

Exhibitor Manual

Section 1: General information

Venue

Belfast Waterfront
2 Lanyon Place, Belfast
BT1 3WH
[www.waterfront.co.uk/visit/
getting-to-belfast-waterfront/](http://www.waterfront.co.uk/visit/getting-to-belfast-waterfront/)

Philip Cole
colep@belfastcity.gov.uk
+44 (0)28 9033 4400 x 1958

Organiser

Lorraine O'Leary
Museums Association
lorraine@museumsassociation.org
+44 (0)20 7566 7840
+44 (0)7939 307210

Electricity, furniture, graphics, branding and shell scheme contractor

Excite Exhibition & Display
info@excitedisplay.co.uk
+44 (0) 28 9267 3030

**Delivery/freight forwarding
and storage**
Stevie Cameron Logistics
info@cameronlogistics.co.uk
+44 (1) 355 238 559

**Health & Safety Consultant
Phil Fellows**
phil.fellows@dimeeevents.com
Tel: +44 (0) 1799 551950
Mob: +44 (0)7967 719120

Important dates and timings

Wednesday 7 November

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

Exhibitors gain access as follows

0800 – 2000
Self-build stands

1500 – 2000
Shell scheme stands

1500 – 1900
Exhibitor registration

Thursday 8 November

0900 – 1730
Exhibition open

Friday 9 November

0900 – 1630
Exhibition open

Saturday 10 November

All exhibitors and delegates are invited to a third day of special events and tours at sites around Belfast. Some of these will require booking – we will let you know when they are available to book. Others are self-guided.

Section 2 of this manual is about important health and safety information and the legal responsibilities of the exhibitor and will be available in September.

Please contact [Lorraine O'Leary](#) if there is information you need that is not listed.

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Deadlines

Compulsory actions are highlighted

Action	Deadline	Contact	Contact details
*Name badges	ASAP	Lorraine O'Leary	Name, company, email address to lorraine@museumsassociation.org Maximum two personnel per stand or four personnel for stands 3 x 3m and over. Additional stand personnel should register to attend the exhibition by clicking here
Promotional opportunities	ASAP	Nazneen Musafir	naz@museumsassociation.org +44 (0)20 7566 7830
Accommodation bookings	ASAP	Jane Baker-Sinclair	www.jpevents-bookings.co.uk/museums2018/ +44 (0)845 680 1138
*Payment of final invoice	31 Aug	Jolanta Stephens	jolanta@museumsassociation.org
*Space only plan submission	1 Oct	Lorraine O'Leary	lorraine@museumsassociation.org +44 (0)20 75666 7840
*Health and safety documents	18 Oct	Phil Fellows	phil.fellows@dimeevents.com +44 (0)1799 551181 (Tel) +44 (0)1799 551264 (Fax)
*Stand Name boards	18 Oct	Excite Exhibition & Display	+44 (0) 28 9267 3030 www.excitedisplay.co.uk/nationalmuseumsfascianameboard/
Exhibition guide listing - free	18 Oct	Zoe Spencer	zoe@museumsassociation.org
Electrical and lighting	18 Oct	Excite Exhibition & Display	+44 (0) 28 9267 3030 www.excitedisplay.co.uk/national-museums-association-electrics/
Exhibition Furniture Hire (additional to package)	18 Oct	Excite Exhibition & Display	+44 (0) 28 9267 3030 www.excitedisplay.co.uk/national-museums-other/
Audio visual services	18 Oct	Phil Cole (venue)	colep@waterfront.co.uk
Internet connection	18 Oct	Phil Cole (venue)	colep@waterfront.co.uk
Courier/freight shipping	29 Oct	Stevie Cameron	Logisticsinfo@cameronlogistics.co.uk Click here for the enquiry form +44 (0)1355 238 559

*The highlighted items are compulsory

Timetable

For set-up, during the event, and breakdown

Wednesday 7 November

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

Exhibitors gain access as follows

0900 - 2000*

Self-build stands only

1500 - 2000*

Shell scheme stands

1500 - 1900

Exhibitor registration

1900 - 2100

Networking event at Belfast City Hall

*No exhibitor access to the exhibition hall before these times

*The wearing of high visibility vests is compulsory on the floor during build

Thursday 8 November

0730 - 0830

Final exhibitor set-up

0730

Conference delegate registration opens (both days)

0845

First keynote speech

0900

Visitor registration opens (both days)

0900 - 1730

Exhibition open

0930 - 1700

Exhibition seminars - exhibition floor

1000 - 1050

Coffee break

1310 - 1425

Lunch break in exhibition halls

1400 - 1450

Annual General Meeting - Museums Association members only

1600 - 1645

Coffee break

1845 - 2100

Networking event & Conference party at the Ulster Museum

Drinks & nibbles served. Cash bar

2100

Come dine with me - carry on the networking with speakers, delegates and MA staff over dinner - sign up via the conference app

Friday 9 November

0900 - 1630

Exhibition open

1030 - 1130

Coffee break

0900 - 1530

Exhibition Seminars and Careers Hub - exhibition floor

1230 - 1350

Lunch

1545 - 1625

Coffee break

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 here](#)

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 Belfast Waterfront. Contact [Philip Cole](#)

Badges

Exhibitor badges should be ordered by emailing, name, company and email address to [Lorraine O'Leary](#). Allowance per stand:

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

There is a 25% discount on conference places or additional stand personnel - please email [Lorraine O'Leary](#) if you wish to book and pay for extra personnel.

