



Exhibitor Guide & FAQs

The following guide contains useful info to help you get organised ahead of the 2024 Trade Show. Included also are key timings for your reference, FAQs and a list of key contacts you can reach out to for any questions.

Key Timings

Monday 11th March

Courier deliveries accepted to the ICC
Shell scheme set up by Showlite

Tuesday 12th March

9:00 - 17:00 Trade Show Set Up
15:00 Exhibitor Welcome Coffee with the
Cultural Enterprises Team

Wednesday 13th March

8:00 Exhibitors On-Site
8:15 Delegate Registration / Trade Show Opens
8:45 Conference Sessions Begin
10:50-11:20 Refreshments within the Trade
Show Hall
12:10 Exhibitors Lunch Served
12:30-13:40 Delegates Lunch within the Trade
Show Hall
18:00-19:30 Welcome Drinks within the Trade
Show Hall
19:30-22:00 Street Food Party - [Book Here](#)

Thursday 13th March

8:15 Exhibitors On-Site
8:30 Trade Show Opens
9:00 Conference Sessions Begin
10:50-11:20 Refreshments within the Trade
Show Hall
12:15 Exhibitors Lunch Served
12:45-14:00 Delegates Lunch within the Trade
Show Hall
15:00-17:00 Trade Show closes - Break down &
courier collection
18:45-00:00 Awards Dinner - [Book Here](#)

No display material, fixtures or fittings may be removed from the trade show before the official closing time in any circumstances. There will be penalties for any exhibitor who does this.

Timings subject to slight change.



Checklist

These are the items you **must** submit to us no later than **30th January 2024**. Please contact us if you have missed the deadline.

- **Health & Safety** – form included. Email directly to tradeshow@culturalenterprises.org.uk when completed
- **Food Sampling** – applicable to those offering food and/or beverage samples only; form included. Email directly to tradeshow@culturalenterprises.org.uk when completed
- **ICC Exhibitor Documentation** – complete this online form
- **Public Liability Insurance** – please email a copy of your policy directly to tradeshow@culturalenterprises.org.uk when completed
- **Risk Assessment** – form included. Email directly to tradeshow@culturalenterprises.org.uk when completed
- **Exhibitor Team Member Details** – complete this online form
- **Fascia Board Name** – complete this online form



What does my exhibitor package include?

Have a look at the following furniture list and think about any extras you may require for the event.

Showlite have a number of furniture options available along with the ability to add graphics to your walls and extra electrical items.

The deadline to order any extras is **8th February 2024**.

Please contact us if you require the order forms.

Furniture included:

- Two spotlights
- Plug socket
- Electrical testing
- Fully carpeted shell scheme
- Stand name board
- Wall panels 3mm Foam PVC
- Tables and chairs are **NOT** included. Order here.

Opportunities and extras included:

- Showcase your brand via your digital booth in the Conference app
- Your company will be listed on the Conference website
- Delegate list with pre- and post-event networking via the app
- Welcome Drinks Reception for up to two members of staff
- Refreshments and lunch for two members of staff on each day
- Access to a wide variety of seminars



What is not included?

Have a look at the following list and think about any extras you may require for the event.

Showlite have a number of furniture options available along with the ability to add graphics to your walls and extra electrical items.

The deadline to order any extras is **8th February 2024**.

Please [contact us](#) if you require the order forms.

- Furniture and Shelving
- Table and Chairs – Order [here](#) if required
- MDF painted panels
- Graphics
- Additional walls
- Hard wired internet
- Parking

showlite⁺

EXHIBITORS WARNING!

We ask that you **only stick to our wall panels** rather than our posts and beams as these are powder coated and this can damage the metal work. Please only use a **low tac adhesive**, such as velcro if you need to affix graphics to the wall panels.

No nails or screws are to be used.

As our panels are only a 3mm Foam PVC panel. This will not hold any object to the wall causing the panel to break and the objects to fall.

Our posts are for support of fascia/walling and electrics. Please **do not lean or rest any heavy goods against these**.



