



THE KING'S HALL
EXHIBITION & CONFERENCE CENTRE LIMITED

ORGANISER'S GUIDE

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This guide is designed to assist Exhibition and Event Organisers and Concert Promoters during the planning stages of an event.

The facilities and services available are described in detail and, where appropriate, local contacts are given for additional services not provided by the venue. Every attempt is made to keep this information as comprehensive and up to date as possible, however, The King's Hall Exhibition & conference Centre can accept no responsibility for the accuracy of the information.

If you have any queries, or require further information, please contact any of the following people on 028 9066 5225 or by Fax on 028 9066 1264

Mrs Lucy Fraser
Aisling Gallagher
Judith Brannigan
Tommy Deane

Sales & Marketing Manager
Marketing & Events Manager
Events Executive
Showgrounds Manager

lucy@kingshall.co.uk
aisling@kingshall.co.uk
judith@kingshall.co.uk
tommy@kingshall.co.uk

ACCESS

From the M1 Motorway, exit at Junction 2 and follow the signs to The King's Hall.

From the M2 Motorway, take the Westlink to M1 and exit at Junction 2, follow signs to King's Hall.
On the Outer ring A55, direction Lisburn, The King's Hall is clearly signposted.

Rail route: Balmoral Halt is 100yds across the road from The King's Hall.

Bus routes: Metro routes 9A, B or C pass the front of The King's Hall.

ADDRESS

The postal address for the venue is:-

The King's Hall Exhibition & Conference Centre Ltd

The King's Hall

Balmoral

Belfast BT9 6GW

Mail and parcels for specific events should be addressed with a contact name, company name, the exhibition title and dates preceding the address

ADMINISTRATION

The King's Hall Exhibition & Conference Centre Ltd offices are located at the front of The King's Hall and are open as follows:-

Monday – Thursday 8.30am – 5.00pm

Friday: 8.30am – 4.00pm

ADVERTISING AND ROAD SIGNAGE

The Department for Regional Development has introduced firm measures to bring to an end the widespread practice of advertising signs being illegally displayed on Roads Service property. Exhibition and event organisers must realise that the Roads Service regard this matter seriously and if they become aware of a breach in this legislation, action will be taken to have the offending signs removed. Whether or not legal proceedings are instituted, any cost incurred by the Department during any removal exercise will be recovered from the person responsible for displaying the advertisement.

Yellow public attraction / directional signs may be organised directly with the AA. Please telephone 028 9037 0007 for further information.

ADVERTISING OPPORTUNITIES WITHIN THE KING'S HALL COMPLEX

There are a limited number of advertising sites within the public areas of the King's Hall including light boxes and display cases. Please contact a member of the events team for further information.

There are illuminated signs at the front of The King's Hall and Balmoral Hall and signage for these may be arranged with:-

Signs of the Times

66 Hillsborough Road

Moneyrea, Newtownards BT23 6AY

Tel:- (028) 9044 8471 Fax:- (028) 9044 8837

A banner advertising the exhibition may be attached to the front railings of the complex with prior consent from The King's Hall.

AUDIO VISUAL EQUIPMENT

Audio visual equipment may be hired from the following suppliers:

AEL Video, 3 Airport Road, Belfast	Tel:- 028 9045 4441
Event Technical Services, The King's Hall, Balmoral, Belfast	Tel:- 087 0163 0071
Niavac Ltd, 34 Knockbreda Road, Belfast	Tel:- 028 9064 5391
Saville's, Unit 11, Duncrue Crescent, Belfast	Tel:- 028 9077 2772

BALLOONS / BLIMPS ETC

If balloons / blimps or similar are to be used in the King's Hall Complex the Organiser must advise the Owner in advance and appropriate licenses must be obtained.

BANKS

There is an ATM in The King's Hall beside the Foyer.

