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Dear Exhibitor,

The exhibitor manual answers all major questions that may arise during the planning of your participation in the exhibition of APPEX Global 2020, Prospect and Property Expo in London, UK.

Besides basic information and regulations referring to booth construction, you will find order details of services provided by preferred suppliers and contractors that are at your disposal for any requests.

**Booking of exhibition services online:** You will have to place your orders for most exhibition services via the online booking system (https://oem.bdlondon.co.uk/appex2020.)

Please make sure you place your bookings and fill in all the required paperwork by the specified deadlines (pg. XYZ) to guarantee the best possible service by all the contractors involved and avoid any surcharges.

In case you need further assistance, please do not hesitate to contact AAPG Europe.

We look forward to welcoming you in London, and once again, thank you for your support.

Marta Diaz
Event Manager at APPEX Global 2020
mdiaz@aapg.org
IMPORTANT ADDRESSES

CONFERENCE AND EXHIBITION VENUE
BUSINESS DESIGN CENTRE
52 Upper St, The Angel
London N1 0QH
Thuy Vy Do, Venue Services Coordinator
T: 0207 288 6301
E: thuyvyd@bdc.london
W: www.businessdesigncentre.co.uk

CONFERENCE ORGANISER
EXHIBITION & SPONSOR
AAPG EUROPE
South Building - 126 New King’s Rd, Fulham
London SW6 4LZ
Marta Diaz, Event manager
T + 44 (0) 2039 624468
E: mdiaz@aapg.org

REGISTRATION
Taylor Bennett Partners LLP
1 Church Barn, Caldecote Road
Newnham, Baldock
Hertfordshire, SG7 5LA
Tracey Simmons, Registration manager
T +44 (0) 1462 743432
E aapg@eventbooking.uk.com

HOTEL AND TRAVEL
EVENTAY
2 Leman Street
London, E1 8FA
T +44 (0) 2080 172799
W: www.eventay.co.uk
Book accommodation for APPEX Global 2020

OFFICIAL LOGISTICS AND FREIGHT PARTNER
WES LOGISTICS
Unit 9
Stort Valley Industrial Estate Stansted Road
Bishop’s Stortford CM23 2TU
Danielle Potter
T +44 (0) 2085 082224
E: info@wes-group.com
W: http://wes-group.com/events/appexglobal2020/

EXHIBIT DESIGN AND MANAGEMENT
INDALO INTERNATIONAL LTD
Exeter, EX5 2LL, UK
Jason Banks
Tel: +44 (0)1392 204 304
Mobile: +44 (0)7970 267 523
Email: jason@indalo-uk.com
Web: www.indalo-uk.com

AUDIOVISUAL HIRE
AVC PRODUCTIONS LIMITED
Nicolas Swartebroekx
Unit 103 Business Design Centre
T +44 (0) 20 7288 6561
E: Nicolas.Swartebroekx@PSAV.COM
W: www.avcproductions.com

PRINTING
THE COLOR COMPANY
1 Curzon Street, Mayfair, London, W1J 5HD
Kamal Dhanak, Corporate Sales & Account Executive
T +44 (0) 20 7717 4900
M +44 (0) 7956 220486
E: kamal@color.co.uk

FURNITURE
CREATIVE HIRE
1-3 Arley Industrial Estate, Colliers Way
Arley, Coventry, CV7 8HN
Chris McCormack, Head of Account Management
T +44 (0)1676 542616
E: chris@creativehire.co.uk
W: https://www.creativehire.co.uk

CONCIERGE SERVICES
BUSINESS DESIGN CENTRE
Ben Pettyfer
T +44 (0) 20 7288 6272
M +44 (0) 7708 635 835
E: benp@bdc.london
HOW TO GET TO APPEX GLOBAL 2020

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

BY BUS: The following bus routes all stop near to the Business Design Centre in Upper Street: 4, 19, 30, 38, 43, 56, 73 and 341.

BY CAR: Easy access from the City and West End. Upper Street forms part of the A1.

BY RAIL: Euston and Kings Cross Stations are a short distance away, reachable by tube or bus.

