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## UK Games Expo - NEC Site Access

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This document gives you information on how to get into the NEC to set up for the show.

There is a separate document that contains the UK Games Expo NEC Site Rules.

Please familiarise yourself with our NEC Site Rules and make sure that all of your people have read them. Key points are:

- Nobody under the age of 16 is allowed in the unloading areas or the hall during the Build, Breakdown and Restock periods
- Hi-vis vests should be worn when in any vehicle area, so remember to bring them.

### Arriving

The Build period starts at 5.00 am on Thursday May 31st. The first part of this day is reserved for Contractors who are building stands, erecting walling, etc., and those who require special access. This must be arranged in advance - contact me if you need this.

Access for Exhibitors begins at noon on Thursday May 31st and continues until 9.00 pm. On Friday June 1st you can get in from 7.00 am. All stands must be fully set up by 9.00 am on Friday June 1st.

If you are arriving by train or plane, take the Skyway from the railway station to the NEC. When you come down the stairs at the far end, go through the doors and turn right. This will take you to the main entrances for Halls 1 and 2.

If you are driving, use B40 1NT for your Sat Nav, or access the NEC site from junction 6 of the M42. When you get to the NEC site, go to South 3 Lorry Park (S3 - see the NEC site plan at the end of this document). This is the staging area from which vehicles will gain access to the NEC site under the direction of NEC security. This applies for the Build period on the Thursday, Restock periods for the morning of each day, and the Breakdown period on the Sunday. For the Restock periods on the evening of the Friday and Saturday, go to the main entrance rather than the South 3 Lorry Park to gain access.

Your exhibitor name, stand number and contact details must be clearly displayed in your windscreen while you are on site. Vehicles on site with no clearly displayed details risk being removed by NEC security.

## **Getting In**

You will be provided in advance with an Access Pass for the exhibition halls, which will tell you which access door to use. When you arrive at your hall, present your Access Pass to NEC security, who will issue you with wristbands that must be worn at all times. These wristbands are for the Build period only and are not valid for access on show days.

The Access Pass is available for download as a PDF document through your Exhibitor Login on the UK Games Expo web site. If some of your crew will be turning up separately, make sure each person/group has a copy of your Access Pass.

## **Entry Deposit System**

New for this year is the entry deposit system operated by the NEC. This has been introduced due to the growth of the show and the consequent increase in the number of exhibitors requiring access on the Build day. Any Exhibitors who have attended Essen Spiel will be familiar with this system.

The entry deposit system requires everyone bringing a vehicle on site to pay a £50 deposit. This will be returned on exit provided that you leave within the designated period.

- Vehicles up to 2 tons are allowed one hour on site
- Vehicles over 2 tons are allowed two hours on site
- Articulated vehicles are allowed three hours on site

If you are unable to complete your unloading in the time given, your options are to break your unloading into more than one session, or to forfeit your deposit. However, please note that the NEC may require overstaying vehicles to be removed, so forfeiting your deposit will not guarantee an unlimited unloading period.

As this will apply to all vehicles, any couriers or partners that will be delivering goods for you must be made aware of this.

Note that the entry deposit system only applies on the Build day. It will not be in operation for the Restock periods or the Breakdown period at the end of the show.

## **Unloading**

While you will be assigned an access door suitable for your location in the exhibition halls, you may still be some distance from your stand. Exhibitor vehicles will not be allowed inside the hall. Please bring your own trolleys/sack trucks/dollies to save yourself time and effort.

See the plans for Halls 1 and 2 at the end of this document for details on where the vehicle entry doors are located. The available access doors for Hall 1 are marked as VE1.2 to VE1.7, while the Hall 2 doors are VE2.1 and VE2.2.

In the event of another access door becoming available while you are waiting for your nominated access door, you may be offered the option of using that as an alternative, but be aware that this will usually involve a longer walk to reach your stand.

Once you have unloaded, please take your vehicle to the free Exhibitor car parks to make space for other Exhibitors. These are car Parks E1 to E4 (see the NEC site plan at the end of this document). This is particularly important if you require some time to set up what you have unloaded. You can retrieve your vehicle later on to reload surplus items.

