

# HETT NORTH

Healthcare Excellence Through Technology

26th February 2025 | Manchester Central

## Exhibitor Manual

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### Shell Scheme Stands

**VENUE:**

Manchester Central  
Central Hall 2  
Windmill Street  
Manchester  
M2 3GX

We are delighted that you have chosen to exhibit with us at **Healthcare Excellence Through Technology North** show this year and cannot wait to see you! To make your planning easier we have created this manual for you, however, please note that some of our preferred suppliers use an online portal for their services.

They will provide you with the relevant login details directly.

We understand that you may need information at different times during the planning process.

To assist you, we've created a handy checklist to guide you through each step.

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Build a budget covering typical costs such as travel, registration, exhibit space rental, stand design/activations, show services (carpet/flooring, furniture, audio-visual, electrical etc.), shipping/transportation, marketing, giveaways, and sponsorships.

Define your audience, their interests, and needs from you – highlight how your product or service offers solutions and showcase these in your stand.

Ensure you and your team have registered for your event badges, clicking on the drop down “**Exhibitor**” every single team member must be **registered** before arrival.

Thoroughly read this manual to understand event information, rules, regulations (which vary by venue), Important deadlines, and necessary order forms (which are located to the rear of this document)

Ensure you complete a risk assessment for anything you may be bringing with you to the event, even laptop chargers & pop up banners can create hazards so its important you assess your own areas. We will obtain the risk assessment for the shell stand itself, direct from the stand builder. Please ensure you also complete the Health & Safety Declaration form which is on page 10 of this document.

Align event goals with your organisation’s objectives and use these goals to outline success metrics for the show.

Choose a logistics provider to aid you in getting items to and from your stand. We recommend **Exhibit 3Sixty** as our preferred partner (their details can be found to the rear of this document)

Schedule a pre-show meeting with your stand staff and other company representatives to review show priorities, activations, and success measures.

### DURING THE SHOW:

Check your space to ensure all shipments have arrived and confirm all orders are complete or in process.

Pick up your badge (s) before it gets busy and beat the queues, by scanning your QR code.

Test all your stand equipment and if you need help visit the help desk.

Get comfortable with you and your team using your [GovNet Event App](#)

Label all empty boxes and containers needed for breakdown before they are taken to the warehouse.

Have a coffee with your Account Manager at the Sales Lounge onsite.

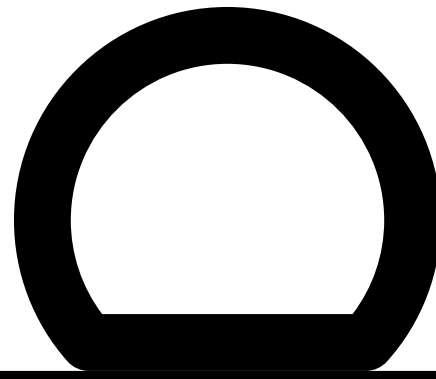
### POST SHOW:

Collect all final leads, and notes gathered from staff during the show in the GovNet Event App.

Apply labels to every container and/or box you plan to ship.

Check with the service desk and hired vendors for all final invoices.





## EXHIBITOR BADGES

To **register your Exhibitor Badges**, please visit the registration page:

<https://www.hettnorth.co.uk/register/other>

After registering for your badge, you'll receive a confirmation email and you'll get an email to access **HETTConnect** where your badge's **QR code** can be found in the app for you to print on the event day.

Exhibitor badges can be collected on-site during build-up from **2pm on 25th February 2025** within the registration area or from 8am on **26th February** when the show opens. This must be worn for the duration of the show's open period.

**Please Note:** Exhibitor badges are for stand personnel only i.e. those working on your exhibition stand and not members of staff attending as visitors.

## BUILD-UP & BREAKDOWN PASSES

Contractor and non-stand personnel needing to access the venue during build-up and breakdown will need to **register for a contractor badge**.

Please register online for your contractor badge using the dropdown Contractor:

<https://www.hettnorth.co.uk/register/other>

Contractors who are completing physical works will be issued with a wristband rather than a badge due to safety reasons.

