



world **skills** uk  
The Skills Show®

# **COMPETITION ORGANISING PARTNER MANUAL**

The Skills Show 2016, 17-19 November 2016, the NEC Birmingham

## Welcome to The Skills Show 2016!

This Info Pack is designed to provide you with everything you need for planning your Competition space and to help you enjoy a smooth and trouble free event.

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## ABOUT THE EVENT

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**WorldSkills UK - The Skills Show** is the largest careers and skills event in the UK, providing an opportunity to inspire and spark the ambitions of over 80,000 young visitors.

WorldSkills UK – The Skills Show includes:

The national skills competition, where around 600 young people from across the country compete to be the best of the best in 58 different skills competitions.

Interactive Have a Go areas for visitors to try a new skill.

Impartial information, careers advice and guidance.

Informative Spotlight talks around a range of skills topics.

Interactive exhibition stands providing further education, training and apprenticeship opportunities.

CPD workshop opportunities for teachers, trainers and assessors

Your Skill will feature within 1 of 5 Industry Sectors presented at the show.

**Construction & Infrastructure**

**Engineering & Technology**

**IT & Enterprise**

**Media & Creative**

**Hospitality & Lifestyle**

## YOUR ROLE AS COMPETITION ORGANISING PARTNER

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Your Skills Competitions are at the heart of The Skills show, and your expertise is a key part of its success.

It is the role of the Competition Organising Partner to take hands-on leadership of your Skill area(s) during the build, live and breakdown periods to ensure the Infrastructure List and technical provisions are setup onsite as required.

During breakdown, the Competition Organising Partners must also ensure they are onsite to oversee the safe clearing of their area. Below are a few key points to remember....

The Competition Organising Partner will be responsible for....

- Providing a project manager/ technical advisor/ workshop supervisor who has the industry knowledge for the given skill. This person could be an existing judge/ member of your organisation/ volunteer/ someone who organises the heats.
- He/she will need to:
  - o create the infrastructure list for the competition area
  - o act as a project manager/ workshop supervisor for the competition area
  - o work alongside Us to draft a floorplan for the competition area
  - o Work in partnership with Us to source the infrastructure list (through sponsorship/ hire/ procurement).
  - o Produce all Health and Safety documentation as required by Us and ensure that the competition is delivered safely.
- Manage the setup of the competition area, once infrastructure list has been delivered, to ensure the area is fit for purpose.
- Manage the take down of the competition area
- Advise Us if volunteers are required to support the setup and breakdown two months prior to the event.
- Review and sign off floor plans of skill areas and the Infrastructure List.
- Submit risk assessments, including method statements, COSHH, PPE, CDM acknowledgement, gas list, waste, etc.
- Confirm catering arrangements with the Operations team.
- Sign off the graphics for wayfinding.
- Confirm onsite logistical information, including onsite arrival time, required deliveries/pick-ups, parking arrangements.

**Please refer to your Grant Agreement for further information.**

## MEET THE TEAM

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If you have any queries or information to share with us, please feel free to liaise with a member of the team below. We're here to support you and will be on hand throughout the build, open, and breakdown periods to oversee all activity.

OPERATIONS - SKILL AREAS	
<b>Chris Gooch</b> Head of Production	T: 020 3740 8214 / 07540 124543 E: <a href="mailto:CGooch@worldskillsuk.org">CGooch@worldskillsuk.org</a>
<b>Kristen Fassolas</b> Senior Production Manager	T: 020 3740 8215 / 07738 718896 E: <a href="mailto:KFassolas@worldskillsuk.org">KFassolas@worldskillsuk.org</a>
<b>Richard Carter</b> Sourcing/Procurement Manager	T: 07738 718911 E: <a href="mailto:RCarter@worldskillsuk.org">RCarter@worldskillsuk.org</a>
OPERATIONS – EVENTS & CATERING	
<b>Mark Smallman</b> Director of Operations	T: 020 3740 8209 / 07545 645216 E: <a href="mailto:MSmallman@worldskillsuk.org">MSmallman@worldskillsuk.org</a>
<b>Emma Parley</b> Senior Operations Manager	T: 020 3740 8210/ 07703 882825 E: <a href="mailto:EParley@worldskillsuk.org">EParley@worldskillsuk.org</a>
<b>Tessa Lawson</b> Logistics Coordinator	T: 020 3740 8213/ 07738 718908 E: <a href="mailto:TessaLawson@worldskillsuk.org">TessaLawson@worldskillsuk.org</a>
SPONSORSHIP	
<b>Casey Quinlan-Lloyd</b> Business Development Manager	T: 020 3740 8231 / 07720 088219 E: <a href="mailto:CQuinlan@worldskillsuk.org">CQuinlan@worldskillsuk.org</a>
<b>Andy Knight</b> Business Development Manager	T: 020 3740 8234 / 07540 124538 E: <a href="mailto:AKnight@worldskillsuk.org">AKnight@worldskillsuk.org</a>

## YOUR COMPETITION AREA

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The floorplan will identify the other elements included your area – furniture, walling, utilities (hot/cold water, waste and compressed air), graphics, AV and internet connections. Please make amendments via the portal or contact Kristen ([kfassolas@worldskillsuk.org](mailto:kfassolas@worldskillsuk.org)).

