



# THE 18<sup>th</sup> EUROPEAN CONFERENCE ON ANTENNAS AND PROPAGATION

**GLASGOW, SCOTLAND  
17-22 MARCH 2024**

**EXHIBITOR MANUAL**



[eucap2024.org](http://eucap2024.org)



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## Welcome

We would like to take this opportunity to thank you once again for choosing to exhibit at the 18<sup>th</sup> European Conference on Antennas and Propagation (EuCAP). As you know, this meeting takes place from the 17–22 March 2024, at the Scottish Event Campus (SEC), Glasgow

This Exhibitor Manual is designed to provide you with all the relevant information that you will need prior to, and during the conference. Please read this document carefully to ensure that you do not miss any key dates or any other information which may be important to your planning and attendance at the conference.

Please note that EuCAP 2024 promotes sustainability and running the conference in an environmentally and socially responsible manner. Please note the section on Sustainability for Exhibitors (page 14).

Should you require any additional information, please do not hesitate to contact the EuCAP 2024 Conference Secretariat (In Conference) on the details below:

### Organisers

The Exhibition for EuCAP 2024 is organised by: In Conference Ltd.

All enquiries regarding the exhibition should be addressed to:

**Sarah Blair**

Conference Executive

In Conference Ltd

Q Court, 3 Quality Street

Edinburgh, EH4 5BP, UK

**Tel:** +44 (0)131 336 4203

**Email:** [eucap2024@in-conference.org.uk](mailto:eucap2024@in-conference.org.uk)

**Website:** <https://www.eucap2024.org/>

### **Contacts During EuCAP 2024**

Sharon Kerr (EuCAP 2024 Senior Conference Manager)

Sarah Blair (EuCAP 2024 Conference Executive)

If you have any queries during the conference, please contact either Sharon Kerr or Sarah Blair using the details above or through a member of staff at the Registration Desk onsite.

### Venue

Scottish Event Campus (SEC)

**Contact:** Jennifer Singleton

SEC - Scottish Event Campus

Glasgow, Scotland, G3 8YW

<https://www.sec.co.uk/>

### Official Contractor

**Cameron Event Logistics (CEL)**

#### (All Services)

CEL will look after all stand Contractor Logistics for the exhibition.

Stevie Cameron Event Logistics Ltd

1 Tennant Avenue, College Milton South, East Kilbride, Glasgow G74 5NA

[CEL SERVICE BROCHURE](#)





It is the exhibitors' responsibility to organise couriers to uplift any materials after the Exhibition has closed. Please be advised that there is no on-site storage available, and all Exhibition areas must be clear at the end of the event. No material can be left at the stand after the end of the last day of breakdown. Any such items will be removed to local warehouse by the official logistics provider and the cost for this removal will be payable by the exhibiting company.

## Venue Details and Travel

### Venue

Scottish Event Campus (SEC)  
Exhibition Way  
Glasgow, G3 8YW

The SEC can easily be reached by Car, Train, Bus, Air or Taxi. To find the best route for you, please visit the EuCAP 2024 website: <https://www.eucap2024.org/venue>.

The Exhibition will be located in Hall 4 of the SEC, where registration, posters and catering will also take place. The SEC exhibition hall floors are a smooth concrete which is painted black as standard.

### Venue Wi-Fi

Wi-Fi will be available throughout the venue for the duration of EUCAP 2024 and the log in details will be provided onsite.

**FLOOR PLAN: Please see the full-scale image of the floorplan on the following page.**



# EU CAP 2024

17 - 22 March 2024





## Delivery, Storage and Collections

We are delighted to offer a freight management service provided by our local supplier Cameron Event Logistics (CEL).

Please contact [info@cameronlogistics.co.uk](mailto:info@cameronlogistics.co.uk) to arrange delivery of shipments. CEL will deliver your material to your stand as build-up begins and pick up your material as the exhibition closes.

You can also make an enquiry through the following form provided below:

**LOGISTICS ENQUIRY FORM:** [CLICK HERE](#)

**Please note that NO storage facilities are available on site at the conference venue for exhibitor use.**

Please contact CEL to arrange off-site storage. Your empty case storage will be collected from stand space at build-up, then returned direct to stand space at event breakdown. Contact [info@cameronlogistics.co.uk](mailto:info@cameronlogistics.co.uk) to arrange this service.

