

2009

# RENEWABLE FUTURES

POWER FOR GROWTH

**Regen SW's annual conference and exhibition**

Assembly Rooms, Bath

10 and 11 November 2009

**EXHIBITORS GUIDE**



## OVERVIEW

Renewable Futures is Regen SW's annual conference and trade show, and the biggest renewable energy event in the south west of England. This year it will focus on how, in the south west, we can not only recognise and be realistic about the challenges that sustainable energy businesses are facing, but also how we can look ahead beyond the recession and focus on powering up for growth.

As Renewable Futures will run over two days this year, exhibitors will get a better opportunity than ever before to show what they have to offer to the south west's sustainable energy sector plus the added chance to invite guests to the exhibition, free of charge between 14.30 and 17.00 on 10 November 2009.

### Predicted footfall:

10 November 2009	200 - 300
11 November 2009	300 - 350

### Delegate profile:

- small and large businesses in the renewable energy and energy efficiency sectors
- local authority planners and policy advisers
- developers
- construction industry professionals (including consultants and architects)
- other public and private sector professionals involved in sustainable energy

To view organisation who delegates attended from last year [click here](#)

## TICKETS

Exhibitor - member	£800
Exhibitor - non member	£900

- one **2.5m x 2m stand** including one table and an electricity socket
- **half day exhibition on day one** to conference delegates and guests invited by sponsors and exhibitors.
- **full day exhibition** to conference delegates on **day two**
- **Two delegates** passes to **day two** of the conferences
- refreshments during breaks on day one and two and lunch on day two

### Exhibitors will be required to provide:

#### In advance - deadline 24 October 2009

- High resolution logo in jpeg format for the exhibitors list in the delegates packs
- A paragraph of company overview for the exhibitors list in the delegates packs
- Please email to [rhayes@regensw.co.uk](mailto:rhayes@regensw.co.uk)
- the names and seminar choices of both exhibitors for day two

#### On 10 and 11 November 2009

- A laptop (if required)
- Literature to display
- Any stationery you may require
- A pop up stand
- Extension lead (if more than one electricity socket is required)

## TIMETABLE

09 November 2009	Set up	17.00 - 20.00 (recommended)
10 November 2009	Set up	09.00 - 12.00
	Conference & Exhibition	13.00 - 17.00
	Green Energy Awards	18.30 - 23.00
(Exhibits should remain up but unmanned. All valuables should be removed from the venue overnight)		
11 November 2009	Conference & Exhibition	09.30 - 16.30
	Break down	16.30 - 18.00

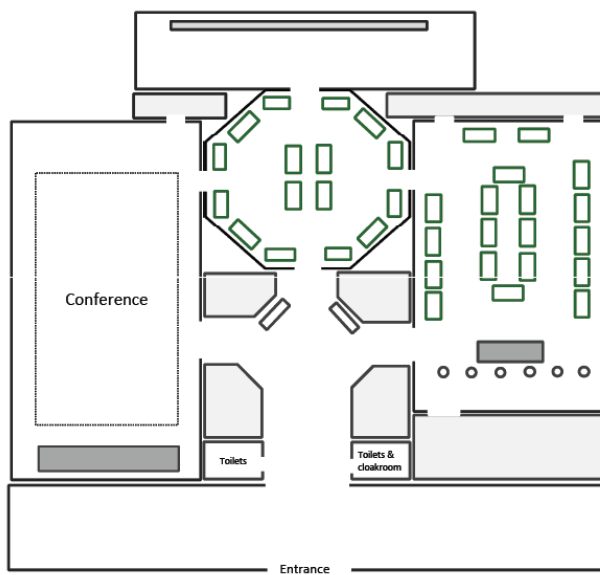
## LAYOUT

To optimise networking opportunities, this year we are grouping stands by technology and service and will therefore be unable to allocate exhibition stand numbers and locations until the end of October 2009.