The IL contains all the equipment and consumables required for your competition. Please check through this and send any amendments through via the portal, as soon as possible, by **Monday 15th August** to enable sufficient time to source items and sponsors. Any questions please contact Richard Carter ([rcarter@worldskillsuk.org](mailto:rcarter@worldskillsuk.org)).

## SKILL SHOWCASE

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### Overview

Feedback from the Skills Show 2015 was that interpretation of the WSUK competitions needed further improvement as many visitors were walking past certain skills without an understanding of what the skill was, what the Competitors were building and creating or understanding why the competition was important or relevant to them.

Subsequently, for 2016, we have created a Showcase for almost every WorldSkills UK competition. These will be embedded within the competition spaces and help make the content of the competitions accessible, relevant and engaging to visitors.

These areas will be managed by either yourselves as Competition Organising Partners (if you successfully applied to occupy the space), or other organisations (further education institutions, colleges and training providers) with a strong understanding of the relevant WorldSkills UK competition and / or a working relationship with you, as the Competition Organising Partner.

### What will showcases involve?

Content will vary according to each Showcase Provider, but will include all or some of the following:

- Bite-size demonstrations of excellence of your skill in practice (preferably with commentary in order to engage a wide group at a time).
- Interactive content to allow visitors to get hands-on experience of the skill.
- Allow for Q&A from visitors, both during presentations and as side (one-on-one) conversations.

If you have any queries on suitable content, please contact us via [showcase@worldskillsuk.org](mailto:showcase@worldskillsuk.org).

### Competition Interpretation

With the Showcases taking place within the competition areas this year, we have removed some of the onus from Competition Organising Partners to deliver visitor-facing content that directly explains what is happening in the competition. We currently plan to include Interpretation boards (what the skill is about, how to get involved and where it could lead) and Skills Champion profiles. Each showcase area will be an approximate indent of 7m x 4m in the Skill block.

## VENUE ACCESS

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The Skill Show will be setting up the general infrastructure for each skill area from **Friday 11<sup>th</sup> November**. We recognise that some Skills have a complex Infrastructure List (IL) and require a more hands-on approach to complete onsite.

We have discussed with some of you the need to be onsite from the start of the build period. This will enable you to oversee your Sponsored equipment move into place and allows you to flag any potential issues with us at an early stage. It will also give you more time to organise the skill IL and get the area ready for your Competitors.

Venue access will commence at 08:00 during build and breakdown, and at 07:00 on show days. If you require an earlier access time please let us know.

If you have not already done so, please contact Chris Gooch ([cgooch@worldskillsuk.org](mailto:cgooch@worldskillsuk.org)) or Kristen Fassolas ([kfassolas@worldskillsuk.org](mailto:kfassolas@worldskillsuk.org)) to complete these arrangements and agree an arrival date.

### **Build up: 11 November – 16 November 2016**

If you have not already done so, please contact Kristen Fassolas via [kfassolas@worldskillsuk.org](mailto:kfassolas@worldskillsuk.org) to discuss your arrival day.

On arrival all vehicles must go to North 12 Lorry Park.

On Tuesday 15<sup>th</sup> and Wednesday 16<sup>th</sup>, the NEC will operate a refundable deposit system to assist traffic movement at the rear of the halls. The driver will be issued with a timed delivery pass to allow access to unload at the rear of the halls. Drivers must remove their vehicle from the rear of the halls as soon as possible. Please note that traffic officers will be patrolling the area and checking passes. Details about the deposit system can be found [here](#). Download the prepayment order form [here](#).

Drivers must remove their vehicle from the rear of the halls as soon as possible. Once unloaded traffic officers will direct you to the nearest car park. Car parking is free of charge on build days. Shuttle buses will not be running from the car parks on build days.

### **Open Days: Thursday 17 – Saturday 19 November 2016**

Any deliveries prior to the show opening should be via North 12 Lorry Park. Vehicles will not be allowed to remain at the rear of the halls once the show is open.

There are no deliveries allowed once the show is open.

Traffic officers will be patrolling and requesting drivers to remove their vehicles immediately if parked without authorisation.

Competition Organising Partners should park in Car Parks N3 – 7 and make their way to the halls.

