



WELCOME TO THE EUROPEAN WIND ENERGY CONFERENCE & EXHIBITION 2008

It gives me great pleasure to welcome you to the EWEC 2008. Thank you for supporting this fantastic event.

The operational aspects of the event will be run by **Dianne Wright of Opex Event Services** who will be working very closely with us to ensure that you have as smooth a show as possible.

The purpose of this manual is to simplify the administration of exhibitor's requirements in the preparation of their stands and exhibits, to advise them of the available services and to remind them of certain important timings and dates. Please do take time to read and acquaint yourself with this exhibition manual in order to make your time before, during and after the show as trouble-free and enjoyable as possible.

May I also draw your attention to the forms at the back of the manual. These are very important and enable us to make sure that you receive all the necessary equipment, promotional material and passes that you will require. You will find the deadline dates on page ten at the front of the manual and I would ask you to please complete all the compulsory forms in good time. Deadlines mentioned in this booklet or on the order forms are to be respected. They indicate the last date for receipt. The organisers will deal with forms arriving late, to the best of their ability. They will not however take any responsibility for any possible malfunction. Late orders will be invoiced with extra charges.

For more information on the content of the order forms, please refer to the appointed subcontractors in the contact section of this manual. Names, addresses and contact numbers are also provided in the A-Z Section for all contractors appointed by Opex Event Services on behalf of the European Wind Energy Association.

If you have any queries about any of the above; please do not hesitate to contact Dianne Wright at Opex Event Services on +44 (0)1926 419 891.

I look forward to seeing you at the Brussels Exhibition Centre, Brussels.

Bruce Douglas
Chief Operating Officer
EWEA

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ORGANISERS CONTACT DETAILS



EUROPEAN WIND ENERGY ASSOCIATION SALES & MARKETING

Jonathan Collings

Marketing Coordinator

Tel.: +32 2 400 10 56

jonathan.collings@ewea.org

European Wind Energy Association

Renewable Energy House

Rue d'Arlon 63 - 65

BE-1040 Brussels

Belgium

Office Fax: +32 2546 1944

Show Website: www.ewec2008.info

OPERATIONS

Dianne Wright

Operations Manager

Tel.:+44 1926 419 891

dianne.wright@opex.co.uk

Opex Event Services

Exhibition House

14 – 20 Broxell Close

Warwick

CV34 5QF

Gina Walls

Operations Administrator

Tel.:+44 1926 499 914

gina.walls@opex.co.uk

Office Fax: +44 1926 499849

CONTRACTOR DETAILS

SERVICE	COMPANY	ADDRESS	PHONE, FAX & E-MAIL
AV Equipment	Marije Van Den Berg Gielissen Interiors & Exhibitions	PO Box 8112 1005 AC Amsterdam The Netherlands	Tel: +31 20 581 1411 Fax: +31 20 581 1414 e-mail: ewec@gielissen.nl
Catering	Maaïke Debaere Horeto Expo, partner of Brussels Exhibition Centre	Place de Belgique 1 BE- 1020 Brussels Belgium	Tel: +32 (0)2 474 87 50 Fax: +32 (0)2 474 83 95 e-mail: sales@horeto-expo.com
Cleaning & Waste removal	Mr Patrick Bonneel Saninvest	Place de Belgique 1 BE- 1020 Brussels Belgium	Tel: +32-2-478 37 19 Fax: +32-2-478 44 02 e-mail: mail@saninvest.be
Contractors / Workers Passes	Gina Walls Opex Event Services	14 – 20 Broxell Close Warwick CV34 5QF England	Tel: +44 1926 499914 Fax: +44 1926 499 849 e-mail: gina.walls@opex.co.uk
Compressed Air	Technical Department Brussels Exhibition Centre	Place de Belgique 1 BE- 1020 Brussels Belgium	Tel: +32 (0)2 474 83 29 Fax: +32 (0)2 474 83 94 e-mail: TBC
Electrics and Lighting	Marije Van Den Berg Gielissen Interiors & Exhibitions	PO Box 8112 1005 AC Amsterdam The Netherlands	Tel: +31 20 581 14 11 Fax: +31 20 581 1414 e-mail: ewec@gielissen.nl
Exhibition Catalogue	Jonathan Collings EWEA	Renewable Energy House Rue d'Arlon 63 - 65 BE-1040 Brussels Belgium	Tel: +32 2400 1056 Fax: + 32 2546 1944 e-mail: jonathan.collings@eweaa.org
Exhibitor Passes	Anne Lannyo ICEO	6 Avenue E van Nieuwenhuyse BE-1160 Brussels Belgium	Tel: +32 2 776 09 96 Fax: +32 2 779 59 60 e-mail: registration@ewec.info
Floral	Marije Van Den Berg Gielissen Interiors & Exhibitions	PO Box 8112 1005 AC Amsterdam The Netherlands	Tel: +31 20 581 14 11 Fax: +31 20 581 14 4 e-mail: ewec@gielissen.nl
Furniture	Marije Van Den Berg Gielissen Interiors & Exhibitions	PO Box 8112 1005 AC Amsterdam The Netherlands	Tel: +31 20 581 14 11 Fax: +31 20 581 14 4 e-mail: ewec@gielissen.nl
Hotel Accommodation	Please book online: http://www.ewec2008.info/index.php?id=698		
Insurance*	Insurex Expo-Sure*		Tel: +44 (0) 845 213 8440 Fax: +44 (0)20 7448 6963 Email: enquiries@insurex-exposure.com www.insurex-exposure.com
Internet	Olivier Gheysens Technical Department, Brussels Exhibition Centre	Place de Belgique 1 BE- 1020 Brussels Belgium	Tel: + 32 2 474 8262 e-mail: o.gheysens@bruexpo.be
Lifting, Forwarding & Customs Clearance	Peter Murfitt CEVA Showfreight	Unit 3 a Perimeter Way NEC Birmingham B40 1PJ	Tel: +44 121 782 8888 Fax: +44 121 782 2875 e-mail: Peter.Murfitt@uk.cevalogistics.com

		England	
Music Licence	Yves Veirman Outsourcing Partners nv	PB 181 B-9000 Gent 12 Belgium	Tel: +32 7 066 0016 e-mail: yves@be.intrum.com
Operational Team	Dianne Wright Opex Event Services	14 – 20 Broxell Close Warwick CV34 5QF England	Tel: +44 1926 419 891 Fax: +44 1926 499 849 e-mail: dianne.wright@opex.co.uk
Press and Promotion	Paolo Berrino EWEA	Renewable Energy House Rue d'Arlon 63 - 65 BE-1040 Brussels Belgium	Tel: +32 2 546 1940 Fax: +32 2546 1944 e-mail: communications@ewea.org
Photography	DETAILS TO BE CONFIRMED		
Services for Shell Scheme Stands	Marije Van Den Berg Gielissen Interiors & Exhibitions	PO Box 8112 1005 AC Amsterdam The Netherlands	Tel: +31 20 581 1411 Fax: +31 20 581 1414 e-mail: ewec@gielissen.nl
Telephones & Internet	DETAILS TO BE CONFIRMED	Belgacom	TBC
Water	Marije Van Den Berg Gielissen Interiors & Exhibitions	PO Box 8112 1005 AC Amsterdam The Netherlands	Tel: +31 20 581 1411 Fax: +31 20 581 1414 e-mail: ewec@gielissen.nl

** It is forbidden for EWEA to offer advice on insurance, recommend any insurance provider or product, or help exhibitors to complete proposal forms. Exhibitors are under no obligation to use Insurex and may seek insurance elsewhere.*

VENUE

The Brussels Exhibition Centre is easily accessible to the European capital and has for many decades hosted numerous major international exhibitions and conferences. It provides excellent facilities and services to enable exhibitors to make the most of their stands.

