

EXHIBITOR MANUAL

SCAFFE x 25

MANCHESTER 11-12 SEPT

**THE SCAFFOLDING
AND ACCESS WORLD
UNDER ONE ROOF.**

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GENERAL INFORMATION

This Exhibitor Manual is designed to help you with your pre-event planning. **Please read this document carefully**, as it highlights important information and key deadlines to support your successful participation in ScaffEx25.

GENERAL INFORMATION

CONTACT DETAILS



ORGANISER

NASC

Emily Brouder (Operations)
Event Operations Manager
E: emily.brouder@nasc.org.uk
Tel: +44 (0)7541 640336

Derek MacHale (Sales and sponsorship)
Event Director
E: derek.machale@nasc.org.uk
Tel: +44 (0)7512 334586

VENUE

Manchester Central

Windmill Street
Manchester
M2 3GX

Craig Beardall
Senior Event Manager
E: c.beardall@manchestercentral.co.uk
M: +44 (0)161 834 2700

EXHIBITION CONTRACTOR

Warwick Event Services

25 Marsh Road
Lords Meadow Ind Est
Credon
EX17 1EU

Erin Cooke
Head of Exhibition
E: erin@wce.co.uk
Tel: +44 (0)1392 953012

SHELL SCHEME FURNITURE HIRE AND EXTRAS

Warwick Event Services

25 Marsh Road
Lords Meadow Ind Est
Credon
EX17 1EU

Abi Grindling
E: exhibitionorders@wce.co.uk
Tel: +44 (0)1392 953 012



EXHIBITION VENUE Central Hall, Manchester Central



EXHIBITION TIMES

Thursday 11 September: 10:00–17:00

Friday 12 September: 10:00 – 16:00

For the benefit of all delegates and fellow exhibitors, stands must be maintained to a consistently high standard and staffed by exhibition stand teams throughout the exhibition live times.

**ALL STANDS TO BE READY BY 09:00
THURSDAY 11 SEPTEMBER**

GENERAL INFORMATION

KEY DATES AND DEADLINES



25/07	SUBMISSION OF STAND DESIGNS AND RISK ASSESSMENT (SPACE ONLY)
25/07	SUBMISSION OF RISK ASSESSMENT (SHELL SCHEME)
25/07	RETURN OF H&S DECLARATION (SHELL SCHEME & SPACE ONLY)
14/08	HOTEL ONLINE BOOKING CLOSES
15/08	SUBMISSION OF PUBLIC LIABILITY INSURANCE (SHELL SCHEME & SPACE ONLY)
15/08	STAND SERVICES ORDERING DEADLINE - WATER, WASTE, ELECTRIC, AV, CATERING ETC. (5% DISCOUNT FOR ONLINE ORDERS PLACED BEFORE 18/07/25)
22/08	GRAPHICS ARTWORK SUBMISSION DEADLINE (SHELL SCHEME)
31/08	EXHIBITOR REGISTRATION DEADLINE
31/08	SUBMISSION OF PUBLIC LIABILITY INSURANCE
08-12/09	DELIVERIES ACCEPTED TO MANCHESTER CENTRAL
08-09/09	BUILD DAYS: SPACE ONLY
10/09	BUILD DAY: SHELL SCHEME
13/09	BREAKDOWN DAY (FINAL): SHELL SCHEME & SPACE ONLY
13/09	LATEST COLLECTIONS FROM MANCHESTER CENTRAL

GENERAL INFORMATION

BUILD AND BREAKDOWN SCHEDULE



BUILD		
DATE	ACCESS	TIME
08/09 – 09/09	SPACE ONLY	10:00 – 22:00
10/09	SPACE ONLY*	10:00 – 22:00
10/09	SHELL SCHEME	10:00 – 22:00
EVENT LIVE		
DATE	ACCESS	TIME
11/09	ALL Stands MUST be ready by 09:00	10:00 – 17:00
12/09	ALL	10:00 – 16:00
BREAKDOWN		
DATE	ACCESS	TIME
12/09	ALL**	16:00 – 22:00
13/09	ALL	07:00 – 23:00

*Strictly finishes touches only (no construction, heavy power tools or working at height)

****You MUST NOT commence breakdown before 16:00.** Any exhibitor in breach of this will not be permitted to exhibit in 2026



EXHIBITION			
DATE	EVENT	TIME	LOCATION
11/09	OPENING CEREMONY	09.30	EVENT ENTRANCE
11/09	EVENT LIVE - DAY 1	10:00 – 17:00	CENTRAL HALL
12/09	EVENT LIVE - DAY 2	10:00 – 16:00	CENTRAL HALL
CONFERENCE (full session programmes will be shared)			
DATE	EVENT	TIME	LOCATION
11/09	CONFERENCE OPENS: KEYNOTE SPEECH	10:00	CHARTER ROOMS 2&3
11/09	CONFERENCE - DAY 1	10:00-17:00	CHARTER ROOMS 2&3
12/09	CONFERENCE - DAY 2	09:30-16:00	CHARTER ROOMS 2&3
12/09	CONFERENCE CLOSES: CLOSING REMARKS AND FINAL ADDRESS	16:00	CHARTER ROOMS 2&3
SCAFFOLDING EXCELLENCE AWARDS			
DATE	EVENT	TIME	LOCATION
12/09	DRINKS RECEPTION	18:30-19:15	MANCHESTER CENTRAL
12/09	AWARDS CEREMONY AND DINNER	19:30-23:00	EXCHANGE HALL
12/09	AFTER PARTY & EVENT CLOSE	23:00-01:30	CHARTER ROOM 1

All timings are subject to revision. Any changes will be communicated in advance.

Please ensure you have registered to receive all the latest event communications: **REGISTER HERE**. This link is for **EXHIBITORS ONLY**. Non-exhibiting delegates should **use this link**.



BY ROAD

M6 – FROM SOUTH STOKE, BIRMINGHAM

Leave the M6 at junction 19, just after Knutsford Services. Follow the A556 towards Altrincham and pick up the M56 towards Manchester Airport. Follow the motorway onto the A5103 (Princess Parkway), then follow signs for Manchester Central, Petersfield.

M6 – FROM NORTH PRESTON, CARLISE

Leave the M6 at junction 21a for the M62 towards Manchester.

At junction 12, join the M602 and continue to the end of the motorway (Regent Road Roundabout, Salford). Follow signs to the city centre along Regent Road, and then to Manchester Central, Petersfield.

M62 – FROM WEST LIVERPOOL

At M62 junction 12, join the M602 and continue to the end of the motorway (Regent Road Roundabout, Salford). Follow signs to the city centre along Regent Road, and then to Manchester Central, Petersfield.

M62 – FROM EAST LEEDS, YORKSHIRE

At M62 junction 18, join the M60 westbound. Take junction 17 onto the A56 (Bury New Road) and follow signs to the city centre, and then to Manchester Central, Petersfield.

M56 – FROM WEST NORTH WALES, CHESHIRE

Follow the M56 past Manchester Airport. Continue onto the A5103 (Princess Parkway), then follow signs for Manchester Central, Petersfield.

BY RAIL

It takes a little over two hours to reach Manchester from London and Manchester also has direct connections to most major UK cities. Services arrive at Piccadilly or Victoria stations where passengers can connect with Metrolink trams for easy access to the city centre. Manchester Central is a 20-minute walk from Piccadilly Station or just five minutes by taxi. Alternatively, catch a connecting train to Oxford Road Station – just five minutes from Manchester Central on foot.