### Customs/Exhibitors from Outside the UK

If you are sending any materials by air, ocean or courier it is essential that you contact [international@cameronlogistics.co.uk](mailto:international@cameronlogistics.co.uk) prior to sending your shipment to enable them to provide you with the **correct instructions**.

### Forklift Requirements

Please note that no forklift service or trolley will be available onsite. All materials must be transported by hand/trolley/hand-pushed pallet, which you must provide.

Any forklifting requirements must be booked through CEL. To comply with Venue Insurance and Health and Safety requirements, no mechanical handling equipment may be used on the venue premises. Please contact [info@cameronlogistics.co.uk](mailto:info@cameronlogistics.co.uk) if you require forklift assistance.

### **Should you decide not to proceed with our preferred supplier, CEL, please take note of the following crucial information**

#### **Deliveries**

Due to restrictions on space at the venue, any shipment sent to the venue address before **Sunday 17 March 2024** will not be accepted.

Neither the Organisers nor the SEC will accept deliveries on the Exhibitors' behalf. Arrangements must be made for a representative of the exhibiting company to be available on the stand when the delivery is made and drivers delivering exhibits must be supplied with full information about which stand the delivery is to be made. If this is not arranged, deliveries may be turned away.

Kindly note that any delay with delivery of any direct shipment will be under the full responsibility of the shipper and no responsibility will be accepted by the venue or the organiser of the event.



**If you decide to deliver to the venue directly, please use the following address for all deliveries to the SEC:**

THE 18th EUROPEAN CONFERENCE ON ANTENNAS AND PROPAGATION  
HALL 4  
Scottish Event Campus  
Glasgow G3 8YW  
Scotland

**Please include a contact name and telephone number on all deliveries to the SEC.**

**Please note that NO storage facilities are available on site at the congress venue for exhibitor use.**

#### **Customs/Exhibitors from Outside the UK**

Importing exhibition material to UK Mainland can be a complicated and lengthy process. Failure to accurately complete customs documentations can incur heavy delays and charges. We strongly advise you utilise CEL services or another experienced logistics company. Please ensure your chosen logistics company has the ability to import/export goods in UK.

#### **Forklift Requirements**

Please note that no forklift service or trolley will be available. Otherwise, all materials must be transported by hand/trolley/hand-pushed pallet which you must provide. The SEC or the Conference Organisers will not take any responsibility for lost or undelivered items.

#### **Vehicle Access**

The SEC takes safety and security very seriously.

For this reason, we must ask that you send us the following information below for us to provide to the SEC prior to your arrival onsite through: [eucap2024@in-conference.org.uk](mailto:eucap2024@in-conference.org.uk)

- **Your name/company**
- **Vehicle registration**

These details will be passed to the Security Control team before granting access. If you are unable to provide the details requested this may result in access being denied.

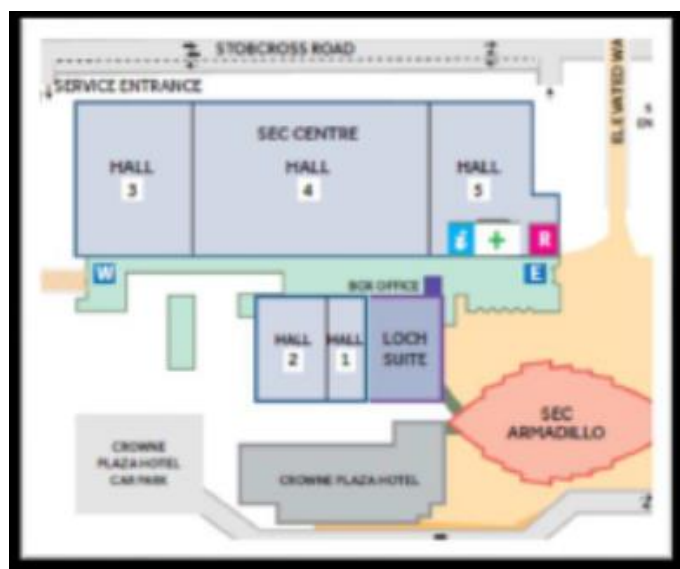
To access Hall 4, enter via the Service Entrance and follow instructions from the SEC Gatehouse Security team.

Vehicles that are authorised to remain on site are to be parked in CP 5 after offloading.

Exit is via the barrier opposite Hall 5 which will lift automatically when your vehicle approaches.

Engines MUST be switched off when your vehicle is not in use.

Note: There is a one-way system operating along this route.