The exhibition and conference are located in adjacent buildings. All coffee breaks and lunches will be held in the exhibition hall, facilitating a fully integrated event with unrivalled networking opportunities.

Venue address:

Brussels Exhibition Centre
Place de Belgique 1
BE-1020 Brussels
Belgium

www.bruexpo.be

The exhibition will take place in Hall 7, which can be accessed via Gate D1. The conference rooms are located in Auditorium 2000 (opposite hall 7), Auditorium 500 (in Hall 7) and in Hall 11 (see map on next page).

ABSOLUTELY DO NOT USE THE ABOVE MENTIONED ADDRESS FOR SHIPPING PURPOSES, BUT PLEASE CONTACT OUR OFFICIAL FORWARDING COMPANY CEVA SHOWFREIGHT

How to reach the venue

Air

Brussels International Airport

There are regular trains between the airport and the main station in Brussels (Gare Centrale). The AIRPORT CITY EXPRESS leaves four times per hour from 0600hrs until midnight each day. The journey takes approximately 15 minutes. From there take the metro line 1A (yellow) direction Koning Boudewijn/Roi Boudoin getting off at HEYSEL and follow the signs "EXPO".

Further information can be found on the Brussels International Airport website www.brusselsairport.be and the Belgian Railway Company NMBS/SNCB website www.b-rail.be.

By Car

The entrance to the Brussels Exhibition Centre, situated in the north of the city, is connected directly to the ring road around Brussels giving access to the national and international motorway network.

On the motorway which leads to Brussels, follow the road signs for 'EXPO'. On the ring road you can take either exit 7b or 8.

During build up all traffic will be directed through GATE D1.

By Train / Tram / Bus

TGV/Eurostar (Station South / Midi) and Central Station.

Upon arrival at the railway stations BRUSSEL ZUID/BRUXELLES MIDI and GARE CENTRAL the easiest way to the exhibition centre is by metro.

- From BRUSSEL ZUID/BRUXELLES MIDI:

Take the metro line 2 – CLEMENCEAU (orange) in the direction of SIMONIS. At SIMONIS, take the metro line 1A in the direction of KONING BOUDEWIJN / ROI BOUDOIN (yellow) getting off at HEYSEL. From there, follow the signs for 'EXPO'.

- From GARE CENTRAL:

Take the metro line 1A (yellow) direction Koning Boudewijn/Roi Boudoin getting off at HEYSEL and follow the signs "EXPO".

Tram

The following lines connect the Brussels Exhibition Centre with its surroundings.

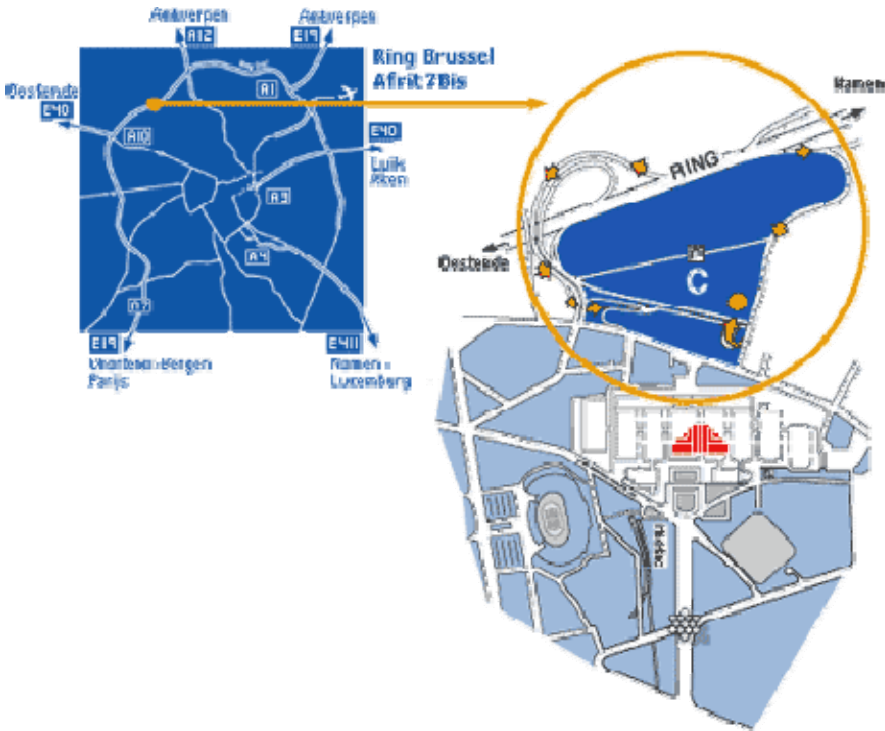
Lines 23 and 81 (Stop HEYSEL – in front of Hall 1).

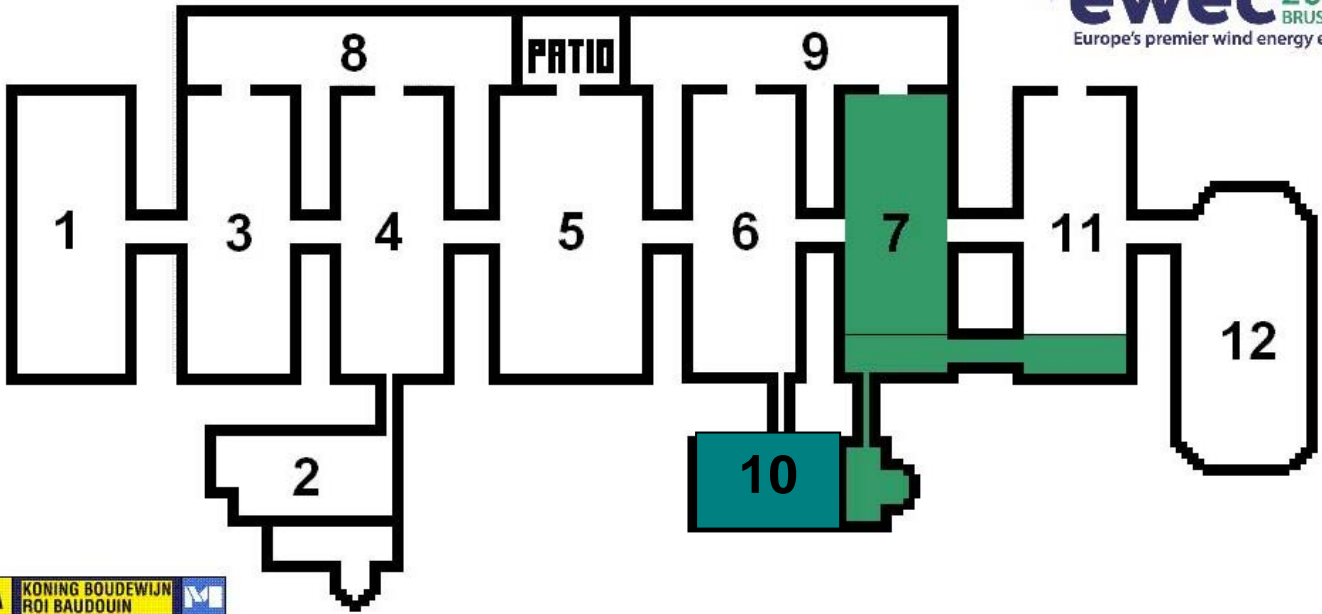
Line 52 will take you to the venue. The terminus is ESPLANADE which is stop for the venue.