BY TRAM (Metrolink)

The nearest tram stop to Manchester Central is St Peter's Square. From there, it's just a few minutes on foot.

Trams run every few minutes from early morning until late in the evening. You don't need a timetable, just turn up, buy your ticket and the next tram will be along shortly.

BY AIR

Manchester Airport is a major international hub just nine miles (14.5km) from the city centre. It serves more than 200 destinations worldwide including direct routes to nine US cities. From the airport, the city is approximately 25 minutes away by taxi or just 20 minutes via the half-hourly express rail service (tickets £3.00–£4.00).

BY TAXI

Manchester Central works with Manchester's black cab drivers to keep them informed about upcoming events and to make sure they know when they'll be busy. There is a dedicated taxi rank at the front of the venue. Black cab taxis are readily available at Manchester Airport and both Piccadilly and Victoria train stations.

For full travel information, please visit:
manchestercentral.co.uk/getting-here



CAR PARKING

There is a 24-hour NCP car park directly below Manchester Central. It has 643 spaces including 15 disabled parking bays and three electric vehicle charging points. There is direct access to Manchester Central by lift, stairs and escalator:

Manchester Central NCP
Lower Mosley Street
Manchester
M2 3GX

Please use discount code **MCEXHIB16** for a reduced rate for exhibitors of £16 for 24 hours:

1. Via the website **NCP Car Park - Manchester Central Convention Complex**.

This needs to be done at least 24 hours BEFORE you park.

2. On the NCP parking App (using the above code in the saverID).

This needs to be done BEFORE entering the car park.

Please note that Manchester Central NCP has a 1.98m height limit.

Manchester Central does not provide car parking on its immediate premises.

GENERAL INFORMATION DELIVERIES AND COLLECTIONS



Deliveries and collections can only be made during tenancy days: 08/09/25 – 13/09/25 and need the following information:

Addressee

ScaffEx25

Central Hall

Stand number

Manchester Central

Petersfield

Manchester

M2 3GX

Manchester Central does not accept deliveries on behalf of exhibitors. Please ensure a suitable representative is available to receive the goods. Deliveries made before or after the above dates will be returned at the sender's expense.

Manchester Central will not accept responsibility for storage or ensuring items are collected.

Outstanding collections – Manchester Central does not have onsite storage or the capability to forward remaining items. They reserve the right to dispose of any uncollected goods or materials after 13/09/25.

UNLOADING / LOADING

To ensure the smooth delivery and breakdown of your stand, **YOU MUST BOOK YOUR DELIVERY SLOTS in advance of ScaffEx25**. Our exhibition contractor, Warwick Event Services, will coordinate all traffic management and timings for deliveries by truck.

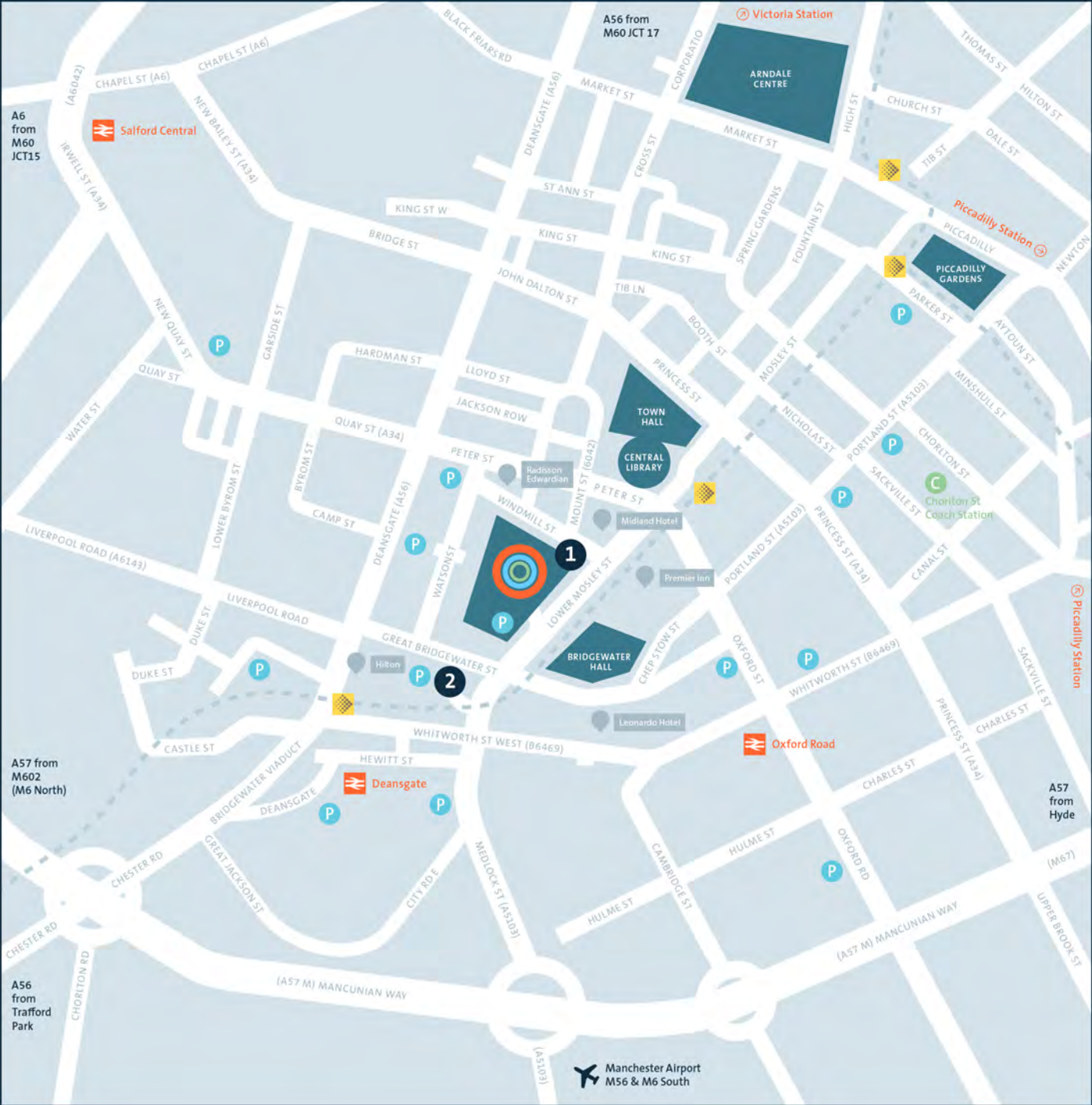
Please email: exhibitionorders@wce.co.uk to book your unloading / loading.

We will be prioritising the earliest slots for main and key sponsors and larger space-only stands, but the Warwick team will work with you on your build and breakdown schedules.

HI-VIS POLICY

During build-up and breakdown of your event, all personnel must wear hi-vis. Personnel not wearing hi-vis will not be permitted to work in the event area.

