

VEGFEST SCOTLAND

Vegfest Scotland 2016
December 3rd 4th @ Hall 3 of SECC (Glasgow G3 8YW)
Exhibitors Manual

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INTRODUCTION

Big welcome to this year's Vegfest Scotland! This manual consists of essential logistical information about exhibiting at this event, e.g. setup, breakdown, unloading and loading. Please read this manual carefully before the event to familiarise yourselves with the various aspects of the show.

CONTACT DETAILS

Before Thursday December 1st: info@vegfest.co.uk / (+44) (0)117 9071881

Facebook – www.facebook.com/vegfestscotland

Twitter – www.twitter.com/vegfestscotland

From Friday December 2nd – Sunday December 4th: at the Info Desk in Hall 3 of the SECC

Venue address:

SECC, Exhibition Way, Glasgow G3 8YW

BEFORE THE EVENT

PAPERWORK

All exhibitors are required to submit the following documents by scan and email to jude.vegfest@gmail.com in one email by return on booking:

- Insurance (Public Liability & Employers Liability)
- Stallholders Checklist and Declaration*
- Risk Assessment*
- Method Statement on Health and Safety*

For those who are handling food/drinks of any description at the event, you're also required to submit your

- Food Safety Questionnaire* [if already registered with your local council]
- Safe Food Handling Certificate [if not yet registered with your local council]
- Method Statement on Food Hygiene [if not yet registered with your local council]

The items with an asterisk* above can be downloaded at the link below:

www.vegfestscotland.com/paperwork

Anyone selling / sampling alcohol must go through the correct 2hr training, this is for selling or sampling? See form titled "Application form to sell / sample alcohol at the event" at the link above.

ELECTRICAL REQUIREMENTS

All electrical requirements must be ordered directly with GES. To order electricity please follow the instructions at:

<http://www.vegfestscotland.com/electricity-shell-scheme>

Electricity must be ordered by Saturday November 12th 2016

If you need to book power after **November 12th**, or require extra power on the day, you will be charged at full price plus 20% surcharge by GES directly.

Under normal circumstances mains power to all stands will be available by 6pm on Friday, however this cannot be guaranteed. The power supply to all stands will be switched off 30 minutes after the close of the show on each day, and will be on from 8am on Saturday and Sunday, except those stands which have ordered 24 hour power.

Any exhibitor requiring a temporary mains supply before 6pm on Friday or a 24 hour supply throughout the show should contact GES directly **by November 12th at the latest.**

STORAGE

There is limited space for storage for pallets at the event. Storage space comes at a cost of £75 + vat per pallet (subject to availability). Please email info@vegfest.co.uk if you would like to book storage space for your pallets.

For the location of our storage area, please refer to the floor plan.

MAP OF THE SECC

SECC CAMPUS
Site Plan



- | | | | | |
|---------------------------|----------------|---------------------|---------------------|-----------------------|
| HALLS 1-5 | THE SSE HYDRO | CLYDE AUDITORIUM | LOCH SUITE | CONCOURSE |
| A814 CLYDESIDE EXPRESSWAY | INTERNAL ROADS | PEDESTRIAN FOOTPATH | PEDESTRIAN CROSSING | NATIONAL CYCLE ROUTES |
| RECEPTION | INFORMATION | MEDICAL | TAXI RANK | WEST ENTRANCE |
| | | EAST ENTRANCE | BUS STOP | LANDMARK BUILDINGS |

ON ARRIVAL...

UNLOADING AND LOADING

Exhibitors can load and unload their vehicles from the Vehicle Entry doors of hall 3 outside Emergency Exit 3.3. All exhibitors should report to the SECC Control Gate at the West campus entrance (follow the Service Yard signs on the location plan) and they will be directed to the appropriate door, after unloading they will be given 1 parking pass each and will be directed to park in car park 5, the exhibitors car park.

PARKING OPTIONS

Exhibitors must report to the SECC Control Gate where they will be directed where to park. Each exhibitor will be issued ONE parking pass on arrival at the venue. These must be displayed in the windscreen of all authorised vehicles. These passes are valid for exhibitor build up, open period and exhibitor breakdown. Exhibitor parking passes should be collected from the organisers office in hall 3 on the Friday.

