



Exhibitor Manual



Battery Tech Expo

TUESDAY 12TH OCTOBER 2021

THE WING, SILVERSTONE CIRCUIT
TOWCESTER, NORTHAMPTONSHIRE, NN12 8TL

LOCATION & DIRECTIONS



SILVERSTONE WING WHERE TO GO ON THE DAY

DIRECTIONS TO SILVERSTONE CIRCUIT

The postcode for sat nav is **NN12 8TN**
Silverstone is situated on the A43 between
Towcester and Brackley.

The Circuit is **65 miles from Birmingham** and **80 miles
from London**. The nearest railway stations are:

- Northampton (15 miles)
- Milton Keynes (18 miles)
- Banbury (19 miles)

SILVERSTONE CIRCUIT

Towcester
Northamptonshire,
NN12 8TN
United Kingdom



FROM M1

Leave **M1** at J15 and follow
signs **Oxford A43**

Head south on **A43** towards
Towcester for **5.5 mi**

At the roundabout, take the 2nd exit
and stay on **A43** for **0.8 mi**

At the roundabout, take the 2nd exit
and stay on **A43** for **3.5 mi**

Take the exit toward Stowe/Dadford
for **0.2 mi**

Merge onto Dadford Rd for **0.5 mi**

The **Main Entrance** is on your Left

FROM M40

Leave **M40** at J10 and follow signs **Northampton A43**

At the roundabout, take the 2nd exit and stay on **A43** for **3.2 mi**

At Barleymow roundabout, take the 2nd exit and stay on **A43** for **1.1 mi**

At the roundabout, take the 2nd exit and stay on **A43** for **0.7 mi**

At the roundabout, take the 3rd exit and stay on **A43** for **0.8 mi**

At the roundabout, take the 2nd exit and stay on **A43** for **1.1 mi**

At the roundabout, take the 2nd exit and stay on **A43** for **5.0 mi**

Take the exit toward Stowe/Dadford/Abthorpe/Wood Burcote for **0.2 mi**

Continue onto **A413** for **0.4 mi**

Turn right onto Dadford Rd/ **A413** for **0.2 mi**

Slight left onto Dadford Rd for **0.6 mi**

The **Main Entrance** is on your Left

MAPS NOT TO SCALE

0844 3728 200
www.silverstone.co.uk



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SITE ACCESS TIMES FOR EXHIBITORS

BUILD

Monday 11th October 2021

09:00 - 17:00 (SPACE ONLY STAND BUILDS)

14:00 - 17:00 (SHELL SCHEME)

OPEN

Tuesday 12th October 2021

Exhibitor Access from 07:00

Show Opening Times 09:00 - 16:30

BREAKDOWN

Tuesday 12th October 2021

17:30 - 22:00 (SPACE ONLY STAND BUILDS)

16:30 - 18:00 (SHELL SCHEME)

IMPORTANT NOTES FOR ALL EXHIBITORS

The event will take place in the HALLS 3 & 4 of The Wing

IN LINE WITH THE GOVERNMENT'S ROADMAP, SILVERSTONE IS FULLY OPEN AND OPERATING UNDER CURRENT GOVERNMENT GUIDELINES.

We will closely monitor Public Health England's guidance on COVID-19 and impose any legal requirements where necessary. If you have any further questions, please do not hesitate to contact the team on 01283 296719.

ACCESS

Access for stand construction is on Monday 11th October. All exhibitors can access the hall from 7am on show open day. See Site Access for further information.

If you require any assistance with your Shell Scheme stand, please visit the service desk for Full Circle which is situated in Hall 3 during event set-up.

Hall 3 is located on the second floor of The Wing exhibition centre. Access is via lift or stairs. See Lift Access for access restrictions.

If you require special access for large items, please contact the events team: events@10fourmedia.co.uk

ACCIDENTS

If you are involved in or witness an accident at any point during your tenancy of the exhibition, however small, please report it to the organisers desk located on the Hall 4 Mezzanine.

CARPET

Grey carpet is included across the exhibition hall for all stands. If you require an alternative colour choice, at your own cost, please contact Full Circle via email: Exhibit@FullcircleeventsLtd.co.uk

CATERING

Silverstone hold the rights to supply food and beverages consumed on-site at the venue. A café is located within The Wing where you will be able to purchase drinks, snacks and lunch. If you require catering delivered to your stand, please see catering order form in appendix.

CAR PARKING

Car Parking at The Wing is free of charge for all vehicles.

CLEANING

All gangways will be cleaned prior to the show opening and throughout the exhibition. Cleaning of exhibition stands remain the responsibility of each individual exhibition.

CONTRACTOR SERVICES

Full Circle can be contacted throughout the duration of the show via the organisers desk located at Registration in Hall 4.

COURIERS/COLLECTION

Deliveries and collections during the hall access times stated in the schedule.

When arranging deliveries, please ensure the delivery is marked up with the following information:

Battery Tech Expo
12th October 2021
Hall 3
Stand Number
Stand Name
Contact Name
Contact Number

Delivery Address:

Battery Tech Expo
Hall 3
The Wing
Silverstone Circuit
NN12 8TN

Exhibitors are reminded to ensure that they have sufficient staff to move goods from their vehicles to the event hall and where possible to bring goods trolleys to facilitate this. Collection of all event goods must be arranged before the end of the pre-determined access times (see schedule) and not left for collection in the event hall. The Silverstone Wing will not be responsible for any materials left behind following an event and reserve the right to dispose of said materials after one working week and waste disposal charges will apply.

