PROSPECT AND PROPERTY EXPO
APPEX GLOBAL 2017

28 February - 2 March 2017
Business Design Centre
52 Upper Street
London N1 0QH

EXHIBITION MANUAL

INDEX, CHECKLIST AND DEADLINES

Please make careful note of the relevant deadlines; although many services can still be ordered at the last minute, 10-20% surcharges may be added for late orders.

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Banks	15		
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Catering	12	Pages 17-19	13th February
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SCHEDULE OF EVENTS

MOVE IN
Exhibitor move in and build up is scheduled on Monday 27th February from 09:00 until 17:30. For shell scheme package exhibitors, it is advised to arrive in the afternoon for setting up your booth, to allow time for the shell schemes to be built.

MOVE OUT
Exhibitor move out is scheduled from 14:00 until 18:00 on Thursday 2nd March. All booths and materials must be fully removed from the venue by 18:00.

OPENING HOURS
The exhibition hall is open to delegates from 08:30 until 19:00 on Tuesday 28 February and Wednesday 1st March, and from 8:30 until 14:00 on Thursday 2nd March 2017. Exhibitors may access the exhibition hall from 08:00 on 28 February -2nd March.
All booths must be fully set up by 08:30 on Tuesday 28th February 2017, and no tear-down may commence before 14:00 on Thursday 2nd March 2017.

REGISTRATION AND BADGE PICKUP
Your exhibition booth package will include at least 2 complimentary registration passes depending on the package you have purchased. Please check your booking confirmation or the APPEX Global 2017 website for the number of complimentary passes included in your booking. **All exhibitors will be sent an email containing an individual code to retrieve the complimentary registrations.**

Additional registrations may be booked at an additional cost. Please visit the website for prices: https://europeevents.aapg.org/ehome/187431/Registration/

Badges will be available to pick up from the registration desk onsite between 14:00 and 17:00 on Monday 27th February (build up day), or from 08:00 on Tuesday 28TH March 2017.

Exhibition staff or stand contractors will not need badges for build-up on the 27th February.

COMPLETION OF THE TENANCY
All exhibits, stand materials, and other items relating to the exhibition must be removed by 18:00 on Thursday 2nd March 2017. AAPG and the BDC accepts no responsibility for anything left on the premises and has no storage facilities for late collections.

Any Exhibitor contravening this regulation will be charged according to the disruption caused.

SCHEDULE FOR THE SHOW

REGISTRATION
Tuesday 08:00–17:00
Wednesday 08:00–17:00
Thursday 08:00–14:00

EXHIBITION
Tuesday 08:30–17:30
Wednesday 08:30–17:30
Thursday 08:30–14:30

(early access for exhibitors to the hall from 08:00 on 28th Feb – 2nd March)

COFFEE/TEA BREAKS
(Available at catering points around the Exhibition Floor)
For up to date timings please see conference programme

LUNCHES
(Available at catering points around the Exhibition Floor)
For up to date timings please see conference programme

NETWORKING RECEPTIONS
Exhibitors Reception – Tuesday 17:30 – 19:00
Sponsors Reception - Wednesday 17:30 – 19:30

CONTACTS

MAIN CONTACTS

Contact at Venue
Natalie Prew
Venue Services Manager
Business Design Centre Ltd.
Tel: 0207 288 6546
Fax: 0207 288 6442
E-mail: nataliep@bdc.london
www.businessdesigncentre.co.uk

Show Organiser
Marta Diaz – Events Manager
AAPG Europe
21 New Row, 3rd Floor, London WC2N 4LE
Tel: +44 20 7 836 3201
Email: mdiaz@aapg.org
https://europeevents.aapg.org/appexglobal2016

ADDITIONAL RECOMMENDED SUPPLIERS

Many of these contractors have worked at the Business Design Centre over the years and have provided satisfactory service either to the Business Design Centre itself or their clients. However, you are under no obligation to use any specific supplier except where a Contractor is clearly stated as the exclusive supplier for a particular service.

Exhibit Design & Management
Indalo International Ltd - APPEX Global preferred supplier
Providing a cost effective, tailored solution for your exhibition requirements: Exhibit Design & Management, graphics design and production, digital displays, stand hire and fabrication.
Westcott Lane, Exeter Airport
Clyst Honiton, Exeter, EX5 2LL, UK
Tel: +44 (0)1392 204 304
Mobile: +44 (0)7970 267 523
Fax: +44 (0)1392 204 362
Email: jason@indalo-uk.com
Web: www.indalo-uk.com

Lifting / freight forwarding
Worldwide Exhibition Specialists Ltd
York House, Langston Road
Loughton, Essex IG10 3TQ
Tel: +44 20 8508 2224
www.wes-group.com

Signage
Onward Display
Michael Brighty
84 Berwick Street
London, W1F 8TT
Tel: +44 20 7734 2740
Email: michael@onwarddisplay.com

Furniture
Thorns Group
Janet Frazer
Unit C, 125 Brantwood Road, Tottenham,
London N17 0DX
Tel: +44 20 8801 4444
Email: Janet@thorns.co.uk
Web: www.thorns.co.uk/

Catering
(Exclusive Catering Supplier to Venue)
The Good Eating Company Ltd
Jean Betts
Business Design Centre
52 Upper Street, London, N1 0QH, UK
Tel: +44 20 7288 6351
Email: jean@goodeatingcompany.com
Web: www.goodeatingcompany.com

Audio Visual Hire
AVC Productions Limited
Charlene Hayes
Unit 103 Business Design Centre
Tel: +44 20 7288 6561
Email: charlene.hayes@avcproductions.com
Web: www.avcproductions.com

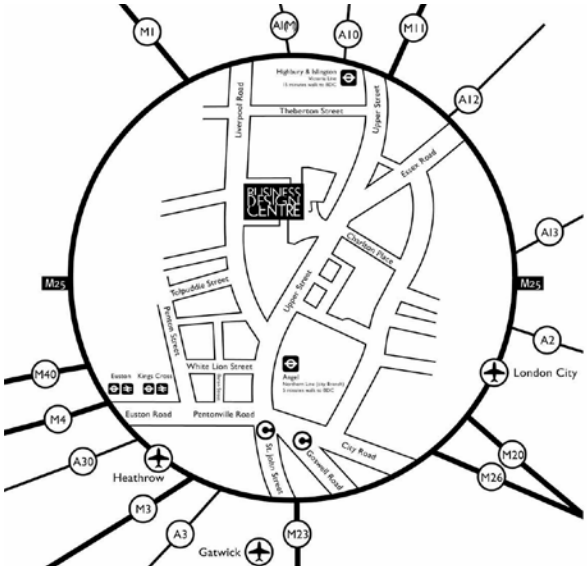
Printing
Online Reprographics
Unit 116 – Business Design Centre
Tel: +44 207 288 6288
Email: info@onlinerepro.co.uk

Concierge Services
Business Design Centre
Ben Pettyfer
Tel: +44 20 7288 6272
Mobile: +44 7708 635 835
Email: benp@bdc.london

Flowers & Plants
Angel Flowers
60 Upper Street, London
Tel: +44 20 7704 6312
www.angel-flowers.co.uk

MAP AND DIRECTIONS

VENUE ADDRESS
The Business Design Centre
52 Upper St. Islington, London
N1 0QH



Situated in Islington, one of London's most vibrant areas, the BDC is located within two miles of both the City and the West End, and is ideally situated for both transport and local entertainment. Within walking distance of Angel tube station and only minutes from Kings Cross and Euston, the BDC is serviced by numerous bus routes and is conveniently located outside the congestion charge zone. The venue benefits from on-site car parking and has full access for those with disabilities.

