



# EVENT ORGANISER'S GUIDE

If you have any queries, or require further information, please email:  
**[enquiries@titanicexhibitioncentre.com](mailto:enquiries@titanicexhibitioncentre.com)**

[titanicexhibitioncentre.com](http://titanicexhibitioncentre.com)



This guide is designed to assist exhibition and event organisers during the planning stages of an event at the TEC.

The facilities and services available are described in detail and, where appropriate, local contacts are given for additional services not provided by the TEC.

EVENT  
ORGANISER'S  
GUIDE

An aerial photograph of Belfast, Northern Ireland, during the golden hour of sunset. The foreground shows the water of the Lough Swilly. In the middle ground, the Titanic Quarter is visible, including the modern Titanic Belfast museum building with its distinctive glass facade and the remains of the RMS Titanic shipwreck. Two large yellow gantry cranes, branded with 'H & W', stand prominently in the background. The sky is a mix of orange, yellow, and blue, with some clouds catching the low sun. The overall scene is a blend of industrial heritage and modern urban development.

**Belfast's  
newest  
large scale  
exhibition  
centre,  
located  
within  
Titanic  
Quarter**

**The venue  
boasts a  
5,000 sq m  
floor space  
with room  
for 200  
exhibitors  
and 5,000+  
visitors.**

**The 120m long TEC has a 50m internal span and sits opposite the Titanic Studios in the heart of the city's thriving Titanic Quarter.**



**The largest  
dedicated  
exhibition space  
in Belfast**

**At 6,000 square meters the TEC is the only city centre venue in Belfast with the capacity to host major international exhibitions.**

"Titanic Quarter is one of the world's largest urban-waterfront regeneration projects, a vibrant, exciting and heritage-filled place in which to live, work and socialise. We're thrilled to be bringing our annual event to this amazing destination, right in the heart of Belfast. The great, central location means that it will be easier than ever before for visitors to access our show, while the new, purposebuilt Titanic Exhibition Centre creates a fresh, modern backdrop for our show. The pristine

new surroundings of the Titanic Exhibition Centre, with their airy, contemporary layout and facilities, will be attractive to our visitors, but the advantages of a highly accessible, central location teamed with state-of-the-art modernity is already creating considerable interest among local, national and international exhibitors. Many of the potential exhibitors we are speaking to are fascinated to learn that the new venue is so close to Titanic Belfast."

**Maureen Ledwith, director of Holiday World**

A stage for  
major public  
exhibitions and  
trade shows



# A flexible, purpose built space

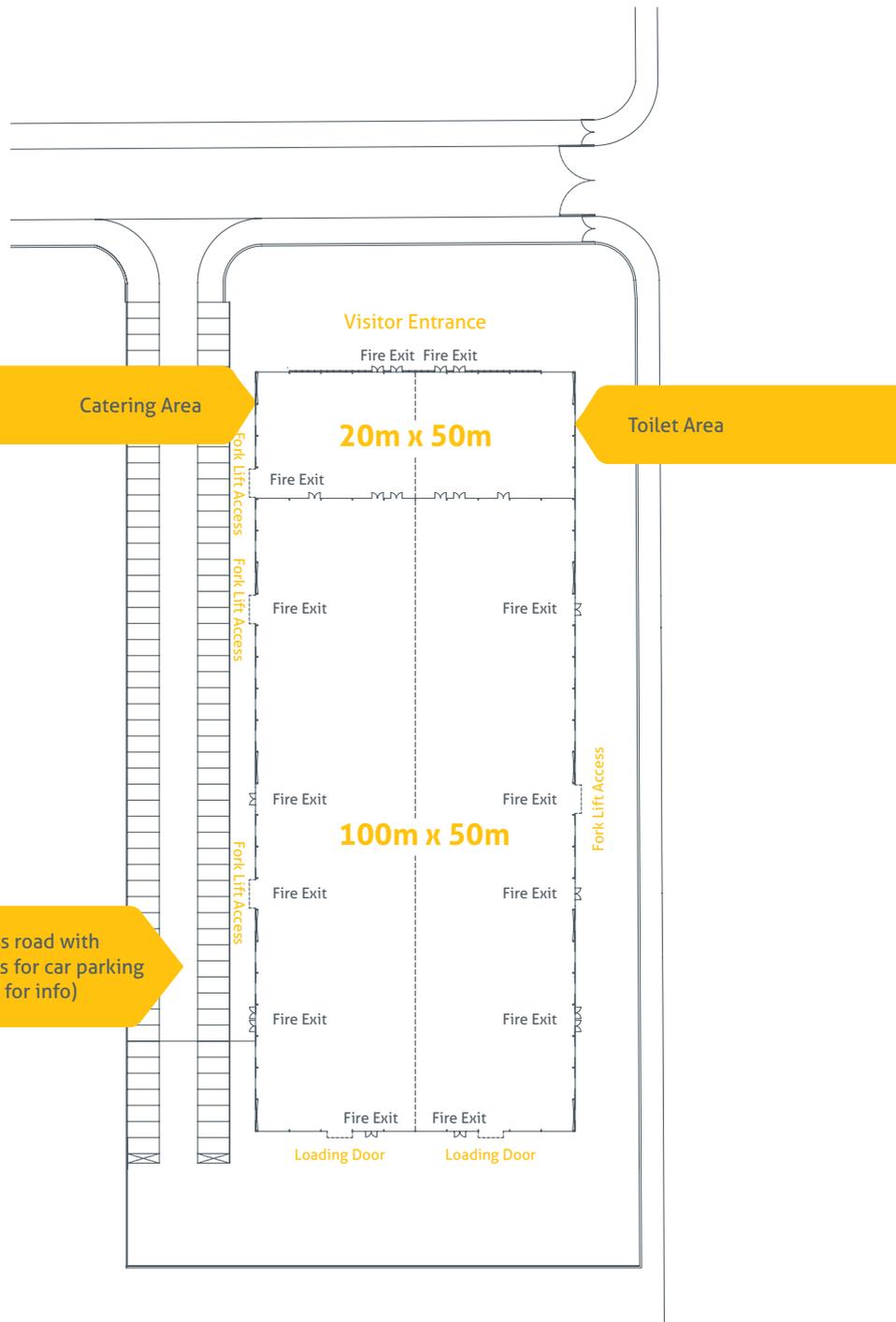
**A destination for local and international  
consumer, lifestyle and trade events.**