Local banks may be found at:-

Northern Bank Ltd	Boucher Road	Tel: 028 9038 1540
First Trust Bank	134 Upper Lisburn Road	Tel: 028 9043 1824
	2 Finaghy Road North	Tel: 028 9030 1841
Bank of Ireland	364 Lisburn Road	Tel: 028 9066 9522
Ulster Bank	161 Upper Lisburn Road	Tel: 028 9062 8139
	54 Boucher Road	Tel: 028 9068 2997

BUILD UP AND BREAKDOWN

Halls are open from 0800 to 1730. The doors available for goods access should be agreed in advance with a suitable level of security being employed by the Organiser throughout this period to ensure the integrity of the exhibition halls. Access outside the above hours should be agreed with the Events Manager in advance.

CARAVAN / MOBILE HOMES

There are no facilities for parking caravans and mobile homes within the complex.

CAR PARKING

The Showgrounds can accommodate up to 2000 cars including a separate area for exhibitors and VIPs.

A charge of £3.00 per vehicle is made to all visitors to exhibitions and other public entertainment events taking place within the complex.

CARPET

Carpet and/or carpet tiles are normally provided by the Organiser for stands and aisles at exhibitions. Organisers should note that the approved carpet tape is B7 Low Tack Tape and that the removal of this tape is their responsibility

The King's Hall provides a carpet fitting service and will be pleased to provide a quotation to Organisers.

CATERING

The official catering franchisee for The King's Hall Exhibition and Conference Centre is:-

Hamilton & Kirk Ltd

Tel: (028) 9066 9341 Fax: (028) 9038 2070

Email: info@hamiltonandkirk.co.uk

Contact: Bruce Kirk/Willie Jack

Organisers requiring catering services outside the formal areas, namely Café Corner, Elmwood Self Serve, Oak Bar, Tudor Bar and Pinewood Snackbar, should seek a quotation from the official franchise holder for the installation of a temporary unit.

The venue owner in conjunction with the caterer will determine which of these formal areas will be opened during individual events.

CLEANING

Hall and stand cleaning is the responsibility of the Organiser. This includes the Foyer, Offices and other areas used by the Organiser during the hiring period. Organisers are also responsible at their own cost to provide a satisfactory service for the disposal of all waste generated before, during and after the event. Organisers are requested to make use of skips for the safe and efficient disposal of waste material during the period of hire.

The King's Hall offers a service using in-house staff for cleaning, excluding stand cleaning and will be pleased to provide a quotation. Details of other cleaning contractors may be obtained from the office on request.

CLOAKROOMS

There is a cloakroom available in the north-east corner of The King's Hall. Should you require the use of this facility, please request access in advance. Organiser's are responsible for the manning of this facility.

COMPRESSED AIR

Compressed Air is not available within the Exhibition Centre. Electrical compressors can be used – please apply to the Showgrounds Manager for approval.

CONFERENCE AND BANQUETING FACILITIES

The King's Hall Conference Centre adjoins The King's Hall and provides a range of function rooms, as follows:-

Octagon	Seats up to 600 theatre style or 400 for dinner
Abercorn Suite	Seats up to 180 theatre style or 100 dinner
Green Room	Seats up to 80 theatre style or 40 for dinner

Enquiries for bookings should be made with the events team on (028) 9066 5225.

CUSTOMS & EXCISE

Local Office: HM Customs & Excise
39 Corporation Street, Belfast
Tel:- 028 9023 4466

DILAPIDATIONS

Organisers will be charged for all dilapidations arising from their hiring of the facilities. The following is an example of when charges may be applied:-

- Removal of carpet tape
- Removal of sticky buds, window stickers
- Excessive cleaning
- Damage to walls, door steps,
- Damage to windows or other parts of the complex

N.B. It is the Organisers' responsibility to ensure that only Blu-tack (or similar) is used to attach anything to the fabric of the building.

DISABLED ACCESS

The King's Hall Exhibition & Conference Centre is fully accessible to disabled patrons and complies with current legislation and disabled car-parking spaces are available.

DOGS

Dogs, except guide dogs, are not permitted in the Showgrounds during the period of hire, except with the permission of The King's Hall which, if granted, will be on the condition that the dog is kept on a leash at all times.

