



**BRITISH JOURNAL OF
PHOTOGRAPHY –
Exhibitor Pack: 19 November 2010**

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1. Intro

How to use this manual

This manual contains all the information you will require for Vision 2010. It details venue facilities and lists all the information that we will require from you prior to the event.

In order to maximise your presence, please ensure that you read the whole manual and return the forms at the back of the manual by the date stated.

The front of this manual provides general reference information on the event, the venue and services available. The back section contains a number of forms.

2. Contact Details

Organisers: Vision 2010

British Journal of Photography
Incisive Media PLC
32-34 Broadwick Street
London W1A 2HG

Tel: 0207 3169018
Fax: 0207 3169257

Jane Cardona
Vision Event Contact
Jane.Cardona@incisivemedia.com
Tel: 0207 3169018
Mob: 07730910643

3. How to get to Vision 2010

The Business Design Centre
52 Upper Street Islington,
LONDON N1 0QH – Map on following page.

BY BUS: The following bus routes all stop near to the Business Design Centre in Upper Street: 4, 19, 30, 73, 43, 38, 56, and 341.

BY CAR: Easy access from the City and West End. Upper Street forms part of the A1.

BY RAIL: Euston and Kings Cross Stations are a short distance away.

BY UNDERGROUND: A regular underground train service (Northern line) runs to and from the Angel Station, which is a two minute walk from the Centre. Alternatively, Highbury & Islington Station (Victoria Line) is a fifteen minute walk from the Centre.

CONGESTION CHARGE

The Business Design Centre falls just outside the Central London Congestion charge boundary. Some routes to the Centre will be affected by the charge, which has been set at £8.00 applying from 0700 to 1830 hours during Monday to Friday (excluding public holidays). Please check with the charge boundary information on the government website www.cclondon.com

CAR PARKING

There is a payable car park adjacent to the Centre with approximately 200 spaces. Please note there is a 1.9m height restriction. There are further car parks within walking distance of the Business Design Centre.

Parking Type	Duration	£
Daily	Minimum charge 2 hours Thereafter hourly charge of £3.00 per/hour	6.00
Overnight	20:00-08:00 hrs	1.10 per/hour

ACCOMMODATION

Business Design Centre Reservations Team Hilton Islington Expotel.com Upper Street
020 7604 2714

