

VOX CONFERENCE CENTRE

# Rules and Regulations

to be observed and performed by all Customers, Stand holders,  
event organisers, exhibitors and other sub-Customers and their  
contractors, subcontractors, and agents.

By order of the Board of Directors  
The National Exhibition Centre Limited  
Birmingham B40 1NT

These Rules and Regulations are subject to revision or  
addition at any time and details of any revisions or  
additions can be obtained from the VOX

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## **VOX RULES & REGULATIONS**

### **PART 1 - GENERAL**

#### **101 Scope of the Rules & Regulations**

These regulations made by the VOX shall be observed and performed by all Customers, stand holders, event organisers and other sub-Customers, and their contractors, subcontractors, and agents

These regulations are in addition to:

- All statutory regulations and requirements of the Authorities and,
- The terms and conditions of the material damage and public liability insurance policies effected by the National Exhibition Centre Limited in respect of the International Convention Centre.
- The Health and Safety at Work etc. Act 1974, and subsequent amendments and regulations made there under.
- The Regulatory Reform Order 2005

#### **102 Definitions and Interpretation**

In these regulations the following definitions and interpretations shall apply unless the context otherwise requires:

- The "Authorities" mean:
  - Solihull Council
  - The West Midlands Police
  - The West Midlands Fire and Civil Defence Authority;
  - The VOX's insurers for the time being in respect of risks covered by the material damage and public liability policies affected by the VOX;
  - The Home Office or any other Government Department or any other Authority having jurisdiction over activities at the Centre;
- The "Centre" means the buildings and service areas
- The "Chief Fire Officer" means the Chief Fire Officer of the West Midlands Fire Service;
- The "City Council" means the Solihull Council;
- The "VOX" means the Vox Conference Centre
- The "Electricity Board" means Midlands Electricity plc;
- "Event" means any function taking place within the Vox including but not limited to conferences, meetings, banquets, conventions, exhibitions, social functions, demonstrations or displays in the nature of an event or any demonstration or display of any sport, game or contest or any entertainment or performance of a similar nature, or of music, singing or dancing;
- "Exhibitors" means the people or person putting on an Event;
- "Gangway" means any passage or walkway within the Vox;
- "Suite" means any building or part of a building at the Vox used for the purpose of an Event;
- The "Customer" means the person or body to whom the VOX grants a licence to use the Centre as more particularly set out in the Licence Agreement;
- The "Licence Agreement" means the document embodying the terms and conditions entered into between the VOX and a Customer for the grant of a licence of the Venue and words and phrases defined in that document have the same meaning in this document unless the context otherwise requires;

- The "Licence Period" means the dates specified in the Licence Agreement between which the Customer has a tenancy.
- "Open Period" means the period of time that a certain Event is open to Visitors
- "Stand" means any structure, platform, space or other area intended for use in connection with an Event;
- "Venue" has the meaning set out in the VOX Licence Agreement.
- "Visitors" means all persons at the Vox other than those present by virtue of their employment at the Vox or their employment by persons rendering services to the VOX or to the Customer or to any exhibitor or delegate;
- The "Water Authority" means Severn Trent Water;

## **PART 2 - GENERAL CONDITIONS**

### **LAYOUT & INSTALLATION**

#### **201 Layout Plans**

Layout plans of Events shall be prepared by the Customer and shall conform to the following requirements:

- The Customer is advised to conform to the exact requirements for gangway widths, which vary from suite to suite.
- The floor traps set in the Suite floors, shall be accessible.
- All fire alarms, extinguishers, break glass points, fire hydrants, fire detection equipment, sprinkler system valves, room thermo stats, house telephones, ventilation grilles and doors shall be kept clear and accessible at all times.
- The layout grid shown on the survey plans issued by the VOX to Customers shall be shown on the layout plans.
- Layout plans for Events shall be to a reasonable scale, but not less than 1:100.

#### **202 Working Layout Plans**

- No work is to commence in the Suites until approval of the layout plans has been given in writing by the VOX.
- Not later than one month prior to the first day of the Licence Period, the Customer is to issue to the VOX layout plans for use by the VOX's operational departments and contractors. Where these plans are for an exhibition these plans must show names of exhibiting companies, stand identification numbers and stand measurements.

