



Energy Innovation Summit

29 – 30 October 2024
ECL Liverpool

Exhibitor Manual

A-Z Information

Contents

A	3	Height Restrictions	18
Access	3	I	18
Accidents and Near Misses	4	Insurance	18
Aisles	5	Internet	19
Alcohol and Drugs Policy	5	Items of Special Risk	19
Alcohol Sale/Supply/Sampling	5	L	20
Animals	5	Lasers	20
Audio Visual	5	Lifts	20
B	5	Lost Property	20
Badges, Delegate Passes and		M	20
Wristbands	5	Marketing Material	20
Balloons	6	N	20
Breakdown	6	Networking Reception	20
Build Times	6	Noise Control	21
Business Centre	6	P	21
C	7	Pallets	21
Car Parking	7	Performing Rights	21
Carpet	7	Personal Protective Equipment	21
Catering	7	Photography	21
Chemicals	8	R	22
Children	8	Recycling	22
Cleaning	8	Rigging	22
Cloakroom	8	Risk Assessment	22
Construction Heights	8	Rules and Regulations	23
Construction Site Safety Induction	8	S	23
Cooking on Stands	9	Safe Working	23
Contractors	9	Security	23
Couriers	9	Site Specific Rules	23
D	10	Smoking	24
Delegate Badge Scanners	10	Special Effects	24
Deliveries and Pick-ups	10	Stand Construction	24
Dilapidations	10	Stand Fitting/Dressing Materials	24
Disability Access	10	Space Only Stands and Plans	25
E	11	Shell scheme extras and storage	27
Electrical Services/Stand Power	11	Sustainability	27
Emergency Procedures	13	T	27
Event Timetable	13	Transport	27
F	14	V	27
Filming	14	Vehicles in Hall	27
Fire Exits	14	Vending machines	28
Fire Regulations	14	Visitors	28
First Aid	15	W	28
Floor Loading	16	Water and Waste	28
Food and Drink Sampling	16	Water Activities	28
Forklifts	16	Useful Links (check all)	29
Footwear	16		
Furniture	16		
G	17		
Gangways	17		
Gas	17		
Graphics	17		
H	18		
Hall Opening Times	18		
Hazardous and Excessive Waste	18		

A

Access

Please refer to the [Event Timetable](#) for details of access times.

Access to the Exhibition Hall A&B Exhibition Centre Liverpool (ECL) is via Half Tide Wharf. Exhibitors and contractors are requested to report to the gatehouse at Loading Bay 3.

At the gatehouse you will be required to sign in and will be given a Vehicle I.D form which needs to be completed and displayed in the vehicle's windscreen.

You will then be advised to move to either the holding area or to a relevant loading zone to unload your vehicle. The team will advise where you need to go.

If advised to move onto the holding area, the traffic management team will park vehicles in this space according to the order of vehicle I.D's which are allocated on a first come first served basis.

When instructed by a member of the traffic team vehicles will then be guided to the relevant loading zone for unloading. Please note Loading Bay 3 is uncovered and therefore there is no height limit. The speed limit is 5mph. You are required to unload your vehicle within a 30-minute period.

Check In

An on-site check in desk for build-up (construction) and breakdown (de-construction) will operate on site located inside Loading Bay A

- All exhibitors and contractors must check in at the desk **BEFORE** any work commences.
- To receive a wristband at check in / entry all exhibitors must have:
 - Suitable safety footwear and a hi-visibility vest to EN 471 standard.
 - Successfully completed and submitted the online Site Safety Induction, which is on the [Health and Safety Portal](#). The Portal's password is: **EnergySafe24**
- Failure to complete the induction will result in delays on site.

[More information about getting to the conference.](#)



* Loading bay 3 to access Exhibition Hall A&B – Check in door will be at Loading bay A

Accidents and Near Misses

Anyone who is involved in or witness an accident or near miss while on site, please report it to a member of the ECL's staff. If you are unable to reach anyone for the ECL's staff, please notify your ENA contact.

Aisles

During build up (construction) and breakdown (de-construction) aisles must be kept clear of materials and may not be used as workshops

All exhibits, equipment, tools, materials, etc., must be on the stand by 15:00 on Monday 28 October so aisle carpet can be laid.

All aisles should be kept clear of rubbish and equipment for the duration of the exhibition.

Alcohol and Drugs Policy

The consumption of alcohol is not permitted during build-up (construction) and breakdown (de-construction). Please ensure that any alcohol on your stand is secured or removed at the close of the exhibition before the breakdown (de-construction) commences.

No alcohol is to be brought into the venue from offsite without prior agreement with the ENA Events team.

The venue has a strict drugs and alcohol policy which allows them to eject from site any contractor suspected of being under the influence of drugs or alcohol.

Alcohol Sale/Supply/Sampling

Selling alcohol for consumption at the show is not permitted. Please contact the ENA Events team if you would like to provide complimentary alcohol on the stand.

Animals

Assistance dogs are permitted entry to the show. However, if the exhibitors plan to have any other animal(s) on their stand, they must apply for permission at least 30 days prior to the event via the organisers at events@energynetworks.org and this must also be indicated on the Exhibitor Hazard Analysis form on the [Health and Safety portal](#) (password: **EnergySafe24**)

Animals may be present on some stands for exhibiting purposes subject to approval. All animals will be contained within a designated area.

Audio Visual

ECL offers a full range of Audio-Visual Services.

Exhibitors who require AV equipment for their exhibition stand (e.g. TV, touch screens, DVD player, laptop, sound systems, etc.), can order through ECL's [online portal](#). All exhibitors will need to create an account and enter their stand number to access the site. Alternatively, you can make an order by contacting ECL's Business Centre on 0151 239 6002.

All A/V orders must be placed at least 14 working days prior to the event. Orders received after this cut-off will incur a late fee.