HOW TO GET THERE
BY BUS: The following bus routes all stop near to the Business Design Centre in Upper Street: 4, 19, 30, 38, 43, 56, 73 and 341.
BY CAR: Easy access from the City and West End. Upper Street forms part of the A1.
BY RAIL: Euston and Kings Cross Stations are a short distance away, reachable by tube or bus.
BY UNDERGROUND/TUBE: A regular underground train service (Northern line) runs to and from the Angel Station, which is a 2-3 minute walk from the Centre. Alternatively, Highbury & Islington Station (Victoria Line) is a 10-15 minute walk from the Centre.
BY BIKE: There are bike spaces in the on-site car park.

CAR PARKING
There is a payable car park adjacent to the Centre with approximately 200 spaces. Please note there is a 1.9m height restriction. There are further car parks within walking distance of the Business Design Centre, including at the nearby shopping centre.

Parking Type	Duration	£
1. Daily	Minimum charge (2 hours)	6.20
	08:00 -18:00	3.10 Per/hour
2. Overnight	18.00 – 08.00 hrs	1.30 Per/hour

Exhibitors can pre-book car parking by visiting the BDC website and visiting the "venue info" section.

CONGESTION CHARGE
The Business Design Centre falls just outside the Central London Congestion charge boundary. Some routes to the Centre will be affected by the charge, which has been set at £11.50 and comes into effect between 0700 to 1830 hours during Monday to Friday (excluding public holidays). Please check with the charge boundary information on the government website www.cclondon.com or further information can also be found on the BDC's website (www.businessdesigncentre.co.uk)

ACCOMMODATION
The Corporate Team (TCT), in association with the organisers of APPEX Global 2017 , have negotiated special fixed, guaranteed rates for exhibitors, visitors and attendees at a wide range of well located hotels. Prices for a wide range of hotels can be found via the link below; we recommend that you book early to secure your reservation at your preferred hotel. In addition, the current rates available from the hotel directly are also available for booking on the following link, so that you have a choice of the best rate available.
Book Accommodation → http://www.corporateteam.com/Eventsv2/evnt_home.aspx?evnt=2242ag

If you would like to reserve alternative accommodation, or have any problems or questions regarding your reservation please don't hesitate to telephone TCT on +44 (0)20 7592 3050 or send an email to hotels@corporateteam.com.

ESSENTIAL EXHIBITOR INFORMATION AND SERVICES

EXHIBITION STANDS

Standard shell scheme hire includes the following:

- Back and side free standing partition walls (OCTANORM system)
- Fascia (name board)
- Carpeted floor
- Daily cleaning
- 6 foot by 2 foot trestle table and tablecloth
- 2 standard conference chairs
- Waste paper bin
- 13amp twin socket outlet – 1KW (500W per outlet)
- General purpose spot – 120W

Specialty furniture can also be ordered from Thorns, the official furniture supplier for APPEX.

Space only hire includes the following:

- Carpeted floor only

OCTANORM panel extras can be ordered via the BDC's online ordering system:
http://oem.bdclondon.co.uk/appexconference2017
Orders received less than 7 working days before the first day of the build up will be subject to a 20% surcharge.

For stand design and management services, please contact Indalo International (pg 3).

If you plan to build any part of your stand which is not included in the shell scheme package provided with your booking, the new CDM (Construction, Design and Management) Regulations may apply. Please see page 8 under 'SPACE ONLY STANDS.'

ORDERING ELECTRICS OR LIGHTS (space only stands)

If you would like to order electrics or lights for your space only stand, the Business Design Centre has an online ordering system for you to order extras for your stand. Start by going to http://oem.bdclondon.co.uk/appexconference2017 and registering (you may already have a record on the system if you have previously exhibited). Once you have registered the system will ask you to complete the Nameboard form and a Risk Assessment (please note that Space Only stands should submit detailed RAMS). It will then guide you through ordering extras such as electrics, lighting, internet and more. If you have any questions please call Natalie Prew at the Business Design Centre (pg 3).

SHELL SCHEME

The shell scheme used for this event is Octanorm. **Drawings of the scheme are available on pages 6-7.**