Unique by virtue and by its positioning in the footprint of Belfast's iconic Titanic Belfast, The TEC offers Organisers 5,000 sq m of dedicated, uninterrupted exhibition and conferencing space. An additional 1,000 sq m reception area with office, catering and washroom facilities, allows organiser's to utilise every centimetre of the 5,000 sq m space to its maximum potential.

Designed and built to meet the needs of our clients, the TEC is a completely flat floored hall, with ceiling heights of up to 14 metres.

The electrical spec offers the flexibility required for any floorplan and heat ducting brings warmth to all areas of the hall.

Our Management Team brings a wealth of experience in both local and international events. Their knowledge and expertise will assist you from the initial planning stages through to the delivery of your event. Offering extensive knowledge of the best suppliers, health & safety, security, cleaning and technology providers brings together the perfect team to make your event a success.



Located on  
Queen's Road,  
10 minutes  
from Belfast  
City Airport  
and one mile  
from the  
city centre

**Titanic by name, Titanic by nature,  
Belfast's Titanic Quarter is one of  
the world's largest urban-waterfront  
regeneration projects.**

Master-planned over 185 acres on the site where RMS Titanic was designed and built, Titanic Quarter is redefining what it means to work, live, play and stay in central Belfast. Titanic Quarter's futuristic mix of residential, commercial, tourism, education and retail space has provided Belfast with a new urban quarter. With 145,000 sq m already completed, 90 companies on site and around 5,000 people already living and working in the area, this ambitious scheme will ultimately provide homes and employment for 50,000. From major film productions to leading-edge R&D, the world's largest Titanic visitor attraction and Belfast's most desirable residential development complex. Titanic Quarter is an internationally acclaimed, once-in-a-generation opportunity.

The image shows the exterior of the Titanic Exhibition Centre, a large white building with a curved roof. The logo, which consists of a stylized ship's hull in orange and black, is positioned to the left of the text 'TITANIC EXHIBITION CENTRE'. The building has a series of windows along its base. In the foreground, there are several red planters with green plants. A yellow crane is visible in the background on the right side.

**TITANIC**  
EXHIBITION CENTRE

Adjacent to the now world-famous  
Titanic Studios - a stunning addition to  
the city's most exciting district.

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# Index

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ACCESS  
MAPS  
ADMINISTRATION  
AUDIO VISUAL EQUIPMENT  
ATM  
BUILD UP & BREAKDOWN  
CAR PARKING  
CARPET  
CATERING  
CLEANING  
CLOAKROOMS  
CONFERENCE & BANQUETING FACILITIES  
CUSTOMS & EXCISE  
DILAPIDATIONS  
DISABLED ACCESS  
DOGS  
ELECTRICAL APPLIANCES  
ELECTRICITY  
EMERGENCY PROCEDURES  
EQUIPMENT BROUGHT ONSITE  
EVACUATION ARRANGEMENTS  
EVENT MANAGEMENT PLAN  
FIRE EXTINGUISHERS  
FIRST AID  
FORKLIFT TRUCKS/HIGH ACCESS  
EQUIPMENT  
FUEL IN AUTOMOBILES  
GAS/INFLAMMABLE OILS/NAKED  
FLAMES  
GENERATORS  
HARD HATS/HIGH VISIBILITY JACKETS

HEALTH & SAFETY  
HEARING LOOPS  
HEATING & LIGHTING  
HOTELS/ACCOMMODATIONS  
INSURANCE  
LAYOUT PLANS  
LOST CHILD PROCEDURE  
MARQUEE HIRE  
MEDIA  
MUSIC  
ORGANISER'S OFFICE  
POLICE  
PROMOTIONAL OPPORTUNITIES  
PUBLIC ADDRESS SYSTEM  
REMOVAL OF GOODS  
ROAD SIGNAGE  
RISK ASSESSMENT  
SMOKING  
STAND FITTING  
STAGE  
TAXIS  
TELEPHONES  
TEMPORARY STRUCTURES  
TICKETING  
TOILETS  
VENUE MANAGER  
WI-FI

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# Access to the TEC

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## ON FOOT

The TEC is a pleasant stroll from the city centre or from Central Station, crossing the River Lagan on one of three bridges. Approximate distance from both City Hall and Central Station: 1.3 miles. Approximate walk time: 20 minutes – 30 minutes.