B

Badges, Delegate Passes and Wristbands

An on-site check in desk for build-up (construction) and breakdown (de-construction) will operate on site located at Loading Bay A

- All exhibitors and contractors must check in at the desk **BEFORE** any work commences.

- To gain entry to the venue during build up (construction) on 27th & 28th October and break down (de-construction) on 30st October, wristbands (issued upon check-in on site) must be always worn. Please note that wristbands are issued to those who have completed the online safety induction.
- To receive a wristband at check in / entry all exhibitors and contractors must have:
 - Suitable safety footwear and a hi-visibility vest to EN 471 standard.
 - Successfully completed and submitted the online Site Safety Induction, which is on the [Health and Safety Portal](#) (password: **EnergySafe24**)
- Failure to complete the induction will result in delays on site.

Delegate passes and badges for exhibitors will be issued at the Atrium of the Exhibition Centre on 28th October around 5pm and must be worn by all exhibitors during the duration of the conference.

Balloons

If Exhibitors wish to use helium-filled balloons they ensure they are secured, as charges for recovery will be incurred if any float to the roof. It is preferable to remove any helium cylinders from the venue before the show opens. However, if it is necessary to have a supply on your stand during the show, only one cylinder will be permitted at any time and this must be secured in an upright position. Please notify the ENA Events in advance and include this on your Exhibitor Hazard Analysis form on the [Health and Safety Portal](#) (password: **EnergySafe24**)

Breakdown

We ask for your understanding and compliance with the rules for the breakdown of the event. Exhibitors and contractors must not breakdown prior to 17:00 on 30st October and the approval for breakdown has been given by the venue security team and the Health and Safety Advisor.

Please see [Event Timetable](#) for more information.

Stands must not be broken down until all public are clear from the hall and approval has been given by the venue security team and the Health and Safety Advisor.

Fire doors/ roller doors at the side and rear of the halls will not be opened until the venue security team and the Health and Safety Advisor are happy that the area is clear of public, and the Venue Event Manager gives approval to do so.

No large items i.e., pop-up stands or trolleys may be taken through any of the main public entrances.

All equipment must exit the building via the fire exit doors/ roller doors at the rear and side of the Halls.

Build Times

Space only and shell scheme exhibitors should refer to the [Event Timetable](#) for details of when they are permitted to build their stand.

Business Centre – Delegate Services

For printing, photocopying, scanning, or faxing documents, exhibitors can go to the concierge desk at ECL which can be found in front of the main entrance. It will be open during conference hours from 29 and 30 October from 9am – 5.30pm.

C

Car Parking

Access for exhibitors coming by car will be via Half Tide Wharf. Exhibitors are requested to report to the gatehouse at Loading Bay 3. For more information about how to access exhibition Hall A&B please see the [access information](#).

Deliveries can be taken via Loading Bay 3 to Loading bay A (Door A – exhibition hall A). After dropping off, vehicles will then be directed to exit.

Exhibitors and delegates are suggested to use [Kings Dock Carpark](#) which is managed by the city council, and it is on site. There are also other car parks in close proximity.

Carpet

All carpets installed into ECL must comply with BS 4790 and must be secured with appropriate, approved carpet tape to ensure there is no slip/trip hazard. All carpet and tape must be removed from the floor and removed from site on the breakdown.

Carpet can be supplied and fitted by Full Circle. For more information, please visit the Full Circle's portal*.

All Shell Scheme only exhibition stands will be carpeted in Grey Fossil, the gangways in Rib Grass and networking / catering areas will be carpeted in Rib Navy.

* Full Circle will email all exhibitors a link and logging details to access the portal.

Catering

Please note, lunch is not included in the delegate registration fee. There will be a range of hot and cold items available to purchase in the exhibition hall as well in the two cafes which they can be accessed via the hall A&B.

ECL prohibits the use of external catering; all catering requirements must come through ECL's catering partner, Sodexo. Should you have any queries please contact the ENA Events team.

Sampling of food and beverages may be allowed with prior approval but must adhere to the correct procedures for sampling. See the [eGuide](#).

Complimentary tea and coffee will be available for delegates and exhibitors in the exhibition halls throughout the conference days, 29 and 30 October.

Food stands to purchase refreshments and food will be open throughout the duration of the conference (29- 30 October).

Chemicals

Exhibitors who intend to use any chemicals, must notify the organisers at events@energynetworks.org and include this on the Exhibitor Hazard Analysis form on the [Health and Safety Portal](#) (password: **EnergySafe24**). A risk assessment must be submitted, to comply with the venue's regulations. The COSHH regulations must be adhered to.

Children

Children under the age of 16 are not allowed in the venue during build up (construction) and break down (de-construction) to comply with health and safety legislation.

Children under the age of 16 may not work on stands during the open period of the event without a licence. The Children and Young Persons Act applies. An individual risk assessment must be conducted for any young person (under 18) working on an exhibition stand and the organiser must be informed.

Cleaning

The exhibition aisles will be cleaned daily outside of event opening hours, exhibition stands will also receive complimentary waste collection and floor vacuuming. Please leave waste to be collected at the side of your stand when the exhibition closes. If you require any additional cleaning for your stand please go [online to order](#) (all exhibitors will need to create an account and enter their stand number to access the site).

Cloakroom

The cloakroom can be found on the left-hand side at Hall C. The cloakroom will be free of charge for all delegates and exhibitors.

Construction Heights

The maximum build height for all space only stands is 4 metres. The minimum height for dividing walls is 2.5m and all visible reverse sides of stands must be dressed.

See: Stand Construction

Construction Site Safety Induction

Stand construction is formalised under the Construction (Design and Management) Regulations. Please see [HSE guidance](#) on exhibitor duties under the Regulations.

