

INSOMNIA

THE GAMING FESTIVAL

LAN PARTY | 6th - 10th September

EXPO | 8th - 10th September

EXHIBITOR & CONTENT PARTNER MANUAL

Welcome to the Insomnia The Gaming Festival - this manual will help you with everything you need to know about the show, and guide your smooth participation.

We look forward to working with you on the show!

If you have any questions, please do not hesitate to get in touch.

Sales: sales@player1events.com



Site Map



- NEC's A-Z Guide: [NEC A-Z HERE](#)
- Link to e-Guide: [e-Guide HERE](#)

Note: Please make sure you have read the terms and conditions and are aware of setup and pack down times.

Event access times:

Build:

<u>Build - Exhibition Hall 3&3A</u>	<u>Check-in open</u>	<u>Build access</u>
Wednesday 6th September	1200 - 1900 hrs	1200 - 2200 hrs
Thursday 7th September	0800 - 1900 hrs	0800 - 2200 hrs

<u>Build - Marketplace</u>	<u>Check-in open</u>	<u>Build access</u>
Thursday 7th September	1200 - 1900 hrs	1200 - 2200 hrs

<u>Build - LAN Hall 4</u>	<u>Check-in open</u>	<u>Build access</u>
Tuesday 5th September	0900 - 1900 hrs	0900 - 2200 hrs
Wednesday 6th September	0800 - 1900 hrs	0800 - 1500 hrs (<i>hall open to public at 1600 hrs, so stands to be ready by 1500 hrs</i>)

- **High-viz is compulsory during build-up.**
- You must acknowledge and sign the Health & Safety brief prior to commencing your works.
- No access for young people, under 16yrs, or animals, during the build (and break) period.
- Stand vehicles may access the exhibition floor during the first few hours of build, by prior arrangement with the Exhibition Floor Manager. All other vehicles must leave the hall no later than 1400hrs on the first build day.
- Access ends 2200hrs Thursday - **your stand must be completed and all packaging, tools, boxes and waste off the exhibition floor by this time.**
- If access is required beyond these times you will be required to pay the relevant costs to be discussed with your Player1 Events account manager.



Live:

<u>Event - LAN Hall 4</u>	<u>Check-in opens</u>	<u>Exhibitor access</u>	<u>Event Open</u>
Thursday 6th September	0800 - 1800 hrs	0800 - 1900	1600 - 24/7 hrs (hall opens to public at 1600 hrs, LAN opens at 1800 hrs for 24/7 until Sunday at 1600 hrs)

<u>Event- Exhibition & Marketplace Hall 3&3A</u>	<u>Check-in opens</u>	<u>Exhibitor access</u>	<u>Event Open</u>
Friday 7th September	0800 hrs	0800 - 1900 hrs	1000 - 1800 hrs
Saturday 8th September	0800 hrs	0800 - 1900 hrs	1000 - 1800 hrs
Sunday 9th September	0800 hrs	0800 - 1900 hrs	1000 - 1800 hrs

- All exhibitors must be present, with a dressed and ready stand, for the full duration of the show. No stand may be worked on whilst the Exhibition is open or taken down before the end of the festival on the last day.
- Please be aware that other areas of the exhibition halls may be open to the public for evening activities so please make sure your stand is secure. Secure storage options are available if you ask your account manager.
- **Note if you are in the Esports/ LAN space (Hall 4) they are live from 4pm on Wednesday 6th September with 24hr access until 4pm Sunday 9th September.**

Break:

Until the hall is clear of public, no dismantling may begin and no trolleys or ladders may be used. Please wait until the tannoy announcement.

<u>Breakdown - Exhibition & Marketplace Hall 3&3A</u>	<u>Check-in open</u>	<u>Break-down access</u>
Sunday 9th September	0800 - 2100 hrs	1800 - 2300 hrs
Monday 10th September	0800 - 1100 hrs	0800 - 1100 hrs

<u>Breakdown - LAN Hall 4</u>	<u>Check-in open</u>	<u>Break-down access</u>
Sunday 9th September	1600 - 1900 hrs	1800 - 2300 hrs

- De-dressing time for 1 hour after the event ends, i.e. approximately 1800-1900 hrs.
- From 1 hour after the event ends, i.e. approximately 1900hrs, high viz will be compulsory.
- Announcements will be made to advise when break-down can start.
- No young people, under 16 years, are permitted during the break period.
- Access ends as per schedule above for different halls; **all stands must be completely packed down and clear from site.**



Covid-19

Suspect C-19 or other respiratory infection?