ELECTRICAL APPLIANCES

All electrical appliances including power tools being brought on site by the Organiser or his sub-contractors must be PAT tested and accompanied by the appropriate documentation to confirm that they are safe for their intended use.

ELECTRICITY

The Society's official electrical contractor is:-

AC Electric Limited / Event Technical Services

The King's Hall, Balmoral, Belfast BT9 6GW

Tel:- 087 0220 1778 Fax:- 087 0220 1779

Email: admin@ac-electric.co.uk

Contact:- Jim McEvoy or Erick Snoddy

AC Electric Limited as the official electrical contractor to the Royal Ulster Agricultural Society will provide all electrical requirements. Event Technical Services Limited can administer a number of additional technical services for events namely Wi-Fi Wireless Internet, Audio Visual / Information Technology hire items, and Telecom Services. Any additional service contract entered into with Event Technical Services Limited will be sub-contracted to an appropriate service provider i.e. Plumbing (Willis Heating & Plumbing); Hard Wired ISDN or Exchange Telephone Lines (British Telecom).

As part of the service Event Technical Services design and provide the organiser portable document format (PDF) services order forms ready for printing or web upload. The order forms have appropriate guidance and regulations enabling stand holders to order their specific requirements in advance of the event; they also encourage your clients to liaise directly with Event Technical Services for any query in relation to their technical needs.

In the case of the electrical order form produced for the larger events, the Organiser should note that all charges for electrical installation, fitting hire & erection, testing, electricity consumed, maintenance, and dismantling after the event, including the provision of a standby electrician covering the opening hours of your event, are built into the individual hire charges.

It is appropriate that the stand holder pays for their own element of electrical consumption according to their individual loading. The prices on the order form/s include an amount of electrical consumption based upon the opening hours of the show. After the event, the organiser is billed for the total electrical consumption of the event, and a rebate is paid to the organiser by ETS / AC Electric to compensate for the consumption of electrical units by stand holders. This amount of both "general" electrical consumption and what is deemed to be "stand holder" consumption is precisely calculated by means of up to 35 electricity meters depending upon the space let under the terms of the contact.

Organisers should note that a stand-by house electrician is required during all events; where the event may be minimal in its electrical installation it will not be possible to "build-in" this charge; in this instance ETS / AC Electric will provide a quotation for the house electrician.

ELECTRICITY SUPPLY

Organisers are reminded that The King's Hall Exhibition & Conference Centre rely on Northern Ireland Electricity (NIE) for its electrical supply via two local transformers; any failure in supply should be covered by the Organiser's own insurance. The King's Hall and some adjoining buildings (depending on mains distribution switching) have a 500kva standby generator; however the Owner does not accept any responsibility for mains failure howsoever caused.

Electrical power up to 800 amps. per phase is available in The King's Hall with up to 500 amps. per phase in other areas.

EVACUATION ARRANGEMENTS

The appropriate numbers of exits are available for use to safely evacuate the King's Hall and other building within the Complex. For events with only limited numbers present in the halls at any given time it may be possible to limit the number of egress doors. Any door which may be taken out of action must be agreed in advance with the Owner.

Evacuation arrangements for your event must be agreed in advance with the King's Hall and their approved security contractor.

FIRE EXTINGUISHERS

Stands may be required to be equipped with a suitable fire extinguisher. It is the responsibility of the Organiser that all exhibitors provide an appliance when appropriate e.g. in a kitchen area or a cookery demonstration area.

FIRST AID

The King's Hall provides a First Aid room at the north-east corner of The King's Hall. The King's Hall require that every event has sufficient first aid cover in place. The following providers should be approached for this service:

Ambutran	07711 096370
Pro Paramedics	028 9147 8155 / 07870 163227
St John's Ambulance	028 9079 9393

FLOOR LOADING

King's Hall Ground Floor	1.02 tonnes per sq m.
King's Hall Balcony	0.41 tonnes per sq m.
Nugent Hall	1.02 tonnes per sq m.
Balmoral Hall	1.02 tonnes per sq m.
Alexander Hall Complex	1.02 tonnes per sq m.
Octagon (King's Hall Conference Centre)	0.31 tonnes per sq m.

