org">lorraine@museumsassociation.org</a> Maximum two personnel per stand or four personnel for stands 3 x 3m or over
Promotional opportunities	ASAP	Nazneen Musafir	<a href="mailto:naz@museumsassociation.org">naz@museumsassociation.org</a> +44 (0)20 7566 7830
Accommodation bookings	ASAP	Jane Baker-Sinclair	<a href="http://www.jpevents-bookings.co.uk/museums2017">www.jpevents-bookings.co.uk/museums2017</a> +44 (0)845 6801138
<b>Payment of final invoice</b>	31 Aug	Jolanta Stevens	<a href="mailto:jolanta@museumsassociation.org">jolanta@museumsassociation.org</a>
<b>Space only plan submission</b>	1 Oct	Lorraine O'Leary	<a href="mailto:lorraine@museumsassociation.org">lorraine@museumsassociation.org</a> +44 (0)20 75666 7840
<b>Conference &amp; Exhibition guide listing - free</b>	12 Oct	Zoe Spencer	<a href="mailto:zoe@museumsassociation.org">zoe@museumsassociation.org</a> +44 (0)20 7566 7870
<b>*Health and safety documents</b>	18 Oct	Phil Fellows	<a href="mailto:phil.fellows@dimeevents.com">phil.fellows@dimeevents.com</a> +44 (0)1799 551181 +44 (0)1799 551264 (Fax)
<b>*Name board</b>	18 Oct	Hirex	+44 (0)161 7236100 +44 (0)161 7234744 (Fax) <a href="http://www.hirex.co.uk">www.hirex.co.uk</a>
*Electrical and lighting orders	18 Oct	Hirex	+44 (0)161 7236100 +44 (0)161 7234744 (Fax) <a href="http://www.hirex.co.uk">www.hirex.co.uk</a>
*Schell Scheme extras Specifications Graphics	18 Oct	Hirex	+44 (0)161 7236100 +44 (0)161 7234744 (Fax) <a href="http://www.hirex.co.uk">www.hirex.co.uk</a>
Audio visual order	18 Oct	Trish Bailey	<a href="mailto:tbailey@blitzges.com">tbailey@blitzges.com</a>
Furniture order	18 Oct	Europa International	<a href="http://www.europainternational.com">www.europainternational.com</a> +44 (0)20 8676 0062
Internet connection order	18 Oct	MCCC	<a href="http://www.manchestercentral.co.uk/online_ordering">www.manchestercentral.co.uk/online_ordering</a>
Conference & Exhibition guide advertising	23 Oct	Nazneen Musafir	<a href="mailto:naz@museumsassociation.org">naz@museumsassociation.org</a> +44 (0)20 7566 7830
Courier/freight shipping order	3 Nov	Stevie Cameron Logistics	<a href="mailto:info@cameronlogistics.co.uk">info@cameronlogistics.co.uk</a> +44 (0)1355 238 559

# Timetable

For set-up, during the event, and breakdown

## Wednesday 15 November

Deliveries accepted to the MCCC.

It is recommended you use the official shipping agent - Stevie Cameron Logistics.

### Exhibitors gain access as follows

**0900 - 2000\***

Self-build stands only

**1400 - 2000\***

Shell scheme stands

**1400 - 1900**

Exhibitor registration

**1900 - 2100**

Networking event at the Whitworth

\*No exhibitor access to the exhibition hall before these times.

\*The wearing of High visibility vests is compulsory on the floor during build.

## Thursday 16 November

**0730 - 0830**

Final exhibitor set-up

**0730**

Conference delegate registration opens (both days)

**0930 - 1730**

Exhibition open - visitor registration open (both days)

**0845**

First keynote speech

**0945 - 1040**

Coffee break

**0930 - 1700**

Museum Practice Workshops - exhibition floor

**1300 - 1415**

Lunch break in exhibition hall

**1400 - 1450**

AGM - Museums Association members only

**1600 - 1640**

Coffee break

**1900 - 2100**

Networking event & Conference party at the Museum of Science & Industry

Drinks & nibbles served + cash bar

**2100**

Come dine with me - carry on the networking with speaker, delegates & MA staff over dinner - sign up via the Conference app

## Friday 17 November

**0930 - 1630**

Exhibition open

**1015 - 1100**

Coffee break

**0930 - 1600**

Museum Practice Workshops and Careers Hub - exhibition floor

**1325 - 1445**

Lunch

**1545 - 1620**

Coffee break

The exhibitor awards will be presented during this final coffee break, wine will be served and all attendees will be invited to support the suppliers to their industry by voting for them

**1645**

Exhibition breakdown commences

No display material, fixtures or fittings may be removed from the exhibition before the official closing time. The Organisers request that the integrity of your stand is maintained until all visitors have left the Hall. Please do not put the public in danger by moving items out into the gangway at any time.

# General information

## Accommodation

Please contact our accommodation provider JP Events (Leeds) for discounted rates at selected hotels.

Book online at [www.jp-events-bookings.co.uk/museums2017](http://www.jp-events-bookings.co.uk/museums2017) - Contact Jane Baker-Sinclair on +44 (0)845 6801138 with any questions.

## Audio visual equipment

Plasma screens, monitors and similar kit required for your stand can be ordered directly from the Blitz AV.

Please see forms also in the appendix of this manual.

## Badges

Exhibitor badges should be ordered by emailing the name, company and email address to [lorraine@museumsassociation.org](mailto:lorraine@museumsassociation.org). The number of conference places depends on the size of your stand:

- conference entry for two stand personnel for stands up to 3x3m
- conference entry for four stand personnel for stands 3x3m and larger.

