



ONSITE GUIDE

NEED ASSISTANCE?

SEC & Gielissen Service and Organiser Desk:

Stand D36,
Hall 4

Contact us:

Emma Kitching

Tel: +44 (0) 20 7978 0021 or + Whatsapp +44 7983 449 883

Johanna Ortiz

Tel: +44 (0) 2079 780 018 or + Whatsapp +44 7738 379983

Iliana Duc

Tel: +44 (0) 2079 780 024 or Whatsapp +33 789440421

We can also be reached on the SEC Service Desk in the Networking App.

SCHEDULE

BUILD	
Thursday 9 th May	13:00 - 20:00 (Space Only)
Friday 10 th May	08:00 - 20:00 (Space Only)
Saturday 11 th May	08:00 - 23:59 (Space Only & Shell Scheme)
Sunday 12 th May	08:00 - 13:00 (Space Only & Shell Scheme)

OPEN	
Sunday 12 th May	*16:30 - Opening Ceremony (Exhibitors & Delegates Only)
Monday 13 th May	*09:30 - 18:30
Tuesday 14 th May	*09:30 - 18:00
*Exhibitors access from 08:00	

BREAKDOWN	
Tuesday 14 th May	18:00 – 23:59
Wednesday 15 th May	08:00 – 14:00

*No exhibits or stand fittings are allowed to be removed or dismantled before 18:00 on Tuesday, 14 May.

IMPORTANT INFORMATION

Access for Exhibitors

Access for stand construction starts from Thursday 9th May, 1pm for space only stands and Saturday 11th May, 8am for shell scheme stands. You can enter via entrance **P1**.

Breakdown

All stand exhibits must be removed from the exhibition halls by 14:00 Wednesday 15th May.

No items can be left unattended unless labelled for shipment. The items must be clearly labelled with contact details, including phone numbers.

Exhibition Stand Security

Please ensure your items are secure, put away or are taken away with you each day should they be of high value.

SEC and Gielissen will not be liable for unattended items.

Cleaning

General isle cleaning will be provided daily; however, exhibitors are responsible for stand cleaning during exhibition opening days and the removal of waste/trash. To order cleaning services visit Gielissen at the Service and Organiser Desk.

Catering

Additional orders during the exhibition can be placed via this website, by calling +31(0)10-29 33 372 (only reachable during exhibition opening hours).

Electrics

All main site electrical work must be carried out and tested by the official electricity contractor Stand2Gether B.V

For any questions, please contact Peter van den Hoek - p.vandehoek@stand2gether.nl

Logistics

If you require assistance with loading or unloading, please contact Frank Heemskerk from DB Schenker immediately: Frank.Heemskerk@dbschenker.com +31 (0)10 494 01 00

Storage and Good Collections

There are **NO** storage areas or in the venue and empty boxes cannot be stored behind stands. To order storage solutions or arrange good collections please contact Frank Heemskerk from DB Schenker : Frank.Heemskerk@dbschenker.com +31 (0)10 494 01 00

Waste Disposal

All exhibitor waste should be taken with you after build up and breakdown has commenced. There will be bins placed



around the exhibition floor for general waste such as paper and recyclables throughout the event days.

Late Working

Late working will not be permitted.

Lost Property

For property lost during the exhibition, please report to the SEC Service and Organiser Desk

Toilets

The toilets are located in each hall.

WIFI

The venue provides free public Wi-Fi.

Accidents

If you are involved in or witness an accident at any point during the tenancy of the exhibition, however small, it is your responsibility to report it to the SEC Service and Organiser Desk.

Networking Platform/App

Make sure you and your team can use the networking app. To download the app, scan the QR Code at the top of this guide.

Lead Scanners

The cost of the lead scan is €100 per company. To order please refer to your final email. For support please contact sghaghada@sustainableenergycouncil.com

EMERGENCY GANGWAYS

All emergency doors should be kept clear at all times during build up, open periods and breakdown. On-site Health & Safety Officers will be responsible for implementing this requirement – please co-operate with them at all times.

Gangway carpet will be laid on Saturday 11th May at 16:00. All gangways must be clear of stand build materials.

HEALTH & SAFETY

It is the responsibility of all Exhibitors and Contractors to read and comply with the SEC Rules & Regulations document.

Exhibitors and/or Contractors are responsible for carrying out their own Health and Safety Risk Assessment for their stand.

Map