FLORAL ARRANGEMENTS

Flowers and floral arrangements may be ordered from:-

Hillmount Nursery Centre

56-68 Upper Braniel Road

Gilnahirk, Belfast

Tel:- (028) 9044 8213 Fax:- (028) 9044 8822

FLOWN EQUIPMENT

If any equipment is to be flown during an event the Organiser must advise of the weights and location to the Owner in advance. If a motorised pulley system is to be used to suspend equipment a secondary means of support must also be provided unless prior permission is agreed in advance.

FORK LIFT TRUCKS / HIGH ACCESS EQUIPMENT

Fork Lift Trucks with qualified drivers are available for hire if required, the cost of which will be charged directly to the Organiser. A quotation will be provided on request. Organisers providing their own fork lift truck / high access equipment must ensure that all drivers are fully licensed and qualified, the equipment must be certified and it must be suitable for the environment and the loads which are to be lifted. Appropriate insurance arrangements must also be in place and submitted to the King's Hall in advance. Drivers' certificates and insurance policies must be submitted for approval prior to the period of hire.

FURNITURE

Polypropylene chairs are available for hire from The King's Hall, a quotation for which can be provided on request. Alternatively organisers may appoint their own contractor.

GAS, INFLAMMABLE OILS, NAKED FLAMES etc

Butane gas may be used within the King's Hall Complex but must be removed overnight. Propane gas must be piped into the building from an exterior location, agreed in advance with the Owner, and under no circumstances will propane gas be permitted in any building.

The King's Hall may allow a limited quantity of petrol, inflammable oils, naked lights, lamps or flames to be used or brought into the Hall or any part thereof, however permission in writing must be obtained in advance for such a facility.

HARD HATS

The Organiser must carry out an assessment of the work activities they intend to undertake and any operatives or others working in that area should be issued with and wear hard hats when appropriate.

HEALTH AND SAFETY

The Health and Safety at Work Order NI 1978 and related legislation places duties on employers / owners of premises etc. Organisers are therefore required to submit their Health and Safety Policy Statement, Risk Assessment and other related documentation as appropriate to the King's Hall in advance for the event. The Organiser must also ensure that they obtain the appropriate documentation from their sub-contractors / exhibitors etc and this must be available for inspection by the King's Hall at any time.

The Organiser shall provide their Health & Safety Policy Statement and Risk Assessment to The King's Hall for approval from our on site Consultant.

HEATING AND LIGHTING

All heating and lighting costs are the responsibility of the Organiser during the period of hire. Lighting may be arranged with the official electrical contractor, AC Electric Limited.

