

# EXHIBITOR SERVICE MANUAL

**EXHIBITION**  
17-18 SEPTEMBER 2024

Return the forms by the deadlines to save money and avoid paying premium prices for late orders.

Order Form Deadline	Item	Completed
As soon as possible	Information to be sent out all booth personnel and stand contractors <a href="#">Health &amp; Safety Rules</a>  <b>On behalf of exhibiting company sign and Return the following forms to <a href="#">Jane Morrison</a></b>  All Exhibitors <a href="#">No Significant Risk Declaration Form (NSRDF)</a> <a href="#">Exhibitors Site Induction Form</a>  Exhibitors employing contractors to customise stands/enter Exhibit Hall <a href="#">Contractors Site Induction</a>  Exhibitors displaying Lasers <a href="#">Laser Safety Form</a>	
	<a href="#">Hotel Accommodation</a>	
16 August  Exhibitor access upon receipt of log in details from Full Circle	<a href="#">Electrical Fittings</a>	
	<a href="#">Enhancement Packages - Shell Scheme Graphics – information, pricing and contact details</a> <a href="#">Graphics ordering portal</a>	
	<a href="#">Nameboard – All Exhibitors</a>	
	<a href="#">Shell Scheme Accessories</a>	
18 August 2024	<a href="#">Booth Activity Request</a>	
	<a href="#">Booth Personnel Badge registration – All booth staff must self-register</a>	
	<a href="#">Company Listing</a>	
	<a href="#">Co-Exhibitor Contract</a>	
	Information on <a href="#">Shipping &amp; Material Handling Freight Order Form</a>	
	<a href="#">Submit Certificate of Insurance</a> Insurance Provider - BUNDA, Baltic Underwriting Agency, AB E-mail: <a href="mailto:andrius@bunda.eu">andrius@bunda.eu</a> and/or <a href="mailto:zaneta@bunda.eu">zaneta@bunda.eu</a>	
20 August 2024	<a href="#">Audio Visual</a>	
	<a href="#">Furniture</a>	
27 August 2024	Catering – contact <a href="#">Karen D'Ulisse</a> at the EICC	
3 September 2024	<a href="#">Internet</a>	
	<a href="#">Stand Cleaning</a>	

**Exhibition Location:**

Edinburgh International Conference Centre  
The Exchange  
150 Morrison Street  
Edinburgh  
EH3 8EE  
Scotland  
United Kingdom

**Exhibition Hours**

Tuesday, 17 September	10:00 a.m. to 5:00 p.m.
Wednesday, 18 September	10:00 a.m. to 4:00 p.m.

**Exhibition Set-Up**

Monday, 16 September	12:00 noon to 6:00 p.m.
Tuesday, 17 September	08:00 a.m. to 10:00 a.m.

**Exhibition Move-out**

Wednesday, 18 September	4:00 p.m. to 6:00 p.m.
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Exhibitors are **not** allowed to begin tear down prior to 4:00 p.m. on Wednesday. Please be respectful of attendees and your fellow exhibitors and wait until the closing announcement.

**Badge pickup and registration hours**

Sunday, 15 September	3:00 p.m. to 5:00 p.m.
Monday, 16 September	7:45 a.m. to 5:00 p.m.
Tuesday, 17 September	8:00 a.m. to 5:00 p.m.
Wednesday, 18 September	8:00 a.m. to 5:00 p.m.
Thursday, 19 September	8:00 a.m. to 4:00 p.m.

**AFTER HOURS**

- Only registered Exhibition Staff and authorised set-up crew will be allowed in the Exhibition Hall during build-up times.
- Any exhibitor needing to stay after hours must inform [Exhibition Management](#) prior to the event and, in accordance with SPIE rules, wear his/her exhibitor badge, provide personal/company identification (driver's license, business card), and sign in and out with the security guard at the hall entrance. This rule will be strictly enforced to provide maximum security to exhibitors.

**EXHIBITION CONTACTS & OFFICIAL CONTRACTORS**

SPIE has selected the following companies to provide exhibitors with services. SPIE has negotiated special rates, and you may save money by eliminating fees from outside companies. Look for the official seal of approval when vendors approach you offering to provide a service.

**CATERING**

EICC

E-mail: [Karen D'Ulisse](mailto:Karen.D'Ulisse)**CLEANING, INTERNET, PARKING,  
SECURITY**

EICC

Event Planning Department

E-mail: [events@eicc.co.uk](mailto:events@eicc.co.uk)**EXHIBITION MANAGEMENT**

Amanda Summers

Jane Morrison

Tel +44 (0)29 20894747

Mobile +44(0)798 4669822

E-mail: [amanda@spieeurope.org](mailto:amanda@spieeurope.org)E-mail: [jane@spieeurope.org](mailto:jane@spieeurope.org)**GRAPHICS AND DESIGN**

Full Circle Events &amp; Exhibitions Ltd.

Tel : +44 (0)161 393 3949

E-mail: [EEHub@fullcircleeventsltd.co.uk](mailto:EEHub@fullcircleeventsltd.co.uk)**ELECTRICAL, SHELL SCHEME AND  
STAND BUILDER**

Full Circle Events &amp; Exhibitions Ltd.