- Take precautions to limit contact with others.
- Refer to your company's policy around illnesses at events or consult a manager.
- Take suitable precautions to reduce spreading it; such as wearing a face-covering indoors and engage in an excellent personal hygiene regime (catching sneezes in tissues, frequent hand washing, not sharing tools/equipment with others and cleaning equipment and items you may have used).
- Everyone should be aware of and considerate to those around that may be at increased risk.

Symptom of COVID-19, flu and common respiratory infections include:

- Sore throat
- Runny or blocked nose
- Sneezing
- Coughing
- Headaches
- Hoarse voice
- Muscle aches and pains
- Altered sense of smell



INSOMNIA
GAMING FESTIVAL

STAY SAFE | PROTECT EACH OTHER | HAVE FUN



FACEMASKS

Please wear a mask if you are able to, protect yourself and everyone around you



DISTANCING

Keep your distance, some people haven't been around others for a while or had the opportunity to vaccinate yet



SYMPTOMS

Take personal responsibility. Limit your exposure and do not attend if you have symptoms and should be isolating



PERSONAL HYGIENE

Wash your hands and use sanitiser wherever possible especially when playing on consoles and PCs



Passes: Exhibitors, Features, Contractors and Guests

A pass is needed to gain entry into the event, please ensure Player1 Events know the quantity you require using the **Exhibitor Sign up form** - this can be found on the Exhibitor Portal.

Build & Break passes

- Are required for all personnel (including those with live event day Exhibitor Passes) working in the halls during build up and breakdown.
- Passes will not be issued to any Exhibitor or their contractors until they have:
 - Submitted their H&S Declarations before arriving at the site.
 - Acknowledged, on site, the Site Rules and Safety Information, before entering the halls.

Exhibitor passes

- The Organiser will supply the Exhibitor with passes in limited quantities, based on the size and area of the stand, admitting bona fide assistants and essential employees to the Exhibition.
- The Exhibitor shall be responsible for ensuring that each pass is only used by the person to whom it was issued.
- Passes are not transferable and must not be given or sold to any person who is not working on your stand. Any person/exhibitor that flouts the above will be requested to leave.

Guest Passes

- Complimentary Guest Tickets allocation is calculated on the size of your stand. Please speak with your Player1 Events contact for codes to redeem your tickets.
- Complimentary tickets are issued in good faith. Please note that resale or transfer of these tickets is strictly forbidden.

Check-in and Venue Access

- All exhibitors and contractors check-in at the check-in desks at Kiosk 3; or at the truck delivery doors at the rear of the Hall 3 (VE door 3.4).
- You must report to the Check-in area on arrival, to receive your accreditation and parking passes. Refer to access times for check-in timings. **Only 2 parking passes can be given per stand per day.**
- Build & Break passes should be collected individually - we cannot give one representative all your passes in bulk.
- In order to complete your Check-in, you will need to read or receive a Health & Safety induction and agree to the Player1 Events and venue site rules.
- Please **remember to confirm your staff numbers**, to prevent any delays in check-in or being turned away from the event. Please do this by filling out the sign-up form sent to you no later than 11th August 2023.
- After access ends at 1900 hrs on live days, please remember that you cannot re-enter after restocking your area and while evening entertainment is on.



Build - Hall Access & Deliveries

If you're exhibiting, building a stand, or delivering products at an NEC show make sure you book your delivery online in advance, for a simple in-out operation. ALL deliveries must be booked in advance and booking confirmation printed off to display on the vehicle dashboard on arrival at the lorry park and hall. Deliveries will not be accepted by the NEC before **Tuesday 5th September 09:00**.

If you do, you'll be able to take advantage of the following:

- No queuing for your pass
- Contactless experience. Advance online bookings only – no cash on the day
- Leave within the allocated time and no payment is charged
- Once unloaded, just move the vehicle to the exhibitor / contractor car park or leave site. The vehicle is automatically checked out by ANPR camera when it leaves the inner area via the gate house.

To access the rear of the Hall for build and for deliveries before the show opens on live days (**no access after 09:30**), you'll use the NEC's online booking service. Please ensure to create your account and select the appropriate time slot before arriving at the venue

<https://voyagecontrol.com/necbirmingham>

NB: Not required for Breakdown

Stand Services

- If you would like to book additional services, please visit the following portal:

Website: [Emblem Events Expo Portal](#)

Password: **GAMING2023**

- All items have a 20% cost surcharge applied from September 1st ; and a 50% cost surcharge if booked on-site. Please speak to the service provider to confirm details in each case.
- Water / refreshments must be self- sourced.
- PPE, including high-viz; **must be self-sourced and it is compulsory**.

