

Venue Specification

Exhibition Halls and King's Suite





Experience
Harrogate

Experience
Harrogate

Experience
Harrogate

CONTENTS

- 1.0** General Information
- 2.0** Services and Facilities Specification for the Exhibition Halls
- 3.0** Services and Facilities Specification for the King's Suite

As part of your inclusive hire package, Harrogate International Centre (HIC) provides you with much more than just a venue for your exhibition. Within this manual, we provide you with comprehensive details of the complementary facilities and services you receive as part of your Hire Agreement.

If you wish to discuss any further services to ensure your event is a success, please contact your HIC Event Planner.

CONTACTS

Sales Team

01423 537474

sales@harrogateinternationalcentre.co.uk

1.0 GENERAL INFORMATION

EVENT PLANNING

A HIC Event Planner is allocated to each event to provide specialist advice and support as necessary. They prepare detailed event schedule documents for you and the HIC Operational Teams, outlining all requirements and scheduling information including quotations for any further services.

IT & TELECOMMUNICATIONS

At HIC, delegates and visitors are able to access the Internet using WiFi-equipped laptop or PDA through the wireless network accessible throughout the site by purchasing a HIC WiFi access card.

Clients and exhibitors requiring a more robust Internet access solution can purchase a HIC network connection providing high-speed access to a shared 10mb circuit. This service is also equipped with automatic failover to a back-up service via an alternative supplier.

The service is presented as an RJ45 connection (male) with IP addresses allocated by DHCP server.

HIC can provide IT support and configuration including fixed IP addresses, firewall configuration, "raw" Internet access and PC hire at an additional charge.

Telephone lines and fax machines can be installed subject to an additional charge.

HIC uses a Motorola Trunked Radio Communications System for its internal operational staff communications. A number of additional handsets are available for use by Organisers.

CATERING

Our catering partner Kudos offers a comprehensive catering service to suit all requirements. It is a contractual obligation that clients do not provide their own food and drink at HIC.

VENUE SECURITY

Security Staff are provided to operate the security control room including the operation and control of a closed circuit television system.

The Security Staff also control the access of all vehicle entrances and the operation of all parking areas at the Centre.

PA SYSTEM

A public address system interlinks all the Halls with provision for each to be served independently.

RECEPTION

The HIC main reception desk is located on the ground floor foyer of the Conference Centre and is staffed during normal business hours. A number of services can be provided including photocopying, faxing, printing, sale of WiFi access cards, etc. There is a charge for these additional services.

Reception is also the main control for the site-wide public address system.

PARKING

200 Pay and Display parking spaces are available for visitors in the Conference Centre underground car park, accessed from Springfield Avenue. In addition, Jubilee Car Park, situated on Cheltenham Crescent, has an additional 440 spaces.

Two complimentary organiser car park passes per Hall hire are included within the package.

A vehicle holding area and long stay parking for contractor vehicles are located on nearby Dragon Road.

CLEANING

Cleaning of all HIC venues used for exhibition stands is the responsibility of you, the organiser. (This excludes the Hall Q package.) Should you require a quotation for a cleaning package, please contact your Event Planner.

HEALTH & SAFETY AND FIRE PRECAUTIONS

There are regulations governing materials used on-site for exhibition stands. In general, all materials used should be inherently flame retardant. Further information on the HIC standards can be obtained from your Event Planner.

The fire alarm incorporates both audio alert and public address system announcements. HIC Front of House Staff will assist with any necessary evacuation.

HIC will provide the appropriate number of fire extinguishers of such type or types that satisfy applicable regulatory requirements.

A relevant and comprehensive Risk Assessment for the Event should be carried out by the organiser and a copy submitted to the HIC Event Planner.

FIRST AID

If you require First Aid cover, your Event Planner can arrange appropriate first aid cover to meet the needs of the event if required. There is an additional charge for this service.

EXHIBITION
HALLS

2.0 HALL A

HALL B

DIMENSIONS

HALL A

Length	79.0 metres
Width	20.19 metres
Height	Varies from 2.79 to 6.4 metres
Floor loading	10kNm ²
Floor finish	Reinforced concrete with black mastic asphalt surface
Goods access door	4.04m wide x 4.13m high

Delivery access is from Ripon Road.

