



YOUR HANDBOOK FOR EXHIBITING AT SELECT @ BATH

To guide you through the pages of the handbook:

- ❖ **Visitor pre-registration tickets.** You may order as many tickets as you wish, free of charge, to invite customers and prospective customers to the Fair. 50 tickets are enclosed as a start. Order more tickets using **FORM 4**.
- ❖ Make sure that you are covered for all eventualities. Please ensure that you have adequate insurance cover. See section **23** for Insurance details.
- ❖ On **page 2** is a **map**, followed by a **timetable** and a **contents list** on **page 3**.
- ❖ The **general information** section can be found on **pages 4 - 8**.
- ❖ All the **forms requiring completion and return** are at the back of the manual, and the pages have a red triangle in the top right corner. Please check the deadline dates by referring to the list on **page 9**.
- ❖ In the clear envelope attached you will find your personalised **exhibitor badges**. Please bring these to the Fair and collect the holders from the organiser's office.
- ❖ Take a look at the inside back cover for some hints to exhibiting.
- ❖ On the outside back page is a **quick guide** to your Fair contacts.

We look forward to seeing you at the Fair and as always, if you have any queries on any aspect, just call us by phone on 01934 733433, or e-mail us at mail@selectatbath.co.uk

The Hale Events Team is:

Project Manager	-	Mike Anderson
Sales Manager	-	Paul Thomas
Accounts/Administration	-	Tracey Davies
Sales	-	Neill Hobson
Operations	-	Jane Pyatt
Finance	-	Mike Sartain