## THE GOVNET APP

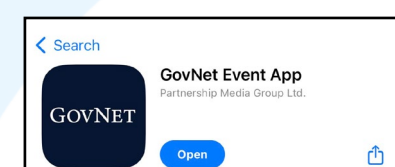
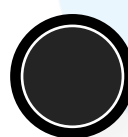
The GovNet App is a complimentary, premium networking tool available to all visitors, exhibitors and speakers. The App allows you to book one-to-one meetings ahead of the show, connect with attendees of interest, add sessions of interest to your personal in-app calendar, register your team members and more. You will be able to prebook meetings (either at your stand or at the on-site meetings lounge) with attendees via the app. Closer to the date of the event, you will also be able to access your unique QR Badge Code in the app, which you will need to scan at the entrance to the hall to print your badge.

## LEAD GENERATION & SCANNING

The GovNet App is the only way to scan attendees' badges at the event – no lead scanners will be provided at the Show. Please ensure that everyone in your team downloads and signs into the app ahead of attending the show (the app is available on iOS and Android). To scan badges, simply open the app and tap the camera icon to open the lead scanning interface.

All leads scanned are automatically uploaded to your Exhibitor Centre on the HETTConnect desktop platform and are exportable in an .xls format. All those who are registered as part of your company team on HETTConnect are able to see and export your leads.

If you're experiencing any issues with the app or have any questions, please contact Client Relations: [client.relations@hettshow.co.uk](mailto:client.relations@hettshow.co.uk)



## HEALTH & SAFETY

Everybody onsite at this event is expected to comply with UK Health & Safety law to achieve best practice and the safest possible environment.

## KNOWLEDGE SHARING

Everyone who is coming onsite to work on your project must fully understand this induction & share the information.

## RISK PLANNING

Share the Risk Assessment and Construction Phase Plan with all teams. This includes your team, contractors and/or subcontractors that you are engaging with.

## CONSIDER OTHERS

It is vital that you plan and are prepared to work in such a way to consider those working around you within the hall and on neighbouring sites so that your actions do not endanger others.

**HIGH VIS JACKETS:** If your teams are operating in loading areas they should be aware of the movement of the traffic and should wear hi-visibility clothing as a minimum.

**PERSONAL PROTECTIVE EQUIPMENT:** Ensure your PPE is suitable and sufficient for the tasks you are carrying out and protective footwear must be worn. Hard hats must be worn in areas of high construction or as directed by H&S manager or as directed by the H&S Advisor on site.

**EMERGENCY GANGWAYS:** These must be maintained at all times for the safety of all within the halls, especially for emergency access and approved vehicle movement.

**ACCESS & BADGES:** Only authorised access is permitted into the exhibition halls. Everyone working within the halls must wear the appropriate badge and/or wristband.

**WORKING HEIGHT:** Appropriate management and safe methods of working at height is required at all times to comply with the Working Height Regulations 2005.

**HOT WORK RULES:** All hot work requires a hot work permit from the organiser.

**ACCIDENTS:** All contractor accidents, incidents & near misses must be reported immediately to the organiser.

**WORK TIDY:** Maintain good housekeeping at all times and remove all waste from site.

**SMOKING:** Including e-cigarettes & vapes is only allowed in designated smoking areas.

**ALCOHOL/DRUGS:** Anyone suspected of being under the influence of drugs or alcohol will be ejected.

**LADDERS & STEPLADDERS:** Where ladders are used and it is not practical to use a working platform or the activity is low risk these need to be industrial, not domestic quality. Ladders must be used in accordance with manufacturer's instructions. Please ensure you don't work off the top three rungs and try to make sure the ladder extends at least 1m (three rungs) above where you are working. Under no circumstances use or stand ladders on moveable objects, such as pallets, bricks or lifts.

