



NEC, BIRMINGHAM

**APRIL 7<sup>th</sup> - 10<sup>th</sup>**

***BYOC | 6th - 10th April***

***EXPO | 7th - 9th April***

# **EXHIBITOR & CONTENT PARTNER MANUAL**

Welcome to the Insomnia Gaming Festival - this manual will help you with everything you need to know about the show, and guide your smooth participation.

We look forward to working with you on the show!

Sales: [sales@player1events.com](mailto:sales@player1events.com)

If you have any questions, please do not hesitate to get in touch.



The map illustrates the layout of Resorts World Birmingham, a large entertainment and leisure complex. Key features include:

- Exhibition Halls:** A central cluster of red-colored halls numbered 1 through 20, arranged in a grid-like fashion.
- Hotels:** Several hotels are marked, including the Hilton Birmingham Metropole Hotel, the Genting Hotel, and the Resorts World Hotel.
- Restaurants and Bars:** Numerous green-colored areas represent bars and restaurants, such as the West Car Park, the Arden Hotel, and the Pendigo Lake area.
- Cinema:** A blue-colored area labeled 'The Arden Hotel' indicates the location of a cinema.
- Casino:** A purple-colored area labeled 'Genting International Casino' marks the location of the casino.
- Conference Centre:** A pink-colored area labeled 'The Vox Conference Centre' indicates the location of the conference centre.
- Transportation:** The map shows major roads like the M42 and M6, and directions to Birmingham Airport and London Euston Station.
- Legend:** A legend in the bottom right corner identifies the venue types by color: red for Outlet Shopping, orange for Genting Hotel & Spa, green for Bars and Restaurants, blue for Cinema, purple for Genting International Casino, and pink for The Vox Conference Centre.

**Key**

- P1/P2** Piazza entrances
- A1/A2/A3** Atrium entrances
- 1** Visitor & Business Centre - T: +44 (0)121 780 4141
- 2** Welcome desk
- 3** The NEC woodland
- Car parks**
  - South:** S1-S7
  - East:** E1-E5
  - North:** N1-N12
  - West:** West car park
- Only in use when directed by NEC signs/traffic staff

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- NEC's A-Z Guide: [NEC A-Z HERE](#)
- Link to e-Guide: [e-Guide HERE](#)

Note: Please make sure you have read the terms and conditions and are aware of setup and pack down times.

### **Event access times (build, live event, break-down)**

<b><u>Build - Exhibition Hall 3&amp;3A</u></b>	<b><u>Check-in open</u></b>	<b><u>Build access</u></b>
Wednesday 5th April	1200 - 1900 hrs	1200 - 2200 hrs
Thursday 6th April	0800 - 1900 hrs	0800 - 2200 hrs

<b><u>Build - Marketplace</u></b>	<b><u>Check-in open</u></b>	<b><u>Build access</u></b>
Thursday 7th April	1200 - 1900 hrs	1200 - 2200 hrs

<b><u>Build - BYOC Hall 4</u></b>	<b><u>Check-in open</u></b>	<b><u>Build access</u></b>
Wednesday 5th April	1200 - 1900 hrs	1200 - 2200 hrs
Thursday 6th April	0800 - 1900 hrs	0800 - 1500 hrs ( <i>hall open to public at 1600 hrs, so stands to be ready by 1500 hrs</i> )

- **High-viz is compulsory during build-up.**
- You must acknowledge and sign the Health & Safety brief prior to commencing your works.
- No access for young people, under 16yrs, or animals, during the build (and break) period.
- Stand vehicles may access the exhibition floor during the first few hours of build, by prior arrangement with the Exhibition Floor Manager. All other vehicles must leave the hall no later than 14:00 on the first build day.
- Access ends 2200hrs Thursday - **your stand must be completed and all packaging, tools, boxes and waste off the exhibition floor by this time.**
- If Access is required beyond these times you will be required to pay the relevant costs to be discussed with your Player1 Events account manager.

