



2025 LYRECO CONVENTION

EXHIBITOR INFORMATION PACK

Dear Exhibitor,

LYRECO CONVENTION EXHIBITOR INFORMATION PACK

Thank you for supporting the 2025 Convention.

Please find enclosed essential details relating to the exhibition which will be held in Hall 1 and 2 at The International Centre, Telford on Friday 24th January 2025. If you are not the main point of contact at your company for managing the exhibition, please inform us and share this document with the relevant colleague.

This pack contains important information, please take a few moments to read through it. Please pay particular attention to the deadline for uploading your artwork, 20 December 2024, and the compulsory forms which need to be returned at various dates in December 2024 and January 2025.

If you need any further information or have any requirements that are not included in the pack please do not hesitate to contact me and I will endeavour to provide whatever you need.

Please note that I am your contact for any queries pre-convention and your on-site point of contact will be my colleague Amanda Gilmour.

We both look forward to working with you.

Kind regards,

Rachel Thompson
t: 07931 654 567
e: rachel@themammoths.agency

Amanda Gilmour
t: 07979 755 327
e: amanda@themammoths.agency

EXHIBITOR CHECKLIST

This pack contains the application forms listed below.

Your forms MUST be completed on the online portal by the date shown in order to guarantee processing your application and avoid potential surcharges. To make this as easy as possible for you, the individual deadlines have been set for the various forms below, enabling you to tick them off as you complete them.

Please ensure you meet the deadlines. Late applications are subject to availability.

See forms for terms and conditions.

Electrical sockets, internet connections, furniture and extra stand components may only be ordered from our approved suppliers.

Please contact us for any required services not listed.

FORM	UPLOADED TO	DEADLINE	FORM SENT
Compulsory to Return			
Company artwork & Additional Stand Fittings	Stagecraft - Online Portal	20 DECEMBER 2024	
Vehicle Unloading Schedule	Stagecraft - Online Portal	15 JANUARY 2025	
Name Badges	Stagecraft - Online Portal	8 JANUARY 2025	
1) Health & Safety Declaration for all exhibitors 2) Copy of Public Liability Insurance for all exhibitors 3) RAMS for Space only exhibitors	Stagecraft - Online Portal	20 DECEMBER 2024	
Optional to Return			
Internet Order Furniture Additional electric/power - stands only Power - Space only	Stagecraft - Online Portal	20 DECEMBER 2024	

EXHIBITION TIMETABLE

Deliveries

Ideally, we suggest you bring your stand accessories, prizes and any products/display equipment with you to the exhibition hall on 23rd or 24th January when you set up. However, if you wish, you can send items in advance to be stored by The International Centre from Monday 20th January 2025. However, please note:

- If you are sending pallets of items, you need to ensure that couriers/drivers are able to get them off the vehicles. Alternatively, you can book a forklift in advance. This is a chargeable service. Please contact Sales@stagecraftuk.com to book.

- For any deliveries made in advance please use the delivery labels on page 5. Any deliveries made prior to 20th January will be declined & need to be rescheduled at senders cost.

- Any deliveries made prior to Thursday 23rd January are made entirely at the owners risk. TIC will not be checking what has been delivered, just accepting the delivery and storing in the open air loading bay.

For any deliveries please also email:
Sean.Mullin@Lyreco.com

With details of:

Supplier Name, Delivery Date, No. of Boxes/Pallets, Courier Company, Name/Contact details of sender

Please note that due to Health and Safety reasons we cannot permit any goods to be delivered during the opening hours of the exhibition.

Thursday 23rd January

12:00 – 18:00 Exhibitor deliveries and stand dressing

Your exhibition stand will be available from 12:00 for exhibitors to set up. Please complete the Vehicle Unloading Schedule Form in the Online Portal, to inform us of your arrival time and vehicle make. Due to limited space, vehicles must be removed from the loading area immediately after loading/unloading is finished.