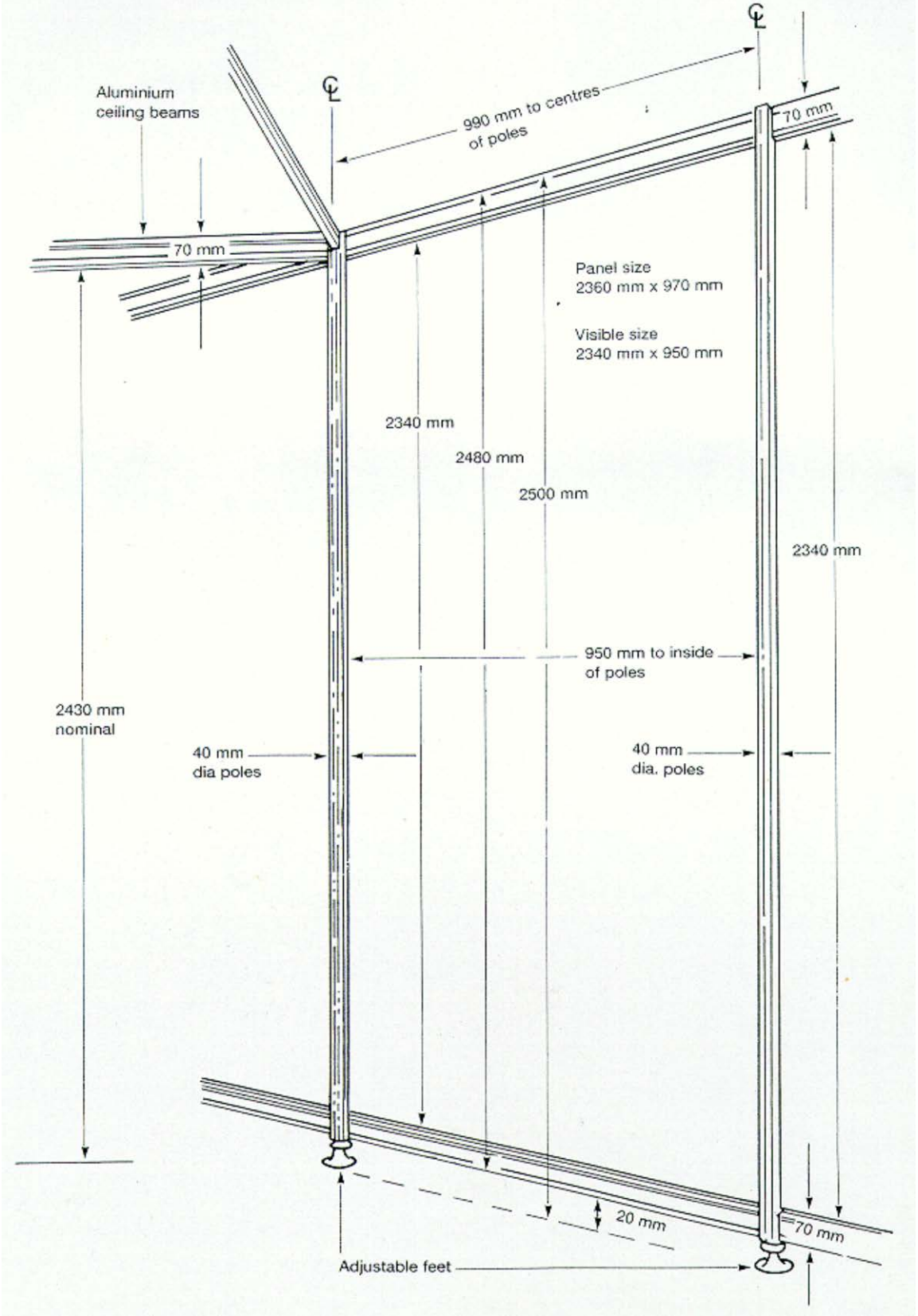
Q: **"I have a shell scheme stand at the Exhibition, what is Octanorm?"**
A: A Modular system of aluminium poles and beams holding 4mm infill panels. These form the walls of the stands.
Q: **"Is there a ceiling?"**
A: There is an open grid ceiling of 70mm beams fixed diagonally over the stand.
Q: **"What is the height to the underside of the ceiling?"**
A: 2430mm and the underside of the fascia panel 2325mm.
Q: **"What is the finish of all the Aluminium components?"**
A: These are finished in white using a powder coating system.
Q: **"What is the finish on the wall panels?"**
A: White Foamex.
Q: **"What size is the wall panel?"**
A: 2500mm high x 990mm wide is the overall size of panels when fitted with poles and beams. The face size of the panels is 950mm wide x 2340mm high. The poles are 40mm in diameter projecting forward 18mm.
Q: **"How do I fix to the wall panels?"**
A: You cannot fix anything to the wall panels using nails, staples or screws. Lightweight polyboard or card panels can be fixed with DOUBLE SIDED VELCRO, TWINSTICK PADS OR BLU-TACK. Support brackets and chain packs must be used to hang heavier items.

FASCIA

Shell scheme booths include a fascia (name board). The fascia is part of the Octanorm system, and is 175 mm tall. The exhibitor company name will be printed on the fascia board as specified on the exhibition booking form submitted when exhibition space was booked, unless specified otherwise on the BDC's online system.

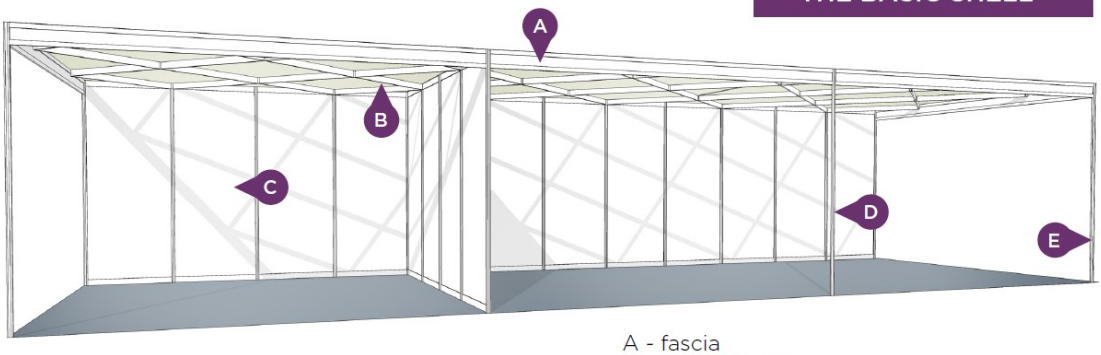
OCTANORM SHELL SCHEME

THE BASIC SHELL SCHEME IS SHOWN BELOW IN DETAIL.



OCTANORM SHELL SCHEME
LAYOUTS AND EXTRAS

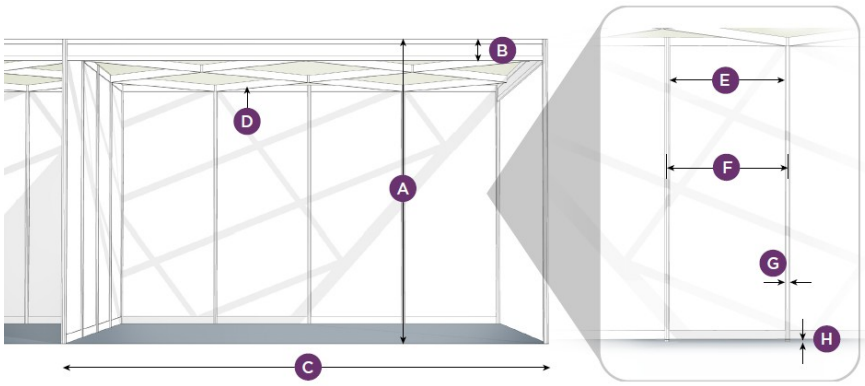
THE BASIC SHELL



The illustration depicts typical sites.
Check your own space allocation for dimensions, number and location of open frontages.

A - fascia
B - ceiling beams
C - modular wall panel in white
D - support needed for spans in excess of 4m
E - corner support

DIMENSIONS



A - 2.5m high
B - 175mm fascia
C - 4m maximum unsupported span
D - 70mm high ceiling beams
E - 950mm to inside of poles
F - 990mm to centre of poles
G - 40mm diameter poles
H - 20mm high feet

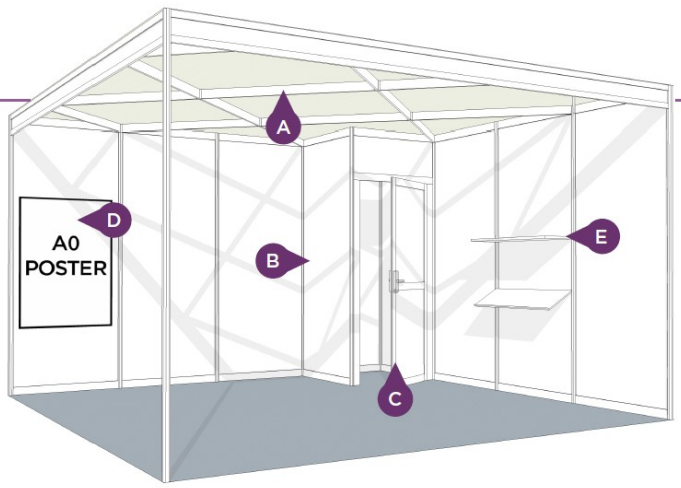
Full 1m panel size
panel: 970mm x 2354mm
visible: 950mm x 2340mm

Half metre panel size
panel: 475mm x 2354mm
visible: 455mm x 2340mm

Dwarf panel size
panel: 970mm x 854mm
visible: : 950mm x 840mm

OPTIONAL EXTRAS

A - muslin ceiling
B - enclosure
C - door or curtain
D - A 0 poster
E - flat or angled shelves



SPACE ONLY STANDS

As of the 6th April 2015 the new CDM (Construction, Design and Management) Regulations came into force and is being enforced within the exhibition sector. This means that all the exhibition build areas onsite will be classified as an official construction site. Also each space only stand within the exhibition is also classified as a CDM site in its own right when building work is taking place.