GENERAL INFORMATION DELIVERIES AND COLLECTIONS MAP



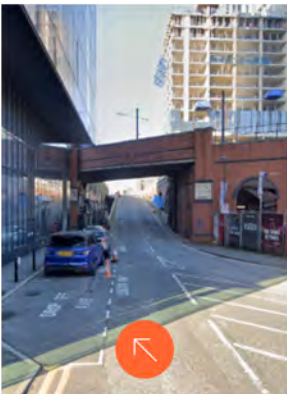
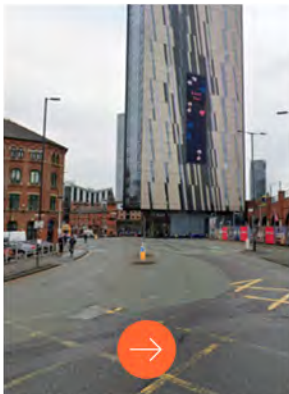
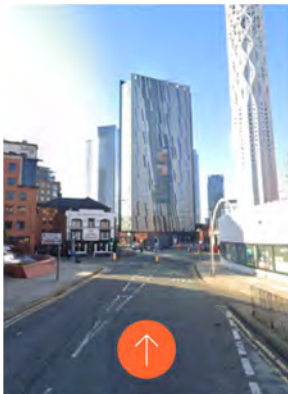
- Parking
- Coach station
- Railway station
- Metrolink station
- Hotel



Approaching from Windmill Street



Approaching from Medlock Street



Approaching from Lower Mosley Street



VEHICLE PASSES

Our exhibition contractor, Warwick Events Services, with Manchester Central's traffic management team, will issue goods vehicle passes onsite.

To obtain a pass, please email exhibitionorders@wce.co.uk with the vehicle make and model, licence plate and driver's full name and mobile number.

Once issued, the pass must be displayed in the vehicle window throughout loading and unloading. Please note, a goods vehicle pass is not a parking permit.

Manchester Central can't provide car parking on the immediate premises (see Car Parking section for the location of the nearest car park).

BUILD PASSES

Our traffic team will issue wristbands for the build days at the barrier and front foyer. They are not required for breakdown at the end of the open show day on 12/09/25 but they will be required for the full breakdown day on 13/09/25

EXHIBITOR BADGES

Please ensure that you and all members of your exhibition stand team have registered to attend ScaffEx25: [REGISTER HERE](#).

This link is for **EXHIBITORS ONLY**. Non-exhibiting delegates should [use this link](#).

You will be emailed closer to the event with details of your badge.

WI-FI

Manchester Central is fully wireless enabled. Visitors, delegates and exhibitors can access the venue's hi-spec 5mbps Wi-Fi for free.

For Wi-Fi access, follow these instructions:

- Connect to the _MCCC FREE Wi-Fi wireless network
- The portal page should load automatically. If not, open a web browser
- Click 'Login to Manchester Central's Free Wi-Fi'
- Read and check the box to accept the terms and conditions, then click 'Connect'.

SMOKING POLICY

Smoking cigarettes and e-cigarettes is not allowed in any of Manchester Central's internal areas. If you or your guests wish to smoke, there are designated and marked smoking areas outside Charter Foyer, Central Foyer and Exchange Lower Foyer. Smoking bins are provided.

GENERAL INFORMATION ACCESSIBILITY



LIFTS

All levels of Manchester Central are accessible by lift.

TOILETS

There are fully accessible toilets in every area of Manchester Central.

WHEELCHAIRS

Manchester Central have a small number of self-propelled wheelchairs available for occasional use by less able visitors.

They cannot guarantee availability so please make arrangements in advance via: events@nasc.org.uk.

GENERAL INFORMATION

EMERGENCY PROCEDURES



EVACUATION

If an emergency evacuation is necessary during your event, the following message will be broadcast:

“Attention please! Attention please! Will everybody please leave the building by the nearest exit. This is an emergency. The staff will assist and direct you. Please do not use the lifts.”

Staff will guide you to your nearest exit.

FIRE

Should there be an emergency, please take the following action:

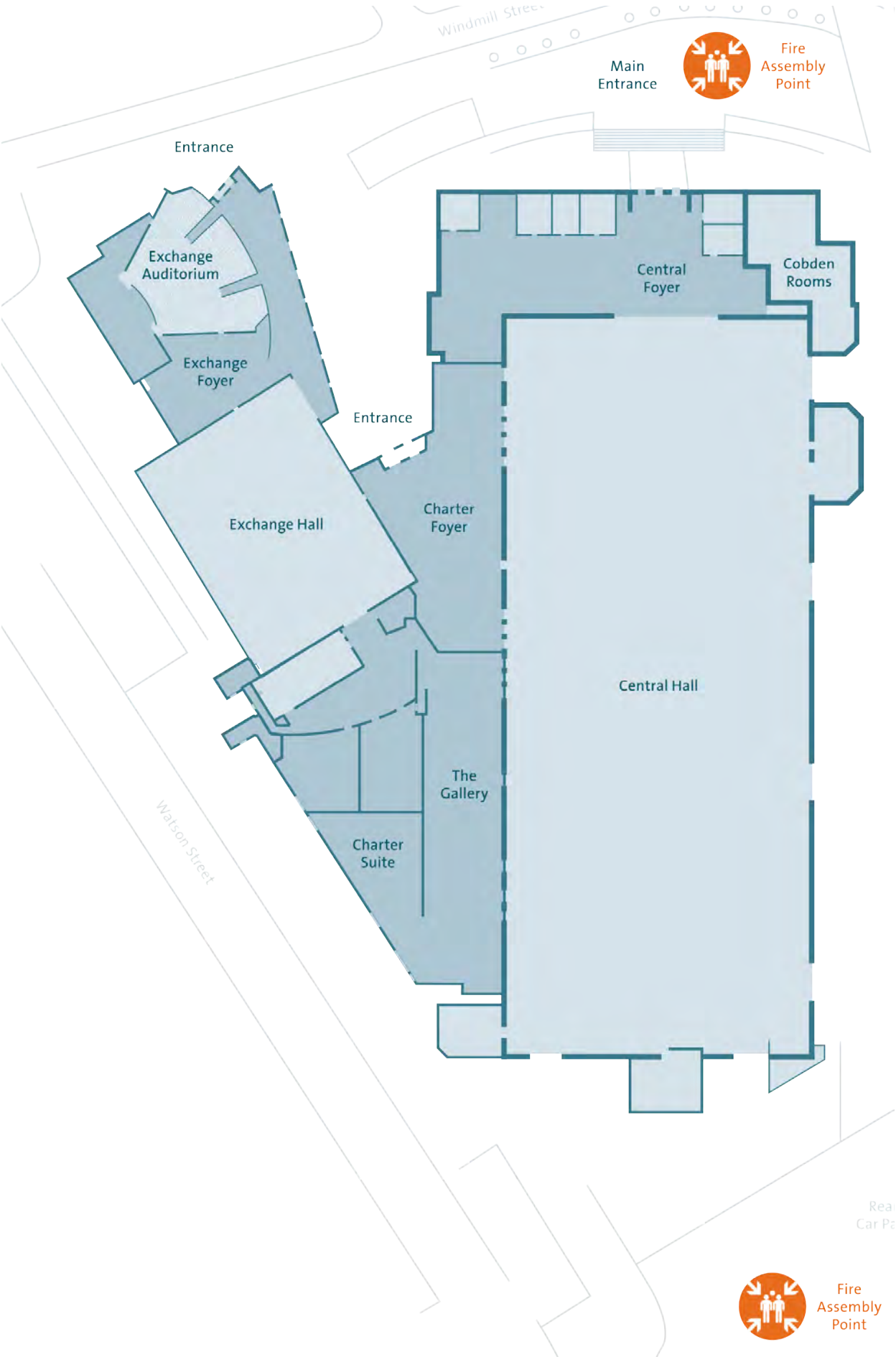
1. Break the glass on the nearest fire alarm point. These are located at each vehicle door and fire exit.
2. Tell a member of staff and give the location and nature of the incident.
3. Notify nearby visitors of the situation.