Friday 24th January

08:00 Exhibitor access to Exhibition Hall

12:15 EXHIBITION OPENS Please ensure your representatives are on the stand before this time

16:15 EXHIBITION CLOSES

16:30 – 20:00 Exhibitor breakdown

The exhibition hall must be clear by 20:00. All items must be removed unless a Collection Instruction Form has been completed (see page 6). All items to be collected from the venue by courier should be packaged clearly and marked by the exhibitor.

Should anything be left on your stand without a Collection Instruction Form, disposal will be required and a charge for this will be forwarded to your company.

Electrical power to stands will be switched off 30 minutes after the show closes.

The Mammoths and TIC cannot take responsibility for any items left unattended at any time.

TELFORD INTERNATIONAL CENTRE – DELIVERY INSTRUCTION

COMPANY NAME	CONTACT NAME	CONTACT NO
DELIVERY ADDRESS Telford International Centre International Way Telford Shropshire TF3 4JH	NAME OF THE EVENT	DATE OF THE EVENT
SPECIAL INSTRUCTIONS	STAND NO. / LOCATION	NO. ITEMS IN CONSIGNMENT

TELFORD INTERNATIONAL CENTRE – COLLECTION INSTRUCTION

COMPANY NAME	STAND NO / LOCATION	CONTACT NO
NAME OF THE EVENT ATTENDED	DATE OF COLLECTION	NO. ITEMS IN CONSIGNMENT
COLLECTION ADDRESS Telford International Centre International Way Telford Shropshire TF3 4JH	DELIVERY ADDRESS	
COURRIER NAME		

Please note all items are left at your own risk the International Centre Telford will not accept responsibility for any losses / damage to these items.

the internationalcentre
telford



telford
internationalcentre
VEHICLE PARKING PASS

DATE: Please display in windscreen at all times.

TIME:

Registration number	Event / Show	Stand Name & Number
Drivers Name		

TELFORD. EVENT. READY.

telford
internationalcentre
VEHICLE PARKING PASS

DATE: Please display in windscreen at all times.

TIME:

Registration number	Event / Show	Stand Name & Number
Drivers Name		

TELFORD. EVENT. READY.

TRAVEL

By Car

FROM M6 SOUTHBOUND

Leave M6 at junction 12. Take A5 west for 1 mile to Gailey Island. Take first left on to A449. Travel 3 miles to M54 / J2. Travel west on M54 to J4. Take the second exit and follow signs to The Telford International Centre.

FROM M6 NORTHBOUND

Join M54 at M6 / J10A. Travel west to M54 / J4. Take the second exit and follow signs to The Telford International Centre. The venue is situated just over 2 miles from Junction 4.

FROM M6 'TOLL' NORTHBOUND

Leave M6 Toll at junction T8. This equates to M6 / J11. Go straight ahead into A460 (Wolverhampton Road) towards Wolverhampton. After 2.4 miles access M54 / J1. Take the third exit off the roundabout onto M54 direction Telford. Travel west on M54 to J4. Take the second exit and follow signs to The Telford International Centre. The venue is situated just over 2 miles from Junction 4.

By Train

From the North - Virgin Rail to Birmingham New Street or Wolverhampton and then a local train to Telford Central station.

From the south - Virgin Rail operates a twice hourly service from London Euston, changing at either Birmingham New Street or Birmingham International. From there a local train to Telford Central station.

Telford International Centre is a 15-minute walk from Telford Central station or a short taxi ride.

By Bus

There is a frequent bus service to Telford International Centre from Telford Central station.

By Plane

Fly into Birmingham International Airport. A taxi from the airport to the city centre will take approximately one hour.

There are local rail connections direct to Telford Central station from Birmingham International station, which is accessible directly from the airport.

ESSENTIAL EXHIBITOR INFORMATION

Exhibition Stand Artwork

We are working with Stagecraft to again provide a more modern alternative to the traditional shell scheme exhibition stands.



You will receive an email from the Stagecraft portal; info@stagecraftuk.com.

Please keep an eye out for this email in clutter or junk folders etc, and mark as a safe sender if it appears in here.

You will have a step by step process to complete in the portal, allowing you to select upgrades, order additional requirements, receive your artwork spec and upload artwork.