Take a look at our website; www.selectatbath.co.uk

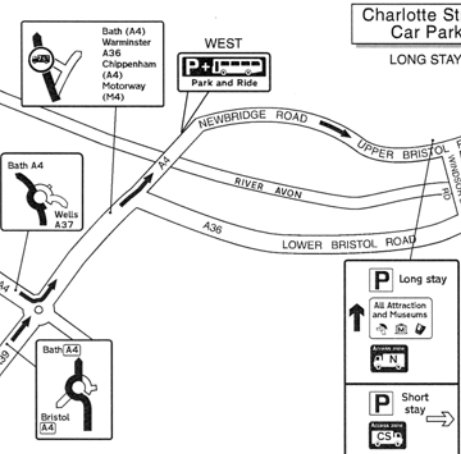
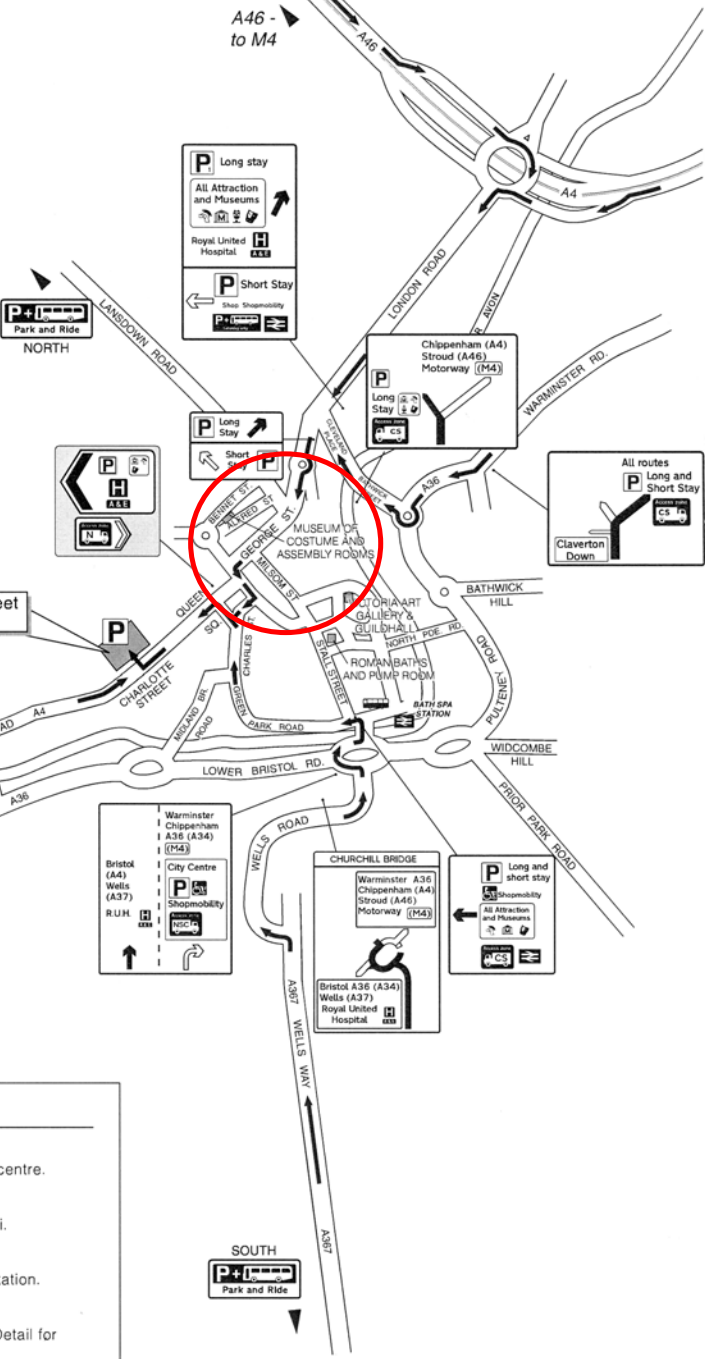
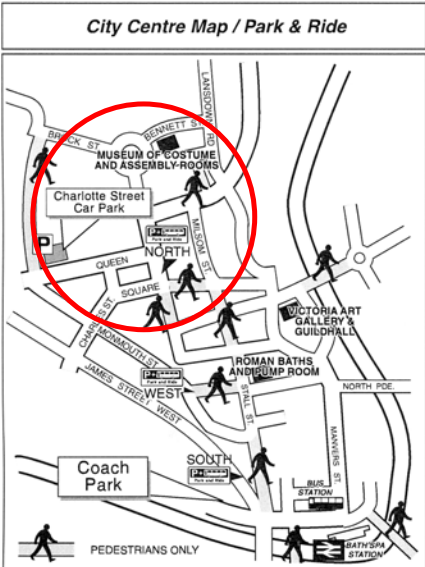
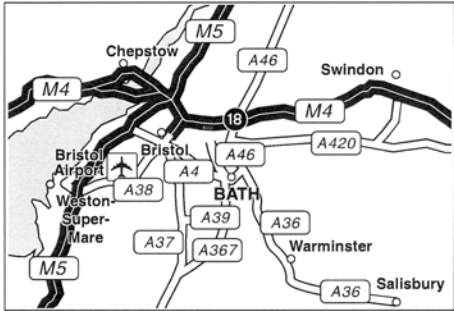
Hale Events Ltd.,
Premier House, Old Church Road,
Axbridge, Somerset. BS26 2BQ
Tel: 01934 733433 Fax: 01934 733233
Email: mail@selectatbath.co.uk
Web: www.selectatbath.co.uk

LOCATION PLAN

SELECT @ Bath
The Assembly Rooms,
Bennett Street, Bath
BA1 2QH



The Assembly Rooms



Public Transport

- By Rail.**
Bath Spa Station is 5 minutes' walk from the city centre.
- By Air.**
Bristol Airport is approximately 40 minutes by taxi.
- By Coach.**
Regular connections to & from London Victoria Station.
- By Park and Ride.**
4 drop off points in the City Centre (see section Detail for Park & Ride).

EXHIBITION TIMETABLE

DATE	SCHEDULE	
BUILD-UP Friday 7 th May	Limited access depending on your stand location. See Section 3 .	
Saturday 8 th May	Access for all 8.00am – 9.00pm	
EVENT OPEN DAYS	EVENT OPEN HOURS	HALL OPEN
Sunday 9 th May	10.00am – 5.30pm	8.00am – 6.00pm
Monday 10 th May	10.00am – 4.30pm	8.00am – 08.00pm
BREAKDOWN Monday 10 th May	4.30pm – 8.00pm all exhibits and display material to be removed	

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cover
QUICK GUIDE OF CONTACTSOutside back
cover

1. ACCOMMODATION BOOKINGS

If you require accommodation, please contact: www.visitbath.co.uk or tel:0870 420 1278 for their personal booking service which offers expert advice and helpful and knowledgeable staff who will discuss your requirements with you, then ring around for an available room and book on your behalf, or by calling the accommodation provider direct.