#### **203 Vox Conference Centre – full usage**

- Applications to erect or place offices, desks, counters, signs or other structures in the Vox demise are to be made to the VOX's event manager prior to the start of the Licence Period. Applications must be accompanied by plans showing the locations of these structures with detailed drawings of individual units where necessary.
- No work is to commence until approval has been given in writing by the VOX and the Authorities.

#### **204 Marking Out**

The VOX will mark out the perimeter of all stands and feature areas on the floor of the Suites

as appropriate

For this purpose, the Customer is to issue layout plans, showing dimensions of all Stands and feature areas, the widths of gangways between the Stands and feature areas, the dimensions between the frontages of the Stands and the Suite columns and walls and Stand identification numbers

- These plans are to be issued not later than one month prior to the first day of the Licence Period.
- The Customer is to check the marking out prior to the placing of stands and feature areas and any discrepancies between the drawing and the marking out are to be notified to the VOX immediately. The VOX will accept no responsibility for incorrect marking out if this procedure is not followed or if the plans issued to the VOX vary from layout plans issued by the Customer to others.

## **205 Building Works & Fixings**

- General

No fittings or attachments of any type will be permitted within the Vox on fabric, wooden, walls or glazing areas

The VOX may make charges for removing and reinstating carpet tiles and for any tiles cut, damaged or soiled whilst the event is in tenancy.

- Fixings to Duct Covers

No fixing will be permitted to the floor duct covers.

- Adhesive Tapes

The Customer will be responsible for ensuring that any adhesive tapes used are removed after use without damage to the floor.

## **206 Exit Signs**

If exit notices or emergency lights are obstructed by stands, decorations or exhibits, additional notices to be provided as the Authorities may require. The provision and fixing of these additional notices will be carried out by the VOX at the Customer's expense and alternative signs must be provided by the client.

## **ADMISSION INTO SUITES**

### **207 Delivery, Unpacking, Storage and Removal**

- General

Deliveries will not be accepted before the commencement of the Licence Period and the VOX cannot accept responsibility for deliveries if this occurs. No vehicle will be allowed into the Resorts World bay area if it has not been pre-booked and exhibits and similar materials may only be delivered and unpacked, or packed and collected, at times when Visitors are not admitted to the Suite in question. No empty crates, cartons, boxes, shavings or other packing materials can be stored on or behind any stand but must be removed when the unpacking has been completed.

- Early Access

The VOX will not permit deliveries to the Suites of exhibits, Stand fitting or any other materials or equipment required for staging of an Event prior to the first day of the Licence Period except in accordance with specific arrangements made in writing between the VOX and the Customer. If such arrangements are made, Customers will be responsible for any charges the VOX may make for extending the period of the Licence and for provision of the additional services and staff as necessary.

- End of Tenancy

All exhibits, pop up stands and other materials brought into the Suites for an Event including materials scrapped at the end of the Event must be removed from the Suites by the owners and storage areas cleared in sufficient time for the VOX's cleaning contractor to clear the floors by the end of the Licence Period (unless specific arrangements to the contrary are made in writing between the VOX and the Customer). The Customer will be responsible for any charges the VOX may make for extending the Licence Period and for additional services required if the Suites are not clear by the end of the Licence Period.

## **208 Admission to the Suites - Build-Up and Breakdown**

- Staff Identity Cards

Unless a specific request in writing is made to the VOX, identity cards issued by the VOX to its staff permit the holders' entry into the VOX at any time to carry out their duties.

- Children Under 16

The Customer shall not issue passes for the build-up and breakdown period to children under the age of sixteen. The VOX's stewards have instructions not to allow children under the age of sixteen into the Suites during this period.

## **208a CDM site rules.**

When an event is deemed to be following the process of Construction (design and management) regulations 2015 the following site rules should be observed:

1. Compliance with Vox Site Rules, eGuide, H & S legislation and CDM regulations (when applicable) is required at all times.
2. Access into the halls and/or CDM site must be approved by the venue and Client or Principle Contractor.
3. Be considerate and do not block in other vehicles in the delivery area.
4. Be safe and be seen - Hi-vis jackets should be worn at all times when off-loading and loading vehicles within the loading bays.
5. All forklift and vehicle movement within the delivery area must be coordinated and managed safely.
6. Emergency gangways must be maintained to allow cleaning and MEWP movement and emergency access/egress etc at all times.