HOTEL ACCOMMODATION

***Balmoral Hotel**

Black's Road, Dunmurry, Belfast

Phone: 02890 301234
www.balmoralhotelbelfast.com

Beechlawn House Hotel

4 Dunmurry Lane, Dunmurry

Phone: 02890 602010

Benedicts Hotel

7 - 21 Bradbury Place, Shaftesbury Square, Belfast

Phone: 02890 591999
www.benedictshotel.co.uk

Days Hotel

40 Hope Street, Belfast

Phone: 02890 242494

Dukes Hotel

65 - 67 University Street, Belfast

Phone: 02890 236666

***Europa Hotel**

Great Victoria Street, Belfast

Phone: 02890 271066
www.hastingshotel.com

Hilton Belfast

4 Lanyon Place, Belfast

Phone: 02890 277000
www.hilton.co.uk/Belfast

Holiday Inn Belfast

22 Ormeau Avenue, Belfast

Phone: 0870 4009005
www.belfast.holiday-inn.com

Holiday Inn Express

106 University Street, Belfast

Phone: 02890 311909
www.hiexpress.co.uk

***Jury's Inn**

Great Victoria Street, Belfast

Phone: 02890 533500
www.jurysdoyle.com

Madisons Hotel

59 - 63 Botanic Avenue, Belfast

Phone: 02890 509800
www.madisonshotel.com

***Malone Lodge Hotel & Apartments**

60 Eglantine Avenue, Belfast

Phone: 02890 388000
www.malonelodge.com

***Ramada Hotel**

119 Milltown Road, Shawsbridge, Belfast

Phone: 02890 923500
www.ramadabelfast.com

Ten Square Luxury Hotel

10 Donegall Square South, Belfast

Phone: 02890 241001
www.tensquare.co.uk

Travelodge Hotel

Phone: 0870 1911687

15 Brunswick Street, Belfast

www.travelodgebelfast.co.uk

***Wellington Park Hotel**
21 Malone Road, Belfast

Phone: 02890 381111
www.wellingtonparkhotel.com

*** If you quote The King's Hall and RUAS to ensure you receive the discounted rate and if you intend to hold your conference in Belfast we would advise you to try to book your accommodation as soon as possible as the rooms are limited in each hotel.**

INSURANCE

It is the responsibility of the Organiser to affect adequate insurance cover in respect of damage to the King's Hall Exhibition and Conference Centre and legal liabilities and other third parties in connection with their exhibition. Public Liability cover must be in place for £5M and sufficient Employers Liability Insurance should be in place. The following Insurance Questionnaire must be completed and forwarded to the events team as early as possible.



**INSURANCE QUESTIONNAIRE FOR
THE KING'S HALL EXHIBITION AND CONFERENCE CENTRE.**

TO BE COMPLETED BY AN INSURANCE COMPANY/REGISTERED INSURANCE BROKER

PLEASE COMPLETE AND RETURN THIS QUESTIONNAIRE TO US AS SOON AS POSSIBLE TO:

**Marketing and Events Team
The King's Hall Exhibition and Conference Centre
Balmoral
Belfast
BT9 6GW
Tel: 028 9066 5225 Fax: 028 9066 1264**

**THE INFORMATION GIVEN WILL BE TREATED IN THE STRICTEST CONFIDENCE.
FAILING TO COMPLY WITH INSURANCE REQUIREMENTS MAY RESULT IN A CONTRACTOR NOT BEING
PERMITTED TO WORK. COMPLETION OF THIS QUESTIONNAIRE WILL BE REQUIRED ANNUALLY.**

EVENT ORGANISER

INSURANCE BROKER

NAME:

NAME:

ADDRESS:

ADDRESS:

TEL NO:

TEL NO:

EMPLOYERS LIABILITY INSURANCE

Insurer:

Policy No:

Period of Insurance:

Description of Business as shown on the Policy:

Limit of Indemnity:

DOES YOUR POLICY COVER: -

- | | | |
|---|---|--------|
| 1 | Accidents occurring anywhere in Ireland | YES/NO |
| 2 | Liability to Labour Masters, Gang Labour only.
Sub-Contractors, Self-Employed persons and Liability assumed under Plant
Hiring Agreements | YES/NO |

Please give details of Excesses and Restrictive Endorsements on Policy: -

PUBLIC LIABILITY INSURANCE

Insured: _____

Insurers: _____

Policy No: _____

Period of

Insurance: _____

Description of Business as shown on the Policy: _____

Indemnity: Any One Accident: _____

Any One Period: _____

Does your Policy cover: -

- | | | |
|---|----|------------------|
| 1. Accidents occurring anywhere in Ireland | 1. | YES/NO |
| 2. Indemnity to Principals | 2. | YES/NO |
| 3. Liability in respect of Negligence of Sub-Contractors
or their employees | 3. | YES/NO |
| 4. Liability in respect of Negligence of Labour Masters, Gang
Labour, Labour only Sub-Contractors, Self Employed Persons
and Plant Operators where hired in | 4. | YES/NO |
| 5. Non-Road Traffic Act Liability for all
Mechanically powered vehicles | 5. | YES/NO |
| 6. Is there inspection of all Plant requiring Statutory
Examination to comply with Statute Law. | 6. | YES/NO |
| 7. Has the Underwriter seen the Contract
If so is there Contractual Liability covered | 7. | YES/NO
YES/NO |
| 8. Please give details of excesses and all restrictive endorsements/warranties on Policy | | |