IslingtonBusinessdesigncentre@expotel.com

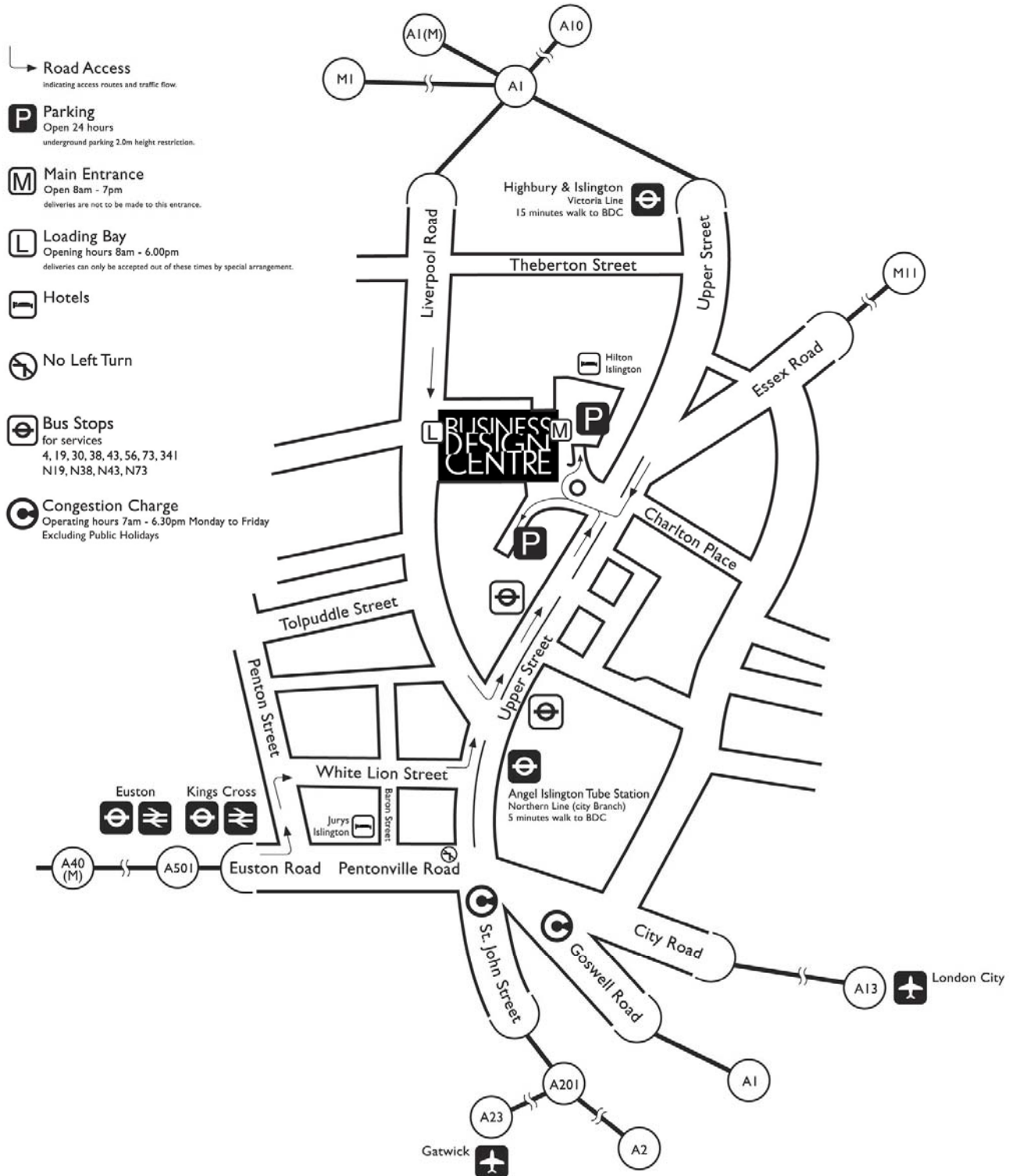
London Quoting BDC2007 N1 0QH

Tel: 020 7354 7700

Fax: 020 7354 7711

The 'Hilton Islington' is a 4 star, 183 bedrooms hotel located on site at the Business Design Centre.

Location Map



3. Build up / Breakdown

Access to venue: Exhibitors will have access to the Gallery Hall space from 6pm until 10pm on the 18th November for set-up

Alternatively Exhibitors may set-up on the day of the exhibition from 8.00am – all stands must be finished by 9.45am 19th November.

There is only vehicular access to the Loading Bay from Liverpool Road. Pedestrian access is not permitted. Limited additional exit points for loading are available for some larger exhibitions, however street parking restrictions apply and are enforced by Police and Traffic Wardens.

- Under no circumstances will pedestrian access be allowed at the entrance to the Loading Bay from Liverpool Road
- Drivers must make themselves aware and observe local traffic restrictions. (Be aware that penalties are likely to be vigorously enforced by the Police and Traffic Wardens.)
- **There is substantial provision for vehicles under 2 metres in height to load and unload from the Car Park at the front of the BDC.**
- There will be no access to the Loading Bay in the last 30 minutes of a build up or breakdown period. The BDC reserves the right to extend this 'cut off' period. All exhibitors and contractors must comply with the reasonable requests of the Traffic Marshals. Failure to do so may result in access to the BDC being denied or vehicles, if within the Loading Bay, being clamped (Release fee £35.00) or removed (Retrieval fee £220.00).

DELIVERIES

Please note, deliveries **may arrive at any time during the day** on the 18th November and should be clearly marked with the Exhibition Title, Exhibitor Name and Stand Number. The BDC cannot be held responsible for the transportation of deliveries to individual Stands. Deliveries will be made to the Gallery Hall and registration area.

"Any deliveries not clearly addressed as above are likely to be returned to sender."

Delivery Address:

Vision 2010 (Incisive Media)
FAO: Emma Clarke Venue Sales
Gallery Hall
The Business Design Centre
52 Upper Street
Islington, LONDON N1 0QH

BREAKDOWN:

The Exhibition will close at 5.00pm on Friday 18th November.

PLEASE DO NOT BREAK DOWN BEFORE 5.00PM

4. General Info

COMMON PARTS

All common parts must be kept unobstructed at all times. Licensees/Organisers/Contractors/Exhibitors/their staff and agents must keep ALL common parts clear whilst building or dismantling stands, exhibits etc. All exhibits must be kept within the confines of the stand space and demonstrations must not cause undue congestion and/or obstruction of common areas.