2. BADGES

Exhibitor Badges: You will find your personalised exhibitor badges attached to the front of this manual. These badges are only for people manning your stand. Holders for the badge will be provided at the event.

Visitors: All visitors will receive a badge stating their name, company name and town, which they should wear at all times.

3. BUILD-UP & BREAKDOWN

For stands 75 - 120 in the Tea Room you may arrive to dress your stand on Friday 7th May from 1.00pm – 6.00pm or on Saturday 8th May from 08.00am – 9.00 pm.

For stands 1 - 74 in the Ball Room and Great Octagon you may arrive to dress your stand on Saturday 8th May from 8.00am – 9.00pm.

Stands must be designed so they can be completed within the time available.

Electrical power to stands will be switched off 10 minutes after final show closing. If you require power after that time, please contact the organisers.

Please ensure all items are removed by the dates and times specified, any items left at the venue after this time are at the owner's risk.

4. CAR PARKING & VEHICLE ACCESS

Refer to the map on page 2 for parking arrangements, please work in conjunction with the car parking stewards.

5. CATALOGUE OF EXHIBITORS

Every company (including those sharing a stand) is entitled to a **FREE** 42 word entry in the catalogue. Please copy **FORM 1** as required.

6. CATALOGUE ADVERTISING

Advertising in the catalogue is fantastic value for money. Help make this a really valuable tool for the buyers and add a colour image or logo to your entry for just £45.00 + vat, (payable after the show). You can also have a colour image or your logo alongside your weblink on the official show website www.selectatbath.co.uk for £45.00 + vat, (payable once the image goes live). **Book both for £75.00 + vat!** See **FORM 2** for details.

7. CATERING

The venue holds the sole rights to all food & beverage supplied and served at the venue.

8. CHILDREN

There are specific laws for children under the Health and Safety at Work Regulations. We strongly advise you not to bring children on site unless absolutely necessary. If you do let a child accompany you, please ensure you are aware of the laws governing their safety. The designated lost child meeting point is the organisers' office, located near the main entrance.

9. CLEANING

Stand cleaning is included in your stand rental cost. Your stand will be cleaned each night prior to show opening. If you do not require your stand cleaned, please let the organisers know. If you put up a night sheet, please provide a labelled key to the organisers, identifying your company name and stand number.

10. CODE OF PRACTICE & MANNING OF STANDS

Please ensure that your stand is always staffed and that all exhibits remain displayed during show open hours.

11. COMPLETION OF STANDS AND EXHIBITS

All stands must be dressed and completed by 9.00pm Saturday 8th May.

12. CUSTOMER TICKETS

Make sure your customers and potential customers know where you are at the event by sending them a complementary ticket! We have enclosed 50 to get you started and you may order as many additional tickets as you require, free of charge. Just complete **FORM 4**. Please be aware that trade buyers may be asked to provide proof of their trade link upon arrival.

13. DAMAGE

Any damage caused by your Company will be charged to your Company.

14. DISABILITY AWARENESS

Exhibitors should be familiar with the content and implications of the Disability Discrimination Act 1995 (DDA) and design their stands accordingly. If you have any specific requirements, please inform the organisers in advance of the event.

15. DISPUTES

Should any questions arise that are not covered by rules and regulations; the exhibitor agrees to accept the decision of the organisers as final, subject to the laws of England.

16. ELECTRICS

The electrical contractor for all stand electrical requirements is:

Havills Exhibitions Ltd., Unit 1 Woodland Rd, Woodland Trading Estate, Torquay, Devon TQ2 7AT
Tel: 01803 314000. Fax: 01803 327412. Email irena@havillsexhibitions.co.uk

Complete **FORM 5** to order electrics or additional lighting for your stand. Don't forget you have some spotlights included in your stand cost. Stands up to 9 square metres will be supplied with two spotlights on a light track. Stands 9 square metres and above will have four spotlights on a light track supplied and fitted.