There is a 25% discount on conference places for additional stand personnel - please email [lorraine@museumsassociation.org](mailto:lorraine@museumsassociation.org) if you wish to book and pay for extra personnel.

Badges will be available on set-up day (15 November) along with the lunch and refreshment vouchers. The collector will be asked to sign for confirmation of receipt. **Badges must be worn at all times.**

## Build up and breakdown

### Exhibition build: 15 November

Self-build exhibitors will have access from **0900 - 2000**

Shell scheme exhibitors will have access from **1400 - 2000**

## Exhibition breaks down: 17 November at 1645

It is a condition of your contract that the breakdown of your stand does not commence before the hall is cleared of delegates at 1645.

The hall must be cleared by 2000. Anything to be collected by the freight supplier should be clearly marked. Goods being collected by anyone else must be taken to the loading bay. The venue will dispose of anything not collected by 2000.

See further information in loading/unloading section.

## Business services

If you need help with printing, photocopying, scanning and faxing documents the Business Centre can be found at the concierge desk in the Central Foyer. Here you can also get help with stationery supplies, travel adaptors and restaurant bookings. You can also purchase Manchester and Manchester Central gifts and souvenirs.

## Carpets

The exhibition hall is carpeted (mid-blue) throughout.

## Cleaning

A full clean and basic stand clean is carried out after build-up and thereafter on a daily basis throughout the exhibition open period.

## Cloakroom

The cloakroom is free of charge and is located on the ground floor to the right as you walk in the Exchange entrance.

## Corporate members logos

All MA corporate members will have a corporate member logo on the stand fascia.

## Delegate and visitor lists

The first of these lists will be emailed two weeks prior to the event. The most up to date list will be available on the conference app and the final list available approximately two weeks after the show.

## General information continued

### Deliveries

The venue will not receive any deliveries before Wednesday 15 November.

We strongly recommend that you use the courier and exhibition logistics company (Stevie Cameron Event Logistics) that we have appointed to look after deliveries to the venue. They can collect/receive your items a number of days before the event via their Warehouse. They will then deliver your equipment directly to your exhibition stand, ahead of the allocated set up time, so that everything is awaiting your arrival for set-up.

They can also collect all packaged-up materials from your stand post-event and will return any remaining items to your premises.

To receive a quotation for their services, please complete their online enquiry form which you can access [via this link](#).

Or, to find out more contact Stevie Cameron or Eileen MacQuarrie: [info@cameronlogistics.co.uk](mailto:info@cameronlogistics.co.uk)  
00 44 (1) 355 238 559 [www.cameronlogistics.co.uk](http://www.cameronlogistics.co.uk)

Other deliveries will be accepted into the loading bay from 0700 on Wednesday 15 November.

If you don't use this service please send items to the address below including your stand number, event and company name. Anything arriving before 15 November will be turned away by the venue.

**Stand number:**  
**Company name:**

**Museums Association Conference & Exhibition**  
**Manchester Central Convention Centre –**  
**Exchange hall**  
**Petersfield**  
**Manchester M2 3GX**

Exhibitors are responsible for transporting their goods from the loading bay to their stand so please bring your own trolley if necessary.

### Electrical requirements

Electrical supplies or equipment are not included in the package. Please complete the order form in section 2 of this guide and return to Hirex by 18 October. It is important to order the correct amount of power and it might save you money. Please read the information below and if you have any doubt ring Hirex directly on +44 (0)161 723 6100.

**What power supply do I need?** It is important when ordering power supply to know exactly the wattage of appliance or apparatus you may be bringing.

- 500w socket outlet (2 amps) is suitable for laptop computer, 5 x 100w spotlights, small fridge.
- 1kw socket outlet (4 amps) is suitable for a medium to large plasma screen, small kettle, small coffee percolator.
- 2kw socket outlet (8 amps) is suitable for a very large plasma screen, large coffee machine, small domestic appliances.
- 3kw socket outlet (12 amps) is suitable for a tea urn, large kettle, cooking appliances and certain small machinery.

All equipment above should have a label stating wattage of the various items. If this is not the case please call Hirex on +44 (0)161 723 6100.

## General information continued

### Emergency procedures

#### Evacuation

If an emergency evacuation is necessary during your event, the following message will be broadcast:

*"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."*

Staff will guide you to your nearest exit.

#### Fire

In the case of a fire, please take the following action:

1. Break the glass on the nearest fire alarm point. These are located at each vehicle door and fire exit
2. Tell a member of staff and give the location and nature of the incident
3. Notify nearby exhibitors/visitors of the situation

#### Medical

If you need urgent medical assistance, please tell your event manager or any venue steward. If possible, 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.

### Exhibition visitor invitations

Invitations to the exhibition will be mailed out to over 27,000 museum and gallery professionals. If you would like some hardcopies or an electronic version to send to your clients please contact Zoe Spencer on +44 (0)20 7566 7870 [zoe@museumsassociation.org](mailto:zoe@museumsassociation.org).

### Exhibitor awards

**Your chance to win free advertising and reduced fee on 2018 exhibition**

These hotly contested awards are voted for by the delegates and visitors to the event so do take some time to think about how to get their votes.

The awards will be presented by the President of the Museums Association during the final coffee break on Friday afternoon and wine will be served. Award winners will be presented with a plaque and promoted on the MA website and through a press release issued following the event.

### First aid

First aiders will be on site throughout the event. If first aid is required please tell any steward or the MA registration desk.

### Food and Drink

Included in your stand package are lunch and refreshment vouchers for two stand personnel for stands up to 3x3m and four stand personnel for stands 3x3m and larger. The vouchers must be handed to the caterers as they will not serve you without a voucher. These should be collected and signed for along with your staff badges on Wednesday. Please keep the lunch vouchers safe as replacements will not be available.