Public Bus Service

Services 84 and 89 stop at the HEYSEL terminus in front of Hall 1 at the Brussels Exhibition Centre.

VENUE PLAN





1A	KONING BOUDEWIJN ROI BAUDOIN	
23	Heizel Heysel	
81	Heizel Heysel	
84	Heizel Heysel	
89	Heizel Heysel	

EVENT TIMETABLE

The timings of Build Up and Breakdown are very strict. Please ensure that your stand can be built and removed within the time - frame.

<u>BUILD-UP</u>	<u>SCHEDULE</u>	<u>HALL OPEN HOURS</u>
Saturday 29 Mar 2008	Construction of space only stands	0800 – 2200 hrs
Sunday 30 Mar 2008	Construction of all stands	0800 – 2200 hrs

Please note:

Stands must be completed and excess products and materials removed from Hall 7 no later than 21.30 hrs on Sunday 30 Mar 2007. Please allow for time to load and unload vehicles.

<u>OPEN PERIOD</u>	<u>SHOW OPEN HOURS</u>	<u>Hall 7 OPEN HOURS</u>	<u>CONFERENCE AREA OPEN HOURS</u>
Monday 31 Mar 2008	1000 – 1700 hrs followed by beer reception: 1700 – 1800 hrs	0800 – 1830 hrs	0800 – 1800 hrs
Tuesday 1 April 2008	0900 – 1730 hrs followed by exhibitor reception: 1730 – 1900hrs	0800 – 1930 hrs	0800 – 1900 hrs
Wednesday 2 April 2008	0900 – 1700 hrs followed by beer reception: 1700 – 1800hrs	0800 – 1830 hrs	0800 – 1800 hrs
Thursday 3 April 2008	0900 – 1400 hrs	0800 – 2000 hrs	0800 – 1500hrs

Please note:

For safety reasons, breakdown cannot commence before the official end of the show and until all visitors have left the hall.

<u>BREAKDOWN</u>	<u>SCHEDULE</u>	<u>HALL OPEN HOURS</u>
Thursday 3 April 2008	All stands – Dismantling of all space only stands and removal of exhibits from 13.30 hrs.	1330 – 2000 hrs
Friday 4 April 2008	Space-only stands Collection of exhibits and stand-fittings only.	0900 – 1600 hrs

Cars and vans will be given priority into the loading bays on Thursday afternoon to allow for full service (shell scheme) exhibitors to dismantle their stand first.

Friday morning is available only for collection of products and stand-fittings for space only stands.

A full build up and break down schedule will be sent out prior to the show.

The hall must be clear by 16.00 hrs on Friday 4 April 2008 when tenancy of the hall ends.

EXHIBITS AND STAND EQUIPMENT CANNOT BE STORED ON-SITE AFTER 16.00 HRS ON FRIDAY 4 APRIL 2008.

ACTION PLAN

The following is a calendar of the important dates by which you must return the forms at the back of this manual. The early return of forms is always appreciated. Marketing Kit 1-3 by www.ewec2008.info/exhibitionmanual

The Following Services can be ordered online using your unique exhibitor user name & password which has previously been sent to you.

Form No	Description	Deadline	Completed √
Online	Marketing Kit 1 – Catalogue Entry	14 December 2007	
Online	Marketing Kit 2 - Exhibits Category Index	14 December 2007	
Online	Marketing Kit 3 – Catalogue Advertising	14 December 2007	
Online	Visitor invitations – Form 6	14 December 2007	
Form 1a	Shell Scheme Health & Safety Declaration	20 January 2008	
Form 1b	Space-only Health & Safety Declaration	20 January 2008	
Form 2	Contractor Details & Stand Plan (Space- Only)	20 January 2008	
Form 3	Build Up & Breakdown, Vehicle Passes	20 January 2008	
Online	Exhibitor Staff Pass, Conference Pass, Conference Dinner – Form 4	20 January 2008	
Form 5	Risk Assessment	16 February 2008	
Form 7	Insurance Form	22 March 2008	
Form 8	Lifting & Handling	14 February 2008	
Form 9	Parking	3 March 2008	
Form 11	Internet	TBC	
Online	Full Service Stands – Fascia Name Boards	29 February 2008	
Online	Full Service Stands – Additions	29 February 2008	
Online	Furniture & Carpet	29 February 2008	
Online	Floral	29 February 2008	
Online	Signage	29 February 2008	
Online	Lighting & Electrics	29 February 2008	
Online	AV / Computer	29 February 2008	
Online	Water	29 February 2008	
Online	Catering	TBC	
ASAP	Hotel Accommodation	www.ewec2008.info	
TBC	Photographer	TBC	

COMPULSORY FORMS ARE SHOWN IN BOLD.

A-Z DIRECTORY OF SERVICES

AUDIO VISUAL, IT, AND BUSINESS EQUIPMENT

A full range of audio-visual equipment can be hired for the duration of the show. For further information please contact Gielissen (see contractor details on page 5 of this manual).

BALLOONS

Please inform the Operations Team should you be considering using gas filled balloons. Balloons must be adequately secured to stands a charge will be incurred for having to retrieve balloons or repair damage caused. Helium gas cylinders must be removed from the halls once the balloons are inflated. The use of flammable gases is not permitted.

BANKING FACILITIES

Cash terminal is located outside the venue near Hall 2.

CAR PARKING

Exhibitor car parking is provided by Brussels Expo and will be on the Esplanade. The cost is 4 EUR per day. It is advisable to book in advance. You will need to complete Form 'Parking' on the online manual.

CARPETING

Full service stands include grey carpet. Space only stands **do not** include carpet. However, it is available at a cost from Gielissen Interiors & Exhibitions. Please complete and return the order on line.

The aisles will be carpeted in dark blue.

All floor coverings attached to the hall floor must be done so with easy to remove double-sided adhesive tape, one which does not leave a residue on the hall floor. Both the floor covering and adhesive tape must be removed at the end of the exhibition. Failure to do so will result in the exhibitor being charged for the removal.

CATERING

Catering should be ordered via the Brussels Exhibition Centre. Please see the catering brochure and order form in the online manual.

CHILDREN

EWEK 2008 is a trade show and as such we regret that person under the age of 18 are not permitted on site during the build up, open and breakdown period.

CLEANING & WASTE COLLECTION

All full service shell scheme stands will be cleaned daily, after the exhibition time, during the open days of the event. At the close of show each day exhibitors are requested to ensure that rubbish is left in the gangways for collection. Closed storage rooms will not be cleaned until someone is on the stand. For safety reasons, gangways must be left clear and not obstructed in anyway.

Exhibitors are responsible for arranging their own disposal of debris and all waste materials.

Space Only exhibitors will need to make their own arrangements for stand cleaning.

CLOAKROOM

The cloakroom is situated close to the exhibition hall and will be open during show hours only.

COMPLAINTS

It is in the interest of exhibitors and visitors that any faults or failures in the services provided by the European Wind Energy Exhibition should be brought to the attention of the organiser as soon as possible. If you wish to make a complaint please contact us in the organisers office.

CONTRACTORS

You may employ a stand contractor of your choice for all areas of your stand, except shell scheme (and additions to shell scheme) for whom the official contractor is Gielissen.