Stand Electrics

- 3 Phase Power available on request, each socket can have a maximum of one 4-way extension lead attached.
- 'Daisy-chaining' extension leads is prohibited.
- All equipment brought to site must be fit for purpose and that such equipment has passed all relevant safety checks and is safe to use onsite, with certificates available upon request.

Venue Stand Power

Stand power will be turned on at the following times (subject to pre-order):

<u>Date</u>		<u>Power on</u>
Wednesday 5th September	Build	0800-2200 hrs
Thursday 6th September	Build	0800-2200 hrs
Friday 7th September	Live event	0800-1900 hrs
Saturday 8th September	Live event	0800-1900 hrs
Sunday 9th September	Live event & Breakdown	0800-2200 hrs
Monday 10th September (BYOC)	Breakdown	0800-1100 hrs



*Note that connection to a built/designed power distribution system will only happen after it has been signed off by the house electrical contractor.

Venue Network

Stand Network can be ordered via email or phone call; please find all the details on the NEC Orders (Network).

Logistics

Timings

We will need the following logistics and haulage information in order to sign-off your attendance – all to be recorded through your Player1 Events contact:

- Confirm your arrival arrangements i.e. arrival time and number of vehicles in your schedule.
- Expected deliveries by private courier.
- Build timings, and contractors numbers/timings.
- Break down plans, and contractor numbers/timings.

No persons under the age of 16 will be allowed on-site during build-up and break down. This is to comply with health and safety regulations and NO exceptions will be made. This information is all required, no later than 11th August 2023.

Unloading/Loading

- Rear of hall access at the venue should all be booked in through your Player1 Events contact. Please ensure Player1 Events are aware of your plans.
- Please remember that build-up and breakdown are busy periods and delays are possible.
- Hatch markings at the rear of the halls must be kept clear at all times.
- Vehicles for build & break should head straight to North 12 Lorry Park; they will be called through to the hall's loading docks by venue traffic security, as space allows, on a first-queued, first-called basis.
- Any items left after breakdown access ends, will incur fees for their removal and/or storage

Forklift & Trolleys

If you require mechanical lifting assistance, this MUST be pre-booked before the show - please contact Emblem Event & Exhibitions. [Emblem Portal](#).

Floor Tape

If you will be using any tape on the hall floor it must be NEC approved tape. The list of approved tapes along with suppliers are as follows:

- [Le Mark Self Adhesives](#)
- [ISA Tape](#)
- Formulex Ltd
- GES carpet tape

Damage to the floor from tape that is not NEC approved will incur charges.



Shell Scheme

To avoid being charged for damaged shell scheme please follow the below advice:

Do Use

- Double sided tabs
- Self-adhesive velcro hook & loop
- Panel brackets

Do Not Use

- Screws
- Pins
- Staples
- Paint
- Strong Adhesive

Trolleys & Ladders

Trolleys (personal or hired) may only be used before the opening of the exhibition each morning and must be stored out of sight during the open period. It is also your responsibility to ensure that all pallets are removed from site; failure to do so will result in the removal charges being levied.

Aisles and Gangways

Please note that ALL gangways must be kept clear at all times throughout the build up and breakdown. All exhibitors and contractors on site are responsible for keeping these gangways clear. Please ensure your contractors are aware of the emergency gangways.

Exhibitors should manage the build and breakdown of their stand by maintaining the Emergency Gangways as they form part of an evacuation route and provide access for emergency vehicles.

Deliveries

Upon submission of your order form you will be allocated a number for your exhibitor stand. All deliveries for your stand must be addressed to this stand number, clearly stating Player1 Events Logistics Manager as the first line; and then your details after i.e.:

FAO: **(your contact name & stand name/company & stand number)**

Player1 Events Logistics -
Insomnia Festival NEC:
VE Door 3.4
Birmingham
B40 1NT

This will ensure that your deliveries find their way to you smoothly; and are placed on your stand should they arrive before you. Please note that the NEC will not accept deliveries before Tuesday 5th September 09:00.

Traffic & Parking

Trucks, and large vans

Build

- Vehicles for build and break should head to lorry park N12; there they will be registered by NEC Traffic and sent down to the hall's loading docks via gate 5.



Open

- Exhibitors needing to re-stock prior to show opening should attend the build-up Lorry Park, where they will be allowed to the rear of the hall. Once the vehicle is unloaded, it must be removed immediately to the outer car parks.
- No unauthorized vehicles are allowed at the rear of the Halls during show open and all hatched markings around the vehicle entry doors are to be kept clear at all times. Unauthorized vehicles may be towed.
- To access the Lorry Park you will need to book your arrival with the [NEC's Voyage Control](#).