Tel : +44 (0)161 393 3949

E-mail: [exhibitors@exhibitconnect.co.uk](mailto:exhibitors@exhibitconnect.co.uk)**FURNITURE & AUDIO VISUAL/COMPUTER  
SERVICES**

Cameron Events

Adam Cameron

Tel: +44 (0)141 637 0368

E-mail: [adam.cameron@wearecameron.com](mailto:adam.cameron@wearecameron.com)**SPIE EUROPE HEALTH & SAFETY  
REPRESENTATIVE**

Raymond Critchley

Tel : 07711 475107

E-mail : [enquiries@em-ss.co.uk](mailto:enquiries@em-ss.co.uk)**HOTEL ACCOMMODATION**[Hotel and travel](#)**INSURANCE**

BUNDA

Baltic Underwriting Agency, AB

E-mail: [andrius@bunda.eu](mailto:andrius@bunda.eu) and/or[zaneta@bunda.eu](mailto:zaneta@bunda.eu)**SHIPPING AND MATERIAL HANDLING**

DSV Solutions

Ricky Straw

Tel: +44 (0)7808 242467

E-mail: [ricky.straw@dsv.com](mailto:ricky.straw@dsv.com)

TWI Group Inc. – For US Companies

Tel: +1 702 691 9000

E-mail: [usa@twigroup.com](mailto:usa@twigroup.com)**SALES**

SPIE Europe

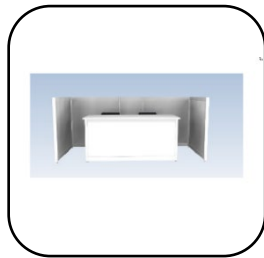
Laurence Devereux, SPIE Europe

Tel: +44 29 2278 9031 (office)

E-mail: [laurence@spieeurope.org](mailto:laurence@spieeurope.org)

## Guidelines for Display Rules & Regulations

# Contents



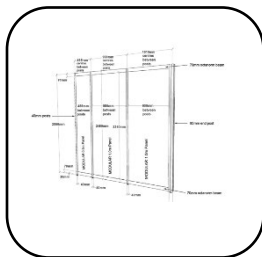
Tabletop

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Shell Stand

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Other Important Considerations

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Issues Common to All Booth Types

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## Guidelines for Display Rules and Regulations

- Responsibility of the exhibiting company to comply with SPIE rules and regulations
- Non-compliance may require modifications at the exhibitor's expense
- SPIE Exhibition Management reserves the right to pursue any action it deems necessary in the best interest of the exhibition and in fairness to all exhibitors
- Items located in the exhibit space must be in good taste or will be removed at the discretion of the organiser

### VIEW SPECIFIC BOOTH REGULATIONS

- [Tabletop](#)
- [Shell Stands](#)
- [Other important considerations](#)
- [Issues Common to all Booth Types](#)

### THE FOLLOWING ITEMS ARE OPTIONAL AND MUST BE ORDERED SEPARATELY

- [Electricity](#) (Shell Stands are provided with electricity, Tabletops do not have electricity)
- [Additional Furniture](#)

### Tabletop

- Limit of one table per contracted tabletop space, 2.5m x 1.5m (8.2ft x 4.9ft)
- **Display space may not exceed 2.5m (8.2ft) width limit**
- **Display materials are not allowed to be hung on back wall**
- **Floor standing back walls are not allowed**
- **Additional Furniture is not allowed**

**NOTE: Electricity is NOT included with the tabletop package.**

#### Included:

- Tabletop L 1.50m x W 0.6 m (4.92ft x 1.96ft)
- Company identification sign
- Two chairs
- Wastebasket
- Carpet (venue colour grey)



Each contracted tabletop space is limited to (not provided):

**ONE** table-mounted display [height may not exceed 1.5m (5ft) from the table surface]

#### **OR**

**UP TO TWO TOTAL** of the following display combinations:

- Pull-up roller banners positioned behind the table [maximum 0.9m (3ft) wide and 2.4m (8ft) high]
- Easel positioned behind the table
- Tabletop or floor standing monitor (positioned behind the table)
- Literature stand
- Bag stand

**Note: When ordering any monitors please ensure that you also order Electricity**

SPIE Exhibition Management reserves the right to remove any display that does not conform to tabletop display regulations.

### ROW AND CORNER SHELL STAND REGULATIONS

#### Shell Scheme

Display space defined by support/frame elements and in-filling walls white.

#### Included:

- One rail with three mounted spotlights
- One Name Board
- Electrical point (500w)
- Carpet (venue colour grey)
- One wastebasket
- 1 Bistro Table 70cm x 70cm
- 2 x upholstered chairs
- One literature rack

#### FURNITURE INCLUDED IN SHELL SCHEME PACKAGE



**Two Artisan Chairs with cushion**  
 Colour: White  
 Size: 44cm (w) x 43cm (d) x 82cm (h), Seat 45 (h)



**One Quad Bistro Table**  
 Colour: White  
 Size: 70cm (w) x 70cm (d) x 75cm (h)



**One Literature Rack**  
 Colour: White  
 Size: 23cm (w) x 35cm (d) x 75cm (h)

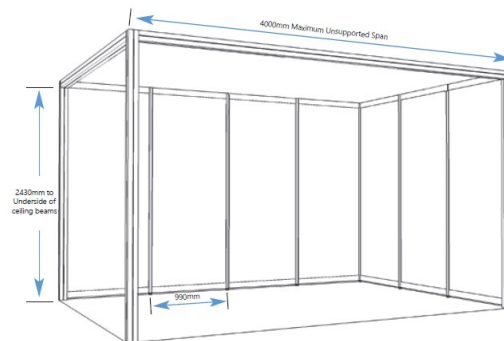


**One Mesh Bin**  
 Colour: Silver  
 Size: 26cm (w) x 27cm (d) x 28cm (h)

#### Example of 9sqm Shell Stand



#### SHELL DIMENSIONS



In the event of exhibitors opting for a specifically designed stand, the recommendations regarding ventilation, movement of personnel, access points, etc. applicable to any meeting space must be incorporated please contact [SPIE Management](#) for more details.



### Full Circle's Do's & Don'ts



Fullcircle

Your stand has been constructed using one of our stock systems and to help you along the way we wanted to let you into a little secret as to the do's and don'ts when dressing your stand.

To avoid any additional charges, please follow the guidelines listed below and if you have applied your own graphics or instructed an external contractor to supply and fit, please ensure that you arrange for removal and disposal of these items at the end of the Event.

#### DO

follow our two step process

Step 1) use masking tape on our panels as a first fix.