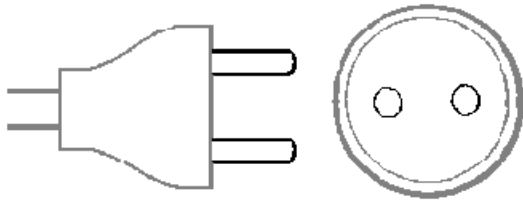
If you are employing a contractor to build your stand it is essential that your contractor is fully aware of his or her responsibilities under all relevant Health and Safety legislation as well as the show and venue Rules and Regulations, relevant forms and deadlines should be forwarded to all stand builders. We will be happy to send it to them on your behalf. Please ensure your contractor completes and returns all the relevant forms by the specified deadline dates.

DISABLED VISITORS

All disabled people must be given the same opportunities as able-bodied persons. This includes the ability to attend exhibitions and look at any of the exhibits. We would ask that you ensure that your stand and exhibits are easily accessible to those disabled visitors with wheelchairs. Any stand with a platform should provide an appropriate access ramp. For further information, please contact Dianne Wright on +44 (0) 1926 419 891.

ELECTRICAL INFORMATION

Mains power is delivered through a TN-S System with three-phase distribution at a rated voltage of 400V (+/- 5%), or single phase distribution at a rated voltage of 230V (+/- 5%). The two-prong plug /socket are standard throughout Belgium. The majority of equipment can be catered for by the standard single-phase, 230-volt supply by a 16-Amp, two-pin plug socket with earth contact on the sides.



Full Service Stands

All Full service stands come with the following electrical package:

m² shell scheme	Shell Scheme Package
9 m ² - 17 m ²	3 spots, 1 double wall socket
18 m ² - 26 m ²	6 spots, 1 double wall socket
27 m ² - 35 m ²	9 spots, 1 double wall socket
36 m ² - 44 m ² ...and so on...	12 spots, 1 double wall socket

Space Only Stands

Exhibitors planning to bring their own electronic equipment to Brussels must comply with the standard power supply described above.

EMERGENCY GANGWAYS

Each level will have designated emergency gangways. These must be kept clear at all times throughout build up and breakdown. All exhibitors and contractors on site are responsible for keeping these aisles clear. Please ensure your contractors are aware of the location of the emergency gangways. Plans will be available from the organiser's office.

FIRE & SAFETY REGULATIONS

A summary of the regulations is outlined below:

- Exhibitors are responsible for all actions committed by anyone in the exhibition centre in relation to the activities carried out on their behalf any time during the exhibition.
- All public safety laws and regulations must be observed.
- Inks, solvents, inflammable substances, compressed or liquid gases, ionising radiation generators (x-ray machines), caustic or corrosive substances, toxic, poisonous or irritating substances are not permitted in the venue.
- It is forbidden to keep empty packaging, excess printed material and advertising material than necessary for a daily consumption. Items must not be stored behind stands/between inner and outer walls or areas under raised platforms.
- Stoves, electrical heaters or other similar electrical appliances inside the hall are forbidden.
- Any machinery that creates dust, shavings or dangerous or irritating omissions must be fitted with an extraction system.
- Before leaving the stand overnight exhibitors must ensure that all electrical equipment is switched off, offices and meeting rooms left open for inspection by the exhibition security staff and make sure nothing is burning on the stand
- Gangways must be kept clear at all times.
- Smoking in the hall is not permitted at anytime.
- Fire hydrants and electrical service boxes must be kept clear at all times.
- Roller skates or similar equipment cannot be used in the hall.

FIRST AID

A first aid station with qualified medical staff is available on-site at Gate G and behind Hall 7. It will be open during build up, show times and breakdown. If assistance is required call internal number 8232.

FLORAL

The official floral contractor for the show is Gielissen, who will be pleased to give quotations for stand decoration. Please see the on line manual for the order form.

FURNITURE

If in addition to the furniture package supplied, extra furniture is required, it can be ordered from Gielissen via the order form in the on line manual.

HOTEL ACCOMMODATION

Rooms at special rates in various hotels have been reserved for the 2008 European Wind Energy Conference & Exhibition in Brussels. Please go to www.ewec2008.info to access the online booking form.

INSURANCE

All exhibitors are advised to take out insurance. Exhibitors are free to select an insurance company, should you have any queries please contact Dianne Wright Opex Event Services.

LASERS

The use of lasers is not permitted.

LIFTING CONTRACTORS

A lifting, storage and freight forwarding service is available from CEVA Showfreight. Due to the lack of storage on site, we have negotiated a special exhibitor rate for empty box storage off-site with CEVA Showfreight. Please complete the relevant form to book this service. It should be pre-booked to avoid unnecessary delay on site.

LPG / COMPRESSED GASES

No LPG will be allowed in the halls without permission from the organiser. If you need further information please contact Gina Walls at Opex Event Services.

MUSIC / ENTERTAINMENT

The maximum permissible total sound level in any area of the show is 80db (slow), measurable at a distance of three metres from the source of sound using a directional decibel metre. Exhibitors are solely responsible for obtaining any licence(s) required to play music on their stand.

Please ensure that music and commentary for demonstrations, videos, presentations etc, are kept at a level that will not interfere with neighbouring stands. Exhibitors failing to comply with warnings from the show management may incur a fine or have the power to their stand terminated.

Licenses can be obtained from:

Outsourcing Partners nv
Mr Yves Veirman PB 181
B-9000 Gent 12
TEL: +32 7 066 0016
yve@be.intrum.com

NEON

If you wish to use neon lighting, please contact Dianne Wright, Opex Event Services +44 1926 419 891. All neon installations must incorporate a fireman's switch.

ORGANISERS OFFICE

The organiser's office will be located in Hall 7 close to the exhibition entrance.

PA SYSTEM

The PA system is for official use only. We regret exhibitors are unable to use it for any purpose during the show.

PHOTOCOPYING, PRINTING AND FAX FACILITIES

DETAILS TBC

PHOTOGRAPHY

DETAILS TBC

RIGGING

If you are considering installing rigging please contact Dianne Wright at Opex Event Services.

SECURITY

Whilst every reasonable precaution is taken during the show to ensure the premises are adequately patrolled, the show management and the organisers of the event expressly disclaim responsibility for any loss or damage to property of any exhibitor from any cause.

To help ensure good security at the show, please follow these points:

- Make one member of your team responsible for your company's safety and security at the exhibition.
- Do not leave cash, handbags, mobile phones, valuables etc, in unlocked drawers, cupboards or on exhibits on your stand.
- Do not leave wallets in unattended clothing.
- Check all lockable desks and cupboards are locked before leaving your stand.
- Please note that build-up and breakdown days are high-risk periods. You are recommended to work in pairs so that the stand is manned at all times.
- Make sure you arrive prior to the official opening time and do not leave your stand at night before the hall is clear of visitors.

- Should you have small valuables, which you wish to leave on your stand you are advised to provide yourself with lockable steel cabinets or other safe storage areas.

Exhibitors can book additional security via the on line manual.

STORAGE AND PORTERAGE

- There is no storage for goods on site. Sponsors are asked to ship all packaging to off-site storage throughout the Congress duration. Brochures should be kept on the stand wherever possible, as there is very limited storage space within the exhibition.
- Storing empty boxes etc, behind your stand is expressly forbidden.
- It may be some way from your delivery vehicle to your stand and you are strongly advised to bring a trolley with you. Unfortunately, the organisers do not have any trolleys to loan to exhibitors.
- You will need to make your own arrangements for the removal and storage of boxes, packaging etc., and prior to the opening of the event.
- Should you require a worker with trolley, please visit the Exhibitor Service website to hire.