Breakdown

- **Breakdown will commence once ALL visitors have vacated the hall. This can take 30-45 mins.**
- Larger vehicles will be directed and queued on the designated lorry park from 0700 hrs on the morning of breakdown. They will be sent down to the rear of the halls once space becomes available (approximately 1830 hrs, however this may be later dependent on the number of smaller vehicles requiring access).

Cars and small vans

- Parking for exhibitors is in the EAST CAR PARKS. Your allocated parking passes will be available from the Check-in point; and are to be shown on exit (Wed & Mon, you don't need a parking pass as they are full Build & Break days)
- Parking passes above your complimentary allocation (2 vehicles per day) will be £5 per day, payable on-site, on departure to the venue car parking attendants.
- A shuttle bus will operate around the carparks from 0900-1900 hrs Friday, Saturday & Sunday. (08:00 on the first open day (Friday), and until 20:00 on the final day close (Sunday)).

Health and Safety

Please make sure that you have filled in the Health and Safety Declaration (HSD) online form for your stand. It is very quick and simple to do - the form can be found on the Exhibitor Portal.

The form includes requests for your:

- Risk Assessment (RA) for the event and build/break
- Method Statement (MS)
- Fire Risk Assessment (FRA), if required
- Stand plan/sketch/drawing
- Stand picture/visual/photograph
- Confirmation that all stand staff and build/break contractors will be briefed on your H&S matters

If you have any questions, please feel free to contact safety@Player1events.com

This HSD form is required to be submitted no later than **11th August 2023**. Any delays in submitting completed paperwork will cause knock-on delays for you at check-in; or risk being turned away from the event.

Exhibitor staff will **not be allowed onto the exhibition floor** until they have signed the Health and Safety declaration or had a briefing from the Player1 Events Health & Safety Advisor.

Anyone on site during build & break periods are expected to be in appropriate PPE for the works to be done. A high visibility vest is compulsory during build & break as vehicles and plant move in the hall and loading areas, and appropriate hard-soled footwear is strongly advised. **You must supply your own high viz.**

Please consult the Player1 Events Site rules - these can be found on the Exhibitor Portal.

Venue Useful Information & Emergency Procedures

- Please consult the **Venue's Emergency Procedures:** [NEC Emergency Procedures](#)
- Link to e-Guide: [e-Guide HERE](#)



- NEC Site map: [NEC Site Map](#)
- NEC Exhibitors FAQs: [exhibitors/faqs](#)
- NEC Health & Safety Guidelines: [exhibitor-guide/health-safety-fire](#)
- NEC Food Hygiene, F&B, Alcohol, Sampling Guidance – please speak with Player1 Events regarding restrictions

Trading Standards

Trading standard officers visit all shows and exhibitions. These visits are made to ensure compliance with all legislation assigned to their Department. We do expect traders who attend the show to cooperate fully with these officers and comply with the laws that they enforce.

Catering

*[Catering Form - Intend to retail for immediate/ off site consumption](#)

*Please note this is only for use where products for sale have been agreed with P1E in advance.

Stand Guidelines

Some key items to consider, and discuss with us:

Stand lighting	Some areas of the exhibition hall may be darker than others, please speak to us about the location of your stand, and whether stand lighting would be recommended for you.
Aerial equipment including: - Airships - Balloons - Blimps - Drones	• Applications for permission to use must be submitted to Player1 Events, and the venue in writing, together with a risk assessment, at least 28 days prior to the event. • Please see the e-Guide Section 5 for guidelines of use, and things to be considered in the Risk Assessment. Notably: - Blimps must be tethered - Drones must be confined to a specific area i.e. netted area
Segways / Hoverboards	• Applications for permission to use must be submitted to Player1 Events, and the venue in writing, with a risk assessment, at least 28 days prior to the event. • Products must be confined to your stand space, and not used in any public area including aisles
Weapons: - Replicas - Firearms - Crossbows - Deactivated - Swords & - Knives	• The use or sale of weapons must be agreed in writing by Player1 Events and the venue. • Requests for approval, copy of relevant licenses, and detailed risk assessments must be submitted to Player1 Events and the venue at least 28 days prior to tenancy. • The venue reserves the right to refuse permission for the use of any weapon in a show or performance where it feels that the criteria are not being met. • Please see the e-Guide Section 54 for full guidelines and requirements.
Rigging	• Please see the e-Guide Section 37 for general guidelines • All rigging plans to be submitted to Player1 Events, in fully dimensioned floor plan and profile elevation views. • Specifically, for Insomnia events, your designs must: - be trimmed a minimum 4m from the floor - any rigging must sit within the footprint of your stand - must be 'finished' from all angles i.e. no 'back' on display
Music & Video	• Stands wishing to publicly play pre-recorded music from radio, digital media players, CD's, tapes etc. on stands or other areas, or through the public address system must obtain the necessary license directly from PPL & PRS Joint Music License: -Contact number; 0800 0720 808 -Fill in their form online on pplprs.co.uk • Stands wishing to publicly show video or DVD recordings must apply for a license directly to Video Performance Ltd, in addition to PPL & PRS. • If you have any amplified music or PA system, please be respectful of neighboring stands and ensure you comply with any floor manager request to adjust the volume or PA direction. • Please see the e-Guide Section 31 for guidelines of use