Badges will be available on set-up day (7 November) along with the lunch and refreshment vouchers. The collector will be asked to sign for confirmation of receipt. Any extra personnel should register as conference delegates at a reduced fee with a 25% discount per day. Badges must be visible at all times for access to sessions and networking events.

Build up and breakdown

7 November

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

Shell scheme exhibitors will have access strictly from 1500 - 2000

9 November

Exhibition breaks down 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 end of the final coffee break scheduled to end at 1645.

The hall must be cleared by 2000. Anything to be collected by the freight supplier should be clearly marked and left on your stand. 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. They can also help with stationery supplies, travel adaptors and restaurant bookings.

Carpets

The exhibition hall is carpeted throughout - mid blue.

Cleaning

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

Cloakroom

The cloakroom is free of charge and is located by the main registration desk.

Corporate member logos

MA corporate members will be indicated by 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 accept deliveries before Wednesday 7 November.

We strongly recommend that you use the courier and exhibition logistics company that we have appointed to look after deliveries to the venue - Stevie Cameron Event Logistics. They can collect/receive your items 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](#)

Or, to find out more contact Stevie or Eileen:
info@cameronlogistics.co.uk, +44 (1) 355 238 559,
www.cameronlogistics.co.uk

Other deliveries will be accepted into the loading bay from 0700 on Wednesday 7 November.

Deliveries should be clearly labelled including stand number, the event name and your company name, and sent to the address below. Anything arriving before 7 November will be turned away by the venue.

Stand number:

Company name:

Museums Association Conference & Exhibition
Belfast Waterfront Hall
2 Lanyon Place
BT1 3WH

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

Electrical requirements and supplies

Electrical supplies are not included in the package and can be ordered from [Excite Exhibition & Display](#).

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 Excite directly +44 (0) 28 9267 3030.

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, a small fridge
- 1kw socket outlet (4 amps) is suitable for a medium to large plasma screen, a small kettle, a 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 electrical equipment should have a label stating its wattage.

General information continued

Emergency procedures

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

Should there be an emergency, 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 the event organiser 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 invitations

If you would like an e-invite to send to your clients please contact [Zoe Spencer](#)

Exhibition seminars

There are three seminar rooms spread over the two exhibition halls. Seminars are open to exhibitors, visitors and delegates. The full seminar programme can be found on the [Conference & Exhibition app online](#).

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 3x3m stands and larger. The vouchers must be handed to the caterers as they will not serve you without a voucher. These should be collected along with your staff badges on Wednesday 7 November and signed for. 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.

Cash catering is also available.

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

Furniture

One covered table measuring 180cm x 80cm and two purple upholstered steel chairs are included in your stand package. The table for stands of 1m depth is 61cm 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 [Excite Exhibition & Display](#).

Health and safety

A document giving full details of health and safety policy and responsibility will be available in September. This will outline the exhibitor's responsibility for ensuring the policy is maintained and risk assessments recorded. There will be a health and safety consultant on the exhibition floor on set up and break down.

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. Exhibitor's 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.

General information continued

Internet connection

Internet connection can be ordered from the venue.
[Contact Phil Cole.](#)

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.

[Contact Phil Cole](#) if you would like to order a dedicated connection.

Loading/unloading

Enter the site via the security gate at the following address:

Service Yard Entrance
Belfast Waterfront Hall
2 Lanyon Place
BT1 3WH

[Click here for a map.](#)

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 windshield.

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 does 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.

Name boards

All exhibitors **must** complete the [name board order form](#) and submit to Excite by the required date. Name boards are included in the stand price.

Parking

The venue will setup an online code for delegates to get a lower than usual rate, the process for paying is laid out below. The car park cannot take vans.

Lanyon Place Car Park – pre-book procedure – MA Conference & Exhibition 2018

1. Connect to <https://citycentre.apcoa.co.uk>
2. From the City Centre drop down select **Belfast, Lanyon Place Car Park** and click on **Find Parking**
3. Click on **Book Now** in the **Day Parking** option (not Event Parking)
4. Select the date you wish to park and enter the **Promo Code *TBC***. This will reduce the fee to **£12.00** for the day.
5. Then follow prompts to enter car details and complete payment.

Please note, this needs to be done before entering the car park.

[Contact the venue](#) directly if you require parking for a van.

Promotional extras

Exhibitors can run on-stand demonstrations and special offers at the event, and promote product or service launches on the MA website – all free of charge. Contact [Zoe Spencer](#) for details.

General information continued

Rubbish

Please ensure all rubbish from your stand is removed 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. In the unlikely event of a theft, please report to the organisers' office immediately.

Shell scheme stands

The shell scheme is made using Octanorm system.

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. 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 here.](#)

[Excite Exhibition & Display](#) can arrange and print graphics for your stand.

Space only stands

Space only exhibitors are not permitted to attach anything to the adjoining shell scheme. For exhibitors taking space only sites where partitioning walls are constructed over 2.5m in height, it is the responsibility of the exhibitor constructing the wall to dress the rear of the partition wall down to a height of 2.5m in white.

Space only exhibitors booking stands between shell scheme sites must deduct 55mm from overall measurements to fit within the allocated space (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 from the Belfast Waterfront 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/packaging off site or use the official show courier Stevie Cameron Logistics.