One of the catering stations on the exhibition floor will open for exhibitors 30 minutes before the scheduled delegate lunch break.

Unfortunately there is no cash catering on this site.

Alcohol is not to be consumed on the exhibition floor during build up and break down.

### Furniture

One covered table measuring 1220 x 760mm and two black upholstered chairs are included in your stand package. The table for stands of 1m depth is 610mm deep. Nothing should encroach onto the gangways. **Please let Lorraine O'Leary know by 1 October if you do NOT want the furniture package.**

All other furniture should be ordered through Europa international. Please see their website for full details and images of stock [www.europainternational.com](http://www.europainternational.com).

The order and payment forms can be found in the appendix to this manual.

### Health and safety responsibilities and policy

A document giving full details of policy and responsibility will be available from the Museums Association by September. This will outline the exhibitor's responsibility for ensuring the policy is maintained and risk assessments recorded.

## General information continued

### Insurance

It is the responsibility of all exhibitors to ensure they have sufficient insurance cover for the event and all attendees at the event to ensure their personal belongings are stored safely. Stands and exhibits on stands are not accepted into the custody or control of the event organiser or the venue and exhibitors should make their own insurance arrangements.

There will be a health and safety consultant on the exhibition floor on set up day.

### Internet connection

Internet connection can be ordered from the venue online [via this link](#)

There is an open wifi connection throughout the venue intended for casual use, web browsing etc. This is not to be used for business critical purposes and will not be supported by any staff.

### Loading/unloading

Enter the site via the security gate at the following address: Exchange Hall, Windmill Street, M2 3GX.

You will have 30 minutes to unload your materials after which time you will be asked to leave and park your vehicle. Please also display your stand number and mobile phone number in your vehicle.

### Breakdown of the exhibition

Breakdown commences at 1645. Stands must be down and ready to load before vehicles will be permitted to enter the loading bay. Exhibitors/contractors are asked to inform the traffic marshals that they are ready to load with details of the vehicle.

There is no storage or loading bay to leave anything so you must either:

- stay on the exhibition floor with your gear until the courier arrives
- take everything with you
- use Stevie Cameron Event Logistics who can do everything for you.

Exhibitors/contractors will be allowed up to 30 minutes to load their vehicles, please note that the venue do not provide trolleys, pump trucks or forklifts.

Please do not attempt to gain access at any other time. Traffic marshals will be in place for the safety and convenience of all attendees.

### Museum Practice and Careers Hub Workshops

There are two workshop rooms on the exhibition floor, which will host 30 Museum Practice and Careers Hub Workshops open to exhibitors and exhibition visitors. The full workshop programme can be found on the MA website at [www.museumsassociation.org/conference/08052017-museum-practice-and-careers-hub-workshop-programme](http://www.museumsassociation.org/conference/08052017-museum-practice-and-careers-hub-workshop-programme)

### Name boards

All exhibitors **must** complete the Hirex form in the appendix and return it by 18 October. Name boards are included in the stand price.

### Parking

The car parking rate is £12.00 per day and is for one entry and one exit from the car park.

- go to: [www.ncp.co.uk/find-a-car-park/car-parks/manchester-central-under-jv/](http://www.ncp.co.uk/find-a-car-park/car-parks/manchester-central-under-jv/)
- under the pre-book parking section, put the date in **Book from** and a date **Book until**. In the **Enter a promo code**: section put in: **EXHIBMC**. Press the **Find best prices** button
- find the event and select it. Then it will go through the payment section to book the car parking.

Please note that car parking must be booked at least 24 hours in advance in order to receive the discount.

### Product launches, demonstrations and special offer listings

If your company is launching a new product or service this year or at the show let us help you promote it by adding it to a special product launch page on the MA website. Complete the form in section 2 to take part and email to [zoe@museumsassociation.org](mailto:zoe@museumsassociation.org)

## General information continued

### **Rubbish**

Please ensure all rubbish and other waste materials from your stand are cleared from the building. In the event that this has to be undertaken by the centre, a charge will be levied.

### **Security**

The venue will provide general security within the exhibition halls. However, the individual security of the stands and exhibits lies within the responsibility of each exhibitor. Valuables should be locked away overnight and additional care should be taken during exhibition build and breakdown. During the pull-out period extra care must be taken, as this is a vulnerable time. In the unlikely event of a theft, please report to the organisers' office immediately.

### **Shell scheme stands**

White smooth-faced panels are automatically provided unless the organiser is otherwise informed. The shell scheme is 2.4m high. Under no circumstances should anything be nailed, screwed, or glued to the shell scheme panels or metal framework of the stand. Any damage will be charged to the exhibitor at full replacement cost. Full measurements and specifications can be found in the appendix.

Hirex can arrange and print graphics for your stand - please see details in the appendix.

### **Panels**

White panels are smooth faced; graphics can be attached directly with 'sticky tabs' or blu-tack (maximum width between uprights is 945mm). Panels are attached to each other by aluminium uprights which stand 20mm proud.

### **Space only stands**

Space only sites are not permitted to attach anything to the adjoining shell scheme. Exhibitors taking space only sites backing onto, surrounded by or adjoining shell scheme stands, should not assume that panels facing their stand will be finished. We are not contracted to supply finished panels (ie covered with material) to these sites. Space only exhibitors booking stands between shell scheme sites must deduct 55mm from overall measurements to fit within the allocated pace (eg a 3m x 2m space only site would in fact have a floor dimension of 2945mm x 1945mm).

