



# “On Our Doorstep Exhibition” EXHIBITOR PACK



**Thursday 29<sup>th</sup> November 2018**

**THIS PACK CONTAINS IMPORTANT INFORMATION  
PLEASE DISTRIBUTE IMMEDIATELY TO ALL YOUR TEAM**

## KEY POINTS AT A GLANCE

- ❖ **PLAN TO ARRIVE AT YOUR ALLOCATED TIME – see 3.1**  
*Don't arrive early, as the Security Office will be unable to process your pass.*
- ❖ **REMEMBER TO BRING YOUR PHOTO ID (preferably your Passport)**  
*you will not be admitted to site without it*
- ❖ **YOU MUST WEAR YOUR PASS AT ALL TIMES ON SITE**
- ❖ **YOU MUST NOT LEAVE THE EXHIBITION HALL UNSCORTED**
- ❖ **PLEASE PACK YOUR DISPLAY EQUIPMENT SECURELY - AS IF FOR COURIER TRANSPORT – after the event it will be transported from site by van**
- ❖ **PLEASE FAMILIARISE YOURSELF WITH THE CHECK-IN ARRANGEMENTS (at #10.0 & #11.0 ON PAGE 4) NOW!**  
*The rendezvous for set-up and exhibition day are different*
- ❖ **MOBILE PHONES CAN BE LEFT IN YOUR VEHICLE AT THE OWNERS RISK, BUT MUST REMAIN SWITCHED OFF AT ALL TIMES** - laptops, etc. must have been cleared with AWE via Industrial Exhibitions Ltd, in advance.  
**LATE SUBMISSIONS CANNOT BE MADE**
- ❖ **TUNGSTEN / HALOGEN LIGHTS ARE PROHIBITED - LED only please**
- ❖ **THIS EVENT ENDS AT 14.30.**  
*Dismantling your stand before this time will constitute a safety risk and contravene the AWE H&S policy*  
**WE ARE REQUIRED TO REPORT ALL SUCH INCIDENTS TO AWE**
- ❖ **Emergency number: in case of delay call TBC**

*Organised for Supply Chain Management by Ind-Ex*  
PO Box 1000 | Lytham St Annes | Lancashire | FY8 5GF  
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## 1.0 VENUE

AWE, Aldermaston, Reading, Berkshire, RG7 4PR

## 2.0 DIRECTIONS TO VENUE

- 2.1 **Set-Up Day – AWE Main Gate** SatNav Co-ordinates: 51.362939,-1.141763
- 2.2 **Exhibition Day - Rec Soc** SatNav Co-ordinates: 51.362664,-1.156332
- 2.3 A location Map is attached to this email
- 2.4 See Appendices 2 &3 for directions

## 3.0 TIMETABLE

### **IMPORTANT: THE RENDEZVOUS ON SET-UP DAY AND EXHIBITION DAY ARE DIFFERENT**

- 3.1 SET-UP DAY – Wednesday 28<sup>th</sup> November  
Set-up times are allocated by email - **if your HQ hasn't advised - please call them**  
Rendezvous will be AWE Main Gate - please see 10.0 for details
- 3.2 EXHIBITION DAY – Thursday 29<sup>th</sup> November  
Rendezvous will be at the Recreation & Social Club (Rec Soc) – please see 14.0 for details
- 3.3 Safety Briefing 09.00
- 3.4 Exhibition Open 10.00 – 14.30

## 4.0 CONTACTS

Peter Baxendale – *Organisation, general enquiries.*

Cath Baxendale – *Registration, security, administration and general assistance.*

Sam Holliday - *Stand Allocation, general assistance.*

Bob Keene – *Electrics, technical assistance.*

❖ **Emergency Contact No: TBC**

## 5.0 PRE-CHECK BEFORE LEAVING FOR AWE

- ❖ **Bring your photo ID; you will not be admitted on site without it.**
- ❖ **You have confirmed all delegates have read, understood and will comply fully with the method statement and risk assessment included in the delegate pack.**
- ❖ **Your company has submitted:**
  - ✓ Completed Security Applications for all personnel (including contractors).
  - ✓ Controlled Items Permit Application if you need to bring any mass storage device, e.g. Laptop, CD, on-site. These cannot be issued on the day of the event.