Please contact CEVA Showfreight, to arrange your storage & handling requirements (*see Lifting Contractor*).

TELEPHONES

Telephone lines are supplied by Brussels Expo Centre – please see form via the online manual.

TERMS AND CONDITIONS

This Exhibitor Manual forms part of the Terms & Conditions that you agreed to on signing your contract.

VAT (reclaim)

For exhibitors from EU and Non EU countries VAT will be charged at the Belgian rate of 21% on all invoices from the Brussels Exhibition Centre and other Belgian companies. All services related to the participation at an international exhibition must be invoiced with the application of VAT of the country where the exhibition is taking place in accordance with the European VAT rules. Exemption of VAT is not permitted. Every foreign visitor is entitled to the repayment of the Belgian VAT if the exhibitor is a similar taxpayer in his own country.

Exhibitors from other EU countries should ask for a 'VAT Recovery' form from their VAT inspection office in their country of registration.

The exhibitor must submit his application for repayment in full and in triplicate to:

The Central VAT Office for Foreign Tax – liable Persons
Tour SABLON (25th floor)
Rue Jacques Stevens 7
B – 1000 BRUSSELS
BELGIUM

Tel: + 32 2 552 59 77 (between 09.00 – 12.00 hrs)

Fax: + 32 2 552 55 42

More information available on

http://ec.europa.eu/taxation_customs/resources/documents/taxation/vat/traders/vat_refunds/BE_en.pdf

The request for repayment of VAT must be accompanied by the original copies of the invoices and credit notes on which the VAT is mentioned. Several invoices / credit notes may be grouped together on the same request.

Exhibitors from Non EU countries should address themselves directly to the above address for application forms and further information.

There are also companies which specialise in the recovering VAT on your behalf.

DELIVERY & REMOVAL OF GOODS

The timings of Build Up and Breakdown are very strict. Please ensure that your stand can be built and removed within the time - frame.

DELIVERY OF EXHIBITS SPACE ONLY EXHIBITORS

Space-only' exhibitors may commence delivering and building their stands from **0800 hrs on Saturday 29th March 2008**. Shell Scheme exhibitors may begin building up from **0800 hrs on Sunday 30th March 2008**. The hall will close to deliveries at **2130 hrs on Sunday 30th March 2008**.

All vehicles delivering exhibits or stand-fittings must be allocated with a vehicle delivery pass. All items must be delivered to the venue via Gate D1. For security reasons the vehicle delivery pass must be displayed in the vehicle at all times. Please complete and return the relevant form to Gina Walls Opex Event Services.

To ensure an efficient build-up you are asked to notify your transport drivers that traffic marshalling will be in operation. No commercial vehicles are permitted to park on site after unloading has completed. A Lorry Park is located close to the venue . Parking C. => Order form 'Parking': gina.walls@opex.co.uk

A detailed build up schedule will be forwarded to you with your vehicle passes and contractor passes.

TECHNICAL DETAILS FOR DELIVERIES

To ensure an efficient build up and break down you are asked to notify your contractors and transport drivers of the height restrictions of the delivery access doors from the loading bay into the venue.

Size of delivery doors.

Hall 7	Height in Metres	Width in Metres
Goods Entrance Doors		
7A-7B-7C-7D-7E-7F	4.50	5.87

Due to the high volume of vehicles during build up and breakdown, drivers are required to:

- Only use the routes and parking areas indicated by traffic marshals
- Limit the time taken for loading and unloading of goods to a maximum of 2 hours
- Not to leave vehicles parked (even if they have broken down) inside the exhibition centre from 2000 to 0700 hours
- Articulated lorries and buses may not enter the exhibition centre during the last build up day and first dismantling day except in exceptional circumstances.

DELIVERY OF EXHIBITS SHELL SCHEME EXHIBITORS

All shell scheme exhibitors must either apply for vehicle delivery pass to deliver the exhibit/goods themselves or if using a courier deliver exhibits direct to the Lifting Contractor and NOT directly to the Venue. Exhibits will then be delivered to the stand. This is at the cost to the exhibitor. Please complete and return the relevant form.

Please ensure that all shipments are clearly marked with the following information.

EWEC 2008
EXHIBITOR'S NAME
EXHIBITORS'S COMPANY
STAND NUMBER

CEVA Showfreight will supply full marking and consigning instructions in the CEVA – EWEC Shipping Instructions, which will be sent to all exhibitors by CEVA Showfreight.

The deadline dates for shipments are as follows:

Seafreight - 5 working days before first official build-up day
Road Groupage - 3 working days before first official build - up
Airfreight - 4 working days before first official build up

There is a 50% surcharge applicable to consignments arriving later than the above deadline dates.

Any exhibitor requiring shipping and or transportation of crated or boxed materials should speak to CEVA Showfreight, details are in the front of the manual.

It is the exhibitor's responsibility to remove all goods, materials and belongings at the conclusion of the event. Brussels Expo reserves the right to dispose of any remaining goods from the conclusion of the event and charge the exhibitor accordingly.

MAINTENANCE & RESTOCKING OF STANDS

There is very limited facility for re-stocking onsite. The vehicle loading bays will not be opened. There is no free storage facility on site, so it is important that you include in your stand design, sufficient area for all products and literature that you will need at the show. Storage for restocking is available from our lifting contractor CEVA Showfreight or complete and return the relevant form.

REMOVAL OF EXHIBITS AND STANDFITTINGS

Breakdown will begin at **14.00 hrs Thursday 3rd April 2008** for all exhibitors. All Shell Scheme stands should be dismantled and packed on Thursday afternoon for collection by the CEVA Showfreight. Please arrange with CEVA Showfreight the collection of your exhibits

Friday morning is solely for space only exhibitors. Lorries will only be admitted on Friday morning for collection of space only boxes and fittings.
 Any exhibits or stand equipment left on shell scheme stands after 2000 hrs on Thursday 3rd April will be removed and stored at the expense of the exhibitor by CEVA Showfreight.
 Any exhibits left from space only stands after 16.00hrs on Friday 4th April 2008 will be removed and stored at the expense of the exhibitor by CEVA Showfreight.

Breakdown instructions will be sent to you prior to the show, however, if you need further information or advice prior to the show, please call Gina Walls, **Opex Event Services, on +44 1926 499 914 or e-mail gina.walls@opex.co.uk**

PASSES – ADMISSION

PASSES

In the interests of security, all exhibitors and contractors must wear the provided identity passes at all times during the build-up, breakdown and open periods of the show. Security staff will not allow you or your staff to enter the exhibition without a valid pass.

EXHIBITOR PASSES

Please note that each 9m² booked entitles you to one free exhibitor staff pass for the four days

m²	Number of free exhibitor passes
1 m ² - 17m ²	1
18 m ² - 26 m ²	2
27 m ² - 35 m ²	3
...	...

Exhibitor Passes do not allow access to the conference. All exhibitor passes must be applied for on the relevant online form and returned to ICEO. These passes will be available at the registration desk in **Hall 7** as from 14:00 on Sunday 30th March 2008.

Contractor Passes

Contractor passes are valid during build-up and breakdown only. Please ensure all contractors complete their details on the relevant form by 20 January 2008.