The venue operates a "no pass, no access" policy. On Saturday and Sunday, only vehicles with an exhibitor pass will be allowed access to the exhibitors car park; otherwise they will be directed to park at the multi-storey car park for visitors. Please see location plan here (which indicates where the car parks are located) - exhibitors follow the 'Service Entrance'.

Please note: if you require extra parking spaces, please use the multi-storey car park for visitors on the location plan. The cost of extra parking spaces is NOT included in your pitch fee.

ADMITTANCE AND RE-ADMITTANCE

Each exhibitor will first be sent by email on November 19th 2016, an identification letter for them to print out and bring to the SECC Control Gate for identification.

Each exhibitor will then be given 4 wristbands for each of Friday, Saturday and Sunday (so 12 in total) on arrival for set up, along with 1 parking pass if necessary. Please wear your wristbands at all time for identification during setup, opening hours and breakdown.

COMPLIMENTARY TICKETS

In addition to wristbands, each exhibitor at Vegfest Scotland is entitled to 2 Saturday and 2 Sunday tickets to be used in private by friends / families / colleagues etc (not for people working at stalls, only for people visiting and not working).

Each complimentary ticket is an electronic ticket with a barcode which will be emailed out 2 weeks in advance on November 19th – please provide full names and email addresses of all recipients of complimentary tickets by November 18th. Please also notify all ticket recipients to either print out their electronic tickets and bring them on the day, or simply bring along the barcodes on the electronic tickets, for scanning on the gate.

Complimentary tickets allow admission into the venue during show opening hours only and not for setup / breakdown periods – see section below for setup periods, opening hours and breakdown periods. Those working during setup / breakdown will receive wristbands instead (see section above).

Please also note that we do not automatically send out complimentary tickets – these tickets are only allocated on request.

SETUP, OPENING HOURS AND BREAKDOWN

Setup:

Friday 8am-8pm (contractor & organiser access)
Friday 3pm-8pm,
Saturday 8am-10am,
Sunday 8am-9am

Show opening Hours: Saturday 11am-6pm, Sunday 10am-5pm

Breakdown: Saturday 6pm-7pm, Sunday 5pm-7pm

DELIVERY AND PICKUP OF STOCK

All stock deliveries and removals should go through Door 3.3 on the floor plan on page . Dimensions of Door 3.2 are: width 5.6m, height 4.8m.

As there are no storage facilities at the SECC Campus prior to the show tenancy period outlined above, NO deliveries will be accepted prior to the Friday. All items must arrive only from Friday 8am onwards.

The SECC Campus will not accept any deliveries on your behalf. You must have a representative available at all times to sign for any deliveries.

If a transport company is delivering for you, please arrange for a representative to be on your stall to receive them. Please label all packages clearly with your COMPANY NAME and STALL NUMBER to be delivered NO LATER THAN 10:00am on the Saturday. Exhibition materials will only be accepted between 08:00 – 20:00 on Friday, and between 08:00 – 10:00 on Saturday.

If you cannot arrange for a representative to be on your stall to receive them before your arrival, please note that the organisers can offer limited assistance with accepting deliveries, but please note that the organisers cannot be held responsible for any damage, loss or theft incurred on your pallets while accepting them on exhibitors' behalf.

Also please remember to instruct your transport company to arrive at the venue equipped with suitable unloading and loading equipment (e.g. forklifts, tailgates, trolley-jacks, pallet trucks etc.). The organisers CANNOT provide unloading/loading equipment and cannot be responsible for any missed deliveries and pickups due to a lack of suitable unloading/loading equipment.

The full address for deliveries is:

<Your Company & Stand Contact Name> and <Stand Number>

Vegfest Scotland 2016
SECC,
Exhibition Way,
Glasgow

G3 8YW

All items must be collected and removed by 11:59pm on the Sunday, as there are no storage facilities on site.