MASKING TAPE

Step 2) stick your chosen adhesive to the masking tape.



MOUNTING STRIPS



SELLOTAPE & DOUBLE SIDED



STICKY TABS



BLU-TACK



VELCRO

By doing this it protects the panel against any unnecessary damage and reduces the risk of incurring extra costs. **Please ensure you stick to the masking tape and not the panel**  
NB: **DO NOT** use these items on the metal work

#### DON'T

use the following items on either the panels or the metal framework



NAILS



STAPLES



SCREWS



PAINTS



PINS



GLUE

#### Need help with graphics?

Why not let Full Circle supply and fit your stand Graphics? Our In-house Team specialise in this area and can help you with all your needs.

Just send them an email to [EEHub@FullcircleeventsLtd.co.uk](mailto:EEHub@FullcircleeventsLtd.co.uk) and they will be happy to send you a very competitive quote for this show. Don't leave it too late as we need your artwork approved and signed off at least 2 weeks before the build-up.

## Linear Shell Stands

Linear Shell Stands, also called “in-line” booths, are arranged in a straight line, and have neighbouring exhibitors on their immediate right and left, leaving only one side exposed to the aisle.

### Dimensions

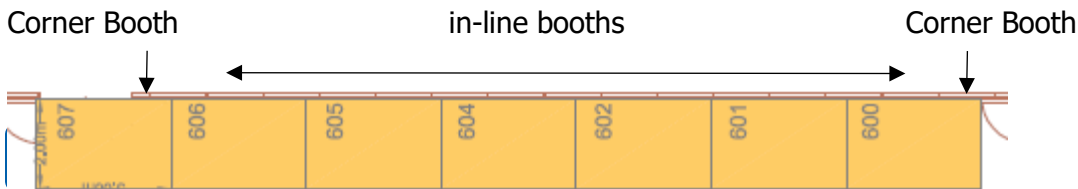
Linear Shell Stands are most commonly 9sqm 3.0m wide and 3.0m deep (9.84ft x 9.84ft) or 6sqm 3.0m by 2.0m (9.84ft x 6.5ft). A maximum back wall height limitation of 2.5m (8.2ft) is specified.

### Use of Space

Regardless of the number of Linear Shell Stands utilised, display materials should be arranged in such a manner so as not to obstruct sight lines of neighbouring exhibitors or interfere with the flow of traffic. A maximum height of 2.5m (8.2ft) is allowed only in the booth space.

## Corner Shell Stands

A Corner Shell Stand is at the end of a series of “in-line” booths with exposure to intersecting aisles on two sides. All other guidelines for Linear Shell Stands apply.



## Customised Shell Stand

Exhibitors building a customised Shell Stand are required to submit a drawing, plans or renderings, preferably digital, to the show organiser, and to the show’s general service contractor. Customised stands must adhere to Linear Shell Stand guidelines.

## Other Important Considerations

### Hanging Signs and Graphics

Hanging Signs above Shell Stands only – Approval for the use of Hanging Signs and Graphics, at any height, should be received from the exhibitions or event’s organiser at least 60 days prior to installation. Variances may be issued at the exhibitions or events management’s discretion. Drawings should be available for inspection. SPIE recommends that exhibitors contact the Service Contractor to request a cost estimate for hanging.

### Multi-story Exhibit

A Multi-story Exhibit is a booth where the display fixture includes two or more levels. In many cities, a Multi-story Exhibit requires prior approval by the exhibit facility, and/or relevant local government agency, as well as show management because it is deemed to be a “structure” for building purposes. The city building department needs to issue a building permit based on an application and drawings prepared and submitted by a licensed architect or engineer. Exhibitors should obtain local building regulations early on to

## EXHIBITION DISPLAY RULES

ensure that all time constraints are met. Exhibitions and Events organisers should be prepared to assist Exhibitors in this application process.

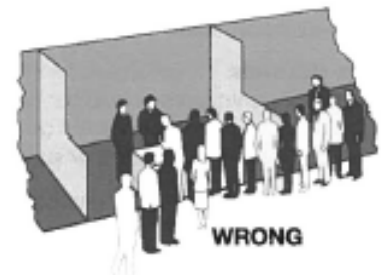
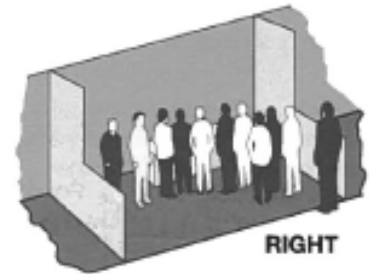
### Issues Common to all Booth Types

#### Demonstrations

As a matter of safety and courtesy to others, exhibitors should conduct sales presentations and product demonstrations in a manner which assures all exhibitor personnel and attendees are within the contracted exhibit space and not encroaching on the aisle or neighbouring exhibits. It is the responsibility of each exhibitor to arrange displays, product presentation, audio visual presentations, and demonstration areas to ensure compliance.

**Exhibitors should be aware of local regulations regarding fire/safety and the environment which must be adhered to.**

Special caution should be taken when demonstrating machinery or equipment that has moving parts, cooking equipment with an open flame, or any product that is otherwise potentially dangerous. Exhibitors should establish a minimum setback of 0.91m and/or install hazard barriers as necessary to prevent accidental injury to spectators. Additionally, qualified personnel should only conduct demonstrations.



#### Flammable and Toxic Materials

All materials used in display construction or decorating should be made of fire-retardant materials and be certified as flame retardant. Samples should also be available for testing. Materials that cannot be treated to meet the requirements should not be used. A flame-proofing certificate should be available for inspection.

Exhibitors should dispose of any waste products they generate during the exhibition in accordance with guidelines established by the European Environmental Protection Agency and the facility.

