

# Feasibility Application

Please complete and send to:

Paul Duffy

Hall Manager

Scottish Exhibition Centre Ltd, Glasgow G3 8YW

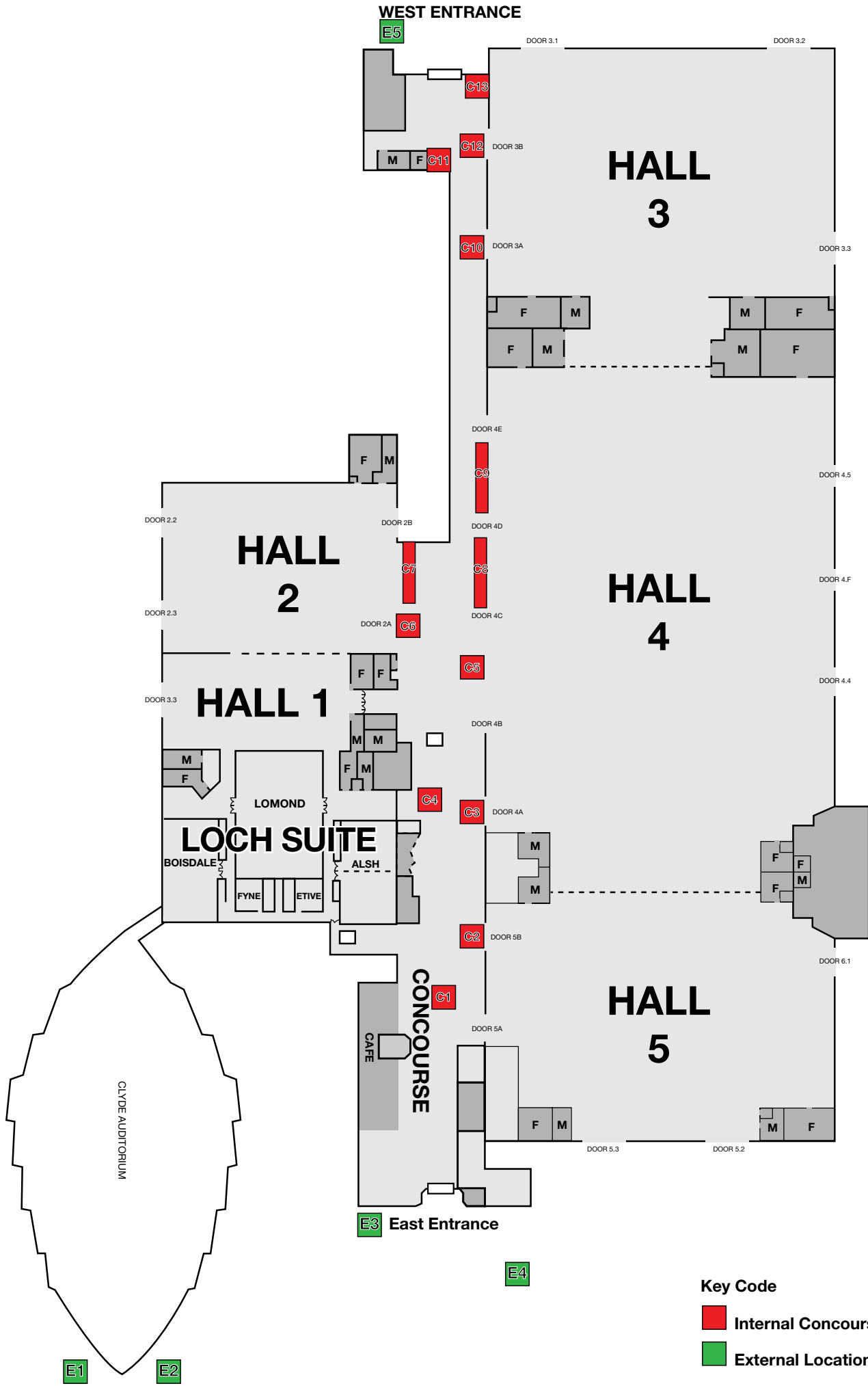
Tel: 0141 275 6216 • E-mail: info@secc.co.uk