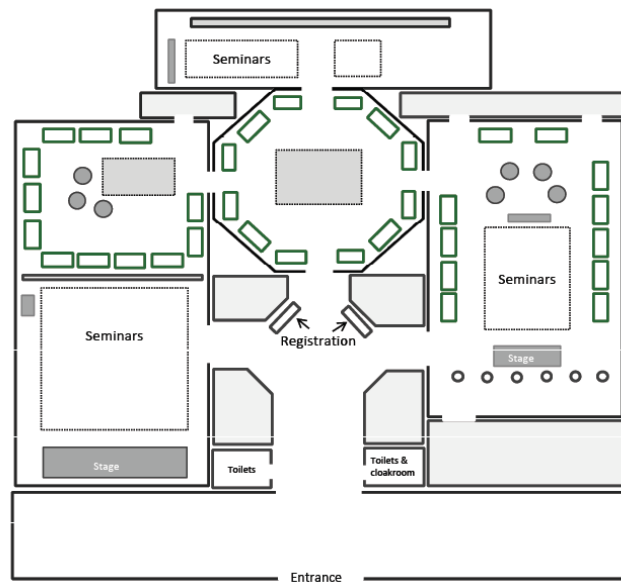
### PLEASE NOTE: THE EXHIBITION LAYOUTS WILL CHANGE BETWEEN DAY ONE AND TWO OF THE CONFERENCE.

The central stand will be moved overnight by venue staff. Regen SW will be in touch with exhibitors assigned these stands regarding this.

#### 10 November 2009



#### 11 November 2009



All exhibitors should have registered at the Regen SW registration desk by 13.00 on 10 November.

Stands must be vacated and all exhibitor materials must be removed from the Assembly Rooms by 18.00 on 11 November 2009.

**NEITHER REGEN SW NOR THE ASSEMBLY ROOMS ACCEPT ANY RESPONSIBILITY FOR ANY EXHIBITOR'S PROPERTY AT ANY TIME BEFORE, DURING OR AFTER THE EVENT.**

## A-Z DIRECTORY OF SERVICES AND INFORMATION

### ACCESS, LOADING AND DELIVERIES

**Loading access** is available on Bennett Street for the setting up and breaking down of exhibition stands. Parking here is very limited. For information on local car parks please [click here](#).

Items can be delivered to the Assembly Rooms by post during the week prior to the conference providing they are clearly labeled:

Renewable Futures Exhibition (*company name*)  
c/o Peter James  
Assembly Rooms  
Bennett Street Bath  
BA1 2QH

### ADMISSION

#### 10 November 2009

- Exhibitors are allowed within the exhibition only and are NOT permitted to enter the conference sessions.
- Conference delegates will have full access to the exhibition between 13.00 and 17.00.
- Other parties, invited by exhibitors will have free access to the exhibition only between 14.30 and 17.00.

#### 11 November

- Exhibitors are allowed within both the conference and exhibition.
- Conference delegates will have full access to the exhibition between 09.00 and 16.30.
- Only conference delegates and exhibitors who have previously signed up to Renewable Futures will be allowed entry.

### AUDIO VISUAL EQUIPMENT

Should you require any audio visual equipment for your stand please contact is media directly:

Tel: 0117 9633 966

Email: james@ismedia.co.uk

www.ismedia.co.uk

### BUILD UP AND BREAKDOWN OF STANDS

**Set up** is between 17.00 and 20.00 on 09 November 2009 or 10.00 and 12.00 on 10 November 2009.

- All exhibits must be ready and exhibitors must be registered with reception by 13.00 on 10 November 2009.

**Break down** is between 16.30 and 18.00 on 11 November 2009.

- Exhibitors must clear their stands entirely and ensure that all waste material is removed; otherwise a charge will be incurred.
- Breakdown before 16.30 is prohibited.

**The Exhibition period is between 13.00 – 17.00 10 November 2009 and 09.00 - 16.30 on 11 November 2009**

No exhibition equipment may be removed from the exhibition hall between these times.

### CAR PARKING

There is NO onsite parking for exhibitors at The Assembly Rooms. **Loading access** is available on Bennett Street; however parking here is very limited. For information on local car parks please [click here](#).

### CATERING

Catering on site is provided by The Assembly Rooms according to the following schedule:

#### 10 November 2009

Tea and coffee 13.00 – 14.00

Tea and coffee 15.00 - 15.30

## **11 November 2009**

Tea and coffee 09.30 - 10.00

Tea and coffee 10.30 - 11.00

Lunch 12.30 - 13.30

Tea and coffee 14.45 - 15.15

Water will be available free of charge at each break from the refreshment points in the Octagon and exhibition end of the Ball Room.

## **CHILDREN**

Children under the age of 16, (including babies and toddlers) are NOT permitted in the hall **at any time**.

## **CLOAKROOM**

There are cloakroom facilities located near the venue's main entrance, available free of charge throughout the events.