## BY BUS

Translink run a number of services to Titanic Quarter. Services run from Wellington Place every 12 minutes at peak times and every 25 minutes at off peak times. Timetables for the Metro 26, Metro 26b and Metro 26c and Airport Express 600 services are all available on the Translink website at [translink.co.uk](http://translink.co.uk) or find out details of all services here.

## BY CAR

Easily accessed via both the Sydenham bypass and the M3, just follow signs for Titanic Belfast See car parking PDF at [titanicexhibitioncentre.com/carparking](http://titanicexhibitioncentre.com/carparking)

## BY TRAIN

Nearest station is Titanic Quarter Halt. Walk time from station approximately 10 minutes. Train timetables are available on the Translink website at [translink.co.uk](http://translink.co.uk).

## BY BICYCLE

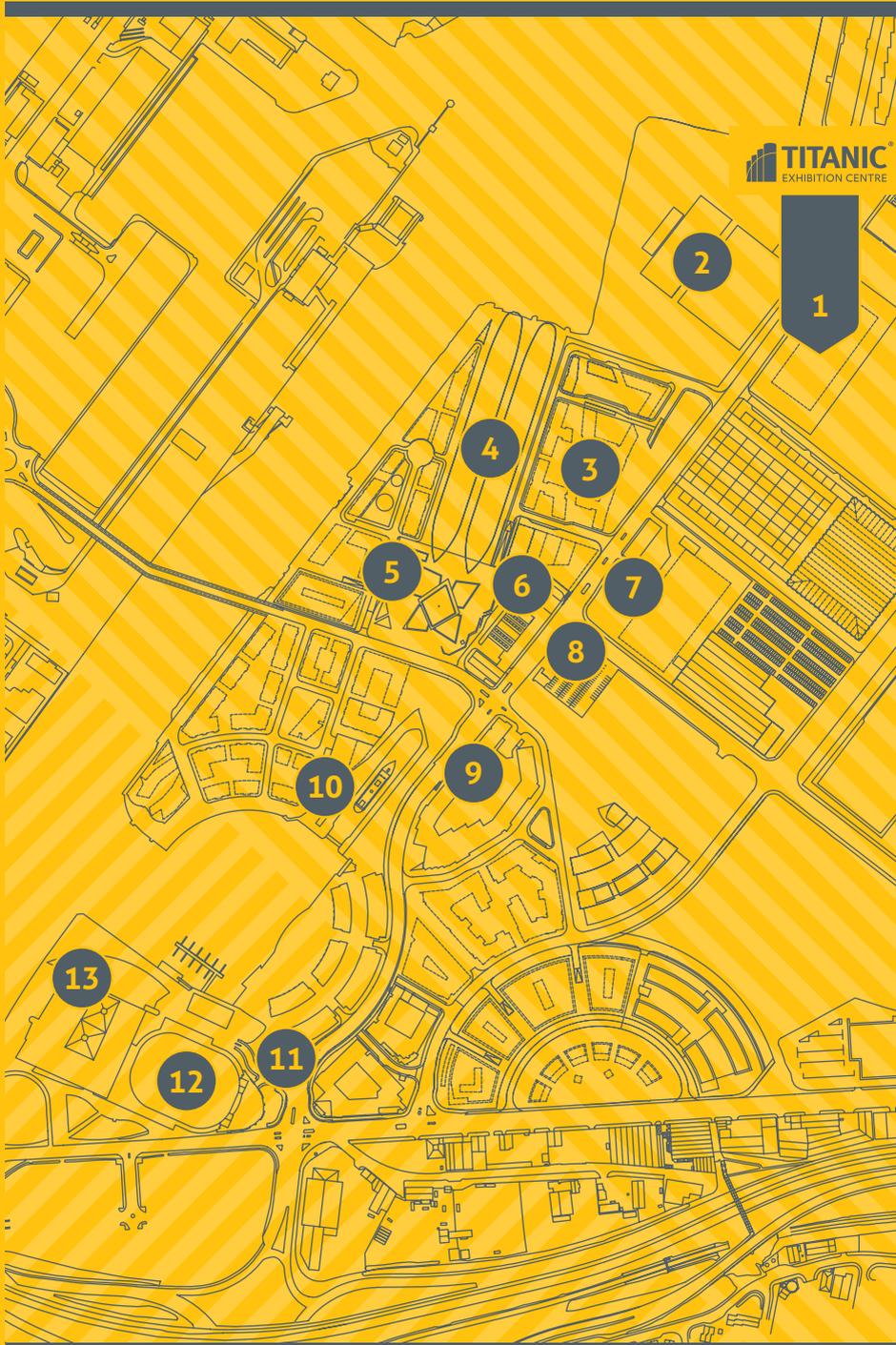
A new cycle and walking route which connects the Comber Greenway with the wider National Cycle Network via Titanic Quarter was opened in spring 2012. The new route includes the recently reopened Fraser Street and new crossings at: King's Road, Beersbridge Road, Dee Street and Sydenham Road. Nearest Bike Park is within Titanic Belfast. Belfast Bikes available outside Titanic House.