**Prices Valid:**  
1st April 2008 -  
31st March 2010

Item Description	Facility Fee	Total £
<b>CONFERENCE REGISTRATION:</b>		
Hall 1 <input type="checkbox"/> Hall 2 <input type="checkbox"/> Hall 3 <input type="checkbox"/>	POA	
Hall 4 <input type="checkbox"/> Hall 5 <input type="checkbox"/> Clyde <input type="checkbox"/>	POA	
<b>Please indicate location on the Plan over page</b>		
<b>STAFFING:</b>		
Group Registration Pick Up	N/A	
1-500 Delegates expected Registration (or visitors) <i>1 Supervisor plus 2 Stewards (5hrs per day)</i>	£220.00 (Daily Rate)	
1-1000 Delegates expected Registration (or visitors) <i>1 Supervisor plus 4 Stewards (5hrs per day)</i>	£345.00 (Daily Rate)	
1-1500+ Delegates expected Registration (or visitors) <i>1 Supervisor plus 6 Stewards (5hrs per day)</i>	£470.00 (Daily Rate)	
<b>EXHIBITION REQUIREMENTS:</b>		
<b>Please indicate location on the Plan over page</b>	POA	
<b>CONCERT/SPECIAL EVENT REQUIREMENTS:</b>		
<b>Please indicate location on the Plan over page</b>	POA	
<b>EXTERNAL LOCATION</b> Additional services may apply	£900.00 (Per Location)	
<b>Please indicate location on the Plan over page</b>		
<b>To be completed &amp; returned no later than 1 month prior to the first date of hire</b>	Sub Total	£
	VAT	£
	Total	£
<b>N.B: Locations (allocated on a first come first serve basis).</b>		
<b>LOCATION GUIDE SIZES</b>		
<b>SIZES:</b>		
C1 - 3m X 2m	C7 - 6m X 1m	E1 - 3m x 2m
C2 - 3m X 2m	C8 - 6m X 1m	E2 - 3m x 2m
C3 - 3m X 2m	C9 - 6m X 1m	E3 - 3m x 2m
C4 - 3m X 2m	C10 - 3m X 2m	E4 - 3m x 2m
C5 - 3m X 2m	C11 - 3m X 2m	E5 - 3m x 2m
C6 - 3m X 2m	C12 - 3m X 2m	
	C13 - 3m X 2m	

# PLAN



**Key Code**  
■ Internal Concourse  
■ External Locations

<b>GENERAL INFORMATION</b>	
Event Name:	Event Date:
Schedule: NB Please provide a full Delivery/Removal Timetable	
Expected No of Delegates/Visitors:	
Expected No of Exhibitors:	
Where applicable does the delegate need to be accredited:	Yes <input type="checkbox"/> No <input type="checkbox"/>

**PLEASE ATTACH THE FOLLOWING INFORMATION WITH THIS APPLICATION:**

- Initial proposals on event floor plan
- Method Statement to include general Admission Procedure
- Build Up/Construction timetable for approval
- Breakdown/Removal timetable for approval
- Confirmation of signage provision (on concourse):
- Confirmation of furniture provision (on concourse):

SUPPLIER: \_\_\_\_\_

ITEM(S): \_\_\_\_\_

Full Delivery/Removal Timetable required:

- CONFIRMATION OF VENUE SERVICE:**

RIGGING FORM REQUIRED: YES  NO

IT/COMMUNICATION FORM REQUIRED: YES  NO

- POWER:** YES  NO

IF YES, PLEASE DETAIL: \_\_\_\_\_

\_\_\_\_\_

NAME \_\_\_\_\_ SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_ FOR AND ON BEHALF OF \_\_\_\_\_

**RETURN TO:** PAUL DUFFY, HALL MANAGER  
SCOTTISH EXHIBITION CENTRE LTD, GLASGOW, G3 8YW  
TEL NO: 0141 275 6216, E-MAIL: INFO@SECC.CO.UK