<b><u>Event - BYOC Hall 4</u></b>	<b><u>Check-in opens</u></b>	<b><u>Exhibitor access</u></b>	<b><u>Event Open</u></b>
Thursday 6th April	0800 - 1900 hrs	0800 - 1900	<b>1600 - 24/7 hrs (<i>hall open to public at 1600 hrs, BYOC open at 1800 hrs for 24/7 until Monday at 1600 hrs</i>)</b>

<b><u>Event- Exhibition &amp; Marketplace Hall 3&amp;3A</u></b>	<b><u>Check-in opens</u></b>	<b><u>Exhibitor access</u></b>	<b><u>Event Open</u></b>
Friday 7th April	0800 hrs	0800 - 1900 hrs	1000 - 1800 hrs
Saturday 8th April	0800 hrs	0800 - 1900 hrs	1000 - 1800 hrs
Sunday 9th April	0800 hrs	0800 - 1900 hrs	1000 - 1800 hrs



- All exhibitors must be present, with a dressed and ready stand, for the full duration of the show. No stand may be worked on whilst the Exhibition is open or taken down before the end of the festival on the last day.
- Please be aware that other areas of the exhibition halls may be open to the public for evening activities so please make sure your stand is secure. Secure storage options are available if you ask your account manager.
- Note if you are in the Esports/ BYOC space (Hall 4) they are live from 4pm on Thursday 6th April with 24hr access until 4pm Monday 10th April.

<b><u>Breakdown - Exhibition &amp; Marketplace Hall 3&amp;3A</u></b>	<b><u>Check-in open</u></b>	<b><u>Break-down access</u></b>
Sunday 9th April	0800 - 2100 hrs	1800 - 2300 hrs
Monday 10th April	0800 - 1200 hrs	0800 - 1200 hrs

<b><u>Breakdown - BYOC Hall 4</u></b>	<b><u>Check-in open</u></b>	<b><u>Break-down access</u></b>
Sunday 9th April	1600 - 1900 hrs	1600 - 2300 hrs

- Until the hall is clear of public, no dismantling may begin and no trolleys or ladders may be used.
- De-dressing time for 1 hour after the event ends, i.e. approximately 1800-1900 hrs.
- From 1 hour after the event ends, i.e. approximately 1900hrs, high viz will be compulsory.
- Announcements will be made to advise when break-down can start.
- No young people, under 16 years, are permitted during the break period.
- Access ends as per schedule above for different halls; **all stands must be completely packed down and clear from site.**



## **Covid-19**

At Player1 Events our goal is to provide and support amazing events and experiences. Paramount to this experience is ensuring all of our guests feel welcomed and most importantly, safe. The purpose of this policy is to give rules and guidelines of our current stance on Coronavirus (Covid-19) in relation to our events and services. All information is up to date and current to the date stated at the top of this document but may be subject to change based on government guidelines.



Please do not attend events if you currently feel unwell or exhibit symptoms typical of Coronavirus. These symptoms include:

- continuous cough
- high temperature, fever or chills
- loss of, or change in, your normal sense of taste or smell
- shortness of breath
- unexplained tiredness, lack of energy
- muscle aches or pains that are not due to exercise
- not wanting to eat or not feeling hungry
- headache that is unusual or longer lasting than usual
- sore throat, stuffy or runny nose
- diarrhea, feeling sick or being sick



While at our events, we have the following guidance in place to ensure everyone's safety with as minimal disruption to the event as possible. We strongly recommend following these guidelines in order to ensure the health and safety of yourself and our community.

#### Facemasks/Shields

We strongly promote wearing a face mask over your nose and mouth or alternatively, a face shield, when walking through crowded areas, unless you're medically exempt.

#### Lateral Flow Tests

To ensure that you have the peace of mind of knowing that you are not exposing anybody to Covid-19, we strongly suggest taking regular LFTs (Lateral Flow Tests). Please do not attend events if you produce a positive test result.

#### Social Distancing

Where possible, try to maintain social distancing. We understand this may not be possible in some areas of certain events, however, we advise to have an awareness of your surroundings and proximity to others in general.

#### Hygiene

Hand sanitiser will be available at our events. Please ensure you sanitise your hands regularly, wash your hands wherever possible especially around crowded areas.

