



Branch and SIG Leader's Briefing, Scale ModelWorld 2016

Access Restrictions for Set-up and Break-down

Health & Safety regulations require that we implement positive controls on the numbers of members in the halls during set-up. ONLY designated members of a Branch or SIG display set-up team will be allowed access.

No person under the age of 16 will be allowed in the exhibition halls during set-up (all of Friday and prior to 9am on Saturday and Sunday) or during knock-down on Sunday (nominally after 4.00pm*). In essence, we are not permitted to have them in the halls whilst set-up is in progress.

We are hoping to have a supervised area set aside on Sunday afternoon, as in previous years, so that anyone with under-16s can 'park' them away from the halls until they are ready to leave.

*Note- We will not be allowing vehicles into the halls at precisely 4.00pm on Sunday, so if you do have under-16s in your group, you have an opportunity to pack away your stand and be ready to leave as soon as we open the rear fire doors (non-vehicular). However, we cannot allow trader vehicles into the halls until we are satisfied that all under-16s are out of the venue (or supervised away from the halls). As you'll appreciate, the traders are as keen to get packed up and head home as you are.

It would therefore be extremely helpful if you could have your stands packed away and be ready to leave no later than 4.30pm so that we can expedite the entry of trader vehicles to the halls.

Branch and SIG Display Set-up Teams – Access Times

ONLY Branches and SIGs set-up teams will be able to set-up their displays after 3.00pm on Friday. The halls will remain open until 7.30pm.

On Saturday and Sunday morning, the rear doors will be open for set-up team members ONLY, from 8.00am to 8.45am. The doors will close at 8.45am prompt – no excuses, no exceptions.

Between 8.45 and 9.00am there will be no access to the venue whilst set-up is completed. Any members who are not part of their Branch or SIG set-up team should ensure that their models are delivered with a set-up team member if at all possible. We are not permitted to 'set-up' through the public entrance, so wherever possible all display items need to be delivered through the rear doors.

Members – Who are not part of a Set-Up Team

Members who are not part of their Branch or SIG set-up teams will not be allowed access to the halls on Friday. They will ONLY be allowed access to the halls after 09.00 on both Saturday and Sunday, via the main front entrance. They should come to the main front entrance, to obtain their wrist band which will be available prior to 09.00.

Non-Members

We are aware that many Branches and SIGS have non-IPMS Members in their group. Please remember that non-members are not permitted into the halls before 10.00am.

Tables

Please DO NOT fold up the tables for your stand after the show closes on Sunday – leave them in place. Whilst it may seem helpful to do this it actually causes more disruption so we'd appreciate your cooperation in leaving them upright. We have a dedicated team who will dismantle and stack the tables to a defined schedule.

Table allocations

Unless you have been contacted directly with alternative information, you will have been allocated the number of tables you requested on your Branch/SIG Return earlier in the year,

IPMS Membership Desk

The IPMS Membership Desk will be located inside the show. It will not therefore be possible to join IPMS (or renew your membership if it has lapsed) before you have paid to enter.

IPMS Registration Desk

Please note that the Registration Desk in the foyer will NOT be set-up to deal with membership renewals. If you haven't renewed prior to the show then unfortunately you'll need to pay to get in as a visitor (after 10.00am) and then renew at the Membership Desk inside the show.

IPMS Wristbands

All IPMS members will need to have a wristband issued to them before they can get into Scale ModelWorld. Wristbands must be worn on the wrist at all times through the weekend. If you are not wearing a wristband on your wrist, you will not be permitted to enter the show on Saturday and Sunday.

Friday

No one without a set-up wrist band will be allowed access to Friday set-up. Bands will be issued as set-up team members book in. We will mark your membership card to show you've received a wristband, so don't lose it because you won't get another one!

Saturday and Sunday

1) Branch and SIG Set-up Team Members ONLY.

The rear door will open at 8.00am. If you DON'T already have a set-up wristband then you'll need to show your IPMS membership card to the guys on the door, who will check it's valid, mark your membership card to confirm you've been issued with a band, and then issue you with a wristband. If you already have a set-up wristband then you just need to show it to the guys on the door. Please note that the rear door will close at 8.45 - no excuses, no delays.

2) All Other IPMS visitors.

There will be an IPMS registration desk in the main foyer and we will start issuing wristbands as soon as possible after 8.30am. Once you have your wristband you will be directed towards the Members' Entrance and can go straight in after 9.00am.

Volunteer Roster

If your Branch or SIG has offered assistance over the weekend, please ensure that you have people available at the times specified. It would be especially helpful if your volunteers could turn up a few minutes early to ensure a smooth handover from the previous volunteers. If you have any last minute problems with fulfilling your volunteer 'slots', please contact Andrew Armstrong, the UK Liaison Officer, via any of the organizers (the guys in yellow shirts and wearing radio headsets). We'd rather know there was a problem rather than wonder why a volunteer hasn't turned up.

Branch and SIG Leaders Meeting

The meeting will take place on Sunday at 1.00pm in the Atcham Suite, on the first floor by the competition area.

A final couple of requests

The show does not open for business until 9.00am. Whilst many traders will be in place before then, please don't hassle them to start selling before 9.00am as they are not allowed to do so.

There are inevitably a few minor problems over the weekend. If anything occurs, please endeavour to deal with it calmly and constructively. We'll do our best to sort out the issue quickly and efficiently but we may not be able to do so instantly. Above all, enjoy the show, enjoy the camaraderie and help us ensure Scale ModelWorld remains the world-beating event that it is.