BY UNDERGROUND/TUBE: A regular underground train service (Northern line) runs to and from the Angel Station, which is a 2-3-minute walk from the Centre. Alternatively, Highbury & Islington Station (Victoria Line) is a 10-15-minute walk from the Centre.

BY BIKE: There are bike spaces in the on-site car park.

CAR PARKING

The car park adjacent to the Centre is closed for refurbishments.

There are further car parks within walking distance of the Business Design Centre, including at the nearby shopping centre.

<table>
<thead>
<tr>
<th>Parking Type</th>
<th>Duration</th>
<th>£</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Daily</td>
<td>Minimum charge (2 hours)</td>
<td>£7.60</td>
</tr>
<tr>
<td></td>
<td>7:00 – 19:00</td>
<td>£3.80 Per/hour</td>
</tr>
<tr>
<td>2. Overnight</td>
<td>19:00 – 7:00</td>
<td>£2.00 Per/hour</td>
</tr>
</tbody>
</table>

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

CONGESTION CHARGE

The Business Design Centre falls just outside the Central London Congestion charge boundary. Some routes to the Centre will be affected by the charge, which has been set at £11.50 and comes into effect between 0700 to 1830 hours during Monday to Friday (excluding public holidays). Please check with the charge boundary information on the government website www.cclondon.com or further information can also be found on the BDC’s website (www.businessdesigncentre.co.uk)
<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>13 January 2020</td>
<td>Company details to be included in the printed brochure</td>
</tr>
<tr>
<td>10 February 2020</td>
<td>Deadline for ordering:</td>
</tr>
<tr>
<td></td>
<td>- Technical Supplies</td>
</tr>
<tr>
<td></td>
<td>- Furniture for rent</td>
</tr>
<tr>
<td></td>
<td>- Booth catering order</td>
</tr>
<tr>
<td>10 February 2020</td>
<td>Deadline to submit:</td>
</tr>
<tr>
<td></td>
<td>- Exhibitor Risk Assessment</td>
</tr>
<tr>
<td></td>
<td>- Fascia Name</td>
</tr>
<tr>
<td>15 February 2020</td>
<td>- Construction, design and management process (space only stands)</td>
</tr>
<tr>
<td>23 February 2020</td>
<td>Deadline to submit exhibitors’ badges</td>
</tr>
<tr>
<td>3 – 5 March 2020</td>
<td>APPEX Global 2020 Prospect and Property Expo</td>
</tr>
</tbody>
</table>
KEY INFORMATION

BUILD UP OF BOOTHS

Monday 2nd, March 2020 08:00 – 18:30

DECORATION AND SET UP

For Shell scheme package exhibitors, it is advisable to arrive in the afternoon for setting up your booth, to allow time for the shell scheme to be built.

Monday 2nd, March 2020 14:00 – 18:30

EXHIBITION DATES AND HOURS

Tuesday 3rd March 2020 Exhibitors: 08:00 – 19:30

Delegates: 08:30 – 19:30

Wednesday 4th March 2020 Exhibitors: 08:00 – 19:30

Delegates: 08:30 – 19:30

Thursday 5th March 2020 Exhibitors: 08:00 – 14:00

Delegates: 08:30 – 14:00

EXHIBITION BREAK DOWN

Thursday 5th March 2020 14:00 – 18:00

All booth and materials must be fully removed from the venue by 18:00. No tear down might commence before 14:00.

NETWORKING RECEPTION

“The Night Before APPEX”, hosted by SEAPEX, is a networking event which will take place at Fox on the Green, 1 Islington Green, Islington, N1 2XH starting at 18:00. Please confirm your intention to attend when registering for your complimentary badges or by emailing Pavel Sharma or Andy Melvin

During the first evening of APPEX Global 2020, March 3rd, a sponsors’ reception will take place in the exhibition area from 18:00 – 20:00. Drinks and canapes will be provided.

The second evening, on March 4th, in the exhibition area, Exhibitors are invited to participate as hosts during the Exhibitors reception. Please contact Marta Diaz if you wish to place an order no latest than February 10th, 2020. Please notice no drinks or food will be delivered to stands before 17:30.