#### Consideration of Others

We ask everyone attending our events to be considerate of everyone around them, some people have different tolerances and feelings towards going back to normal or being around large groups of people after so much time away.

#### Cleanliness

We will work with our host venue to ensure the event is as safe and sanitary as possible; and have plans in place reflective of the event size and operation.

#### Ventilation

NHS guidance has stated that having a higher flow of ventilation can reduce the spread of Covid. We will work with all our venues to ensure everything reasonably possible is done to maximise ventilation.

For the latest information from the NEC on measures to keep you and the community safe, visit [Venue Protect the NEC Group, Birmingham](#)



## **Passes: Exhibitors, Features, Contractors and Guests**

A pass is needed to gain entry into the event, please ensure Player1 Events know the quantity you require using the **Exhibitor Sign up form** - this can be found on the Exhibitor Portal.

### **Build & Break passes**

- Are required for all personnel (including those with live event day Exhibitor Passes) working in the halls during build up and breakdown.
- Passes will not be issued to any Exhibitor or their contractors until they have:
  - Submitted their H&S Declarations before arriving at the site.
  - Acknowledged, on site, the Site Rules and Safety Information, before entering the halls.

### **Exhibitor passes**

- The Organiser will supply the Exhibitor with passes in limited quantities, based on the size and area of the stand, admitting bona fide assistants and essential employees to the Exhibition.
- The Exhibitor shall be responsible for ensuring that each pass is only used by the person to whom it was issued.
- Passes are not transferable and must not be given or sold to any person who is not working on your stand. Any person/exhibitor that flouts the above will be requested to leave.

### **Guest Passes**

- Complimentary Guest Tickets allocation is calculated on the size of your stand. Please speak with your Player1 Events contact for codes to redeem your tickets.
- Complimentary tickets are issued in good faith. Please note that resale or transfer of these tickets is strictly forbidden.

## **Check-in and Venue Access**

- All exhibitors and contractors check-in at the check-in desks at Kiosk 3; or at the truck delivery doors at the rear of the Hall 3 (VE door 3.4).
- You must report to the Check-in area on arrival, to receive your accreditation and parking passes. Refer to access times for check-in timings.
- Build & Break passes should be collected individually - we cannot give one representative all your passes in bulk.
- In order to complete your Check-in, you will need to read or receive a Health & Safety induction and agree to the Player1 Events and venue site rules.
- Please **remember to confirm your staff numbers**, to prevent any delays in check-in or being turned away from the event. Please do this by filling out the sign-up form sent to you no later than 8th March 2023.
- After access ends at 1900 hrs on live days, please remember that you cannot re-enter after restocking your area and while evening entertainment is on.

## **Build - Hall Access & Deliveries**

If you're exhibiting, building a stand, or delivering products at an NEC show make sure you book your delivery online in advance, for a simple in-out operation. ALL deliveries must be booked in advance and booking confirmation printed off to display on the vehicle dashboard on arrival at the lorry park and hall. Deliveries will not be accepted by the NEC before **Tuesday 4th April 09:00**.





If you do, you'll be able to take advantage of the following:

- No queuing for your pass
- Contactless experience. Advance online bookings only – no cash on the day
- Leave within the allocated time and no payment is charged
- Once unloaded, just move the vehicle to the exhibitor / contractor car park or leave site. The vehicle is automatically checked out by ANPR camera when it leaves the inner area via the gate house.

To access the rear of the Hall for build and for deliveries before the show opens on live days (**no access after 09:30**), you'll use the NEC's online booking service. Please ensure to create your account and select the appropriate time slot before arriving at the venue

<https://voyagecontrol.com/necbirmingham>

NB: Not required for Breakdown

## **Stand Services**

- If you would like to book additional services, please visit the following portal:

Website: [Stagecraft Expo Portal](#)

Password: GAMING2023!