MEDICAL

If you need urgent medical assistance, please tell any venue steward immediately. If possible, give the location of the casualty and details of any injuries (e.g. bleeding or unconsciousness). A member of the first aid team will come to help.

GENERAL INFORMATION

FIRE ASSEMBLY POINTS





BANKING

The nearest ATMs are in the Post Office on Mount St, and at Tesco on Quay St (next to Sainsburys).

CHEMISTS

Cameolord Ltd (0.1 miles)
16 Oxford Road,
Manchester, M1 5AE
+44 (0)161 236 1445

Boots Pharmacy (0.3 miles)
The Circus,
116 Portland Street,
Manchester, M1 4RL
+44 (0)161 236 7254

DOCTORS WALK-IN CENTRE

Urgent Treatment Centre (1.4 miles)
Manchester Royal Infirmary,
Oxford Road, Manchester, M13 9WL

Call 111 or visit 111.nhs.uk before attending.

MANCHESTER MERCHANDISE

We have partnered with I Love Manchester, an independent organisation, to offer you a 10% discount on all 'I Love MCR' merchandise.

10% from each product goes to the We Love MCR Fund. Visit the **I Love Manchester** shop at the check out to take advantage.

RESTAURANTS & BARS

Located in the heart of the city, Manchester Central is just minutes away from a huge variety of restaurants and bars.

Our local partners are pleased to provide exclusive offers and discounts for Manchester Central's event organisers, exhibitors and visitors.

For a list of places nearby and latest offers please visit our website

If you need more information about other local services, the concierge team will be happy to help:

+44 (0)161 834 2700
concierge@manchestercentral.co.uk

GENERAL INFORMATION ACCOMMODATION



Marketing Manchester Convention Bureau is the official accommodation provider for ScaffEx25.

We have secured a selection of local hotels (from budget to 5-star) for you to book at negotiated discounted rates.

All rooms are held on an on-line system, allowing you to book and secure your own accommodation using either pro-forma invoices or credit/debit card. If you require any assistance with your reservation, support is available via the Accommodation Booking Team.

To book accommodation for this event, please use the following **link**.

Negotiated delegate rates will be available to book until the end of the day on 14th August 2025.

Please book as soon as possible to guarantee a room. If you have any queries about the website, please contact Marketing Manchester Convention Bureau.

ABOUT MANCHESTER

For more information on Manchester as a destination please log onto **www.meetinmanchester.com**. Here you will discover all things to do in Manchester – from events and attractions to fine dining and a great night out.

Download a digital version of the **city centre map**.

For city transport information, please see **tfgm.com**.

CONTACTS

Should you have any queries, please contact Manchester Convention Bureau at **abs@visitmanchester.com**.

GENERAL INFORMATION

CATERING / FOOD AND BEVERAGE



If you require any food or drink on your stand, this must be ordered directly through Manchester Central's online portal:

Online Ordering | Manchester Central. Simply go online and Sign Up to create your own login.

If you intend to provide alcohol on your stand, this needs to be ordered via the online portal above. Alternatively, if you are supplying your own, please contact us at **events@nasc.org.uk** to discuss a facility fee.

Please note that attendees are not permitted to walk the show floor with open bottles of alcohol.

A selection of food and drink will be available to buy from pop-up stands in the Catering Zone during the show's opening hours.



MARKETING ASSETS

NASC and ScaffEx25 would be delighted to help you promote your participation in the show. Logos and a marketing toolkit will be available soon. You will be notified when it is ready.

In the meantime, contact marketing@nasc.org.uk for any marketing support.

SOCIAL MEDIA TOOLKIT

There is a social media toolkit for exhibitors to use to promote their involvement in the show. **Visit this page** to download and personalise social media assets to promote the event and your involvement.

COMPETITIONS AND PRIZE DRAWS

If you are intending to run any competitions, prize draws or gaming activities on your stand you must contact us at events@nasc.org.uk to provide us with all details in advance of the event.

You must ensure that any activity you run is fully compliant with the Gambling Commission's guidance: **Free draws and prize competitions** and adheres to the **Gambling Act 2005**.

MUSIC (PPL PRS LICENCE)

If you intend to play live or recorded licensable music on your exhibition stand during the event, you will need a PRS PPL music licence.

For more information or to apply for a licence, visit:

PPL PRS The UK's public music licensing company

GENERAL INFORMATION

PHOTOGRAPHY AND FILMING



If you're having any photography taken or are planning any filming as part of your attendance at ScaffEx25, you must complete the photography and filming permit **(on the following page)** and a **risk assessment form**. These should both be returned to:

marketing@manchestercentral.co.uk. They will also be able to support you with any questions you have regarding this activity on your stand.



**Manchester
Central**

Filming & photography permit

Venue	Manchester Central		
Venue Operator	Manchester Central Convention Complex Limited		
Production Company/Photographer (referred to below as you)			
Filming/photography dates			
Who has commissioned the filming/photography?			
Contact			
Address			
Telephone no.		Mobile no.	
Email (if applicable)			
Event organiser name and contact details (if applicable)			
Permitted Areas			
No. of people attending the Shoot (referred to below as your Personnel)		Camera details	
Tracking required		Loading entry/exit points	
Other bulky equipment			

Arrival time

Departure time

Do you agree to provide us with a copy of your Films/Images which we can use free of charge for promotional purposes? Yes ☐ No ☐

If yes, please provide details of any third party clearances we would need to obtain e.g. music rights:

Terms and conditions

You are permitted by us to conduct a filming shoot at the Venue in the Permitted Areas on the Filming/Photography Dates and during the times set out on the previous page (the **Shoot**), subject to the following terms and conditions:

1. All films, audio and other recorded material created by your Personnel during the Shoot (**Films/Images**) may only be used for the Purpose indicated on the previous page, unless we agree otherwise in writing. If you or any third parties wish to use the Films for any other purpose, you must contact us for written permission in advance;
2. We reserve the right to accompany your Personnel at all times during the Shoot, unless otherwise agreed;
3. Your Personnel must behave in a professional manner at all times and must comply with the directions of our staff and all of our policies and procedures, including those relating to security and health and safety. We reserve the right to revoke your permit at any time. If requested by our staff, your Personnel must immediately leave the Venue and/or stop the Shoot without question or delay;
4. You shall obtain appropriate consents from all individuals captured in your Films/Images;
5. You shall ensure there is minimal disruption to the everyday running of the Venue and to any clients/delegates attending the Venue at the same time as the Shoot;
6. You shall ensure that the Permitted Areas (and any other areas of the Venue accessed by your Personnel) are left as they were found (including signage, furniture and decoration) and that your Personnel's rubbish, unwanted items and belongings are removed from the Venue at the end of each day of the Shoot;
7. At our request you shall put right any damage caused by you or your Personnel or other representatives to the Venue or (at our option) reimburse us for the full cost of having such damage put right by us or our nominated third party;
8. You will compensate us for any damage, loss, claims, expenses and costs we suffer, whether directly or indirectly, as result of a breach of these terms and conditions or any other act or omission by you or your Personnel or other representatives, in connection with the Shoot and/or your access to the Venue. This includes loss of business, damage to reputation and any liabilities arising from claims against us by third parties (including injuries suffered by your Personnel);
9. All property, including any cameras and other equipment used during the Shoot, shall be brought into the Venue at your own risk. To the fullest extent permitted by law, we shall not be liable for any loss or damage in relation to any such property brought into the Venue or any associated business, even where such loss or damage is caused by negligence on our part.
10. A suitable and sufficient filming risk assessment must be produced prior to filming taking place and submitted in advance, along with the completed permit.