Exhibitors and their construction staff are required to complete the online Site Safety Induction prior to arrival on site. This can be found, completed, and submitted from our online [Health and Safety Portal](#) (password: **EnergySafe24**).

Please ensure this information is passed on to anyone in your organisation, including your staff, contractors and sub-contractors planning to be at the venue on 27th and 28th October.

Failure to complete the induction will result in delays on site.

Cooking on Stands

Organisers and exhibitors wishing to cook on their stand must seek approval prior to the event by contacting the ENA Events Team and completing the Exhibitor Hazard Analysis on the Health and Safety portal. Food cooked during the event must be for sampling purposes only, unless otherwise agreed by the ENA Events team. Anyone providing food and/or drink during the event must have the relevant food safety certification. For further information please refer to the [eGuide](#).

See also: [Catering](#)
[Gas](#)
[Items of Special Risk](#)

Contractors

Stand construction is formalised under the Construction (Design and Management Regulations). Please read [guidance](#) on your duties under the Regulations.

Exhibitors who are employing a contractor to build or design their stand, are recommended to contact [ESSA](#), the contractors' trade association.

Please ensure that the contractor receives a copy of the Exhibitor Manual and is directed to the online Health and Safety portal for regulations, guidance, site rules, and the site Safety Induction

Contractors must also adhere to the venue rules and regulations which are contained in the [eGuide](#).

To meet the requirements of legislation and for security and health and safety reasons, all contractor staff must complete the online Site Safety Induction to obtain a wristband during check-in, to gain entry to the venue. The Site Safety Induction can be found and completed on our online [Health and Safety Portal](#) (password: **EnergySafe24**).

Please refer to the online [Health and Safety Portal](#) for more information and details of what plans, assessments and forms exhibitors and contractors need to submit to the organisers.

Couriers

No deliveries will be accepted by ECL prior the 27 October. Deliveries will only be accepted and signed by ECL's and Ena's Staff during normal working hours 09:00-17:00. ECL staff will not accept or sign any deliveries outside of these hours.

See also: [Deliveries and Pick-ups](#).

D

Delegate Badge Scanners

Exhibitors will be able to hire badge scanners to collect contact details from conference delegates they speak to on their exhibition stand. This can be done through Cvent, who are providing the registration system for the 2024 EIS Conference.

For more information and to order, please use the Exhibitor Portal. An email will automatically send to you when the portal is open. Cvent will be available at the registration desk if you have any questions or problems.

Deliveries and Pick-ups

On arrival at ECL, deliveries will be directed to the relevant delivery door. All deliveries should be made on the 27, 28 October and **collections on 30 October** as per the [Event Timetable](#).

All deliveries will be signed by ECL's staff and ENA Staff onsite. **Deliveries before 27 October will not be accepted as well as storing items after 30 October.**

Any items left after 30 October or not clearly labelled will be destroyed. Any items being left for collection on 30 October should be clearly marked and left on your stand ready for collection.

Please ensure that all goods are addressed as follows. If this is not done correctly, deliveries may be turned away.

Your company name
EIS Conference, 29 October – 30 October
Hall A & B
Your Stand name / number
Loading bay 3
ACC Liverpool
Kings Dock
Liverpool Waterfront
L3 4FP

Dilapidations

Please do not attach anything to the fabric of the building and take care when constructing your stand as any damage caused by paint, stickers, nails, screws, etc., will be charged to you. Please note this includes the use of blue tack on walls and doors. All carpet and tape used to secure carpets must be removed at the end of the exhibition.

Disability Access

The ground floor level at the ECL is flat. To access Level 1 and Level 2, you can use the lifts which are located either end of the Atrium.

It is an exhibitor's and the stand designer's responsibility to **remove all barriers to service** and create stands accessible to all (to comply with The Equality Act). Whatever the content

of the stand it needs to be accessible to all. Please note the following when designing your stand:

- Stands with platforms that exceed 13mm must incorporate a ramp into their stand design or provide temporary arrangements via a mobile ramp. Arrangements for the use of a mobile ramp must be documented and shared with the Organisers through the Stand Plan Audit process.
- The gradient of a ramp should be no greater than 1:12
- Serving counters should have a low access point no higher than 760mm or a lap tray should be provided.

Please ensure that you consider accessibility to your products and services for disabled people when designing your stand. This may include (but not exclusively) providing wheelchair access ramps, induction hearing loops, low level desks, transaction aids and appropriate signage. Useful information on accessible stand design is contained in the [eGuide](#).

E

Electrical Services/Stand Power

Shell scheme stands

Exhibitors who wish the spotlights or power sockets (supplied standard as part of your shell scheme exhibition package) to be fitted at specific locations on their stand, please visit the Full Circle's portal*.

If exhibitors do not specify the preferred location for your lighting/electrical points by the deadline, the stand builders will install these items in default positions.

For any additional enquiries please contact Full Circle via email exhibitors@exhibitconnect.co.uk or call at 0161 393 3949

* Full Circle will email all exhibitors a link and logging details to access the portal.

Space only stands

For space only exhibition stand, lighting or electrical items are not included. All your mains electric requirements must be arranged through Full Circle, 2024 EIS official contractor.

To discuss and order all the electrical and lighting requirements (e.g., plug sockets or spotlights) please contact the EIS Conference exhibition contractor, Full Circle. Please complete visit the Full Circle portal to place your orders.

General

All on-site electrical work must be carried out by a qualified, competent person and inspected and tested by the appointed electrical contractor prior to energising. External contractors must provide evidence of testing and certification for electrical works carried out. Any work done by your contractor will be checked by an onsite Full Circle electrician.

Power will be switched off 15 minutes after the exhibition closes. Once power is switched off it cannot be switched back on.

All electrical installations must comply fully with the [eGuide](#).