FLOOR LOADINGS

No load in excess of 5 tons per square metre is permitted to be placed on the floor of the Halls.

No vehicle with an axle load in excess of 20 tons can be brought into the Halls at the SECC Campus.

Floor loadings in excess of the above might be permitted on application and subject to our approval.

FLOOR PLAN

Please refer to link here for our floor plan – www.vegfestscotland.com/floor-plan

Note: areas in red must be kept clear at all times during the show tenancy period.

FURNITURE AT YOUR STALL

SHELL SCHEMES

Shell schemes are provided only at those stalls coloured in YELLOW on the floor plan.

Each shell scheme stall is supplied with shell scheme walls as well as a fascia overhead with your stall number and your stall name printed in standard font.

Only velcro hook and loop and double sided sticky pads can be used in sticking materials to the shell scheme walls.

TABLES & CHAIRS

Please let us know how many tables you need at your stalls by filling in our table reservation form at the link here:

www.vegfestscotland.com/exhibitors-manual

And return it to victoria.vegfest@gmail.com by Friday November 4th 2016

Tablecloths and chairs are not included – please bring your own if necessary.

Extra tables are to be supplied by exhibitors.

CARPET

Carpet is NOT provided at this event.

ELECTRICITY

Daytime electricity is switched on at 7am on Saturday and 8am on Sunday, and will be switched off half an hour after the event closes to the public (i.e. 7:30pm on Saturday and 5:30pm on Sunday).

24-hour power is available from 5pm on Friday up until 5:30pm on Sunday, and must be booked in advance. If you'd like to reserve electricity for 24 hours or on the Friday, please contact GES directly.

Please also read the section on 'Electrical Safety' in the Appendix.

POLICIES ON EXHIBITS...

VEGAN POLICY

- All exhibits (products, display materials) at your stall must be 100% vegan-friendly with no animal ingredients (e.g. meat, dairy, eggs, beeswax, wool, fur, silk, leather etc.)
- All marketing materials (including brochures, leaflets, booklets, banners, books etc.) must be 100% vegan-friendly and must NOT contain any promotion of the use of animal products or the use of animals for any other purposes (e.g. entertainment, research etc).
- As many of our visitors are passionate about the vegan cause, please do not wear non-vegan apparels (especially leather shoes, wool scarves, fur coats etc.) and do not bring any promotional materials which are not compatible with the vegan lifestyle (e.g. recipe books containing recipes with animal ingredients).
- The organisers reserve the rights to ask exhibitors to remove from their stall any exhibits deemed not 100% vegan-friendly.
- If you are unsure as to which exhibits are suitable for this event, please contact the office.

FOOD HYGIENE

Catering or serving of food or drink to be consumed on the premises is allowed. Packaged food or drink for consumption off the premises is also permitted, as are free tasters and samples.

Our event safety team will be responsible for Food Hygiene inspections at the event. It is imperative that you read this information thoroughly and then fill in the appropriate forms to ensure and return to the organisers so that you comply with the venue and Local Authority requirements.

- **Exhibitors serving food** must scan and email the following documents to jude.vegfest@gmail.com **by return on booking**, and also have these with them on the day of the event:
 - Completed food safety questionnaire from Vegfest Scotland
 - Certificate of registration with local council (applicable if you are not registered with your local council)
 - Safe food handling certificate (applicable if you are not registered with your local council)
- **Allergy labels**

To ensure no undesirable allergic reactions to certain food ingredients from members of the public, we demand that stallholders clearly label with clear signage the ingredients in their produce that could cause allergic reactions (e.g. soya, nuts, gluten, etc). Please familiarise yourselves with the new laws on labelling of allergens – available to view at www.vegfestscotland.com/exhibitors-manual

- **Food sampling**

Please ensure that adequate hygiene is maintained with food sampling, e.g the provision of hand-washing facilities, cocktail sticks, avoidance of shared bowls

- **Serving of Hot Drinks**

These must be in sturdy containers fitted with lids to avoid risk of spillage.