Lights will be fitted behind the fascia nameboard unless instructed otherwise.

The use of flexible cords for stand wiring is generally prohibited (reg. 06gl). Flexible cords shall be of a circular section, fully insulated and sheathed, and the only form of jointing being the use of purpose made flex connectors (reg. 06g2). Flexible cords shall not exceed 2 metres in length (reg. 06g3). Coils of flex or flex on reels shall not be permitted (reg. 06i2). Where clients own equipment is used, this must comply with all regulations and is subject to testing and spot checks. (reg. 06i3).

The use of uninsulated catenary/pole low voltage systems is prohibited (reg 06j5). Transformers must be fixed at high level (reg 06j1 and 18). Only one flexible cord per 13A plug top (reg 08c1). All plug tops to be correctly fused (reg. 08c2). Multi-way, plug-in type and bayonet adapters shall not be used (reg. 08d1). The use of trailing block type 4-way fused sockets shall be restricted, and then fully in accordance with reg. 08d2. A fireman's switch shall be fitted to all types of neon signs. (Reg. 18c). Any electrical cables, appliances or accessories which do not comply with the National Association of Exhibition Hall owners regulations for stand electrical installations, or are considered unsafe, will be asked to be removed or made safe and/or protected by an RCD. It is the responsibility of all exhibitors to be aware of the full National Association of Exhibition Hall Owner's regulations for stand electrical installations. Work carried out by the official contractor will comply, however, if you are appointing your own contractor for pre-wiring displays, please check that they are conforming to the requirements.

17. EMERGENCY PROCEDURES & FIRE PRECAUTIONS

In the event of the alarm sounding, take immediate steps to evacuate the building by the nearest exit door. Ensure that all members of your stand personnel are aware of the location of fire exits. All exhibits/displays must remain within the confines of your stand.

For stand materials, all work must be carried out in non-flammable materials, and comply with local authority standards.

18. ENQUIRY PADS

We will supply you with a complementary enquiry pad, which contain 50 forms to record the details of buyers you meet.

19. FIRST AID

If first aid assistance is required at the event, please contact either Jane on 07879 697037 or Mike on 0796 8028062.

20. FLOORING

There is wooden flooring in the Ballroom, parquet floor in the Octagon and oak wood in the Tea Room. Please note that any damage made to this, **will** be charged to the company concerned.

21. FURNITURE HIRE

Tables and chairs can be ordered using **FORM 4**. However, a trip to Ikea can be most effective!

22. HEALTH & SAFETY

General: You should be aware of your responsibilities under the 1974 Health and Safety At Work Act, and all of the ensuing regulations and codes of practise. An exhibition site is also a place of work and you are advised that you should carry out risk assessments as part of your normal health and safety policy.

Children: Please note that there are specific laws appertaining to children under The Health and Safety at Work Regulations. We would strongly advise you not to bring children on site unless absolutely necessary. If you do let a child accompany you please ensure that you are aware of the laws governing their safety.

23. INSURANCE

Insurance is not included in your stand cost. It is a requirement that you have adequate Public Liability insurance taken out with a reputable insurer. We also recommend you take out insurance to cover other unexpected losses, stand costs, and cancellation. One company that you could use is Hiscox Insurance Tel 0845 2138448, www.expo-sure.com/2831 or speak to your own insurers to see if they can provide cover. See point 19 of the contract terms and conditions, which are detailed on the back of your booking form.

24. NOISE LEVELS

If any noise levels are raised to an unacceptable level for neighbouring exhibitors and visitors during the Fair, the organisers reserve the right to prevent the music or machinery from continuing to be used.

25. ODOURS

If any products omit odours, which become unacceptable during the Fair, the organisers reserve the right to ask for the item to be removed.

26. OPEN HOURS

Please refer to the timetable on the inside front cover.

27. ORGANISERS

For all queries regarding SELECT @ Bath, please contact:

Hale Events Ltd., Premier House, Old Church Road, Axbridge, Somerset BS26 2BQ

Tel: 01934 733433 Fax: 01934 733233 or e-mail us at mail@selectatbath.co.uk.