ANCILLARY ACCOMMODATION

This Hall includes three offices, a cloakroom and a reception area. There is an additional charge for staffing the cloakroom and reception.

LIGHTING AND POWER

Natural lighting is provided via high level clerestory windows.

Artificial lighting is provided using high frequency fluorescent lights which can be switched between full and half lighting levels.

Two full-length, ceiling-mounted, 100A three phase busbar systems are installed and individual supplies up to a maximum of 63A 3P can be provided. Installation of these supplies is subject to an additional charge.

STEWARDING

A Front of House Steward is provided to assist exhibitors and visitors in the Hall and supervise evacuation in the event of an emergency. They are assigned to the Hall for up to ten continuous working hours (excluding meal breaks) within each tenancy day.

Additional Front of House Staff can be provided subject to an additional charge.

DIMENSIONS

HALL B

Length	91.35 metres
Width	20.19 metres
Height	Varies from 2.8 to 6.4 metres
Floor loading	10kNm ²
Floor finish	Reinforced concrete with black mastic asphalt surface
Goods access door	4.80m wide x 4.30m high

Delivery access is from the HIC service road accessed off Springfield Avenue.

LIGHTING AND POWER

Natural lighting is provided via high level clerestory windows.

Artificial lighting is provided using high frequency fluorescent lights which can be switched between full and half lighting levels.

Two full-length, ceiling-mounted, 100A three phase busbar systems are installed and individual supplies up to a maximum of 63A 3P can be provided. Installation of these supplies is subject to an additional charge.

STEWARDING

A Front of House Steward is provided to assist exhibitors and visitors in the Hall and supervise evacuation in the event of an emergency. They are assigned to the Hall for up to ten continuous working hours (excluding meal breaks) within each tenancy day.

Additional Front of House Staff can be provided subject to an additional charge.

HALL C

DIMENSIONS

HALL C

Length	95.68 metres
Width	20.19 metres
Height	Varies from 2.75 to 6.4 metres
Floor loading	25kNm ²
Floor finish	Reinforced concrete with black mastic asphalt surface
Goods access door	4.92m wide x 4.18m high

Delivery access is from the HIC service road accessed off Springfield Avenue.

LIGHTING AND POWER

Natural lighting is provided via high level clerestory windows.

Artificial lighting is provided using high frequency fluorescent lights which can be switched between full and half lighting levels.

Two full-length, ceiling-mounted, 100A three phase busbar systems are installed and individual supplies up to a maximum of 63A 3P can be provided. Installation of these supplies is subject to an additional charge.

STEWARDING

A Front of House Steward is provided to assist exhibitors and visitors in the Hall and supervise evacuation in the event of an emergency. They are assigned to the Hall for up to ten continuous working hours (excluding meal breaks) within each tenancy day.

Additional Front of House Staff can be provided subject to an additional charge.

HALL D

DIMENSIONS

HALL D

Length	33.73 metres
Width	28.50 metres
Height	2.90 metres
Floor loading	10kNm ²
Floor finish	Reinforced concrete with terrazzo tile surface
Goods access door	Via goods lift 2.18m wide x 1.67m deep x 2.71m high – Door Opening 1.9m wide x 2.43m high

Delivery access is from the HIC service road accessed off Springfield Avenue.

LIGHTING AND POWER

Natural lighting is provided via feature glazing along one side of the hall fitted with venetian blinds.

Artificial lighting is provided using high frequency fluorescent lights.

Two ceiling-mounted, 100A three phase busbar systems are installed and individual supplies up to a maximum of 63A 3P can be provided. Installation of these supplies is subject to an additional charge.

STEWARDING

A Front of House Steward is provided to assist exhibitors and visitors in the Hall and supervise evacuation in the event of an emergency. They are assigned to the Hall for up to ten continuous working hours (excluding meal breaks) within each tenancy day.

Additional Front of House Staff can be provided subject to an additional charge.

HALL M

DIMENSIONS

HALL M

Length	64.84 metres
Width	20.19 metres
Height	8.0 metres reducing to 4.2 metres at entrance
Floor loading	25kNm ²
Floor finish	Reinforced concrete with black mastic asphalt surface
Goods access door	4.20m wide x 4.50m high

Delivery access is from Ripon Road.