## **Getting Your Exhibitor Show Passes**

Exhibitor Show passes and Parking passes will be available from UK Games Expo Exhibition Services, located in a kiosk near vehicle entry door VE1.1 in Hall 1 (see the plan for Hall 1). Present your Access Pass for this collection.

The number of Exhibitor Show passes you are entitled to can be checked on the UK Games Expo web site - <http://www.ukgamesexpo.co.uk/passes.php>. The number of free passes and additional passes you are entitled to buy is based on the size of your stand.

When you collect your passes, please take all the passes for your stand. If members of your show crew are arriving later, you will need to make arrangements to meet them outside the exhibition halls to give them their show passes.

## **Delivering to the Show**

If you need to have anything delivered to the show, as opposed to bringing it yourself, be aware that the NEC will not accept deliveries before Thursday May 31st. Also be aware that you cannot leave anything in the halls once the show has closed, so you cannot arrange for something to be collected on the Monday.

If you are arranging a delivery, it should arrive after noon on Thursday May 31st. You must make sure that you are there to accept the delivery, and must be present when anything is collected at the end of the show.

If the delivery or collection involves pallets, the delivery driver should have the ability to load/unload pallets from their vehicle. If this is not the case

If your delivery or collection involves pallets and you do not have the ability to load/unload these yourselves, you can hire fork lift services from UK Games Expo (new for this year), for single loads or half hour periods. Go to Exhibitor Services to arrange this. This service will only be available on the Build day and during the Breakdown period. This can not be booked in advance. Be aware that if this turns out to be a popular service, there may be a delay before we can deal with you, so being independent for your own loading/unloading can be a distinct advantage.

You can get round these restrictions by working with Index Logistics, who can take goods into their warehouse before the show, deliver and collect for the show at the permitted times, and then hold your goods for collection later on. For details on this service, see the bottom of the 'Start Here' page on the 'Exhibitors' menu of our web site.

## **Restock Periods**

Exhibitors will be able to restock their stands during the Restock periods. These are one hour before the halls open to the public and one hour after the halls close.

When restocking, please access via the South 3 Lorry Park for the morning sessions, and the main site entrance in the evening sessions, and remember to have your Access Pass.

