

Survival Guide - Exhibitions

Reception/Business Facilities

Located on the lower concourse to the left of E1 and E4 and to the right of E2 AND E3.

Services available:

- Information Point
- Lost Property
- Photocopier
- Internet & E-mail Access
- Printing & Copying
- Laminating

Restaurants & Bars

The Olive Tree Restaurant and Olive Branch Bar are located at the Holiday Inn Telford/Ironbridge. There is also a Restaurant and Bar at the Ramada Hotel within walking distance of the venue.



A coffee shop serving Costa coffee is located on the Lower Concourse offering an array of food and drinks.

Telford Town Centre

Telford Town Centre and Southwater Hub is only a 5 minute walk from here.

Walk directly out of Gate A and follow the path up the hill and follow it round to the right when Nando's is on the corner. The shopping mall is right ahead of you.

Southwater Quarter

Local Restaurants & Bars are situated within walking distance of the venue

Taxis & Buses

Please ask at reception for details.

We are happy to book taxis for you and they will pick up from outside the main entrance E1 or E2.

Local bus service to the train station available.

Toilets

Toilets can be found throughout the building:

- Upper & Lower Concourse
- Hall 3 Foyer
- Rear of Hall 2 & Hall 3
- Ludlow Concourse / Hall 1 & 2 Foyer

Vending Machines

There are two vending machine areas in the venue:

- Hall 2 Foyer at the top of the lower concourse
- Halfway down the lower concourse on the right hand side.

Drinking Water Refill Stations

There are two water refill stations in the venue:

- At the bottom of the steps in Hall 1 Foyer
- Halfway down the lower concourse on the right hand side.

Medical Assistance

First Aid assistance is available onsite.

Please contact any member of staff or the Duty Manager directly on:

07790 346 741

Pharmacy: Boots, Superdrug, Asda All located in or around the town centre

NHS: 111

Hospital:

Princess Royal Hospital

Apley Castle,

Apley,

Telford,

TF1 6TF

01952 641222



Fire Emergency Procedures

- Please ensure that you are familiar with your nearest Emergency Exits.
- Fire extinguishers and break glasses are located next to each roller shutter door and Fire Exit
- In the event of an Emergency during your Event you will hear the following automated message:

“ATTENTION, ATTENTION, AN EMERGENCY SITUATION EXISTS WITH-IN THE BUILDING, PLEASE LEAVE VIA THE NEAREST EXIT”

- On hearing this message, please leave the building IMMEDIATELY by the nearest EXIT in a calm and orderly manner
- DO NOT use the lifts or attempt to take anything with you. Move well away from the building to the marked Assembly Points 'A', 'B', 'C', 'D' & 'E' on the car parks as directed by Centre Staff
- DO NOT use the lifts or attempt to return to the building until the ALL CLEAR is given
- If you discover a FIRE raise the alarm immediately via the nearest 'Break Glass' or by informing a Security Steward or a member of staff

Exhibition & Breakdown Procedures:

- No Vehicles are to be driven in or out of the venue without banksmen present
- Please DO NOT start your vehicle engines during the show
- Breakdown will not commence until all public have left the exhibition areas
- Exhibitors will not be allowed to exit the exhibition areas prior to show close