**Please check with your office that these have been submitted.**

**If we have not received all relevant security data you will not be admitted to site**

## 6.0 MOVEMENTS ON SITE

6.1 If you **do not hold a current AWE** security pass (SC or DV cleared) **you must be accompanied by an AWE escort, at all times** outside the confines of the exhibition hall: this includes:

- ✓ Unloading
- ✓ Loading
- ✓ Trips to vehicles
- ✓ Visits to the toilet
- ✓ Cigarette breaks (*only permitted in designated areas at 1 hour intervals*)

❖ **If you lose contact with your escort at any time DO NOT TRY TO FIND YOUR WAY BACK TO THE HALL.**

**Go to the nearest office and call TBC – An AWE escort will collect you**

## 7.0 BRIEFCASES / CONTAINERS / BOXES

All luggage (eg briefcases) and containers must be clearly labelled with the name of the delegate, your company and the host/destination – i.e. Exhibition, Thames Room

## 8.0 GIFTS & PROMOTIONAL ITEMS

If you wish to provide free items for visitors to take away with them, these should not include any item that will contravene AWE security policy, such as USB sticks, penknives. All such gifts must be approved by the exhibition organisers beforehand. (*Please see Controlled & Prohibited Items – Appendix 1*).

They must be of nominal value only, e.g. pens, mugs, sticky notes, etc.

## 9.0 CYBER SECURITY

9.1 Laptop computers will only be permitted on site if a '*Controlled Items Permit*' has been issued by AWE security prior to the event.

- ❖ Please ensure any IT equipment does not have wireless or Bluetooth enabled.
- ❖ Removable media is prohibited.
- ❖ Please disable and cover webcam apertures on laptops etc with black adhesive tape.
- ❖ Laptops, cameras, etc. must have controllable items permit.
- ❖ You must not connect to any AWE systems.
- ❖ Please ensure that any giveaways are not removable media items, e.g. USB sticks etc.
- ❖ For the avoidance of doubt, please read and familiarise yourself with the AWE *Controlled & Prohibited Items Schedule* on page 7 (*Appendix 1*).

## 10.0 SET-UP DAY - ARRIVAL AT AWE

- ❖ **Remember to bring your Photo ID.**
- ❖ **Plan to arrive at the time advised by email to your HQ** - if you haven't received it, check with them.
- ❖ **Don't arrive ahead of your allocated time we will be unable to deal with you**

- 10.1 Proceed to **AWE Main Gate.** (see directions on page 8 (Appendix 2).
- 10.2 Park in the AWE Visitor Car Park and report to Cath Holliday at AWE Reception.
- 10.3 You will be issued with your AWE Pass and escorted to the exhibition hall.
- 10.4 Comply with site safety requirements as instructed by authorized AWE personnel.
- 10.5 Comply with local site driving rules, speed restrictions, etc.

## 11.0 SET-UP DAY – UNLOADING & SETTING UP

- ❖ **Please employ a safe method of working, as you agreed in your method statement and risk assessment with particular attention to working at height, trip hazards and manual handling**
- ❖ **There is a small threshold at the entrance to the Exhibition Hall**
- ❖ **There is a height restriction at the entrance to the Exhibition Hall (approx 1.9m)**

- 11.1 On arrival at the Exhibition Hall, report to Sam Holliday.
- 11.2 You will be allocated your stand space.
- 11.3 Unload your vehicle and transport your display equipment into the exhibition hall.
- 11.4 Erect your exhibition stand in accordance with manufacturers' instructions.
- 11.5 Ensure aisles and fire exits remain clear of obstructions at all times.
- 11.6 Ensure power cables are not covered.
- 11.7 Comply with safety instructions from Ind-Ex and authorised AWE personnel.
- 11.8 Remove all packaging material from stand area.
- 11.9 Check electrical connections and switch on power to stand. Switch off power.
- 11.10 Return with escort to Main Gate.
- 11.11 Surrender your Pass to AWE security personnel at Main Gate.
- 11.12 The exhibition hall will close at 17.00 on the 28<sup>th</sup> November and will re-open at 08.00 on the 29<sup>th</sup> November.
- 11.13 All stands must be erected and ready before 08.30 on the day of the event
  - ❖ Working at height (eg standing on chairs) is prohibited. Seek help if needed
  - ❖ If you require assistance with any item of equipment, please do not hesitate to ask.
  - ❖ A trolley is available for heavy or bulky items.

## 12.0 TABLES & CHAIRS

Available - just ask a member of our team.

## 13.0 POWER

- 13.1 13 amp, single phase power will be provided at your stand space.
- 13.2 If you need help or support, please ask at exhibition reception – we'll get someone to you.

## 14.0 EXHIBITION DAY - ARRIVAL

- ❖ **Remember to bring your Photo ID**
- ❖ **Do not drive to AWE Main Gate**
- ❖ **Plan to arrive by 08.00 at the latest – remember to allow for site traffic**
- ❖ **The last coach will leave Rec Soc at 08.15 prompt: Miss the coach = Miss the Exhibition!**

14.1 Proceed to **Rec Soc** via AWE West Gate (see directions on page 9 (Appendix 3)).

14.2 At West Gate follow **green signs** to exhibitor car park. Park your vehicle.

14.3 Check in with the AWE security officer and board the AWE coach.

14.4 You will be transported to Main Gate, issued with your AWE Pass and escorted to the exhibition hall.

14.5 Safety Briefing & Welcome 09.00

14.6 Official Opening Times 10.00 – 14.30

- ❖ If it is absolutely essential to take your vehicle on site on exhibition day – **contact us now**

## 15.0 CATERING & LUNCH

### 15.1 REFRESHMENTS

Tea, coffee and water will be available from 08.30 on the day of the event for all delegates and visitors.