ALCOHOL POLICY

Any exhibitors wishing to sell / sample alcohol must first get in touch with the Vegfest Scotland organisers for approval. Once approval has been granted by the organisers, they must fill in the application form to sell / sample alcohol accompanying this manual at www.vegfestscotland.com/exhibitors-manual and return it to the venue by email at alna.ratcliffe@secc.co.uk at least 2 weeks before the event. They are also advised to read thoroughly the section in the Appendix on Guidance Notes for selling / sampling alcohol.

HEALTH AND SAFETY

CLEANING AND WASTE MANAGEMENT

A full hall clean and basic stand clean is carried out after setup and thereafter on a daily basis throughout the exhibition open period. Please ensure that any cardboard boxes are flat packed, ready for collection during exhibition build.

GANGWAYS

In order to help us ensure that we comply with the licensing authority and venue regulations, all gangways at the show must be kept clear at all times, including during setup, the open period and breakdown.

Exhibits, furniture and other items belonging to your stand must not encroach beyond the boundary of your stand space. This is to ensure that escape routes are unobstructed in case of emergency evacuation.

ELECTRICAL SAFETY

Exhibitors are not permitted to carry out any distribution of electric cables themselves – this must be carried out by an electrician appointed by our contractors GES and tested by GES prior to the venue energising the stand.

Lighting and appliances cannot be plugged into the same socket outlet.

The maximum wattage for lighting is 1kW.

One four gang per fixed socket is allowed – this must be placed no more than 2m from the appliance and must be fused.

COOKING AT YOUR STALL

Where an exhibit comprises of boilers, stoves, furnaces and similar equipment in operating conditions, you must take precautions to prevent the transmission of heat to any combustible part of the stall and the floor of the Premises. Also, evaporation or vapours must be prevented from leaving the stall. A suitable non-combustible insulating material of sufficient thickness shall be inserted between the equipment and the stall. If in our opinion the floor surface of the SECC Campus is liable to be or is damaged by your equipment, we will be entitled to protect and / or reinstate the floor surface of the hall at your expense.

Full details of the proposed equipment must be submitted to us for approval prior to any such demonstration under working conditions. It shall be at the discretion of the SECC Campus to determine if fire extinguisher(s) will be located in the area of such demonstration.

All exhibitors cooking food for consumption on stands will be required to comply with the Food Safety and Hygiene Regulations. A full risk assessment including details of storage, washing facilities, stand layout and type of appliance to be used in the cooking must be submitted to us at the first opportunity prior to the start of your tenancy.

Exhibitors must only use electric cooking appliances as opposed to gas / naked flames due to the

health and safety implications of a naked flame.

PETS

The SECC Campus welcomes visitors with assistance dogs. Assistance dogs must be clearly identifiable around the venue. Facilities are available for assistance dogs on request.

Please note that due to health and safety reasons, only assistance dogs are allowed into the event, with no other pets permitted.

WASHING-UP FACILITIES

There are 2 Water Points for cleaning by exhibitors. They are located in the catering area – see floor plan at www.vegfestscotland.com/floor-plan

SMOKING

Smoking is not permitted by law anywhere within the venue; anyone wishing to smoke should do so outside the SECC Campus. Please note that vaping is no longer permitted inside the venue.

HELIUM BALLOONS

The sale, distribution or use of gas-filled balloons must be approved by SECC Campus – please inform us in the first instance if you intend on using such balloons.

The use of helium balloons will be on the condition that they are weighted down at all times.

SECURITY

Security is provided for the show from 08:00 Friday until 21:00 Sunday. Please do not arrange for goods to be delivered to the hall before this period.

Please take account of the following security advice from the venue:

- Take home any valuable items each night.
- Do not leave your stand unattended at any time during setup, the open period or breakdown. Do not leave the hall until all visitors have gone each evening.
- Do not position valuable items at the front of your stand, where you may not be able to keep an eye on them.
- Ensure you have enough staff, so that the stand is not vulnerable to thieves and do not ask a neighbouring exhibitor to watch over your stand while you go for a break. They may become busy and not be able to keep an eye on your stand.
- Remove all portable or valuable items from the stand on the evening the show closes. Do not leave them until the following day for collection.
- Arrive in time for the show. Ensure your stand is staffed at least 15 minutes before show open time of 11:00 on Saturday and 10:00 on Sunday, but remember that the hall is open

from 08:00 on Saturday and 08:00 Sunday.