Simulators, Climbing Walls & Rides	- Simulators, climbing walls and rides must: - Comply with the Amusement Devices Inspection Procedures Scheme (ADIPS). - Supply Declaration of Operational Compliance (DOC), copies of annual inspection certificates and a full risk assessment are submitted to the venue no later than 28 days prior to the start of the license period. - Please see the e-Guide Section 43 for full guidelines and requirements
Food, Beverage & Sampling	Please see the e-Guide - Catering for full guidelines and requirements Points of note: - Venue Food & Beverage Sampling Guidelines to be consulted - A detailed HACCP to be submitted to Player1 Events and the venue at least 28 days prior to tenancy. - Exhibitors with energy drinks must have a procedure to ensure they are not to be given to children <u>At the NEC:</u> In specific circumstances Amadeus may allow exhibitors to sample foods for offsite consumption. This is only permitted if the product is relevant to the show profile and prior application is required in every instance. Applications will be reviewed and assessed in line with food safety regulations and applicable charges levied.
Merchandise	- Brand merchandise may be examined at the show and we reserve the right to seize (and pass to trading standards) any counterfeit goods to help protect our legitimate exhibitors. We also reserve the right to cease that stand's trading, and remove from the show, without refund. - Any toys on sale must be CE marked, if not then you must be able to produce, at the show, supporting documents to demonstrate it is safe to retail in the EU.
Competitions & Giveaways	- You must consider safety of visitors if you are creating a crowd at your stand. - The stand space must account for expected crowds, and not spill out onto aisles - You must submit a full risk assessment to Player1 Events no later than 28 days prior to the event; which is to include details of the items being offered, timings of activities, method of distribution, plans for crowd management
Aisles & Gangways	- Gangways cannot be used as storage areas or as viewing areas for your stand. Please incorporate any storage or viewing requirements within the design of your stand. - Activities may not spill into gangways; this includes the use of roaming comic-style characters.
Costumes	If you plan on having an in-game character whose dress could be considered inappropriate, please share a description of your desired attire to your Player1 Events account contact for approval and further discussion if required
PEGI Ratings	- PEGI 16: games of this rating need to be cordoned off by way of (at least) tensa barrier, have a perimeter area around to minimise viewing; and a staffing system to ensure no one under 16yrs access the content - PEGI 18: games of this rating need to be enclosed by walls and/or draping, and a staffing system to ensure no one under 18 yrs access the content
Complex Structures, Stand Construction	- Please see the e-Guide from Section 46 onwards for full guidelines and requirements - Complex stand structures require a structural engineer to inspect and confirm it is suitably constructed and stable/safe: - A multi-storey stand. - Raised platforms over 600mm high. - A stand where provision is made for a closely seated audience. - Stand fittings exceeding 4 meters in height. - A stand with a travel distance to a gangway greater than 12m without a choice of direction. - Raised or tiered seating. - Any element suspended from the roof of the hall (i.e. rigging). - A temporary demountable structure including, temporary grandstands and seating, demountable framed structures, stages and barriers, ancillary special structures, tents and marquees.
Stand Accessibility	Please take note of the e-Guide Section 16 on Equality & Disability, which references a stand should be designed with access for disabled visitors in mind. Exhibitors with stand platforms must incorporate a ramp so that customers can be served on the stand and not from the gangway.
Stand finish	Note that you may not be backed by another stand; and so your area should be finished and presentable to the public from all sides.



Secondary Branding

You need to inform us of all secondary brands that will be appearing on your stand, this list will need to be authorized by us prior to the event. Please ensure we have details such as:

- Company
- Brief details of involvement

PRS & PPL

It is the Exhibitor's sole responsibility to obtain an appropriate license for the playing of recorded music from the PPL & PRS Joint Music License, and pay the fees or royalties they require.