#### Lighting

Exhibitors should adhere to the following suggested minimum guidelines when determining booth lighting:

- No lighting, fixtures, lighting trusses, or overhead lighting are allowed outside the boundaries of the exhibit space. Exhibitors intending to use hanging light systems should submit drawings to exhibition management for approval.
- Lighting, including gobos, should be directed to the inner confines of the booth space. Lighting should not project onto other exhibits or exhibition aisles. A finished hard panel may be required to defuse backlit displays.
- Lighting that is potentially harmful, such as lasers, ultraviolet lights or flashing or strobe lights that can trigger photosensitive epilepsy should comply with facility rules and be approved in writing by exhibition management.
- Lighting those spins, rotates, pulsates, and other specialised lighting effects should be in good taste and not interfere with neighbouring exhibitors or otherwise detract from the general atmosphere of the event.
- LED lights can be very bright yet generally generate less heat. Currently, some convention facilities are not allowing certain types of quartz halogen lighting fixtures in exhibits due to potential fire hazards. Check with exhibition management.
- Reduced lighting for theater areas should be approved by the exhibition organiser, the utility provider, and the exhibit facility

**Structural Integrity**

All exhibit displays should be designed and erected in a manner that will withstand normal contact or vibration caused by neighbouring exhibitors, hall labourers or installation/dismantling equipment such as pallet hand or forklift truck. Displays should also be able to withstand moderate wind effects that may occur in the exhibit hall when freight doors are open.

Exhibitors should ensure that any display fixtures such as tables, racks, or shelves are designed and installed properly to support the product or marketing materials to be displayed.

**Sound/Music**

In general, exhibitors may use sound equipment in their booths so long as the noise level does not disrupt the activities of neighbouring exhibitors. Speakers and other sound devices should be positioned to direct sound into the booth rather than into the aisle. Rule of thumb: Sound and noise should not exceed 85 decibels when measured from the aisle immediately in front of a booth. (Refer to OSHA at [www.osha.europa.eu/en](http://www.osha.europa.eu/en) for more information.)

Exhibitors should be aware that music played in their booths, whether live or recorded, may be subject to laws governing the use of copyrighted compositions. ASCAP, BMI, SESAC, GEMA and PRS for Music Limited are five authorised licensing organisations that collect copyright fees on behalf of composers and publishers of music.

All SPIE **Exhibition** and **Event** policies apply

### **EXHIBITION HALL POLICY**

For safety and insurance reasons:

- Everyone who attends the exhibition must be registered and have a badge. Badges for children are free and available onsite at the registration desk
- Children under 14 years of age must always be accompanied by an adult. Guardians are asked to help maintain a professional, disturbance-free exhibition environment
- For safety and insurance reasons, children under 18 are not allowed in the exhibition area during exhibition move-in and move-out

### **CLEANING SERVICES**

- Maintaining booth cleanliness is the responsibility of the exhibitor. Cleaning services may be ordered through the exhibitor manual
- Exhibition booth will not be cleaned, or wastebasket emptied, without ordered service Exhibition Management will arrange for the general cleaning of the Exhibition Hall and communal areas; limited to aisle carpet/flooring and communal area garbage disposal

### **DISTRIBUTION OF FLYERS**

- Distribution outside the parameters of the exhibitor's own booth is *prohibited* – unless it is an SPIE approved Event Marketing Opportunity
- Invitations to parties, flyers or company advertisements and logos allowable within the confines of the exhibitor's own booth

### **GENERAL CODE OF CONDUCT AT THE EICC**

- There is no smoking permitted within the EICC
- During build up and break down, please respect others working in the building and keep noise levels to a minimum where possible
- Breaches of Health & Safety rules will not be tolerated within the building. The EICC reserves the right to refuse an individual entry to the building if these guidelines are not followed.

### **LASER SAFETY CHECK**

- No aerial display of any laser beam within the conference centre property, including assigned booth, is allowed without SPIE exhibition management written permission
- If you are demonstrating a laser or similar display advices you must declare this on the [No Significant Risk Declaration Form](#), complete the [Operating Lasers Form](#) and provide a Risk Assessment Method Statement
- All displays containing an operating laser(s) and open laser beam must be contained in a Class 1 type enclosure
- All laser equipment, associated optics or equipment, and beam stops are required to be secured from any movement (accidental or otherwise)
- Exhibitors are responsible for the safety of any laser display during both set-up and exhibition hours
- Exhibitors shall use appropriate safety measures to prevent any unwanted or unintentional laser radiation exposure to any convention centre staff or workers during pre-show set-up
- [Laser Safety Rules and Guidelines](#) are courtesy of the International Electrotechnical Commission

**SECURITY AND LIABILITY**

- 24-hour guard service will be provided in the exhibition area for protection against fire and other catastrophes
- Exhibitors may order additional security - Contact Show Management
- Every reasonable effort will be made to prevent loss. However, final responsibility is with the exhibitor who should arrange for insurance coverage, which considers the full value of the exhibit
- SPIE recommends exhibitors remove valuable and small, easily portable items from the exhibition area any time the exhibition is officially closed
- SPIE does not accept any responsibility for losses

**SELLING ON EXHIBITION FLOOR**

- The Technical Exhibition is limited to organisations with products or services related to the industry served by the event and is provided to allow industry companies to meet with researchers and engineers, who work in this field and to provide company exposure to those attendees
- Direct sales and/or delivery of non-related, retail or consumer products are prohibited
- Exhibitors are solely responsible for any tax liabilities, which may arise relating to sales resulting from the exhibition
- SPIE is not responsible for any sales, use, or other taxes relating to transactions by exhibitors at the SPIE exhibitions

**WIRELESS INTERNET ACCESS (WIFI SERVICE)**

- Complimentary WIFI will be available in the exhibition hall. Enhanced WIFI or hardlines can be purchased by exhibitors via the [Internet Form](#) by **3 September 2024**

**WASTE MANAGEMENT**

- All promotional materials **MUST** be removed from your stand, Post Event, failure to do so may incur a surcharge