9. Emergency gangways must be clearly identified.
10. Authorised access only is allowed into halls – all personnel working within a CDM site must be informed of the Vox site rules.
11. Appropriate management and safe methods of working at height is required at all times.
12. Hot Work requires a hot work permit from the venue and prior notification must be given at least 4 weeks out if this is required.
13. All accidents, incidents & near misses must be reported immediately.
14. Work tidy – maintain good housekeeping at all times and dispose of all waste in an appropriate manner.
15. Compliance with venue policies must not be interpreted as compliance with applicable laws (including but not limited to The Construction (Design & Management) Regulations 2015 (CDM)). Reference in respect of CDM should be made to the HSE site [CDM 2015 and the Entertainment Industry](#).

#### **209 Admission to the Suites - Event Open Periods**

The Customer shall notify the event manager of the procedure to be followed by the Event organisers, staff and visitors to gain entry into the Venue during the Open Period and issue to the security manager specimens of all passes or tickets etc., intended to be used during that period (for briefing of the security staff on duty).

#### **210 Floor Loadings**

The Suite floors, including duct covers can with stand different loadings throughout the venue and for confirmation of this regarding the necessary areas, you must speak with your Event Manager prior to any loadings in the venue, approximately 1 month out from the start of the tenancy start date.

### **TRAFFIC AND VEHICLES**

#### **211 Traffic**

- Unloading and Loading

Unloading and loading may only be carried out in designated areas clear of the public highway, within the Resorts World bay area. The VOX cannot authorise vehicles to wait or unload in contravention of local road traffic regulations on the NEC site. All loading/unloading must be booked in with the Resorts World bay for access to be granted accordingly.

### **MISCELLANEOUS**

#### **212 Lost Property**

All property found at the Vox will be retained for four weeks by the VOX. If after four weeks

no claim in respect of that property has been made by any person the finder may claim the property, other wise the VOX may consider the title to that property has been abandoned and as such become entitled to sell that property for its own account.

### **213 Exhibitors' Property and Security**

Exhibitors' stands and exhibits on Stands are not accepted into the control of the VOX and Exhibitors should make their own insurance arrangements.

- All Exhibitors of jewellery should have a block insurance policy covering their goods wherever situated.
- Any person detailed to stay on a Stand throughout the night will be deemed to be a servant of the exhibitor.

### **214 Radio Microphones**

All radio microphone equipment used within the Centre must conform to the specification MPT 1350 or its successor. Any radio microphone equipment used by the Customer or its sub-contractor must be suitably licensed in accordance with current regulations and should not conflict with frequencies used by the VOX. A list of the VOX's frequencies is available from the event manager.

### **215 Books and other goods**

The Customer and exhibitors shall not sell or offer for sales at the venue any books, magazines, records, tapes or other goods of whatever nature without the prior written consent of VOX which consent may be subject to such conditions as VOX considers appropriate

## **PART 3 - FIRE AND ACCIDENT PRECAUTIONS**

### **ACTION IN CASE OF FIRE AND PERSONAL INJURY**

#### **301 Fire**

The procedure for an outbreak of fire is as follows:-

- Fire Alarm

Raise the alarm by operating the nearest fire alarm call point and / or notify a member of the Vox team as appropriate. These are sited by exits and in other circulation areas throughout the venue;

Immediately afterwards notify the Vox Security giving the exact location of the fire to enable Security staff to come to your assistance and to advise the Fire Service of the most direct route.

- Extinguishers

If safe to do so try to quench the fire or confine it by the use of extinguishers and/or removal of goods etc. in the vicinity.

Avoid doing anything likely to create panic.

- Evacuation

Should it be necessary to evacuate the Vox this information will be broadcast on the public address system or sounder. It is important that instructions given are complied with immediately. The regular assembly point for the Vox is the South 2 car park however in the instance this changes, it will be communicated to you at the start of the tenancy by your event manager.

### **302 Personal Injury**

In case of personal injury notify a member of the Vox team asap. Remain with the injured person until the arrival of the security staff in order to give them any information they may require about the accident.