Conference Passes

One free conference pass will be given for each exhibition stand booked.

Please fill in the relevant FORM. These passes will be available at the registration desk as from 1500hrs on Sunday 30th March 2008.

Vehicle Unloading Passes

These are required for vehicle unloading / loading access during the build-up and breakdown. They do not entitle you to parking. Vehicle passes will be sent to you before the exhibition – please complete and return the relevant **FORM**. Please note there is no free parking available for exhibitors.

Conference dinner

The official dinner will take place on Wednesday 2 April 2008.

Tickets must be purchased at the price of 100€ inc VAT per ticket before 15 November 2007 or 120€ inc VAT per ticket after 15 November – please fill in the relevant FORM.

CHILDREN

Children under the age of 16 (including babies and toddlers) are **NOT** permitted in the hall **AT ANY TIME**. Please note that there are no crèche facilities at the exhibition.

STAND INFORMATION

REGULATIONS FOR ALL STANDS

General Regulations

All Exhibitors must provide Opex Event Services with a Health & Safety Declaration (**FORM 1A & FORM 1B**) for their stand by the **20 January 2008**.

Gangways

The gangways used in this venue are the minimum permissible by law. **Under no circumstances are exhibits, stand dressings, tables and chairs etc, allowed to encroach on gangways.** Please remember to keep all your exhibits inside your stand area at all times.

Fabrics

Textile fabrics used for interior display purposes on the stand must be flame proofed or already treated with an approved chemical when purchased. Certain fabrics such as wool, twill, or felt need not be proofed. Textile fabrics used for interior decorative purposes within stands must be fixed taut and/or in tight pleats (not draped) to a solid backing, secured 3" above floor level and not touching light fittings. For further information, please contact Opex Event Services, Dianne Wright on +44 (0) 1926 419 891.

Fire Extinguishers and Regulations

Fire extinguishers will be set out during the build-up period. Please ensure that your stand personnel are conversant with their use and that staff are aware of the position of the nearest fire alarm point.

All equipment, fittings or materials that anyone brings into the Hall must be fire proof or made of fire resistant materials. Users of the facilities may not bring into the hall any materials of an explosive nature, or any materials which might cause damage to the facility.

No equipment fittings or materials may be placed in any aisle or in such position that access to any designated exit is in any way obstructed.

VENUE CARE

No attachment, fitting, fixture or defacement is to be made to the flooring, ceilings of the internal or external walls of the building, nor is any ladder or other device whatsoever to be fixed to, or suspended from, any overhead. No nail, screw or other device is to be driven into, nor are holes to be made, in any part of the building.

DAMAGES

Exhibitors will be charged for the cost of making good, restoring or renewing any damages to the hall or site, for example, marks by paint and adhesive tape; damage to the walls or the exhibition carpet.

DEMONSTRATIONS

- a) Any exhibitors planning a working demonstration on their stand must inform Opex Event Services by **16 February 2008**.
- b) Demonstration areas must be indicated on your stand plans and, where necessary, must include soundproofing within the construction of this area. Plans must also show any proposed queuing and viewing areas within the stands.
- c) The Organisers reserve the right to ban working demonstrations on-site if they in any way disturb neighbouring stands or pose a threat to the public.

DISTRIBUTION OF PROMOTIONAL MATERIAL

You are reminded that all business including the dispensing of literature and promotional material must be conducted from your stand. **Your staff will not be permitted to hand out leaflets etc., at the entrance to the event, the gangways or any other part of the exhibition hall unless you have written consent from The European Wind Energy Association.** Please note that material must not be attached to the fabric of the building.

BANNERS

Please contact Gina Walls, Tel: + 44 (0) 1926 499 914 or e-mail gina.walls@opex.co.uk

FULL SERVICE - SHELL SCHEME STANDS

All full service (shell scheme) stands are provided by Gielissen Interiors & Exhibitions. All shell scheme stands will be constructed in an aluminium frame, and will be fitted with a fascia. Included on your stand is a fascia nameboard (for your company name and stand number.) Please note that it is necessary to position support posts at least every 4m on open sides and/or central points of larger full service stands. Please see page 20 for a picture of a full service stand.

Fascia Board

All full service (shell scheme) stands are provided with a nameboard affixed to the fascia. Please complete the order form with your stand name and number details. Any exhibitor, who has not completed this form by the deadline date, will automatically be provided with their company name as detailed on the exhibition contract. Any amendments/changes to the Fascia Name board after this date will be charged to the exhibitor.

Carpet

Shell scheme stands include light grey carpeting. Space only stands do not include carpeting. However, it is available at a cost from Gielissen Interiors & Exhibitions. All coverings that come in direct contact with the hall, such as fitted carpets, linoleum must be Class 2 Fireproof. Any non-fireproof floor covering, i.e. non-fire proof plastics, reed mats, rush matting, lattices, articles made with cardboard or cardboard derivatives may not be used as these materials are not flameproof. If materials are not fire proof they must be specially treated with fireproofing products before the stand materials are brought to the exhibition centre.

All floor coverings attached to the hall floor must be done so with easy to remove double-sided adhesive tape which does not leave a residue on the hall floor. Both the floor covering and adhesive tape must be removed at the end of the exhibition. Failure to do so will result in the exhibitor being charged for the removal!

Stand Wall Colour

The full service (shell scheme) walls will be white. If you require a different colour, please email Marije Van den Berg at Gielissen on: ewec@gielissen.nl for a quotation.

Interior Standfitting

Please remember that no item of interior display may extend beyond the limits of the stand or above the height of the dividing walls. There must also be no alteration or adjustment to any part of the full service stand structure.

Furniture, Lighting & Electrics

A full service stand of 9m² includes the following:

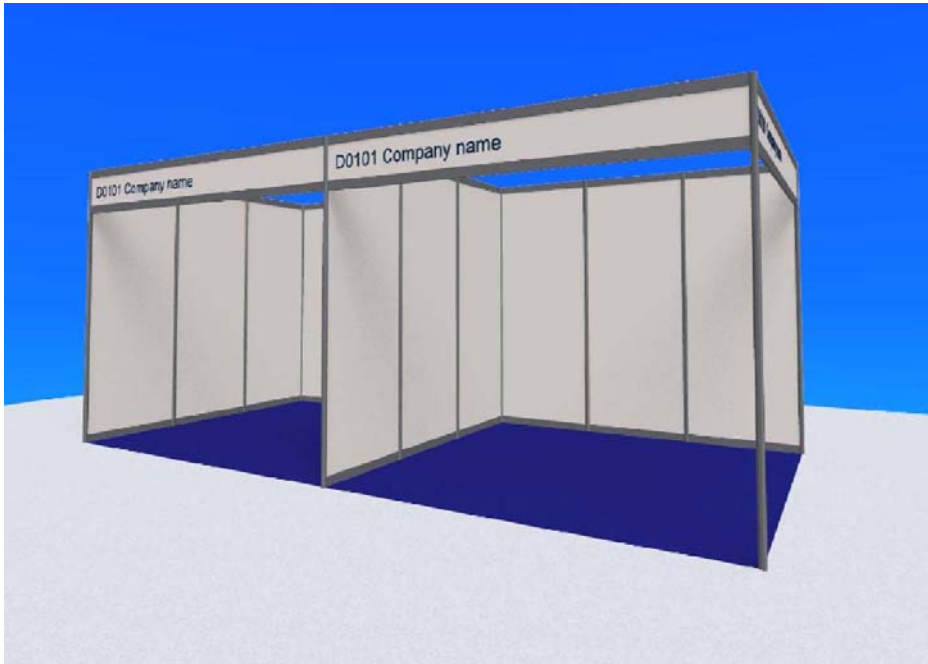
m² shell scheme	Shell Scheme Package
9 m ² - 17 m ²	3 spots, 1 socket, 1 table , 2 chairs
18 m ² - 26 m ²	6 spots, 2 socket, 2 table, 4 chairs
27 m ² - 35 m ²	9 spots, 3 socket, 3 tables, 6 chairs

In the cost of a space-only stand, furniture, lighting and electrics are not included and must be ordered separately at an additional cost. You can order furniture and electrics from Gielissen.