Signed: _____ Date: _____

Insurance Broker/Insurer: _____

LADDERS, STEP-LADDERS AND SCAFFOLDING

The organiser must ensure that all ladders, step-ladders, scaffolding and hoists brought onto the site are of a suitable standard and comply with recommended guidelines

LAYOUT PLANS

The King's Hall is obliged to provide the appropriate authorities at Belfast City Hall with accurate layout plans prior to publication to exhibitors. Organisers must therefore submit to The King's Hall three copies of their proposed layout plans six months in advance of any event. This will help avoid any difficulties that might arise with regard to aisle width, blocking of Emergency Exit doors etc. The King's Hall will be pleased to advise Organisers on layouts, if requested.

Organisers should ensure that contactors for free-build sites arrange site surveys and details of such contractors should be forwarded to the King's Hall

The Licensing authorities limit the number of people permitted to occupy The King's Hall Exhibition & Conference Centre at any one time. Organisers must therefore control admittance to the complex accordingly. Organisers should provide a minimum gangway width of 2m for all exhibitions and a minimum of 3m for the lateral aisles at the front of The King's Hall, Nugent Hall and Balmoral Hall.

LEISURE FACILITIES

There are amenities nearby for golf and horse riding. Leisure facilities are available at the following hotels:-

Hilton Belfast
Culloden Hotel
Dukes Hotel
Dunadry Hotel & Country Club
Ramada Belfast

The nearest Leisure Centres is:-
Olympia Leisure Centre
Boucher Road
Belfast
Tel:- (028) 9023 3369

LIFTS

No goods may be transported in the public lifts situated in The King's Hall and King's Hall Conference Centre. A goods lift is available in The King's Hall and a quotation for manning this service can be obtained from The King's Hall .

MARQUEE HIRE

Any marquee hire company operating on site must conform to the relevant Code of Practice and be a member of The Performance Textiles Association, 42 Heath Street, Tamworth, Staffs B79 7JH. Tel:- 01827 52337. A copy of the full code of Practice may be obtained from their office. The King's Hall must be advised in advance if any marquee is to be erected on site and its location agreed with the Owner.

MUSIC

Please note that all Organisers and/or exhibitors wishing to broadcast music on their stands should obtain relevant licences from the following organisations:-

The Performing Rights Society Ltd
29/33 Berners Street
London
W1P 4AA
Tel:- 0207 5805544

Phonographic Performance Ltd
Ganton House
14-23 Ganton Street
London
W1V 1LB
Tel:- 0207 4370311

NO SMOKING

All Halls and all other indoor areas within the Showgrounds are subject to a total ban on smoking at all times, with no exceptions. This rule applies when Halls or areas are vacant, during event build-up, event open days and event breakdown. All Organisers must ensure that their staff and sub-contractors are aware of this ban and comply with it. Any persons found smoking in the Halls or indoor areas may be asked to leave the Showgrounds and re-entry will be at the sole discretion of The King's Hall. In addition during the opening hours of every event a public address announcement regarding the no smoking policy will be made every hour on the half hour

ORGANISERS'S OFFICES

There are organisers' offices in The King's Hall, Nugent Hall and Balmoral Hall. Furniture is provided and Organisers are asked to ensure that the offices and furniture are well maintained during the period of hire. The furniture should not be moved from the offices.

OUTDOOR AREAS

Various areas surrounding the Exhibition Halls are suitable for certain kinds of demonstration or display. Details of space available and rental charges can be obtained from the events team on (028) 9066 5225

PENALTIES / REMOVAL OF GOODS

Should the Hirer fail to remove all material by the end of the period of hire, the Hirer shall be charged a penalty fee. The Owner reserves the right to employ such personnel as is appropriate to clear the Hall(s) or outdoor areas should the contract period of hire be extended and the Hirer shall be responsible for all costs involved.