ANY DAMAGE TO THE SHELL SCHEME WILL BE CHARGED AT FULL REPLACEMENT COST.

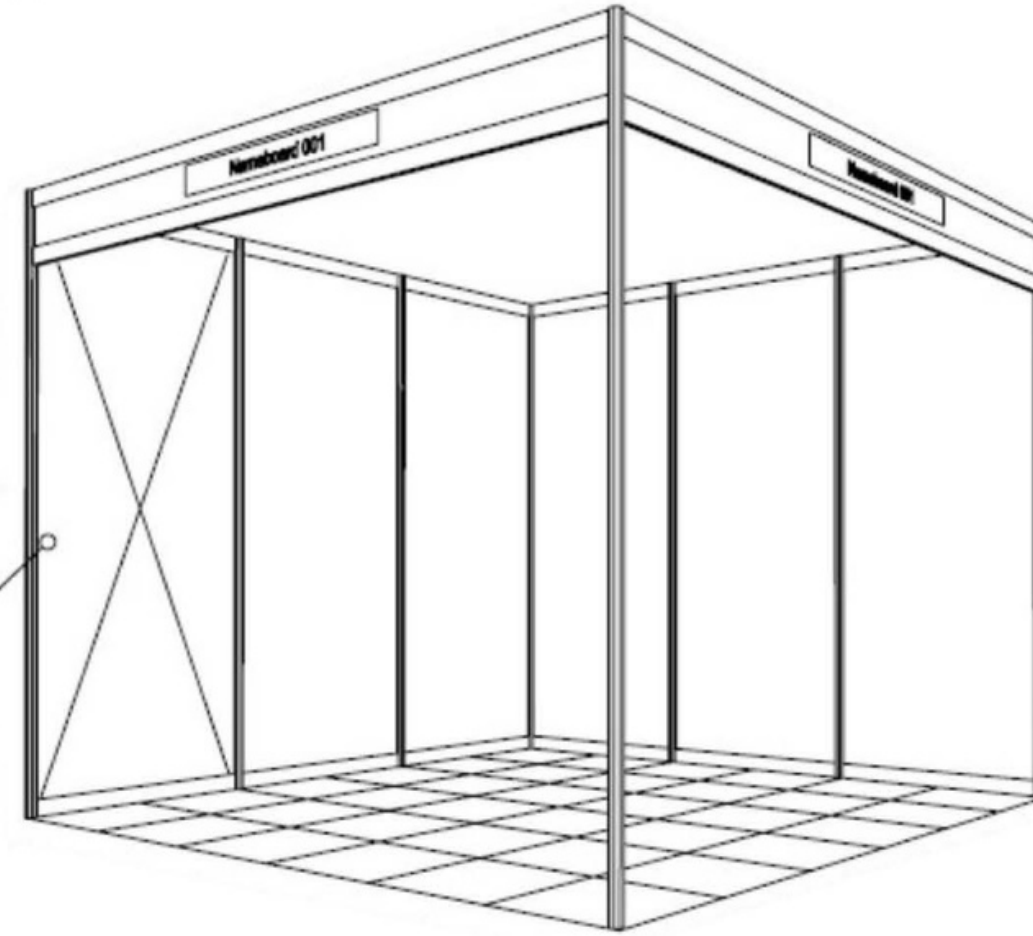
☎ 01264 365550 (Option 1)