During the event, our on site numbers are Mike 07968 028062 and Jane 07879 697037.

Take a look at our website www.selectatbath.co.uk.

28. PHOTOCOPYING

Black & white A4 size photocopying will be available onsite.

29. PRODUCT CRITERIA

Products on display must be manufactured in Britain. When materials or components from outside Britain are used to form the main part of the product, the significant value must be added in Britain and the use must change from raw material to final product.

30. PROMOTING YOUR PRESENCE AT SELECT @ BATH BEFORE THE EVENT

Help support the promotion of this event by the organisers. Invite existing customers to SELECT @ Bath and think about promoting to potential customers:

Send them complementary invitation tickets, including your stand number and contact details (see section 12). Send them with statements or orders. Plenty of tickets are held in stock.

Use our **FREE** publicity service. We will actively work on your behalf to gain publicity exposure in local and trade publications. All we need is newsy stories, whether about your product or your company – you will be amazed what can be published. Just contact Mike Anderson for more info: Hale Events Ltd, Premier House, Old Church Rd, Axbridge, Somerset BS26 2BQ, tel:01934 733433 or complete **FORM 3**.

31. SALES ENQUIRIES & SALES AT THE EVENT!

Here are a few points to consider:

Decide on your sales terms. Will you sell by pro forma, will you have early payment discount, will you offer show discounts, and will you offer credit? (Ensure you get trade references).

Can you deliver the quantity of products ordered in the timescale required by the buyer, and to the location required?

Brush up on exporting, so that you have the knowledge if asked.

32. SECURITY

The organisers will take all reasonable precaution during build-up, open days and breakdown. We advise you to read the insurance section in this manual to ensure that you have adequate cover.

33. STAND DETAILS

SHELL SCHEME

Aim Exhibitions Ltd is the supplier of the shell scheme:

Units 12-14 Dinan Way, Industrial Estate, Exmouth, Devon, EX8 4EZ. Tel: 01395 222040 Fax: 01395 274822

Below is a drawing showing details and dimensions of the shell scheme. If you require further information, please contact Aim Exhibitions direct.

Complete the section on **FORM 1** with your stand name board requirements (the name board is included in your stand cost).

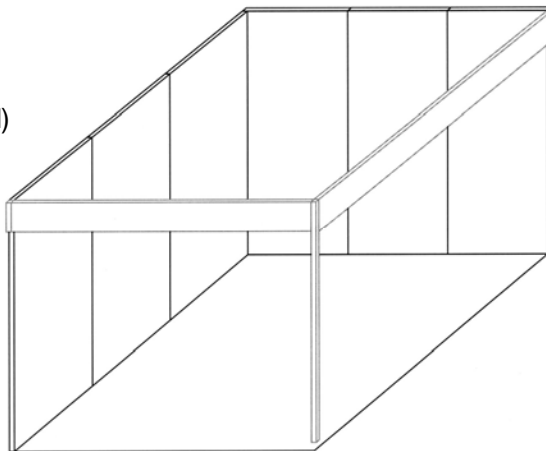
The following are instructions for and information about the shell scheme:

- (a) Aim Exhibitions must carry out all work on the shell scheme.
- (b) The wall panels are 50mm thick panels, covered in a light grey Velcro friendly fabric. Panels are flush fitting and are 2.44m high and 1m wide. Corner posts are aluminium and are 38mm x 38mm. The stands do not have ceiling grids.
- (c) Fascia's are 300mm deep and covered in beige fabric. Each open side is supplied with a name board.
- (d) Please do not screw anything into the shell scheme. Picture hooks, small tacks and pins can be used. Any costs for damage caused will be passed back to the exhibitor.
- (e) Light exhibits or displays can be attached by the use of male (hook) Velcro. Hale Events will have a supply of Velcro available on site, which will be sold from the organisers office.
- (f) No alterations to the shell scheme will be permitted without prior agreement with Aim Exhibitions. Interior work must be designed and constructed so as not to damage or interfere with the shell scheme.
- (g) Partition walls are only provided to sub-divide stands. Any other walls required on any frontage must be arranged with Aim Exhibitions and will be charged for.
- (h) Additional items can be hired from Aim Exhibitions such as counter units for around £30 each and 1m by 1m lockable cubicles for around £50.00 each plus VAT. For a specific quote please contact Aim Exhibitions Ltd Units 12-14 Dinan Way Industrial Estate, Exmouth, Devon EX8 4EZ Tel: 01395 222040 Fax: 01395 274822.