## **FIRE PREVENTION - GENERAL MATTERS**

### **303 Safety Curtains**

A safety curtain is sited above the front doors of the Vox. It is the responsibility of the Customer to ensure that the descent of the curtain is not obstructed by any display, exhibit or performance. Details of the line of descent and the area to remain unobstructed can be obtained from the event manager.

### **304 Means of Escape**

The Centre operates within the terms of The Regulatory Reform Order 2005. A predominant requirement of all applicable legislation is that all means of escape routes and in particular exit doors from the Vox are maintained free from obstruction at all times. The Customer will be responsible for ensuring that everything within the area of operation is done to ensure this requirement is complied with.

## **PART 4 - REGULATIONS FOR STAND ELECTRICAL INSTALLATIONS**

### **STAND INSTALATIONS**

#### **401 Conditions**

- British Standards

All electrical installations on stands, features, displays or exhibits sSuite comply with BS7671 sections 711 and in addition:

- Any special requirements of the Authorities and the
- VOX. The Health and Safety at Work etc. Act 1974.
- The Electricity at Work Regulations 1989.
- The Exhibition Venues Association "Regulations for Stand Electrical Installations" contained therein.

The Licensor will not supply electricity to any installation which does not comply with these regulations or requirements.

The Customer and Exhibitors shall not use or install any technical equipment or materials including sound, lighting, cinematograph, theatrical or related equipment or service other than those supplied by VOX or a supplier who has been approved by VOX.

#### **402 Testing**

Stand Installations

To verify compliance the VOX's engineers or representatives will inspect and test all installations. The VOX is to be advised by the person responsible for the installation when it is complete and ready for inspection and testing, by completing and handing in a "Request for Connection and Energising of Electrical Supply to Stand" form. Where found to be satisfactory, the installation will be connected to the electricity supply and energised. Where an installation is found to be unsatisfactory the supply will not be connected and the VOX will advise the person responsible, who must rectify any faults and advise the VOX when the installation is ready for re-inspecting and re-testing by re-submission of the "Request for Connection" form.

It is the responsibility of the person undertaking an installation to carry out the appropriate testing to ensure compliance with regulations prior to the submission of the "Request for Connection" form.

#### Appliances

Any electrical appliance connected to a socket must have been tested by a competent person before it is plugged in and energised. The responsibility for ensuring this testing is carried out is that of the person, or persons responsible for bringing the equipment into the Vox.

## MAINS SUPPLY

### 403 Electrical Supply

- Right of Supply

All current for consumption on the Vox, whether provided through permanent mains supplies or locally installed generators, shall be supplied by the VOX.

- Standard Supplies

The standard supplies are:

- Single Phase 240V: 50 cycles per second AC supply, earthed neutral between 10 and 63 amps any one supply.
- Three Phase 415V: 50 cycles per second AC supply, earthed neutral between 10 and 125 amps any one supply

- 24 Hour Supplies 24 hour supplies are available for any standard supplies.

- "Clean" Supplies

The VOX's standard supplies are normally acceptable as "clean" and suitable for use for computers and data processing equipment. The VOX cannot accept any responsibility or liability for a supply that proves to be not "clean" and subsequently damages computers or data processing equipment.

- Non-Standard Supplies

Alternating current supplies which are non-standard in voltage, current or frequency and direct current supplies may be arranged on application to the VOX.

- Neutrals are earthed

- Load Limitation

The VOX, at its own discretion, will limit the power rating of a supply or supplies where, in the VOX's opinion, the load or combination of loads requested may have an adverse effect on the supplies to other exhibitors. Where it is proposed by the Customer to group exhibitors demonstrating heavy current consuming machines in such a way as to cause an abnormal demand (i.e. in excess of 100 watts per square metre) in a particular section of the exhibition, the Customer should discuss this arrangement with the VOX prior to the final allocation of Stand space to exhibitors and should endeavour to conform to any rearrangement required by the VOX.

#### **404 Main Supply Cables**

- Supply and Installation

All main supply cables from the VOX's electrical distribution system to the point of supply, which may be an exhibit, Stand or group of Stands, shall be supplied and installed by the VOX.

- Termination

Each cable will be terminated with a fused isolator or circuit breaker supplied by the VOX.

