



Routes Europe 2015 - Additional Information for HNS Exhibitors

12-14 April 2015, AECC, Aberdeen, UK

HNS Custom Build Stands

All exhibitors taking Hosted Networking Stands must forward details as below. Please read these details carefully and ensure they are passed on to unofficial stand contractors where necessary.

The AECC arena does not have carpet so all custom build stands should include temporary flooring materials. The exhibitor will incur charges should the walls or floor of the venue be damaged in any way due to the stand build.

Details of works to be carried out must be forwarded to the Routes Operations Team, including:

- dimensional drawings showing front, side & back perspectives, elevations and floor layouts of the stand
- details of materials being used to construct the stand
- a plan showing orientation and location within the exhibition
- a risk assessment (including fire hazards)
- a method statement
- proof of public liability insurance to the value of £2,000,000 GBP

All materials used for booths should be anti-flame treated or incombustible.

All dimensions should be shown in metric and all details must be written in English.

The deadline for submission of stand plans and designs is **3 March 2015**.

Failure to submit drawings may result in refusal to build at the event.

Details should be sent directly to:

Stephen Ericson

Operations Manager

UBM Live

Ludgate House, 245 Blackfriars Road

London, SE1 9UY UK

Email: stephen.ericson@ubm.com

Our official stand contractor, the AECC, will happily assist you with design and realization of your stand. Please contact Lynne at the AECC by email on lreilly@aecc.co.uk to discuss your requirements.



Please adhere to the following guidelines for your HNS space only contract:

Height limit

The height limit for your custom booth is 4m. The design of your booth must be at least 60% open.

Stand Design

Hosted Networking Stands should not be more than 1 storey high or incorporate any platforms or stages over 0.6m in height.

Open corners of stand floors and platforms should be splayed, rounded or angled, if not protected by heavy exhibits, to avoid a tripping hazard.

Utilities

The custom stand package is for space only. Hosted Networking Stand exhibitors will be responsible for ordering their own power, lighting, carpet, branding, AV and furniture, which can all be ordered through our Official Contractor, the AECC.

For any logistical information not covered by this document or the Routes Europe 2015 Exhibitor Manual then please do not hesitate to contact me directly.

We look forward to seeing you in Aberdeen!

Kind regards,

Stephen Ericson

Operations Manager

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