- If you are a victim of theft or damage, please report this to the Info Desk or to your nearest security personnel or steward. The organisers however cannot be held responsible for the loss or damage to exhibitors' property.
- Any lost property should be handed to event security / information desk or the SECC Campus Duty Manager and will be retained by the SECC Campus for one month. After this period, any uncollected items will be passed onto Strathclyde Police.
- Please be aware of possible terrorist activities and the fact that we are right in a busy area of Glasgow. If you notice anyone behaving suspiciously, tampering with equipment, or any unattended bags or parcels please report this to security or a member of the Vegfest Scotland team immediately.
- Any lost kids should be reported to the Info Desk near the Entrance to Hall 3.

EVACUATION POINT

In the case of an evacuation, assembly points can be found in East Car Park 3 and West Car Park 7 – see the SECC map on page . Patrons should go to the nearest assembly point to them.

OTHER FACILITIES

ATM

Clydesdale provides visitors to the SECC with a free of charge ATM; this is located on the main concourse next to the SECC Box Office.

In addition to this there are is an ATM at McColls shop in the main SECC, however there is a transaction charge of £1.85 at this ATM.

BABY CHANGE

There are two baby changing rooms at the SECC, one is on the main Concourse adjacent to the ladies toilets and the other is at the west end of the Venue next to the toilets.

CLOAKROOM

There is a cloakroom located on the main Concourse of the SECC. It is open during many events and you are welcome to deposit items for the duration of the event for £2.

Please note: items cannot be left in the cloakroom overnight.

DISABLED ACCESS / FACILITIES

Entrance doors at east and west entrances are automatic. Inside the main building, all public areas are accessible by lifts situated at two points on the main concourse.

Toilets with handrail assistance are also available for disabled patrons and are located in all main toilet facilities. Disabled toilets are located both in the Main Concourse (mid-concourse and near the west entrance) and in Hall 3 where the event takes place.

A limited number of wheelchairs can be 'borrowed' from the Medical Centre for the duration of the event. Wheelchairs are allocated on a first come, first served basis and can be booked the day before the event. Please note that wheelchairs can only be 'borrowed' for a day at a time. The medical team are happy to aid wheelchair users who require assistance getting to and from a location within the SECC (subject to availability), but wheelchairs should be picked up/dropped off at the Medical Centre. To book a wheelchair or for further information please email the medical team here, call them on 0141 275 6333 or drop into the Medical Centre.

HOTELS

The SECC Campus has 3 on-site hotels with 1 that can be accessed via a link corridor directly from the building (Crowne Plaza Hotel). The 2 further hotels are within walking distance from the venue and are the Hilton Garden Inn and The Campanile.

Further to this, the venue is only a short distance from Glasgow City Centre where there are many further hotels available (please see Travel for details of how to get to and from the SECC Campus and Glasgow City Centre). Details of other hotels within Glasgow can be found at www.seeglasgow.com

INFORMATION AND BUSINESS CENTRE

The SECC has a well equipped Information & Business Centre for exhibitors as well as visitors. Available services include:

- PC Use/Internet Access
- Photocopying
- Printing
- Scanning
- Faxing
- Gift Shop

If you have any queries about the services provided by the SECC, please do not hesitate to contact the venue on info@secc.co.uk

FIRST AID & MEDICAL CENTRE

The SECC's well-equipped Medical Centre is located on the concourse of the main building, at the East entrance. The highly qualified medical team will be pleased to help, or simply answer any queries you may have. Should you require medical assistance during the event, please alert a steward at the Info Desk, and we will get in touch with the SECC's Medical team.

For further information please email the medical team at medicalcentre@secc.co.uk, call them on 0141 275 6333 or drop into the Medical Centre.

