



KHIDMAH ORGANISATION

General FAQs

ARRIVALS/DEPARTURES:

Exhibitors can drop off and pick-up display material from Ethel Road entrance to Crown Hills Community College.

The venue will be open from 08:00 on the morning of the event for exhibitors to finalise their stalls. ALL stalls/stands must be ready by 09:30 on the morning of the event.

Please note that due to health and safety requirements exhibitors will not be allowed to breakdown before the end of the event at 17:00.

CAR PARKING:

The site will have free car parking facilities available on the day of the event. Where possible, exhibitors must limit the number of vehicles in attendance. Please see a member of the Khidmah Organisation team who will direct you to the parking zone and to secure a parking pass.

CATERING:

There will be a number of food outlets available should you wish to purchase your own food.

CLEANING:

All stall holders need to ensure that the area allocated to them is left clear of all rubbish before vacating the site.

DISABLED VISITORS:

The venue has full disabled access from the main road into the event. Please ask for directions on arrival.

ELECTRICAL & LIGHTING SUPPLY:

There are no facilities for any electrical supply. All generators and electrical equipment must be transported appropriately. No gas cylinders are permitted to use. Re-fuelling of generators must be completed away from any ignition source.

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FIRE REGULATIONS:

All materials used on stalls or stored within the stall/stand area must be stored and displayed in safe manner.

Please acquaint yourselves with the emergency exits. If you notice a fire, please report to the fire safety zone and report the fire to security.

FIRST AID:

There will be first aiders available on the day, should you require first aid, please contact the information desk or security.

FURNITURE:

Tables and chairs are NOT available.

INSURANCE:

Exhibitors must ensure that they have the correct insurance for the event. For advice on insurances, please talk to an insurance broker regulated by the FSA (Financial Services Authority).

- All exhibitors must have public liability insurance to a minimum of £5 million.
- The organisers also recommend that you take out insurance to cover loss or damage to exhibits, stands or other property. Khidmah Organisation is not liable for any losses incurred.

INTERNET ACCESS:

Khidmah Organisation is not responsible for providing internet access.

HEALTH & SAFETY AT WORK:

It is the responsibility of exhibitors to ensure that their contractor, employees, displays and exhibits on stalls comply with the latest legislation regarding Health & Safety at Work. For further information, please visit: www.hse.gov.uk



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MUSIC & VIDEO:

Stall holders are not permitted to play any music at the event.

ORGANISERS AT THE EVENT:

We can be contacted throughout the event through the Khidmah information desk or contact your main point of contact persons.

SECURITY:

The organisers will not accept responsibility for any loss, damage, injuries accident that may occur to persons or property. Please ensure that you have taken adequate precautions to secure valuable items.

SPACE ONLY STALLS/STANDS:

No stall electrical power supply will be supplied on space only stalls. The size of the stall/stand must fit within the area allocated and must not be attached to any surrounding surfaces outside the designated area (walls, floors, other stands etc). You must ensure you are adequately prepared for outdoor events.

STORAGE:

Storage is not available for the event.

TROLLEYS:

Please note that there are NO trolleys available to stall holders. Where possible, please ensure you have your own facilities available to transport any equipment around the venue.

VEHICLES:

Any motor vehicles will not be allowed on the grass areas unless arrangements have been authorised in advance.