**Failure to note this will mean that your stand might not fit in the allocated site.**

All space only exhibitors must provide plans of their stand for approval of the MCCC to ensure stands comply with health and safety, local authority and venue rules and regulations.

These drawings must include a plan and elevation views showing the position of all major exhibits, logos, all walling, audio visual equipment and any other features on the stand. Please also show the orientation of the stand. **Please submit your plans + one copy to reach Lorraine O'Leary by 1 October.**

### **Storage**

There is no storage facility at the venue please take any boxes off site or use the official show courier Stevie Cameron Logistics.

# Appendix: Forms

**MUSEUMS ASSOCIATION  
CONFERENCE & EXHIBITION 2017  
16th - 17th NOVEMBER 2017  
MANCHESTER CENTRAL, MANCHESTER**

<b>Hirex Use</b>	2689/489
E.C.	
BOMPAC	
PAYMENT	

**ELECTRICAL ORDER FORM**

Stand No.

Deadline Date - 18th October 2017

\* orders received after this date will be subject to a 15% surcharge.

Item	Price	Quantity	Total
50w Spotlights	£47.00		
Sockets rated at 500w	£119.00		
Sockets rated at 1kw	£164.00		
Sockets rated at 2kw	£191.00		
Sockets rated at 3kw	£309.00		
<b>Shell Scheme Testing Fee</b>	<b>£15.00</b>		
<b>Space Only Testing Fee</b>	<b>POA</b>		

The new Electrical Testing charge is now required to meet the revised minimum testing requirements in line with BS7671 (2008). The **compulsory** order form testing charge of £15 is for order form items only.

**All direct mains** ordered will need to provide relevant information at the time of quotation, full details can be given upon request. If a **direct main Test & Inspect** is required then this will be by **quotation** also.

Company Name:	
Address:	
Postcode:	
Telephone:	Facsimile:
Contact Name:	
EU Vat No:	
Email:	

15% surcharge (if applicable)	
<b>*Testing</b>	<b>£15.00</b>
<b>Sub Total</b>	
3% surcharge for card payments	
<b>Total</b>	
<b>Vat 20%</b>	
<b>Total</b>	

Please return this form to the address below with full payment by the above deadline date. Orders received after this date will be subject to availability. Any items requested on site will also be supplied subject to availability.

**Please supply a drawing to show position of fixings  
For any items not listed a quotation may be obtained from Hirex**

**No goods will be supplied unless full payment is received**

**HIREX**  
Specialists in Exhibition Construction

1 Lomax St, Radcliffe,  
Manchester, M26 1PX.  
Telephone: 0161 723 6100  
Facsimile: 0161 723 4744  
Email: admin@hirex.co.uk

## General Conditions For The Supply Of Electricity

All labour working on electrical installation must have proof of their competence, i.e. BECA Registered or JIB Approved

Light fittings and plug points are listed overleaf together with a price schedule, exhibitors should indicate the number required and return the form to the official electrical Contractor no later than the deadline date overleaf together with payment for 100% of the value of the order.

The supply cannot be guaranteed if the order is received after this date and may result in a surcharge of 15% over the prices quoted.

Exhibitors requiring electrical power or equipment not listed should send precise details to the electrical contractor and an estimate will be given.

ELCB protection is required for each stand.

No more than one appliance may be connected to any one socket and no lead must exceed 2.0 metres in length.

Complaints about electrical circuits, apparatus, or work not carried out will only be recognised by the official contractor if notification is made to them before the close of the exhibition.

Lighting circuits must not exceed 1000 Watt / 10 Luminaires

Unless supplied with a drawing the installation will be fitted at the electrician's discretion.

PLEASE PROVIDE A SKETCH PLAN INDICATING THE POSITION OF ELECTRICAL FITTINGS ON THE GRID BELOW

**EXHIBITION:** \_\_\_\_\_ **STAND.NO:** \_\_\_\_\_

[illegible]

# Payment & Credit Card Charge Authorisation

Exhibition Name:

Stand Number:

Company Name:

Address:

Postcode:

Telephone:

Facsimile:

Contact Name:

EU VAT Number (if applicable):

Email:

PO Number:

## PAYMENT POLICY

**Payment for services**— Hirex Ltd requires payment in full at the time services are ordered.

**Method of payment**— Hirex Ltd accepts all major credit / debit cards, cheques and bank transfers. Purchase orders are not considered payment.

We require your payment authorisation to be completed and returned even if you are paying by cheque or bank transfer. You do not need to complete your card details unless you wish to pay by this method. Please tick the box below to indicate your preferred method of payment.

Cheque ☐  
Bank Transfer ☐  
Credit/debit card ☐

**Orders can not be processed until payment has been received.**

**Cancellations/Refunds**— Please note that refunds will not be made on cancellation of any non stock items. Any item ordered prior to and transported to the event is not eligible for a refund.

### **Bank Transfer & Cheque Payment Information:**

#### **Beneficiary: Hirex Ltd**

The Royal Bank of Scotland  
131 Blackburn Street, Radcliffe, Manchester, M26 9WQ

Account Number: 10048894

Sort Code: 16-29-20

Swift Code: RBOSGB2L

IBAN Code: GB80 RBOS 162920 10048894

Please make all cheques payable to—Hirex Ltd

**I agree in placing this order that I have accepted the Terms & Conditions of Hirex Ltd:**

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## CREDIT CARD CHARGE AUTHORISATION

All information must be provided. Your order will not be processed if any information is missing.

**Please note that there is a 3% charge for credit card transactions.**

Please ensure this form is returned with all orders.