OFFICIAL APPEX GLOBAL 2020 WEBSITE

For programme, exhibition details, sponsor, floorplan, accommodation and registration details and further information visit https://appex.aapg.org/2020
OVERVIEW OF THE BDC

APPEX Global 2020 AREA
EXHIBITOR REGISTRATION

Working passes
Exhibition staff and stand contractors are not required to have working badges during build up and dismantling days. The venue might require an identification and/or confirmation that you are exhibiting and attending the show.

Exhibitor badges
All delegates and exhibition staff will need to have visible accreditation to access the exhibition area and conference from Tuesday 3rd March through the entire event.

Each exhibitor is entitled to a minimum of 2 complimentary passes – depending on the package purchased.

Please check your booking confirmation or the APPEX Global 2020 website for the number of complimentary passes included in your booking.

To register your staff, we will send you a code that will allow you to redeem the complimentary passes. Each email address can be only used once, therefore please indicate a valid email address for each individual attending the event. The individual confirmation with further information regarding the conference will be sent out around 2 weeks before the conference starts. This confirmation is required to obtain the personal badge onsite.

Additional registrations might be booked at an additional cost, please visit the website for prices: https://appex.aapg.org/2020/register-and-travel/how-to-register

If you have any issues with your registration, you would like to make changes or purchase more than 5 passes, contact the registration company at aapg@eventbooking.uk.com

Registrations ordered onsite will be charged full rate.


Transferable company badge: If different delegates are managing the booth each day, please let us know when registering who will manage the stand which day.

Badge pick up
The APPEX Global 2020 badges will be ready to pick up onsite on Monday 2nd from 15:00 until 18:30, and from 08:30 on Tuesday 3rd, Wednesday 4th and Thursday 5th of March 2020.
EXHIBITOR / CONTRACTOR ACCESS AND ONSITE LOGISTICS

Exhibitor/contractor access

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

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

Under no circumstances will pedestrian access be allowed at the entrance to the Loading Bay from Liverpool Road.

Drivers must make themselves aware and observe local traffic restrictions. (Be aware that penalties are likely to be vigorously enforced by the Police and Traffic Wardens.)

There is substantial provision for vehicles under 1.9 metres in height to load and unload from the Car Park at the front of the BDC. Car park tariff will apply for those unloading from the BDC car park, however, only items that can be hand-carried can be brought through the entrance of the venue. Items that require to be brought in with trolleys should be off loaded in the loading bay.

Details of the breakdown procedures will be provided to exhibitors and contractors during the build-up period.

There will be no access to the Loading Bay in the last 30 minutes of a build-up or breakdown period. The BDC reserves the right to extend this ‘cut off’ period. All exhibitors and contractors must comply with the reasonable requests of the Traffic Marshals. Failure to do so may result in access to the BDC being denied or vehicles, if within the Loading Bay, being clamped (Release fee £35.00) or removed (Retrieval fee £220.00).

Further access/egress is available via the stairwell ‘F. Note that interior doors cannot be removed for health and safety reasons.

Lifts

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

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

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

A site survey is advised for any exhibitors/contractors who wish to view the access/egress at the centre. Please contact Thuy Vy Do, Venue Services Coordinator, to arrange an appointment. A list of the doorway dimensions is available upon request.

Deliveries

**Deliveries for the show should only be made during the tenancy**

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

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

Any deliveries made during the tenancy period should be clearly marked with the Exhibition Title (APPEX Global 2020), and labelled as follows:
Please ensure that all collections are arranged for post event for **Thursday 5th March 2020**