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'The Wee Tram' is available to hire for your event, please contact [info@theweetram.com](mailto:info@theweetram.com) for further details and costs.

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**APPROXIMATE TRAVEL TIMES FROM AIRPORTS**  
George Best Belfast City Airport: 10 minutes  
Belfast International Airport: 30 minutes



# Further Information

## AREA MAP

1. TEC
2. Titanic Studios
3. Paddock Car Park 
4. Titanic Slipways
5. Titanic Belfast 
6. Titanic Hotel Belfast
7. Surface Car Park B 
8. Surface Car Park A 
9. Belfast Met Car Park 
10. SS Nomadic
11. Premier Inn
12. SSE Arena
13. W5

## USEFUL LINKS

Belfast City Council  
[www.belfastcity.gov.uk](http://www.belfastcity.gov.uk)

Titanic Belfast  
[www.titanicbelfast.com](http://www.titanicbelfast.com)

Titanic Foundation  
[www.titanic-foundation.org](http://www.titanic-foundation.org)

Visit Belfast  
[www.visit-belfast.com](http://www.visit-belfast.com)

Discover Northern Ireland  
[www.discovernorthernireland.com](http://www.discovernorthernireland.com)

East Belfast Partnership  
[www.eastbelfastpartnership.org](http://www.eastbelfastpartnership.org)

## EVENT MANAGEMENT

The TEC is managed by Titanic Belfast Ltd. On event days the Venue Manager will be located within the TEC, at all other times the TEC Team will operate out of the Titanic Belfast Building.

### Judith Owens

CEO  
[judithowens@titanicbelfast.com](mailto:judithowens@titanicbelfast.com)

### Laura Cowan

Head of Sales  
[lauracowan@titanicbelfast.com](mailto:lauracowan@titanicbelfast.com)

### Victoria Beatty

Business Sales Manager  
028 9076 6460  
[victoriabeatty@titanicbelfast.com](mailto:victoriabeatty@titanicbelfast.com)

### Becky Turnock

Venue Manager  
[rebeccaturnock@titanicbelfast.com](mailto:rebeccaturnock@titanicbelfast.com)

For more information on our facilities please visit [www.titanicexhibitioncentre.com](http://www.titanicexhibitioncentre.com)

# Car Parking

Dedicated car parking is subject to the agreed package. Titanic quarter car parking is detailed below:

## PADDOCK CARPARK 1

Paddock x 500 spaces. Must be pre-booked, please speak to your event planner to arrange and discuss charges.

## SURFACE CARPARK 2

0 – 1 HOURS .....	£1.50
1 – 2 HOURS .....	£2.50
2 – 3 HOURS .....	£3.50
3 – 4 HOURS .....	£4.50
4 – 5 HOURS .....	£5.50
5 – 6 HOURS .....	£6.50
6 – 7 HOURS .....	£7.50
7 – 8 HOURS .....	£8.50

Thereafter £3 per hour, maximum charge for 24 hour period is £22. Open 24 hours. Pay station only accepts coins. 'Paybytext' facility is available. For more information refer to [www.parkbytext.ie](http://www.parkbytext.ie)

## TITANIC BELFAST CARPARK 3

0 – 1 HOURS .....	£1.50
1 – 2 HOURS .....	£2.50
2 – 3 HOURS .....	£3.50
3 – 4 HOURS .....	£4.50
4 – 5 HOURS .....	£5.50
5 – 6 HOURS .....	£6.50
6 – 7 HOURS .....	£7.50
7 – 8 HOURS .....	£8.50

Thereafter £3 per hour, maximum charge for 24 hour period £22. Open 24 hours. Pay stations accept credit cards.

