



Branch and SIG Leader's Briefing, Scale ModelWorld 2018 Information for IPMS Members

THERE WILL NOT BE A MEMBERSHIP DESK OPEN ON FRIDAY AT SCALE MODELWORLD, SO PLEASE MAKE SURE THAT MEMBERS HAVE RENEWED BEFORE THE SHOW

Friday 9th

15.00 Doors open 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.

The roller shutter doors can be used to enter the halls with displays but only once wristbands have been issued.

There will be no wristband issue points at the roller shutters.

Drop off passes are valid for 30mins only from the time of arrival, this, as all the car parks are the responsibility of T.I.C. staff.

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

Saturday 10th

08.00 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) and will close at 08.45 promptly so please be early or you may find yourselves waiting in the front door queues.

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.

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

Sunday 11th

08.00 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.

As this year the 11th falls on Sunday we will be observing the two minute silence at 11.00. This will be announced by whistles and the normal announcement from the gantry.

13.00-14.00 Branch and SIG leaders meeting in the Atcham Suite, off the competition area.

16.00 Show closes.

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

17.00 Event breakdown (subject to halls being cleared). Fire doors in Hall 1 will be open to allow exhibitors/traders to leave on foot. Other exits in halls 2 & 3 will be opened when it is safe to do so.

17.15 Everybody left in halls must be wearing yellow Hi-Viz PPE.

17.30 Traders vehicle movements can commence. All vehicles must always be accompanied by a banksman and proceed at no more than walking pace displaying lights and hazard lights when moving.

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

And finally, thank you for your support and have a safe journey home.