SHELL SCHEME STAND DIAGRAM

(This is an example of a 3m x 3m stand)

NB. The organisers will have 'S' shaped brackets available for hanging pictures/display boards to the stand wall. Please ring 01934 733433 for details. The cost will be £3 per hook or £5.50 for two.



GENERAL STAND REGULATIONS (for space only stands)

- (a) The choice of stand fitting contractor is at your discretion. If you need assistance in finding a stand contractor, please contact the British Exhibition Contractor Association Tel: 020 8523 5262 or visit www.beca.org.uk.
- (b) All work must be carried out in compliance with the regulations of the Local Authority.
- (c) Stand construction must be completely self-supporting and no fittings may be made to any part of the structure of the venue.
- (d) On dividing sites, exhibitors must supply, erect and decorate walls facing onto their stand areas and gangways up to a height of 2.44m. Walls above this height must be finished to an acceptable standard on both sides by the exhibitor who had them erected. In addition, any construction, which backs onto a gangway, must be dressed to the full height of any construction or display.
On dividing sites, under no circumstances will exhibitors be permitted to display company names, logo or lettering on the rear of party walls overlooking neighbouring stands.
- (e) All stand items must be confined within the area allotted and may not project into or over the public gangway.
- (f) It is the responsibility of the exhibitor to examine the site allotted in order to avoid costly adjustments to stand structures such as minor obstructions for which the organiser cannot accept responsibility.
- (g) Refer to Fire Precautions section in this manual.
- (h) The design of the stand must be such that it can be erected and dismantled within the time available.
- (i) If an exhibitor erects a stand which does not conform in all respects to the organisers and local authorities regulations and requirements, the organisers shall be at liberty to enter on the exhibitors stand and alter, demolish and/or reconstruct the

said stand so as to make it conform to the regulations and requirements. The exhibitor shall, on demand, repay the organisers all expenses incurred by them in respect of such alterations.

- (j) If your stand is not a shell scheme and you require confirmation that the construction complies with the regulations, please submit full details and plan to the organisers.
- (k) If your stand is to be over 2.44m high, please send plan and details to the organisers for authorisation.
- (l) Long arm spotlighting is permissible on exterior of stands above 2.44m to a maximum protrusion of 400mm.

34. STORAGE

Storage is available please contact the organisers for details.

35. TRANSPORTATION/HANDLING & DELIVERY OF PRODUCT

Please ensure all goods delivered to the event are hand manageable, as we do not have fork lift/heavy lifting equipment on site. You must be there to receive deliveries.

If posting items to the event, please add the following information to the address:

The Company name you are sending to

Stand Number

SELECT @ Bath

Bath Assembly Rooms,

Bennett Street, Bath BA1 2QH

36. TRAVEL INFORMATION

National Express:	08705 808080	www.nationalexpress.com
Rail Enquiries:	08457 484950	www.thetrainline.com
Bristol Airport	0871 334 4444	www.bristolairport.co.uk
Taxis:	01225 444777/444444	
Accommodation	0870 4201278	www.visitbath.co.uk
Postcode of the Venue	BA1 2QH	

37. TROLLEYS

Please ensure you bring your own trolleys to the show, there are no trolleys available on site. Trolleys are not allowed in the hall during the open period.

38. VENUE

Please refer to the map at the front of the manual for the venue location.

The full address of the venue is:

SELECT @ Bath

Bath Assembly Rooms,

Bennett Street, Bath BA1 2QH

During the event, our on site numbers are Mike 07968 028062 and Jane 07879 697037.

FORMS FOR YOUR COMPLETION

The following pages contain forms as itemised below.

Please complete and return the forms by the deadline shown on the form and as indicated below.

For your reference, please ensure that you keep a copy of completed forms.