## BELFAST MET CARPARK 4

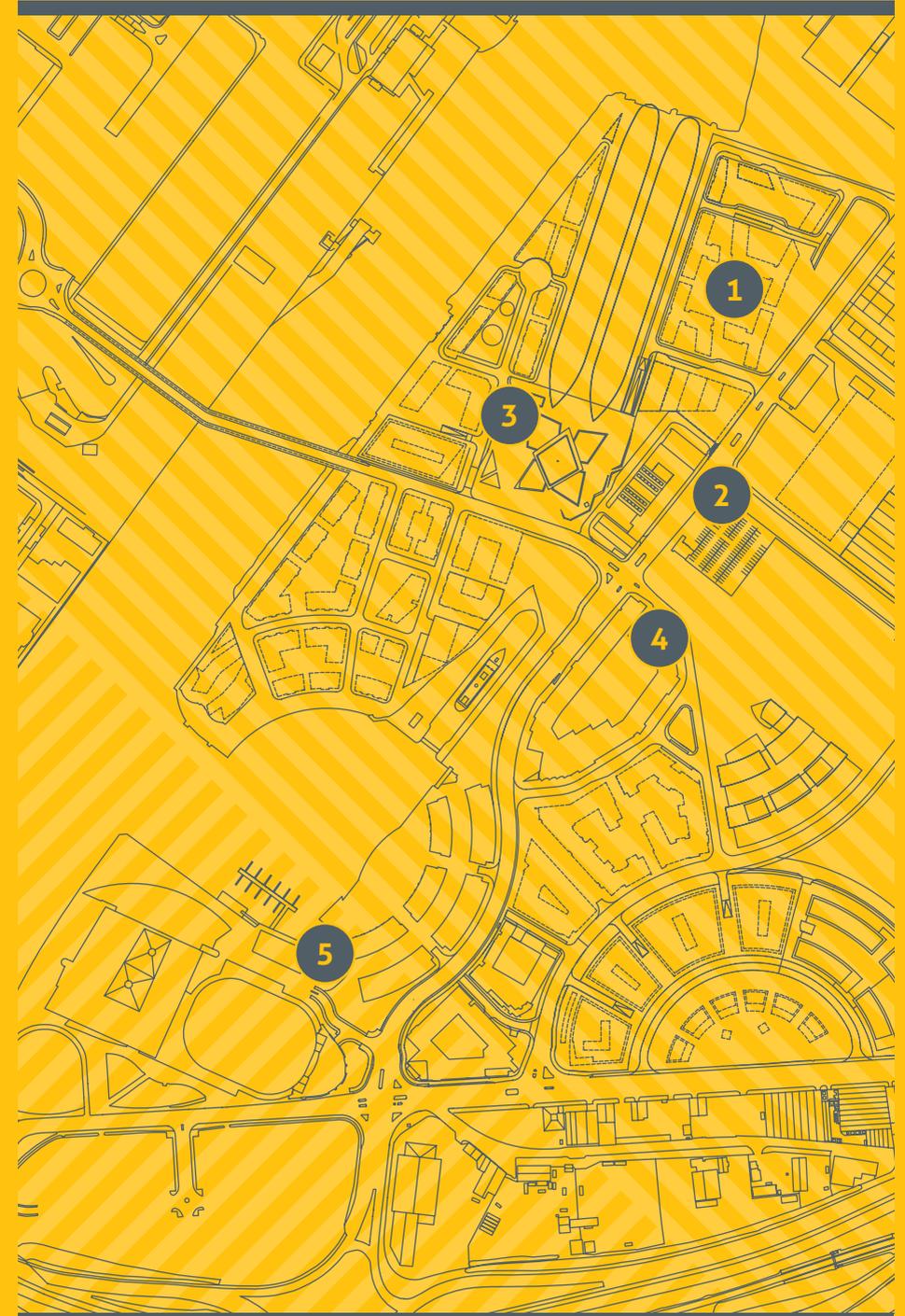
0 – 1 HOURS .....	£1.00
1 – 2 HOURS .....	£2.00
2 – 4 HOURS .....	£3.00
4 – 6 HOURS .....	£4.00
6 – 7 HOURS .....	£5.00
7 – 8 HOURS .....	£6.00

Thereafter £3 per hour, maximum charge for 24 hour period is £22. Please see opening times. These pay stations accept credit cards.

## GATEWAY CARPARK 5

0 – 1 HOURS .....	£0.90
1 – 2 HOURS .....	£1.80
2 – 4 HOURS .....	£2.70
4 – 6 HOURS .....	£3.60
6 – 7 HOURS .....	£4.50
7 – 8 HOURS .....	£5.40

Thereafter £3 per hour, maximum charge for 24 hour period £22. Open 24 hours. Pay stations accept credit cards.



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# A–C

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## ATM

There is currently an ATM available onsite at Titanic Exhibition Centre. Please note this will only be stocked during showtime.

## AUDIO VISUAL EQUIPMENT

Promoters may wish to bring in their own AV/PA suppliers. Full details of all subcontractors should be submitted to the venue manager 4 weeks in advance of the event. Full RAMs and insurance details should be submitted at this time. A projector within the arrival foyer providing opportunity for branding is available – must be pre-arranged, please speak to your event planner for details and costs.

## BUILD UP AND BREAKDOWN

The TEC opening times are subject to contract. Organisers are required to make their contractors aware of the date and time that the contract begins and ends so that contractors can plan their build up and breakdown work schedules within this period. The doors/entrances available for goods access should be agreed in advance with an agreed level of security being employed by the Organiser via the TEC's appointed contractor throughout this period to ensure the integrity of the venue. It is the Organisers responsibility to ensure that adequate first aid provision is in place during these periods, booked through the TEC's appointed contractor.

Organisers should be aware of recent legislative changes to CDM regulations. Please speak to your event planner for further details.

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## CARPET

Indoor exhibition and events normally require carpet as the floor surface is slab concrete. The TEC provides a carpet fitting service and will be pleased to offer a quotation to Organisers.

Carpet is normally provided by the organiser for stand and aisles at exhibitions. If Organisers wish to use alternative suppliers, they should note that the carpet must be laid within their licence period. A copy of the employers and public liability insurance for the carpet fitter must be supplied.