DATA SCANNERS

Pre-ordered data scanners can be collected from Registration in Hall 4 from 2pm on Monday 11th October and 8am on Tuesday 12th October.

ELECTRICS/POWER

Power is not provided as part of the booking package but can be ordered from the electrical contractor Full Circle, see appendix.

Please note, NO spotlights or lighting is included in your booking. All equipment must be PAT tested. NO HAZE permitted. See Electrical Quick Reference Guide for advise on equipment power consumption.

EMERGENCY GANGWAYS

Emergency gangways should be kept clear at all times during build, open and breakdown. Please co-operate with the onsite Health & Safety team to ensure this requirement is implemented.

EXHIBITOR REGISTRATION

Please ensure you register each person individually via the Eventbrite link sent via email. You can also use the following short link: <https://bit.ly/3j0qTSZ>

FORKLIFT

There will be no on-site assistance for unloading. However, Exhibitors needing a forklift and operator (or pump-truck with operator) to unload/load equipment will need to arrange this in advance with 10four Media Ltd. This will not be available without pre-booking.

FIRST AID

If you require first aid, please contact the Registration Desk team in Hall 4 or a member of Silverstone's venue team immediately.

FURNITURE

A 6ft table (with black cloth) and 2 chairs are provided as part of your booking and will be available on arrival to the venue. If you require any other furniture, please see Accessories Order Form in the appendix.

LATE WORKING

Access to the hall outside of the access times indicated on the Access Schedule is not permitted.

LIFT ACCESS

Hall 3 Goods Lift:

Capacity: 1125 kg

1200w x 2100d x 2139h

Doors: 900 x 2000

Hall 3 Passenger Lift:

Capacity: 900 kg

1400w x 1500d x 2139h

Doors: 900 x 2000

LOCATION MAP

See Location for venue map/satnav address etc.

LOST PROPERTY

For lost property during the exhibition, please report to the organisers desk at Registration in Hall 4.

ORGANISERS OFFICE

The Organisers Desk can be found at Registration in Hall 4.

RISK ASSESSMENT

The Management of Health and Safety Regulation 1999 require under Regulation 3 that employers and self-employed persons must assess the risks posed to the health and safety of all persons affected by their work. The completion of a Risk Assessment and Method Statement clearly demonstrates that Exhibitors have understood their Health & Safety responsibilities to staff and visitors. A Risk Assessment template is available to download from the Exhibitor Zone at www.batterytechexpo.co.uk. Any sub-contractors hired to work on an exhibitor's stand (e.g. stand builders) must also provide a risk assessment for their activities. Please email all completed Risk Assessments to events@10fourmedia.co.uk

SECURITY

The Organisers cannot be held responsible for loss or damage to Exhibitors' property at any time. The building will be locked overnight with security within the surrounding grounds. Exhibitors should take all possible precautions to minimise loss or damage to equipment outside of the Exhibition open hours. Any exhibitor requiring extra security for stands, vehicles etc. throughout all phases of the event should contact 10four Media Ltd on 01283 296719 or email: events@10fourmedia.co.uk

No exhibitor or any member of their staff will be allowed to stay on site overnight or return to the site after close of exhibition prior agreement of the organisers.

SHELL SCHEME

A basic stand including white shell scheme with white foamex infill panels will be provided for all exhibitors, where booked (see image below*)

All stands are on a grey carpeted floor, for alternative carpet colours please refer to the Carpet within this document.

Please note: Power is not provided as part of the booking package but can be ordered from the electrical contractor Full Circle, see Exhibitor Zone.



*stands have 1 or 2 sides depending on location

SHOW GUIDE

All exhibitors will be listed against their stand number with a 100-word description of their product or service. Exhibitors are asked to provide a 100-word summary using the Show Guide Entry Form on the Exhibitor Zone at www.batterytechexpo.co.uk together with contact details and a high-res logo.

Advertising opportunities are available, please contact David Reeks on 01283 815 719 or email david.reeks@10fourmedia.co.uk for more details.

STORAGE

There are NO storage areas in the venue and empty boxes cannot be stored behind stands etc. as they are a serious fire hazard.

If you require storage space, please contact the 10Four Media Ltd events team.

TOILETS

Toilets are located on the level below Hall 3 and at the back of Hall 4 mezzanine and will be open throughout the build, open and breakdown.

WASTE DISPOSAL

Waste bins are provided throughout the exhibition area.

Any costs for disposal of very large items or excessive waste will be charged to the exhibitor. Exhibitors must ensure that all exhibits, stand fittings, literature, adhesive tapes and other materials, including scrap, are removed at the end of the exhibition.

WIFI

Wireless internet access is available throughout all indoor spaces in The Silverstone Wing via self-registration with name and email addresses. The password is Silverstone2021. The venue can supply dedicated wifi to any exhibitor at an extra cost. Please contact events@10fourmedia.co.uk to book.

IF YOU NEED US

The 10Four Media Ltd events team are onsite to help you:

Rebekah Ford: rebekah@10fourmedia.co.uk/07989 586393

Helen Peden: helen@10fourmedia.co.uk/07540 609587

events@10fourmedia.co.uk 01283 296719