As a space-only exhibitor please ensure you have read the CDM resource pack which outlines your responsibility and what is required from you and anyone working on your stand during the build-up.

Please also ensure you have read the Business Design Centre Site Rules and regulations.

All Space Only Exhibitors MUST sign and return the BDC CDM Site Declaration (pages 20-21) prior to arrival on site, confirming acknowledgement of the BDC site rules and that they adhere to the regulations.

IMPORTANT NOTE: Contractors will NOT be allowed to commence their build-up until they have complied with all the requirements of the Health & Safety at Work Regulations 1992. Exhibitors building a space only stand are advised to make a site visit where ever necessary.

All structures, materials, special designs, unusual constructions and all signs must conform to British Safety Standards and Codes of Practice and comply with Local Council regulations or those of any other Statutory Authority. The suspension of items from the roof or from the balcony or the fixing of items to existing walls or other fitments must be approved by the Venue Service Manager at least 4 weeks prior to the commencement of the Licence. Approval by an Organiser does not constitute anything other than confirmation of acceptance of the overall design. All other Rules and Venue Regulations still apply.

Any Space Only stand must provide the following via the BDC's online system (with the exception of the BDC CDM Site Declaration which must be emailed to the show organiser) http://oem.bdclondon.co.uk/appexconference2017 by 13th February 2017:

a) A copy of a scale drawing including plans and elevations.
b) Construction Timetable.
c) Method Statement.
d) Risk Assessment
e) Full details of fabrics and materials being used.
f) Third Party Insurance Certificate showing minimum cover of £5 million.
g) A signed copy of the BDC CDM Site Declaration (pages 20-21). (email to Marta Diaz at mdiaz@aapg.org)

The venue reserves the right to submit any plans to a structural engineer who will charge a fee which is NOT pre-determinable and must be paid by the Exhibitor or their Contractor prior to commencement of the works. Space Only sites are NOT permitted to attach any material to the shell scheme walls. Space Only sites booked between shell scheme sites must take into consideration the size of the allocated space. Failure to take care over internal measurements could mean that the stand will not fit in the allotted space. All partition surfaces built above the standard 2.5 metre shell scheme height must be decorated.

In addition, all stands must be finished both front and back.

HEIGHT LIMITS

Exhibitors wishing to build above 2.5m must check with the Venue Services Manager. This is vital, as some booth locations have overhangs that would preclude building above 2.5m.

For any structures that exceed 4 metres in height, please consult your Venue Services Manager as it could affect the service feeds at the venue. Structural calculations will also be required via an approved structural engineer. All relevant costs for these are to be met by the exhibitor/contractor.

EXHIBITOR/CONTRACTOR ACCESS

There is only vehicular access to the Loading Bay from Liverpool Road. Pedestrian access is not permitted. Street parking restrictions apply and are enforced by Police and Traffic Wardens.

Anyone entering the loading bay will be required to wear personal protective equipment *(PPE)* such as a **hi-vis vest and appropriate safety footwear**. This is for your own safety.

All exhibitors and contractors MUST pay respect and consideration to local residents especially during build up and breakdown periods.

- Under no circumstances will pedestrian access be allowed at the entrance to the Loading Bay from Liverpool Road.
- Drivers must make themselves aware and observe local traffic restrictions. (Be aware that penalties are likely to be vigorously enforced by the Police and Traffic Wardens.)
- There is substantial provision for vehicles under 1.9 metres in height to load and unload from the Car Park at the front of the BDC.
- Details of the breakdown procedures will be provided to exhibitors and contractors during the build up period.
- There will be no access to the Loading Bay in the last 30 minutes of a build up or breakdown period. The BDC reserves the right to extend this 'cut off' period. All exhibitors and contractors must comply with the reasonable requests of the Traffic Marshals. Failure to do so may result in access to the BDC being denied or vehicles, if within the Loading Bay, being clamped (Release fee £35.00) or removed (Retrieval fee £220.00).
- Further access/egress is available via the stairwell 'F'. A charge will be made if any interior doors require to be removed.

LIFTS

There is a passenger lift for visitors in the entrance foyer. (Please note that this is switched off during build up and breakdown to avoid misuse). It is NOT for the carriage of goods.

There are 2 goods lifts in the Loading Bay for the delivery of stand materials and exhibits. For this show, we will be using the Gallery Hall lift.

Gallery Hall	Goods lift - Capacity	Size 5500mm x 2550mm x 2500mm (height) 3000kg

A site survey is advised for any exhibitors/contractors who wish to view the access/egress at the centre. Please contact your Project Manager to arrange an appointment. A list of the doorway dimensions is available upon request.

DELIVERIES

Deliveries for the show should only be made during the tenancy

Please note, if you wish to arrange any deliveries for prior to the 27th February (build up day), please contact Natalie Prew at the Business Design Centre.

Any unarranged deliveries prior to the show are likely not to be accepted, and will be returned to sender.

The BDC cannot be held responsible for the transportation of deliveries to individual stands and cannot sign for any delivered packages.

Any deliveries made during the tenancy period should be clearly marked with the Exhibition Title (APPEX 2017), and labelled as follows:

FAO:
AAPG Event – APPEX 2017
Business Design Centre
52 Upper Street, London N1 0QH

Package….. of……
Exhibitor Company Name:
Exhibitor Contact Name:
Exhibitor Contact Number:
Stand Number:

Please ensure that all collections are arranged for post event for **Thursday 2nd March 2017.**

FREIGHT FORWARDING

There are no trolleys for Exhibitor use available at the BDC. Full lifting service can be hired in advance from Worldwide Exhibition Specialist Ltd:

Worldwide Exhibition Specialists Ltd
Unit 28, Stansted Distribution Centre
Start Hill, Bishops Stortford, Hertfordshire, CM22 7DG
Tel: +44 20 8508 2224, Fax: +44 20 8502 4969
Email: mailuk@wes-group.com , Web: www.wes-group.com

In order to guarantee the safe and timely arrival of your valuable materials at this exhibition, they can also provide the following services:

- UK Transport and Distribution
- UK Warehousing
- Lifting, Handling and Site Installation
- International Freight Forwarding from Door to Stand
- Customs Clearance

For Exhibitors who are importing material from outside the European Community, Worldwide Exhibition Specialists Ltd can also take care of the procedure required for TEMPORARY IMPORTATION of your materials and the necessary paperwork to return them without payment of Import Duty or Sales Taxes.