A shuttle bus to the car park will be available for Competition Organising Partners and Competitors between the following times periods:

Thursday and Friday: 07:45 – 09:00 and 17:00 – 19:00

*This is for competitors, judges, sponsors etc only. No visitors.*

Saturday: 07:45 – 19:00

*Everyone is welcome to use the bus service all day.*

### **Breakdown: Saturday 19 November – Monday 21 November 2016**

Please note that for Health and Safety reasons goods cannot be removed from your exhibition stand until the event is officially closed for the day and **ALL** visitors have left the halls.

Commercial vehicles will be directed to North 12 Lorry Park and held throughout the day until the show has closed.

If you wish to load your car by the loading bays, you'll first need to report to North 12 Lorry Park where the NEC Traffic Management will give you further directions.

Vehicle access for breakdown will be from approximately 17:00 on 21 November 2015. **No vehicle entry is permitted before 17:00.**

## EVENT SCHEDULE

EVENT SCHEDULE (build, live, and breakdown periods)		
DATE	TIME	ACTIVITY
Friday 11 November	08.00 – 20.00	Infrastructure & equipment installed. Competition Organising Partners to oversee install of their skill area(s).
Saturday 12 November	08.00 – 20.00	Infrastructure & equipment installed. Competition Organising Partners to oversee install of their skill area(s).
Sunday 13 November	08.00 – 20.00	Infrastructure & equipment installed. Competition Organising Partners to oversee install of their skill area(s).
Monday 14 November	08.00 – 20.00	Build continues
Tuesday 15 November	08.00 – 20.00	Build continues
	16.30 – 17.30	COP Briefing
Wednesday 16 November	08.00 – 22.00	Access to Halls
	08.00 – 17.45	Competitor Access and familiarisation Health and Safety Briefing led by Competition Organising Partners
Thursday 17 November	07.00	Access to Halls. <i>Health and Safety Briefing by Competition Organising Partners to Competitors</i>
	<b>09:00 – 16:00</b>	<b>Event open – day 1</b>
	17.15 – 21.00	Access for Competition Organising Partners for resets as applicable.
	TBC	Networking Reception. Concourse Suite 1 & 2.
Friday 18 November	07:00	Access to Halls. <i>Health and Safety Briefing by Competition Organising Partners to Competitors (optional)</i>
	<b>09:00 – 16:00</b>	<b>Event open – day 2</b>
	17.15 – 21.00	Access for Competition Organising Partners for resets as applicable.
Saturday 19 November	07:00	Access to Halls. <i>Health and Safety Briefing by Competition Organising Partners to Competitors (optional)</i>
	<b>10:00– 16:00</b>	<b>Event open – day 3</b>
	17.00 – 21.00	Breakdown of Competition Areas commences. <i>NB: No movement of kit through the Halls is permitted until the event is officially closed for the day and ALL visitors have left. Hall closes at 21.00</i>
	TBC	WorldSkills UK Medal Ceremony. Hall 10.
Sunday 20 November	08.00 – 20.00	Breakdown continues
Monday 21 November	08.00 – 15:00	Breakdown continues. <i>See notes below regarding times for end of tenancy.</i>

**Please note that our tenancy ends at 15:00hrs. It is imperative that each Hall is completely clear by this time. Any items of equipment or material left will be disposed of after this time.**

## DELIVERIES TO THE NEC

The following is a brief guide for all those intending vehicle deliveries to The Skills Show at the NEC during the build period from the 11<sup>th</sup> to the 16<sup>th</sup> of November. It outlines what you can expect of us and, in return, what we expect of Competition Organising Partners to help the show run smoothly:



### KEY POINTS TO REMEMBER:

- During planning for your contribution to the show, your Skills Show contact will arrange a convenient time and date for your delivery.
- You will need to provide as many details as possible about your delivery e.g. Vehicle registration, driver and company name if applicable and goods being delivered. (Don't worry if you are hiring a vehicle or don't know the exact vehicle you will use; your name, company name and goods to be delivered will be sufficient in most cases).
- Upon arrival to the NEC follow signs for the North Lorry Park and check in at the VCP (Vehicle Check Point) Portakabin with the NEC staff and an Agility Fairs and Events representative. They will check your credentials and contact the relevant Hall manager for your delivery access. You will be called down to the halls when your door is clear, usually within a short time of arrival.
- Please note that if you are delivering on Tuesday the 15<sup>th</sup> or Wednesday the 16<sup>th</sup> of November a [deposit system](#) will be in operation.
- When you have completed your delivery (within your allotted time) return to the VCP (Vehicle Check Point) to collect your deposit (if applicable) and you will be issued with a pass allowing you to park on-site for the remainder of the day.

## COMPETITOR TOOLBOX DELIVERY AND COLLECTION PROCEDURE

### Delivery – Wednesday 16<sup>th</sup> November 09.00 – 15.00

Competitors are to head to the North 12 Lorry Park on arrival and inform security that they are a competitor and are dropping off their toolbox. They will be given a ticket which they need to keep safe to exchange for their toolbox later.

Once a ticket has been provided, competitors are to head to VE door 7.2 and drop off their toolbox.

