

CODE-3001

Exhibitor Manual

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Welcome to CodeNode! We want to ensure that you get the best experience during your time with us, therefore we have created this Exhibitor Manual for you with all the information you need, including our 'Code of Conduct', venue rules, health & safety procedures, floor plan, Risk Assessment template and more.

Important details:

The event organiser will require the following information at least 2 weeks before the event:

- Load in/Load out timings
- Risk Assessment and Methods Statement (for large/complex event build)
- Full list of external suppliers (where relevant)
- Stand setup and detailed requirements (i.e. power, AV, etc.)

Please note that the event organiser will be charged an additional fee for any unclaimed material and any damages caused in the venue.

Venue details

Address

CodeNode
10 South Place
London, EC2M 7EB

Phone number

020 362 12707

Opening hours

CodeNode is open:

- Monday to Thursday from 09:00 until 18:00.
- Friday from 08:00 until 18:00.

Any access required outside of these hours should be requested to the Event Organiser.

Getting Here



Underground

The nearest London underground stations are Moorgate and Liverpool Street, both approximately 5 minutes walk from CodeNode. [Journeyplanner](#) or [Citymapper](#) are great resources should you need further help planning your journey.

Train

The nearest national rail stations are Liverpool Street and King's Cross. Kings Cross is just a ten minute underground journey away.

Car / Parking

The venue is located in the Congestion Charge Zone meaning charges for non-residents may apply. [More info here.](#)

There are two NCP car parks nearby:

- NCP Finsbury Square, London, EC2A 1AD
- NCP Whitechapel High Street, London, E1 7RA

Bike

If you are arriving or departing using a [Santander Cycles Hire bike](#), there is a docking station on South Place.

Airport

[London City Airport](#) is the nearest airport to CodeNode, easily accessible via the Docklights Light Railway (DLR) from Bank underground station. All other London airports are within 1 hour of the venue.

Blue Badge (Disabled) Parking

Although blue badge holders can park at most pay and display bays, this rule does not apply to The City, Westminster and parts of Kensington & Chelsea. The closest blue badge parking to the venue is at Finsbury Circus. Exact locations and times can be found [here.](#)

Hotels

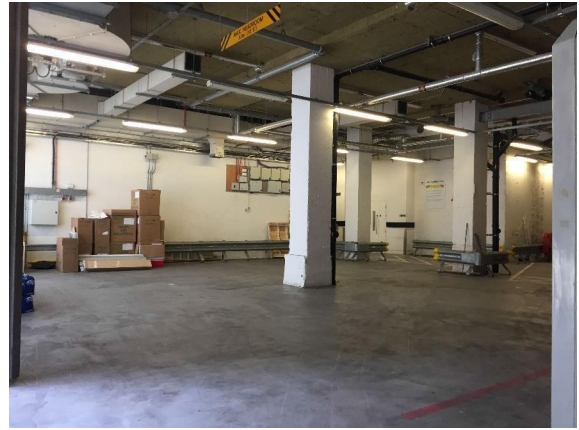
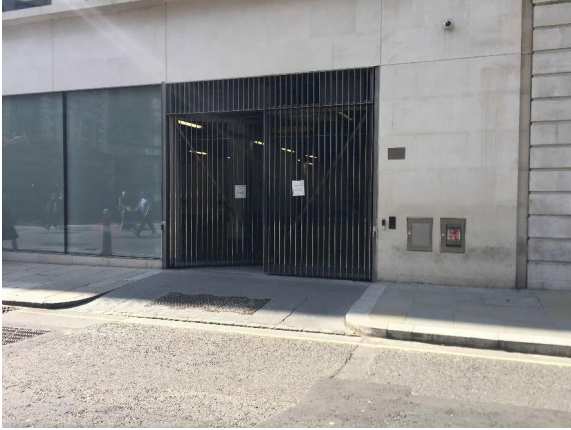
We do have a number of hotels in the area that cater for many types of budget.

Accessibility

CodeNode is accessible for all. Please do let us know if you require any specific arrangements to be made on the day.

Loading bay

We are serviced by a large loading bay for deliveries or unloading.



You can access our loading bay from 08:00 to 18:00 Monday to Friday.

Maximum car height

10 feet 9 inches / 327 cm

Please notify the event organiser ahead of time if you need access to our loading bay. The organiser will be asked to provide a detailed schedule for any loading bay access related to the event.

Any access required outside opening hours should be discussed with the Event Organiser and may incur a cost.

PLEASE NOTE: The loading bay can only be used for drop-off. No vehicle will be allowed to park onsite.