## Exhibition Buildup

### Safety Measurements during Exhibition Build

You will be required to wear a hi-visibility vest when working near moving vehicles/plant, during build-up/ load-in and break-down/load-out. Hi-visibility vests will not be provided by the venue (SEC), please make sure to arrange hi-visibility for your exhibition team prior to arriving onsite.

Always wear your safety gear and follow your risk assessment and/or method statement when working. Keep entry, exit and fire exit routes clear and keep all work areas clean, tidy and hazard free.

Do not consume alcohol and non-prescription drugs whilst at work and smoke / vape in designated smoking shelters only.

Due to safety reasons individuals under the age of 16 are not allowed into your work area when construction is taking place.

Please remove all your waste; it is your responsibility to do this. Never dispose of residual materials (e.g. paint, thinners or other chemicals) by flushing them down toilets/pouring down sinks and drains.

### CDM and Pre-Construction Information – Information and Guidance Publication

*Managing Health and Safety in Construction E-Guide (Association of Event Venues).*

The eGuide is essential reading for exhibitors and supplier companies. The objective of the eGuide is to provide clear and straightforward guidance for achieving common standards of health, safety and operational planning, management and on-site conduct across UK event venues.

Amongst other areas, the eGuide provides guidance on areas such as risk assessment, build up and breakdown and electrical testing. Recognised as the industry's best practice document, the eGuide is continually reviewed by working industry professionals who represent the best advice currently available, and who themselves must work within the guidelines in their own professional capacities.

[eGuide \(full and individual section downloads\)](#)



## Exhibition Stand Information

### Invoicing

Please note that payment must be made before the start of the conference.

As an exhibitor, you are responsible for payment – regardless of whether the deliveries have been ordered by you or your supplier.

### Exhibition Fee Inclusions

#### What is included:

Please refer to the inclusions booklet where you will find what is included in your booked package. Should you have any queries, please email [Exhibition-Sponsors@eucap2024.org](mailto:Exhibition-Sponsors@eucap2024.org)

#### Exhibitor Passes and Upgrades

Your total number of exhibitor passes is dependent on your booked package. You have the option to purchase additional Exhibitor Passes for € 100 per person per day (VAT incl.). *Please note, Exhibitor Passes do not allow access to the scientific sessions.*

If you would like to upgrade your exhibitor pass to a full delegate pass, you will need to register with the normal delegate fees.

#### Full Delegate Registrations

Should you wish to add any additional full delegate registrations please email [registration@eucap2024.org](mailto:registration@eucap2024.org)

#### What is not included:

- Off-loading/loading of materials onto your stand
- Courier receiving service
- Access to the Social Events (unless otherwise noted in your package)
- Refreshments during set up and breakdown for stand builders
- Storage space for materials – all packaging materials must be taken away immediately after setting up
- Floral decoration or storage furniture.

## Stand Information

### Shell Scheme

You will be provided with a shell scheme booth and this can be decorated as you see fit with marketing materials (please see example below).



All stands are constructed from Silver Octanorm Shell Scheme, with white melamine infill panels and fascia nameboard included. Infill panels can be printed if required.

#### Shell Scheme Stand Pack Includes:

- 1 x 500w socket
- 2 x LED Spotlights
- Furniture Package – 1 x 4ft trestle table + 2 x chairs  
*(6ft trestle tables available on request)*

#### Fascia

Fascia nameboard is complimentary with your shell scheme booth. You must complete [this form](#) (Page 10) to indicate how your name will appear and send it to CEL: [info@cameronlogistics.co.uk](mailto:info@cameronlogistics.co.uk)