Debit Card ☐  
Credit Card ☐  
American Express ☐

Card Number: \_\_\_\_\_

Expiry Date: \_\_\_\_/\_\_\_\_

Security Code (Last 3 digits on signature strip) \_\_\_\_\_

Start Date (if shown): \_\_\_\_/\_\_\_\_

Issue Number (if shown): \_\_\_\_\_

Cardholders Name: \_\_\_\_\_

Cardholders billing address (If different to above): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Post Code: \_\_\_\_\_

Cardholders Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Please note this form will be destroyed once payment has been processed/received.**

If you have any questions relating to any of the information on this form please contact us on:  
01617236100

**Hirex**  
Specialists in Exhibition Construction

1 Lomax St, Radcliffe,  
Manchester, M26 1PX.  
Telephone: 0161 723 6100  
Facsimile: 0161 723 4744  
Email: admin@hirex.co.uk



# CONDITIONS OF HIRE

1. **Europa International** herein after **the company** let furnishings on hire only on the following terms and conditions and will not accept or be bound by other conditions so far as they conflict with the following.
2. The period of hire commences from the time of delivery to the person destination or site indicated on the order form from the hirer or where ordered on the telephone by the instructions of the person placing the order. This shall continue until the furnishings (comprising of furniture, carpet and modular) are accepted back by the company. RISK OF LOSS OR DAMAGE will be on the part of the hirer throughout the period of the hire until collected or delivered back to our premises.
3. The hirer shall rent the furnishings at the rates quoted by the company or any subsequently increased rate in force at the commencement of the hire period. The company reserves the right at any time without notice to increase charges (particularly where there is a change in the value of the pound sterling). The hirer undertakes to fully insure all furnishings for the hire period plus at least 3 days prior and 1 day after the conclusion of the event for a sum of not less than five times the hire price.
4. The hirer shall provide at the specified destination a duly authorised representative to accept the furnishings and to give a written receipt. If the hirer fails to provide for this the company shall issue a delivery note to the hirer as conclusive proof of time and delivery by the company.
5. The company rents furnishings in good order and condition. The receipt signed by the representative of the hirer or in the absence of such a receipt the company's delivery note shall be conclusive evidence of such good order and condition unless at the time of delivery or within 24 hours the hirer shall notify any defect to the company by telephone or fax whereupon all responsible efforts will be made to rectify the problem. The hirer undertakes to take care to avoid damage or theft of hired items and to take all reasonable steps to keep and return the furnishings to the company in first class condition. If items of furniture are broken, damaged or lost then the hirer is liable to repair or replacement costs as agreed between Europa International and the hirer. NOTE: - We reserve the right to upgrade or change any item that is out of stock.
6. The company will endeavour to effect delivery of hired furnishings at the time indicated by the hirer but will not under any circumstances be liable for any delay in delivery caused by circumstances beyond the company's control. Liability for any delay in any case will be limited to the refund of any hire charges already paid by the hirer relating to periods of non-delivery or late delivery.
7. Instructions of the hirer (different from those on the requisition) cannot be carried out unless given in writing to the company 7 days prior to action required and accepted by the company in writing. The company shall not be liable for any failure to perform its obligations under this Agreement due to circumstances beyond the parties' reasonable control including, but not limited to, acts of God, war, government regulations, disaster, disease, epidemics, quarantine restrictions, terrorist actions, strikes, civil disorders, curtailment of transportation facilities or other emergencies that make it illegal or impossible for a party to perform its obligations under this Agreement. At the discretion of the company a charge of not less than 25% may be made on all orders cancelled prior to delivery. For on-site cancellations where delivered correctly NO refund will be issued.
8. If the hirer fails to make available for collection the furnishings at the end of the hire period the hirer shall be liable to pay loss of hire charge at a pro-rata rate until such time as the furnishings are returned to the company or notifies the company by recorded delivery of the loss of furnishings.
9. The hirer will be expected to empty all lockable items of their property at the close of show. The company can not be held responsible for goods left in said items and removed to effect collection.
10. The furnishings shall remain the property of the company and the hirer shall at all times keep the furnishings in their possession and free from any lien charge or other encumbrance whatsoever. The period of hire shall cease forthwith in the event that any winding up procedures (compulsory or voluntary) are commenced in respect of the hirers business or if any receiver trustee or liquidator is appointed of the hirers business or of any substantial part of its assets.
11. CARPETS & TILES. - All skirting to platforms must be removed to allow carpet to be fitted over the edge. Extra cutting due to machines, stand building etc. plus any damage to carpets or tiles: - i.e. oil, ink, ripping etc. we reserve the right to charge. Fitting to design or walls will be charged as extra. All carpets (not tiles) are laid on an outright sale basis unless arranged otherwise.  
No liability shall be attached to Europa International for:
  - (1) Skirting which has to be removed for the purpose of laying carpets.
  - (2) Loss or damage however caused to customer's own goods.
  - (3) Any dilapidation for fixing to hall floors (we use low tack tape, as specified).

All carpets are charged by using full widths of carpet (normally 4 metres wide) in the most economical method.
12. Hire period is up to 7 days and thereafter a supplementary hire charge may be applied on a daily pro-rata basis. Prices include delivery and collection within the UK where we are the appointed contractor. On international and other events there may be a delivery charge, subject to value, which we will inform you of before processing the order.
12. Unless otherwise agreed all charges as per invoices shall be paid 21 days prior to delivery.

# Transform your shell scheme stand

Let Hirex produce your graphic panels saving **you time** and **money!**

The displays featured include production from supplied print ready files, delivery to site, installation\* & removal.



from  
£225  
per linear  
metre

## TENSION FABRICS GRAPHICS

Tension fabric graphic with machine stitched silicon strip & aluminium frame.