FORM NO	SUBJECT	RETURN BY DATE	ACTIONED?
Form 1	Catalogue Entry and Stand Nameboard	Immediately!	
Form 2	Catalogue Advertising	9 th April 2010	
Form 3	Publicity & Promotion	Immediately	
Form 3	Customer Tickets & Furniture	16 th April 2010	
Form 4	Electrics	16 th April 2010	

Exhibitor:		Stand no:
Address:		
Tel:		Fax:
E-mail:		www:
Signed	Name	Date

CATALOGUE ADVERTISING

SELECT @ BATH 9th – 10th May 2010

Form 2

RETURN TO: Neill Hobson,
Hale Events Ltd,
Premier House, Old Church Road,
Axbridge, Somerset. BS26 2BQ
Tel: 01934 733433 Fax: 01934 733233
E-mail: advertising@selectatbath.co.uk

RETURN BY: 9th April 2010

Please complete and return this form to book your advertisement. We will contact you for details of your design at a later date. **The SELECT @ Bath catalogue is A5 size.**

Full A5 Page (18cm H x 13cm W) £200 +vat TICK HERE <input type="checkbox"/>	Half Page Landscape (9cm H x 13cm W) £115.00 +vat TICK HERE
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Your free catalogue entry and web listing will stand out with a colour image!

Fantastic value for money!

Tick here to book a colour image next to your name, stand number and website link on the **official show website for £45.00 + vat** (payable when it goes live)

Tick here to book a 6cm wide x 5cm high colour image in the **official show catalogue for £45.00 + vat** (payable after the show)

Tick here to book a logo in **both for £75.00 + vat** (payable when it goes live)

Return this form; we will then contact you for your image/s. Use a company logo, or product image.

Free 42-word
Catalogue Entry →

Add a 60mm wide x 50mm high colour panel to your free catalogue entry for just £45.00 + vat.

A Company Name A1
Our Building, 1 The Street, A Town, A County,
AA1 1AA
Tel. 01234 7654321 Fax:01234 9876543
sales@emailaddress.co.uk
www.websiteaddress.co.uk

This is our free description of our products and services. Come & see the best stand in the show. Order at the show and receive an exclusive show offer!



Catalogue advertising is not paid for until after the event

Exhibitor:		Stand no:
Signed	Name	Date

CUSTOMER TICKETS & FURNITURE

SELECT @ BATH 9th – 10th May 2010

Form 4

RETURN TO: Tracey Davies,
Hale Events Ltd,
Premier House, Old Church Road,
Axbridge, Somerset. BS26 2BQ
Tel: 01934 733433 Fax: 01934 733233 E-mail: tracey@hale-events.com

RETURN BY: 16th April 2010

If you require any of the following, please state the number required as appropriate.

<p style="text-align: center;">CUSTOMER INVITATION TICKETS</p> <p>Please state how many tickets you would like, for you to send to your customers to invite them to the fair.</p>	<p>NO CHARGE</p>
--	-------------------------

<p style="text-align: center;">FURNITURE HIRE</p> <p>TRESTLE TABLE 6' x 2'6" unclothed table @ £18.00 each</p> <p>CHAIR 1 x chair (Mahogany frame banqueting chairs – aqua seat) @ £9.00 each</p>	<p style="text-align: center;">£</p> <p style="text-align: center;">£</p>
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Exhibitor:	Stand no:
Address:	
Tel:	Name
Signed	Date

ELECTRICS

SELECT @ BATH 9th – 10th May 2010

Form 5

RETURN TO:

Havill Exhibitions Ltd
Unit 1 Woodland Rd,
Woodland Trading Estate
Torquay, Devon TQ2 7AT