**FASCIA ORDER FORM:** [CLICK HERE](#)

**Delivery cannot be guaranteed if form is received post deadline date.**

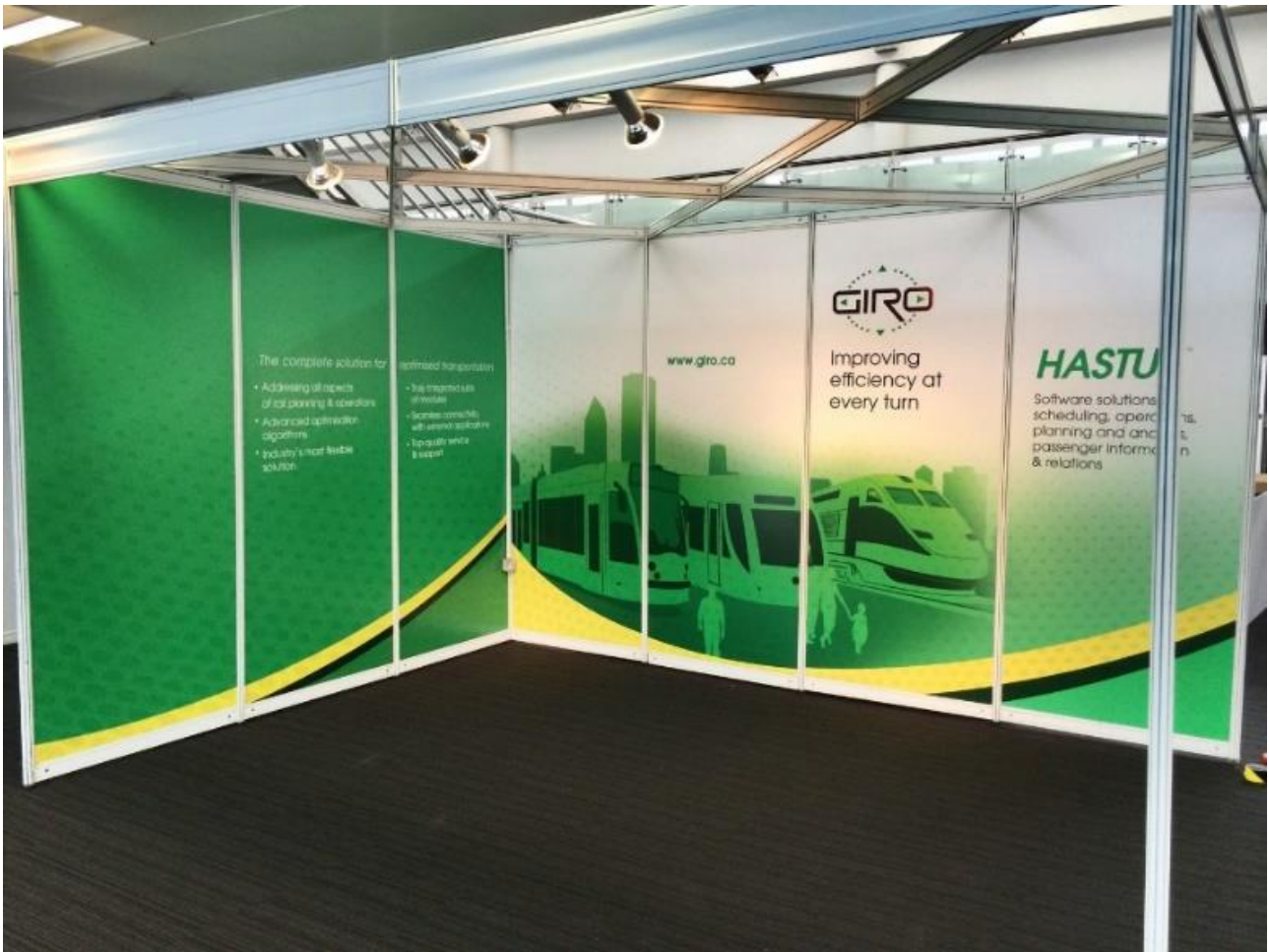


### Stand Package Upgrades - CEL Graphic Packages

CEL can also print and install full height digitally printed infill/overlay panels (please see example below), and seamless banner wraps. CEL provide a wide range of printed signage and marketing materials from Printed Foamex shell scheme panels and free-standing Eco Board backdrop panels to POS displays and simple marketing leaflets, along with a wide range of digital display equipment to cover your exhibition requirements.

Please contact [graphics@cameronlogistics.co.uk](mailto:graphics@cameronlogistics.co.uk) directly for all print related enquiries.

CEL GRAPHICS BROCHURE: [CLICK HERE](#)



### Additional Furniture and AV Hire

If you wish to hire additional furniture or AV equipment for your stand, please visit the below website for availability and prices.

FURNITURE AND AV HIRE BROCHURE: [CLICK HERE](#)



### **Upgraded Electrical Package**

All shell scheme stands will have 1 x 500w socket and 2 LED spotlights installed as standard. This is enough power for phone/laptop chargers, low output TV's and LED lights.