- All items have a 20% cost surcharge applied from 8th March; and a 50% cost surcharge if booked on-site. Please speak to the service provider to confirm details in each case.
- Water / refreshments must be self-sourced.
- PPE, including high-viz; **must be self-sourced and it is compulsory.**

## **Stand Electrics**

- 3 Phase Power available on request, each socket can have a maximum of one 4-way extension lead attached.
- 'Daisy-chaining' extension leads is prohibited.
- All equipment brought to site must be fit for purpose and that such equipment has passed all relevant safety checks and is safe to use onsite, with certificates available upon request.

## **Venue Stand Power**

Stand power will be turned on at the following times (subject to pre-order):

<u>Date</u>		<u>Power on</u>
Wednesday 5th April	Build	0800-2200 hrs
Thursday 6th April	Build	0800-2200 hrs
Friday 7th April	Live event	0800-1900 hrs
Saturday 8th April	Live event	0800-1900 hrs
Sunday 9th April	Live event & Breakdown	0800-1900 hrs
Monday 10th April (BYOC)	Live event & Breakdown	0800-1700 hrs
Tuesday 11th April (BYOC)	Breakdown	

\*Note that connection to a built/designed power distribution system will only happen after it has been signed off by the house electrical contractor.





## **Venue Network**

Stand Network can be ordered via email or phone call; please find all the details on the [NEC Orders \(Network\)](#).

## **Logistics**

### **Timings**

We will need the following logistics and haulage information in order to sign-off your attendance – all to be recorded through your Player1 Events contact:

- Confirm your arrival arrangements i.e. arrival time and number of vehicles in your schedule.
- Expected deliveries by private courier.
- Build timings, and contractors numbers/timings.
- Break down plans, and contractor numbers/timings.

No persons under the age of 16 will be allowed on-site during build-up and break down. This is to comply with health and safety regulations and NO exceptions will be made. This information is all required, no later than 18th March 2023.

### **Unloading/Loading**

- Rear of hall access at the venue should all be booked in through your Player1 Events contact. Please ensure Player1 Events are aware of your plans.
- Please remember that build-up and breakdown are busy periods and delays are possible.
- Hatch markings at the rear of the halls must be kept clear at all times.
- Vehicles for build & break should head straight to North 12 Lorry Park; they will be called through to the hall's loading docks by venue traffic security, as space allows, on a first-queued, first-called basis.
- Any items left after breakdown access ends, will incur fees for their removal and/or storage

### **Forklift & Trolleys**

If you require mechanical lifting assistance, this MUST be pre-booked before the show - please contact Stagecraft. [Stagecraft Expo Portal](#)

## **Floor Tape**

If you will be using any tape on the hall floor it must be NEC approved tape. The list of approved tapes along with suppliers are as follows:

Le Mark Self Adhesives <https://www.lemark.co.uk>

ISA Tape <https://www.isatape.co.uk>

Advance Tapes International <https://advancetapes.com/>

**Damage to the floor from tape that is not NEC approved will incur charges.**

## **Shell Scheme**

To avoid being charged for damaged shell scheme please follow the below advice:

### **Do Use**

- Double sided tabs
- Self-adhesive velcro hook & loop
- Panel brackets

### **Do Not Use**

- Screws
- Pins
- Staples
- Paint
- Strong Adhesive



## **Trolleys & Ladders**

Trolleys (personal or hired) may only be used before the opening of the exhibition each morning and must be stored out of sight during the open period. It is also your responsibility to ensure that all pallets are removed from site; failure to do so will result in the removal charges being levied.

## **Aisles and Gangways**

Please note that ALL gangways must be kept clear at all times throughout the build up and breakdown. All exhibitors and contractors on site are responsible for keeping these gangways clear. Please ensure your contractors are aware of the emergency gangways.

Exhibitors should manage the build and breakdown of their stand by maintaining the Emergency Gangways as they form part of an evacuation route and provide access for emergency vehicles.

## **Deliveries**

Upon submission of your order form you will be allocated a number for your exhibitor stand. All deliveries for your stand must be addressed to this stand number, clearly stating Player1 Events Logistics Manager as the first line; and then your details after i.e.:

FAO: **(your contact name & stand name/company & stand number)**

Player1 Events Logistics -  
Insomnia Festival NEC:  
VE Door 3.4  
Birmingham  
B40 1NT

This will ensure that your deliveries find their way to you smoothly; and are placed on your stand should they arrive before you. Please note that the NEC will not accept deliveries before Tuesday 4th April 09:00.