**Freight Forwarding**

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

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

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

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

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

Floorplan

The current floorplan is available on the official APPEX Global 2020 Website

Booth Packages

<table>
<thead>
<tr>
<th>Standard shell scheme hire includes the following:</th>
<th>Space only hire includes the following:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Back and side free standing partition walls (OCTANORM system)</td>
<td>Carpeted floor only</td>
</tr>
<tr>
<td>Fascia (name board)</td>
<td></td>
</tr>
<tr>
<td>Carpeted floor</td>
<td></td>
</tr>
<tr>
<td>Daily cleaning</td>
<td></td>
</tr>
<tr>
<td>Includes bistro table and 2 chairs, lockable cabinet and high chair</td>
<td></td>
</tr>
<tr>
<td>13amp single socket outlet – 500 W per outlet</td>
<td></td>
</tr>
<tr>
<td>General purpose spot – 120W</td>
<td></td>
</tr>
<tr>
<td>Specialty furniture can also be ordered from Creative Hire</td>
<td></td>
</tr>
</tbody>
</table>

If you plan to build any part of your stand which is not included in the shell scheme package provided with your booking, the new CDM (Construction, Design and Management) Regulations may apply. Please see page 17 under ‘SPACE ONLY STANDS.’

Shell scheme “Octanorm”

The shell scheme used for this event is Octanorm. An Octanorm is a modular system of aluminium poles and beams, holding a 4mm infill panels forming the walls of the stand. The finish of the white panels is White Foamex.

Ceilings

The Octanorm has an open grid ceiling of 70mm beams, fixed diagonally over the stand.

High to the underside of the ceiling: 2430mm and the underside of the fascia panel 2325mm.

Panels

The standard 2x3m octanorm has 7 panels.

The overall size of panels when fitted with poles and beams is 2500mm high x 990mm wide. The face size of the panels is 950mm wide x 2340mm high. The poles are 40mm in diameter projecting forward 18mm.

Booth Decoration

It is not allowed to use nails, staples or screws to fix your artwork and decorations to the walls.

Lightweight polyboard or card panels can be fixed with DOUBLE SIDED VELCRO OR BLU-TACK. Support brackets and chain packs must be used to hang heavier items.

Drawings of the Octanorm scheme are available on pages 14 - 16.

Fascia

Shell scheme booths include a fascia (name board). The fascia is part of the Octanorm system and is 175 mm tall. The exhibitor company name will be printed on the fascia board as specified on the Company Information form sent with your booking confirmation.
OCTANORM SHELL SCHEME

THE BASIC SHELL SCHEME IS SHOWN BELOW IN DETAIL.
OCTANORM SHELL SCHEME
LAYOUTS ANDextras

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

THE BASIC SHELL

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

DIMENSIONS

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

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

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

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

OPTIONAL EXTRAS

A - muslin ceiling
B - enclosure
C - door or curtain
D - A0 poster
E - flat or angled shelves
Space only stands

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

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

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

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

IMPORTANT NOTE: Contractors will NOT be allowed to commence their build-up until they have complied with all the requirements of the Health & Safety at Work Act 1974 and Management of Health & Safety at Work Regulations 1999. Exhibitors building a space only stand are advised to make a site visit where ever necessary.

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

Any Space Only stand must provide the following via the BDC’s online system (with the exception of the BDC CDM Site Declaration which must be emailed to the show organiser) https://oem.bdclondon.co.uk/appex2020 by 15th February 2020.

A copy of a scale drawing including plans and elevations.

b) Construction Timetable.
c) Method Statement.
d) Risk Assessment

e) Full details of fabrics and materials being used.
f) Third Party Insurance Certificate showing minimum cover of £5 million.
g) A signed copy of the BDC CDM Site Declaration (pages 26-27). (email to Marta Diaz at mdiaz@aapg.org)

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

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

Ordering Electrics (space only stands)

If you would like to order electrics or lights for your space only stand, the Business Design Centre has an online ordering system for you to order extras for your stand. Start by going to https://oem.bdclondon.co.uk/appex2020 and registering (you may already have a record on the system if you have previously exhibited). Once you have
registered, the system will ask you to complete the Nameboard form and a Risk Assessment (please note that Space Only stands should submit detailed RAMS). It will then guide you through ordering extras such as electrics, lighting, internet and more. If you have any questions, please call Thuy Vy Do, Venue Services Coordinator

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

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

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

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

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

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

Risk Assessment
All exhibitors, both Shell Scheme and Space only are required to carry out their own "Risk Assessment" prior to the start of the tenancy. Please use the Business Design Centre’s online ordering system for you to complete your Risk Assessment & Health & Safety forms by the 15th February. Start by going to https://oem.bdclondon.co.uk/appex2020. and registering. Once you have registered the system will ask you to complete the Nameboard form and a Risk Assessment (please note that Space only stands should submit detailed RAMS). If you have any questions, please call Thuy Vy Do at the Business Design Centre.