These terms and conditions shall be governed by English law. Any provision of these terms and conditions which is intended to come into or continue in

HEALTH & SAFETY

As the organiser of ScaffEx25, NASC is committed to health & safety and safeguarding the working environment – for everyone. We have the same expectation of all exhibitors, contractors, third parties and attendees.

Therefore, please read the following important information very carefully to ensure that you comply with all requirements and regulations for the safe and successful delivery of ScaffEx25. There are forms that you must provide us to be able to exhibit.

The management of H&S onsite should be adopted by your whole team.



IMPORTANT NOTICE FOR ALL EXHIBITORS

All exhibiting companies are responsible for their staff, their contractors and visitors on and around their stand from the first day of building through to the last day of breakdown and de-rig.

Exhibitors and contractors must ensure that all individuals, companies, exhibitors, special features and materials they bring to the exhibition comply with the Health & Safety at Work Act 1974, the management of Health & Safety at Work Regulations 1999 and all other legislation covering the venue and all activities undertaken within or with regard to the event.

They must also ensure that due thought and consideration is given to their own and others' health, safety and welfare throughout the event, and that their actions, or inactions, do not give rise to accidents, injuries or an unsafe working environment so far as is reasonably practicable.

PUBLIC LIABILITY INSURANCE

As a requirement of your contract to exhibit at ScaffEx25, you must have adequate insurance protection in place. A copy of your Public Liability Insurance must be provided to NASC prior to the event start date. Your level of cover must be no less than £2m (GBP).

Whilst every precaution is taken to protect your property during the event, NASC will not be responsible for any loss or damage which may be incurred during the exhibition. We therefore highly recommend that you check your company insurance to ensure you are fully covered, or that you take up the specific insurance provided by NASC for ScaffEx25.

We are working with our insurance partner **Inevexco** to help manage all your insurance requirements.

You will have seen from the insurance invoice that as an exhibitor benefit, we offer you a chance to participate in our insurance package service on a non-advised basis. You will shortly receive an email from Inevexco providing full details of what to do if you wish to take this up, plus a link to submit your existing public liability insurance document, if you have your own cover in place already.

This email will contain full details of what protection cover your insurance must include.

If you have any doubts about what your insurance needs are please email **exhibitor@inevexco.co.uk** with your queries and they will respond accordingly.

If you have your own public liability insurance, a copy must be provided by:

FRIDAY 15TH AUGUST

The email you receive from Inevexco will provide exact details of how to do this.

Once your insurance has been verified by Inevexco, you will receive a credit for NASC's insurance package.



STAND RISK ASSESSMENT – ALL EXHIBITORS

An exhibition stand is identified as a 'place of work' by Health and Safety legislation and as such all exhibitors are required to complete a risk assessment for their stand, regardless of whether they are a self-build or shell scheme.

Risk assessments should cover build and breakdown days as well as activities on the exhibition day with consideration of all stand activities proposed throughout the exhibition. When completing your risk assessment, please consider the following:

- **Identifying a potential risk/hazard:** Consider any activities, processes, equipment or substances used during the exhibition that could harm your employees or visitors.
- **Who:** For each hazard, consider who could be harmed. Group these people rather than listing every individual. This will help in planning control measures to reduce the risk.
- **Evaluate:** Identify control measures that will help reduce the risk to all the groups you have identified. These must be practical and achievable controls, which are proportionate to the level of risk involved.

Your risk assessment should also include a **Method Statement**. This should cover:

- **Task Description:** explains what needs to be done.
- **Method:** how the task will be carried out.
- **Resources:** Any necessary tools, equipment, and personnel.
- **Safety Measures:** Includes precautions to ensure safety.
- **Any Emergency Procedures:** Outlines actions in case of emergencies.

We can accept your own risk assessment document, but if you need a template, please [Click here](#). Please complete all sections of the template, with consideration to all stand activities proposed throughout the exhibition.

NASC requires your risk assessment by Friday 25th July 2025.

Please also complete the health and safety declaration form found on [page 28](#) and return to technical@nasc.org.uk by **FRIDAY 25 JULY 2025**

HEALTH & SAFETY SPACE ONLY EXHIBITOR SAFETY INDUCTION



IMPORTANT INDUCTION INFORMATION FOR SPACE ONLY EXHIBITORS AND CONTRACTORS

NASC, as the organiser of ScaffEx25, is committed to operating a safe event. All events with a build-up or breakdown element come under the Construction, Design and Management Regulations (CDM).

In this regard, all staff, contractors and sub-contractors involved in the onsite build and breakdown of your stand are required to view Manchester Central's Exhibitor Induction Video. Inductions must be viewed prior to your event.

Access the video **HERE**

Password – HEALTHandSafety_999

Once your team have viewed the induction video, please email confirmation to **technical@nasc.org.uk** informing us of the below information:

That you have viewed the event exhibitor's induction.

Your name:

Your company:

Date of viewing:

Please also keep a list of names on file of everyone who has viewed the video should Manchester Central need to see it onsite.

For more info visit **CDM 4 Events website**

HEALTH & SAFETY DECLARATION

Please complete the health and safety declaration form found on **page 28** and return to **technical@nasc.org.uk** by **Friday 25th July 2025**.

You must also refer to the SPACE ONLY EXHIBITORS section for full guidance on complex builds, submission of stand designs and structural engineer approval.

HEALTH & SAFETY CHECKLIST SHELL SCHEME AND SPACE ONLY



- ☐ Appoint a dedicated person who will oversee all health and safety planning for your stand. This does not mean they are solely responsible for managing H&S while on site as this should be adopted by the whole team.
- ☐ Complete a risk assessment of all proposed activities on your stand and consider necessary control measures to reduce any involved risks.
- ☐ Carefully read and complete the health & safety declaration form found on **page 28**.
- ☐ Check your company's public liability insurance to ensure you are fully covered, or take advantage of the specific insurance provided by NASC.
- ☐ Return a copy of your stand risk assessment, health & safety declaration and public liability insurance to **technical@nasc.org.uk** no later than **Friday 25th July 2025**.
- ☐ Provide additional health & safety training and information to all staff who will be onsite to help them understand what is required and how they can fulfil their responsibilities.
- ☐ Plan your time during build and breakdown days, review your findings after the exhibition to discover areas which need attention, where accidents occurred and take appropriate action for the future.
- ☐ Ensure all staff, contractors and sub-contractors have viewed the Exhibitor Induction Video and returned their email confirmation (space only).

HEALTH AND SAFETY ADVICE

Ensure all members of your team know and understand the emergency and evacuation procedures and locations of emergency exits within the halls.

Please adhere to smoking regulations at all times and only smoke in the designated smoking areas.

HEALTH & SAFETY DECLARATION SHELL SCHEME AND SPACE ONLY



SCAFFE 25

MANCHESTER 11-12 SEPT

EVENT NAME: SCAFFEX25

DATE OF EVENT: 11/09/25 – 12/09/25

EXHIBITING COMPANY:

STAND NO:

I have read the Health & Safety section of this Exhibitor Manual and I am aware of my obligation to ensure the Health & Safety of my staff, other exhibitors, organisers, visitors and other persons as may be present from time to time.