✉ Exhibitorsales@showlite.co.uk

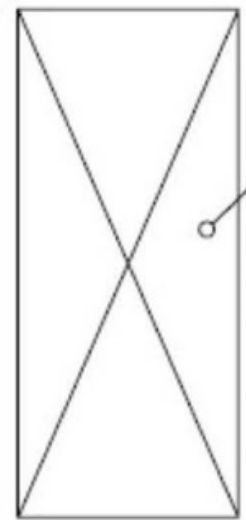
OCTAGONAL SHELL SCHEME SYSTEM

Material Specification

White powder coated aluminium
octagonal shell scheme system



Shell Scheme



Visible panel size
950mm Wide
2340mm High

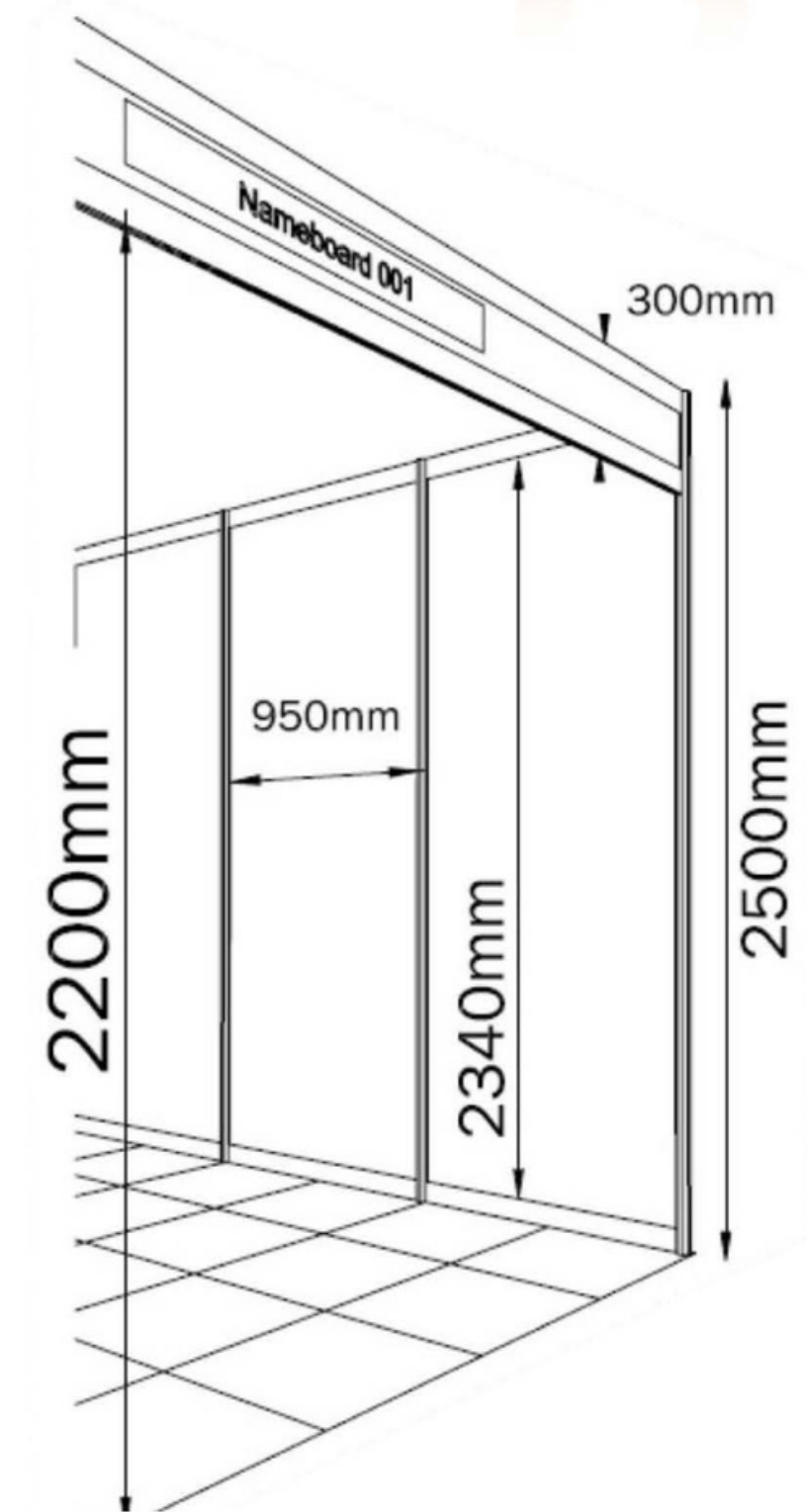
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ESSA

Event Supplier and
Services Association



Dimensional Specification

Logistics

Read through this checklist to make sure you have covered everything you may need to organise.