Competitors can then go and park their car in car parks N3 – 7 and make their way back to the halls. They will need to show their ticket to security by VE door 7.2 in order to collect their toolbox. They can then take it to their competition area.

**Collection – Saturday 19<sup>th</sup> November 16.00 – 19.00**

Competitors will be able to move their toolboxes from **16:00** to VE door 7.2 or any public exit. If competitors are seen moving their toolboxes through the halls before this time they will be asked to return them to their competition area. When dropping off their toolbox to 7.2 they will be issued with a ticket. They can then collect their car, return to 7.2 and collect their toolbox with the ticket provided.

Please note that no toolboxes can be moved around the halls during the show open times if they are on wheels. Toolboxes can only be moved during this time if they can be safely carried.

**WAREHOUSE DELIVERIES**

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For those of you not delivering direct to the show please contact Kristen Fassolas in the first instance to arrange delivery to our warehouse.

Address: Unit 32-34, Elmdon Trading Estate, Bickenhill Lane, Birmingham B37 7HE.

## HEALTH AND SAFETY

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As a COP it is your legal and moral responsibility, under the Health & Safety at Work (etc.) Act 1974, as far as is reasonably practicable to ensure the health, safety and welfare of all Competitors and others associated with your skill block(s).

You will be required to conduct a briefing session onsite to your Competitors of all health and safety hazards and necessary precautions before Competitors begin their familiarisation. To assist we can provide you with information from the venue regarding their procedures.

### Public Liability Insurance

We will require a copy of your public liability insurance prior to your arrival on site. Whilst we take every precaution to protect your property during the event, we are not responsible for any loss or damage. We therefore highly recommend that you check your own policy or take out specific event insurance.

### Risk assessments

All Organising Partners must complete a risk assessment that looks at the hazards, risks and control measures you have in place for your Competitors' activity. All forms can be found on your portal and need **to be completed by Friday 16<sup>th</sup> September**. Please contact Chris if you have any H&S queries.

- **Why:** a risk assessment will protect your workers and your business, as well as complying with law.
- **When:** a risk assessment should be in place before you or any other employees conduct work which may present a risk of injury or ill-health.
- **Who:** a person within the organisation who is competent at hazard identification, has the ability to categorise and evaluate risks and put suitable controls in place to reduce risks.

### Five Steps to Risk Assessments

There are no fixed rules on how a risk assessment should be carried out, but there are a few general principles that should be followed. **Five Steps** to risk assessments can be followed to ensure that your risk assessment is carried out correctly, these five steps are:

1. Identify the hazards.
2. Decide who might be harmed and how.
3. Evaluate and assess the risks and decide on control measures.
4. Record your findings and implement them.
5. Review your assessment and update if necessary.

A **HAZARD** is a situation in the workplace that has the potential to harm the Health and Safety of people and/or to damage equipment.

A **RISK** is the potential for harm to be realised and the likelihood and severity of this happening.

### Construction Design and Management

Due to changes in legislation and to comply with Construction, Design and Management regulations, we **may** require you and your contractors to read and understand the below documents. The acknowledgement form will need to be signed on behalf of everyone from your organisation, including subcontractors, and returned by 16/09/16. In addition to this we will require a Construction Phase plan from your nominated contractor. **The technical team will be in touch with you if they require you to complete a CDM Induction.**

[WSUK TSS Site Rules](#)

[WSUK Induction Acknowledgement Form](#)

## Health and Safety advice

- Do make sure that you and anyone staffing your stand understands the emergency and evacuation procedures and locations of the exits within the halls. These will be distributed on site.
- Do ensure that measures are taken to minimise the impact of your operations on the environment.
- Do drive with due care and attention around the loading and unloading areas.
- Do adhere to smoking regulations and only smoke in the designated areas outside the NEC building and any connecting property.
- Do ensure that those operating equipment are fully trained and properly certified on the equipment being used.
- Do make sure all venue electrical work is carried out by our nominated contractor.
- Do ensure that before the event opens, all rubbish and packing from your stand is removed from site. It must not be stored on, or behind your stand during the event as it is a fire hazard.
- Do check that your insurance policy covers you and your personnel at the event.
- Do not use naked flames, flammable liquids, LPG or compressed gas, as these are not permitted.
- Do not use flammable materials as part of your displays. Some combustible materials may be acceptable if treated with correct flame inhibitor.
- Do not use over loaded, or insecure displays. Stands and displays can be knocked by visitors and must therefore be safe and secure.
- Nobody below the age of 16 is permitted into the halls during the setup period of the show; the halls are regarded as a building site during these periods.
- Do not overload trolleys – not only does this damage your exhibits; it also makes it much harder to manoeuvre your way to your stand and may cause injury to you or other people.
- Do not encroach into gangways with any part of your stand or display.
- Personal Protective Equipment must be worn in the halls during on the following days;

Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday
11.11.15	12.11.15	13.11.15	14.11.15	15.11.15	16.11.15	17.11.15	18.11.15	19.11.15	20.11.15	21.11.15
SS, HV, AC, HH	SS, HV, AC, HH	SS, HV, AC, HH	SS, HV, AC, HH	SS, HV, AC, HH	AC, AF	Only competition specific PPE is required in competition spaces during the live period.			SS, HV, AC	SS, HV, AC
HH required only when lifting and working at height						Out of hours work will require correct PPE and must be signed off by WorldSkills UK	SS, HV, AC required for breakdown			

### KEY;

SS – Safety Shoes

HV – High Visibility jacket

AC – Appropriate Clothing

HH – Hard Hat

AF – Appropriate footwear

The Association of Event Organisers has produced the [detailed best practice guidance](#) for Health and Safety at events, which all exhibitors should note.

## **WRAP AROUND ACTIVITY**

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**Whilst the Skill Competitions are the core focus of The Skills Show, the event also offers a number of other visitor attractions....**

### **Have a Go**

Have a Go activities provide visitors to The Skills Show with a 'bite-size' interactive taster of a skill. The Have a Go activities ignite passion, offering hands-on, tangible experiences to visitors, introducing them to skills that they may never have previously considered as possible career options.

### **Spotlight**

The 3 Spotlight stages host a series of free, 25-minute talks delivered by ambassadors and leaders in business and industry; apprentices; celebrities; partners delivering specialist training and careers advice; colleges; universities and learning providers. These inspiring talks give visitors a real-life, practical insight into the world of particular skills and vocations, offering advice and support on how to get on in the future.

### **Networking Reception**

Date: Thursday 17<sup>th</sup> November

Venue: Concourse Suites 1 & 2

Event Detail: Reception to replace the 'Welcome Dinner' of previous years.

Registration: Invite only

Event Overview (All timings TBC)

18:00 – Arrival

18:30 – 20.30 – Event

20.30/21.00 – Close

### **WorldSkills UK Medal Ceremony**

Date: Saturday 19th November

Event: World Skills UK Medal Ceremony

Venue: Hall 10

Event Detail: WSUK Medal Ceremony to replace the 'Big Celebration' of previous years.

Registration: Invite only

Event Overview (All timings TBC)

16.00 – Rehearsals

19.30/20.00 – Medal Ceremony Begins

22.00 – Medal Ceremony Finishes

## VOLUNTEERS AT THE EVENT

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If you wish to request volunteers to assist you during your competition; you should confirm this with Clare Baars, Volunteering Manager at The Skills Show by the beginning of September 2016. If in doubt please contact Clare to discuss this via [cbaars@worldskillsuk.org](mailto:cbaars@worldskillsuk.org)

As the face of The Skills Show, please remember that your volunteers need to be well briefed to be able to deal with our delegates, competitors and visitors. By the time volunteers reach you they will have:

Received their role allocation based on your requirements

Been inducted and trained into the Volunteer Programme (including Health and Safety training and Venue orientation)

Received their Volunteer handbook

Been registered and given their Skills Show volunteer uniform.

### **What do I have to do when volunteers arrive to help with your competition?**

First make sure you deliver a clear and concise brief to your volunteers ensuring they feel welcomed and have a clear understanding of what you expect from them. This briefing should also include:

An overview of what will be happening that day in your area

A brief description of their role

How you want them to work with you and your team, or members of the public

A thank you for being a volunteer with your team

If at any time you have questions or concerns about the volunteers assigned to your competition area please speak to the volunteer team leader. Each hall has a volunteer team leader responsible for all volunteers within the competitions in that sector.

### **Nine points to remember when working with volunteers:**

Treat Volunteers with respect

Say hello and smile (remember they are your colleague for the week)

Give information, help and advice

Be patient, some volunteers may need some extra time or support to fulfil their role

Ensure their welfare needs are met (e.g. adequate breaks and lunch)

Help them understand their responsibilities in the role

Give consistent messages and be consistent

Rotate tasks/activities where possible, particularly for mundane or monotonous tasks

Reward, Recognise and Praise = RRP

Remember, volunteers want to be:

Appreciated for the work they do

Busy with worthwhile and varied tasks

Provided with clear communication about tasks and expectations

Developed (where possible) and to learn new skills

### **For more help and information**

The Volunteering Team are here to help you in the run up to the event with any queries you have. Please contact our Volunteering Manager, Clare Baars, or any of our Volunteer Team Leaders at the event.

For any further queries, e-mail: [volunteering@worldskillsuk.org](mailto:volunteering@worldskillsuk.org) or call 0203 740 8247.

Thank you once again for your help and support.

## A-Z GUIDE

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### **Accommodation**

If you haven't already done so, to book accommodation please contact Event Express.