RIGGING

Where banners and signs require rigging, the Venue Services Manager at the BDC must be contacted and approval on location and installation obtained. Banners must be stitched at the top and bottom and not glued. Please contact your Venue Services Manager the specification of pocket sizes and for a quotation.

Within the roof of the Business Design Centre there is a Mansafe Climblatch System to enable safe travel throughout the roof. Only professional riggers who have been trained to use this system will be permitted within the roof and only if a BDC Venue Services Manager gives prior authorisation.

A permit to work system is also in operation at the Business Design Centre and under no circumstances will riggers be given access to the roof until the permit has been completed. Only BDC approved rigging companies will be permitted to carry out rigging within the Business Design Centre.

ELECTRICAL AND LIGHTING

All booths include 13amp twin socket outlet – 1KW (500W per outlet)
Shell scheme booths also include a general purpose spot – 120W

For any exhibitors requiring additional services, the Business Design Centre now has an online ordering system for you to order extras for your stand.

Start by going to http://oem.bdclondon.co.uk/appexconference2017 and registering. Once you have registered the system will ask you to complete the Nameboard form and a Risk Assessment (please note that Space Only stands should submit detailed RAMS). It will then guide you through ordering extras such as electrics, lighting, internet and more.

All/any electrical wiring and equipment not supplied by the BDC will be tested to ensure conformity with "The Electricity at Work Regulations 1989". Any items failing such a test will NOT be connected to the Hall's supply.

In addition all installations must conform to the current issue of the Exhibition Venues Association Regulations for Stand Electrical Installations. Copies available on request.

It is not permitted to hang, suspend or attach any item to the overhead catenary wires under any circumstances.

Exhibitors/Contractors who bring portable electrical appliances on-site should ensure that they have been regularly PAT tested (Portable Appliance Tested) and bear a recent PAT test pass certificate.

Signs involving the use of neon or similar gases are permitted with fireman switches and written confirmation from the Venue Service Manager. Electro flashing signs of low intensity are permitted

providing specifications for their use are approved in writing in advance by the Venue Service Manager. During the open period of an exhibition, stand mains supply will normally be switched on no later than half an hour before the show opens and switched off no later than half an hour after it closes.

PLEASE CONTACT THE BDC VENUE SERVICE MANAGER SHOULD YOU REQUIRE 24-HOUR POWER.

INTERNET ACCESS

We offer completely free Wi-Fi to all visitors at the Business Design Centre. This is open to all so restricted connectivity is available free of charge for every delegate. Of course, we can still arrange unrestricted, secure access for people wanting a higher bandwidth.

Actions on the complimentary service will be restricted to general activities such as checking emails. For streaming videos and for delegates/exhibitors requiring a higher rate connection we advise opting for the password protected Wi-Fi coverage as detailed above. This will allow a higher speed uncontested connection and you can be safe in the knowledge that you will be receiving a dedicated service. **To order, please visit http://oem.bdclondon.co.uk/appexconference2017**

TELEPHONES

Individual telephone lines for stands are available. These are routed through our switchboard and you must dial '9' for an outside line.

They are individually numbered direct dial lines for exclusive use during the Exhibition period. The telephone system is compatible for most modern modem and card swipe machines. Swipe machines should be programmed by the supplier for operation through a switchboard. Please note the BDC telephone system does not transmit 'Caller ID'.
To order, please visit http://oem.bdclondon.co.uk/appexconference2017

CARPETS

There are carpet tiles on the main floor, lower level and Gallery Hall at the BDC. These can only be removed with the written permission of the Venue Service Manager and at a charge of £12.00 + VAT per tile. NOTE – IT IS NOT PERMITTED TO CUT ANY HALL TILES. Any damage caused during the tenancy will be charged at a cost of £25.00 + VAT per tile.

Exhibitors/Contractors wishing to build stands must ensure that adequate precautions are taken to protect the carpet from damage. You will be required to lay a wooden floor/platform before any additional floor covering is used. This must also be finished with metal/plastic edging trim. Stand carpet must not be laid or fixed directly to the BDC fitted carpet. Please contact your Venue Service Manager if you require ordering a suitable floor & floor covering should the hall tiles not be suitable for your stand area.

FURNITURE

Shell scheme stands include a standard 6-foot by 2 foot trestle table (2'3'' wide), table cloth, and 2 standard chairs.

Additional booth furniture may be ordered by contacting **Thorns (Castle Stanton Ltd T/A Camden Exhibition Services):**

Janet Frazer
Thorns Group
Unit C, 125 Brantwood Road
London N17 0DX
Tel: +44 20 8801 4444
Email: Janet@thorns.co.uk
www.thorns.co.uk/

*Please contact Thorns with your order by 13th February to ensure availability.

SIGNAGE

All posters, banners, etc. must be of a standard approved by the Venue Service Manager and signs must not be affixed to any part of the building.

Signage is NOT allowed on any of the internal metal railings, banisters and/or associated ironwork.

The BDC's recommended signage supplier is:
Onward Display
Michael Brighty
84 Berwick Street
London, W1F 8TT
020 7734 2740
michael@onwarddisplay.com

CATERING

The Good Eating Company are the **exclusive caterers** for the venue and all food and drink must be ordered via them.

Exhibitors wishing to organise food and beverages to be delivered to their stand should use the order form on page 17, or for queries contact Jean Betts on 020 7288 6351, email jean@goodeatingcompany.com.

The Good Eating Company Ltd
Business Design Centre
52 Upper Street
London N1 0QH
Tel: 020 7288 6351
Fax: 020 7288 6276

RECEPTION DRINKS

Exhibitors can order wine, beer, soft drinks and snacks to serve from their stands, for the networking reception known as the **"Exhibitor's Reception"** - after the show on Tuesday 28th February 2017, giving them the opportunity for increased booth traffic during the reception. Please use the order form on page 17.

CLEANING AND WASTE DISPOSAL

Large items of waste must be removed from site. Bulk rubbish must also be removed from site, however the Business Design Centre cleaning team will clear away reasonable levels of rubbish throughout the build up.

The cleaning of gangways, public circulation areas and shell scheme stands is carried out by the cleaning team and the charges for these services are included in your shell scheme hire fee. Cleaning of space-only stands must be arranged by individual Exhibitors direct with the BDC Venue Service Manager.

Any specific cleaning requirements such as washing and polishing 'special' surfaces should be arranged direct with the Cleaning Manager via the Venue Service Manager and additional charges will be made for these services.

HEALTH AND SAFETY

HEALTH AND SAFETY

The Business Design Centre is committed to operating all its various businesses in compliance with all the relevant legislation and guidelines covering Health and Safety at Work and it is a requirement of the Centre that all Licensees / Organisers / Exhibitors / Contractors and Visitors comply with the law and the regulations of the venue at all times. Anyone infringing any relevant legislation and/or any venue regulations will be asked to desist forthwith and for serious and continuing breaches may be banned from the premises. As an Exhibitor or Contractor, you hold an obligation to ensure the safety of everyone associated with your exhibition stand and those persons who may be affected by your activities. It is your responsibility alone.