I have ensured that we are adequately insured and will have completed a Risk Assessment by the time I arrive on site. I will bring this together with my Company Health & Safety Policy Document.

I have also satisfied myself that any company or individual that I employ to build or assist in the building of my stand will have adequate insurance and have completed their own risk assessment and will bring it together with their Health & Safety Document on site.

I will make these documents available to the organiser or agents upon request.

Signed on behalf of the exhibiting company:

Print name:

Date: / / 25

**Please complete and return to technical@nasc.org.uk
by FRIDAY 25 JULY 2025**



Please refer to the online **eGuide** for full health and safety information. The eGuide is designed to standardise health, safety and operational planning, management and onsite conduct. It is recognised as best practice in the event industry, it is continually reviewed and has been fully adopted by Manchester Central and many other leading venues.

SPACE-ONLY EXHIBITOR STANDS

The following section outlines the main requirements and offers useful tips and guidance for exhibitors who have taken space only stands, or who are building complex structures.



GUIDANCE FOR COMPLEX STRUCTURES

A structure is classed as complex when it matches any of the following criteria:

- The structure or any part of the structure is over 4 metres high
- It requires structural calculations (even if not over 4 metres high)
- It is multi-storey
- It is a platform and/or stage over 600mm high for guests
- It is temporary or raised seating
- The structure requires foundations
- It is a sound/lighting tower
- It is for suspended items (e.g. lighting rigs)

STRUCTURAL ENGINEER APPROVAL

Designs for complex structures must be signed off by our **independent structural engineer** who will issue a permit to build certificate once reviewed and approved.

They will be onsite during build to sign off the completed structure and issue a design certificate (which will also be shared with Manchester Central).

Our H&S Manager (NEBOSH Level 3 and IOSH qualified) will be onsite during build and breakdown to ensure safe practices and builds are being adhered to (aligned with the approved technical drawings).

SUBMISSION OF STAND DESIGNS

Please provide your stand designs with calculations to **technical@nasc.org.uk** by Friday 25th July.

We will require the STATIC and LIVE LOAD calculations.

Please send any questions you have regarding H&S in relation to your build to: **technical@nasc.org.uk**.

SPACE ONLY EXHIBITOR STANDS



FLOOR LOADING

Floor loading in Central Hall is 1,450 kg/sqm. Point loads of 7 tonnes are permissible, 3m apart or at 2m distance from other distributed loads. Vehicles up to 40 tonnes gross weight are allowed in the main hall.

Please note that the floor has a slight rise towards the entry doors to the hall.

WIND LOADS

The Central Hall at Manchester Central, where the exhibition is taking place, is completely enclosed so there is no requirement for wind loads to be taken into consideration.

HEIGHT GUIDANCE

Manchester Central do not stipulate the height you can build to, but please refer to the Arch Elevation below and GUIDANCE FOR COMPLEX STRUCTURES.

You must ensure that once built all is safe and a safe distance from anything in the ceiling.

**SEE FOLLOWING PAGE FOR ARCH ELEVATION
(view from Central Hall Entrance):**

SPACE ONLY EXHIBITOR STANDS
ARCH ELEVATION



KEY

- FIRST AID ROOM
- GENTS
- LADIES
- DISABLED
- CLOAKROOM
- LIFT
- SECURITY
- STAIRS
- ESCALATOR
- BABY CHANGE
- FIRE EXTINGUISHER LOCATIONS
- FIRE HYDRANT
- AREA TO BE LEFT CLEAR
- FIRE ALARM CALL POINT
- EVACUATION CHAIR

SERVICE DUCT
Central Hall - 520mm Wide x
470mm Long x 400mm Deep

SERVICE DUCT
Exchange Hall - 550mm Wide x
1000mm Long x 390mm DEEP

NOT INCLUDED IN TENANCY

KEEP CLEAR

Floor Area combined 4 x 1 lamp power
FLOOR AREA 4 x 1 LAMP POWER
FLOOR AREA 4 x 1 LAMP POWER
SECTION AND FRA CONNECTIONS

Arch Loading Capacities
Arch 3 to Arch 9 - 4 tonnes
Arch 10 to Arch 16 - 10 tonnes

Divide Wall
Wall 1 - To be used Arches 3-12
Wall 2 - To be used Arches 13-16

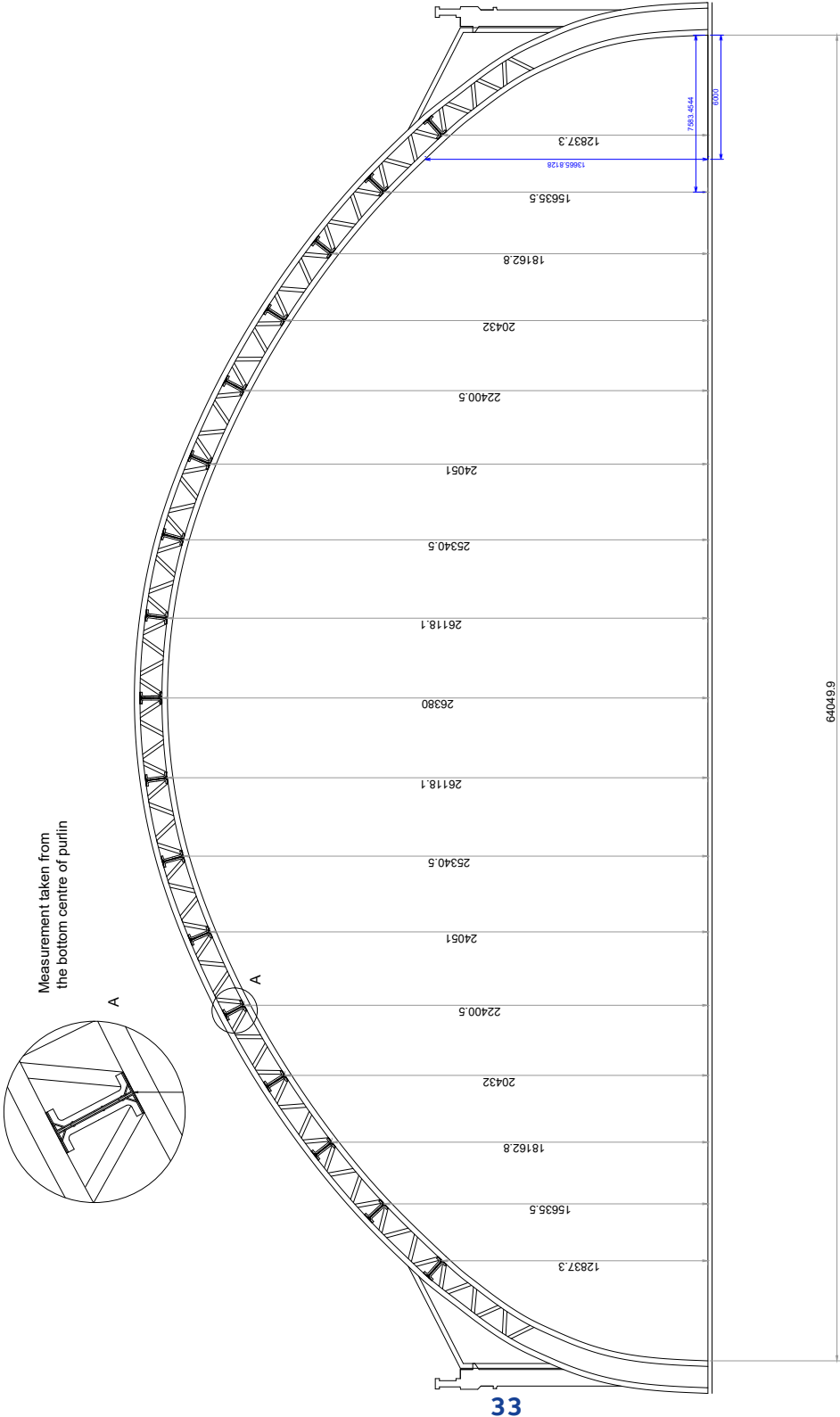


Manchester Central
Convention Complex
Princess Street
Manchester
M2 3GX
Tel: 0161 833 2700
Fax: 0161 833 3188 (operations)
Fax: 0161 833 3621 (sales)
Email: enquiries@manchestercentral.co.uk
E-sales@manchestercentral.co.uk
W: www.manchestercentral.co.uk