The following is a brief summary of key points:

- All electrical equipment and exhibits must be guarded to prevent accidental contact with live terminals. Items intended for use on stands must be PAT tested and labelled accordingly.
- Electrical cables must not be run under carpet or up stand fitting support posts. Cables on the floor which may be walked on must be protected by conduit or with protective ramping (tape is not acceptable). All other wiring below 2.4 metres must be protected in PVC or metal tubing.
- In the event of electrical failure, please report this to the organiser's office.

Lighting

- Light fittings must be secured using clips or heavy-duty electrical ties and earth bonded appropriately.
- Light fitting flex must not be draped across the ceiling grid (if applicable) or left hanging in coils or wrapped around any part of a metal structure. Cable ties must be used to secure flex to the structure.
- Spotlights/floodlights/halogen lamps, etc., must be guarded and mechanically fixed, to prevent risk of injury to persons.
- All lighting must be kept at least 300mm away from muslin/fabric ceilings and other combustibles.
- Lighting circuits must not exceed 1,000 watts. They must not be looped or connected to power circuits.
- Heavy fittings (over 1 kg) require a secondary means of support.

Socket Outlets

- Only one 4-way extension lead may be connected to each socket outlet and the maximum length of lead permitted is 2 metres. Please note, there will not be any spare extension leads available during the set up or the conference.
- Extension leads must not be plugged into other extension leads (commonly known as 'daisy-chaining').
- Block adaptors and drum reel extension cables must not be used.

Emergency Procedures

If the building needs to be evacuated the following announcement will be made:
“Attention please – Attention please! We have an emergency within the building. Please leave by the nearest available exit! Do not use the lifts!”

Please ensure that you are familiar with the procedures to be followed by referring to the Venue safety [information](#) document.

Event Timetable

BUILD UP		
Date	Exhibition Hall open	Stand type
Sunday 27 October	08:00-09:00	Vehicles
	09:00-19:00	Space only (Construction)
Monday 28 October	08:00-13:00	Space only (Construction)
	13:00-19:00	Shell scheme (Construction) + Space Only

OPEN PERIOD		
Date	Exhibition Hall open	Stand type
Tuesday 29 October	08:00-17:00	All
Wednesday 30 October	08:30-17:00	All

BREAK DOWN		
Date	Exhibition Hall open	Stand type
Wednesday 30 October	17:00-18:00	Shell scheme
	18:00-21:00	Space only

F

Filming

Exhibitors who are planning on having any filming at the show, must inform the organiser at events@energynetworks.org, as there are regulations which will need to be followed.

Fire Exits

All fire doors should be always kept free from obstruction unless previously agreed with the ENA Events Team. For a comprehensive plan of all fire exits throughout the venue please contact the ENA Events team at events@energynetworks.org

Fire Regulations

The following regulations are included in the [eGuide](#) and must be complied with by all contractors and exhibitors.

All materials used in the construction of stands, features, and displays, including signs and facias, shall be:

- Of a suitable nature and quality for the purposes and conditions of their intended use
- Adequately prepared and fixed to adequately perform the functions for which they are designed.
- Non-combustible, inherently non-flammable or durably flameproof in accordance with BS476-Part 7
- Water-based, where applicable, e.g., adhesives and paint

Decorative materials

Decorative materials used for stand dressing must be flame proofed or purchased already treated by use of the appropriate chemical.

Untreated wallpaper and similar thin surface finishes, not exceeding 1mm in thickness, may be accepted, provided they are firmly fixed.

Fabrics, drapes, curtains, and hangings

Drapes, curtains, hangings, etc., must be inherently or durably flame-proofed. Otherwise, they may be treated with a proprietary flame retardant. Test certificates must be available for inspection for any materials intended to be used.

Fabrics used for interior stand decoration must be fixed taut and/or in tight pleats (not loosely draped) to a solid backing, secured above floor level and not touching light fittings.

Curtains on exit routes should hang 75mm clear of the floor, be parted in the centre, and not conceal any exit signs.

Floor covering

All floor coverings must be secured and maintained so that they do not cause a hazard. Fixing of floor coverings to the hall floor in uncarpeted halls may only be conducted using approved tape. Other forms of fixing to the hall floor, such as cable clips, nails and bolts are prohibited.

Exhibitors and their contractors will incur a charge for any carpet or tape not removed by the end of the tenancy period, or any damage caused to the hall floor.

Glazing

All glazing used in the construction of stands must consist of safety glass (laminated or tempered) a minimum of 6mm thick. Areas of glazing within 800mm of floor level and over 0.5m², where the smaller dimension of the pane is greater than 250mm, must conform to the thicknesses shown below (to comply with the 'Code of practice for safety related to human impact'):

Nominal thickness	Maximum pane size dimensions
8mm	1100mm x 1100mm
10mm	2250mm x 2250mm
12mm	4500mm x 4500mm
15mm or thicker	no limits

Any uninterrupted, large areas of clear glazing shall be indicated with warning stripes, dots, logos, etc. Overhead glazing shall be of wired or laminated glass or be otherwise adequately protected from shattering.

Night sheets

Night sheets must be made of inherently non-flammable material or of material satisfactorily treated to render it non-flammable. They shall be stored rolled-up and firmly secured and not cause any obstruction while not in use.

Paint

Only water-based paint may be used on site. If paint-spraying equipment is to be used, the method must be approved by the venue and not cause a nuisance to others. Protective measures shall be taken to ensure that no paint is spilt or sprayed on to the fabric of the building. Please note that all remaining paint cans (full or empty) must be removed by the exhibitor or the exhibitor contractors.

Plastic

All plastic, including plastic plants and materials used for vision panels, etc., must conform to BS476-Part 7, Class 1. Polycarbonate materials are acceptable.

Timber

Timber under 25mm thick must be impregnated to Class 1 standard. Treated materials should have 'BS476-Part 7, Class 1' marked on them.