### 15.2 LUNCH

A complimentary packed lunch will be available to exhibitors on the day of the event. To allow you to maximise your time at the exhibition, we will deliver lunch to your stand.

- ❖ **Please advise us, in advance, of any allergies or special dietary requirements**

## 16.0 SAFETY

16.1 You have agreed to be bound by our Standard Regulations and Conditions, method statement and risk assessment.

16.2 Any active equipment being exhibited must have been notified to us, in writing, prior to the event; must have a separate Risk Assessment, agreed by AWE; and must be operated in accordance with AWE's H&S policy and COSHH requirements. The relevant documentation must be carried with you for possible inspection by the Site Health & Safety Officer if so requested.

16.3 Any heavy or bulky items, or items requiring specialist handling, must have been notified to us prior to the event, and must have a separate Risk Assessment agreed by AWE.

- ❖ **Tungsten / halogen lights are prohibited - LED lights only please.**
- ❖ **All electrical equipment, including extension cables, must be PAT tested.**

**If you are unsure on any safety issues, please consult a member of our team.**

## 17.0 FACILITIES WITHIN THE THAMES ROOM

### 17.1 TOILETS

The toilets are located off the main foyer.

- ❖ **REMEMBER YOU MUST BE ESCORTED AT ALL TIMES OUTSIDE THE EXHIBITION HALL (including comfort breaks)** - unless you are an AWE pass holder.

### 17.2 DISABLED FACILITIES

The disabled toilets are also located off the main foyer.

## 18.0 EMERGENCY ARRANGEMENTS AT AWE

- ❖ **Remember** In order that you comply with fire regulations at the beginning of each session, you must acquaint yourself with the fire instructions and identify fire exits within your area. There are no scheduled emergency exercises or alarms tests. All alarms should be treated as an emergency.

### 18.1 FIRE ALARM

If the **fire alarm** sounds please obey the instructions of the Fire Marshals and follow the procedure listed below:

- ❖ Leave the building by the nearest available exit which are lit up and marked with a white arrow.
- ❖ Proceed to the fire assembly point, located at the exhibitor car park.
- ❖ Do not stop to collect belongings.
- ❖ Do not re-enter the building until instructed.
- ❖ A role call will be taken.

### 18.2 SITE EMERGENCY ALARM

If the **site emergency alarm** sounds please obey the instructions of the AWE personnel. Remain in the exhibition hall and await instructions.

**If you have an accident in the building alert a member of our team immediately.**

## 19.0 BREAK-DOWN & LOADING

- ❖ **Exhibitors' display equipment will be transported to the exhibitor car park by AWE vans.**
- ❖ **Exhibitors will be transported to the exhibitor car park by AWE coach**

19.1 Please remember to employ a safe system of working during the break-down phase.

19.2 Dismantle your stand in accordance with manufacturers' instructions and pack your samples/literature securely as if in preparation for courier transport.

19.3 Ensure all rubbish and packing materials are placed in appropriate waste containers.

19.4 Contact Cath Baxendale to arrange for an escort to the AWE van.

19.5 Comply with site safety requirements as instructed by authorized AWE personnel.

19.6 **Do not attempt to load your display equipment onto the van** – only the driver is authorised to attend to that.

19.7 Board the AWE coach immediately your display equipment has been loaded.

19.8 Surrender your AWE pass to the security guard on the coach, once off site.

19.9 On arrival at the exhibitor car park **Do not attempt to unload your display equipment from the van** – only the driver is authorised to attend to that.

### **and finally...**

*At Ind-Ex customer service is our top priority*

*- that's why we're rated the UK's N° 1 on-site exhibition organiser!*

*Safety and security protocols at nuclear licensed sites are, understandably, strict - and can sometimes be frustrating - but we've worked hard with our partners in the Supply Chain Team to make your day successful - and we'll all work hard to make your day as stress free and enjoyable as possible, so...*