## CONTINUOUS FLUSH FITTING PANELS

Stunningly impressive use of graphics produced in sections and buffed together to give the illusion of a continuous wall



from  
£310  
per panel

based on panel size 1000mm (w) x 2400mm (h)

## INTEGRAL GRAPHICS

Graphic panels produced to fit within the shell scheme framework based on panel size 962mm (w) x 2285mm (h)



from  
£195  
per panel

# Hirex

## COUNTER GRAPHICS



from  
£85  
per panel

## ECONOMY GRAPHICS

produced on 440gsm vinyl banner material

Self Installation version of our Integral Graphics shown opposite based on panel size 962mm (w) x 2270mm (h)

from  
£99\*  
per panel



## BUDGET GRAPHICS

produced on 170gsm Semi gloss paper

from  
£70\*  
per panel

Customising your stand with the clever use of graphics is the easiest way to maximise your presence at this prestigious event.

By using the services of Hirex you can take the hassle free option to enhance your stand, as we can produce your graphics, deliver to site and install\* them ready for your arrival.

To qualify for the discount the graphics must be ordered and artwork received by the specified date.

The correct artwork specification will be supplied on application or confirmation of order.

All prices shown are subject to VAT. E&OE. Storage prices available on application.

\* Installation is not included in the Economy & Budget graphics options, these are offered on a self installation basis.

Don't forget to take advantage of our fantastic **20% discount** for early completed graphic orders.

Contact

**Katie Armstrong,**

Exhibition Co-ordinator

on 0161 723 6100

e: k.armstrong@hirex.co.uk

[www.hirex.co.uk](http://www.hirex.co.uk)

**Hirex**  
Graphix

member of **ESSA** | Event Supplier and Services Association

1 Lomax Street  
Radcliffe  
Manchester  
M26 1PX

0161 723 6100  
sales@hirex.co.uk

**MUSEUMS ASSOCIATION  
CONFERENCE & EXHIBITION 2017  
16th - 17th NOVEMBER 2017  
MANCHESTER CENTRAL, MANCHESTER**

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**NAMEBOARD ORDER FORM**

For Shell Scheme stands only

**Stand No.**

**Deadline Date - 18th October 2017**

Your Company name ONLY will be produced in Arial Bold CAPITAL lettering

Any other styles must be paid for and will only be allowed if approved by the organiser

Please print below in CAPITALS the exact wording you require on your nameboard.

Maximum 30 characters - 1 line only

2 line Nameboard available - POA

N.B. Abbreviations will be used in all cases i.e. Limited—Ltd.

**OPTION A - Nameboard included in stand package.**


**or you can upgrade your nameboard:**

	Price	Quantity
<b>OPTION B</b> Add your logo to standard nameboard above (artwork required in eps or illustrator format)	£60.00 (each)	

Company Name:	
Address:	
Postcode:	
Telephone:	Facsimile:
Contact Name:	
Email:	

If we do not receive this form completed by the above date then your nameboard will be produced using the name taken from your stand booking form supplied to us by the organiser.

**Nameboards cannot be altered on site**

**HIREX**  
Specialists in Exhibition Construction

1 Lomax St, Radcliffe,  
Manchester, M26 1PX.  
Telephone: 0161 723 6100  
Facsimile: 0161 723 4744  
Email: admin@hirex.co.uk

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## ADDITIONAL STANDFITTING ORDER FORM

For Shell Scheme stands only

<b>Stand No.</b>	<b>Deadline Date - 18th October 2017</b>
------------------	--

\* to qualify for 20% early order discount please see information below.

Item	Price	Quantity	Total
1. Extra Panels - 1000mm (graphic image optional extra - see 11) (Full height)	£56.00		
2. Extra Panels - 500mm (Full height)	£35.70		
3. 1m Wire Display Rack (not into corners of stands)	£31.60		
4. Shelves - 1000mm x 240mm	£25.30		
5. Garment Rail (1m section)	£25.30		
6. A4 Zed-Up Lite (free standing literature rack)	£60.00		
7. A4 Wallmount Leaflet Dispenser	£14.00		
8. Store Room with Lockable Door (into corner-1m x 1m)	£163.90		
9. Fold up Counter 960mm(l) x 610mm(d) x 915mm(h)	£48.00		
10. Click Integral Counter with Lockable Sliding Doors	£100.00		
11. Full Colour Graphic Options Available (please call for details)	POA		
12. Lockable Computer Plinth with Internal Shelves & Perspex Graphic	£170.50		
13. Colour Change (stock) to existing panel (Per 1m x 2.4m face—colour on app.)	£50.00		
14. Small LCD Fixed or Pivoting Mount (Screens up to 24" only)	£30.40		
15. Large LCD Mounting Kit (Screens over 24" only)	£137.50		
16. *Slat Walling (Per 1m x 2.4m face)	£100.00		
*Muslin/Casement/Twill Ceiling-Black or White (Size: __m x __m, price per m.sq.)	POA		
<b>MDF clad panels</b>			
*MDF clad panel (unfinished including fitting) (Per lin.m)	£80.00		
*MDF clad panel (finished in white paint, including fitting) (Per lin.m)	£105.00		
*MDF clad panel (finished in clients own paint, N/B please contact Manchester office for details) (Per lin.m)	£105.00		

**\* Please note the early order discount does not apply to these items**

**Deadline Date for Cladding: Wednesday 18th October 2017**

NB: Any MDF Clad panels ordered after 18th October 2017 will be subject to a 50% surcharge and finished in white paint only.

***No goods will be supplied unless full payment is received***

Please return this form to the address below with full payment by the above deadline date to receive 20% discount.