- Proliferation of Mains Cables

Where installation of a number of small supplies would, in the opinion of the VOX, lead to an unacceptable proliferation of mains cables, the VOX may, at its discretion, either itself install a large mains cable and provide the mains ordered by sub distribution within the block, or instruct the nominated electrical contractor that only a single main will be installed to the group of Stands.

- Access for Installation

The mains supply cables to Stands or exhibits will be installed before or immediately after the starting date of the Licence Period, provided that the supply has been ordered from the VOX by the agreed date. Before occupying the Stand site, exhibitors and their contractors must check with the VOX that the supply cables have been installed and, if not, shall only occupy areas of the Stand site permitted by the VOX until such time as the supply cables are installed.

#### **405 Ordering of Main Supply Cables**

- Placing of Orders

Mains supply cables can be ordered from the VOX by the Customer, electrical contractors, Event organisers or their nominated representatives using procedures and at charges for standard supplies agreed between the VOX and the Customer. Orders will only be accepted when made in writing. The Vox Conference Centre Mains Order Form is the required method for placing orders. Copies of the form are available from the VOX's event manager.

- Deadline for Orders

Orders for main supply cables must be placed with the VOX not later than four weeks prior to the commencement of the Licence Period.

- Late Orders

- Completion

The VOX will not guarantee to complete orders received after the deadline, prior to the opening of the Event. Priority will be given to the completion of those orders placed before the deadline.

- Procedure

The VOX reserves the right to deal with orders placed after the dead line in the order in which they are received.

- Surcharge

Orders for mains supplies received by the VOX after the dead line will be subject to a surcharge.

- Payment

The VOX reserves the right to refuse to connect a supply until the VOX's terms and conditions in relation to payments have been complied with.

- Routing and Termination Positions

All orders should indicate specific positions required for termination and routing of mains and must contain full information of these positions, including a dimensional plan showing

their location on the Stand and the location and orientation of the Stand in the Suite. If this information is not given, the supply cable will be routed and terminated at a position at the discretion of the VOX. The VOX can accept no responsibility for any costs involved in relocating a supply cable or altering Stand fittings or electrical installations if an inadequate or if no location plan for the supply cable is submitted with the order.

Note: Persons responsible for designing the layout of Stands, or the electrical installation for Stands, should acquaint themselves with the location to ensure that Stand layouts can, or are designed to, permit the termination of mains cables over, or as close as possible to, the floor ducts. These floor ducts are shown on the layout plans of the Event, issued by the Customer.

- Alterations to Orders

- Termination Position

Where the termination position of a mains supply cable is altered after the deadline date for placing orders, this will be treated by the VOX as a late order and will be subject to a surcharge.

- Rating

Where the rating of a mains supply is changed after the deadline date for placing orders, the new mains supply will be treated as a late order and will be subject to a 20% surcharge.

- Cancellation of Orders

Cancellation of orders will only be accepted by the VOX when made in writing. Where such written cancellation is received by the VOX later than one week prior to the commencement of the Licence Period, the mains supply ordered will be charged at half the full rate and if thereafter at the full rate. If a supply is ordered and not cancelled in writing then the supply will be charged at full rate.

#### **406 Time of Operation of Electrical Supplies**

- During Event

Mains Stand electrical supplies will be switched on half an hour before opening and off half an hour after the close of the Event each day, except for the last day when switch off will be at the time of the close of the Event.

- During Build-Up

During the build-up period of an Event, supplies which have been tested and connected will normally be switched on half an hour after normal starting and off half an hour before the normal finishing time of the build-up period. Additionally, there may be interruptions to the supply to allow the VOX to make extra connections.

- Variations

By agreement between the VOX and the Customer the times of the switching for connections may be varied to meet the needs of the Event. Such requests should be made at least half a working day in advance of the requirement.

- During Breakdown

All mains supplies are switched off at the closing time of the Event on the last day. Where an exhibitor requires a main electrical supply after the close of an Event, the requests for such supply should be made to the VOX, through the Customer, by midday on the last open day of the Event. The supply will be reinstated approximately half an hour after the close of the Event once essential safety work has been completed.

- **24 Hour Supplies**

Where continuity of supply is required this should be indicated by ordering a continuous supply. The continuous supply will be from the opening morning until the close of the Event. During the build-up period the supply will normally be switched on and off as for standing supplies. By arrangement between the Customer and the VOX it may be possible to agree to improved continuity of supply.