POLICE

The local Police Station is at Lisburn Road, Belfast. Tel:- (028) 9065 0222

POST OFFICE

The local Post Office is situated at:- Finaghy Post Office, 159 Upper Lisburn Road, Belfast
Tel:- (028) 9030 1107

PRESS

A list of local newspapers, television and radio companies are available from the events team on request.

PRESS ROOM

A press room is available in the link area between The King's Hall and the Nugent Hall. If you require this facility, please request in advance.

PUBLIC ADDRESS SYSTEM

A Public Address system can be operated from any of the Organiser's offices and will be made available to you. All areas let under the terms of your tenancy will be covered by the public address system and it will be configured by Event Technical Services Limited.

PUBLIC TRANSPORT

Northern Ireland Railways have a station (Balmoral Halt) immediately opposite The King's Hall. Metro bus route 9A, B or C passes the front of The King's Hall.

PYROTECHNICS

The Organiser must advise The King's Hall Exhibition & Conference Centre Ltd if pyrotechnics are to be used at the exhibition/event and appropriate documentation must be provided.

RISK ASSESSMENT

The Organiser shall provide the Owner with a copy of their Risk Assessment Policy for the event at least two months prior to the period of hire. All sub-contractors working for the Organiser must submit their Policies to the Organiser at least three months prior to the period of hire.

SCAFFOLDING

See under heading "Ladders"

SECURITY

Internal security is the responsibility of the organiser during the period of hire. It is essential that the appropriate number of personnel are employed to ensure the security of the facilities. Details of internal security arrangements must be approved by The King's Hall. Organisers are required to employ Scorpio Management Services to provide the minimum security requirement dictated by The King's Hall.

The organiser will be provided with a security letter to all exhibitors which must be issued in advance of the event opening.

If additional security arrangements are to be put into operation this must be confirmed and approved by the Owner in advance.

STAND FITTING

The King's Hall provides a shell scheme stand fitting service and would be pleased to provide a quotation to Organisers. Names of other local contractors familiar with The King's Hall can be provided on request.

TAXIS

On request, the following local firm will provide taxis during the exhibition:-

Value Cabs Tel:- (028) 9080 9080

TECHNICAL DATA

	NET AREA (square metres)	HEIGHT (metres)	FLOOR LOADING (tonnes per sq. m.)	ACCESS POINTS
*KING'S HALL – GROUND FLOOR	3071	4-15 m	1.02	4
*KING'S HALL – BALCONY	1561	3-9 m	0.41	1 (goods lift)
*NUGENT HALL	2182	4-8 m	1.02	4
*BALMORAL HALL	973	5-6.5 m	1.02	3
*OCTAGON	465	5 m	0.31	3
ALEXANDER HALL COMPLEX	2108	3-6 M	1.02	2

*This accommodation can be linked to form one Exhibition Unit.

TELEPHONES

All temporary telephone lines should be ordered direct from BT. Please contact Elaine Carlisle on 028 9021 4415.

TEMPORARY PERSONNEL

Details of local employment agencies are available on request.

TOILETS

The Organiser is responsible for the cost of providing toilet attendants. This service is managed by the Society and it should be noted that toilets are normally opened one hour prior to the opening of an event and closed one hour after.

WATER AND WASTE

Water and waste, together with other plumbing services are provided by the official plumbing contractor Willis Heating & Plumbing Ltd who can be contacted through Event Technical Services.

Event Technical Services Limited
The King's Hall, Balmoral
Belfast BT9 6GW
Tel: 087 0163 0071 Fax: 087 0163 0072
Contact: Jim McEvoy or Erick Snoddy

WEBSITE & PROMOTIONAL MATERIAL

We would be happy to enclose/attach any publicity material in our monthly mail outs and on our website. Should you wish to avail of this service, please forward the information to the events team.

Wi-Fi INTERNET BROADBAND

A wireless Internet Broadband service is available to all of the exhibition halls and much of the outside areas determined on the King's Hall Show Grounds map as Sections A, B, C & D. Event Technical Services will provide for you as organiser without charge one Wi-Fi Internet connection (to a non networked computer) to include the installation of any peripheral device if necessary