<http://www.eventexpressuk.co.uk/skills-show/>

Any queries can be referred to Tessa Lawson via [TessaLawson@worldskillsuk.org](mailto:TessaLawson@worldskillsuk.org)

### **Addresses**

#### **Venue**

National Exhibition Centre, Birmingham

Birmingham

B40 1NT

T: 0121 780 4141

E: [info@necgroup.co.uk](mailto:info@necgroup.co.uk)

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

#### **Warehouse**

Unit 32-34, Elmdon Trading Estate, Bickenhill Lane, Birmingham B37 7HE

For deliveries to the warehouse, please contact Kristen Fassolas for assistance: [kfassolas@worldskillsuk.org](mailto:kfassolas@worldskillsuk.org).

### **Audio Visual**

Your AV requirements will have been discussed with you on an individual basis. The key provisions are shown on the floorplan. If you have any questions, please contact Kristen Fassolas – [kfassolas@worldskillsuk.org](mailto:kfassolas@worldskillsuk.org).

### **Badges**

All registered personnel will be provided with a badge, this should be worn at all times, access will be refused if the badge is not displayed.

Badges for Competition Organising Partners and Competitors will be available onsite and available for collection at The Delegate Registration Desk (Hall 6 Ticket Kiosk).

### **Branding**

Each sector has been given a colour scheme to make the visitor journey as clear as possible.

Each skill block will have a graphic totem and flying banner installed which will display the skill name, Competition Organising Partner and Lead Supplier. Other competition suppliers will also be profiled around the skill block.

### **Catering**

Catering will be provided for Competitors, Organising Partners, Sponsor Technicians, Judges, and Technical Advisors for the days they are onsite. This complementary catering will be identified by the knife and fork symbol on the delegate badge.

More details to follow.

### **Cleaning**

All stands, gangways and public areas will be vacuumed by The NEC each night.

You'll be provided with brooms and cleaning tools in your skill area. We ask that any rubbish be placed in rubbish bags and put in the aisles at the end of each day for collection. Cleaners will *not* be asked to enter Skill areas overnight for cleaning. If you expect to produce waste which is either bulky or of a hazardous substance, please contact Kristen Fassolas ([kfassolas@worldskillsuk.org](mailto:kfassolas@worldskillsuk.org)) to discuss how we can clear this with you.

### **Deliveries**

If you have not already done so, please ensure you have informed our Senior Production Manager, Kristen Fassolas ([kfassolas@worldskillsuk.org](mailto:kfassolas@worldskillsuk.org)) of any deliveries you are expecting to the warehouse or the NEC.

### **Disabled Facilities**

Please follow the link [www.thenec.co.uk/planningavisit/disabledvisitors](http://www.thenec.co.uk/planningavisit/disabledvisitors) of the NEC website to find information on access and parking, toilets, hearing assistance, medical facilities, mobility equipment hire and dedicated ticket lines. If you have any queries or need assistance during your visit, please contact any member of staff who will be happy to help.

## **Electrics / Power**

As an exhibition hall, the venue is an open canvas onto which all services and power must be installed specifically for our event. The Skills Show is working closely with GES and our Sponsors to provide mains and distribution to the machines and specialist equipment in each skill area.

Please note that power is not provided at The NEC on a 24hr basis unless arranged otherwise with us.

Please note that all portable electrical items you are bringing must have a current PAT (Portable Appliance Test) sticker. You will not be able to use any equipment that is not PAT tested.

Onsite, all power queries, should be directed to a member of The Skills Show team.

## **Emergency Procedures**

Click [here](#) to view the NEC emergency procedures. Please ensure that all staff are made aware of and understand these procedures.

- You should report any losses or accidents immediately to our event security; they can be contacted through the production office, via a member of staff or on the following numbers below.
- For medical assistance call the NEC - Venue Operations Centre on 0121 780 4141 (internal ext. 2222), giving the exact location of the casualty and details of any injuries sustained including breathing/conscious state. The NEC Venue Operations Centre will then arrange for all necessary assistance. All security personnel are qualified first aiders. Please consider providing a first aider within your skill area, especially for the more hazardous activities.
- The NEC is protected by a sprinkler system and portable fire extinguishers. In the event of a fire:
  1. Break the glass on the nearest fire alarm point. These are located at each vehicle entry door, in organiser's offices and around the main Piazza and Atrium.
  2. Telephone the NEC Security Control Room on 0121 780 4141 (internal ext. 3333) giving the location and nature of the incident or inform a member of staff.
  3. Calmly notify adjoining exhibitors of the situation and, if safe to do so, tackle the fire with an extinguisher. Remember, keep calm, follow these procedures and help will arrive as soon as possible.

The Security Control Office is located in Hall 7 organiser offices adjacent to Hall 7 entrance. A member of security will be present at all times or alternatively call via 0870 761 3240 for all security enquiries.