Goods lift

For heavy loads, please bring your own trolley.

Dimensions

Door height: 95 inches / 2.4 meters

Door width: 50 inches / 1.2 meters

Length 111 inches / 2.8 meters

Capacity

2000 kg

Deliveries

Any packages sent to the venue should be properly labelled using the following template:

Address	CodeNode 10 South Place, London, EC2M 7EB
Department	Event Operations
Event	<i>[Event Name]</i>
From	<i>[Company Name]</i>
Comments	<i>(optional) Type of collateral, contents of package, number of boxes</i>

Collateral can be sent to the venue **maximum 2 working days** before the event.

Any collateral will need to be removed from the venue immediately after the event.

Please inform the event organiser of any items scheduled to be picked up (banners, unused badges, brochures etc.). These must be properly labelled with the following information:

- Name
- Company
- Delivery address
- Contact Number
- Collection date
- Courier
- No. of boxes

If your items have not been claimed within 24 hours, they will be removed at a minimum disposal fee of £500.

Storage

The venue has very limited capacity for storage. If you require storage on the day, it is the organiser's responsibility to allocate one of the rooms booked for the event.

Exhibition space

Please inform the event organiser **at least two weeks in advance** of the event about how you're planning to use the exhibition space. We do require a detailed schedule with set-up and breakdown times as well as a floorplan and exhibitors requirements for each exhibition space. We also require a Risk Assessment and Methods Statement for any large and complex event build.

For each exhibition space, CodeNode will provide:

- A trestle table of 150 cm (L) x 50 cm (W) x 74 cm (H)
- Access to power. Please make sure you bring a UK power converter if you're arriving from outside of the country and bring any cable management/trunking required to avoid trip hazards.

Please do let the event organiser know if you would like to remove any furniture from the rooms or from the shared breakout area for the event. **Do not drag furniture around when setting up your event as the floor is easily damaged.** If you require assistance, please ask a member of the Event and Operations Team.

Branding Opportunities

There are a number of branding opportunities located throughout the venue. All branding that needs installation or needs to be affixed to any surface or hung from height must be approved by CodeNode in advance.

Please let the organiser know of any plans so we can give prior consent for their use within the venue. The event organiser can discuss branding opportunities.

Please, do not affix any tape or stickers to the walls or floors in the shared networking areas (ESC, Reception area, public areas) or to the carpet in the breakout rooms. **Any damage caused during the tenancy will be charged to the Event Organiser.**

Internet Access

CodeNode offers a shared 100mbps line to our customers covering the entire venue. Each breakout room comes with one hard wired connection for the speaker.

Additional hard wired internet access may be arranged upon request. Please let the event organiser know in advance if you do require any additional hard wired internet access.

WiFi: CodeNode **Password:** welovenode **Internet speed:** 100 Mbps

In-house AV specifications

All AV requirements should go through our internal AV team. Any external AV supplier/equipment must be approved before the event. For more details, please ask the Event Organiser.

Smoking

Smoking and vaping is prohibited in all internal areas of CodeNode and outside our main reception in accordance with current legislation. Please use the dedicated standing ashtrays located near CodeNode such as the main reception for *Finsbury Circus House*. **Failing this can result in an on-the-spot £50 fine by the local council.**

Cleaning

We occasionally do have cleaners on site during events and you will find a selection of recycling and rubbish bins placed around the venue. Please do help us keep the space clean and cooperate with our recycling policy.

Drinks

All drinks for your event must be ordered through CodeNode and served from {{SpaceBar}}. Sale and/or distribution of alcohol anywhere at CodeNode is subject to our liquor license. Our fully licensed bar {{SpaceBar}}, situated inside Escape, is open from Monday to Thursday from 16:30 to 21:30 and 16:30 to 17:30 on Friday. {{SpaceBar}} has a great selection of beers, wines, ciders and soft drinks. For any specific requests regarding the serving of alcohol (ie. pop-up cocktail bar), please contact the Event Organiser.

Health & Safety

All exhibitors must adhere to the health and safety rules of the site.

Risk Assessments

Please provide Risk Assessments and Method Statement for any large and complex event build. Speak to your Event Manager if you are planning to bring in heavy equipment, graphics, electrics or machines. We can also offer advice on how to work safely at CodeNode.

PAT testing

Please do not bring in technical equipment that has not been PAT tested, as it can blow our electrical fuses. We have our own PAT tested extension leads, so do let us know in advance of your needs and we will try to accommodate these. For any higher voltage equipment, you must make this known to your Event Manager **at least 2 weeks in advance** of your event.