Please note that during the exhibition build up or break down, appropriate footwear must be worn by anyone on site, therefore no heels, flip flops, sandals or open toe shoes of any kind.

Anyone entering the loading bay will be required to wear personal protective equipment *(PPE)* such as a **hi-vis vest and appropriate safety footwear**. This is for your own safety.

FIRE REGULATIONS

Licensee/Organisers and Exhibitors must adhere to the Local Authority and Fire Brigade Regulations. All materials used on exhibition stands or stored within the exhibition area must be Class 1 (B.S. 476) fire retardant.

RISK ASSESSMENT
All exhibitors, both Shell Scheme and Space only are required to carry out their own "Risk Assessment" prior to the start of the tenancy. Please use the Business Design Centre's online ordering system for you to complete your Risk Assessment & Health & Safety forms by the 13th February. Start by going to http://oem.bdclondon.co.uk/appexconference2017 and registering. Once you have registered the system will ask you to complete the Nameboard form and a Risk Assessment (please note that Space only stands should submit detailed RAMS). If you have any questions please call Natalie Prew at the Business Design Centre.

In addition all Exhibitors with Space Only stands must ask their Contractors to provide the Organiser with the following, in addition to scale drawings;
i) A general policy statement on Health and Safety.
ii) A method statement for the Project.
iii) A construction timetable.
iv) A copy of third party liability insurance certificate showing £5m cover.

Further details of the legislation and the venue regulations are available on request.
THIS OVERALL RISK ASSESSMENT SHOULD CONTAIN DETAILS OF ANY POTENTIAL HAZZARDS OR UNUSUAL EVENTS

INSURANCE
Whilst the BDC and AAPG take every precaution to protect Exhibitors property during any event they are not responsible for any loss or damage.

We request exhibitors hold a minimum £2m limit of Public Liability insurance. This protects you against legal claims for accidental injury to third parties and/or for damage to third party property. This is not the same as Employers' Liability insurance. You may already have Public Liability insurance, however not all business policies cover events taking place outside your business premises. If in doubt you should consult your insurance provider.

Hiscox can provide Public Liability, Employers' Liability, Cancellation and Abandonment and Property covers for exhibitors, and are offering a 10% discount for this event. To get a quote and buy online visit www.hiscox.co.uk/events/4413 and select exhibitor insurance.

Important Note - Hiscox can insure exhibitors located within European Union countries, Norway and Switzerland. Exhibitors from other countries should arrange any required insurance locally.

We are not permitted to advise you on any insurance matter. You are under no obligation to purchase insurance from Hiscox and may choose to seek a quotation from other providers.

IMPORTANT INFORMATION
Please note, it is advised that the following devices are not to be used upon exhibition stands within the business design centre at any time:

- ☐ Wireless access points or wireless routers
- ☐ Wireless phones (not including mobiles)
- ☐ Microwave ovens
- ☐ Any device which operates around the 2.4 ghz frequency

Using any of the above devices could interfere with the in-house wireless system and will be requested to be disabled if found to be in operation. The above devices can be sold but not demonstrated. The BDC thanks you in advance for your cooperation with refraining to use any device listed in the above category and wishes you a successful event. PLEASE CONTACT THE BDC IT DEPARTMENT IF YOU REQUIRE ANY FURTHER INFORMATION ON THE ABOVE RESTRICTED ITEMS.

ADDITIONAL SERVICES AND ONSITE RESTRICTIONS

VENUE
The Business Design Centre opened in October 1986. Based upon the American concept of a trade mart the Business Design Centre is the UK's only trade centre, incorporating 11,000 sq.m. of permanent showroom space with products and services directly related to the needs of the commercial environment. The Business Design Centre has approximately 100 resident companies. The permanent showrooms are complemented by over 6000 sq.m of integrated exhibition space located on four levels. With exhibitions mainly targeted at business, design and niche consumer shows, the Centre is today regarded as London's premier exhibition venue.

Licensees/Organisers, Contractors and Exhibitors should give due respect and consideration to the resident showrooms and special attention must be paid to the delivery of stands/exhibits and noise during build up and breakdown, taking particular care not to obstruct the showrooms' frontage or lean any materials up against the windows. As a listed building of architectural merit as well as a centre of design, special care and consideration must be given to the aesthetics of all exhibitions.

BALLOONS/INFLATABLES
Use of helium or balloon gas filled balloons must be agreed in writing to the Venue Service Manager prior to the event. A £100 refundable deposit will be required for their use at the venue.

COMPRESSED AIR
It is possible to use Compressed Air at the Business Design Centre HOWEVER written authority must be obtained prior to arrival on site from the Venue Service Manager.

CLOAKROOMS
A cloakroom service is provided during exhibition open days. This opens 30 minutes before and closes 30 minutes after the official open hours of the exhibition.

COMMON PARTS
All common parts must be kept unobstructed at all times. Contractors/Exhibitors/their staff and agents must keep ALL common parts clear whilst building or dismantling stands, exhibits etc. All exhibits must be kept within the confines of the stand space and demonstrations must not cause undue congestion and/or obstruction of common areas.

CONCIERGE SERVICES
The Centre offers a full range of services via our in-house Concierge. Based on the hotel concept, the concierge role covers a wide range of activities from booking taxis, restaurants and theatre to rail, airport and hotel enquiries etc.

For further information contact:
Ben Pettyfer
Tel: +44 20 7288 6272
Mobile: +44 7708 635 835
Email: benp@bdc.london

GAS
It may be possible to use Gas (either inert or inflammable) at the Business Design Centre BUT written authority must be obtained prior to arrival on site from the Venue Service Manager.

ITEMS LEFT ON SITE
Please note that any goods/ material/ deliveries or miscellaneous items left on site at the Business Design Centre without proper authority will be treated as abandoned and disposed of accordingly. Please note that any costs incurred will be charged to the exhibitor.

LASERS
Any company proposing to use lasers must inform their Venue Service Manager immediately together with details of laser equipment, a drawing of the stand and the location of the beam. The Local Authority Regulations, which apply to laser use within exhibition venues, must be strictly adhered to (further details available on request). Please note 28 days notice will be required.

LICENCES
Licences may be required for the following activities:
Entertainment, Music: PPL / PRS, Video: VPL, Cinema (or public viewing of films), Smoke Machines, Lasers Special Treatments (i.e. therapy treatments etc). For further details, please contact your Venue Service Manager.

LIVESTOCK, ETC.
Before allowing any fish, livestock, other animals, insects, reptiles, birds etc. on site, written permission MUST be obtained from your Venue Service Manager. All the relevant authorities' rules and regulations must be adhered to at all times.

LOST PROPERTY
There is a lost property office in the BDC and any item found should be handed into Security at Main Reception. The property will be held for up to three months and all claims should be made to the Head of Security on 020 7359 3535.