If you require additional power, please email CEL: [info@cameronlogistics.co.uk](mailto:info@cameronlogistics.co.uk)

### **Restrictions**

Please note double height stands are not permitted and the maximum height of your stand(s) must not exceed 2.5 metres.

All exhibitors are required to ensure that all sides of their stand are fully dressed for public viewing, including the outside back and side walls of the stand/construction. Exhibition materials may not extend or project the outer boundary of an allocated space.

The Conference Organisers reserves the right to restrict displays that unduly hamper visibility to neighbouring booths.

### **Exhibitor events that involve meeting attendees**

To avoid conflicts with the EuCAP 2024 official conference, any event to which meeting attendees are invited must be held during non-congress hours only.

Canvassing or distributing any materials including literature, invitations, gifts, etc. is prohibited outside the exhibitor's own space.

### **Exhibitor labour requirements**

Exhibitors are required to set up, operate and dismantle their stands using their own staff.

### **Stand relocation**

EuCAP 2024 reserves the right to assign space in areas other than those selected by the exhibiting company. Relocations will be made only after consultation with the exhibiting company. Due to the large number of participating companies, EuCAP 2024 cannot guarantee that a company will not be located near a competitor, although every effort will be made to accommodate these requests.

### **Exhibition Booth**

No refuse (empty crates/cartons) may be placed in the aisles during exhibition opening hours. Exhibitors must always keep the floors in their booth(s) clear.



## Social Events

The organisers would respectfully request that exhibiting companies refrain from arranging alternative hospitality events that may clash with the main conference programme.

Should you wish to purchase tickets for any of the social events out with your package allowance, please email [registration@eucap2024.org](mailto:registration@eucap2024.org)

## Camera and Recording Equipment

Audio, video or photographic recording equipment is not allowed in sessions or the exhibition hall.

## Risk Assessment Form

As the exhibitor it is your responsibility to ensure that a suitable and sufficient risk assessment is completed. Failure to do so could lead to delays or ultimately the closure of your stand.

Please send your risk assessment form to: [eucap2024@in-conference.org.uk](mailto:eucap2024@in-conference.org.uk) by **13 February 2024**.

## Sustainability Policy

### Exhibitor Sustainability Checklist

We aim for all our conferences to be run in an environmentally and socially responsible way whilst seeking to inspire sustainable development in our markets. We would like to encourage you to join our sustainability efforts by considering and implementing the guidelines below. By working together, we can make the conference more memorable, meet our audience's expectations and reduce wasted time, resources, and costs.

### Event promotional collateral

- Reduce your paper output by switching to digital alternatives. Design your uploaded resources via a QR code to be easily viewed online or via a mobile device so information is easily accessible to attendees.
- If you do need to print or have promotional materials produced, source recycled, sustainably certified paper options where printing is needed.
- When purchasing promotional items, consider the amount you order, the environmental credentials of the materials they are made from, as well as whether they are useful giveaways that will be used long after the event is over.
- Discuss with your creative team about how those with language, hearing, or sight barriers can access videos and brochures.
- When arranging deliveries that arrive on pallets, ensure that the delivery provider takes back the pallets as part of their service agreement.



### **Resource conservation**

- Keep your files small for quick and easy downloading. Smaller files are also a more sustainable option as it saves streaming bandwidth and electricity. Note: .png preferred over .jpeg, .pdf preferred over .ppt.
- Reduce the brightness of your screen and remember to hibernate your computer when not in use to help reduce your energy usage.
- Help to support the sustainability of the local area by using local suppliers.

### **Waste Reduction**

- Ensure your materials can be used again by either yourself or by your contractors.
- Select energy efficient, LED lighting and other equipment for your stand and be sure to power down your equipment at the end of the day.
- Think about what waste your stand will create and try to minimize it as much as possible. Key items to consider include signage, carpeting, signal use of wood and packaging waste.
- Please ensure to bring your own waste bags to site.

### **Spread awareness – among your team and attendees**

- Help your attendees get to know your company better by uploading your company's sustainability credentials as one of your resources.
- Ensure that your team is aware of and follow the events Code of Conduct, helping us realise a respectful environment for all.
- Get involved with the numerous initiatives and conversations throughout the event which aim to help facilitate and inspire the sustainable development of your industry.

### **Make wellbeing a priority**

- Ensure you and your contractor are aware of and compliant with all health, safety and security requirements.
- Make sure that your staff get a chance to take a break to stay fresh and healthy during the conference.
- Consider uploading podcasts instead of brochures. Encourage your attendees to plug in their earphones and go for a walk outside, all while listening and learning more about your product.