Checklist:

- **Accommodation** – there are hotels available close by. Book soon to avoid disappointment!
- **Travel**
- **Parking** – pre paid parking is available at ICC
- **Loading and Unloading** – Display badge and instructions on page 8
- **Courier Deliveries** – any stock, display fittings or furniture you may wish to send ahead of the event. This can be a useful option if you are travelling by public transport or in a smaller vehicle. Instructions are included on page 10



FAQs

Can I add additional team members?

Yes, you are more than welcome to invite more team members to support the event. Any additional team members will be charged at £37 per day ex Vat. You can add their details and make payment online. [Book here](#).

When can I book for the social events?

Booking is now open for the Welcome Drinks, Street Food Party and Awards Dinner. [Book here](#).

Can I enter the Cultural Enterprises Awards?

Entries for the 2024 Awards are now closed. Winners will be announced at the Awards Dinner.

When can I set up and break down my stand?

Key timings can be found on page 2.

What does my stand look like?

A diagram to show the shell scheme can be found on page 6.

Can I paint or drill into the walls of my stand?

No. Restrictions are highlighted on page 5.

Is there parking available?

Yes, you book parking directly via the ICC. [Book here](#).

Are additional promotional opportunities available?

We have a number of sponsorship opportunities which can be tailored to meet your budget and needs - [find out more](#).

How do I update my digital exhibitor booth in Swapcard?

We have a short video to show you how to best navigate around your digital exhibitor booth. [View here](#).

Don't see what you're looking for?

Book a quick call with Fi Anderson who will be able to help further. [Book here](#).





Exhibitor Onsite Vehicle Pass

Name:

Company Name:

Vehicle Reg:

Contact Number:

Stand Number:

Please display this pass in your windscreen before arriving onsite - this must remain displayed until your departure offsite at the end of the event.

You will be permitted to unload in the Loading Bay but must move your vehicle to the car park before setting up your stand.

Vehicles not displaying their pass, or incomplete passes, will not be permitted up to the loading bays.

Exhibitor unloading/loading

For large exhibitions we would advise clients to produce a loading schedule to manage the loading bay. All vehicles in the loading bay are required to show the ICC Exhibitor Vehicle Pass in the window. Exhibitors are instructed to unload their vehicle and then move to the car park before setting up their stand. Large vehicles may be permitted to park in the spaces at the back of the center.

Post-event, vehicles will only be permitted in the loading bay once their stand is packed up.

A dedicated loading bay (Loading Bay 1) is available for use during load in and load out, access map to loading bays below:





Delivery and Collection Instructions The Cultural Enterprises Conference & Trade Show 2024

Pre-Event Delivery

All parcels must arrive at Loading Bay 1 at ICC Wales, between the following hours:

Monday to Friday
08:30 until 16:00

Deliveries are only accepted within contracted tenancy times (from 7am on Monday 11th March 2024), unless pre-arranged with your Event Manager. Any parcels that arrive outside of agreed upon delivery times will not be accepted and returned to sender.

All packages should be labelled as follows:

FAO: Danny Goodall – Event Manager
C/O: Cultural Enterprises Event,* Sender/Client Name*
International Convention Centre Wales
Loading Bay 1
Coldra Woods
Newport
NP18 1HQ
Box Number (e.g. Box 1 of 4)

ICC Wales will not accept responsibility for misplaced parcels if they are not labelled correctly.

On your event day, ICC Wales staff will deliver your parcels to a specified area. A signature will be required when items are handed over.

If any items being delivered are of significant size, weight or have any special requirements, please inform your Event Manager.

ICC Wales is only equipped to transport loaded pallets of boxes. Any lorries delivering pallets must have a tailgate as we do not have forklifts available to help unload.

Post Event Storage and Collection

Item collection must be done within tenancy times, unless pre-arranged with your Event Manager.