Where possible we will work with Organisers to try and facilitate shared carpet arrangements, however the handover of the carpet is the responsibility of the outgoing organizer. Organisers should note they must use EEC approved carpet tape and the removal of this tape is their responsibility. If using alternative suppliers, the carpet must be removed within the licence period. All associated waste must be removed by the contractor.

## CATERING

The TEC's catering partner for conference and banqueting is Titanic Belfast. The TEC has one internal catering supplier:  
**Mount Charles, 028 9032 0070.**

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# C–D

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## CLEANING

Hall and stand cleaning is the responsibility of the Organiser. This includes the main hall, Organiser's office, immediate perimeter of the event venue and other areas used by the Organiser during the hire period. Organisers are responsible at their own cost to provide for the safe and efficient disposal of all waste generated as a result of the event.

The TEC can offer a cleaning provision for the duration of the licence period and would be pleased to provide a quotation for your event. The venue must be left in the same condition it was received. Additional cleaning required to achieve this will be charged to the Organiser on an after account. The TEC will appoint their own contractor for the house keeping of the toilets throughout the licensed period, all charges associated with this will be charged to the Organiser on the after account.

## CLOAKROOMS

Cloakroom facilities can be arranged upon request. The TEC accepts no responsibility for any articles lost or stolen.

## CONFERENCE AND BANQUETING FACILITIES

The TEC is operated by Titanic Belfast, a range of onsite conference and banqueting facilities is available within Titanic Belfast. For further information contact a member of the Business Sales Team on **028 9076 6460.**

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## CUSTOMS & EXCISE

Local Office: Beaufort House, 31 Wellington Place, Belfast.

## DILAPIDATIONS

Organisers will be charged for all dilapidations arising from the hire of the facilities. The following is an example of when charges may be applied:

- Removal of carpet tape, window stickers, signage and branding etc.
- Additional cleaning.
- Damage to walls, seats, toilets, windows or other parts of the venues.
- Exhibition collateral waste management.
- External damage of venue and surrounding area.
- Skip and waste disposal.

**Please note:** Exhibitors must gain permission from the Venue Manager before affixing anything to the fabric of the building.

## DISABLED ACCESS

The TEC is accessible to disabled persons. A number of disabled car parking spaces are available at the side of the venue.

## DOGS

Dogs, except guide dogs, are not permitted in the venue during the license period.

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# E

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## **ELECTRICAL APPLIANCES**

All electrical appliances including power tools being brought on site by the Organiser or their sub-contractors must be PAT tested and accompanied by the appropriate documentation to confirm that they are safe for their intended use. Any non-PAT tested equipment will be prohibited from connecting to the TEC mains supply.

## **ELECTRICITY**

The TEC has an approved electrical contractors list. A stand by house electrician can be provided for the duration of the event. Please contact your Venue Manager for details of charges.

## **ELECTRICAL CHARGES**

The venue will take meter readings pre and post event to determine the level of usage which will be charged at a rate determined by the venue. Please speak to your event planner for details.

## **ELECTRICITY SUPPLY**

Organisers are reminded that The TEC relies on Airtricity for its electrical supply; any failure in supply should be covered by the Organiser's own insurance. Electrical power can be made available throughout the TEC. The level of power available is varied. Check with the TEC Venue Manager for specific locations and levels of usage at least 10 days in advance of your event.

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## **EMERGENCY PROCEDURES**

External Organisers are required to provide a Management Plan for their Event. This should include a Risk Assessment, a Fire Risk Assessment, Risk Management arrangements, a Stewarding Plan, and a Contingency Plan, along with a plan illustrating the layout of main space. The Layout Plan will show the emergency exit routes and capacities. The Management Plan/Contingency Plan will outline the stewarding arrangements including the competence of the operatives.

Please speak to your Event Planner reference security.

## **ORGANISER'S GUIDE**

The document should detail the Command Structure for both the normal running of the event, and in an emergency including declaring an emergency. The document should also state the communication arrangements including how the Event Controller will be notified of an incident, how they will convey instructions to event personnel, stewarding personnel, the emergency services, the patrons and to others. The Contingency Plan should outline the actions to be taken to advise the PSNI of an incident, including agreeing the route that they will approach the venue, and the arrangements for evacuating the site.

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# E-F

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## **EQUIPMENT BROUGHT ONSITE**

The Organiser must ensure that all equipment brought on site including ladders, stepladders, scaffolding and hoists are of a suitable standard and meet all relevant health & safety requirements and have the appropriate certification where necessary. The venue takes no responsibility for equipment brought on site by the Organiser or their contractors. All electrical equipment used at the event should be properly PAT tested. This is the responsibility of the Organiser.

## **EVACUATION ARRANGEMENTS**

Evacuation arrangements for your event must be agreed in advance with the Venue Manager and the TEC security contractor.

## **EVENT MANAGEMENT PLAN**

The Organiser will provide a Management Plan for their event to the Venue Manager at least one month prior to the period of hire. This should include an event Risk Assessment that details the controls that will be adopted to minimise any risks to the safety of persons in the building. It should also include a Stewarding Plan, and a Contingency Plan for the event. Documentation submitted should also include a drawing showing the proposed layout for the event.