Please be reminded that full print ready artwork is to be supplied, stand alone images or logo's will not be accepted.

Deadline for art work to be uploaded to the Stagecraft portal is **FRIDAY 20TH DECEMBER 2024**.

Electrical Services

All exhibition stands will include the following:

Bronze package - 1 x spotlight and 2 sockets.

Silver package - 2 x spotlights and 2 sockets.

Gold package - 3 x spotlights and 2 sockets.

SPACE ONLY - power to be ordered to meet individual requirements.

All are UK sockets and fittings.

Only the official electrical contractor may fit electrical sockets.

Any items requested on site will be subject to availability and a surcharge of 30% payable immediately.

Exhibitors should switch off all stand electrics on the build day. Please advise The Mammoths if you require power overnight.

Exhibitor Name Badges

All exhibitors must complete the Name Badge Form in the online portal.

All personnel working on the stands will be provided with ID badges which must be worn at all times. Exhibitor name badges must only be allocated and used by those representatives working on your stand.

Please complete the Name Badge Form by 8th January 2025.

Your name badges will be available from one of the The Mammoths events team on Thursday 23rd January or from the registration desks located in the exhibition centre foyer (near entrance E4) on Friday 24th January.

Your stand package will reflect the number of badges you are allocated:

Bronze Package = 2 name badges

Silver Package = 3 name badges

Gold Package = 4 name badges

Exhibition Organisers Contact On-Site

A representative of The Mammoths events team will be in the exhibition area throughout the build and breakdown periods and during the show. They will make themselves known to every stand contact.

There will also be the Lyreco team available to assist you during the event.

Fabrics

Please ensure that all fabrics used on stands have been treated with the relevant fire proofing solutions. It is a requirement that all drapes brought into the venue conform to BS 5867 Specification for Fabrics for Curtains and Drapes.

First Aid

First Aid is available onsite, please contact the nearest member of the TIC staff for assistance.

Electrical Equipment

All electrical appliances that are brought onto site must have a current PAT Certificate. A copy should be available at the exhibition.

AV and Equipment Hire

Additional AV equipment may be hired from The Mammoths. Please contact rachel@themammoths.agency with your specific request and you will be provided with options and a specific quotation based on your individual needs.

Internet Connections

Should you require an internet connection on your stand, please order this directly via the portal.

Health and Safety

All exhibitors **MUST** complete the Health and Safety Declaration in the online portal.

SPACE only must also upload their RAMS and build plans.

Current legislation necessitates that exhibitors must establish and enforce appropriate measures of control and monitor health and safety procedures.

Exhibitors are responsible for safety on their stands and for the health and safety of their employees and visitors to the stand. In accordance with the Health & Safety at Work Act 1974 and the Management of Health & Safety at Work Regulations 1999, all exhibitors must undertake a Risk Assessment of risks to the Health and Safety of employees whilst they are at work.

A full Risk Assessment must be carried out for the build up, break down and open period of the exhibition.

The following measures should be adopted by exhibitors as a minimum:

1. A member of staff at managerial and director level to oversee health and safety procedures.
2. Ensure machinery and working practices are safe and offer no risk to health.
3. Ensure all necessary precautions are taken in respect of the safe use, handling, storage and transport of materials and substances.
4. Provide such information, instruction, training and supervision as is necessary to ensure the health and safety at work of all employees.
5. Maintain all places of work, equipment and transport under the exhibitors control in a safe condition, free from risk to health.
6. Safeguard the health and safety of visitors and any member of the general public who will be affected by the activities of exhibitors.
7. Provide all necessary information relating to health and safety in respect of processes, products and services.

The following good practice measures are also advised:

1. During the build-up and breakdown periods your staff and sub-contractors should be reminded of the need for vigilance regarding the health and safety of themselves and those working in their vicinity.
2. No electric cables must be allowed to cross gangways, passageways and fire exits.
3. Work areas should be maintained free from general waste and packaging materials which could cause hazards.
4. Packing cases and other materials must not be allowed to obstruct gangways, passageways and fire exits and must be removed from the exhibition centre as soon as possible.
5. Exhibitors are responsible for the safe use and storage of flammable liquids and substances and segregation from waste and other risk areas.