Items left onsite for collection must be in secure packaging and labelled with the below:

Recipient and/or Company Name
Recipient/Company Address
Box Number (e.g. Box 1 of 4)
Collection paperwork/courier barcode (if applicable)

At the end of an event, please contact the ICC Wales Duty Manager on 07879 624 645. They will arrange storage of the items in a secure designated area ready for courier arrival.

Please ensure your courier has all the required information, we will not hand over an item unless a delivery note and identification is produced.

If, for any reason, there is a delay with your planned collection, please inform your Event Manager. Any items left onsite with no planned collection will be stored for a maximum of 7 days, after which time they will be referred to a recycling company for reuse or destruction.

If you have any questions regarding these instructions, please contact your Event Manager.

Cultural Enterprises Trade Show ICC Wales 2024 – Risk Assessment Form

Based on how you propose to layout and design your stand, please identify any risks or hazards that potentially could occur whilst setting up, or during the event or dismantling your stand. Please give details below of all areas of potential risk or hazard, and the controls that you will put in place to manage each risk or hazard.

Please complete and return your risk assessment form to tradeshow@culturalenterprises.org.uk by 12th January 2024

NB: It is a condition of exhibiting at the Cultural Enterprises Trade Show that all exhibitors must complete a risk assessment

Risk or Hazard	People at risk	Your controls to mitigate the risk or hazard	Risk level	Person responsible for managing risk

Company Name		Name, title and signature	
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Stand Number		Date	
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Risk or Hazard	People at risk	Your controls to mitigate the risk or hazard	Risk level	Person responsible for managing risk



Food Sampling Form

As an exhibitor at the trade show you may wish to give away samples of your food and or beverages to delegates at the show. We welcome this but must ensure that the following guidelines are adhered to.

Exhibitors who are running any of the following activities need the additional documentation outlined below to comply with health & safety requirements:

- Sampling pre-packed food e.g. chocolate – Allergen advice
- Sampling alcohol-RAMS (including Challenge 25 procedure)
- Sampling beauty-RAMS, allergen advice & clear labelling

All items must be giveaway and not for retail

Documents will be required for anyone handling food on the premises (these must be with you at the show):

- Level 2 or above food hygiene certificates
- Temperature records for any fridges in use
- PAT testing for any relevant equipment (e.g. fridge)

Drink sampling:

- Alcohol samples should be served in no more than 25ml.

Please confirm your acceptance by completing this form:

Your Company

Email

I will be offering samples of food and/or beverage and understand the requirements to do so.

☐

Yes

☐

No

Signed :

Date :

Exhibitor Health & Safety Declaration

It is a legal requirement for you to acknowledge this document

Your Company Name

Who should we keep updated, or contact in the event of a query?

Please follow [this link](#) and complete the online form provided by the ICC Wales

HEALTH AND SAFETY DECLARATION THE HEALTH AND SAFETY AT WORK ACT 1974, INCORPORATING CDM 2015.

It is a condition of entry into the conference that every exhibitor complies with the Health and Safety at Work Act 1974 (HASAWA74) and all other legislation covering the venue. The exhibitor accepts that it is his/her legal and moral responsibility to ensure his/her own and others health and safety is not put at risk by their actions (or inactions) during the conference.

To be completed and signed by a competent person as detailed in HASAWA 1974.

☐

I will comply with legislation as above

☐

I confirm that I will abide by the venue rules and those of the organisers

☐

I will ensure that any and all products displayed shall remain within the area of my stand and NOT project into the gangway

☐

I am fully aware of the rules governing the breakdown of my stand and agree not to attempt to break the stand down at the end of the show, until the show has closed, and the visitors are clear of the hall

Signed :

Date :



Key Contacts

Association for Cultural Enterprises Contact:

Fi Anderson

tradeshaw@culturalenterprises.org.uk

ICC Event Manager:

Danny Goodall

danny@iccwales.com

Shell Scheme Provider:

Helen Weston

hweston@showlite.co.uk