In addition, all Exhibitors with Space Only stands must ask their Contractors to provide the Organiser with the following, in addition to scale drawings:

i) A general policy statement on Health and Safety.

ii) A method statement for the Project.

iii) A construction timetable.

iv) A copy of third-party liability insurance certificate showing £5m cover.

Further details of the legislation and the venue regulations are available on request.

This overall risk assessment should contain details of any potential hazards or unusual events
Insurance
Whilst the BDC and AAPG take every precaution to protect Exhibitors property during any event they are not responsible for any loss or damage.

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

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

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

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

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

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

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

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

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

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

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

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

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

LEAVE IMMEDIATELY

FIRE ASSEMBLY POINTS ARE AS FOLLOWS:

FRONT OF THE BUILDING: PARKFIELD STREET (ROAD TO THE SIDE OF THE VENUE TOWARDS N1 CENTRE)

REAR OF THE BUILDING: PAVEMENT AREA OUTSIDE OF THE OLD ROYAL FREE HOSPITAL ON LIVERPOOL ROAD

PLEASE REMEMBER:

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

PLEASE TRY TO STAY CALM AND ENCOURAGE OTHERS TO DO THE SAME. PLEASE HELP THOSE THAT APPEAR TO BE EXPERIENCING DIFFICULTIES.
TECHNICAL INSTALLATIONS / EXHIBITION SERVICES

Electrical and Lighting

Shell Scheme packages include **13amp single purpose outlet – 500W** per outlet and a **general-purpose spot – 120W**

For any exhibitors requiring additional services, the Business Design Centre now has an online ordering system for you to order extras for your stand. Start by going to [https://oem.bdclondon.co.uk/appex2020](https://oem.bdclondon.co.uk/appex2020) and registering. Once you have registered the system will ask you to complete the Nameboard form and a Risk Assessment (please note that Space Only stands should submit detailed RAMS). It will then guide you through ordering extras such as electrics, lighting, internet and more.

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

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

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

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

Signs involving the use of neon or similar gases are permitted with fireman switches and written confirmation from the Venue Service Manager. Electro flashing signs of low intensity are permitted providing specifications for their use are approved in writing in advance by the Venue Service Manager. During the open period of an exhibition, stand mains supply will normally be switched on no later than half an hour before the show opens and switched off no later than half an hour after it closes.

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

Internet access

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

Actions on the complimentary service will be restricted to general activities such as checking emails. For streaming videos and for delegates/exhibitors requiring a higher rate connection we advise opting for the password protected Wi-Fi coverage as detailed above. This will allow a higher speed uncontested connection and you can be safe in the knowledge that you will be receiving a dedicated service. **To order, please visit** [https://oem.bdclondon.co.uk/appex2020](https://oem.bdclondon.co.uk/appex2020)

Carpets

There are carpet tiles on the main floor, Atrium level and Gallery Hall at the BDC. These can only be removed.

**NOTE – IT IS NOT PERMITTED TO CUT ANY HALL TILES.** Any damage caused during the tenancy will be charged at a cost of £25.00 + VAT per tile.