HSE CDM Regulations

As part of our compliance with HSE's CDM regulations, all exhibitors need to be inducted onto site. Induction is detailed on pages 15-18, please read the and disseminate the information to your team.

Insurance

Each Exhibitor is responsible for the security of their own stand, samples and exhibits, and for their own insurance cover.

In no circumstances will Lyreco, the TIC or The Mammoths accept responsibility or be liable for any loss whatsoever.

It follows that Exhibitors are required to effect appropriate insurance for build-up/breakdown periods in addition to the Exhibition open day.

INSURANCE - PUBLIC LIABILITY (COMPULSORY)

Exhibitors must hold Public Liability insurance at a minimum indemnity level of £5m. This is a condition of exhibiting. A copy of this insurance certificate must be uploaded to the portal.

Whilst we take every precaution to protect your property during the event we are not responsible for any loss or damage. We would recommend that you take the advice of an insurance broker. For your information we can suggest the services of Hiscox who are specialists for this type of insurance.

You are also responsible for insuring against any legal liability incurred in respect of injury or damage to property belonging to third parties. In addition to this you should protect your expenditure against Abandonment and Cancellation or curtailment of the event due to reasons beyond our control.

All these risks and more can be covered by Hiscox under their EXHIBITORS POLICY. Just visit www.hiscox.co.uk/events and complete the proposal form or telephone 0845 213 8448.

Exhibitors must insure all items destined for their stands, whether displays or exhibits, to their full replacement value. They must also cover themselves against third party claims. Neither Lyreco, the TIC nor The Mammoths will accept responsibility for the loss or damage to exhibitors' property howsoever caused.

Parking and Unloading/Loading

On site parking is available for 1,500 cars.

Please use the Sat nav postcode: TF3 4JH

All exhibitors please complete Vehicle Unloading Form in the Online Portal

To facilitate unloading it is essential you complete the vehicle unloading schedule indicating your preferred time of arrival. Times will be allocated on a first come basis.

Once unloaded, vehicles must be removed immediately. Vehicles cannot be left indefinitely in the loading area.

At the conclusion of the show, stands must be broken down and items ready to load before vehicles are permitted to enter the loading area. Please inform a member of the TIC team once you are ready to begin your load out and your vehicle will be directed from the relevant holding area when a space becomes available.

Please see the Site Map for directions to the venue and loading area.

Stand Building Regulations

All Stands

1. All stand structures, signs and exhibits must be contained within your allotted stand space and must not protrude onto the gangway.
2. All stand features and display items must be completely self-supporting. Suspension from the ceiling of the exhibition hall and fixings to the structure of the building are strictly prohibited.
3. All stand features and displays must be carried out using non-flammable materials.
4. Exhibitors are responsible for ensuring their stand contractor employs safe working practises and are aware of their responsibilities under the Health & Safety at Work Act.
5. During the period of the exhibition, especially the build and breakdown, gangways must be kept clear of obstructions. This will enable the Emergency Services clear access in the event of an accident.

Emergency and Evacuation Procedures

Please see pages 15-17 for the TIC Site Safety Induction which includes emergency and evacuation procedures.

IN THE EVENT OF A FIRE



Ensure that you are familiar with your nearest emergency exits.
 Raise the alarm by using a break glass point or informing a member of staff
 In the event of an Emergency Activation you will hear
 "ATTENTION, ATTENTION, AN EMERGENCY SITUATION EXISTS WITHIN THE BUILDING, PLEASE LEAVE VIA THE NEAREST AVAILABLE EXIT"
 Leave your site immediately by the nearest exit.
 Do NOT use the lifts or take anything with you.
 Move away from the building to the assembly points on the car parks directed by TIC staff.
 Do NOT return to the building until the "all clear" has been given by fire officers.