## **Traffic & Parking**

### **Trucks, and large vans**

#### **Build**

- Vehicles for build and break should head to lorry park N12; there they will be registered by NEC Traffic and sent down to the hall's loading docks via gate 5.

#### **Open**

- Exhibitors needing to re-stock prior to show open should attend the build-up Lorry Park, where they will be allowed to the rear of the hall. Once the vehicle is unloaded, it must be removed immediately to the outer car parks.
- No unauthorised vehicles are allowed at the rear of the Halls during show open and all hatched markings around the vehicle entry doors are to be kept clear at all times. Unauthorised vehicles may be towed.
- To access the Lorry Park you will need to book your arrival with the [NEC's Voyage Control](#).

#### **Breakdown**

- Breakdown will commence once ALL visitors have vacated the hall. This can take 30-45 mins.
- Larger vehicles will be directed and queued on the designated lorry park from 0700 hrs on the morning of breakdown. They will be sent down to the rear of the halls once space becomes available (approximately 1830 hrs, however this may be later dependent on the number of smaller vehicles requiring access).

### **Cars and small vans**



- Parking for exhibitors is in the EAST CAR PARKS. Your allocated parking passes will be available from the Check-in point; and are to be shown on exit (Wed & Mon, you don't need a parking pass as they are full Build & Break days)
- Parking passes above your complimentary allocation will be £5 per day, payable on-site, on departure to the venue car parking attendants.
- A shuttle bus will operate around the car parks from 0900-1900 hrs Friday, Saturday & Sunday. (08:00 on the first open day (Friday), and until 20:00 on the final day close (Sunday)).

## **Health and Safety**

Please make sure that you have filled in the Health and Safety Declaration (HSD) online form for your stand. It is very quick and simple to do - the form can be found on the Exhibitor Portal.

The form includes requests for your:

- Risk Assessment (RA) for the event and build/break
- Method Statement (MS)
- Fire Risk Assessment (FRA), if required
- Stand plan/sketch/drawing
- Stand picture/visual/photograph
- Confirmation that all stand staff and build/break contractors will be briefed on your H&S matters

If you have any questions, please feel free to contact [safety@Player1events.com](mailto:safety@Player1events.com)

This HSD form is required to be submitted no later than **11th March 2023**. Any delays in submitting completed paperwork will cause knock-on delays for you at check-in; or risk being turned away from the event.

Exhibitor staff will **not be allowed onto the exhibition floor** until they have signed the Health and Safety declaration or had a briefing from the Player1 Events Health & Safety Advisor.

Anyone on site during build & break periods are expected to be in appropriate PPE for the works to be done. A high visibility vest is compulsory during build & break as vehicles and plant move in the hall and loading areas, and appropriate hard-soled footwear is strongly advised. **You must supply your own high viz.**

Please consult the Player1 Events Site rules - these can be found on the Exhibitor Portal.

## **Venue Useful Information & Emergency Procedures**

- Please consult the **Venue's Emergency Procedures:** [NEC Emergency Procedures](#)
- Link to e-Guide: [e-Guide HERE](#)
- NEC Site map: [NEC Site Map](#)
- NEC Exhibitors FAQs: [exhibitors/faqs](#)
- NEC Health & Safety Guidelines: [exhibitor-guide/health-safety-fire](#)
- NEC Food Hygiene, F&B, Alcohol, Sampling Guidance – please speak with Player1 Events regarding restrictions

## **Trading Standards**

Trading standard officers visit all shows and exhibitions. These visits are made to ensure compliance with all legislation assigned to their Department. We do expect traders who attend the show to cooperate fully with these officers and comply with the laws that they enforce.

## **Catering**

**\*Catering Form - Intend to retail for immediate/ off site consumption**

\*Please note this is only for use where products for sale have been agreed with P1E in advance.