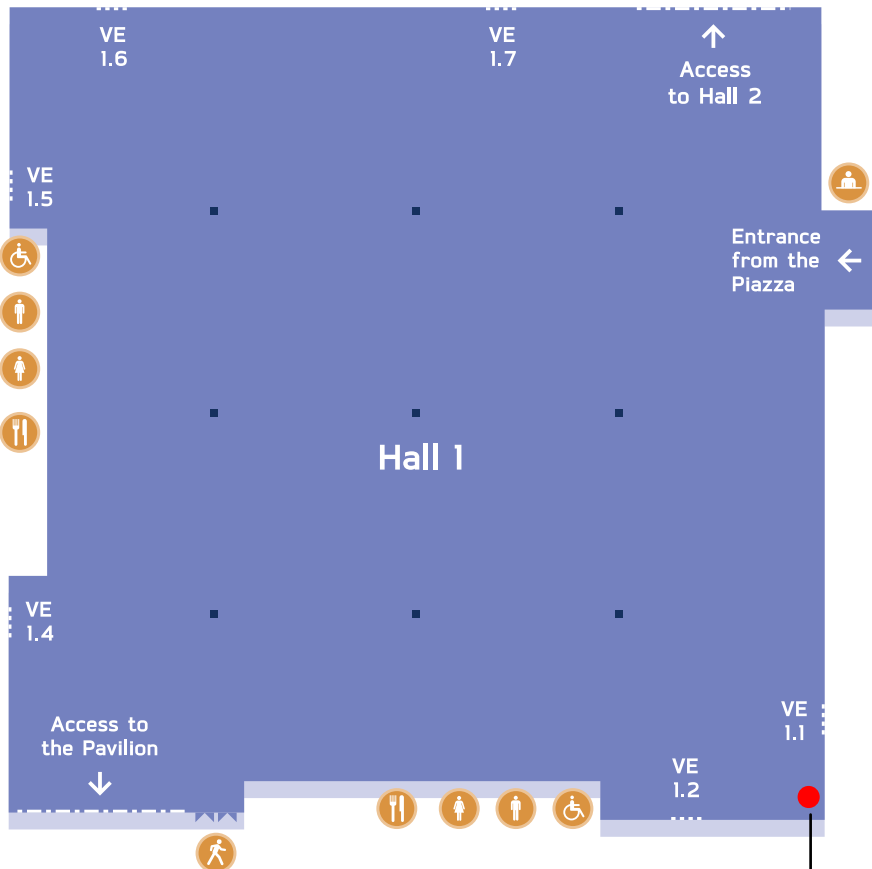
## **Opening Times**

These are the public opening times for the Exhibition Halls:

- Friday June 1st: 9.30 am to 6.00 pm
- Saturday June 2nd: 9.30 am to 6.00 pm
- Sunday June 3rd: 9.30 am to 4.00 pm

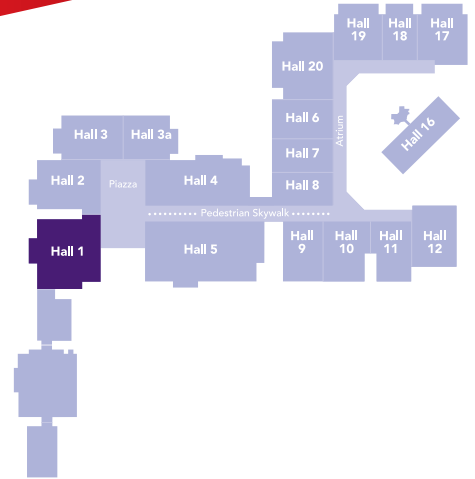
Keith Thomasson  
UK Games Expo Exhibitor Liaison  
[keith@ukgamesexpo.co.uk](mailto:keith@ukgamesexpo.co.uk)

# Hall 1



- Accessible Toilet
- Men's Toilet
- Women's Toilet
- Organisers' Office
- Pedestrian Emergency Exit
- Restaurant/Bar
- Vehicle Entry Doors/ Emergency Exit
- Links/Access

HALL 1 FEATURES:	
Floor Space	14,010m <sup>2</sup>
Max. Dimensions	120 x 120m
Central Columns	9
Access	Main Entrance: 12.5m(w) x 7.8m(d) x 3.1m(h)  6 x Vehicle Entry Doors