## SITE RULES

- You must comply with venue traffic rules at all times
- Please observe the 5mph speed limit at all times when in the inner area
- Do not use your mobile phone while driving unless it's handsfree
- Do not park your vehicle on hatched areas when unloading
- Do not obstruct points of access and egress





### Local Information:

- 1) Venue address - Manchester Central, Windmill Street, Manchester, M2 3GX
- 2) The show is located in Central Hall 2
- 3) Travel information for getting to the venue:  
<https://www.manchestercentral.co.uk/getting-here>

### Access times - Event Build Period:

- o Space Only Exhibitors: **25th February 2025 : 10:00 - 20:00**
- o Shell Scheme Exhibitors: **25th February 2025 : 14:00 - 20:00**
- o Access for deliveries - All Exhibitors **25th February 2025 : 12:00 - 20:00**

*Please Note:* All deliveries must be made when a member of your team is onsite to accept and sign for the package where possible. The organiser and the venue are not permitted to sign for exhibitor deliveries and your delivery may be turned away.



### Show Open Period:

- o Access For Exhibitors: **Wednesday 26th February 2025: 08:00-16:30**
- o Access For Visitors: **Wednesday 26th February 2025: 09:00-16:30**

### Event Breakdown:

All Exhibitors and stands: **26th February 2025 : 17:00 - 21:00**

*Kindly Note:* All courier collections must be arranged between the hours of **17:00 and 20:00** on **26th February**. Any items left in the hall past **21:00** on the **26th February** will be deemed as rubbish, disposed of and any charges incurred for the removal, will have to be passed on to the exhibitor.



## EXHIBITION STAND INFORMATION

- **ADHERENCE TO SCHEDULE:** Exhibitors must adhere to build-up, exhibition, and breakdown times. Any additional hours must be agreed upon with the organiser and will incur charges for extra services.
- **DELIVERY ACCEPTANCE:** Exhibitors must be on-site to accept deliveries or make arrangements for couriers to leave goods on the stand. We recommend using **Exhibit 3Sixty** for reliable delivery services. The organisers are not responsible for exhibitor deliveries.

→ [COLLECTION NOTE](#)

→ [DELIVERY NOTE](#)

- **CLEAR GANGWAYS:** All gangways must be cleared by **14:00 on 25th February 2025.**

## IMPORTANT POWER AND SECURITY INFORMATION

- **POWER SUPPLY:** Power will terminate 30 minutes after the show closes (unless a 24-hour supply has been ordered.)
- **HALL ACCESS:** Contractors can access the hall only after all visitors have left.
- **SECURITY:** Security guards patrol the venue and CCTV is in place. Neither GovNet Events nor Manchester Central are liable for lost or stolen goods. For more details, please contact us in advance of the show if you require support.
- **MATERIAL REMOVAL:** Exhibitors must remove all materials, packaging, and waste by **21:00 on 26th February 2025.** Any items left will be disposed of at the exhibitor's expense.

## SHELL SCHEME STANDS

Shell scheme is an aluminium frame system, where lightweight white infill panels slide in place to create a stand.

**Your Shell Scheme stand will include the following:**

- Navy Carpet
- White shell scheme walling
- 1 x 500w socket
- 2 x spotlights
- Nameboard with exhibitor company
- Name and stand number

1 x 500W socket will be provided with your stand if you have a shell scheme stand. This is suitable for a mobile phone charger, laptop charger or small television for example, however please check your device power needs. We suggest you bring an extension lead for more than one device.

Additional orders for electricity ie additional sockets, can be placed by contacting our supplier Full Circle directly via:

**Full Circle**

**T:** +44 (0) 161 393 3949

**E:** [exhibitors@exhibitconnect.co.uk](mailto:exhibitors@exhibitconnect.co.uk)

**W:** [www.fullcircleeventsltd.co.uk](http://www.fullcircleeventsltd.co.uk)

## SHELL SCHEME STAND INFORMATION

## CARPET INFORMATION:

- **STANDARD CARPET:** Your stand includes carpet, in line with the event shows brand colours. You can change the colour at your own expense by contacting the official contractor, Full Circle.
- **OWN CARPET:** If you order your own carpet, ensure the supplier removes it after the show. Costs will be charged to you for any carpet that remains. Use venue-approved, low-tac carpet tape that can be easily removed without damage.