Drawing: FS 08-08-25-001

GENERAL NOTE:
VENUE ENTRY DOORS ABOVE OPENING 7.2m WIDE x 5.0m HIGH
EXIT DOORS MUST BE LEFT CLEAR WHEN NUMBERS EXCEED
CENTRAL 2, 3000 PEOPLE CENTRAL HALL 1000 PEOPLE
EXCHANGE HALL 1000 PEOPLE
The space for all 2000 people must be available at all times
Loads & movements exceeding these limits must be verified in writing by
the hall management.
EXCHANGE HALL:
VENUE ENTRY DOORS ABOVE OPENING 4.0m WIDE x 4.2m HIGH
EXIT DOORS MUST BE LEFT CLEAR WHEN NUMBERS EXCEED
CENTRAL 2, 3000 PEOPLE CENTRAL HALL 1000 PEOPLE
EXCHANGE HALL 1000 PEOPLE
The space for all 2000 people must be available at all times
Loads & movements exceeding these limits must be verified in writing by
the hall management.

Manchester Central Convention Complex
Arch 6 Elevation



SPACE ONLY EXHIBITOR STANDS



FLOORPLAN SEE FOLLOWING PAGE

The green lines across the hall are the venue's access ducts for water & waste, electrics, and IT. When ordering you will be able to indicate where on the lines (within your stand) you'd like these services.

If you would like them available in a different area of your stand, you must ensure there is a raised floor to hide the pipes/wires to the location.

Please note that if you have a raised floor, there must be a slight slope on the floor edge to allow accessibility and avoid a trip hazard.

STAND SPACE

Please note that other than graphics or content that may face out into the aisle from the walls of your exhibition stand, no part of your stand must encroach into the aisles. You will be asked to remove anything that is not within the confines of your contracted booth space.

ADJOINING EXHIBITION STANDS

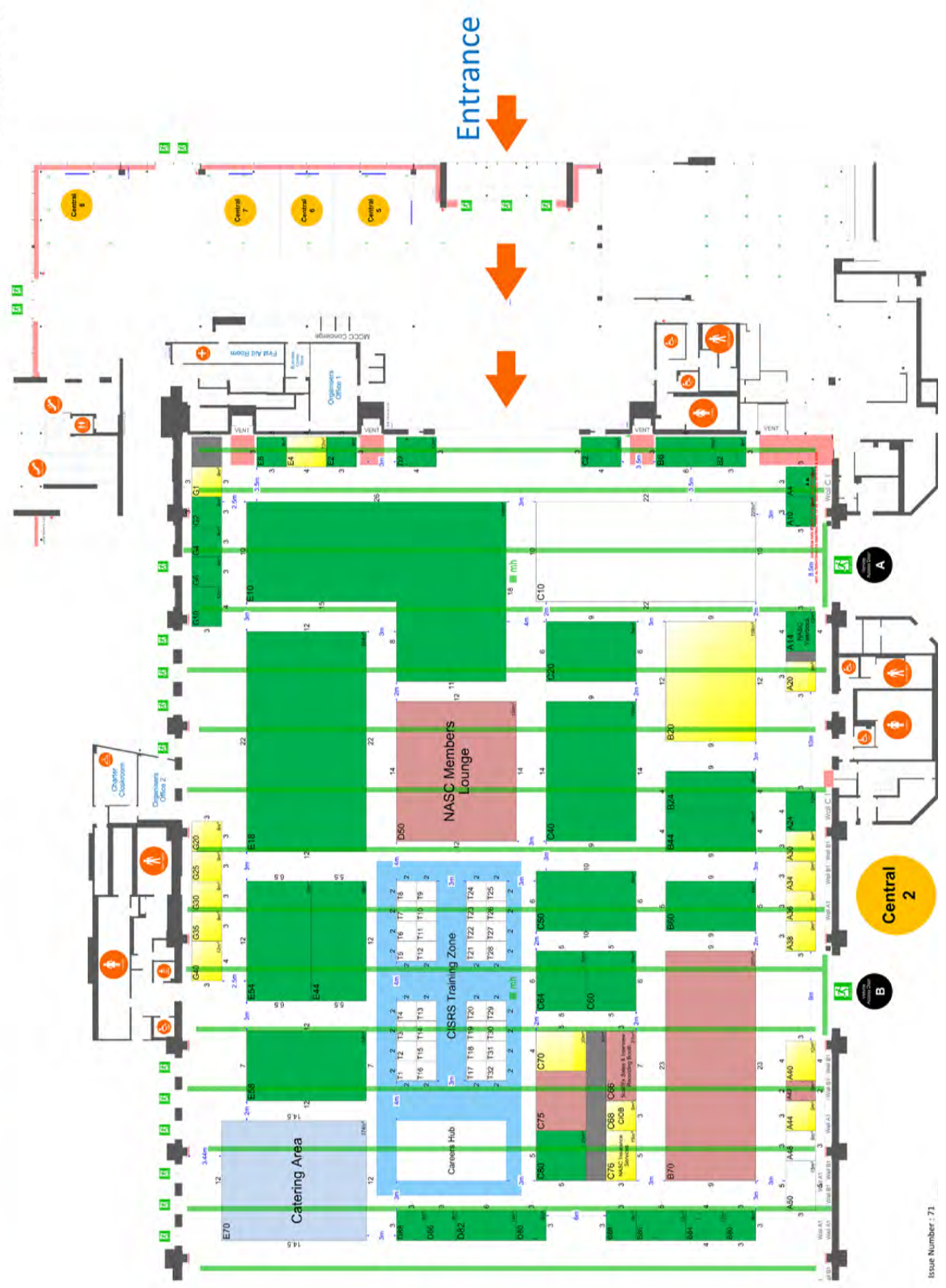
Any exhibitors whose stand adjoins another stand must provide walling (within your stand dimensions) to separate your exhibition spaces. The back of adjoining walls must not be branded in any way to ensure that your branding doesn't visually encroach on another exhibitor's booth, (should their stand be shorter in height).



- Sold
- Voids
- Shell Scheme
- Space Only
- Available
- Catering
- Features
- Reserved

Layher 
More Possibilities. The Scaffolding System.

SCAFFEX25
MANCHESTER 11-12 SEPT





STAND SERVICES

AUDIO-VISUAL SERVICES

All your audio-visual (AV) requirements can be organised through our exhibition contractor, Warwick Event Services: exhibitionorders@wce.co.uk

Please contact them directly for any questions. Ordering closes on 15th August 2025.