### **How to dispose of your waste**

The SEC is committed to managing waste onsite and have developed this waste protocol to help with maximising recycling opportunities in line with their sustainability strategy. This protocol is here to assist our exhibition clients to:

- Achieve compliance with waste legislation
- Improve recycling
- Minimise residual waste
- Improve health and safety
- Reduce costs.

### Waste Streams

The table below shows the primary waste streams for event build-up at the SEC. Please separate your waste according to the diagram below. An internal recycling station will be available in the exhibition hall for your use during event build-up and your team can place waste items directly into these internal recycling points. Our waste handling partner LSS will have a waste team onsite who will assist if needed.

General Waste	Dry Mixed Recycling	Cardboard
		
<ul style="list-style-type: none"> <li>✓ Any waste that cannot be segregated for re-cycling, not including hazardous waste.</li> <li>✗ No bulky items</li> <li>✗ No hazardous waste</li> <li>✗ No glass</li> </ul>	<ul style="list-style-type: none"> <li>✓ Must be clean &amp; dry</li> <li>✓ Cans, tins (washed out)</li> <li>✓ Paper - loose newspapers, magazines, office paper (no bulky items)</li> <li>✓ Plastic bottles - milk bottles, drinks bottles, sauce bottles, cleaning product bottles</li> <li>✓ Empty aerosols cans</li> <li>✗ Yogurt pots, tetra paks, glass, food waste</li> </ul>	<ul style="list-style-type: none"> <li>✓ Cardboard boxes &amp; Cartons</li> <li>✓ Please flat-pack</li> <li>✗ Do not include cardboard contaminated with food or plastic or packaging</li> </ul>

- Cardboard waste should be flat packed for disposal.
- All waste materials associated with your exhibition area should be removed from site. This includes but not limited to all stand structures, pallets, promotional materials, goods and adhoc waste.
- At the end of the breakdown, Cameron Logistics will collect any material left in the Hall and remove it off site to their local warehouse. They will then be in contact to arrange delivery and discuss any associated costs.

### What you shouldn't do

- Please don't use public waste bins for waste generated during your operations. Public bins are for visiting members of the public only.
- You should make appropriate arrangements for the disposal of: hazardous waste including fluorescent tubes, chemicals, paints, oils and fuels, electronic and electrical waste (WEEE)





## General Information

### Cleaning/Janitorial

All common event areas: Registration and foyer areas, aisles and feature areas will be cleaned daily and daily stand hoovering will be provided. It is suggested that at the end of each day exhibitors sweep out their booths, placing waste material in the aisle, so that it may be removed during the night. No refuse (empty crates/cartons) may be placed in the aisles during the opening hours of the exhibition. Exhibitors must keep the floors in their booth(s) clear.

### Fire regulations

All stand materials must be flame retardant. The use of the following materials is **prohibited**: Oilcloth, tarpaper, sisal paper, nylon and other plastic materials, which cannot be made flame retardant. Table coverings must be treated unless they lie flat with an overhang no greater than six inches.

### Food service and alcoholic beverages

Food and/or beverage service from exhibit booths must be supplied by the on-site Caterers (SEC Food). There is no exception to this rule and any booth that offers refreshments not supplied by the caterer or who have not agreed a 'corkage or food handling fee' in advance will be required to pay a penalty to the caterers. Alcoholic beverages may be consumed in designated booths during specific social functions. Please contact the Organisers for further details.

### Infectious or dangerous materials

No exhibitor shall display, bring on the premises or solicit any substance or material that is infectious or dangerous to the health and safety or wellbeing of attendees.

### Insurance/liability

Exhibitors wishing to insure their exhibit materials, goods, and/or equipment against theft, damage by fire, accident or loss of any kind should do so at their own expense.

### No smoking/No vaping

There will be a strict **NO-SMOKING and NO-VAPING** Policy during the exhibition open hours. It is against the law to smoke in public places in Scotland.

### Safety regulations

Every designated exit shall be continuously maintained free of all obstructions or impediments for immediate use in case of fire or emergency.

### Security

The SEC will provide professional security service on and around the clock basis commencing with the first day move-in and continuing until the exhibit hall is vacated. Security guards provide protection for the overall exhibit area, but not for any individual booths.

