

SIMPLY Christmas

The Crafty Christmas Show

Simply Christmas Show

NEC, Birmingham, Hall 19 : 31 October - 3 November 2019

Exhibitor Invoice & Build-up Pack

August 2019

Dear Exhibitor,

Please find enclosed details for the Simply Christmas Show in October/November 2019.

Exhibitor Zone and Website

All order forms for lighting, furniture, stand power, additional services, payment options and all the required relevant information are available on-line in the **Exhibitor Zone** www.ichfevents.co.uk

SHOW DETAILS

EXHIBITOR BUILD UP TIMES

Wednesday 08:00 – 20:00

OPENING HOURS

09:30 – 17:00 (16:00 Sunday)

EXHIBITOR BREAKDOWN TIMES

Sunday 16:00 – 22:00

Onsite Personnel: Helen Brown 07973 671475, Louise Love 07984 017356, Steve Mitchell 07973 670218 and Dave Hale 07795 483031.

PRE-SHOW

ELECTRICAL/FURNITURE ORDERS

DEADLINE 3 OCTOBER

Please return the order forms to us promptly; this is particularly important with the electrics as our contractor needs to order the mains supply several weeks in advance. You can bring your own furniture if you wish.

ALL ELECTRICAL ORDERS ARE SURCHARGED AFTER 3 OCTOBER 2019

PRE SHOW QUERIES

If you have any queries in relation to your stand, invoice or to make a payment, please call the office on 01425 272711 and ask to speak to Jo Reynolds re your invoice, Helen Brown re your stand or accounts to make a payment.

POSTERS AND LEAFLETS

Our advertising campaign is very comprehensive, but any exhibitor who lives within about 100 miles of Birmingham and can arrange for a few posters to be displayed locally, then we would be very pleased. Leaflets are also available; these can be distributed to mail order customers or with orders sold at other shows. Please order on the enclosed form or email info@ichf.co.uk with your requirements.

PRESS OFFICE

Sharon and Jo of One Voice Media will now handle all PR. They will be extremely pleased to receive any queries or any exciting stories you may have that you think the press could be interested in.

Tel: 01392 280303 or email: sharon-jo@onevoicemedia.co.uk

STAND INVOICES

Please note that your invoice is due for payment by **20 SEPTEMBER 2019**. To be fair to the majority of exhibitors who pay on time, late payments will be subject to a surcharge. The later the payment, the higher the rate.

PAYMENT METHODS

By BACS or Paypal (see account details on sheet enclosed), or by card.

CREDIT CARD TERMINAL HIRE

We can supply you with contact details for an outside company who hire out Mobile Credit Card Terminals for exhibitors to use while at shows. If you would like us to send you the order form please email us at info@ichf.co.uk.

DELIVERIES

- (i) Anything delivered before Wednesday will be refused by the venue.
- (ii) ICHF will not be responsible for any loss or damage, irrespective of who signs for goods.
- (iii) A forklift will be available on a first come, first serve basis.
- (iv) For better security please make sure that the carrier will deliver goods to the stand NOT just leave inside the unloading doors.
- (v) The correct address is: *(Your company name and stand number)*
Simply Christmas
Hall 19, The NEC
BIRMINGHAM, B40 1NT

TELECOMMUNICATION SERVICES

If you require telephone, internet or multimedia services on your stand please contact the NEC by e-mail eventorders@thenec.co.uk or by 'phoning 0844 338 8338 for the necessary forms. The forms are also on our Exhibitor Zone.

ON SITE INFORMATION

BUILD-UP Wednesday – Hall 19. Access to the halls from 0800, follow the 'Creative Craft' signs. NEC traffic control will issue Build-up vehicle passes on-site.

The enclosed vehicle sheet helps the NEC to direct you to the correct hall. It is NOT a parking pass.

Please arrive by 1700 at the latest, but stand dressing can continue until 2000. ALL OFF LOADING MUST BE COMPLETED ON WEDNESDAY.

No vehicles or trailers are allowed around the perimeter of the hall during open days.

Build-Up Health & Safety

Please note that no under 16s are allowed in the exhibition hall during build-up and breakdown. This is a requirement of the venue's Health & Safety policy.

NEC Hi-Vis POLICY

The NEC has introduced a new high-vis policy for all personnel, including exhibitors, when working outside the exhibition halls for loading and unloading products. The NEC will endeavour to make it as easy as possible for all exhibitors to purchase hi-vis vests, if necessary, to support their 'Be Safe, Be Seen' campaign. There will be a facility in the lorry parks during the peak times for the build and break periods where exhibitors will be able to purchase hi-vis vests. In addition, the Visitor & Business Centres will also hold a stock of hi-vis vests for purchase, when the facility is open, or alternatively from the security office out of hours.

Please note that if you arrive late and your stand is not set up on the build-up day then you will jeopardise your participation in future ICHF events.

PARKING

- (a) Parking All exhibitors should use the main car parks; ONE FREE Exhibitor parking pass can be collected from the Organisers Office on build-up day. Other parking is chargeable.
- (b) Deliveries on open days to the rear of the hall, door 20.4, are acceptable up to 1800. Traffic Control will issue special tickets when requested.
- (c) Shuttle Buses These will operate from the car parks from 0830 to 1830.

STAND FEATURES

The standard colour of the shell scheme is BLACK. Merchandise can be fixed to the stands using velcro (available to purchase from us on the build-up day). Small panel pins can also be used - please be careful not to tear the fabric covering. Panels are 50mm in width.

Shelving 300mm deep is available, also extra panelling and lockable doors. See enclosed order form.

The show will be fully carpeted.

Cleaning/Nightsheets The cleaners will NOT enter and clean any stand with nightsheets UNLESS these are of a lockable type and a set of keys is left in the Organisers Office.

STAND AREA, FASCIAS and SIGNS

Please remember that all your products, chairs, etc, must remain within your stand area for the duration of the show.

There must be no items/products or signs/name-boards on the fascias of any sort, other than official ICHF name-boards; also no 'Sale' or 'Discounted' signs (including handwritten ones) should be used. Printed 'Show Offer' is permitted.

The above points are to keep our exhibitions looking neat, tidy and of a 'quality' presentation.

Balloons above the top of the stands are not recommended and are subject to removal at ICHF's discretion (also note that if they go to the ceiling the venues often charge for their removal, which charge would be passed on to the exhibitor).

Support Walling and Safety Statement

The stands are temporary structures and therefore limited in their stability. For safety please bear in mind the following:

- (i) Any stand over 6m in length may require additional support panels. These are inserted at the sole discretion of the stand contractor.
- (ii) The walls are not designed for the hanging of large quantities of products. You should have self-supporting units.

BREAKDOWN

Exhibitors should be clear of the hall by 22:00 hrs on Sunday evening.

COLLECTIONS

Our contract with the venue finishes on Sunday evening. Therefore, it may not be possible to leave goods in the hall for collection on Monday. Please check with the Show Manager, before the show opens, but goods left overnight are in danger of being lost or disposed of by the venue.

GENERAL INFORMATION

STAND & EXHIBITOR CATERING

- (a) An Exhibitors Lounge is available to use at the back of Hall 19, with discounted food and drink in the bar area. 10% off the Grab & Go range.
- (b) Exhibitors can order lunches from 'Food 2 U' on 0844 338 8338 or email eventorders@thenec.co.uk

EXHIBITOR PASSES

A 'reasonable quantity' per stand will be issued on the build-up day from the Organisers' Office and **MUST BE WORN** in order to gain easy access on OPEN DAYS.

SECURITY

There will be 24 hour security cover during the period of the Show, but insurance cover for any loss or damage is the responsibility of exhibitors.

INSURANCE

Insurance is the responsibility of individual exhibitors.

CASH FACILITIES FOR VISITORS

Please note that we offer a cashback facility on debit cards to our visitors, in the Organisers Office from noon each day. A 50p charge applies.

ON-SITE ORGANISERS OFFICE DETAILS

If you wish to have the number of our office in the hall please ask when collecting your badges, as we do not know the exact number until we are on-site.

We look forward to receiving your order forms shortly, but if you have any queries please do not hesitate to contact us.

Yours sincerely

The ICHF Team