## **PART 6- PUBLIC**

### **ENTERTAINMENTS LICENCES**

#### **601 Scope of the Licences**

The Vox Conference Centre is licensed annually by the City Council for the following:

- Public Entertainment under the Local Government (Miscellaneous Provisions) Act 1982, Section 1, Schedule 1. The Public Entertainment Licence covers the following activities: "Public dancing or music or any other public entertainment of a like kind" and "a public contest, or exhibition " in Suites 1, 2, 3, 4 and 5.

The licences above are granted to the VOX management.

#### **602 Terms, Conditions and Restrictions**

Incorporated into the licences above are a number of terms, conditions and restrictions of general application to all premises licensed annually by the City Council, and some special conditions applicable specifically to the Centre. Chief amongst the latter are the following:

- **Stewards**

The number of stewards on duty is specified as follows:

- For public event, one steward for every 100 people (1:100).
- For all other events, suitable & sufficient number of stewards in accordance with delegates numbers, to safely evacuate the Vox conference centre if require

#### **603 Approval of Arrangements**

The approval of the City Council to the arrangements for public entertainments must be obtained in the same way as for all other Events. Any matters relating to the Centre's licences should be referred in the first instance to the VOX management.

#### **604 Permitted Hours**

Within the terms of the Public Entertainments Licence, the VOX's policy is that entertainment can only take place on the days and between the hours specified as follows:



Day	Permitted Hours
Monday to Friday	0900 - 0200
Saturday	0900 - 0200
Sunday (excluding dancing)	0900 - 0200

Entertainment shall not take place on Christmas Day without prior permission from the Authorities.

#### **605 Opening of Doors**

All doors to be used by Visitors for gaining admission to the Venue are required to be opened at least 15 minutes before the advertised starting time.

Therefore, all rehearsals and preparations for the entertainment must be completed by the doors opening time.

### **GENERAL ARRANGEMENTS**

#### **606 Security**

The VOX will provide personnel to man the Vox FOH doors and to carry out ushering and audience control within the suite areas, ticket checking and, if the VOX considers it necessary, body searching at the entrances to the foyer area; and stewards who will maintain general law enforcement and provide low profile general surveillance in general circulation areas and outside the building.

#### **607 Construction Work and Electrical Installation**

- The VOX will be involved, in association with the Customer's contractors, in the undertaking of any construction work on behalf of the Customer. The VOX will provide the cable connection for all electrical supplies required by the Customer (see Part 5).

Drawings

- Detailed drawings of all proposed structures and installations must be submitted to the VOX by the Customer or its contractors as soon as practicable, and in any event not later than one month before the first day of the Licence Period, to enable the VOX on behalf of the Customer to submit them to the Authorities for approval.

#### **608 Lighting**

- The VOX will provide house, safety and emergency lighting within the Suite(s) as required by the City Council and the Authorities. These lights will be controlled by the VOX's operator in consultation with the Customer's Stage Manager and/or Lighting Engineer.
- Where the VOX has agreed either to provide the lighting system for an entertainment or to allow the Customer's lighting system to be connected to the VOX's system, the operation of the VOX's systems will be the VOX's responsibility unless prior agreement has been given in writing by the event manager. Note that there will be a charge for this service.
- Wherever such agreement is given the Customer will be responsible for any damage, howsoever caused, through abuse or misuse of the VOX's systems

- 608 • Sound

Where the VOX has agreed either to provide the sound system for an entertainment or to allow the Customer's sound system to be connected to the VOX's system, the operation of the VOX's systems will be the VOX's responsibility unless prior agreement has been given in writing by the event manager. Note that there may be a charge for this service.

#### **609 Communications**

The VOX will provide a communications system to link such of its personnel who are involved in the operation of an Event to the Customer's personnel controlling the Event.

#### **610 Emergencies**

In the event of any emergency, the VOX reserves the right to take such steps as it considers necessary in the circumstances. As far as possible this will be done after consultation with the Customer.

#### **611 Emergency Announcements at the Vox Conference Centre**

The Customer's sound operator must establish with the Licensor's technical staff a means by which he/she can be instructed in the event of an emergency to fade down his/her program material without delay.