## Stand Guidelines

Some key items to consider, and discuss with us:

<b>Stand lighting</b>	Some areas of the exhibition hall may be darker than others, please speak to us about the location of your stand, and whether stand lighting would be recommended for you.
<b>Aerial equipment including:</b> - Airships - Balloons - Blimps - Drones	<ul style="list-style-type: none"> <li>Applications for permission to use must be submitted to Player1 Events, and the venue in writing, together with a risk assessment, at least 28 days prior to the event.</li> <li>Please see the <a href="#">e-Guide</a> Section 5 for guidelines of use, and things to be considered in the Risk Assessment. Notably: <ul style="list-style-type: none"> <li>Blimps must be tethered</li> <li>Drones must be confined to a specific area i.e. netted area</li> </ul> </li> </ul>
<b>Segways / Hoverboards</b>	<ul style="list-style-type: none"> <li>Applications for permission to use must be submitted to Player1 Events, and the venue in writing, with a risk assessment, at least 28 days prior to the event.</li> <li>Products must be confined to your stand space, and not used in any public area including aisles</li> </ul>
<b>Weapons:</b> - Replicas - Firearms - Crossbows - Deactivated - Swords & - Knives	<ul style="list-style-type: none"> <li>The use or sale of weapons must be agreed in writing by Player1 Events and the venue.</li> <li>Requests for approval, copy of relevant licenses, and detailed risk assessments must be submitted to Player1 Events and the venue at least 28 days prior to tenancy.</li> <li>The venue reserves the right to refuse permission for the use of any weapon in a show or performance where it feels that the criteria are not being met.</li> <li>Please see the <a href="#">e-Guide</a> Section 54 for full guidelines and requirements.</li> </ul>
<b>Rigging</b>	<ul style="list-style-type: none"> <li>Please see the <a href="#">e-Guide</a> Section 37 for general guidelines</li> <li>All rigging plans to be submitted to Player1 Events, in fully dimensioned floor plan and profile elevation views.</li> <li>Specifically, for Insomnia events, your designs must: <ul style="list-style-type: none"> <li>be trimmed a minimum 4m from the floor</li> <li>any rigging must sit within the footprint of your stand</li> <li>must be 'finished' from all angles i.e. no 'back' on display</li> </ul> </li> </ul>
<b>Music &amp; Video</b>	<ul style="list-style-type: none"> <li>Stands wishing to publicly play pre-recorded music from radio, digital media players, CD's, tapes etc. on stands or other areas, or through the public address system must obtain the necessary license directly from PPL &amp; PRS Joint Music License: <ul style="list-style-type: none"> <li>Contact number; 0800 0720 808</li> <li>Fill in their form online on <a href="http://pplprs.co.uk">pplprs.co.uk</a></li> </ul> </li> <li>Stands wishing to publicly show video or DVD recordings must apply for a license directly to Video Performance Ltd, in addition to PPL &amp; PRS.</li> <li>If you have any amplified music or PA system, please be respectful of neighboring stands and <b>ensure you comply with any floor manager request to adjust the volume or PA direction.</b></li> <li>Please see the <a href="#">e-Guide</a> Section 31 for guidelines of use</li> </ul>
<b>Simulators, Climbing Walls &amp; Rides</b>	<ul style="list-style-type: none"> <li>Simulators, climbing walls and rides must: <ul style="list-style-type: none"> <li>Comply with the Amusement Devices Inspection Procedures Scheme (ADIPS).</li> <li>Supply Declaration of Operational Compliance (DOC), copies of annual inspection certificates and a full risk assessment are submitted to the venue no later than 28 days prior to the start of the license period.</li> </ul> </li> <li>Please see the <a href="#">e-Guide</a> Section 43 for full guidelines and requirements</li> </ul>
<b>Food, Beverage &amp; Sampling</b>	<p>Please see the <a href="#">e-Guide</a> - Catering for full guidelines and requirements</p> <p>Points of note:</p> <ul style="list-style-type: none"> <li>Venue Food &amp; Beverage Sampling Guidelines to be consulted</li> <li>A detailed HACCP to be submitted to Player1 Events and the venue at least 28 days prior to tenancy.</li> <li>Exhibitors with energy drinks must have a procedure to ensure they are not to be given to children</li> </ul> <p><u>At the NEC:</u> In specific circumstances Amadeus may allow exhibitors to <b>sample</b> foods for offsite consumption. This is only permitted if the product is relevant to the show profile and <b>prior</b></p>