If you wish to attach materials to your full service (shell scheme) such as posters, graphics and / or material we suggest the use of adhesive materials or chains that do not damage any stand part. Any damage incurred to panels of to other part of the stand will be charged for.

All full service stands will be built with an aluminium modular system, which comes in 1-metre bi-laminated panels.

FULL SERVICE SHELL SCHEME IMAGE



TECHNICAL DESCRIPTION

White walls in aluminium framing, 1000mm wide, 2500mm high. Visible area of the panel is 960mm wide and 2360mm high

White fascia board in aluminium framing, 400mm high, visible area 260mm

A company name with stand number on each open side, Helvetica Capital, blue, 750mm high

ELECTRIC MAINS

1 x spotlight of 120W per 3 m²

1 x socket, max 1000W per stand

FURNITURE

1 x Table (round)

2 x Chairs

CARPET

Light grey

SPACE ONLY STANDS

The overall height for exhibition stands is 3m unless you express permission from the organisers, sought prior to the event. If you have any questions, please contact Opex Event Services, Dianne Wright on **Tel +44 (0) 1926 419 891** or e-mail dianne.wright@opex.co.uk

All simple space only exhibitors must supply Opex Event Services, no later than 20 January 2008, with TWO sets of drawings showing the proposed layout of their stand and all dimensions in both plan and elevation together with the relevant FORMS. These plans will be forwarded to the venue prior to official approval.

Construction and Dressing

The design and construction of exhibition stands and temporary structures should include the following:

- Two Copies of the stand design (scale 1:100) complete with layout plan and elevation plan including identification of walling, raised platforms, machinery, store rooms and special structures
- Description of materials used in the construction of the stand
- Reaction to fire class certification of the materials used to construct the stand
- Specifications of machines/and or special equipment (typologies, sizes, weights, etc.)

All products of stand fitting materials brought into the exhibition centre and their use is permitted as long as they are accompanied by regular documents certifying their reaction to fire class.

- Stand fitting must be self supporting. Exhibitors are not permitted to attach any items to the hall floor (except easy to remove carpet tape) or to make grooves, chases in floors or walls.
- Continuous curtains and ceilings are forbidden
- Luminous or neon signs must be installed in compliance with the current electrical regulations
- Any furnishing elements or partitions made from floor to ceiling glass/mirrors must be suitable identified and protected from the risk of impact.
- Platforms for public use must withstand a load of 500kg per sqm over and above any machinery/equipment already installed on them. All platforms must include suitable steps – risers & treads and or a ramp of a gradient no higher than 8%.
- Doors must not open outwards – but not onto a gangway.
- All service boxes must always be kept accessible

The design of the stand must be such that it can be erected and dismantled within the time available. All work must be carried out in conformity with the Rules and Regulations of the Venue.

The organisers may, at the expense of the exhibitor, remove or alter anything forming part of any stand, if in their opinion it is desirable to do so in the interest of the exhibition or if it does not conform to our Rules and Regulations.

Stand Designs

Stand designs may not incorporate long runs of solid walling over 5m. At least 50% of each frontage must remain open or be fitted with an approved transparent material.

Shared Walling

Walls marked on the plan between two space-only exhibitors must be constructed to a height of at least 2.5m. Both exhibitors are responsible for cladding and decorating both sides of their stand wall above a height of 2.5m. The tops of stands must be finished tidily where they are visible from the gallery or atrium areas. Exhibitors on space only stands must NOT use the back of another stand's walls without the consent of the exhibitor concerned. However, the joint construction of a dividing wall is acceptable.

Painting

All painting to any part of your stand must be carried out using water-based paints.

Balloons

Balloons are not permitted, without written authority from the organisers.

Stand Dressing

Artificial plants and flowers are combustible and give off fumes and must not be used. Silk type flowers are acceptable providing they have been fireproofed to BS476-Part 7 and are marked as such. Cellulose paints are flammable and must not be used in stand dressing.

Displays

All demonstrations and displays that are designed to attract crowds must be set back 1m from the gangway to avoid congestion in the aisles.

Timber used in stand construction and displays

Timber under 25mm thick used in stand construction and displays must be impregnated to Class 1 Standard. Boards, plywood, chipboard, etc must be treated in the same way if they are less than 20mm thick. Timber over 25mm thick need not be treated.

Scaffolding

Lone workers must not work at heights; they must have a colleague to assist.

Risk Assessments

For Health & Safety reasons, all space-only exhibitors are required to carry out a Risk Assessment for their stand. This must include the build-up and break down periods and must fully assess any risks to staff and contractors, other exhibitors, organisers or hall staff working or visiting the halls within this period. It must also include any risks to the public during the open period. These must be submitted to the organisers by **20 January 2008** along with stand plans. A suggested format is enclosed at the back of the manual.

HEALTH & SAFETY

GENERAL

Under Health & Safety legislation, exhibitors and their main contractors are responsible for all activities that take place on their stand throughout the event and any actions that could affect others not on their stand. This includes providing risk assessments and method statements, as well as the briefing, communicating to and controlling of all their sub-contractors who work on their stand.

EWEA together with Opex Event Services is committed to providing, maintaining and promoting, so far as is reasonably practicable, the highest standards of Health, Safety & Welfare at all its events.

All exhibitors and contractors at events organised by The European Wind Energy Association are expected to ensure that they provide a safe place and system of work, as is their legal duty under HSAW 1974. Successful safety management requires the commitment, involvement and co-operation of all those on-site at an event.

Please note that you must complete the Health & Safety Declaration included as Form 1A (for full service - shell scheme stands) and 1B (for space-only stands) by 16 February 2007. Vehicle Delivery and Contractor passes will not be issued until this Declaration has been received.

Further information on Health & Safety is available from Opex Event Services on request. The following should act as general guidelines only.

DO'S & DON'TS

For ease of reference, please make sure that you have covered the following points, amongst other safety precautions that you have identified and will take:

Do:

- Make sure you and anyone manning your stand understands the fire and evacuation procedures and locations of the hall exits.
- Ensure that any contractor working for you has a suitable and sufficient health and safety policy statement and good safety practices. You can obtain the details of the regulations from the Organisers.
- Make sure that contractors are working safely – and ensure they are trained and competent.
- Working at height on ladders and scaffolding must be done in a controlled and safe manner.
- Time constraints are no excuse for not adhering to safety standards.
- Drive with due care and attention around the exhibition hall. Do ensure that operators are fully trained and properly certified on the equipment being used.
- Ensure that measures are taken to minimise the impact of your operations on the environment.
- Treat all cables as though they were live.
- Make sure an I.E.E. qualified electrician carries out all electrical work. There is a Hall's electrical inspector who will be pleased to provide information or answer questions.
- Ensure that all rubbish and packing from your stand is removed from the site. It must not be stored on or behind your stand during the show.
- Make sure that hazardous waste is disposed of safely. Please note that fluorescent tubes contain hazardous materials. Halls Services & Management can provide advice.
- Ask for permission to work late and provide adequate breaks for your contractors and staff.
- Make sure that you are properly insured for the exhibition.