## BOOTH ACTIVITIES

### BOOTH ACTIVITIES IN THE EXHIBITION HALL

Exhibitors must always contain customer activity and noise levels within their booth space and during demonstrations and receptions. Blocking aisles is not allowed during exhibition hours. Please submit the [Booth Activity Request](#) form no later than **Monday 18 August 2024**

### CATERING

- No exhibitors shall distribute or give away any item of food or drink not supplied by the official caterer Leith's at the EICC without express written consent of Leith's. Should you wish to order stand catering, please contact [Karen D'Ulisse](#) at the EICC
- Alcohol service is allowed under specific conditions and during specific limited times.  
[Booth Activity Request](#) and **contract amendment are required**

**INSURANCE GUIDELINES – Deadline 18 August 2024 - Sample Insurance Certificate**

Exhibitors must, at their own expense, secure and maintain the required insurance coverage, throughout the duration of the exhibition, including move-in and move-out days:

**Required Coverages:**

Comprehensive General Liability Insurance with limits of not less than \$1,000,000 each occurrence, \$2,000,000 aggregate, combined single limit for bodily injury, contractual, and operation of mobile equipment, products, and liquor liability (if applicable). All such insurance shall be primary of any other valid and collectible insurance of Exhibitor and shall be written on a per occurrence basis.

- The exhibitor shall name SPIE as an additional insured on its general commercial liability insurance.
- A Certificate of Insurance to SPIE, from the insurance carrier, is required 30 days prior to the exhibition. **Please make sure the Certificate of Insurance includes the name of the exhibiting company.**
- Exhibitor acknowledges that SPIE has no obligations to maintain insurance on Exhibitor's behalf.
- Claims made policies are not acceptable and do not constitute compliance with Exhibitor's obligations under this paragraph.
- This insurance must be in force during the dates of the event, 16 - 18 September 2024, naming SPIE – The International Society for Optics and Photonics (PO Box 10, Bellingham WA 98227) as the certificate holder. The following must be named as additional insured:
  1. SPIE – The International Society for Optics and Photonics - PO Box 10, Bellingham WA 98227
  2. Edinburgh International Conference Centre, Edinburgh, Scotland.

**For exhibitors who wish to purchase the required insurance coverage via our approved provider please contact BUNDA Baltic Underwriting Agency, see details below;**

- Application link for liability insurance <https://rb.gy/6osj76>
- Administrative queries please contact [andrius@bunda.eu](mailto:andrius@bunda.eu) and/or Žaneta at [zaneta@bunda.eu](mailto:zaneta@bunda.eu)
- Insurance premium 200 Euros

Upload Certificate of Insurance through the [Exhibitor Dashboard](#) **by 18 August 2024.**



**SPIE recommend that you use DSV Solutions, our official freight forwarder and on-site lifting contractor for sending goods to the show. Services provided are:**

- Door to door service
- Import Customs clearance from arrival to the advanced warehouse, to your stand
- On-site unloading
- Storage of empties
- All the above services in reverse after the show has finished

**To use DSV Solutions** complete the [Freight Order Form](#) by **Friday 18 August 2024**

DSV  
c/o SPIE Sensors+Imaging 2024  
Gt House, 25-27 Blackwell Drive  
Braintree,  
Essex, CM7 2PU  
Booth No.: .....  
Contact: Ricky Straw  
Tel: 44 (0)7808 242467  
E-mail: [ricky.straw@dsv.com](mailto:ricky.straw@dsv.com)

A representative from DSV will be in attendance throughout the event, if using DSV, you do not need a representative on-site to sign goods.

- **Exhibitors from outside the European Union, prior to sending your shipment, we strongly suggest you contact DSV to avoid complications with your delivery on site.**
- Shipments are subject to customs clearance and general courier companies may not be able to arrange for customs clearance, depending on the type of goods being sent, value, etc.

**IMPORTANT - If using any other freight provider, adhere to these guidelines:**

- **Your onsite Company representative is required at your exhibition space when freight is due for delivery.** They will need all relevant information about the delivery arrangements for your consignment. If no-one is onsite to receive the goods, DSV will take receipt of your shipment and transfer them to the stand upon your arrival. Charges will apply.
- SPIE does not function as a freight customs company and does not provide support with freight clearance or delivery issues
- It is your responsibility to confirm with your freight provider that your packages have been received and that any customs clearance duties for your package have been invoiced

**Shipping parcels directly to the venue** - Please print and fill in this [Shipping Label](#)

## Delivery and Exhibitor Access to the EICC via the Loading Bay

The address for the EICC Loading Bay is:

