



Branch and SIG Leader's Briefing, Scale ModelWorld 2017 Information for IPMS Members

Friday 10th

Doors open at 15:00 for wristband issue to Branch and SIG set up crews. Please remind members that a valid IPMS membership card must be shown to obtain a wristband.

The registration desk will be inside the rear glass doors to the concourse from the lower car park area. This will also be the entrance to the halls once wristbands have been issued.

Drop off passes are valid for 30 minutes only from the time of arrival. Note that all the car parks are the responsibility of TIC staff, and not IPMS. (TIC staff now have wheel clamps and are not afraid to use them, so please move your cars on time.)

Last admission to the halls will be 19.00 on Friday and halls must be cleared by 19.30, with no exceptions.

Saturday 11th

At 08.00 the rear doors will open for those with set up wristbands only (a registration desk will be open here for those on the early entry list who did not collect wristbands on Friday.)

Rear doors will close at 08.45 promptly, so please be early or you may find yourself waiting in the front door queue.

There will be no access by the roller shutter doors on the halls.

If you have members who are volunteering for any duties before 09.30 please make sure that they have an early entry wristband. If they are not part of your set up crew please contact me ASAP and I will make arrangements for them to be allowed in by the rear doors between 08.00 and 08.45.

This year the 11th falls on Saturday, and so we will be observing the two minute silence at 11.00. This will be announced by whistles.

Show closes at 18.00 and halls must be cleared by 18.30, with no exceptions.

Sunday 12th

At 08.00 the rear doors open for those with set up wristbands only and will close at 08.45 promptly. Again, there will be no access by the roller shutter doors on the halls.

The Branch and SIG leaders meeting is in the Atcham Suite between 13.00 and 14.00

Show closes at 16:00.

By 16.30 all persons under 18 years of age must be clear of the halls, and breakdown must not start before this time (except packing models). No trolleys, etc. are to be used to move items through the front entrances. The rear pedestrian doors will be opened if it is safe to do so.

Event breakdown starts at 17:00, subject to the halls being cleared. The fire doors in Hall 1 will be open to allow exhibitors/traders to leave on foot. The other exits in Halls 2 & 3 will be opened when it is safe to do so.

During breakdown everybody left in the halls must be wearing yellow hi-visibility personal protection equipment (i.e. yellow hi-viz tabard.)

At 17.30 traders' vehicle movements can commence. All vehicles must be accompanied by a banksman and must proceed at no more than a walking pace, displaying lights and hazard lights at all times when moving.

FINALLY

PLEASE DO NOT FOLD OR STACK TABLES OR CHAIRS BECAUSE WE HAVE A DEDICATED TEAM TO STACK THEM READY FOR FORKLIFT TRUCKS TO COLLECT