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## **FIRE EXTINGUISHERS**

Fire extinguishers are available at each fire door exit. Subject to the nature of the exhibition some stands may be required to be equipped with additional suitable fire extinguishers. It is the responsibility of the Organiser that all exhibitors provide an appliance when appropriate e.g. in a cookery demonstration area. Details should be included within site specific fire risk assessment. Fire extinguishers are available at pre-identified locations.

## **FIRST AID**

**Proparamedics** are the approved supplier of first aid provision. The TEC requires that every event has sufficient first aid cover in place. The venue will book the provision of first aid and recharge to the Organiser as per contact terms. The Organiser will agree the first aid/ medical arrangements for their event with the venue including numbers, locations and deployments at least 10 days prior to the event. The Organiser and first aid provider must ensure that all first aid / medical incidents are reported to the Venue Manager as soon as they occur. A copy of the PRF reports must be provided to the Venue Manager before the end of the event on the day the incident occurs.

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# F-H

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## **FORK LIFT TRUCKS/HIGH ACCESS EQUIPMENT**

The TEC does not have a forklift or pallet truck onsite but can provide this if required subject to quotation. Organisers providing their own fork lift truck/high access equipment must ensure that all drivers are fully licensed and qualified, the equipment must be certified and it must be suitable for the environment and the loads which are to be lifted. Appropriate insurance arrangements must also be in place and site specific RAMs to be submitted to the venue in advance. Drivers' certificates and insurance policies must be submitted to the venue for approval 6 weeks prior to the period of hire. The promoter must ensure that all ladders, step-ladders, and lifting equipment brought onto the site comply with recognised standards and that personnel using the equipment are properly trained in their use.

Baloo Hire are the venue's preferred supplier of access equipment, please call **028 9045 8080**.

## **FUEL IN AUTOMOBILES**

Vehicles are permitted within the venue subject to prior arrangement with the Venue Manager. Fuel tanks should be emptied and manually brought to the required location. On occasion, for safety purposes, it may be necessary to disconnect batteries from cars once in situ.

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## **GAS, FLAMMABLE OILS, NAKED FLAMES ETC.**

Butane gas may be used within the TEC but must be removed overnight. Under no circumstances will propane gas be permitted. In all cases a GasSafe certificate must be supplied for each installation prior to doors opening, taking in to consideration segregation distances and external caged sources of supply.

## **GENERATORS**

The location of generators for an event must be agreed in advance with the venue. The generator must not be accessible to members of the public or other unauthorised people. If the noise created by the generator is excessive, silenced generators may be requested by the venue. Petrol generators are not allowed onsite. All generators should be installed by a NICEIC electrician and certified whilst on site to ensure suitability for purpose. Certifications should be provided to Venue Manager at least 4 hours prior to doors opening.

## **HARD HATS / HIGH VISIBILITY JACKETS**

The Organiser must carry out an assessment of the work activities they intend to undertake and any operatives or others working in that area should be issued with and wear hard hats/ high visibility jackets when appropriate.

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# H-I

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## **HEALTH & SAFETY**

The Health and Safety at Work Order (NI) 1978 and related legislation places duties on employers / owners of premises etc. Organisers are therefore required to submit their Health & Safety Policy Statement, Risk Assessment and other related documentation as appropriate to the venue 4 weeks in advance for the event. The Organiser must also ensure that they obtain the appropriate documentation from their sub-contractors / exhibitors etc. and this must be available for inspection by the venue at all times. The Organiser shall provide their Health & Safety Policy Statement and Risk Assessment to the venue for approval by the Health & Safety Consultant.

## **HEARING LOOPS**

As the TEC is a dry hire there are no hearing loops installed within the main space. To ensure that events are fully accessible Organisers are advised to install loop systems within information points and as best practise on exhibition stands.

## **HEATING AND LIGHTING**

All heating and lighting costs are the responsibility of the Organiser during the period of hire. Heating infrastructure must be supplied by the Organiser. Any power used to support the heating system will be recharged to the Organiser at the agreed rate.

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## **HOTEL ACCOMMODATION**

The nearest hotel to the TEC is the Titanic Hotel Belfast, a 2 minute walk from the venue, visit [titanichotelbelfast.com](http://titanichotelbelfast.com). The Premier Inn Titanic Quarter is located approximately 10 minutes' walk away and there are also a number of hotels in the city which offer different price options. For a list of accommodation in Belfast please see [visitbelfast.com](http://visitbelfast.com).

## **INSURANCE**

It is the responsibility of the Organiser to affect adequate insurance cover in respect of damage to the venues and legal liabilities and other third parties in connection with their event. Public and Employer Liability cover must be in place for £10 million. Insurance certificates must be provided no later than 4 weeks prior to the licence period for approval.