APPROPRIATE PPE MUST BE WORN

HIGH VIS MUST BE WORN AT ALL TIMES DURING BUILD AND BREAKDOWN*
 SAFETY SHOES ARE RECOMMENDED
 FIRE EXITS AND EMERGENCY GANGWAYS MUST BE KEPT CLEAR AT ALL TIMES
 ALL WASTE MATERIAL MUST BE REMOVED FROM SITE
 *purchasable from TIC reception



CAUTION!

BEWARE OF MOVING VEHICLES
 FORKLIFT TRUCKS OPERATING
 HEAVY PLANT AND MACHINERY IN OPERATION
 UNEVEN AND SLIPPERY SURFACES / TRIP HAZARDS
 WORKING AT HEIGHT



SITE VEHICLES MUST NOT EXCEED 5 MPH
 NO ACCESS FOR PERSONNEL WITHOUT A CONSTRUCTION WRISTBAND
 TIC IS A NO SMOKING VENUE INCLUDING E-CIGARETTES
 NO PERSONS AGED UNDER 16 ARE PERMITTED ON SITE AT ANY TIME
 No hot works can take place without a hot works permit being issued
 Any person suspected to be under the influence of drugs or alcohol will be ejected
 Only persons who have received suitable training are permitted to operate plant or machinery

WELFARE



Toilets. Lower and Upper Concourse and within halls 2 & 3

Food & Beverages

Available to purchase from the following:-

Costa Coffee - Lower Concourse (open times subject to event)

Vending Machines - Lower Concourse and Hall 2 Foyer

FIRST AID



If first aid treatment is required

Contact a member of security who will radio a first aider

Contact the Duty manager on 07790346741

Visit Reception – Lower Concourse

When requesting First Aid you must state

The location of the incident

What the injury / illness is or appears to be

Name and age of person injured or ill

All accidents, incidents and near misses must be reported to the venue reception on the lower concourse

SITE TRAFFIC RULES

Loading / Unloading During Events

Report to the gate house on arrival and follow instructions and directions given by Security Personnel

Conform to speed limits and road signs

Do not park on double yellow lines or hatched areas

Do not park on pavements or pedestrian walkways

Slow down when approaching junctions, narrow roadways and in areas of congestion

Do NOT obstruct points of access or exit

Always display your vehicle pass

A queuing system for loading / unloading will be in operation

Adhere to times allocated for loading / unloading. If you experience difficulties and cannot complete your loading / unloading on time then please inform a member of Security

A 'One Way' system on occasions will be in operation. Follow instruction and directions given by Security at this time

Once you have unloaded your vehicle you will be directed to a car park

Request Banksman assistance from Security personnel before reversing your vehicle if over 7.5 tonnes

All pedestrians - be aware of vehicles loading and unloading and moving / reversing vehicles including forklifts. Always use designated pedestrian walkways

Vehicles parked in unauthorised areas may be removed by TIC

Report any dangerous activity to the Duty Manager on 07790346741



INTERNAL VEHICLE MOVEMENT RULES

Vehicle access to Halls is restricted to achieve maximum efficiency and safety. No vehicles are to be allowed into the halls without prior agreement.

Drivers must follow instructions from TIC Security personnel before entering the hall

High vis must be worn in the halls when vehicles are moving

Dedicated stewards dressed in high visibility clothing will accompany vehicles taking drivers to the pre-arranged designated plot within the building—Drivers must not move or reverse vehicles within the halls until a designated Steward is available

All vehicles must display hazard-warning lights during movements and stick to a speed not exceeding the walking pace of the steward directing them

No more than two moving vehicles will be allowed in any one hall at any time

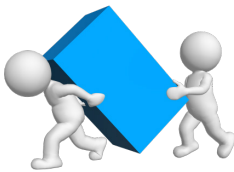
Engines must be switched off once at a standstill and throughout the event

No vehicles can enter the hall during breakdown until ALL members of the public and children under 16 years have exited from the hall and it is safe to do so. Exhibitors wishing to carry their items without bringing vehicles into the hall will be encouraged to do so

Vehicles will not be allowed into the hall until everything is packed and ready to load

Vehicle movement is not allowed during the open hours of the event

This procedure is designed to speed up the build / breakdown in an efficient and safe manner. Please be patient and follow instructions given to you by Security Personnel. TIC will monitor and review procedures and make amendments when and where required.