PRAYER ROOM

There is no specific Prayer Room at the SECC, but the Medical Centre can offer visitors a quiet room to use (subject to availability). For further information please email the medical team here, call them on 0141 275 6333 or drop into the Medical Centre.

INTERNET

From August 1st 2015, the SECC will provide a free Wi-Fi facility to all visitors in the venue with total bandwidth of 1MB per second. However the Wi-Fi is not secure and is not stable enough for taking card payments therefore please secure internet as per the below if you require this.

A detailed guide to venue Wifi can be downloaded at the link here:

www.vegfestscotland.com/exhibitors-manual

If you wish to have enhanced internet connection during this event, there are 2 options:

Option 1 – High Bandwidth Hardwire Internet Connection

- Exhibitors can use the SECC's Technical Services (see contact details below) to purchase hardwire internet connections. This service allows for internet access, internet browsing, video streaming, fast download and is a hardwire connection. It is supported by the venue's IT Team.
- Charge for this is £291.08 + VAT for the 1st connection, and then £69.30 + VAT for every subsequent connection.

See order form titled "SECC Exhibitor Order Form" at the link here:
<http://www.vegfestscotland.com/exhibitors-manual>

Option 2 – Enhanced Wi-Fi (1.5 Mb)

Enhanced blanket coverage packages are available for the duration of the event and are priced at £218.31 + VAT for the first connection and £69.30 + vat for additional connections. This service allows for internet access, browsing and video streaming. It is supported by the venue's IT Team.

All orders can be placed by filling in the 'SECC Exhibitor Order Form' here: See order form titled "SECC Exhibitor Order Form" at the link here: <http://www.vegfestscotland.com/exhibitors-manual>, and returning it to the venue's Technical Services:

E-mail: technical.services@secc.co.uk

Technical Services Department SECC Ltd
Glasgow G3 8YW

Tel: 0141 248 3000

Fax: 0141 226 3423

FIRE SAFETY

1) Action in Case of Fire

The procedure on outbreak of fire is as follows:

- 1.1. set off a manual (break glass) call point. Inside the Halls, these are located adjacent to each vehicle entry door and the access doors from the concourse;
- 1.2. dial 444 on the nearest of the SECC's internal telephones and notify a member of the SECC's security staff, giving the location of the fire to enable the security staff to direct the Scottish Fire and Rescue Service to the scene of the fire by the most direct route;
- 1.3. try to quench the fire or confine it by the use of a hose reel or extinguisher and/or removal of goods, etc. in the vicinity;
- 1.4. avoid doing anything likely to create panic;
- 1.5. report to nearest fire assembly point located at car park 1 at the east of the building and between car parks 5 and 7 at the west of the building – see map on page .

2) Action in Case of Personal Injury

In case of personal injury:

- 2.1. dial 333 (medical centre), or 290 (control room) on the SECC's internal telephone system; or
- 2.2. dial 999 on any public telephone and afterwards notify a member of the SECC's security staff on 0141 248 3000 extension 290, giving the location of the incident; and
- 2.3. remain with the injured person until the arrival of the medical staff.

3) Extinguishers

Any person displaying materials or equipment which require specific fire protection arrangements to be implemented shall submit details of such materials or equipment to the SECC, in order that advice may be given as to the most suitable type of extinguisher required.

4) Fire Hose Reels

The use of fire hose reels other than for fire fighting in an emergency is prohibited.

5) Flammable Oils

Fuel oils used in connection with any burning equipment shall have a flash point of not less than 54°C (130°F) and shall be in accordance with BS 2869 1970: "Petroleum fuels for oil engines and burners" and or any amendments, updates or revisions thereto. Paraffin and other mineral oils shall not be used in any lamps, stoves or other appliances or exhibits without the prior written consent of the SECC and the relevant Authorities.

In particular but without prejudice to the generality of the foregoing the consent of the SECC and

the relevant Authorities shall not be given unless the following conditions are satisfied:

5.1. a detailed specification of the working of such appliances, together with a plan showing their location in the Premises or on a Stand, shall be submitted to the SECC at least two months prior to the beginning of the Hire Period;

5.2. not more than one appliance of each model or type containing oil may be exhibited in a working demonstration;

5.3. each working appliance shall be filled with oil sufficient for one day's use only;

5.4. each appliance shall only be replenished with oil at times when the Public is not present in the Premises;

5.5. no oil may be stored on the Stand other than that already in the working appliances;

5.6. each working appliance shall be firmly fixed or placed in such a position that it cannot be overturned;

5.7. where working appliances are within reach of the Public, notices shall be displayed stating that the appliance is working and should not be touched; and

5.8. each stove shall be manufactured in accordance with BS 3300 1963 (Superseded): "Kerosene (Paraffin) Unflued Space Heaters, Cooking and Boiling Appliances for domestic use" and any amendments, updates or revisions thereto.

Oil needed for replenishing the working appliances and its issue and distribution shall be as directed by the SECC. Persons wishing to use this facility shall apply in writing to the SECC, giving details of the quantity of oil to be stored and the expected daily use.

6) Flammable Liquids and Gases

No flammable liquid or liquid petroleum gas shall be used within the Centre without the prior written consent of the SECC and the Fire Safety Enforcement Officer. Persons proposing to use these materials shall:

6.1. make application to the SECC at least two months prior to the start of the Hire Period, giving details of the materials, quantity and purpose for which the materials are required;

6.2. comply with the Highly Flammable Liquids and Liquefied Petroleum Gases Regulations 1972 and the Petroleum Regulations Acts 1928 and 1936 and any amendments, updates or revisions thereto;

6.3. where flammable spirits are used for cleaning machinery and other apparatus, provide metal bins with firm fitting metal lids for the disposal of cleaning swabs and other such materials after use, and arrange for the bins to be emptied when full and at the end of each day of the Event, separately from the normal waste collection service;

6.4. only provide on the Stand sufficient of the flammable materials for one day's usage and arrange for all materials in excess of daily requirements to be stored as shall be directed by the SECC; and

6.5. provide warning notices on the Stand (as may be required by the SECC or the Fire Safety Enforcement Officer), drawing attention to the flammable nature of the materials.

7) Compressed Gases

Compressed gas cylinders shall be constructed in accordance with BS EN 1964-1:2000 "Transportable Gas Cylinders" and any amendments, updates or revisions thereto.

Vessels containing liquids or gases under pressure (other than compressed gas cylinders complying with the recommendations of the regulatory authority) shall be fitted with safety valves of an approved type and a certificate in respect of a recent pressure test of each vessel shall be available for inspection on each Stand where such a vessel is used.

Compressed gas cylinders or vessels containing liquids or gas under pressure shall be stored as directed by the SECC and only those cylinders required for immediate use shall remain on a Stand.

Cylinders may only be connected or disconnected during times when the Public is not being admitted to the Premises.

All exhibitors proposing to use compressed gases must submit details to the SECC identifying the gases or liquids to be used and size of cylinders or vessels and their working pressures.

8) Acetylene

Any person wishing to use acetylene or similar materials in connection with a demonstration or process shall first make an application to the SECC advising in advance the nature of the work or demonstration. If approved, the SECC shall issue a Hot Work Permit.

Cylinders, which must be fitted with flashback arresters, may only be connected or disconnected during times when the Public is not being admitted to Premises.

Replacement cylinders shall be stored as directed by the SECC. The Hirer shall be responsible for the charges the SECC may make for the provision of additional fire equipment, extinguishers and surveillance by the SECC's staff necessitated by the additional risk caused by such activities.

APPLICATION FORM TO SELL / SAMPLE ALCOHOL AT THE SECC

Please fill out this form in full and return it to the address below. The application should be received by the SECC no later than 2 weeks prior to the event. Successful applicants will be notified in writing and issued with a certificate for displaying on the stand. Please note that samples should be strictly limited to one per person and a method of controlling this (such as hand stamping) must be detailed below.