## ELECTRICS:

- The official electrical contractor will carry out all electrical work on all shell scheme stands. Pre-fabrication will be permitted but connection to the mains and on-site wiring **MUST** be carried out by the official electrical contractor, it is necessary for a fuse box to be fitted to every stand. This is now an industry standard and unavoidable.
- **Your package is not interchangeable.** If you require additional electrics you can order these through Full Circle.
- **POWER SUPPLY:** No power during build-up and breakdown. Power switches on at 8am on the show's opening day and off 30 minutes after closing. For temporary power, contact Full Circle.
- **SOCKET PROVISION:** Your stand includes 1x 500w socket. For additional power, refer to the guidelines below.

**500w Socket:**

Television  
Laptops  
Phone Chargers

**2000w Socket:**

Microwave  
Domestic coffee machine  
Small vacuum cleaner

**1000w Socket:**

Television (up to 60")  
Lighting (maximum 1000w)  
Upright fridge/cooler

**3000w Socket:**

Kettle  
Iron (standard)  
Countertop oven

## FASCIA

The shell scheme fascia is the poles and ceiling grid that support your stand. **It is not possible to remove the fascia and nameboard.** If you require a different stand type, please contact your Account team **Contact Us – HETT Show** and request to change to a space only stand.

## FURNITURE

Furniture is **NOT included** within the shell scheme package. Orders can be placed in with our official supplier **Creative Hire**.

## NAMEBOARD

All shell scheme stands will have a nameboard on each open side of the stand. This will display your company name and stand number. Your nameboard details will be what you're contracted as. If you need to change your nameboard details, please contact: [Client.Relations@hettshow.co.uk](mailto:Client.Relations@hettshow.co.uk)

## GRAPHICS

If you wish to produce graphics for the wall panels, please contact the Exhibitor Enhancement Team at Full Circle on **0161 393 3955**.

## WALLING

The shell scheme stand is made up of Foamex panels slotted into a coated aluminium framework. The number of open sides you have is dependent upon your location on the floorplan.

To find out what you can and can't do with your panels please see Full Circle's [Shell Schemes Do's & Don'ts](#).

## SHELL SCHEME ACCESSORIES

Exhibitors are **responsible for the interior design** and treatment of their stand. The official shell scheme supplier will be happy to submit quotes and designs for any interior construction work including, graphics, shelves, counters etc.

If you are planning to build within your shell scheme stand, **please highlight this** in your Health and Safety Declaration form.