Boards, plywood, chipboard, etc., must be treated if under 18mm thick. The exception to this is MDF, which is acceptable for use due to its density. MDF may not be machined on site, as its dust is hazardous to health.

Upholstery

Upholstered seating must be non-combustible and marked with the appropriate standard.

First Aid

All Stewards are trained as first aiders and will be onsite throughout the duration of the conference.

Floor Loading

No load in excess of 5 tons per square metre shall be placed on the floor of the Halls at the Centre. Additionally, vehicles having an axle load in excess of 20 tons are not allowed to be brought into the Halls.

Please notify the organiser of any unusually heavy items, including vehicles, to be brought on site/exhibited, so suitability of siting and risk assessments can be considered in advance.

Food and Drink Sampling

See: [Catering](#) and [eGuide](#)

Forklifts

A forklift will be available during build up (construction) on 09:00 -19:00 Sunday 27 October, 08:00-12:00 Monday 28 October and break down (de-construction) on 18:00-20:00 Wednesday 30th October. All booking slots will be managed by the Check in desk. To book your time slot please go to the Check in desk on the day.

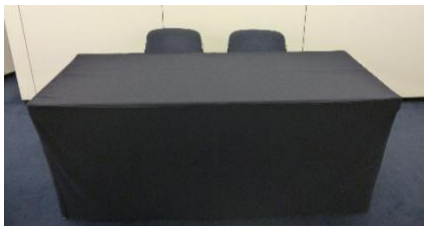
Footwear

Suitable safety footwear must be worn on site during the build-up (construction) and break down (de-construction) periods of the event. Open-toed sandals or shoes, flip-flops and flimsy footwear are not permitted.

Furniture

Shell scheme stands

In the Exhibitor Registration Form exhibitors would have chosen whether they would like the inclusive furniture package on your stand – 1x trestle table, 1x black tablecloth and 2x chairs (see below).



Exhibitors who require any additional furniture, must place their order through though Full Circle's portal*.

Name board wording will be as per name given on the Exhibition Registration Form and will be printed in a standard font.

For any electrics, shell scheme accessories and nameboard please log in to the Full Circle Portal*. In case you have any electrical issues please contact Full Circle on 0161 393 3949 or email them at exhibitors@exhibitconnect.co.uk.

* Each exhibitor will receive a unique username and password from Full Circle (via the exhibitors@exhibitconnect.co.uk)

Space only stands

Space only exhibition packages do not include any furniture, carpet, name boards or shell scheme as standard. Exhibitors who require furniture must place your order through Full Circle's portal*.

For any exhibitor enhancement (inc. Graphics and furniture orders) you can contact Full Circle at: exhibitors@exhibitconnect.co.uk or call on 0161 393 3949

* Full Circle will email all exhibitors with logging details to access the portal (via the exhibitors@exhibitconnect.co.uk)

G

Gangways

To help us ensure that we comply with the licensing authority and venue regulations, all gangways at the show must be always kept clear, including during build up, the open period and break down.

Exhibits, furniture, and other items belonging to your stand must not encroach beyond the boundary of your stand space. This is to ensure that escape routes are unobstructed in case of emergency evacuation.

In the event of having any displays or activities which are likely to attract an audience, please ensure that the planning of your stand layout allows people to gather within the stand area and not in the gangways.

Gas

Compressed gas may only be used at your event with prior approval of the ECL, as there are strict guidelines & regulations on the use and storage. All activities involving the use of compressed gas must be fully risk assessed and included on your Exhibitor Hazard Analysis form on the [Health and Safety Portal](#) (password: **EnergySafe24**). Please contact the ENA Events team if you wish to use any other type of gas.

See: [Risk Assessments](#)
[Items of Special Risk](#)

Graphics

Shell Scheme Stands

If any printed graphics are required for your exhibition stand, please return the order through Full Circle portal which has been sent to you via email.

Space Only Stands

If any graphics are required for your stand, please visit Full Circle's portal which has been sent to you via email.

H

Hall Opening Times

Please refer to the [Event Timetable](#) for more information.

Hazardous and Excessive Waste

Exhibitors and their contractors must remove excessive or hazardous waste at the end of the show, otherwise charges will be incurred.

Hazardous waste is classified by the 2005 Hazardous Waste Regulations as:

- light bulbs and fluorescent tubes
- electrical equipment and fittings
- gloss and emulsion paint and their containers
- cooking oils and their containers
- aerosols both full and empty
- oils and lubricants and oily rags

Please note there are charges applicable in instances where extra cleaning services are required.

See: [Cleaning](#)

Height Restrictions

The maximum build height for all space only stands is 4 metres. The minimum height for dividing walls is 2.5 metres and all visible reverse sides of stands must be dressed.

I

Insurance

It is essential to take out adequate employee and public liability insurance against personal injury, damage to or loss of exhibits, etc.

Contractors building stands must demonstrate that they have a £5 million minimum public liability insurance in place.

See also: [Items of Special Risk](#)

Internet

Wi-Fi will be available free of charge. The free Wi-Fi will support web browsing, checking of emails, social media usage.

To access the free Wi-Fi, select the network 'FREE_WIFI' and follow any prompts.

Exhibitors who require internet hardwired or premium Wi-Fi access to showcase and use web-based products and services are recommended to purchase dedicated internet access from the ECL.

For any bespoke internet orders please visit the [ECL's portal](#). In case you require any assistance, please email: businesscentre@accliverpool.com

Please note that any other Wireless connections are not allowed within the venue for exhibition use. ECL is also in the position to shut down these connections at any time.