OFFICE SERVICES
There is a facility at the Centre to organise a large range of office services, such as standard photocopying, colour copying, printing, binding etc and the provision to purchase most types of office stationary. For further information and operating hours, call On-Line Reprographic on 020 7288 6288.

ORGANISER'S OFFICE
The Organiser's Office will be located by the Gallery Hall Registration area or AAPG staff members may be found here or at the AAPG booth.

STORAGE
An optional storage facility – Unit 118 - located on the ground floor is available for use by Main Hall events only. This facility is only available during the tenancy period and any items left after this period will be disposed of. Unfortunately no storage facilities are available within the Gallery Hall and no storage is allowed in areas behind stands, in gangways, under stairs, obstructing fire exits, etc. within the Centre.

TAXI SERVICE
Should you require an executive taxi service please contact our in-house concierge. *See Concierge.*

BANKS

Barclays Bank Plc	38 Islington Green
Lloyds/TSB Bank Plc	19 Upper Street
HSBC Plc	39 Islington High Street
National Westminster Bank Plc	3 Upper Street
The Royal Bank of Scotland Plc	40 Islington High Street
BDC Foyer	Transaction cost applies

EMERGENCY INFORMATION

WHAT TO DO IN AN EMERGENCY

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

PICK UP ANY INTERNAL EMERGENCY RED TELEPHONES AND THIS WILL CONNECT YOU WITH CONTROL. TELL THE DUTY OPERATIVE WHERE THE FIRE IS AND YOUR LOCATION.

OPERATE THE NEAREST FIRE ALARM CALL POINT BY BREAKING THE GLASS. IF YOU DO THIS (AND IT IS SAFE TO DO SO) PLEASE STAY NEAR THE FIRE POINT TO DIRECT THE ATTENDING SECURITY OFFICER TO THE FIRE.

IN THE EVENT THAT YOU NOTICE A SUSPICIOUS PACKAGE OR ITEM, OR SOMEONE REPORTS IT TO YOU, DO NOT ATTEMPT TO OPEN IT, MOVE IT OR TOUCH IT. PICK UP ANY INTERNAL EMERGENCY RED TELEPHONE, WHICH WILL CONNECT YOU TO CONTROL AND INFORM SECURITY OF THE LOCATION OF THE ITEM OR PACKAGE.

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

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

LEAVE IMMEDIATELY

FIRE ASSEMBLY POINTS ARE AS FOLLOWS.

- **FRONT OF THE BUILDING: PARKFIELD STREET (ROAD TO THE SIDE OF THE VENUE TOWARDS N1 CENTRE)**
- **REAR OF THE BUILDING: PAVEMENT AREA OUTSIDE OF THE OLD ROYAL FREE HOSPITAL ON LIVERPOOL ROAD**

PLEASE REMEMBER

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

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

EXHIBITORS STAND CATERING ORDER FORM PAGE 1 OF 3

Please return this form to the following address at least 14 working days prior to the start date of the exhibition. A 10% surcharge will be added to all late orders. Please complete the order form ***electronically or in clear writing in ink*** *and return .*

MINIMUM FOOD ORDER 10 PERSONS .

Jean Betts
The Good Eating Company
Business Design Centre, Suite 135
52 Upper Street, Islington, London, N1 0QH

Email - jean@goodeatingcompany.co.uk
Ph. 020 7288 6277

EXHIBITION NAME: _____

STAND NUMBER AND NAME: _____

COMPANY NAME AND ADDRESS: _____

_____

_____

POSTCODE: _____

EMAIL: _____

Telephone Number: _____ **Fax:** _____

Onsite contact during event: _____

METHOD OF PRE-PAYMENT - Please select preference

NB: Pre-payment is required for all catering ordered

1. Cheque enclosed made payable to 'The Good Eating Company Ltd' ☐
2. Credit card direct charge - **3% surcharge** ☐

Please complete details:

Card Number: _____

Expiry: _____

Cardholders Name: _____

Cardholders / Statement Address: _____

Security Code (3 digits on back of Card): This number not be be detailed on Form, please ensure we have a telephone number & we will contact you to get the code

Telephone number of Cardholder: _____

Catering can be charged on a sale & return basis ONLY if credit card details are provided. Additions ordered on the day will need to be paid by card onsite.

IMPORTANT INFORMATION

Event / Stand Catering Details

• All catering details, final costings etc should be arranged directly through the Good Eating Company office ten (10) working days prior to the date of the event or stand catering requirements. These details, in the case of Exhibitor Stand Catering, are to be entered into this form and forwarded to our office for confirmation. Please refer to our methods of pre-payment. Minimum food order for 10 persons applies.

Please Note

• Our policy, as exclusive caterers to the Business Design Centre does not allow for food and beverage to be brought onto the premises. This applies to organisers, exhibition stands, guests and other persons.
• Food and beverage remains the property of the Good Eating Company – here at the Business Design Centre and cannot be removed from the premises without prior approval.
• Menu prices are effective to December 2016. However the Good Eating Company's management reserves the right to change prices due to market conditions.
• All prices are quoted in Pounds Sterling and are exclusive of vat.

NB Deliveries to stands can only be made once a day, unless food is ordered.

If the exhibition is more than one day, please copy this form and complete an order for each day.

EXHIBITORS STAND CATERING ORDER FORM PAGE 2 OF 3

Delivery Date & Time _____

please ensure that someone is on your stand to accept delivery at the time you have specified

Wines, Beers and Soft drinks (For a list of other wines available please contact The Good Eating Company)

Item	Unit	Price	Quantity	Total Price
Red Wine				
House Red Wine	75cl	£ 18.75		£ -
Premium Red Wine	75cl	£ 23.70		£ -
White Wine				
House White Wine	75cl	£ 18.75		£ -
Premium White Wine	75cl	£ 23.70		£ -
Champagne/Sparkling Wine				
House Champagne	75cl	£ 38.70		£ -
House Sparkling Wine	75cl	£ 26.60		£ -
Beers				
Stella	330ml	£ 3.65		£ -
Heineken	330ml	£ 3.65		£ -
Soft Drinks				
Still Mineral Water - glass bottle	750ml	£ 3.75		£ -
Sparkling Mineral Water - glass bottle	750ml	£ 3.75		£ -
Still Mineral Water - plastic bottle	500ml	£ 1.45		£ -
Sparkling Mineral Water - plastic bottle	500ml	£ 1.45		£ -
Orange Juice (carton)	1 Litre	£ 4.90		£ -
Cranberry Juice (carton)	1 Litre	£ 4.90		£ -
Red Bull	can	£ 3.00		£ -
Coke	330ml	£ 1.45		£ -
Diet Coke	330ml	£ 1.45		£ -
Fanta	330ml	£ 1.45		£ -
Sprite	330ml	£ 1.45		£ -

Ordered beverage? Do you have a fridge on stand?

☐ **YES**

☐ **NO**

See page 3. to order glassware or plastic cups.