Any items requested on site will be supplied subject to availability and will incur a 25% surcharge.

20% discount (if applicable)	
<b>Sub Total</b>	
3% surcharge for credit card payments	
<b>Total</b>	
<b>Vat 20%</b>	
<b>Total</b>	

**Hirex**  
Specialists in Exhibition Construction

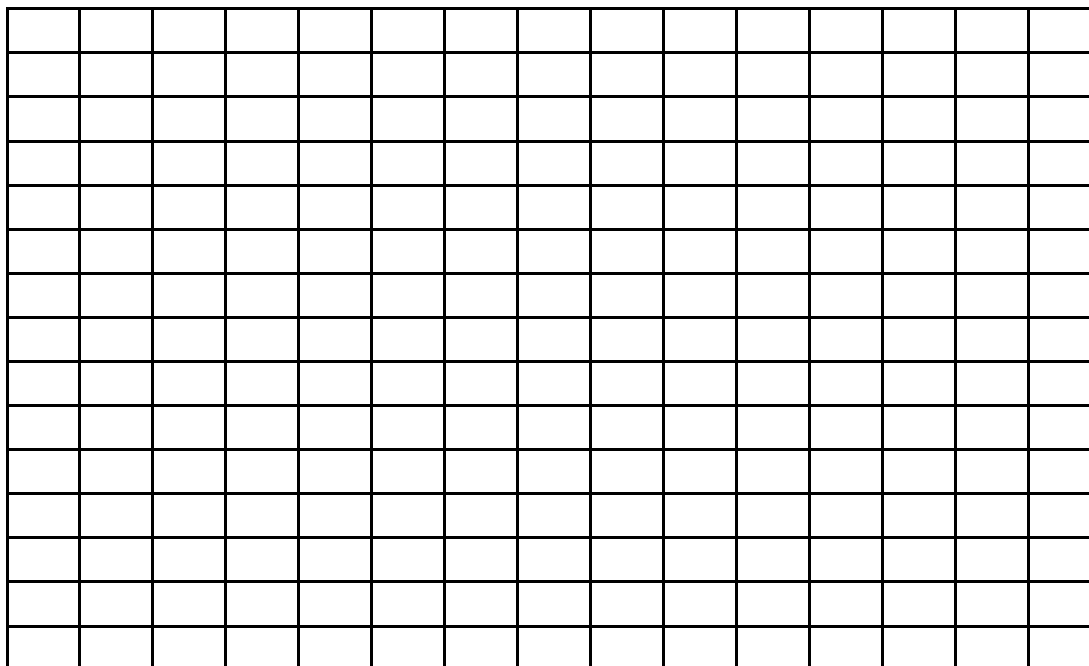
1 Lomax St, Radcliffe,  
Manchester, M26 1PX.  
Telephone: 0161 723 6100  
Facsimile: 0161 723 4744  
Email: admin@hirex.co.uk

# MUSEUMS ASSOCIATION CONFERENCE & EXHIBITION 2017 16th - 17th NOVEMBER 2017 MANCHESTER CENTRAL, MANCHESTER

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## SHELL SCHEME INFO

Stand No.



### FRONT OF STAND

Please use the 1 square = 1m grid in conjunction with your exhibitor order form to indicate the extras you require.  
Please give the position and heights of shelves & wire racks etc.

#### Panels

Panels in Black, Grey, Red and Blue are covered in fire retardant material which accepts Velcro fixings. Graphics can be attached to stands directly with Velcro (maximum width between uprights is 945mm).

White panels are smooth faced, graphics can be attached directly with 'sticky tabs' or blu-tack (maximum width between uprights is 945mm).

Under no circumstances must anything be nailed, screwed or glued to the shell scheme panels or metalwork of the stand. All damage will be charged to the exhibitor at full replacement cost. Panels are attached to each other by aluminium uprights which stand 20mm proud.

Exhibitors with larger graphics should contact Index for advice.

#### Space Only Sites

Space only sites are not permitted to attach anything to the adjoining shell scheme.

Exhibitors taking space only sites backing onto, surrounded by or adjoining shell scheme stands, should not assume that panels facing their stand will be finished. We are not contracted to supply finished panels (i.e covered with material) to these sites.

Space only exhibitors booking stands between shell scheme sites must deduct 55mm from overall measurements to fit within the allotted space (e.g. a 3m x 2m space only site would in fact have a floor dimension of 2945mm x 1945mm).

**Failure to note this will mean that your stand may not fit in the allotted site.**

Hirex reserve the right to amend specification without notice

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## EXAMPLE OF A TYPICAL STAND WITH OPTIONAL EXTRAS

### Corner Site Stands

All Corner sites will be open to the gangways with fascia to the perimeters overhead.

Should you require additional walls please complete the additional stand fitting order form and return with payment.



### Dimensions

Overall Panel Size: 2400mm high x 1000 wide

Useable Panel Size: 2270mm high x 945mm wide

Upright: 55mm wide

# Hirex

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Facsimile: 0161 723 4744  
Email: admin@hirex.co.uk

# Payment & Credit Card Charge Authorisation

Exhibition Name:

Stand Number:

Company Name:

Address:

Postcode:

Telephone:

Facsimile:

Contact Name:

EU VAT Number (if applicable):

Email:

PO Number:

## PAYMENT POLICY

**Payment for services**— Hirex Ltd requires payment in full at the time services are ordered.

**Method of payment**— Hirex Ltd accepts all major credit / debit cards, cheques and bank transfers. Purchase orders are not considered payment.

We require your payment authorisation to be completed and returned even if you are paying by cheque or bank transfer. You do not need to complete your card details unless you wish to pay by this method. Please tick the box below to indicate your preferred method of payment.