## **DAMAGE AND LOSS**

Neither Regen SW, nor The Assembly Rooms, accepts any responsibility for damage or loss of any properties belonging to the exhibitors or their agents/contractors.

## **DISABLED FACILITIES**

The Assembly Rooms are fully accessible for wheelchair users. Please inform Regen SW of any special requirements.

## **ENVIRONMENTAL POLICY**

- Exhibitors should share transportation where possible or travel on public transport, i.e. bus, train.
- Where possible, all promotional materials, information packs etc should be printed double sided.
- Consumable and giveaway items should be limited, and the packaging of such items minimised. Where possible, these items should be recyclable.
- Exhibitors are encouraged to conserve electricity and water usage as part of their exhibition.
- Exhibitors are encouraged not to date mark or personalise material specifically for a Regen SW event, in order for it to be reusable at future events.
- Downloadable options for exhibition materials should be provided where possible

## **FIRE SAFETY**

Any person, whether exhibitor or contractor, discovering an outbreak of fire, however slight, should immediately notify an Assembly Rooms employee or a Regen SW member of staff. A copy of the venue's Evacuation procedure is at the end of this document.

## **FIRST AID**

Individuals seeking assistance for minor injuries should contact a member of venue staff or visit the reception. In the event of a major incident, the event organiser, Rachel Hayes should be contacted, as well as the emergency services.

## **INSURANCE**

Exhibitors are required to take out their own insurance against the kinds of risks they may incur in connection with the exhibition, especially Liability. Coverage for risks related to property, employers' liability and personal accident to staff should be included. In addition, Exhibitors may wish to take out insurance for any losses and wasted expenditures in the event the exhibition is abandoned or curtailed. Exhibitors are reminded that their insurance for goods and exhibits should take effect from the day that such items are delivered to the exhibition venue and should remain in effect until all items are removed. Anyone bringing to The Assembly Rooms items that may directly or indirectly cause injury to anyone or damage the venue's grounds or any property will be held responsible.

## **MUSIC**

Exhibitors wishing to play any recorded material are solely responsible for obtaining any license required to play music on their stand, licences can be obtained from the Phonographic Performance Limited (PPL) and Performing Rights Society (PRS). **Please ensure that music/entertainment for demonstrations/videos/ presentations etc are kept at a level that will not interfere with neighbouring stands.**

## REGISTRATION AND EXHIBITION PASSES

All exhibitor passes will be issued upon registration and are non-transferable. This should be done before 13.00 on 10 November 2009.

Exhibitor passes entitle you to:

- One **2.5m x 2m stand** including one table and an electricity socket
- **Half day exhibition on day one** to conference delegates and guests invited my sponsors and exhibitors.
- **Full day exhibition** to conference delegates on **day two**
- **Two delegates** passes to **day two** of the conferences
- Refreshments during breaks

Details of the exhibitors must be provided by the exhibitor to Regen SW by the **31 October 2009**. All exhibitor passes will be recycled after the event so please ensure that you hand them back at the close of the event to the collection point on the registration desk.

## SECURITY

Whilst every reasonable precaution is taken during the show to ensure the premises are adequately patrolled, The Assembly Rooms and Regen SW specifically disclaim responsibility for any loss or damage to property of any Exhibitor from any cause. Any loss sustained from your stand should be reported to a member of Regen SW or Assembly Rooms staff. To help ensure good security, please follow these points:

- Do not leave cash, handbags, mobile phones, laptops unattended at any time.
- Remove all valuable items from you stand overnight.
- Please note that set-up and breakdown times are high-risk periods. You are recommended to work in pairs so that the stand is manned at all times.
- Make sure you arrive prior to the official opening time and do not leave your stand before the hall is clear of visitors

## SOUND EQUIPMENT

Volume must not cause annoyance to any other exhibitors or delegates. The Assembly Rooms and Regen SW reserve the right to prohibit the use of such equipment should, in their opinion, any annoyance be caused.

## SPACE

Each exhibition stand is 2.5m x 2m (length x width) come with a table and one electricity socket. **Exhibitors may not create displays which exceed the size of the stand area.** Any extra equipment required must be provided by the exhibitor.

## STAND STAFFING

All stands must be staffed throughout the open hours of the Exhibition. Publicity materials and notices may only be displayed on, and distributed from, the Exhibitor's own stand. Regen SW reserves the right to remove and dispose of any materials found in any other part of the venue.