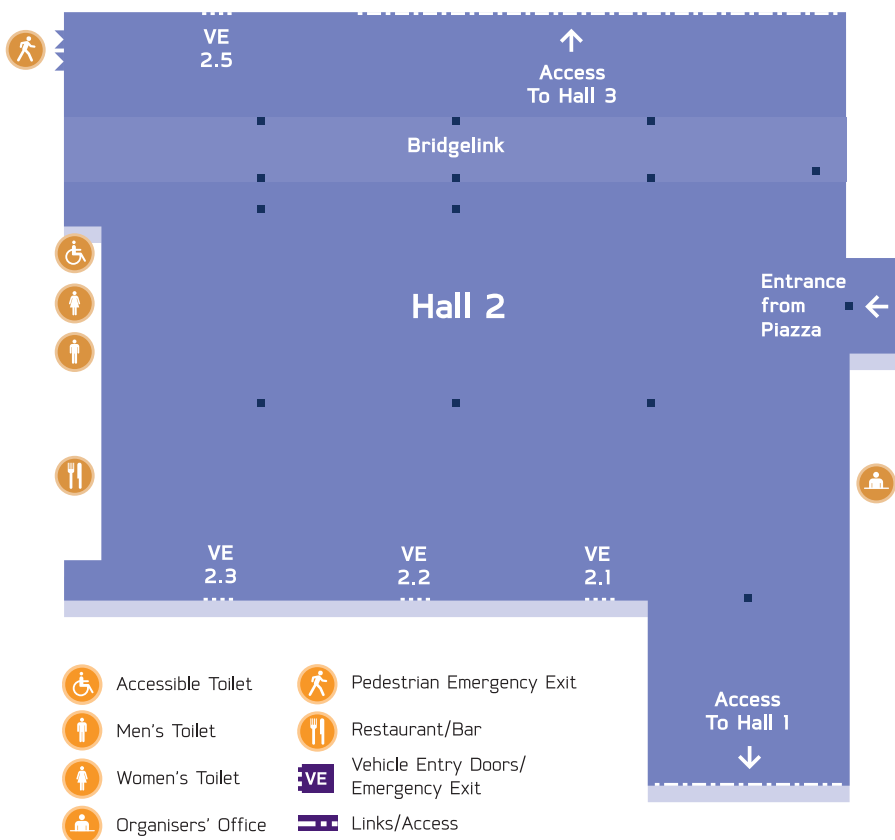
## Technical information

- › Clear ceiling height is 15.5m
- › All columns are 1.5m x 1.5m at 30m centres
- › Vehicle entry doors are 7.5m(w) x 4.7m(h)
- › Floor loading - 20 tonnes per m<sup>2</sup> (excluding floor ducts)
- › All main services (e.g. electrics, gas, water, compressed air) are provided from under floor ducts at 6m centres across the width of the hall
- › Roof mounted lighting units - Sodium fittings, with fluorescent emergency lighting
- › Organisers' Offices

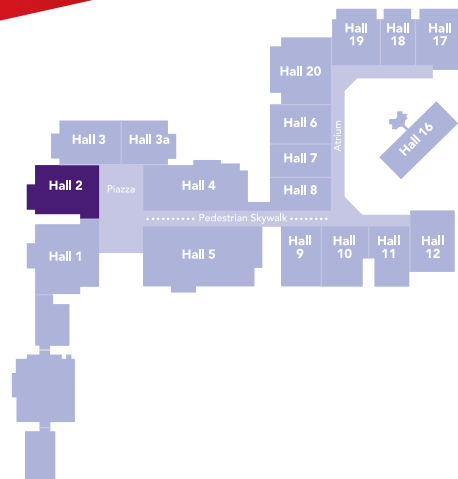
## Suite of unfurnished offices including:

- › Electricity sockets
- › Telephone sockets
- › Broadband access available on request (price on application)
- › Kitchen
- › Male and female toilets

# Hall 2



HALL 2 FEATURES:	
Floor Space	11,500m <sup>2</sup>
Max. Dimensions	120 x 90m Hall 1-2 Link 30 x 30m
Central Columns	6 + 1 in the link to Hall 1 7 supporting the Bridgeline (0.65 x 1.7m)
Access	Main Entrance: 12.5m(w) x 7.7m(d) x 2.5m(h)  4 x Vehicle Entry Doors



## Technical information

- › Clear ceiling height is 10.6m
- › Variable height reductions under the Bridgeline
- › All columns are 1.2m x 1.2m at 30m centres
- › Variable size columns in link from Hall 4 to Hall 5
- › Vehicle entry doors are 7.6m(w) x 4.9m(h)
- › Floor loading - 20 tonnes per m<sup>2</sup> (excluding floor ducts)
- › All main services (e.g. electrics, gas, water, compressed air) are provided from under floor ducts at 6m centres across the width of the hall
- › Roof mounted lighting units - Sodium fittings with fluorescent emergency lighting

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# Site Map



- Key**
- P1/P2 Piazza entrances
  - A1/A2/A3 Atrium entrances
  - Visitor & Business Centre - T: +44 (0)121 780 4141
  - Welcome desk
  - The NEC woodland
  - Car parks
  - South: S1-S7
  - East: E1-E5
  - North: N1-N12
  - West: West car park

- VIP parking
- Disabled parking
- NEC visitor parking/ outdoor exhibition area
- West Midlands bus stop
- NEC Express 1
- NEC Express 3
- G1 G2 G3 G4 G5 Gates

- Taxi rank
- Private hire taxi pick up / drop off
- Car park toilets (Including accessible toilet)
- Airport
- Train
- Box office & Arena entrance
- Shuttle bus to halls
- Arena bus stop (to East Car Parks)
- Pedestrian footpaths
- Pedestrian footpaths subway



- Outlet Shopping
- Genting Hotel & Spa
- Bars and Restaurants
- Cinema
- Genting International Casino
- The Vox Conference Centre