*If you need assistance or advice - just ask: we'll do our best to help!*

**The Ind-Ex Team**

Appendix 1

CONTROLLED ITEMS	CODE	REMARKS	N/A
Cameras and associated equipment	01	Includes, but is not limited to: still, digital, video, Polaroid, camera phones, film, smart watches	
Audio/Video Player/Recorder or any other type of recording device (Specify at Part 2)	02		
Any removable storage media	03	Includes, but is not limited to CD/DVD, USB devices, floppy discs, hard drives, tape	
Non-portable Computers (specify at Part 2)	04		
Portable electronic devices (specify at Part 2)	05	Includes, but is not limited to: laptops, mobile phones, 3/4G dongles, PDA, tablets games consoles, MP3 players, e-readers	
Two way radio equipment	06		
Two way paging devices	07		
Fax, scanning, photocopying equipment	08		
PROHIBITED ITEMS	CODE	REMARKS	N/A
Any explosive substance or item Any Firearm, including Air Rifles and Pistols Any type of offensive weapon Any imitation of any of the above. <b>Note: any of these items will only be authorised for exceptional reasons</b>	10 <b>(Specify at Part 2)</b>	Alcohol or any controlled substance which has not been prescribed. Permanent staff/contractors are permitted to bring alcohol on site if sealed, unopened and left in car	

Note: Cameras are permitted for staff/contractor pass holders if kept in the car and disabled. The camera shall not be used on site (photographic evidence for road accidents on site should be requested from the Company Media Publishing Group)

REQUIRED FOR:	CODE	REQUIRED FOR:	CODE
Demonstration	01A	Transit to another AWE Site	01D
Delivery of a purchase	01B	Other Reason (specify at Part 2)	01E
Software update	01C		

## **Directions to AWE Aldermaston Main Gate**

### **From M4 Junction 12 (Calcot):**

Exit Motorway onto the A4 (Bath Road) westbound heading to Theale and Newbury on the A4.

Stay on the A4 for Newbury Thatcham, over all roundabouts.

Head past the Winning Hand pub onto the dual carriageway section.

At the roundabout just after The Courtyard Hotel, head left on A340 following signs to Tadley and Aldermaston.

Go over Aldermaston Wharf, through Aldermaston village up the hill and to the right towards Tadley.

AWE Aldermaston site will become visible on the left hand side of the road as you approach Tadley.

Bear left on A340 keeping AWE on your left

Then follow signs for AWE Main Gate

### **From M3 Junction 6 (Basingstoke):**

Exit the motorway onto the A339 towards Basingstoke.

Take the second exit at the next roundabout towards Basingstoke A339.

Continue on the A339 for a further two miles and exit on the slip road towards Tadley and Aldermaston.

At the roundabout take the fourth exit sign posted A340 Aldermaston.

Stay on the A340 for a further six miles until you enter Tadley.

Continue on through Tadley until you reach a triangular gyratory.

### **For the Main Gate**

Use the right hand lane and bear east past the Falcon Petrol Station.

The Main Gate is situated on the left hand side of the road.



## **Directions to AWE Recreation & Social Club (Rec Soc)**

### **From M4 Junction 12 (Calcot):**

Exit Motorway onto the A4 (Bath Road) westbound heading to Theale and Newbury on the A4.

Stay on the A4 for Newbury Thatcham, over all roundabouts.

Head past the Winning Hand pub onto the dual carriageway section.

At the roundabout just after The Courtyard Hotel, head left following signs to Tadley and Aldermaston.

Go over Aldermaston Wharf, through Aldermaston village up the hill and to the right towards Tadley.

Stay on this road past AWE Aldermaston on the left.

At the end of this road is Calleva roundabout. Take the first exit towards Tadley, and the entrance to the RecSoc is 100yds on your left.

### **From Basingstoke / South**

The entrance can be found on the A340 Aldermaston Road.

If travelling from Basingstoke continue through Tadley Town Centre, past Sainsbury's, through the traffic lights by Lloyds Bank, and bear left as you see the Falcon pub in front of you.

Carry straight on and the entrance to the Rec Soc will be 100yds before Calleva Roundabout on the right hand side.

### **From Newbury / A34 (S)**

From Newbury's Robin Hood roundabout (the first major junction as you come off the A34 and reach Newbury Town Centre)

Take the exit marked A4 Thatcham, heading between the Robin Hood Toby Carvery and the industrial/retail units (Majestic Wine, Topps Tiles and Pets at Home).

Stay on this road, heading across all roundabouts and traffic lights, past the Narrow Boat pub, B&Q, and Newbury Hospital.

After the hospital, take the 3d exit on the roundabout, still heading towards Thatcham passing the garden centre on your left.

Stay on this road through Thatcham, going through many traffic lights until you go past the Sony and Panasonic factories and approach the Coach and Horses pub on your left.

Shortly after this pub, take the right hand turn signed to Brimpton.

Taking care across the canal bridge, travel along this road for 1 1/2 miles up the hill into Brimpton, turning left at the T Junction. Rounding the bend by the Three Horseshoes pub, the road narrows so please take care.

Atop the following hill, stay on the road until you reach another T junction, again turning left towards Tadley.

Passing Tadley Garden Centre, at the end of the straight road past Calleva Business Park take the 3rd exit from the roundabout towards Tadley.

The entrance to the Rec Soc is the next on the left (100yds)