## **Filming**

Due to the public nature of the event, it is important that The Skills Show and therefore The NEC is made aware of all filming and recording activities taking place at the venue. If you haven't so far informed us and are considering filming during the event (be it during the build or live periods), please inform Chris Gooch ([cgooch@worldskillsuk.org](mailto:cgooch@worldskillsuk.org)) as soon as possible.

## **Furniture**

Furniture will be provided for your Competition Area in conjunction with your pre-determined requirements and as shown by the latest floorplan.

## **Hot Works**

Any works involving heat sources must be appropriately controlled and only carried out when a Hot Works permit is in place.

Hot Work Permits (Welding, Grinding and Similar Processes):

Where Oxy-acetylene cutting/welding, arc welding, soldering, gas/oil blow lamps, grinders, metal burning, brazing and other operations generating heat are carried out, either during the build-up or breakdown periods of an event, or as part of a demonstration, adequate precautions must be taken to prevent damage to property or injury to persons by fire or hot metal.

The venue must be advised in advance of the nature of the work or demonstrations and a hot work permit will be granted by the venue following provision of suitable documentation and control measures

A charge may be made by the venue for the provision of additional fire-fighting equipment and surveillance by the venue fire staff necessitated by the additional risk.

Please notify Chris Gooch via [cgooch@worldskillsuk.org](mailto:cgooch@worldskillsuk.org) if this applies to you.

## **Insurance**

We will require a copy of your Public Liability Insurance **by Friday 16<sup>th</sup> September**. Please upload to your portal.

## **IT**

Internet access will be provided to Skill Areas as discussed with Kristen Fassolas - [kfassolas@worldskillsuk.org](mailto:kfassolas@worldskillsuk.org).

Unless previously discussed, the Internet access will be provided in your area via hardwired connections rather than general Wi-Fi. This is to ensure you have a fit-for-purpose connection and reduce conflicts with other areas.

The NEC has a wireless internet (Wi-Fi) network for general, non-competition based use. Please note that the wireless network is not secure and the venue does not provide any virus scanning or firewall facilities.

## **Lifting Equipment**

Lifting equipment will be available for skill areas during build days.

If you haven't already done so, please contact Kristen Fassolas - [kfassolas@worldskillsuk.org](mailto:kfassolas@worldskillsuk.org) who will be able to discuss your needs with you.

## **Mains Services – Water, Waste and Gas**

Water, waste and mains gas will be provided as requested with The Skills Show team. These will be reviewed with you on an individual basis to ascertain that all requirements are in place with services. If you have any particular queries, please contact Kristen Fassolas - [kfassolas@worldskillsuk.org](mailto:kfassolas@worldskillsuk.org).

The NEC operates its services by the following specifications and tolerances;

### Water

½" diameter hose.

Pressure 5bar (85 psi)

Volume 0.3 litres per second (4 gallons per minute)

### Drainage

1.1/2" diameter hose to foul or sewage dependant on discharge.

### Compressed Air

Female ¾" (20mm) BSP connector.

Pressure 5/6 bar (75 – 90 psi)

Volume 30 litres per second (80 cubic feet per minute)

### Gas

1" diameter hose or pipe

Pressure 22mm Hg (12" wg)

Calorific value 8,900 kilo calories per cubic metre

Volume 2.5 litres/second (150 litres per minute)

## **Parking**

On arrival, Competition Organising Partners should park in [Car Parks N3-7](#) and make their way to the halls. A shuttle bus to the car park will be available for Competition Organising Partners and Competitors between the following times periods:

Thursday 17<sup>th</sup> and Friday 18<sup>th</sup>: 07:45 – 09:00 and 17:00 – 19:00

*This is for competitors, judges, sponsors etc only. Not for visitor use.*

Saturday 19<sup>th</sup>: 07:45 – 17:00

*Everyone is welcome to use the bus service all day.*

## **Production Office**

The Production Office will be operational throughout the event; it can be found in the organisers offices adjacent to Hall 19 main entrance. A member of The Skills Show events team will be present at all times; if you have any urgent queries please contact us on 0870 76 13268.

## **Registration**

All Competition Organising Partners will need to register in advance of the event. The person co-ordinating your skill should register all personnel and indicate the breakdown of Judges, Technical Advisors, Sponsor Technicians, Competition Organising Partners, and Competition Support (e.g. tutors, non-award Competitors). Visit here to access the registration system: [www.delegate.com/the-skills-show-registration/2016/deliveryteam](http://www.delegate.com/the-skills-show-registration/2016/deliveryteam)

## **Security**

Do not leave any valuable items unattended at any time during tenancy.

We highly recommend all personal valuables are removed each day.

PC's and laptops should be secured with Kensington Locks where possible.

**Overnight:** If your Skill has any small items which are deemed to be critical to the function of the Competition, The Skills Show strongly recommends these are taken off site overnight (to your hotel room for example) and not left on the show floor.