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

Furniture

Shell Scheme package includes
- bistro table
- 2 chairs
- lockable cabinet
- 1 high chair

Additional booth furniture may be ordered by contacting Creative Hire

*Please contact Creative Hire with your order by 13th February to ensure availability

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

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

Catering for evening receptions
The Good Eating Company are the exclusive caterers for the venue and all food and drink. A corkage will be charged if bringing your own food and beverage goods

<table>
<thead>
<tr>
<th>Drink Type</th>
<th>Quantity</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Champagne (750ml)</td>
<td></td>
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<tr>
<td>Sparkling Wine (750ml)</td>
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<td></td>
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<tr>
<td>Wines (750ml)</td>
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<td></td>
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<tr>
<td>Spirits (700ml)</td>
<td></td>
<td></td>
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<tr>
<td>Beers (330ml)</td>
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<tr>
<td>Soft Drinks</td>
<td></td>
<td></td>
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<tr>
<td>Fruit Juice (litre)</td>
<td></td>
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<tr>
<td>Mineral Water (500ml)</td>
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</tbody>
</table>

Exhibitors can order wine, beer, soft drinks and snacks to serve from their stands, for the networking reception known as the “Exhibitor’s Reception” - after the show on Tuesday 3rd March 2020, giving them the opportunity for increased booth traffic during the reception. Please use the order form on page 17.

Those stands wishing to organise food and beverages for the evening receptions to be delivered to their stand should use the order form on page 17, and email the form to Marta Diaz. Please note no drinks or food will be delivered to stands before 17:30. For those exhibitors bringing drinks from outside the venue for the evening receptions, please note that a corkage charge will apply, and drinks should not be opened until 17:30.

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

The cleaning of gangways, public circulation areas and shell scheme stands is carried out by the cleaning team and the charges for these services are included in your shell scheme hire fee.

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

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

Compressed air
It is possible to use Compressed Air at the Business Design Centre HOWEVER written authority must be obtained prior to arrival on site from the Venue Service Manager.
Cloakrooms
A cloakroom service is provided during exhibition open days. This opens 30 minutes before and closes 30 minutes after the official open hours of the exhibition. The cloakroom has a charge of £1 per person.

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

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

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

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

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

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

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

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

Lost property
There is a lost property office in the BDC, and any item found should be handed into Security at Main Reception. The property will be held for up to three months and all claims should be made to the Head of Security on 020 7359 3535.
Office Services
There is a facility at the Centre to organise a large range of office services, such as standard photocopying, colour copying, printing, binding etc and the provision to purchase most types of office stationary. For further information and operating hours, call On-Line Reprographic on 020 7288 6288.

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

Taxi Service
Should you require an executive taxi service please contact our in-house concierge. See Concierge.

Banks

<table>
<thead>
<tr>
<th>Bank</th>
<th>Address</th>
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</thead>
<tbody>
<tr>
<td>Barclays Bank Plc</td>
<td>38 Islington Green</td>
</tr>
<tr>
<td>Lloyds/TSB Bank Plc</td>
<td>19 Upper Street</td>
</tr>
<tr>
<td>HSBC Plc</td>
<td>25 Islington High Street</td>
</tr>
<tr>
<td>National Westminster Bank Plc</td>
<td>11 Upper Street</td>
</tr>
<tr>
<td>The Royal Bank of Scotland Plc</td>
<td>40 Islington High Street</td>
</tr>
<tr>
<td>BDC Foyer</td>
<td>Transaction cost applies</td>
</tr>
</tbody>
</table>


Construction, Design and Management (CDM) process

Dear Exhibitor / Contractor,

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

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

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

- **Show build up:** Monday 2nd, March 2020 08:00 – 18:30
- **Show breakdown:** Thursday 5th March 2020 14:00 – 18:00

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

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

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

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

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

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

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

We look forward to welcoming you onsite.

Kind regards

AAPG Europe
+44 (0) 203 962 4468
mdiaz@aapg.org
Construction, Design and Management (CDM) process

Acknowledgement Declaration

I acknowledge the construction design management process for the **APPEX Global 2020** and have passed the information within this communication and the emergency procedures document, supplied by the BDC, on to all members of my team going onsite during the build-up and break down periods of the event.

Stand Number........................................................................................................................................................................

Exhibiting Name........................................................................................................................................................................

Date.........................................................................................................................................................................................

Name.......................................................................................................................................................................................

Signature..................................................................................................................................................................................

**Return by: 15th February**

Return to: AAPG Europe

**Address:** 126 New King's Rd, Fulham, London SW6 4LZ

**Email:** mdiaz@aapg.org