HAZARDS TO PUBLIC

If you propose to display, use, exhibit, store any of the following you must inform the organisers:

- Flammable materials and gases including petroleum spirit, paraffin, diesel, liquefied petroleum gas. Real flame, toxic substances, boilers, stove and furnaces, fats and oils.
- Dust, fumes, exhaust gases and smoke, laser beams, strobe lights and asbestos.
- Moving displays, working machinery, pyrotechnics. Use of helium or balloon gas filled balloons must be agreed in writing to the Project Manager prior to the event. A £100 refundable deposit will be required for their use at the venue.

HEALTH AND SAFETY

Exhibitors should note that the Health and Safety at Work Act applies within the exhibition. All exhibitors should be aware of the following Health and Safety Points.

- The understanding of Fire and Emergency procedures of the premises.
- The need to maintain clear gangways and isles, and to keep emergency exits clear from obstructions.
- The use of hard hats when working beneath or near overhead activity or if this is impractical restricting access in such areas.
- The need for operatives to wear suitable protective clothing relevant to their job which includes eye, hearing and foot and hand operation.
- The safe use of flammable liquids and substances and segregation from wasted and other risk areas.
- Ensuring that portable power equipment is used for the purpose for which it was designed and that safety guards are correctly fitted and used.
- Ensuring that portable electric tools are used and that minimum length of trailing leads are used and that such equipment is not left unattended with a live power supply to it.
- That chemicals and flammable liquids are, after use, removed from the exhibition by the user or in exceptional circumstances, brought to the attention of the organisers.
- Any work area is maintained free from general waste materials, which would hazard operatives.
- That all overhead rigging is carried out by properly trained operatives and that such persons have available to them approved and tested safety harnesses and equipment , and that restrictions on portable equipment etc. which may be carried and or/used in such circumstances as working over audiences is known to them and complied with.

INSURANCE – PRINCIPLE EXCLUSIONS

- The Business Design Centre and Incisive Media are not liable for your belongings when they are in the building. You are therefore advised to arrange your own insurance.

WASTE DISPOSAL

The Business Design Centre is responsible for all cleaning throughout the building. Large items of waste materials to be disposed of prior to the opening of the exhibition must be placed in skips located in the Loading Bay.

ITEMS LEFT ON SITE

Please note that any goods/ material/ deliveries or miscellaneous items left on site at the Business Design Centre without proper authority will be treated as abandoned and disposed of accordingly.

LOST PROPERTY

There is a lost property office in the BDC and any item found should be handed into Security at Main Reception. The property will be held for up to three months and all claims should be made to the Head of Security on 020 7359 3535.

5. Your Area

An email will be sent to your main booking contact with details on your area at Vision 10.

We provide table with tablecloth and chairs for each exhibitor – for any further requirements please contact Jane Cardona directly.

Phone: 0207 3169018

Mob: 07730910643

Email: jane.cardona@incisivemedia.com

6. **VISION 10 Show Guide**

The Vision show guide will be an A3 Newsprint document; it will include floor-plans, timetables and information essential for those planning their day at the event.

VISION 10 Show guide entries

Each exhibitor is allocated 50-80 words about their activities at **VISION 10**, their products or company in the **VISION 10 Show guide**. Please email copy to jane.cardona@incisivemedia.com by no later than **11th November 2010**

Please also send your company logo

Email: jane.cardona@incisivemedia.com
Format: JPEG – High-Resolution (300 dpi)

7. Form

Security Passes

Please list the names of all personnel who will be on your stand during the build up and the exhibition.

Company Name: _____
(This will be the name shown on each badge unless otherwise indicated below)

Please indicate the number of passes that your company requires:

Please list the names of those attending in block capitals:

Please complete and return no later than 15th November

**Jane Cardona
Vision 2010 Passes
British Journal of Photography
32-34 Broadwick Street
London
W1A 2HG**

Fax 0207316 9260

OR

Email: jane.cardona@incisivemedia.com

SECURITY PASSES WILL BE AVAILABLE FOR EXHIBITORS TO PICK UP FROM VISION 2010 REGISTRATION DESK FROM 8AM 19th NOVEMBER.

For any queries on the day please call Jane Cardona on 07730910643 – Thanks!