You should report any losses immediately to our event security contractor Gainsborough located in Hall 7 organisers offices or via a member of staff.

The Skills Show works in conjunction with our security contractor to create and safe environment for the event. Please be vigilant at all times and if you are concerned about anything suspicious please make a member of staff aware by contacting the security team in the Security Control Office located adjacent to Hall 7 main entrance or via 0870 761 3240.

### **Storage**

Most Skill blocks will have storage areas within their block. You will also have Competitor and Expert Areas for some privacy during the event. There are provided with a limited number of power sockets for laptops and tool charging. These will be indicated on your plans.

### **Tannoy System**

Unfortunately the tannoy system cannot be used during any of the open days, except for emergency announcements.

### **Test Projects**

Some of your Competitors may be creating test projects at the event. We strongly advise the Competitors to take these projects and materials home with them on leaving the event, and to consider beforehand how they will best do this.

### **Travel Information**

The NEC is situated 8 miles East of Birmingham city centre.

#### **By car**

The NEC's central location ensures it is at the hub of the UK motorway network. Visitors from any direction can travel to the NEC site directly using the following motorways: M1, M5, M6, M6 Toll, M40 and M42. Please [click here](#) for a road access map of the NEC.

The NEC is signposted on motorways and major roads and is marked on most good maps. If you are travelling by car, we recommend that you allow plenty of time for your journey. For live traffic updates, visit the [Highways Agency website here](#).

#### **By rail**

The NEC is situated adjacent to Birmingham International Rail Station. If your starting point does not provide a service directly to Birmingham International, connecting trains are available from Birmingham New Street, which is a short journey of approximately 10-15 minutes from the NEC.

### **Visitors**

If you have friends or colleagues that would like to attend they can register for **complimentary tickets** at [www.delegate.com/the-skills-show-registration/2016/visitor](http://www.delegate.com/the-skills-show-registration/2016/visitor)

WorldSkills UK – The Skills Show hopes to attract 75,000 visitors during the three days.

All schools, colleges and universities within the UK will be invited to attend and they will be able to pre-book a three hours visit on any of the three event days but it is likely that most groups will visit on the Thursday and Friday.

The Saturday will be targeted at parents, carers and family groups.

Individuals including career professionals, adults seeking employment, training or education, graduates and family and friends of the Competitors will be able to register to attend on any of the three event days.

As you will be aware, the skill areas are to be controlled spaces and are not to be entered into by visitors or unauthorised persons. To control this, all skills areas will have a low ('dwarf') wall around the full perimeter of the skill block. There are a number of entrances and exits controlled by rope and post. Please keep these exits unblocked at all times for safety reasons.

### **Waste Products**

Please inform us if you expect to produce substantial or unusual waste products during the course of the event. We will need to consider a procedure for clearing any bulky or hazardous substances.

Please contact Chris Gooch - [cgooch@worldskillsuk.org](mailto:cgooch@worldskillsuk.org).

## YOUR CHECKLIST

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### WHAT YOU NEED TO DO & DATES FOR YOUR DIARIES

**Infrastructure List – Please review/update via your portal by Monday 15<sup>th</sup> August.**

- IL checked and complete

**Catering and Delivery Team – Thursday 1<sup>st</sup> September**

- Catering confirmed
- Delivery Team registration

**Volunteers – Thursday 1<sup>st</sup> September – [cbaars@worldskillsuk.org](mailto:cbaars@worldskillsuk.org)**

- Requested if needed

**Health & Safety paperwork – Upload to your portal by Friday 16<sup>th</sup> September**

- Public Liability Insurance
- Risk Assessment
- Method Statement
- CDM Induction Acknowledgement Form – if required the technical team will be in touch.

**Floorplan – review/amend via the portal. Any concerns please email Kristen.**

**Changes and queries should be raised ASAP and before Friday 16<sup>th</sup> September.**

- Layout confirmed
- Services confirmed
- Furniture confirmed
- IT confirmed
- AV confirmed

**Competition Management Group - Event Preparation Day (EPD) – Thursday 6<sup>th</sup> Oct @ the NEC**

- Confirmed attendance with Kristen. [kfassolas@worldskillsuk.org](mailto:kfassolas@worldskillsuk.org)

**We look forward to working with you at the show!**



world**skills**uk

WorldSkills UK champions world-class apprenticeships and technical skills. We do this by engaging young people in skills competitions, delivering experiential careers events, role modelling to challenge stereotypes and using our research to support the apprenticeship agenda. Our goals are to support business competitiveness, young people's employability and excellence in standards.

WorldSkills UK brings together WorldSkills UK Competitions, The Skills Show and WorldSkills UK Champions.

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W [worldskillsuk.org](http://worldskillsuk.org)

Find a Future (trading as WorldSkills UK) is registered in England at the above address, charity number 1001586, company number 02535199, VAT registration number GB945610716

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