Items of Special Risk

The following items are classed as items of special risk and therefore should be included on your Exhibitor Hazard Analysis form and included in your risk assessment:

- Balloon displays/blimps
- Flagpoles
- Animals
- BBQs
- Pools, water features
- Compressed gas
- Laser products, display lasers
- Naked flames *
- Pyrotechnics
- Radioactive substances
- Smoke machines
- Strobe lighting
- Vehicle display
- Hot works, welding, grinding
- Working displays and machinery
- Structures over 4m in height
- Children under 16 years of age
- Robots, drones, autonomous vehicles
- Stand platforms
- Batteries/battery charging

* Please note candles are not permitted within the venue.

L

Lasers

In the occasion where exhibitors intend to bring any lasers to the event, ENA must be informed. Any person demonstrating or using laser products must comply with the [Laser Building Rules](#).

See also: [Items of Special Risk](#)

Lifts

Public lifts are available in the following locations:

- Next to the guest relations desk on the left hand as you enter venue.

Lost Property

All property found at the ECL, will be located at the Guest Relations desk next to the entrance. Please speak a member of staff there if have lost something.

M

Marketing Material

Exhibitors may distribute advertising and printed materials only from their stand and must not distribute literature in the neighbourhood of entrances or exits or around the venue, nor in such a manner as to cause annoyance or disturbance to other exhibitors. Additionally, all delegate giveaways must be plastic free, for more information refer to Sustainability. In the event of complaints, the matter will be referred to the ENA Events team.

No material from third parties may be distributed.

N

Networking Reception

The networking reception will be held at ECL, Hall A&B on the afternoon of 29th October after the end of the last session. The reception is already included to your delegate pass.

Exhibitors are expected to have staff manning their exhibition stands during the reception.

Noise Control

Exhibitors and contractors are obliged by law to reduce the risk of hearing damage to employees to the lowest level reasonably practicable. Hearing protection is required for staff working at noise levels more than 80 dB (A).

The use of videos or music is permitted, but the volume must not cause any annoyance to other exhibitors. The organisers reserve the right to prohibit their use if, in their opinion, any annoyance is being caused.

Noise levels will be monitored throughout the conference by ECL's staff. Where limits are exceeded, the sound engineer shall comply by lowering the levels.

P

Pallets

Exhibitors are reminded that they are responsible for the removal of any pallets used to deliver goods to their stand. In the occasion where any pallets are not removed, exhibitors will be charged. You can also pre-book pallet removal through [ECL's portal](#).

Performing Rights

Exhibitors who wish to play pre-recorded music on their stand, including in pre-recorded videos, they will need to apply for a Phonographic Performance (PPL) licence and Performing Rights Society (PRS) licence. If live music is being performed, a PRS licence will only be required. Contact the ENA Events team at events@energynetworks.org if you have any queries.

Exhibitors are solely responsible for obtaining any licence required to play music on their stand. Music must be played at a reasonable volume which does not disturb other exhibitors.

Please provide licensing proof to the ENA Events team at events@energynetworks.org prior to the event.

Personal Protective Equipment

The ECL requires that all personnel wear hi-vis vests during build up and breakdown. **Anyone not wearing hi-vis will not be permitted to work in the exhibition hall.** There will be a limited amount of hi-vis vests available for loan at the venue but we encourage contractors to bring their own.

Please refer to the online [Health and Safety Portal](#) (password: **EnergySafe24**) for more information and details of what plans, assessments and forms exhibitors need to submit to the organisers.

Photography

Official photographers will be taking photographs and filming videos at The Summit. Anyone attending The Summit consents to such photography and filming without compensation and

confirms that the organisers or its members shall be entitled to use such photographs and videos, which may include photographs and videos of visitors, for the purpose of marketing The Summit in future, for exploitation in any and all media, without liability. No other photography or filming will be permitted at The Summit without the prior written approval of the organisers.

R

Recycling

The ECL is committed to reducing the environmental impact of its operations and the conferences, exhibitions, concerts, and events that take place in their venues by operating a waste management and recycling policy. During breakdown all contractors must dispose their materials using the appropriate recycling bins. When they bins become full all contractors **must** take the rest of their materials.

It is your responsibility to ensure the correct disposal of your stand items and the removal of any remaining. Any materials that left behind will occur charged for the exhibitors.

Rigging

Any rigging must be ordered through the Rigging [order form](#). To discuss your requirements and request a quote please contact Greg Chapman, at Greg.Chapman@accliverpool.com .

If any rigged structures are higher than your dividing back walls the following must be adhered to:

- Structures with no branding facing the dividing wall must be stepped in at least 0.5m from the dividing wall.
- Please note that banners/signage is not permitted to be rigged higher than 6m (from the top of banner/signage). Truss can be rigged to a maximum of 7m to the top however any branding/ signage off must be at a maximum height of 6m to the top.
- Flown structures with branding facing the dividing wall must be stepped in at least 1m from the dividing wall.

The Rigging price list can be [found here](#).

Risk Assessment

An exhibition stand is a workplace under UK health and safety legislation. It is a legal requirement that each exhibitor and contractor undertakes their own risk assessment and fire risk assessment prior to the event, listing the tasks to be undertaken, identifying any significant hazards they present on site, then listing ways to minimise and control those hazards.

Simple advice and templates are provided to help the exhibitors with their risk assessment. Please see the online [Health and Safety Portal](#) (password:**EnergySafe24**) for more information.

Rules and Regulations

It is essential to ensure that all exhibitors comply with the venue's regulations in all aspects of your participation at the event. These are contained in the [eGuide](#). These regulations are common to the main UK venues.

S

Safe Working

The organisers have produced a floor safety booklet for contractors to highlight the key issues to be considered during build-up and breakdown. The booklet can be found at the [Health and Safety Portal](#) (password:**EnergySafe24**).

Please refer to the online [Health and Safety Portal](#) for more information and details of what plans, assessments and forms exhibitors need to submit to the organisers.

Security

Security is provided for the event from the venue.