Please note that EuCAP 2024, the Congress Organisers or the SEC will assume no liability whatsoever for loss or damage through any cause of goods, exhibits and other materials owned rented or leased by the exhibitor. In-booth security is the responsibility of and at the expense of the exhibitor. Individual security may be arranged through SEC.



### **Conference rules and regulations**

These rules are designed to ensure safety and fairness to all exhibitors. All exhibits must be freestanding and self-supporting. Management reserves the right to restrict exhibits, which, because of noise or any other reason become objectionable; also, to close, without indemnity, the exhibit of any exhibitor who refuses, after notice to conform to the rules which apply to all exhibitors.

All dimensions and locations shown on the official floor plan are preliminary and are subject to change. Exhibit Management reserves the right to make any modifications that may be necessary.

Each Exhibitor is responsible for the protection of the visitor. Sharp objects and other hazards may be declared unsafe, and Exhibit Management reserves the right to order their removal or correction.

Exhibitors showing equipment in operating condition must ensure the safety of visitors, operators, and other personnel.

Displays, demonstrations and the distribution of advertising material are not permitted outside limits of the exhibit space.

### **Client and Contractor Guidelines from the SEC**

The SEC is committed to operating in an environmentally friendly manner and to maintaining the high standards of décor, fixtures, and fittings, in order that all clients, customers and contractors experience the same quality of service. We want you to return to the Centre and for us to be able to provide you with the same high-quality facilities that you see today.

In view of this, please assist us by following the guidelines provided below:

#### **Care of the Building**

1. Please do not fix anything to walls, e.g. Cellotape, Velcro, Gaffer tape, blu-tac etc. No nails or similar fixings are permitted to be used on any property belonging to the SEC.
2. Carpet tiles and ceiling tiles may not be uplifted or removed by anyone other than SEC personnel.
3. No vehicles may enter the carpeted area of the Exhibition Hall without prior permission. Permission will only be given for display purposes. The Event Designer will be able to advise on the conditions for this.
4. No vehicles may enter the Auditoria without prior permission. Permission will only be given for display purposes. The Event Designer will be able to advise on the conditions for this.
5. All furniture and fittings should be used for the correct purpose only e.g. no standing on or laying of equipment on chairs.
6. Due care should be taken at all times when transporting equipment around the building, to avoid any damage to doors and the fabric of the building.
7. All damage, however small, must be reported prior to leaving the premises. All damage to the building and fixtures and fittings (internal and external) will be assessed by the appropriate SEC personnel and charges may be levied where necessary.
8. All subcontractors should acknowledge and observe any request from SEC personnel with respect to the use of the building and its culture.
9. Where necessary for exhibition or set build, all flooring/walls and fittings/fixtures are to be protected appropriately when sawing and painting etc. All debris is to be collected and disposed of appropriately. Prior arrangement must be sought.
10. All technical equipment provided by the Subcontractors should have a current PAT Test Certificate and should be in 'as new' condition.
11. All equipment provided by a subcontractor should be clearly labelled with the subcontractor's name and contact details.
12. The SEC will endeavor to save energy wherever possible. Read the full details on [SEC's sustainability policy](#).



## **Health and Safety**

All personnel entering the Scottish Event Campus must comply with all current Health and Safety legislation.

You personally, and any of your team are responsible for ensuring that your work area is safe at all times. You should ensure that your team is aware of this and if you have any questions about Health and Safety issues you should inform the Event Designer or Duty Manager.

1. No access will be given to any SEC equipment.
2. Pedestrian operated vehicles, e.g. Trolleys should be used safely avoiding damage to the building fabric at all times.
3. All floor cabling must be made safe and kept neat and tidy at all times.
4. All access equipment must be in safe, clean condition and if appropriate, tested before being used on the premises.
5. Risk Assessments should be provided by Exhibition and Production Companies for all Events.
6. Hardhats and safety harnesses and other protective / safety equipment / clothing should be provided by the contractor and worn if the event risk assessments warrant it.
7. To comply with the Health and Safety at Work Act all persons who intend to work or carry out activities within the SEC are required to provide a Method Statement and Risk Assessment for approval. The documents must cover all activities planned including any Safety Management Systems deemed necessary. Whilst onsite all persons must take reasonable care to ensure their own safety and that of others working within the same area. This will assist the SEC to effectively manage and supervise the work being carried out on our premises and ensure all who work within the SEC do so in a safe manner.
8. Risk assessments must be provided prior to an exhibition build commencing, detailing all activities to be carried out and the risks associated with the build and de-rig of the exhibition.
9. The use of power tools / equipment which generates dust is prohibited inside the building except in the loading bay area; this includes cutting equipment, circular saws and similar types of equipment. The user must ensure that the Loading Bay area is cleaned after use. A risk assessment should be provided to the SEC for this activity, in line with the Provision of Use of Work Equipment Regulations (PUWER).
10. Throughout the duration of time at the SEC, contractors must ensure they are not blocking fire doors with equipment or build materials and always ensure a clear pathway for safe access and egress.