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# L-O

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## LAYOUT PLANS

The venue is obliged to provide the appropriate authorities at Belfast City Council with accurate layout plans prior to the event. Organisers must therefore submit a copy of their proposed layout plans to the venue four weeks prior to the event. This layout must be agreed with the venue. Organisers should provide a minimum gangway width of 2 meters for all exhibitions. Emergency fire exit doors to the indoor spaces may not be obstructed unless agreed in writing by the venue. Organisers should ensure that contractors for free-build sites arrange site surveys and details of such contractors should be forwarded to the venue 4 weeks prior to the event. The Licensing authorities limit the number of people permitted to occupy a venue at any one time. Organisers should provide the venue with information on expected attendance/ticket sales and ensure that this does not exceed the legal limit. Organisers must therefore control admittance to the venues accordingly.

## LOST CHILD PROCEDURE

Organisers must include a lost child procedure in the Event Management Plan. This should be agreed with the Venue Manager and Security Supervisor before the commencement of the event.

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## MARQUEE HIRE

Any marquee hire company operating on site must conform to the relevant Code of Practice and be a member of The Performance Textiles Association, 42 Heath Street, Tamworth, Staffs B79 7JH. Telephone: 01827 52337. A copy of the full Code of Practice may be obtained from their office. The venue must approve the erection and location of any marquee in advance. Please note a ground rent will be levied.

## MEDIA

A list of local newspapers, television and radio stations are available on request.

## MUSIC

It is the responsibility of the Organisers and/or exhibitors wishing to broadcast music on their stands to obtain the relevant licences.

## ORGANISER'S OFFICES

An Organisers' office is available in the TEC. Furniture is provided and Organisers are asked to ensure that the office and furniture are well maintained during the period of hire. The furniture should not be removed from the offices. The cost to repair any damage will be levied to the Organiser. Venue staff will also operate out of this area. There is a dedicated phone line also available for use. This will change back accordingly.

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# P-S

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## POLICE

Titanic Quarter has its own police force:  
**Harbour Police Milewater Basin**  
**Dufferin Road**  
**Belfast**  
**Antrim BT3 9AP**  
**028 9055 3000**

## PROMOTIONAL OPPORTUNITIES

All clients can avail of 'Marketing in a Box' opportunities through the Titanic Belfast Marketing Team. The installation of any external signage must be agreed in advance with the Venue Manager and removed at the end of the license period.

## PUBLIC ADDRESS SYSTEM

An internal venue wide vocal PA system is available for emergency announcements and other information on agreement with the Venue Manager.

## REMOVAL OF GOODS

Should the Organiser fail to remove all material associated with their event by the end of the licence period, the Organiser shall be charged a penalty fee. The venue reserves the right to employ such personnel as it deems appropriate to clear the venue. Should the contract period of hire be extended, the Organiser shall be responsible for all costs involved.

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## ROAD SIGNAGE

Within Titanic Quarter – any additional road signage require to support an event must be agreed in advance by Titanic Quarter and the harbour estate.

## AA ROAD SIGNAGE

Yellow public attraction / directional signs may be organised directly with the AA. Please telephone **028 9037 0007** for further information.

## RISK ASSESSMENT

The Organiser shall provide the venue with a copy of their event management plan with risk assessment for the event at least 4 weeks prior to the period of hire.

## SMOKING

All indoor areas within the TEC are subject to The Smoking (Northern Ireland) Order 2006. This rule applies when the venue is vacant, during event build-up, event open days and event breakdown. All Organisers must ensure that their staff and sub-contractors are aware of this legislation and comply with it. Any persons found smoking in indoor areas will be asked to leave the venue.

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# S-W

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## STAND FITTING

The venue does not provide a shell scheme stand fitting service. External contractors may be employed by the organizer in agreement with the venue. A copy of their insurance must be available on request.

## STAGE

All staging put in place must be accompanied by the appropriate liability insurance and be signed off by a structural engineer / competent person as being suitable and sufficient for purpose.

## TAXIS

The TEC's official taxi partner is **Value Cabs**. A free phone is available within the foyer space. Value Cabs **028 9080 9080**.

## TELEPHONES

A phone line is available in the Organisers Office. Calls are charged retrospectively to the Organiser. All temporary telephone lines in other locations in the venue can be supplied by one of the TEC's preferred partners.

## TEMPORARY STRUCTURES (INCLUDING SUPPORTING STRUCTURES)

Organisers must provide documentation confirming the integrity of any structures erected as part of their event. Some structures may require certification from a Chartered Structural Engineer, however other documentation may be acceptable – the documentation required should be confirmed with the venue 10 days prior to the event.

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## TICKETING

The TEC does not have the facility to sell tickets through an online ticketing system. Please contact The TEC Venue Manger for more information about alternative ticketing outlets.

## TOILETS

The Organiser is responsible for the cost of providing toilet attendants. This service is managed by the venue and it should be noted that toilets are normally opened one hour prior to the opening of an event and closed one hour after it closes. Additional temporary facilities can be hired including disabled toilets and baby changing units.

## VENUE MANAGER

A Venue Manager will be on duty during each event.

## WI-FI INTERNET BROADBAND

Additional background wifi is available within the venue. Dedicated lines can be installed and will be charged as per your requirements.

IT/Telecoms can be provided by Atlas, telephone **028 9078 6868**.

## Enquire Now

For further information on events please contact:  
[enquiries@titanicexhibitioncentre.com](mailto:enquiries@titanicexhibitioncentre.com)