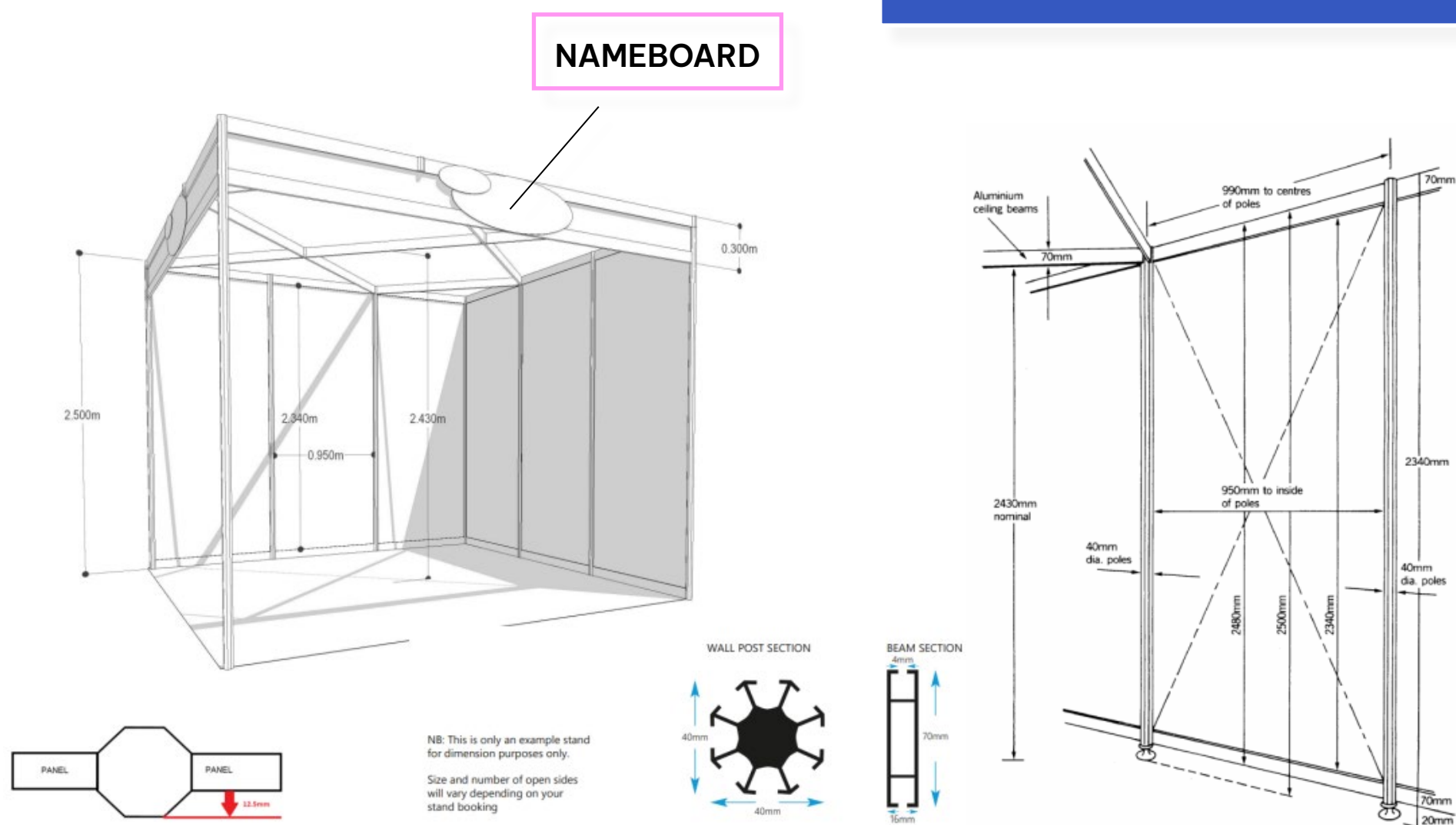
## SHELL SCHEME STAND REGULATIONS

All Shell Scheme exhibitors must comply with the shell scheme stand regulations, if you have any queries please contact: [ops@hettshow.co.uk](mailto:ops@hettshow.co.uk).



## SHELL SCHEME CONSTRUCTION

- All Shell Scheme Stands **MUST** keep the fascia as this supports the shell scheme structure.
- The ceiling grid may not be used for hanging banners, signs, etc, as it has a low weight bearing.
- It is sometimes necessary to use half metre panels to construct stands and any construction should be planned around these panels. If you need to know if this is the case on your stand, please contact Full Circle.
- If you wish to block in the open sides of your stand **you must obtain permission** from the Organiser [ops@hettshow.co.uk](mailto:ops@hettshow.co.uk) before any arrangements are made. A minimum of one third of any open side is to remain open.



**PLEASE NOTE:** This example is based on a 3m x 3m stand.

## SHELL SCHEME FITTINGS &amp; FIXINGS

- All interior stand fittings must be contained within the shell scheme structure and **must not exceed 2.43m** in height.
- All stand construction and displays **must be made from fireproofed materials** and installed to the satisfaction of the authorities. Lightweight exhibits or displays can be attached using double-sided tape, pads, or Velcro.
- Under no circumstances may exhibitors paint the shell scheme. Changes to the wall panel colour **must only** be carried out by the official shell contractor and will be charged for.
- No material including advertising and logos may be fixed to the exterior surface of your stand.

## HEALTH & SAFETY GUIDANCE

Exhibitions can inherent risks, particularly during the build and breakdown phase. In 2015, the Health & Safety Executive introduced regulations to provide better safety provisions. Both we, as the Organiser, and you, as Exhibitor, have a legal obligation and duty of care to adhere to the Construction, Design, and Management (CDM) regulations. These regulations are crucial for ensuring safety and compliance during all event phases.