The EICC Loading Bay

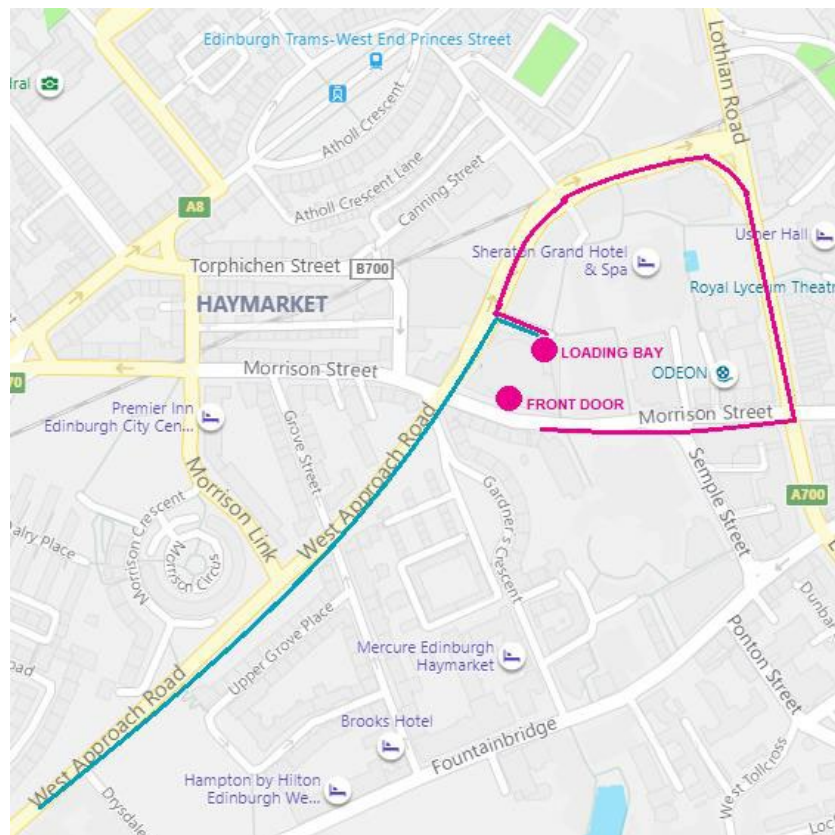
Off the West Approach Road

The Exchange

Edinburgh EH3 8EE

**There will be a ULEZ zone in place which will encompass Lothian Road and the Western Approach Road. Please see the [Edinburgh Council ULEZ information page](#) for more details.**

**Access to the EICC Loading Bay falls within the boundary of this zone but there is nothing to stop access. Any exhibitor driving a non-compliant vehicle will be subject to charge. See further details [here](#)**



**Arriving via the Western Approach** - Please note that the address and postcode for the EICC will take you to the front entrance. The loading bay is accessed from West Approach Road so please search for the West Approach Road on your sat nav and follow the directions. If you are coming from the west the EICC loading bay is the right turn just before the turn off for the Sheraton hotel. If you are arriving from the east the EICC loading bay is the left turn just after the turn off from the Sheraton Hotel.

**Arriving via the EICC Front Doors** - If you arrive at the EICC front door and need to get to the loading bay then use the following directions.

Head west straight down Morrison Street. At the junction for Lothian Road turn left and head down Lothian Road keeping in the left-hand lane. Turn left onto Western Approach Road, keep in the left-hand lane and turn left at the second set of traffic lights on the West Approach Road. The EICC Loading Bay will be straight ahead on the right.

**Please note there is only short-term unload parking at the EICC loading bay so you will only be able to park while you unload and then find alternative parking offsite.**

No vehicles including Forklifts may enter the carpeted area of the Exhibition Halls.

**Return Shipping**

It is the Exhibitors' responsibility to arrange return shipping of their goods. All shipments must be removed on **Wednesday 18 September 2024**. An onsite staff member is required to hand the shipment over to the courier/freight forwarder, if you are unable to organise removal of your shipment on **Wednesday 18 September 2024**, it will be removed by DSV, sent to their Advance Warehouse and **a charge will apply**.

Due to the city centre location of the EICC, there is no onsite parking available. Please see below a list of nearby car parks that you may wish to use for your visit.

**NCP Edinburgh Castle Terrace- 5 minutes' walk to the EICC**

Castle Terrace Car Park

Castle Terrace

Edinburgh

EH1 2EW

<https://www.ncp.co.uk/find-a-car-park/car-parks/edinburgh-castle-terrace>

**Britannia Parking Scottish Widow - 5 minutes' walk to the EICC**

Edinburgh Scottish Widows

Semple Street

Edinburgh

EH3 8BL

<https://www.britannia-parking.co.uk/where-to-park/Edinburgh-ScottishWidows>

**Sheraton Hotel Car Park- 2 Minutes' walk to the EICC**

Sheraton Grand Hotel & Spa

1 Festival Square

Edinburgh

EH3 9SR

<https://www.marriott.co.uk/hotels/maps/travel/edisi-sheraton-grand-hotel-and-spa-edinburgh>

**Capital Square Qpark- 5 Minutes' walk to the EICC**

West Approach Road

Edinburgh

EH3 8BP

<https://www.q-park.co.uk/en-gb/cities/edinburgh/capital-square>

\*\*\* Please see 'NCP ParkPass App Guide' document with discount code

**Enhanced Media Services for SPIE Sensors + Imaging Exhibitors – Increase Your Exposure****Media Representation**

Trade and mainstream media are invited to attend SPIE Sensors + Imaging and to view the products/services your company is showcasing. As they pre-register for the meeting, media representatives are added to the registered press list. You can view the list by emailing [media@spie.org](mailto:media@spie.org). Take advantage of this opportunity to promote your product before the meeting.

**Social media – let's connect!**

Use the hashtag #SPIESensors on your preferred social media network to promote your products and connect with attendees, the press, and SPIE. Join the conversation before, during, and after the event for maximum engagement and visibility.

**Twitter**

[@SPIEtweets](#): News, updates, and content related to the photonics industry and SPIE conferences and exhibitions throughout the year.

**Instagram**

[@SPIEphotonics](#): Photos and videos about SPIE and the optics and photonics community. Follow to get a behind-the-scenes look at events like Sensors + Imaging!

**LinkedIn**

[SPIE, the international society for optics and photonics](#): Read news about SPIE, our conferences, and the optics and photonics community. Leverage your network by posting exhibition updates and sharing product news.

**Facebook**

[@SPIE.org](#): Like our Facebook page to see photos, news, and videos about the innovative minds in the photonics community.

Social Media Contact: Emily Haworth email: [emilyh@spie.org](mailto:emilyh@spie.org)

**Free Online Product Announcements**

Journalists prefer electronic material that is accessible at their convenience. Give them advance notice of your news by posting a brief product announcement on the SPIE Sensors + Imaging Online Exhibition webpage, free of charge.

**Press Room**

Press Contact: Daneet Steffens e-mail: [daneets@spie.org](mailto:daneets@spie.org)

**For the attention of all, Exhibitor Contractors, Exhibitors and SPIE EUROPE Contractors**

- Successful safety management requires the commitment, involvement, and **co-operation** of all those on-site at the event.
- Exhibitors and Contractors have a **legal duty** under current Health and Safety Regulations, with which they must comply.
- To assist all involved **please read and note** the following information.