In order to gain entry to the venue during build up and breakdown (27, 28 and 30 October), wristbands (issued at Health & Safety Check-in) must be worn at all times. All conference attendees must wear their delegate badge at all times during the conference (29 & 30 October).

The exhibition area will be locked and secured outside the Event opening hours. There will be one bag searcher at each entrance and the venue can make randomly bag searches throughout the event. It is also recommended that no items of value are left unattended. The Event organisers accept no liability for any loss or damage to items on exhibition stands.

Site Specific Rules

No large items i.e., pop-up stands or trolleys may be taken through any of the main public entrances. All equipment must exit the building via the fire exit doors/ roller doors at the rear and side of the Halls.

Stands must not be broken down until all public are clear from the hall.

Fire doors/ roller doors at the side and rear of the halls will not be opened until the venue security team are happy that the area is clear of general public, and the Event Manager gives approval to do so.

Please ensure to complete and submit the online Site Safety Induction, which can be found online in our [Health and Safety Portal](#) (password:**EnergySafe24**). Failure to complete and submit this form may result in delays on site.

Smoking

Smoking cigarettes and e-cigarettes is not permitted in the venue at any time, in accordance with legislation. Smokers are kindly requested use the designated areas outside the main entrance to the left of the bridge.

Special Effects

If Exhibitors are planning to use any special effects on their stand, they must inform the Organiser as soon as possible and complete the Exhibitor Hazard Analysis on the Health and Safety portal. Special effects include, but are not limited to, lasers, strobe lights, pyrotechnics, and smoke machines. The information which will be required includes a risk assessment and full details of the operator and manufacturer. Certification from an independent specialist may also be required.

Stand Construction

All stand construction must comply with the regulations contained in the [eGuide](#). These regulations are common to the UK's main exhibition venues and are based on Building Regulations and British Standards.

All stand construction is also formalised under the Construction (Design and Management) Regulations. Please see [guidance](#) on your duties under the Regulations.

Please refer to the online [Health and Safety Portal](#) (password: **EnergySafe24**) for more information and details of what plans, assessments and forms exhibitors and contractors need to submit to the organisers.

Certificate of Completion

On completion of your stand build and prior to the opening of the event your contractor must:

- complete an inspection of the stand construction.
- verify that it has been completed in accordance with plans and regulations.
- verify that it is fit for purpose.

This process must be completed by submitting the Stand/feature Certification form on the [Health and Safety portal](#) (password: **EnergySafe24**)

Stand Fitting/Dressing Materials

All materials used for stand building and dressing must comply with the venue's fire and safety regulations. Please see [Fire Regulations](#) for details. These and other applicable regulations are also available at the [e-guide](#).

Stand Platforms, Safety, and the Equality Act

On the Exhibitor Hazard Analysis and Contractor Hazard Analysis forms (on the [Health and Safety Portal](#)) you are requested to advise if you propose to have a stand platform.

Safety

Stand platforms and changes in level potentially present a hazard to all. If you have a platform, you must consider what mitigation is proposed to prevent trip hazards and the risk of accident and injury.

Please note that a specific risk assessment is required for all stand platforms and must include both the edges and the corners of platforms.

Equality Act

It is the exhibitor's responsibility to remove all barriers to service and make their stand accessible to all users to comply with The Equality Act. Whatever the content of the stand, it needs to be accessible to all.

Please note that you are required to advise how you will provide safe and compliant access for all users to the platform.

Space Only Stand Design and Plans

Space only exhibitors will receive a space on the show floor with no carpet, walls, or services.

They will be responsible for building of the stand, ordering power, lighting, and any other services that is required for the stand from our official contractors.

Once ordered, the power supply and services will be installed by Full Circle. The power supply is not a 24-hour supply and will only be energised during the build up after the electrical installation has been inspected and tested. Please refer to [Electrical Services/Stand Power](#) for more information.

Space only exhibitors must ensure that the following is supplied for their stand:

- Stand plans, including elevations and full dimensions.
- Details of construction materials
- Construction Phase Plan (CPP)
- Risk Assessment (RA)
- Method Statement (MS)
- Contractor Health and Safety Policy
- Evidence of Contractor Public Liability Insurance
- Details of any rigged item (where applicable)
- Details of stand platforms (where applicable)

by no later than **5th September 2024** for approval. All documents must be submitted via the online [Health and Safety Portal](#) (password: **EnergySafe24**).

A self-certification Certificate of Completion must be supplied after the build is complete (see Certificate of Completion above)

- Build height restrictions: maximum 4 metres.
- Dividing stands (back-to-back or side-to-side space only stands):
 - Stands of 12sqm or less must build no higher than 3m.

- Stands above 12sqm may build up to 4m. (Please note that stands of 4m + are deemed complex see “Complex Structures” below)

For the building of more complex structures, exhibitors must also supply structural calculations and written confirmation from a structural engineer that the stand is fit for its purpose. Please refer to the online [Health and Safety Portal](#) for more information.

A complex structure is defined as any form of construction of any height, which would normally be designed by an engineer and/or has, through a risk assessment, been found to present a significant risk.

Complex Structures

The following are always treated as complex structures and will require sign off from a structural engineer at an additional fee:

- Any structure, regardless of its height, which requires structural calculations
- Any part of a stand or exhibit which exceeds four metres in height.ulti-storey stands
- Suspended items of 10 tons or over in weight
- Temporary tiered seating
- Platforms and stages for public use and all platforms and stages over 0.6 metres in height
- Any structure, regardless of its height, which requires structural calculations.
- Custom-built/bespoke suspended structures.
- Any structure deemed by the organiser to be complex.

Dividing Walls

- The minimum height for dividing walls is 2.5m.
- On divided sites, exhibitors are responsible for erecting and decorating dividing walls facing onto the stand area to a minimum height of 2.5m.
- Walls above 2.5m must be clad and finished on both sides, with the reverse side being decorated from 2.5m upwards by the Exhibitor who has erected them.
- Such walls overlooking adjoining stands must be finished in plain white only. No branding is permitted on the reverse of a shared wall.