Tel: 01803 314000 Fax: 01803 327412

E-mail: info@havillexhibitions.co.uk

www.havillexhibitions.co.uk

VAT NO 908 713 320

RETURN BY: 16th April 2010

SPECIAL ORDERS – PLEASE CONTACT HAVILLS FOR ANY ADVICE NEEDED

Fitting Description	Qty	Total Unit Cost	Total
5 ft fluorescent fitting		£33.60	
1m track for spotlights		£26.60	
100 watt spotlight (for track)		£10.30	
150 watt floodlight (for track)		£17.80	
Low Volt 50 watt Long Arm Spotlight		£33.20	
Single 4 Amp 1KW Spotlight		£39.60	
Single 8 Amp 2KW Socket		£43.90	
Single 13 Amp 3KW Socket		£48.30	
Connection to client's equipment		£39.60	
UNLESS STATED OTHERWISE ALL GOODS ARE SUPPLIED ON HIRE ONLY FOR THE DURATION OF THE SHOW			
SUB TOTAL			
VAT @ 17.5%			
GRAND TOTAL			

Return this order form with the drawing on the reverse, showing where fittings and mains consumer unit to be located. If a drawing is not sent, they will be placed at our discretion.

By completing and returning this form I agree to comply fully with the terms detailed overleaf, in section 16 of this manual and in all other relevant legislation.

PLEASE COMPLETE YOUR PAYMENT METHOD OVERLEAF. VAT INVOICES ARE ISSUED BY RETURN

Name	STAND NUMBER:
Organisation	
TEL:	E-MAIL:

We enclose a cheque payable to Havills Exhibitions Ltd																		
Payment follows by BACS (please enclose/send remittance advice)																		
Please charge the cost to the card below (a 3.5% surcharge applies to credit card payment – sorry no AMEX)																		
Card No					--					--					--			
Valid From		--		Expiry Date		--		Issue No		Security Code								

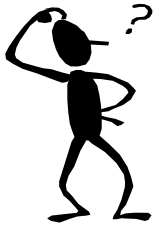
Cardholder Name _____ Signature _____

Cardholder Address _____

Don't forget that as part of your stand price you will have spotlights included. Stands up to 9 square metres will be supplied with two spotlights on a light track. Stands 9 square metres and above will have four spotlights on a light track supplied and fitted.

					BACK													
					FRONT													

If you require your lights to be fitted anywhere other than behind the fascia nameboard, please contact the organisers on 01934 733433.



QUICK GUIDE TO EXHIBITING

NOT SURE ABOUT WHAT YOU SHOULD BE DOING?

Then let us help you; below are some points to make your exhibiting easier.

- Assess your product – what is new, what is different – add only a selection from familiar standard ranges.
- Design your stand well in advance noting all deadlines for services to avoid last minute panics and secure early ordering discounts.
- Study the organisers and local authority regulations in order to avoid embarrassing alterations on site.
- Allow storage on your stand for items that are not part of the presentation such as spare stationery, packs of brochures, overcoats, sandwiches and shopping.
- Decide on an overall colour scheme and abide by it.
- Do not economise on lighting your stand.
- Make graphics bold and information succinct. You only have a couple of seconds to grab the attention of passers-by.
- Detailed information should be confined to brochures or leaflets to be read at leisure.
- The area that has the most impact is between 0.75m and 1.8m from the floor. Information or items displayed above or below this level need to be bold and uncomplicated.
- Allow space for good circulation on your stand. A one metre wide clearance between exhibits is advisable.
- Try and set up your stand at home or in your work place before attending the event, to see if your layout works.
- Remember all those extras you might need when setting up your stand. The following items could be useful: dustpan & brush, step ladder, velcro, double sided sticky tape/pads, scissors, blue tack, floral display, mints for buyers etc...



SELECT @ BATH 9th – 10th May 2010

A QUICK GUIDE TO YOUR CONTACTS

ACCOMMODATION

www.visitbath.co.uk
Tel: 0870 4201278

CATALOGUE DVERTISING

Hale Events Ltd
01934 733433

CATALOGUE ENTRIES

Hale Events Ltd
01934 733433

ELECTRICS

Havill Exhibitions Ltd
01803 314000

FURNITURE

Hale Events Ltd
01934 733433

ORGANISERS

Hale Events Ltd
01934 733433
On Site Mike 07968 028062
Jane 07879 697037

PRESS RELATIONS

Hale Events Ltd
01934 733433

SHELL SCHEME

Aim Exhibitions Ltd
01395 222040

VENUE

The Assembly Rooms
01225 477789

(Full addresses and details can be found under the appropriate heading in the manual)