Ensure the health, safety, and welfare of your employees, contractors, and visitors throughout the exhibition. Your actions should prevent accidents, injuries, and unsafe conditions. Provide proper information, training, and supervision.

Complete the **health and safety declaration form**, which is mandatory for all exhibitors.

## EXHIBITOR CHECKLIST FOR A SAFE EVENT

### BEFORE THE EVENT

#### HEALTH & SAFETY POLICY

- Ensure your company has a written Health & Safety Policy if you have five or more employees.
- Verify that all contractors, suppliers, and agents have suitable Health & Safety Policies.

#### RISK ASSESSMENTS

- Conduct and document a Risk Assessment for your stand and attendance at the event.

#### SAFETY ADVISER

- Appoint at least one competent safety adviser to assist with health and safety responsibilities if your business is unsure of its responsibilities. You will also be able to seek support from our dedicated Safety Team, details can be found to the rear of this document.

#### TRAINING & INFORMATION

- Provide proper information, instruction, and training to all employees and contractors.

#### HEALTH & SAFETY DECLARATION

- Complete and submit the mandatory **Health and Safety Declaration form**.

#### VENUE EMERGENCY PROCEDURES

- We recommend that you read the emergency procedures document ahead of your arrival to Manchester Central <https://www.manchestercentral.co.uk/your-venue-safety>

### DURING SETUP

#### ESCAPE ROUTES

- Keep escape and exit routes clear at all times, do not allow waste to build-up at any point.
- Ensure doors along these routes can be easily opened from the inside.
- Do not obstruct or cover exit doors, emergency exits, or their signs.

#### AISLES AND CORRIDORS

- Keep hall aisles and corridors free from obstructions.
- During setup and dismantling, maintain a clear path of at least 1.5 meters in width.
- Ensure all operatives wear appropriate protective clothing (eye, ear, foot, hand protection, and hard hats when necessary).

#### EQUIPMENT SAFETY

- Use portable power equipment for its intended purpose with safety guards fitted.
- Minimise trailing leads and do not leave powered equipment unattended.
- Ensure forklifts are operated only by trained personnel.

#### GENERAL SAFETY

- Cooperating with other employers, such as Exhibition Organisers, when sharing your areas in the exhibition hall.

Minimising trailing leads when using portable electric tools and not leaving equipment unattended while powered.

### AFTER THE EVENT

#### DISMANTLING

- Briefly place materials in aisles and corridors during dismantling, ensuring a clear path of at least 1.5 meters is maintained.

#### WASTE DISPOSAL

- Ensure all materials and equipment are removed from the venue, leaving no hazards behind.
- Properly dispose of fluorescent lighting and other materials off-site.
- Do not place chemicals or flammable liquids in general rubbish bins.

**By following this checklist, you can help ensure a safe and compliant exhibition experience.**

## GENERAL INFORMATION A-Z

Here you can find all information which may assist you in your preparations for the event. If you have any further questions, please contact: [client.relations@hettshow.co.uk](mailto:client.relations@hettshow.co.uk)

**ACCESSIBILITY**

The venue has facilities available for exhibitors and visitors. Should you have any queries, please contact the venue directly or visit their [FAQs page](#)

**ACCOMMODATION**

Event Express have negotiated discounted rates close the venue for exhibitors and visitors of The Healthcare Excellence Through Technology Show, our exclusive event rates are available for a limited period.

Please [book accommodation](#) using our official supplier, Event Express.

**AUDIO VISUAL**

To order AV services please see visit our official contractor: <https://pspav.com/hett-north>

**BREAKDOWN**

During breakdown, **no dismantling** of stands or vehicles can be admitted until the hall is clear of visitors. Exhibitors and contractors **should report** to the lorry way to gain access for breakdown.

It will **not be possible** for exhibitors to exit via the main doors once the show has closed; nominated fire exits **must be** used. Trolleys and goods are not allowed in the foyer at any time.

Please review the exhibition timetable for exact timings.