**Thank you in advance for your cooperation and support**

Ray Critchley

SPIE Europe Health & Safety Representative @ Event Management Safety Solutions Ltd

Tel: 07711 475107

[enquiries@em-ss.co.uk](mailto:enquiries@em-ss.co.uk)

**For the attention of ALL Exhibitors, "on stand" activities during the event open days**

Exhibitors occupying both shell scheme and tabletop may **not be** required to submit a Method Statement, Risk and/or Fire Risk Assessment if the activity on the stand is clearly without significant risk.

As each exhibitor confirms attendance, SPIE EUROPE will email a No Significant Risk Declaration Form (NSRDF) for each exhibitor to complete. This information is for the actual 'on stand' activities during the event open days.

**Exhibitor assigns contractor for delivery and installation of items such as**

- Display cabinet(s)
- Pop up banner(s)
- Light boxes(s)

SPIE EUROPE will request a stand plan and that plan will be forwarded onto the event Health & Safety representative, who will either confirm no further action required or request directly from the contractor safety related documentation.

**NOTE:** The exhibitor **will still need to complete** a No Significant Risk Declaration Form (NSRDF) for the actual 'on stand' activities during the event open days.

**PPE requirement for Build & Breakdown**

Hi-visibility vest: Standard Yellow, Red or Orange and Safety footwear when working near moving vehicles / plant.

In the event of overhead working - hard hats (please ensure these are available and on hand)

**No Black Vest with reflective stripes and No bump caps – Thank you.**

**First Aid or Medical Emergency**

In the event of requiring First Aid or to report a Medical Emergency, contact any member of EICC staff, who will then radio and call for First Aider.

In house First Aid kits are held on all levels, which are utilised by trained EICC First Aiders.

**Fire Evacuation**

In the event of the fire alarm activation which is "Two Tone" or an Audible Message.

EICC Staff & Hosts shall direct all Delegates to the rendezvous point "RVP". And control all delegates at these points until the "All Clear" is given.

Hosts shall assist any person who requires assistance; these persons should be conveyed to the Temporary Waiting Areas.

Security Officers shall ensure the security of the building in the event of an evacuation. Thereafter take up an external position at the door they exited the building.

ONLY authorised Staff/Delegates/Clients are permitted re-entry.

**Smoking policy**

Smoking cigarettes and e-cigarettes is not allowed in any of EICC's internal areas. If you or your visitors, delegates or exhibitors wish to smoke, please go outside.

**Gangways**

Under no circumstances will exhibits, stand dressing, tables, and chairs, etc. be allowed to encroach into the gangways. All exhibits must be kept inside their allocated space at all times.

**Decorative Materials**

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

Artificial plants and flowers are combustible and give off toxic fumes. Therefore, they must not be used for stand dressing. Silk-type flowers are acceptable, providing they are fireproof or have been treated and marked as such.

**Children**

For Health and Safety reasons, children aged 16 and under are not permitted in the exhibition hall during build-up or breakdown periods at any time. Children under 14 must always be accompanied by an adult during open days.

**Noise**

Noise levels may not exceed 70dBA when measured at the edge of the stand. Please be considerate of your neighbours.

**Alcohol and Drugs**

Any person suspected to be under the influence of drugs or who is intoxicated will be ejected from the venue.

**Non-Compliance**

Exhibitors or Contractors who do not comply with Health and Safety Regulations will be issued with an official warning (verbal) and will not be permitted to continue working until they meet requirements laid down. Any persistent unsafe work or behaviour may result in the person or persons being ejected from the venue.

**EICC Health & Safety**

All personnel entering the Edinburgh International Conference Centre must comply with all current Health and Safety legislation.

You personally, and any of your team are responsible for ensuring that your work area is safe at all times. You should ensure that your team is aware of this and if you have any questions about Health and Safety issues you should inform the Event Designer or Duty Manager.

In no circumstances should the goods hoist door sensors be blocked at any time. The car preference key provided in the lift should be used to lock off the lift on that floor with its doors open.

Pedestrian operated trolleys should be used safely avoiding damage to the building fabric at all times.

All floor cabling must be made safe and always kept neat and tidy.

Hardhats and safety harnesses and other protective/safety equipment/clothing should be provided by the contractor and worn if the event risk assessments warrant it.

To comply with the Health and Safety at Work Act all persons who intend to work or carry out activities within the EICC are required to provide a Method Statement and Risk assessment for approval. Risk assessments must be provided prior to an exhibition build commencing, detailing all activities to be carried out and the risks associated with the build and de-rig of the exhibition. The documents must cover all activities planned to include any Safety Management Systems deemed necessary.

Whilst onsite all persons must take reasonable care to ensure their own safety and that of others working within the same area. This will assist the EICC to effectively manage and supervise the work being carried out on our premises and ensure all who work within the EICC do so in a safe manner.

The use of power tools / equipment which generates dust are prohibited inside the building except in the loading bay area; this includes cutting equipment, circular saws, and similar types of equipment. The user must ensure that the Loading Bay area is cleaned after use. A risk assessment should be provided to the EICC for this activity, in line with the Provision of Use of Work Equipment Regulations (PUWER).

Throughout the duration of time at the EICC, Contractors or Subcontractors must ensure they are not blocking fire doors with equipment or build materials and always ensure a clear pathway for safe access and egress.

This information shall be passed to all clients, contractors & subcontractors that visit the EICC to advise them of our procedures.



**FOR THE ATTENTION OF ALL EXHIBITORS ATTENDING**

Please complete this form and return to – [jane@spieurope.org](mailto:jane@spieurope.org)

**Exhibitor Company Name**.....

**Stand Number**.....

Enter a short description of the activity that will occur on your stand: *e.g. explanation of product or services to potential clients*.....  
.....