## TOILETS

Toilet and washroom facilities are available near the venues main entrance.

## WASTE DISPOSAL

All waste, including unwanted materials and packaging **MUST** either be recycled on site at one of the available recycling containers, or removed from the venue by 18.00 on 11 November 2009. Regen SW reserves the right to charge any exhibitor for the removal of their waste.

## HEALTH AND SAFETY

**Under Health and Safety legislation, Exhibitors and their main contractors are responsible for all activities that take place on their stand throughout the event and any actions that could affect others not on their stand.**

Regen SW, together with The Assembly Rooms, is committed to providing, maintaining and promoting, so far as is reasonably practicable, the highest standards of Health, Safety and Welfare at all our events.

All Exhibitors and contractors at events organised by Regen SW are expected to ensure that they work safely for the duration of the exhibition including set up and break down sessions, as is their legal duty under HASAWA 1974.

Please:

- Ensure you and anyone manning your stand understands the fire and evacuation procedures and locations of the Hall's exits. (See appendix 1)
- Make sure that your staff and contractors are working safely – and ensure they are trained and competent if setting up and technical equipment..
- Remove all rubbish and packing from your stand. It must not be stored on or behind your stand during the show.
- Make sure that you are properly insured for the exhibition.
- Do not overload or use unstable or unsecured items in your display.

## ORGANISERS' CONTACT DETAILS

### Exhibition stands and general enquiries

Rachel Hayes

Events and communication coordinator

Regen SW

Innovation Centre

Rennes Drive

Exeter

EX4 4RN Tel: 01392 494399

Fax: 01392 420111

Email: [rhayes@regensw.co.uk](mailto:rhayes@regensw.co.uk)

[www.regensw.co.uk](http://www.regensw.co.uk)

### Sponsorship, marketing and all media enquiries

James Reddy

Communications manager

Regen SW

Innovation Centre

Rennes Drive

Exeter

EX4 4RN Tel: 01392 474322

Fax: 01392 420111

[jreddy@regensw.co.uk](mailto:jreddy@regensw.co.uk)

[www.regensw.co.uk](http://www.regensw.co.uk)

## TRAVEL INFORMATION

The Assembly Rooms, Bennett Street, Bath, Somerset BA1 2QH

**Train** 15min walk of 5 minutes taxi ride from Bath Spa station

**Bus** Various services run in and around Bath, please [click here](#) for a map.

**Cycling and walking** for routes please [click here](#) to view a Sustrans map

**Car** There are three Park and Ride services operating in Bath, for more information lease [click here](#).

## Appendix 1

### ASSEMBLY ROOMS - EMERGENCY EVACUATION PROCEDURE

#### IN THE EVENT OF THE FIRE ALARM SOUNDING: -

There must be an **immediate** evacuation of the premises.

Please leave the building by one of the marked fire exits, and make your way to the assembly point, which is the **forecourt** of the Assembly Rooms

#### RESPONSIBILITIES:-

##### Function manager:

1. Locate and investigate the source of the alarm activation on the Fire Control panel
2. Ensure that the evacuation procedure is being implemented
3. make emergency 999 call to Fire Brigade (as back up) and liaise with Fire Brigade on arrival

##### Attendants/ stewards:

- 1) Evacuate all areas of the Assembly Rooms complex, directing members of the public to the assembly point via the emergency exits/ main doors.
- 2) Prevent members of the public from re-entering the premises.
- 3) Leave building and go to assembly point.

##### Points to note:

- 1) All staff should be familiar with the location of Fire Alarm break glass points, Extinguishers and Fire Exits. If you discover a fire, activate the nearest alarm. While you should not expose yourself to any undue risks, if possible tackle small fires with an appropriate appliance
- 2) After the 'All Clear' has been given (to be announced by the Function Manager on the advice of the Fire Brigade) the public should not be re-admitted until all staff members have resumed their positions of work

##### Fire Extinguishers

There are several types of appliance. They are **all coloured red**, but are distinguished by coloured labels:

- Water (red) – for use on wood, paper, textiles etc. Do **not** use on electrical fires
- Foam (cream) – for flammable liquids. Do **not** use on electrical fires
- Powder (blue) – for wood, paper, flammable liquids or gases, electrical equipment
- CO2 (black) – for flammable liquids or gases and electrical equipment