Island stands

- At least 50% of each stand side facing onto an aisle must remain open (or fitted with transparent material).
- If this is 4m or more in length and facing onto an aisle, it must be stepped back by a minimum of 1m into the stand.
- All stand walls facing an aisle and they must be dressed in graphics, screens etc. If you are unsure whether your wall faces an aisle please contact us at events@energynetworks.org

The deadline for submission of all space only and shell scheme plans is 5th September 2024

Shell scheme extras and storage

Exhibitors who require shell scheme extras or exhibition accessories (such as shelving, walling or storage areas) please log in to the Full Circle portal* that was sent to you through email.

If exhibitors require any storage, they must build storage facilities into their exhibition stands. Storage is not permitted behind stands or in void areas of the hall for fire safety reasons.

* You will receive an email from exhibitors@exhibitconnect.co.uk which will include a unique username and password to access the portal.

Sustainability

Summit organisers are committed to reducing the carbon footprint of the conference supporting ECL's goal of zero waste to landfill.

'Waste to Landfill' measures are in place to support sponsors, exhibitors and delegates reduce their energy wastage. Event organisers encourage all those involved in exhibition to:

- Go plastic-free and paperless by encouraging plastic-free, recyclable or reusable promotional materials for the exhibition and adoption of the conference app for a paperless event.
- Make use of the manned recycling facility with disposal methods to sort and dispose of exhibition waste free of charge.
- Choose environmentally friendly and biodegradable cleaning materials.
- Specify that all timber used by the SEC comes from sustainable or managed forests.
- Use pop-up banners when possible, which can be reused

T

Transport

There will be no organised transport to or from the venue or hotels.

Visit [Energy Innovation Summit](#) for information about getting to the conference.

Please also refer to [Car Parking](#) and [Access](#).

V

Vehicles in Hall

The location of all display vehicles must be shown on floor plans submitted for approval by the ENA Events team.

During tenancy dates, keys for vehicles left inside the building must be left with the venue unless otherwise agreed with the venue. Vehicles must not be refuelled inside the venue or within the grounds, and no fuel is to be kept in the venue at any time. Silicone must not be used on vehicles intended on entering the hall. Silicone poses a significant health and safety hazard causing slippery floors and its use may incur an unexpected cleaning / dilapidation charge. Drip trays are recommended to prevent damage to the venue from oil spillages.

The Delivery and removal times of all vehicles must be agreed in advance with the ENA Events Team.

See also: [Risk Assessment](#)
[Items of Special Risk](#)

Visitors

Access to the conference and exhibition is for registered delegates only. Exhibitors who wish to invite visitors for social or business reasons to their stand, they will need to purchase a pass to the conference. There are no exceptions to this policy.

W

Water and Waste

Waste and water facilities can be provided in most areas throughout the halls; however, restrictions may apply dependent on location. Exhibitors who have any requirements for either of the above please notify ECL who will be able to advise you as to the most suitable location for such provisions.

See also: Water Activities

Water Activities

For events with water features/water tanks etc., arrangements for the filling and removal of the water must be agreed in advance with ECL.

Wheelchair/Mobility Scooters

See: [Disability Access](#)

Wi-Fi

See [Internet](#)

Working at Height

A person is working 'at height' if there is a possibility of their being injured from falling, even if they are working at or below ground level.

The Working at Height Regulations refers to 'duty holders': employers, self-employed and employees. This includes all contractors and exhibitors (for example, when accessing areas above floor level to dress stands).

Duty holders' responsibilities are to ensure that:

- No work is done at height if it is safe and reasonably practicable to do it other than at height.
- Ensure that the work is properly planned and organised, appropriately supervised and carried out in as safe a way as is reasonably practicable
- Plans are in place for emergencies and rescue.
- A suitable and sufficient risk assessment is carried out and the significant findings recorded and acted upon
- They do all that is reasonably practicable to prevent anyone falling
- All work at height takes account of conditions that could endanger health and safety
- Those involved in work at height are trained and competent
- The place where work at height is done is safe.
- Equipment for work at height is appropriately inspected.
- The risks from fragile surfaces are properly controlled.
- The risks from falling objects are properly controlled.

Equipment used for work at height must be suitable for the task. All equipment must be industrial quality (including ladders; domestic quality ladders are not permitted).

Useful Links (check all)

Important Information

- [Health and Safety portal](#) (password:EnergySafe24)
- [Rigging Order form](#)
- [Venue Emergency Procedures](#)
- [Technical Floor Plan](#)
- [EIS 2024 Exhibitor Support](#)
- [EIS 2024 Conference website](#)
- [Guidance for events in UK venues from AEV – eGuide](#)

Exhibition Portals

Portals	Notes
Full Circle – Exhibitor’s portal	You will receive an email with a unique username and password - Any orders after the 27 th

	October will occur a 20% surcharge
ECL's Online Ordering Service portal	All exhibitors will need to create an account and enter their stand number to access the site
Health and Safety Portal	Password: EnergySafe24

Liverpool Information

We are expecting to have the accommodation portal by the end of July. The portal link will be on the [Exhibitor's support page](#).

Contacts

Energy Networks Association (event organisers)

For delivery enquiries please contact events@energynetworks.org or 020 4599 7664

Full Circle (Official EIS24 contractor)

If you are experiencing any technical issues with this service or need help with your orders, please contact Full Circle on 0161 393 3949 or email them at exhibitors@exhibitconnect.co.uk. If you are using a Contractor, to avoid any delay, please ensure you pass on your log in details to them.

ECL Liverpool

All orders must be made through the [ECL's online portal](#). Please make an account if you do not have one and add your stand number.