Tea & Coffee Provisions

Item	Unit	Price	Quantity	Total Price
Coffee thermos urn (excludes cups)*	50 cups	£ 75.40		£ -
Coffee thermos urn (excludes cups)*	25 cups	£ 40.55		£ -
Hot water thermos urn (excludes cups)*	50 cups	£ 58.00		£ -
Hot water thermos urn (excludes cups)*	25 cups	£ 31.95		£ -
Pour & Serve Coffee Machine / Assorted Automatic or Espresso Hot Beverage Machines which serve a selection of teas & coffees.	email: jean@goodeatingcompany.co.uk for a quote			
Tea bags	Box 100	£ 7.50		£ -
Milk (semi skimmed/ skimmed)	2 litre	£ 2.45		£ -
Assorted Sugar sachets	Per 50	£ 2.00		£ -
			Total	£ -
			VAT @ 20.0%	£ -
			PAGE TOTAL	**£** -

* - REPLACEMENT FEES WILL BE CHARGED FOR ANY EQUIPMENT, GLASSWARE, CROCKERY, ETC DAMAGED OR NOT RETURNED

Please return this form to the following address at least 14 working days prior to the start date of the exhibition. A 10% surcharge will be added to all late orders. Please complete the order form in clear writing in ink (or visit the Exhibitor Information section on the APPEX Global 2017 Website for an electronic copy and return to The Good Eating Company.

MINIMUM FOOD ORDER 10 PERSONS.

EXHIBITORS STAND CATERING ORDER FORM PAGE 3 OF 3

Delivery Date & Time _____

please ensure that someone is on your stand to accept delivery at the time you have specified

Stand - Sweet Items

Item	Price	Quantity	Total Price
Mini Danish Pastries (2 per portion)	£ 2.35		£ -
G.E.C Cookie of the day - large	£ 2.60		£ -
G.E.C Muffin of the day	£ 2.70		£ -
G.E.C Cake of the day - per piece	£ 3.50		£ -
Traditional biscuits* (1kg = approx 50 biscuits)	£ 28.40		£ -
Fresh Fruit Bowl (serves 10)	£ 27.00		£ -

Stand - Standholder Sandwich Lunch Menu

Item	Price	Quantity	Total Price
Standard Sandwich (wrapped, charged per person)	£ 4.75		£ -
Deluxe sandwich (wrapped with crisps, charged per person)	£ 7.35		£ -

Stand - Snack Bowls (each serves approximately 5 people)

Item	Price	Quantity	Total Price
GEC Nut Mix	£ 6.00		£ -
GEC Olive Mix	£ 6.00		£ -
Assorted Vegetable Crisps	£ 5.20		£ -

Stand - Platters (each serves approximately 10 people, more if used for occasional snacks)

Item	Price	Quantity	Total Price
Crudites with Hummus, Tzatziki & Olives	£ 44.00		£ -
Charcuterie Platter with Grilled Vegetables & Bread	£ 77.00		£ -
Cheese Platter with Chutney, Grapes & Biscuits	£ 77.00		£ -

Equipment Hire

Item	Unit	Price	Quantity	Total Price
Wine Glasses*	Per 24	£ 11.80		£ -
Champagne glasses*	Per 35	£ 17.15		£ -
8oz straight tumblers*	Per 24	£ 11.80		£ -
China Cups, Saucers & Teaspoons*	Per 12	£ 4.80		£ -
China side plates*	Per 12	£ 3.60		£ -
Glass Jug - 1 litre*	Each	£ 1.75		£ -
Ice Bucket*	Each	£ 5.00		£ -
Bottle opener *	Each	£ 3.00		£ -

Disposable Goods

Item	Unit	Price	Quantity	Total Price
Hot drink cups - disposable	50	£ 3.50		£ -
Plastic 1/2 pint tumblers	50	£ 7.50		£ -
Wooden Stirrers	50	£ 1.00		£ -
6" paper plates	50	£ 5.00		£ -
Paper napkins	200	£ 5.00		£ -
Refuse bags	Each	£ 0.30		£ -

Provisions

Item	Unit	Price	Quantity	Total Price
Ice Cubes	12kg bag	£ 13.50		£ -
			Total	£ -

* - REPLACEMENT FEES WILL BE CHARGED FOR ANY EQUIPMENT, GLASSWARE, CROCKERY, ETC DAMAGED OR NOT RETURNED

VAT @ 20.0%	£ -
PAGE TOTAL	**£ -**

PAGE 2 & 3 TOTAL	**£ -**

Construction, Design and Management (CDM) process

Dear Exhibitor / Contractor,

Please be advised that since 6 April 2015, CDM *(Construction, Design and Management)* regulations are now being enforced within the exhibition sector.

This means that the exhibition build areas onsite *(Village green, mezzanine and gallery)* will be an official construction site. Also each space only stand within the hall is also classified as a CDM site in its own right when build work is taking place.

How does this concern you as an exhibitor?
It will only impact you if you need to enter the hall *(the CDM Site)* during the time when stands are being built/taken down, which is between:

- **Show build up: 27th February 2017, 09:00 – 17:30**
- **Show breakdown: 2nd March 2017, 14:00 - 18:00**

If you need to enter the CDM site for any reason when there is construction still taking place on or around your stand, you will have to have a safety induction and more importantly will be required to wear personal protective equipment *(PPE)* such as a **hi-vis vest and appropriate safety footwear**. This is for your own safety as during construction various items of debris and equipment may be present in areas either on or adjacent to stands and gangways, such as nails, blades, screws etc…

If all stand construction is complete or there is only minimal construction still taking place and we can segregate individual areas of build you **will not** be required to wear hi-vis and appropriate safety footwear, however appropriate footwear must still be worn, therefore no heels, flip flops, sandals or open toe shoes of any kind.

We advise that you adhere to the above instructions so access onsite is not delayed or prohibited.

As individuals we all have a responsibility to ensure our own personal health and safety and the wellbeing of others. An exhibition hall during full construction is a “construction site” and needs to be recognised as such. The CDM 2015 regulations now act as an aid to enforce this requirement.

It is important that you read, understand and pass the information within this communication and the enclosed **emergency procedures information supplied by the BDC**, on to any members of your team going onsite.

As confirmation of your compliance with this process please kindly complete, sign and return the **Construction, Design and Management (CDM) process acknowledgement declaration on the second page of this letter.**
By doing this it will save time on the day of build-up/break down, as you won’t have to take part in a full safety induction.

If you have any queries or questions please contact AAPG Europe.

We look forward to welcoming you onsite.

Kind regards

AAPG Europe
+44 207 836 3201
mdiaz@aapg.org

Construction, Design and Management (CDM) process

Acknowledgement Declaration

I acknowledge the construction design management process for the **APPEX Global 2017** and have passed the information within this communication and the emergency procedures document, supplied by the BDC, on to all members of my team going onsite during the build-up and break down periods of the event.

Stand Number.....

Exhibiting Name.....

Date.....

Name.....

Signature.....

Return by: 13th February

Return to: AAPG Europe

Address: 3rd Floor, 21 New Row, London WC2N 4LE, UK

Email: mdiaz@aapg.org