ELECTRICAL

All your mains electrical services can be arranged directly through our exhibition contractor, Warwick Event Services: exhibitionorders@wce.co.uk

Please contact them directly for any questions. Ordering closes on 15th August 2025.

24-hour power – this is required for any supply requiring power outside of standard exhibition opening times. If you have chillers, or freezers you will need this to ensure your power is not isolated at the end of the day.

WATER & WASTE

If you require water and waste services on your stand, please order this directly through Manchester Central's **Online Ordering Platform**

Simply go online and Sign Up to create your own login.

For any questions regarding water and waste, please contact:

Tom Gowland
+44 (0)161 827 8746
tempservices@manchestercentral.co.uk

RIGGING

Rigging can be arranged through Manchester Central's official contractors Knight Rigging Services. Please contact them directly for further information and to discuss your requirements.

Tadeusz Turek
+44 (0)1253 894 688
mccc@knightrigging.co.uk

FURNITURE

Furniture can be ordered through our exhibition contractor, Warwick Event Services.

They hold a stock of hire furniture for your stand requirements. Each item is individually priced, and availability is via their **online portal**

Enter CASE SENSITIVE password: **SCAFFEX_2025**

Browse and select items & pay online by payment card. Orders placed before 18th July 2025 can use code ScaffEX25-5% for a 5% discount (online only).

Ordering closes on 15th August 2025

Bespoke furniture

They also have a range of bespoke stools, tables, cabinets, sofas, and soft seating available.

They can also source sustainable options for furniture, so please contact them directly if there is something you'd like on your stand, and they can work within your budget to try and make this happen.

Please contact Warwick Event Services directly at exhibitionorders@wce.co.uk to discuss all your bespoke furniture needs, or for any questions.

STORAGE

We are able to provide off-stand storage throughout the event. Contact derek.machale@nasc.org.uk to discuss your requirements.

SHELL SCHEME EXHIBITOR STANDS

This section covers all the technical information and assistance you may need if you have booked a shell scheme stand at ScaffEx25.



We are the appointed stand contractor and are also able to offer you additional items for your stand. Please browse our manual and logon to hire.

We are more than happy to answer queries by email please contact
exhibitionorders@wce.co.uk

Access store link:

<https://warwickeventservices.com/collections/scaffex-2025>

Enter CASE SENSITIVE password : [SCAFFEX_2025](#)

Browse and select items & pay online by payment card.

Orders placed before [18th July 2025](#) can use code [ScaffEX25-5%](#) for a 5% discount online only.

Ordering closes on [15th August 2025](#)

Artwork for graphics must be submitted by [22nd August 2025](#)

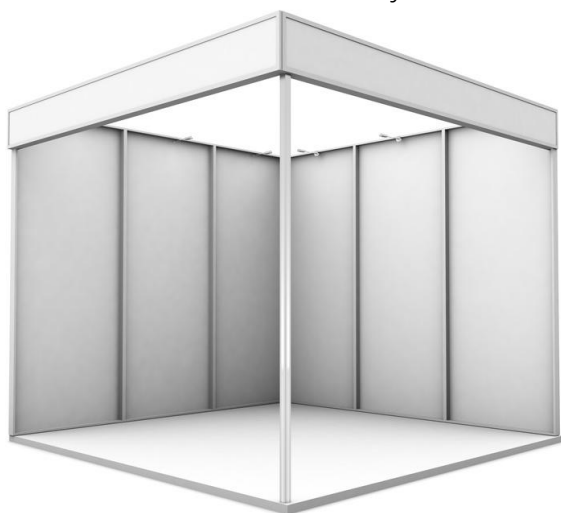
Our payment terms for both on and offline orders is in advance of the show date or within 30 days of invoice, whichever is soonest.





YOUR EXHIBITION STAND

Your stand will be built from Octonorm shell scheme. It will be fitted with white foamex boards to form the walls. Please see below an example infographic showing a traditional stand build with fascias attached. This may not depict your exact stand layout, but your event organiser will be able to inform you of this.



SHELL SCHEME stands will include:

Plain white walls

1 x Nameboard

Carpet

We offer a full print service delivered to show, please see below for details. However, should you plan to produce your own lightweight graphics, or affix paper or card to the walls of the shell scheme please note you can only do so using your own supply of NEC approved, low tack double sided tape. This has enough tack to hang items but not leave residue. Any damage or residue that is incurred on the boards will be charged at £27.40+vat per each damaged board post show.

STAND OUT FROM THE CROWD

We offer a range of additions to your standard stand, to enhance your show offering. graphics, electrics, furniture and carpet are all items we can support you with.

We can also provide a **promotional items** service; branded marketing materials, leaflets, flyers and branded furniture.

We can offer **sustainable options** for your show extras and are happy to discuss options with you.



Contact us on exhibitionorders@wce.co.uk

+44 1392 953012



GRAPHICS

We produce both **inserted** and **seamless** graphics. Your team would create the graphic to our spec, shared once an order is placed. We would manage the print, installation, removal and disposal of the panels at the show.

Inserted graphics sit within the poles of the shell scheme and effectively become the walls of your stand. Seamless graphics are fitted to your stand to offer a continuous seamless appearance. All graphics are sold per panel, e.g. 3m back wall = 3 panels.

The deadline for graphic printing is 22nd August 2025

There are also options to retain your graphics following the event. Please discuss with the exhibitor relationship manager if you wish to retain your artwork as our standard procedure is to remove and dispose of all graphics at the end of the exhibition.

Please note we do not supply artwork proofs; your artwork will be printed to the specification you submit. We try our best along with our print partner, to identify issues in advance. Exhibitors are responsible for sending artwork to specification provided.



EXAMPLE IMAGE OF **INSERTED** GRAPHICS INSTALLED
IN A 3M X 3M OPEN ENDED STAND.

EXAMPLE IMAGE OF **SEAMLESS** GRAPHICS
INSTALLED IO A 3M X 3M OPEN ENDED STAND.

FURNITURE & AUDIO VISUAL

We hold a stock of **hire furniture** for your stand requirements. Each item is individually priced, and availability is on our online portal. Details of how to book can be found on the first page of this manual. We have stools, tables, cabinets, sofas and soft seating available.

We can also source **sustainable options** for furniture, please reach out if there is something you would really like to have on your stand, and we can work within your budget to try and make this happen.





CARPET

We can enhance your stand considerably by fitting carpet for the duration of the exhibition. This is a fabulous way of injecting colour and standing out from your competitors and fellow exhibitors.

We offer two solutions to fitting carpet within your stand. We can either lay it **directly to the floor** and secure the edge with fixing tape or upgrade to a **small integrated floor** laid with carpet.

Other types of flooring is available such as artificial grass, laminates and vinyl. Please contact us for a price.



ELECTRICS

For ScaffEX 2025 power is packaged alongside mains charges, and test and inspect regulations.

You can purchase one of 4 packages for power which are detailed on the electrics tab on the portal.

Failure to order the correct supply for your installation, may result in future charges for your stand.

Before ordering we suggest that you calculate what the draw in Watts is for your items on the stand.

SPACE ONLY stands who may require higher power requirements than the packages are asked to contact exhibitionorders@wce.co.uk to discuss requirements.

24-hour power - this is required for any supply requiring power outside of standard exhibition opening times. If you have chillers, or freezers you will need this to ensure your power is not isolated at the end of the day.