Fire safety

Our fire alarm test goes off at 7.30am and 4.30pm every Friday. If the alarm goes off at any other point in time, we must evacuate the building safely. Our evacuation point is **Finsbury Circus**. Please make your team and delegates aware of the nearest fire exit upon arrival. See the next section for Emergency procedures.

First aid

First aid boxes are located at Reception, SpaceBar and in our HOME office. If you need anything, please come to speak to us. Our First aid posters are visible around the building and we have certified First Aiders on site. Any incident or serious injury must be reported to our team and logged in our **accident report book** located with the Event and Operations team in our HOME office.

Breakages and spillages

If you have any breakages or spillages in the venue, please do not dispose any broken glass in our bins. Speak to a member of our Event and Operations team who will be able to assist you.

Drugs

The abuse of alcohol, drugs and other substances can affect work performance and safety. Any person found to be under the influence of alcohol, drugs or other substances which constitute a danger to themselves or any other person using the venue, will be removed from the venue by security and if necessary further action will be taken to remedy the situation.

Emergency Procedures

Fire Evacuation Guidelines

In the event of an alarm sounding, please follow these rules:

Stage 1: Fire Alarm Activation – Remain where you are

When the **female voice Tannoy** sounds, a fire has been reported in the building.

Remain at your work stations and in your rooms, until further notice. Senior management will advise delegates of next stage, *if* an evacuation is needed.

Stage 2: Evacuation Alarm Activation – Please evacuate

When the **male voice Tannoy** sounds, Finsbury Circus Management will address the building and **ask us all to evacuate their area immediately**. Do not wait to conclude talks, meetings or telephone calls. Take personal belongings with you if they are immediately to hand, but do not go back to collect them, and find your nearest Fire Exit.

Our Assembly point is **Finsbury Circus Band Stand**, in the far corner on the right, wait for your Event Manager to sign you in.

Discovering a fire

In the event of someone discovering a fire at CodeNode:

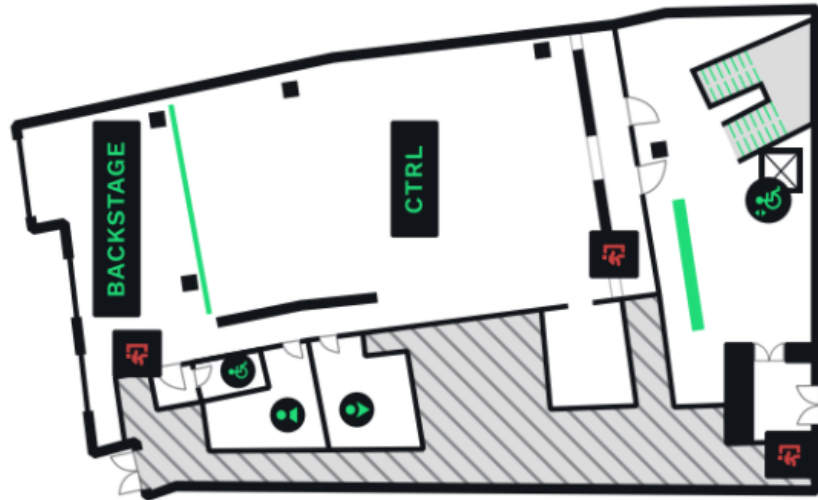
1. Immediately raise the alarm at your nearest '**Break Glass**' Point and report the incident to member of CodeNode staff straight away, so our trained wardens can get prepared to follow evacuation procedures, room checks and evacuate everyone safely.
2. Please go to your nearest Fire Exit and leave calmly. Do not lock rooms or go back for valuables.

Floor Plan

LOWER GROUND FLOOR PLAN



GROUND FLOOR PLAN



Risk Assessment Template

Date of risk assessment and name of person filling it in:

Work area (where are you assessing?):

Schedule of works (if appropriate):

List equipment list for large-scale event (if appropriate):

What is the hazard? <i>e.g. manual handling</i>	Who might be harmed? <i>e.g. the venue team lifting boxes</i>	How might people be harmed? <i>e.g. -they might injure their back if lifting incorrectly -they might drop something on someone if lifting incorrectly.</i>	Existing control measures <i>e.g. SSOW – safe system of work in place to train staff how to lift</i>	Likelihood (1 – 5)	Consequence (1 – 5)	Risk rating	Additional controls (if needed)	Actioned/monitored by who/when
				2	2	4	<i>n/a on this occasion</i>	<i>EVO manager and team- by 3/3/18</i>