**Cheque** ☐  
**Bank Transfer** ☐  
**Credit/debit card** ☐

**Orders can not be processed until payment has been received.**

**Cancellations/Refunds**— Please note that refunds will not be made on cancellation of any non stock items. Any item ordered prior to and transported to the event is not eligible for a refund.

### **Bank Transfer & Cheque Payment Information:**

#### **Beneficiary: Hirex Ltd**

The Royal Bank of Scotland  
131 Blackburn Street, Radcliffe, Manchester, M26 9WQ

Account Number: 10048894

Sort Code: 16-29-20

Swift Code: RBOSGB2L

IBAN Code: GB80 RBOS 162920 10048894

Please make all cheques payable to—Hirex Ltd

**I agree in placing this order that I have accepted the Terms & Conditions of Hirex Ltd:**

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## CREDIT CARD CHARGE AUTHORISATION

All information must be provided. Your order will not be processed if any information is missing.

**Please note that there is a 3% charge for credit card transactions.**

Please ensure this form is returned with all orders.

**Debit Card** ☐  
**Credit Card** ☐  
**American Express** ☐

Card Number: \_\_\_\_\_

Expiry Date: \_\_\_\_/\_\_\_\_

Security Code (Last 3 digits on signature strip) \_\_\_\_\_

Start Date (if shown): \_\_\_\_/\_\_\_\_

Issue Number (if shown): \_\_\_\_\_

Cardholders Name: \_\_\_\_\_

Cardholders billing address (If different to above):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Post Code: \_\_\_\_\_

Cardholders Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Please note this form will be destroyed once payment has been processed/received.**

If you have any questions relating to any of the information on this form please contact us on:  
01617236100

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# Stevie Cameron Event Logistics Ltd

## List of Services

### Warehousing

#### Receiving Shipments

#### Pre-Event and Post-Event Storage

- *We ADVISE Exhibitors to have their shipments ready for collection a minimum of 5 working days before the start of BuildUp. This allows time to overcome any transit delays or other unforeseen issues.*

### Delivery & Collection

**Delivery to STAND** inside the venue, via our local Warehouse, in line with Event Timescales.

**Collection from STAND** inside the venue and return to Warehouse, in line with Event Timescales.

- *Our deliveries to and from stand are carried out at BuildUp and BreakDown times, set by the Event Organiser.*

### Transportation

- *We can offer Courier, Road, Sea and Air*

**Collection from customer** premises in the UK or overseas, transportation to our Warehouse

**Return to customer premises** in the UK or overseas, from our Warehouse

**Customs Clearance for material where required.**

## **Other On-Site Services**

### **Courier Receiving**

- Where an Exhibitor sends their shipment direct to the venue, we can be on hand to sign for the shipment and handle it to their Stand, so nothing gets misplaced at the venue.

### **Build and De-Rig of Pullup/Popup Exhibition Stands-**

- We can assemble/de rig Pop Ups and Pull Ups.

### **Empty Case Removal**

- Removal of all empty cases, boxes, packaging etc. after BuildUp, storage during the Event and the return once again at BreakDown for re-packing by the Exhibitor. This clears the Stand area during the Event.

### **Forklift Unload/Reload**

- Where Exhibitor shipments arrive directly at the venue on their booked vehicle, we can arrange to lift off the vehicle and deliver to their Stand. And reload to the vehicle at BreakDown, also.

### **Labour / Crew Hire**

- We can arrange assistance with Porters, additional labour, at an Event.

**Museums Association Conference & Exhibition 2017**

16 – 17 November, Manchester Central

**Exhibitor Price Guide**

<b>STANDARD SHIPMENTS</b> <i>These prices are PER PALLET/1.5cbm: 100cm x 120cm x 150cm max. (combined volume of items). 300kgs total weight</i>	<b>REGULAR SERVICE</b> <b>£245</b> (£200 if booked before 19th October)	<b>COMPLETE SERVICE</b> <b>£395</b> (£350 if booked before 19th October)
<b>We Arrange Collection from Your Premises and Transportation to Our Warehouse</b>		✓
<b>Receive at Our Warehouse</b>	✓	✓
<b>Pre-Show Storage – Up to 5 days</b> (enables precise delivery time to venue)	✓	✓
<b>We Transport to Venue and deliver DIRECTLY ONTO YOUR STAND SPACE</b>	✓	✓
<b>At Breakdown We Collect from Your Stand and Return to Our Warehouse</b>	✓	✓
<b>Receive at our Warehouse / Storage</b>	✓	✓
<b>We Arrange Return Transportation and Delivery to Your Premises</b>		✓
<b>SMALL CONSIGNMENT SERVICE</b> (shipments of up to 6 small* packages) *40 x 40 x 40cm or less, 25kg each max	We arrange courier transportation between your premises and Manchester Warehouse—and back again after the Event. We also deliver to your stand inside the venue and collect from stand after the Event.	<b>£175</b>

**Additional Service: Collecting Loose Items, Palletising, Packaging and Labelling: £60 per pallet**

**Additional Service: Empty Case / Packaging Storage: £30 per cubic metre, minimum 2cbm**

50% Out of Hours fees apply to all work carried out before 08:00 and after 18:00 weekdays, weekends and holidays.

**Stevie Cameron Event Logistics Ltd**

**[info@cameronlogistics.co.uk](mailto:info@cameronlogistics.co.uk)**

Office: 01355 238 559

**[www.cameronlogistics.co.uk](http://www.cameronlogistics.co.uk)**

Stevie: 07973 504 492

Eileen: 07939 406 543