**Confirmation of "No Significant Risk"**

Exhibitors occupying both shell scheme and space only stands may not be required to submit a Method Statement, Risk and/or Fire Risk Assessment if the activity on the stand is clearly without significant risk.

**The exhibitor must confirm that this is the case by submitting the following declaration form**

**Regarding Safety**

Some examples, which would represent a significant risk, include:

- ▶ Demonstrations using moving mechanical display items
- ▶ Demonstration of lasers and similar display devices
- ▶ Demonstrations using fragile display items that could shatter or splinter

**Regarding Fire Risk**

Some examples, which would represent a significant fire risk, include:

- ▶ Use of compressed or flammable gases
- ▶ High levels of packaging waste
- ▶ Dressing the stand with untreated non-flame retardant materials such as artificial floral arrangements
- ▶ Any kind of naked flame on stand

**Statement 1 | Health & Safety**

I declare that having carefully considered the activity planned within our stand during the event, I am satisfied that it poses *no significant Health & Safety risk to our staff, other exhibitors, visitors - or others at the venue.*

**Statement 2 | Fire Safety**

I declare that having carefully considered the notes above and the activity planned within our stand during the event, I am satisfied that it poses *no significant risk of fire.*

**Statement 3 | Activity**

If our planned activity changes, I agree to review the risks and if a significant risk is identified, submit a Risk Assessment and/or Fire Risk Assessment marked "For The Attention of Ray Critchley" and email to [enquiries@em-ss.co.uk](mailto:enquiries@em-ss.co.uk)

Name:.....

Signature:.....

Company Position.....Date: .....

**Thank you for your support**

**Exhibitors Site Induction Information**

For the attention of **all** personnel attending SPIE Sensors+Imaging 2024

- Please read the Site induction information (page 2)

**And**

- Circulate the Site induction information to the personnel who will be onsite.

**Finally**

- Complete the confirmation below & email to [jane@spieeurope.org](mailto:jane@spieeurope.org)

**CONFIRMATION**

On behalf of the company, I can confirm that **all** on site personnel at SPIE Sensors+Imaging 2024 will have read the induction information prior to arrival.

⇒ **Print your Name** .....

⇒ **Position in company** .....

⇒ **Company Name** .....

**PPE requirement for both Build & Breakdown**

Hi-visibility vest: Standard Yellow, Red or Orange and Safety footwear when working near moving vehicles / plant.

In the event of overhead working - hard hats (please ensure these are available and on hand)

**No Black Vest with reflective stripes and No bump caps – Thank you.**

**First Aid or Medical Emergency**

In the event of requiring First Aid or to report a Medical Emergency, contact any member of EICC staff, who will then radio and call for First Aider.

In house First Aid kits are held on all levels, which are utilised by trained EICC First Aiders.

**Fire Evacuation**

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Security Officers shall ensure the security of the building in the event of an evacuation. Thereafter take up an external position at the door they exited the building.

ONLY authorised Staff/Delegates/Clients are permitted re - entry.

**Smoking policy**

Smoking cigarettes and e-cigarettes is not allowed in any of EICC's internal areas. If you or your visitors, delegates or exhibitors wish to smoke, please go outside.

**Gangways**

Under no circumstances will exhibits, stand dressing, tables, and chairs, etc. be allowed to encroach into the gangways. All exhibits must be kept inside their allocated space at all times.

**Decorative Materials**

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**Contractors Site Induction information**

For the attention of **all** personnel attending SPIE Sensors+Imaging 2024

**Page 1 of 2**

- Please read the Site induction information (page 2)

**And**

- Circulate the Site induction information to the personnel who will be onsite.

**Finally**

- Complete the confirmation below & email to [jane@spieeurope.org](mailto:jane@spieeurope.org)

**CONFIRMATION**

On behalf of the company, I can confirm that **all** on-site personnel at SPIE Sensors+Imaging 2024 will have read the induction information prior to arrival.

⇒ **Print your Name** .....

⇒ **Position in company** .....

⇒ **Company Name** .....

**Security**

All contractors who enter the building through the main entrance before commencement of the event are to report to the Concierge where they will be signed into the building and issued with a visitors pass.

Contractors who enter the building through the Loading Bay are to report to the Security office in the loading bay where they will be signed into the building and issued with a visitors pass.

**PPE requirement for both Build & Breakdown.**

Hi-visibility vest: Standard Yellow, Red or Orange and Safety footwear when working near moving vehicles/ plant.

In the event of overhead working - hard hats (please ensure these are available and on hand)

**No Black Vest with reflective stripes and NO bump caps – Thank you.**

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## Operating Lasers

### Step 1 Company details

This form must be completed / signed by those intending to operate lasers if you wish to use pressurised gas supplies please contact us.

Company Name:

Stand No:

Contact Name:

### Step 2 Laser details

#### OPERATING LASERS

Please supply details of laser type, power output (for CW lasers), pulse energy, length and rep rate (for pulsed lasers), operating wavelength(s) and Laser Class to EN 60825-1:1994 or 2001 (IEC 60825-1 is identical).

--

### Step 3 Control Measures

If you are intending to operate any Class 3B\* or Class 4\* laser(s) please complete the following

#### Details about your lasers on display

	Type	Laser Class	Describe the control measures you will be using with this laser
Laser 1			
Laser 2			
Laser 3			
Laser 4			

### Step 4 Risk Assessment

Any company running lasers will be required to provide a Risk Assessment, please complete this in standard manner and tick as appropriate:

Our Risk Assessment is attached

### Step 5 Signature

We agree to conform to the European laser safety standard EN 60825-1 and to any requests regarding laser or gas safety by officers from or acting on behalf of SPIE, NEC, or the H.S.E., and to accept full responsibility for any damage caused to persons or property within the exhibition area or their environs.

Signed:

Date: