

SEC, Glasgow, Hall 4: 6 - 8 March 2025

Exhibitor Invoice & Build-up Pack

January 2025

Dear Exhibitor,

Please find enclosed details for the Creative Craft Show & The Scottish Quilting Show in March 2025.

Exhibitor Zone and Website

All order forms for lighting, furniture, stand power and additional services together with further information to this manual are available on-line in the **Exhibitor Zone** www.creativecraftshow.co.uk

SHOW DETAILS

EXHIBITOR BUILD UP TIMES

Wednesday 08:00 – 20:00

OPENING HOURS

10:00 – 16:30

EXHIBITOR BREAKDOWN TIMES

Saturday 17:00 – 22:00

Onsite Personnel: Dave Hale 07795 483031.

PRE-SHOW

ELECTRICAL ORDERS

DEADLINE 7 February

Please return the order forms to us promptly; this is particularly important with the electrics as our contractor needs to order the mains supply several weeks in advance.

ALL ELECTRICAL ORDERS ARE SURCHARGED AFTER 7 February

FURNITURE ORDERS

Furniture orders can be made through Creative Hire please complete the Furniture Order Form which can be found in the Exhibitor Zone and send to sales@creativehire.co.uk.

You can bring your own furniture if you wish.

PRE SHOW QUERIES

If you have any queries in relation to your stand, invoice or to make a payment, please call the office on 01425 272711 and ask to speak to Jo Reynolds re your invoice, the sales team re your stand or accounts to make a payment.

PRESS OFFICE

Mia Clay of One Voice Media will now handle all PR. They will be extremely pleased to receive any queries or any exciting stories you may have that you think the press could be interested in.

Tel: 01392 280306 or email: Mia@onevoicemedia.co.uk

STAND INVOICES

Please note that your invoice is due for payment by **24 JANUARY 2025**. To be fair to most exhibitors who pay on time, late payments will be subject to a surcharge. The later the payment, the higher the rate.

PAYMENT METHODS

By BACS or PayPal (see account details on attached), or by card. Our bank details can also be found on the bottom of your invoice. Please note the account name is International Craft and Hobby Fair Ltd. Please email us with reference if paying Paypal. accounts@ichf.co.uk.

DELIVERIES

- (i) Anything delivered before Wednesday will be refused by the venue.
- (ii) ICHF will not be responsible for any loss or damage, irrespective of who signs for goods.
- (iii) The organisers will not be responsible for off-loading or providing forklifts. This is up to the exhibitor and/or carrier to arrange in advance.
- (iv) For better security please make sure that the carrier will deliver goods to the stand NOT just leave inside the unloading doors.
- (v) The correct address is: *(Your company name and stand number)*
Creative Craft/The Scottish Quilting Show
Scottish Exhibition Centre (SEC)
Hall 4
GLASGOW
G3 8YW

ON SITE INFORMATION

Exhibitors are not allowed access to the hall before exhibitor build-up, during contractor build-up the hall is classed as a building site and therefore access to non-contractors is strictly prohibited.

UNLOADING

Please use the vehicle pass for all exhibitors' vehicles. Unloading may commence at 08:00 on Wednesday and please arrive by 17:00 at the latest. Stands should be completed by 19:30. Please see enclosed plan for access.

Please note that if you arrive late and your stand is not set up on the build-up day then you will jeopardise your participation in future ICHF events.

PARKING

- a) Build up day, WEDNESDAY: download the exhibitor vehicle pass from the exhibitor zone this will help the SEC to direct you to the rear of Hall 4 for build-up. Please unload vehicles as quickly as possible and help everybody by moving them away from the doors to let other exhibitors have easy access.
- b) These vehicle passes are for OPEN DAYS also.

STAND FEATURES

The standard colour of the shell scheme is BLACK. Merchandise can be fixed to the stands using velcro (available to purchase from us on the build-up day, subject to availability). Small panel pins can also be used - please be careful not to tear the fabric covering. Panels are 50mm in width.

Shelving 300mm deep is available, also extra panelling and lockable doors. See enclosed order form.

Cleaning/Nightsheets The cleaners will NOT enter and clean any stand with nightsheets UNLESS these are of a lockable type and a set of keys is left in the Organisers Office.

STAND AREA, FASCIAS and SIGNS

Please remember that all your products, chairs, etc, must remain within your stand area for the duration of the show.

There must be no items/products or signs/name-boards on the fascias of any sort, other than official ICHF name-boards; also no 'Sale' or 'Discounted' signs (including handwritten ones) should be used. Printed 'Show Offer' is permitted.

The above points are to keep our exhibitions looking neat, tidy and of a 'quality' presentation.

Balloons above the top of the stands are not recommended and are subject to removal at ICHF's discretion (also note that if they go to the ceiling the venues often charge for their removal, which charge would be passed on to the exhibitor).

BREAKDOWN

Exhibitors should be clear of the hall by 22:00 hrs on Saturday evening.

COLLECTIONS

Our contract with the venue finishes on Saturday evening. Therefore, it may not be possible to leave goods in the hall for collection on Monday. Please check with the Show Manager, before the show opens, but goods left overnight are in danger of being lost or disposed of by the venue.

HEALTH AND SAFETY

BUILD-UP HEALTH & SAFETY

Please note that no under 16s are allowed in the exhibition hall during build-up and breakdown. This is a requirement of the venue's Health & Safety policy.

RISK ASSESSMENT

An exhibition stand is a workplace covered by health and safety legislation. As the exhibitor, it is your responsibility to ensure a suitable and sufficient risk assessment is completed. Failure to do so could lead to delays or ultimately the closure of your stand.

You must complete a Risk Assessment form and return it to us before build-up commences, to operations@ichf.co.uk or post to the address below.

HIGH VIS

It is now a requirement for all exhibitors to wear high vis jackets throughout build-up and breakdown. A limited supply will be available in the organisers office to purchase.

SITE INDUCTION

Exhibitors will be required to sign a site induction form on arrival to the venue, to confirm you will comply with the health and safety rules onsite. A copy of the form can be found on the exhibitor's zone.

STAND GUIDELINES

Please be aware that you must set-up all products within your stand. It is potentially a major health and safety risk if you fail to do so. You may be asked to re-design your stand layout if this is the case.

Important note: Your stand is a temporary structure that is not designed to carry heavy loads, if you are planning to hang items from your stand, please contact the office for your stand weight capacity. Shelving units also need to be free standing. Please contact operations@ichf.co.uk if you have any queries.

GENERAL INFORMATION

EXHIBITOR PASSES

A 'reasonable quantity' per stand will be issued on the build-up day from the Organisers' Office and **MUST BE WORN** to gain easy access on OPEN DAYS.

SECURITY

There will be 24-hour security cover during the period of the Show, but insurance cover for any loss or damage is the responsibility of exhibitors.

INSURANCE

Insurance is the responsibility of individual exhibitors.

ON-SITE ORGANISERS OFFICE DETAILS

If you wish to have the number of our office in the hall please ask when collecting your badges, as we do not know the exact number until we are on-site.

We look forward to receiving your order forms shortly, but if you have any queries, please do not hesitate to contact us.

Yours sincerely

The ICHF Team