	<b>application is required</b> in every instance. Applications will be reviewed and assessed in line with food safety regulations and applicable charges levied.
<b>Merchandise</b>	<ul style="list-style-type: none"> <li>Brand merchandise may be examined at the show and we reserve the right to seize (and pass to trading standards) any counterfeit goods to help protect our legitimate exhibitors. We also reserve the right to cease that stand's trading, and remove from the show, without refund.</li> <li>Any toys on sale must be CE marked, if not then you must be able to produce, at the show, supporting documents to demonstrate it is safe to retail in the EU.</li> </ul>
<b>Competitions &amp; Giveaways</b>	<ul style="list-style-type: none"> <li>You must consider safety of visitors if you are creating a crowd at your stand.</li> <li>The stand space must account for expected crowds, and not spill out onto aisles</li> <li>You must submit a full risk assessment to Player1 Events no later than 28 days prior to the event; which is to include details of the items being offered, timings of activities, method of distribution, plans for crowd management</li> </ul>
<b>Aisles &amp; Gangways</b>	<ul style="list-style-type: none"> <li>Gangways cannot be used as storage areas or as viewing areas for your stand. Please incorporate any storage or viewing requirements within the design of your stand.</li> <li>Activities may not spill into gangways; this includes the use of roaming comic-style characters.</li> </ul>
<b>Costumes</b>	<ul style="list-style-type: none"> <li>If you plan on having an in-game character whose dress could be considered inappropriate, please share a description of your desired attire to your Player1 Events account contact for approval and further discussion if required</li> </ul>
<b>PEGI Ratings</b>	<ul style="list-style-type: none"> <li>PEGI 16: games of this rating need to be cordoned off by way of (at least) tensor barrier, have a perimeter area around to minimise viewing; and a staffing system to ensure no one under 16yrs access the content</li> <li>PEGI 18: games of this rating need to be enclosed by walls and/or draping, and a staffing system to ensure no one under 18 yrs access the content</li> </ul>
<b>Complex Structures, Stand Construction</b>	<ul style="list-style-type: none"> <li>Please see the <a href="#">e-Guide</a> from Section 46 onwards for full guidelines and requirements</li> <li>Complex stand structures require a structural engineer to inspect and confirm it is suitably constructed and stable/safe: <ul style="list-style-type: none"> <li>A multi-storey stand.</li> <li>Raised platforms over 600mm high.</li> <li>A stand where provision is made for a closely seated audience.</li> <li>Stand fittings exceeding 4 metres in height.</li> <li>A stand with a travel distance to a gangway greater than 12m without a choice of direction.</li> <li>Raised or tiered seating.</li> <li>Any element suspended from the roof of the hall (i.e. rigging).</li> <li>A temporary demountable structure including, temporary grandstands and seating, demountable framed structures, stages and barriers, ancillary special structures, tents and marquees.</li> </ul> </li> </ul>
<b>Stand Accessibility</b>	Please take note of the <a href="#">e-Guide</a> Section 16 on Equality & Disability, which references a stand should be designed with access for disabled visitors in mind. Exhibitors with stand platforms must incorporate a ramp so that customers can be served on the stand and not from the gangway.
<b>Stand finish</b>	Note that you may not be backed by another stand; and so your area should be finished and presentable to the public from all sides.

## **Secondary Branding**

You need to inform us of all secondary brands that will be appearing on your stand, this list will need to be authorized by us prior to the event. Please ensure we have details such as:

- Company
- Brief details of involvement

## **PRS & PPL**

It is the Exhibitor's sole responsibility to obtain an appropriate license for the playing of recorded music from the PPL & PRS Joint Music License, and pay the fees or royalties they require.

