



# SkillsScotland **EXHIBITOR**

## IMPORTANT ONSITE INFORMATION

The Royal Highland Centre, Edinburgh

**Thursday 2 November 2023 9:30am - 2:30pm**

 **OPTIMUS EDUCATION**  
part of **shaw trust**

Live Opportunities  
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@SkillsEvents  
#SkillsScotland

[skillsevents.com](https://www.skillsevents.com)



Skills  
Development  
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**We have produced this useful onsite information booklet for exhibitors that contains everything you need to know whilst exhibiting at the event.**

## CAR PARKING

Car parking is free of charge to exhibitors throughout the event. Please go to Gate 6 of the Royal Highland Centre when you arrive. You will then be directed by traffic marshals to the North loading bays at the back of the Lowland Hall.

## CATERING

There are a range of refreshments available to purchase at the catering point located in the exhibition hall.

## CLEANING

The cleaning of stand carpet and general rubbish collection will be arranged by us. We ask that any rubbish is cleared away promptly prior to show opening. If you are unable to locate a bin, please head to the organisers office where someone will be able to assist you. Please note, any excess literature left after the show has closed will result in a charge from the venue, which will be directed back to the relevant exhibitor.

## CREW

Crew staff will be on-hand during build-up and breakdown to assist you. Please note trolleys will not be allowed on the exhibition floor during opening times.

## EMERGENCY AND EVACUATION

In the event of an emergency or evacuation, please follow the instructions of the Events Team and leave via the nearest exit. Please be aware of your nearest emergency exit at all times.

## EXHIBITOR BADGES

Exhibitor badges are not personalised and need to be worn throughout the event for security reasons. These can be collected from the Exhibitor Help Desk during build up or from the Organisers Office once the event has opened.

## FURNITURE AND ELECTRICS

These are NOT included as standard and if you have ordered items directly with the contractors they should be in place when you arrive. Don't panic if you haven't placed an order for furniture or electrics, just visit the Exhibitor Help Desk during build up and they will be happy to help. Payment will need to be made before orders can be installed on your stand. Onsite orders will be taken up to 30 minutes prior to the event opening.

## INTERNET

Wi-Fi is included free as part of your stand package. To connect to the Wi-Fi simply select **NETWORK RHC Exhibitor** on your device, and enter **PASSWORD RHS@180!**. If you have any problems with the internet, please notify a member of the events team. Please note, as this Wi-Fi service is managed by the venue, we cannot guarantee the reliability, speed or connectivity.

## MEDICAL AND FIRST AID

Trained first aiders will be onsite during the event. If you require any help or assistance or if there is an emergency, please contact a member of the Events Team based in the Organisers Office. Alternatively, you can notify a member of the security team.

## MUSIC

Be aware that music will not be permitted on your stand unless arranged with the event organiser prior to the event. Please contact [operations@optimus-education.com](mailto:operations@optimus-education.com) for further information. In the event that the Organisers permit music on your stand, you must obtain the appropriate licenses (PRS and PPL). For any queries, please contact

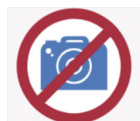
a member of the team. If music from stands is seen to be causing a nuisance, the organisers reserve the right to request the volume to be turned down or turned off completely

## ORGANISERS OFFICE AND EVENTS TEAM

If you need to borrow scissors, velcro or a pen or have any questions please come along to the Organisers Office which is located in the exhibition hall, where there will always be a member of the team happy to help.

## PHOTOGRAPHY AND FILMING

Exhibitors are permitted to photograph and film during the event, however if you see a visitor wearing a coloured lanyard with a camera image (pictured below), please do not take any photos of them. We appreciate your co-operation.



## SECURITY AND STORAGE

Non secure storage is available for excess boxes and packing cases, please ask a member of the Events Team. We work with the venue security and a dedicated security team. However, none of these parties accept responsibility for any loss or damage to any exhibitor material or any property of the exhibitor or the contractor in any circumstances. Please do NOT leave any valuables unattended and please ensure any portable items of value (laptops, mobiles, etc.) are not left unattended for extra security.

## SEND

On arrival SEND students will be given the opportunity to wear a coloured sticker with a logo whilst walking around the exhibition. It's not compulsory, but it will help event staff and exhibitors to easily identify if that student has a hidden disability or SEND.

## SHOW CLOSE

We appreciate that you will be keen to pack away at the end of the event, however it is essential that you do not break down your stand until the event has been announced closed and all visitors have left the building. Please ensure that you have packed up and taken all of your goods or arranged for them to be collected by courier by 9pm on Thursday 2 November. Anything left after this time will be removed at your expense.

## SOCIAL MEDIA

Spread the word through your social media channels using the hashtag #SkillsScotland and don't forget to tag @SkillsEvents!

## STUDENT GROUPS

A full list of pre-registered student groups (by day) can be found on the next page.

## TOILETS

These are located within the exhibition hall and are well signposted.

**We appreciate the hard work and effort that goes into making this event a success. Your feedback is important to us and helps us make valuable improvements.**

# MEET THE TEAM



**Denise Thomas**

Customer Services Team Manager  
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**Rebecca Mendl**

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**Deborah Taylor-Pitkin**

Visitor Attendance Liason  
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