Don't

- Don't use flammable materials in your displays. This includes plastic flowers, polystyrene etc. Some combustible materials may be acceptable if treated with the correct materials.
- Don't have overloaded or insecure displays. Stands and displays can be knocked by visitors and must be safe and secure.
- Don't bring children into the halls. The halls are regarded as a place of work during these periods.
- Don't overload trolleys - not only does this damage your exhibits but will make it difficult to move through crowded aisles and may cause injury to you or other people.
- For safety reasons, all gangways must be kept as clear as possible at all times. In addition, we have designated "emergency gangways" which may not be obstructed at any time.

HEALTH & SAFETY

EXHIBITOR CHECKLIST FOR HEALTH & SAFETY

- Sign and return a copy of the Health & Safety Form at the rear of this manual immediately.
- At the tendering stage, ask to see your principal contractors Risk Assessment specifically designed for the unique exhibition environment. Ask for his staff training record, accident statistics, take up references, ask to see proof of previous work standards - in short, satisfy yourself that your contractors are reliable and competent.
- All space only stands must produce a Risk Assessment for your activities on site (and a Method Statement where applicable) and submit these to Opex Event Services along with your stand designs.
- Provide suitable training and information to your staff and contractors regarding the on-site risks in order for them to understand and fulfil their responsibilities.
- Plan your time during build-up and pull out. Schedule a Late Working rota.
- Review your findings after the show to discover areas that need attention, where accidents occurred and take the appropriate action for the future.

Please note that these lists are not exhaustive and are intended as guidance only.

UNDERTAKING YOUR RISK ASSESSMENT

It is a **requirement** that each exhibitor undertakes their own Risk Assessment prior to the show, listing the tasks and identifying the hazards present on site - then devising ways to minimise and control those hazards. Exhibitors may otherwise be liable to heavy fines and prosecutions. Take into account work practices *and* exhibits.

Question: So, how do I go about undertaking a Risk Assessment? By Law, it must be 'suitable and sufficient' – but it must also be simple to understand and implement.

Step 1: Look for the Task/Hazard: What equipment, materials and chemicals will be used? How much noise and dust will there be? What are the ground conditions? What vehicle movements and lifting operations have to be considered? Schedule a 'Late Working Rota' to avoid tiredness and mistakes. How are you disposing of waste? Any electrical installations? What hazardous exhibits do you have?

Step 2: Decide who could be harmed and how: Who will be affected by your work and most at risk? Think of your employees, contractors or exhibitors on or near your stand, through to the visitors and public themselves. Safe working depends on co-operation between all the firms on site. Take this into account and consider necessary precautions on every aspect of the work being carried out, which include training and the proSATE of information to all the different parties who are at risk.

Step 3: Evaluate the risks: Once you have done this adequately, you can then decide on the appropriate action. Ask yourself:

- (a) Can the hazard or risk be removed completely or done in a different way?
- (b) If the risk cannot be eliminated, can it be isolated, controlled or reduced?
- (c) Can protective measures be taken that will protect the entire workforce on site? Protective clothing should only be the last step to take, and is often not the only solution.

Step 4: Record the findings: Write down the findings of your Risk Assessment. Pass on information about significant risks to those people identified in Step 2, and record what measures you have taken to control those risks for future reference.

Step 5: Review your findings: This allows you to learn by experience and take account of any unusual conditions or changes that occurred on site. In all stand-building cases (especially steelwork erection and lifting), the foreman and/or the Principal Contractor should draw up a specific Method Statement and go through it with your contractors in advance of the exhibition.

HEALTH & SAFETY

Client/Exhibitor

Must undertake a risk assessment. Must ensure that all companies they use are competent; must obtain copies of risk assessments and method statements from all parties who undertake work on their stand; must train all their stand staff and notify them of venue's emergency procedures.

Stand Designer

Must be competent. Has duty to ensure that the erection & maintenance of the design has the ability to be carried out safely by the contractor, and will be safe to use and to visit.

Planning Supervisor (Stand Manager)

Must undertake full risk assessment; must obtain suitable & sufficient method statements from principal contractor; must prepare a health & safety file and plan on all working practices. Schedule a late working rota to avoid accidents.

Principal Contractor & Sub-Contractors

Must provide a risk assessment & method statement; must be competent; must co-operate with each other and employers/exhibitors/organisers; must train all their staff. The principal contractor is responsible for all sub-contractors, who, in turn must provide method statements AND RISK ASSESSMENTS.

SUGGESTED HIERARCHY OF RESPONSIBILITY ON EACH SPACE-ONLY STAND

MARKETING, PRESS AND PR INFORMATION

MAKING THE MOST OF THE EUROPEAN WIND ENERGY EXHIBITION

There are a number of ways that you can promote your presence at The European Wind Energy Exhibition. We can work with you to ensure that you make the most of the following opportunities and therefore benefit from a busy stand and a profitable business. This section is designed to explain the opportunities and to help you complete the necessary forms.

FREE EXHIBITION CATALOGUE ENTRY

The Exhibition Catalogue for the EWEC 2008 Exhibition is being produced by The European Wind Energy Association.

Each **main and co-exhibitor** is allowed to submit a short description (500 characters maximum including spaces) on what you are displaying at the exhibition. To be included in this catalogue you must fill in your company description online at www.ewec2008.info/exhibitionmanual before 14 December 2007. If the catalogue entry is not received on time, there will only be mentioned the details as shown on your exhibition space contract.

For details see **MARKETING KIT 1 Catalogue Entry and MARKETING KIT 2 Exhibits Categories Index.**

ADVERTSMENT IN THE EXHIBITION CATALOGUE

This Exhibition Catalogue will be handed out to all delegates and visitors as they enter the event and is used as an essential directory both during, and following, the show. **So don't miss out on this fantastic opportunity and book an advert in the exhibition catalogue!**

For details see **MARKETING KIT 3 Catalogue's advertising.**

INVITATIONS

Exhibitors may order invitations before 14 December 2007 in order to promote their presence at the EWEC 2008. Visitors are able to access the exhibition with such an invitation at the cost of the exhibitor. Please note that the invitations will be collected on site by ICEO and will be invoiced after the event.

PR/PRESS INFORMATION

We recommend that you keep relevant journalists regularly updated to increase the awareness of both your product launch and presence at the show. Why not invite them to your launch, drinks reception, prize draw or charity event?

PRESS OFFICE AND PRESS PACKS

The press office is the first stop for journalists visiting The European Wind Energy Association and we recommend that information on your company is made available to them. Our PR team will ensure all the key press are fully briefed and invited to The European Wind Energy Exhibition.

Please liaise with the press office concerning any planned photo-calls, VIP celebrity visits or interesting news items. If you would like to supply packs to be displayed in the press office, please contact Paolo Berrino communication@ewea.org or +32 2 400 10 55.

SPONSORSHIP OPPORTUNITIES

All available sponsorship opportunities are online at:

<http://www.ewec2008.info/index.php?id=577>

Other ideas regarding sponsorship opportunities are welcome. For more information contact:

Jonathan Collings at the European Wind Energy Association, Tel: +32 2 400 10 56.

e-mail: jonathan.collings@ewea.org.