The Customer's duty manager will then make the necessary announcement from the platform and instruct the audience in accordingly.

In the event of the automatic evacuation announcement sounding in all suite areas during a build-up, rehearsal or break-down then the Customer's staff must immediately isolate their equipment and evacuate the building as instructed by the VOX's management and/or security staff. For all other areas the announcement will be made via the public address system.

#### **612 Codes of Practice**

The Customer will be responsible for ensuring that all the arrangements for which it is responsible comply with any relevant Codes of Practice ("Code"). In particular, promoters of concerts should comply with the HSE "Event Safety Guide", published by HSE books.

If the City Council or any other Authority stipulate compliance with any specific Code or set regulations as a condition of granting their approval for an Event the VOX will give the Customer full details as soon as possible.

##### **Mixer Units**

Mixer units, lighting controls etc. will be located only in the position provided for that purpose. Any requirements for other locations must be agreed by the event manager, in writing, at least 14 days prior to tickets going on sale.

##### **Guests**

Each Visitor attending a performance must have a valid numbered ticket from the ticket manifest. Spectators will not be permitted to stand in aisles. Passes issued by the Customer to anybody other than technical or production staff will be valid only for admission to the back stage area.

#### **613 Staging**

Any requirement for the use of stages larger than those permanently installed (including use of installed forestages) must be agreed by the event manager, in writing, at least 14 days prior to tickets going on sale.

## **PART 7 - HEALTH AND SAFETY**

### **701 Monitoring of Health and Safety**

The VOX, through its group health and safety manager, will carry out inspections throughout the Licence Period of all areas which form part of the Venue and will bring to the attention of the Customer matters of health and safety for their action. In cases of imminent danger, the group health and safety manager / event manager has the authority to take appropriate action without prior recourse to the Customer. Should this be necessary, the Customer will be informed of the actions taken at the earliest opportunity thereafter.

The Customer, throughout the Licence Period, must ensure that positive steps are taken to monitor health and safety matters for the purpose of identifying risks and reducing them to the lowest possible level.

The VOX is not exempt from all or any health and safety legislation, standards, guidance or Code nor are the external areas of Resorts World and the delivery bays / back of house corridors to the Vox. It is important that all operations carried out at the Centre are done so, so far as is reasonably practicable, without risk to either those working at the Vox and those visiting the Vox. All operations must be effectively managed to ensure safe systems of work are implemented and safety policies are available for inspection.

Guidance is available on health & safety matters from the NEC's Group health & safety department.

### **702 Public Participation and Adventurous Activities**

If an activity of an adventurous nature or involving public participation is planned during an Event, then the VOX's planning and group health and safety managers must be informed in writing for prior approval. If there is any doubt what activities are considered to be adventurous, then the event manager should be contacted for advice.

### **703 Vox Conference Centre**

Code of Practice, Build Up and Breakdown of Exhibitions

In order to maintain the high standard of decoration of the Vox and indeed other areas used for exhibition purposes, we ask that users abide by the following Code:

Smoking, the consumption of beverages and food, are not permitted inside the Suite(s) during build. A basic catering point will be set out in the foyer area for these purposes along with crew catering if this option has been pre-booked.

Any catering will be supplied solely by the catering department. Contractors may not set up their own "tea points" within the Vox Conference Centre.

No children under the age of 16 will be allowed in the venue during a build up or a breakdown.

All areas must be properly roped to ensure no casual access to areas where this work is being carried out and appropriate warning signs must be displayed at all entry points.

Where feasible, general floor protection must be provided at the expense of the client to vulnerable areas of the VOX, but if you intend to utilise damaging liquids then prior notification is essential.

Equipment being brought into the Vox must be clean and dry.

Equipment and vehicles must not be left in the Resorts World bay areas or back of house corridors that lead to the Vox. There is no client storage available on site.

Health & Safety at work regulations are fully enforced in this building. Copies are available from the VOX's event manager.

In the event of fire notify a member of the Vox team asap / activate a break glass point

All items above will be enforced by the Event manager and security officer in charge. Failure to comply may result in users' access or installation being delayed.

If in doubt, or if you require assistance, please contact the VOX team.

Thank you for your co-operation