Name	
Address	
Date of Birth	
Name & Date of Event	
Company	
Telephone Number	
Email address	
Type of License Held	
Description of product(s) being sold / sampled	
Number of staff on stand	
Method of controlling the number of samples issued per person	

- All staff must have completed the mandatory 2 hour training in alcohol sales as required by the Licensing (Scotland) Act, 2005.
- All staff must be aged 18 or above.
- Samples should be in measures equivalent to 0.25% of a unit of the drink in question. Just enough to assess the taste and quality of the product.
- Staff should not provide samples to people who appear to be intoxicated or under the influence of drugs.
- Staff should not provide samples to anyone who appears under the age of 18.
- “Challenge 25” legislation must be adhered to. Anyone appearing below the age of 25 should be asked to produce identification proving they are over 18. Acceptable “proof of age” documents at the SECC are passport or driving license. If there is any doubt over the age of a patron and proof can not be produced, the sample should not be given.
- Sampling or selling should not encourage illegal, irresponsible or immoderate consumption, such as binge drinking, drunkenness or drink driving.
- Sampling or selling should not have a particular appeal to the under 18’s.
- The sample or drink should be only be consumed by the person it is served to. Patrons should not obtain samples or drinks for other people.
- It is preferable that samples should, wherever possible, be limited to one per person. You will be required to demonstrate an effective method of control of this, such as hand stamping. I understand that should I or any personnel employed in relation to this application breach The Licensing (Scotland) Act 2005, I may be asked to cease all sales / sampling of alcohol immediately.

Signed..... Print..... Date.....

Please return to: Alan Ratcliffe Event Services Manager (Catering) SECC Glasgow G3 8YW or email to alan.ratcliffe@secc.co.uk

If you have any queries regarding your application, please contact Alan via email or telephone on 0141 275 6240. _____

For SECC use only

Approved: Yes / No

Signed..... Print.....

GUIDANCE NOTES ON SELLING / SAMPLING ALCOHOL

Anyone wishing to sell or sample alcoholic products at the SECC can do so using the SECC's Premises License of the SECC with the organisers' approval, provided we receive the completed relevant application form available at www.vegfestscotland.com/exhibitors-manual at least two weeks prior to the event taking place.

In line with current Scottish legislation, exhibitors must adhere to the following conditions:

- All staff involved in selling / sampling alcohol must have completed the mandatory 2 hour session in the service of alcohol.
- All exhibitors must comply with the Challenge 25 legislation. This legislation states that if a member of the public appears to be under 25, they must provide credible identification to prove they are over 18 years of age. If they cannot provide this then they should not be served / sold alcohol. Acceptable forms of I.D. are a Passport or E.U. Driving License. An A4 sign advertising this information should be displayed on the stand, which will be provided by the SECC. (See link below for more information on Challenge 25).
- Exhibitors are not permitted to offer reduced price alcohol as an incentive to buy something else. For example, it is not permitted to offer a free or reduced price bottle of wine if the visitor buys the exhibitors product.
- Exhibitors are not permitted to run promotions that encourage people to buy in bulk for a cheaper price. For instance, wine sold at £5 per bottle can't be sold at "3 for £10". The single item must be available at the same price as the bulk offer; however there is no legal requirement to offer a single item for sale.
- Exhibitors involved in sampling of alcohol must restrict samples to one per person and must have a method of monitoring this, such as hand-stamping.
- For those exhibitors selling alcohol for on site consumption, the required '15 minute Drinking-Up Time' must take place within the open hours of the event. Therefore no alcohol should be sold after 15 minutes prior to the closing of the event each day. (This does not apply to sampling of alcohol for off sales). If members of the public are still in possession of alcoholic drinks after the event has closed, SECC Stewards will remove their drinks and dispose of them.

For more information please see the links below:

- For guidance on the Challenge 25 legislation: <http://challenge25.org>
- For information on the implications on the retail side of the legislation: <http://www.alcoholcompliancescotland.co.uk/Booklet.pdf>

If you are in doubt with any aspect of what you are planning whilst at the SECC, please contact Alan Ratcliffe on 0141 275 6240 or alan.ratcliffe@secc.co.uk