**BUSINESS CENTRE**

There are two concierge areas at Manchester Central – one at Central Foyer and one within Charter Foyer. The concierge team assist with business centre services and by assisting with restaurant bookings, flight confirmations, local excursions and venue information.

**CAR PARKING**

Please see the Driving to Manchester Central information on their website to find out more about [parking facilities](#).

**[Booking Link for NCP](#)**

Please note there is a height restriction of 1.98m.



## GENERAL INFORMATION A-Z

## CATERING &amp; FOOD / DRINK ITEMS ON STANDS

The Food Safety Act 1990 and Regulations made under it aim to ensure that all food offered to the public is safe to eat. Part of the Environmental Health Officers role is to carry out checks on Food Safety and Hygiene to ensure compliance with the legislation.

Any food such as sweets, chocolates, cakes or similar on stands, must be ordered through the venue to ensure compliance with Food Safety regulations. They can be ordered directly via the following link:

<https://www.manchestercentral.co.uk/online-ordering>

simply sign up and select our Event.

You are **not permitted** to retail food or drink for the public to consume at the show unless written permission is obtained from the venues appointed catering contractor. Non-compliance will result in your food and/or drink items being removed from the site.

## Online Ordering

Our online ordering platform enables you to select the services you require before placing your order through our secure payment gateway.

If you have any questions, please contact 0161 834 2700

## Exhibitor Services

- Catering Services
- IT Services



## CLEANING

All stands will be cleaned daily, but this **does not include** the cleaning of exhibits or other stand surfaces.

Where stands are constructed with offices or interiors, duplicate keys clearly labelled should be left with the Organisers Office to allow access for cleaners.

Exhibitors requiring emergency cleaning during the exhibition should contact the Organisers office (although only light cleaning will be possible during show opening hours, vacuuming will not be possible until the close of the show).

Please dispose of any liquids to avoid spillage and damage to the carpets.

Excessive waste left on-site is chargeable back to the exhibitor concerned.



## GENERAL INFORMATION A-Z

## DELIVERIES &amp; COLLECTIONS

We recommend using the official freight forwarding courier [Exhibit 3Sixty](#) as they can offer a first-class service onsite, giving you the peace of mind that your delivery, no matter how big or small, will arrive safely at the venue and on your stand. The organisers are not responsible for any exhibitor deliveries.

A representative of your company must be present to sign for any deliveries to the venue should you not use Exhibit 3Sixty. For security reasons, the organisers **are not able to sign** for deliveries on your behalf.

You will **also not be able to** deliver in advance of the event.

Deliveries can only be made between during your build time or from **08:00-08:30** on show open mornings.

All deliveries must be labelled correctly to ensure they are delivered to the correct hall and stand.

[Delivery Access Information.](#)

→ [COLLECTION NOTE](#)

→ [DELIVERY NOTE](#)

## INTERNET ACCESS / TELECOMMUNICATION

- The venue has Free Wi-Fi **\_MCCC FREE Wi-Fi** which is suitable for browsing, social media, and email. When you arrive at the venue, you will need to sign in to the free Wi-Fi and follow the instructions.
- If a stable IT connection is an integral part of your stand, we strongly recommend a hard-wired connection as the most secure and reliable source of internet. This can be ordered through the venue: <https://www.manchestercentral.co.uk/online-ordering>

## LIFTING AND STORAGE

To assist with any lifting or storage of materials, we have an onsite official contractor for the duration of the show. They will be onsite during build-up and breakdown to assist with any lifting or storing away spare materials.

## LOST PROPERTY

During the show all lost property enquiries should report to security or the Organiser's Office. Please bring all lost property to the Organiser's Office.

## MANNING OF STAND

Exhibitors are obliged to be present on their stand during exhibition open hours and display registered exhibits. **Stands may not** be dismantled before the official breakdown commences

## ORGANISER'S OFFICE

The Organiser's Office is located inside the Foyer Entrance located by reception. The office will be open from **08:00** each day.