ANCILLARY ACCOMMODATION

This Hall incorporates an office and reception/registration area.

LIGHTING AND POWER

Artificial lighting is provided using high bay discharge lights.

Two full-length, high level, 200A three phase busbar systems are installed and individual supplies up to a maximum of 63A 3P can be provided. Installation of these supplies is subject to an additional charge.

STEWARDING

A Front of House Steward is provided to assist exhibitors and visitors in the Hall and supervise evacuation in the event of an emergency. They are assigned to the Hall for up to ten continuous working hours (excluding meal breaks) within each tenancy day.

Additional Front of House Staff can be provided subject to an additional charge.

HALL Q

HIC Hall Q is an exhibition space that is supplied complete with shell scheme built to a standard exhibition layout.

DIMENSIONS

HALL Q

Gross area	Circa 3,285 square metres
Nett area	Circa 1,817 square metres
Height	3.0 metres
Floor loading	10kNm ²
Floor finish	Reinforced concrete with terrazzo tile surface
Goods access door	3.45m wide x 2.36m high

Delivery access is from the HIC service road accessed via Springfield Avenue.

ANCILLARY ACCOMMODATION

Hall Q incorporates three offices, a cloakroom and reception area. There is an additional charge for staffing the cloakroom.

LIGHTING AND POWER

Natural lighting is provided in the reception area via glazing along external wall.

Artificial lighting is provided using high frequency fluorescent lights which can be switched between full and half lighting levels.

Two ceiling-mounted, 100A three phase busbar systems are installed and individual supplies up to a maximum of 63A 3P can be provided. Installation of these supplies is subject to an additional charge.

STEWARDING

A Front of House Steward is provided to assist exhibitors and visitors in the Hall and supervise evacuation in the event of an emergency. They are assigned to the Hall for up to ten continuous working hours (excluding meal breaks) within each tenancy day.

Additional Front of House Staff can be provided subject to an additional charge.

HALLS E & F

DIMENSIONS

HALL E

Length	103.57 metres
Width	20.19 metres
Height	Varies from 1.95 to 2.61 metres
Floor loading	25kNm ²
Floor finish	Reinforced concrete with black mastic asphalt surface
Goods access door	2.51m wide x 2.32m high

DIMENSIONS

HALL F

Length	79.14 metres
Width	19.50 metres
Height	Varies from 1.97 to 2.14 metres
Floor loading	25kNm ²
Floor finish	Reinforced concrete with black mastic asphalt surface
Goods access door	2.60m wide x 1.94m high

Delivery access is from the HIC service road accessed via Springfield Avenue.

LIGHTING AND POWER

Artificial lighting is provided using high frequency fluorescent lights.

Two full-length, ceiling-mounted, 80A three phase busbar systems are installed in each Hall and individual supplies up to a maximum of 63A 3P can be provided. Installation of these supplies is subject to an additional charge.

STEWARDING

A Front of House Steward is provided to assist exhibitors and visitors in each Hall and supervise evacuation in the event of an emergency. They are assigned to the Hall for up to ten continuous working hours (excluding meal breaks) within each tenancy day.

Additional Front of House Staff can be provided subject to an additional charge.

3.0 KING'S SUITE

DIMENSIONS

KING'S SUITE

Length	26.25 metres
Width	18.30 metres
Height	2.6 metres
Floor loading	10kNm ²
Floor finish	Fully carpeted
Goods access door	1.60m wide x 1.90m high

Delivery access is from the HIC service road accessed via Springfield Avenue.

LIGHTING AND POWER

Natural lighting via glazing along external wall.

Artificial lighting is provided using recessed ceiling discharge lights.

Two ceiling-mounted, 100A three phase busbar systems are installed and individual supplies up to a maximum of 63A 3P can be provided. Installation of these supplies is subject to an additional charge.

STEWARDING

A Front of House Steward is provided to assist exhibitors and visitors in the Suite and supervise evacuation in the event of an emergency. They are assigned to the Suite for up to ten continuous working hours (excluding meal breaks) within each tenancy day.

Additional Front of House Staff can be provided subject to an additional charge.





King's Road, Harrogate HG1 5LA
Telephone: +44 (0)1423 537474
Email: sales@harrogateinternationalcentre.co.uk

April 2010

www.harrogateinternationalcentre.co.uk