BREAKDOWN PROCEDURES

Please familiarise yourself with the breakdown procedures and timings for your event

It is essential that breakdown does not commence until all visitors and under 16s have left the halls and the all clear is given.

Fire doors/ roller doors at the sides 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 it is safe to do so

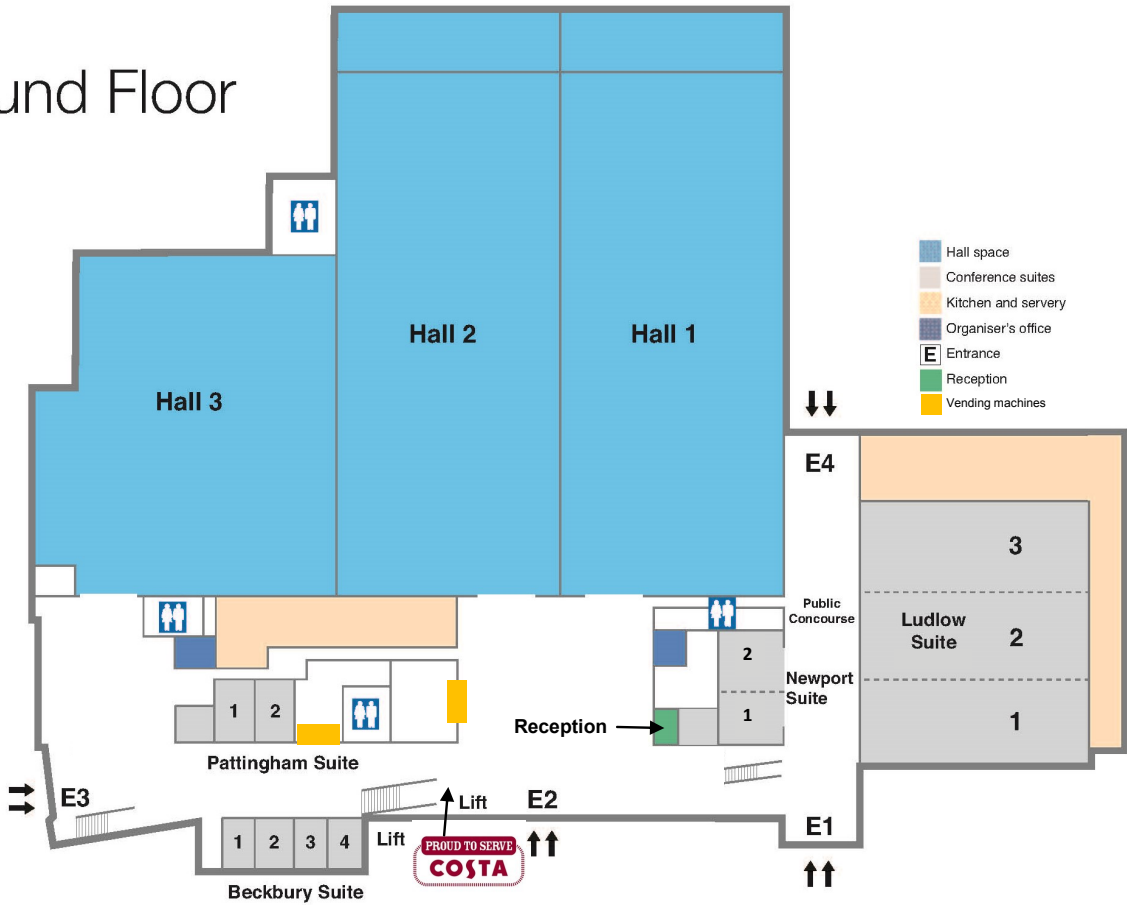
No persons under the age of 16 are permitted in the exhibition Halls during breakdown

No vehicles will be allowed to load / unload or enter / exit the venue until authorised by a member of the venue security team

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

VENUE SITE PLANS

Ground Floor



First Floor