## PHOTOGRAPHY &amp; VIDEO RECORDING

To avoid unnecessary canvassing of exhibitors, the official photographer has been appointed to undertake all photography for the show and no other photographers will be allowed into the hall without prior written consent from the organisers.

## PROMOTIONAL ACTIVITIES WITHIN THE EXHIBITION HALLS AND EXTERNAL AREAS

Unless ordered via the official sponsorship/ advertising offer from the organisers, no advertising whatsoever is allowed outside of the exhibitor's own stand area.

This includes the distribution of flyers, the display of posters, the assembly of structures with advertising content, etc. This also applies to any persons circulating outside of their own stand area while displaying advertising on sandwich boards, clothing, etc.

## GENERAL INFORMATION A-Z

## SECURITY

There will be constant security cover through the tenancy period. However, exhibitors should ensure that their goods are always safeguarded, particularly during build-up and breakdown.

The organiser's hire security to prevent unauthorised access to the hall, **NOT** to secure the contents of your stand.

There will be internal overnight security patrols only. However, the individual security of stands and exhibits lies within the responsibility of each exhibitor. Valuables should be locked away overnight.

**Please note** that most hired cabinets have common locks and should **NOT** be regarded as secure units.

Any incidents of theft **must be** reported to the organisers immediately as it will be necessary to complete a security form and report the incident to the police.

**Please note** that neither the organisers nor the venue can be held responsible for any loss or damage to stands or exhibits.

## VEHICLE ACCESS

When building up for an event at Manchester Central, exhibitor vehicles should enter the site from the east and park in the traffic marshalling yard.

If using a Satellite Navigation system – please follow the postcode **M2 3GX**.

## WASTE

- All waste generated must be contained within your stand throughout the show open period. Please contact the organiser's should you need cleaners to visit your stand.

- All exhibitors and contractors must take all building material waste away with them, alternatively, exhibitors can arrange to skip hire with the venue.

- Any leftover waste will be charged back to the exhibitor directly. We will be taking digital photos of each area as proof and an invoice will be sent to you after the event.

- Please note that waste materials, however innocuous, should not be abandoned on-site, discharged into the drainage system, or deposited in the venue's waste disposal containers or skips.

- The cost of any clearing, repairs to the drainage system, or of making good any other damage caused by such unauthorised discharge will be passed to the relevant exhibitor. Disposal of such substances is subject to "**Control of Substances Hazardous to Health Regulations 1988**" (COSHH).

- Toxic waste shall be placed in closed containers, marked accordingly, and special arrangements made with the venue regarding their disposal.

## CONTACT DETAILS

## ACCOMMODATION - EVENT EXPRESS

E: [reservations@eventexpressuk.com](mailto:reservations@eventexpressuk.com)W: <https://resx.eventexpressuk.com/event/HETTNorth2025>

T: +44 (0) 190 573 7737

## AUDIO VISUAL - PSPAV

W: <https://pspav.com/hett-north>

T: +44 (0) 121 486 3288

## EXHIBITION FURNITURE - CREATIVE HIRE

W: <https://www.creativehire.co.uk/event/hett-north-2025/>[Order Form](#)

T: +44 (0) 167 654 2616

ELECTRICITY, LIGHTING, SHELL SCHEME, ACCESSORIES,  
CARPET - FULL CIRCLEE: [exhibitors@exhibitconnect.co.uk](mailto:exhibitors@exhibitconnect.co.uk)

T: +44 (0) 161 393 3949

## FLORAL DECOR - VISTA EVENTS

E: [info@vista-events.co.uk](mailto:info@vista-events.co.uk)W: [www.vista-events.co.uk](http://www.vista-events.co.uk)

T: +44 (0) 774 060 0087

## GRAPHICS - FULL VISION

E: [exhibitor@fullvision.co.uk](mailto:exhibitor@fullvision.co.uk)W: <https://fullvision.co.uk/exhibitor-graphics/>

## GETTING TO MANCHESTER CENTRAL

W: [www.manchestercentral.co.uk/getting-here](http://www.manchestercentral.co.uk/getting-here)

## LOGISTICS AND STORAGE - EXHIBIT 3SIXTY

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