

Survival Guide

Reception

Located on the lower concourse to the left of E1 and E4 and to the right of E2 and E3. Services available:

- Information Point
- Photocopier

Restaurants/Bars

The Group offers two restaurants and three bars within its hotel facilities.

The Olive Tree Restaurant and Olive Branch Bar at the Holiday Inn Telford/Ironbridge and Merlots Restaurant and Bar at the Ramada Hotel offer great dining within walking distance of The International Centre. The International Hotel café bar offers bar meals and light bites. Costa is the nation's favourite coffee shop and can be located in the heart of The



International Centre, situated on the Lower Concourse offering light bites and snacks as well as your favourite hot and cold beverage.

Business Facilities

The following services are available from Reception (charges apply):

- Internet & e-mail access
- Printing & Copying
- Laminating
- Secretarial work

Telephones:

Please ask at reception for further information.

Telford Town Centre

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

Walk directly out of the front gate and follow the path up the hill, passing the Ice Rink and Bowling Alley on your right. Turn right at the top of the hill. Telford Shopping Centre and Southwater Hub has many high street names including Debenhams and House of Fraser.

Toilets

Toilets can be found throughout the building:

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

Vending Machines

We have two vending areas.

The first is located in Hall 2 Foyer at the top end of the lower concourse. The second can be found half way down the lower concourse on the right hand side.

Medical Assistance

First Aid assistance is available onsite.

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

Taxis & Buses

Please ask at reception for details.

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

The bus service to the train station picks up on the main road to the right of the traffic lights.

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