

**Show Information**

**Interior Educators @ Free Range 2017:**

13-15 July 2017
F Block T1-T5
The Old Truman Brewery
91-95 Brick Lane, London, E1 6QL

**Build-up**
Wednesday 12 July, 9am-5pm and Thursday 13 July, 9am-5pm

**Show open**
Thursday 13 July, 6pm - 10pm: Launch Event
Friday 14 - Saturday 15 July, 10am - 7pm: Open to the public
Friday 14 July, 7pm - 9pm: FREE ADMISSION + Bar + Awards + INT.ALKS

**Breakdown**
Sunday 16 July, 9am-5pm
Monday 17 July 9am-1pm

**Please note**: You cannot remove your show from the site on Sunday as no van parking/movement is allowed due to market stalls. You can dismantle but can only load on Monday.

**Invoices**:

Please ensure your invoice has been settled by 31 May.

If you have misplaced the invoice, you need a PO added to it or require any other minor change, please contact Alexandra.neill01@gmail.com.

***Deadline: 31 May 2017***

**Build-up:**

Access to the venue from Wednesday 12 July for build-up - No prior access will be granted to all schools. Please only arrive during your arrival time slot. This will be assigned 2 weeks before the show.

All build must be complete by 5pm on the 13 July in time for the launch event.

To park your vehicle, please [click here](http://trumanbrewery.com/cgi-bin/carpark.pl) to review parking availability.

**During the show: Steward Duties**

In a bid to keep the stands and the venue safe throughout the duration of the show, all participating schools will need to nominate staff and student stewards to ensure the walkways are hazard free, the stands are compliant with health and safety regulations and the venue is safe. Please complete and submit your stewards’ **IE 2017 Stewards Form**.

***Deadline: 7 July 2017***

**Breakdown**:

No schools are allowed to breakdown their stands until Sunday 16 July. You **cannot** remove your show from the site on Sunday as no van parking/movement is allowed due to market stalls. You can dismantle but can only load on Monday.

Sunday 16 July, 9am-5pm
Monday 17 July 9am-1pm

**Your Space Preference:**

Please complete and submit your **IE 2017 Space Request Form**. This will allow us to provide you the best possible location in the show and a non-return will result in you being allocated a space of our choosing.

***Deadline: 2 June 2017***

**Waste disposal:**

We operate a **zero waste tolerance policy**. You are responsible for all of your waste both during build-up and breakdown. There will be no skip and any waste or rubbish you leave behind will make you subject to a disposal fee.

If you would like to hire bins, please contact Alex: alex@trumanbrewery.com

**Storage**:

If you require storage for materials onsite, there is a room above T1 that is available with limited space. Please ensure you label all of you material with the name of your institution and collect them during breakdown. There will be no access to this room during the show times.

Please note this room is not available for storing personal possessions.

**Free Range Student Portfolios:**

In order to provide as much coverage for your students taking part in Interior Educators @ Free Range 2017, Free Range are able to set up online portfolios for your students to populate with their work.

For this, please complete and submit the **IE 2017 Exhibiting Students Form**. Please note that nothing can be set up without their email addresses and emails will not be passed to anyone other than Free Range.

***Deadline: ASAP***

**Promotion & Marketing**

Interior Educators and Free Range offer a variety of marketing and exposure. For this to happen, we require some information from participating institutions. Please complete your **IE 2017 Promotional Information Form.**

***Deadline: 24 March 2017***

**Venue Access:**

The main visitor entrance to IE is located in T1, making the access point is to the space from Brick Lane as opposed to Ely’s Yard. This is worth noting and informing your visitors.

This will not affect build up, we will still be entering both vehicles and stands from Ely’s Yard/Dray Walk. Please review the site plan [here](http://www.bricklanemarket.com/events/events_allvenues.html).

**Health & Safety:**

You must arrive onsite with a valid copy of your institution’s risk assessment for the purpose of IE.

Anyone present during build-up must wear suitable clothing and closed-toe shoes.

If you choose to host a drinks reception on your stand, note that glass is prohibited and any drink in a glass container must be decanted into a plastic one.