This information shall be passed to all clients, contractors and sub-contractors that visit the SEC to advise them of our procedures.

## **Services**

Power and telephone sockets may only be used with prior permission. Charges will be levied as appropriate.

## **Security**

1. All clients, delegates or contractors who enter the building through the main entrance before commencement of the conference, are to report to the main registration desk area in Hall 4. This is where you will be signed into the building and issued with your registration badge.
2. As a requirement of our Emergency Procedures, all passes are to be handed in before leaving the building. Emergency Evacuation Procedures must be adhered to. In the event of an alarm sounding all persons visiting the building are required to take instructions from SEC staff with regards to what actions are to be taken. Unless otherwise advised, all alarms are to be treated as real.
3. Parking is not available in the Loading Bay. All visitors are to unload their vehicle, and then remove the vehicle to the nearest parking facility.
4. If the client produces a delivery schedule, it is their responsibility to ensure that all person(s) on the list adheres to the timetable.



### General Code of Conduct

1. All sub-contracted employees working in the building are to be always of a clean and tidy appearance.
2. All sub-contracted employees working on evening functions should be dressed appropriately for the style of function being worked on.
3. Food and drink are not permitted into the auditoria at any time. As a guideline, this includes stage areas.
4. The SEC operates a **no smoking / no vaping** policy within its venues and in external areas on campus. Designated smoking shelters should be used by all visitors on site and are located at both the East and West entrances to the SEC Centre.
5. During build up and break down, please respect others working in the building and keep noise levels to a minimum where possible.
6. Horseplay and breaches of Health and Safety rules will not be tolerated within the building. The SEC reserves the right to refuse an individual entry to the building if these guidelines are not followed.

### Distribution of Food and Beverage

No exhibitors shall distribute or give away any item of food or drink not supplied by the official caterer at the SEC without express written consent. Should you wish to order stand catering, please request and complete a Stand Catering form and return to SEC Food.

### Medical, Ambulance and First Aid Facilities

There is a medical room situated on the main concourse of the SEC Centre and will be staffed for first aiders throughout the conference.

Our friendly, professional team can be approached directly on site or requested via a steward. The Event Manager will provide full details of medical, first aid and ambulance staff available during the conference.

### Environmental Issues

1. The SEC is constantly seeking to provide an environmentally sustainable venue to all our clients and delegates. We are committed to the prevention of pollution and reducing any negative impact on the environment.
2. We have introduced sustainable events programmes such as energy efficiency, waste management and delegate transport. We welcome your contribution to minimising the impact to the environment.
3. Please assist the SEC in reducing waste production by following our three 3 R's principles. (Reduce, Re-use and Recycle)
4. As you may be aware, it is possible to recycle waste generated by the conference. Where possible, please sort your recyclable waste into different categories, e.g.
  - *Glass and Bottles*
  - *Paper and Cardboard (including magazines, brochures, etc)*
  - *Plastic Cups and Plastic Bottles*
  - *Aluminium Cans*
  - *Wood*
5. Please contact the SEC Cleaning team to dispose of the waste once sorted and collated. Please note that an additional charge may be levied in order to dispose of excessive waste.
6. All clients are responsible for disposal of the waste created by their events. For large events and exhibitions, a skip can be hired through the Event Designer for collection and disposal of non-recyclable waste. In line with the UK Government policy to adhere to 'Polluter Pays Principle' (PPP), a charge may be levied.

For further information on straightforward guidance for achieving common standards of health, safety and operational planning, management and on-site conduct across UK event venues. Amongst other areas, the eGuide provides guidance on areas such as risk assessment, build up and breakdown and electrical testing. Recognised as the industry's best practice document, the eGuide is continually reviewed by working industry professionals who represent the best advice currently available, and who themselves have to work within the guidelines in their own professional capacities [eGuide \(full and individual section downloads\)](#)

# EUROCAP 2024

