



# HARROGATE INTERNATIONAL NURSERY FAIR

TUESDAY 28<sup>TH</sup> TO THURSDAY 30<sup>TH</sup> MARCH 2017

EXHIBITOR INFORMATION MANUAL  
AND ORDER FORMS

**IMPORTANT!**  
**ENSURE THAT YOU READ THIS MANUAL**  
**& Pass onto your Contractors ALL relevant sections.**

# HARROGATE INTERNATIONAL NURSERY FAIR 2017

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## ORGANISERS

HARROGATE INTERNATIONAL NURSERY FAIR-  
Registered Office;  
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9 TIPTON STREET  
SEDGLEY  
DUDLEY  
DY3 1HE

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FAX : 01902 671974  
EMAIL : [info@nurseryfair.com](mailto:info@nurseryfair.com) or [adrian@nurseryfair.com](mailto:adrian@nurseryfair.com)

WEBSITE: <http://www.nurseryfair.com>

VAT REGISTRATION NO: GB 428 6031 59

ALL PRICES SUBJECT TO VAT

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## DATES & OPENING TIMES

Tuesday 28 <sup>th</sup> March	09.00 - 17.30 hrs
Wednesday 29 <sup>th</sup> March	09.00 - 17.30 hrs
Thursday 30 <sup>th</sup> March	09.00 - 16.00 hrs

All fair information for our 2017 show is detailed in this Exhibitors Information and Order manual.

As an exhibitor you are responsible and required to share all relevant information contained within this manual with any contractor under your own stand build contract of employment.

It is produced to assist exhibitors in planning and ordering the facilities and services they require by keeping all the information and copies of orders together.

Order forms are included and exhibitors are advised to retain copies to record ordered items and check administration and accounting queries should they arise.

# CONTENTS

<b>Introduction</b>	<b>4</b>	Anti-Copying in Design	21
<b>General Information</b>	<b>4</b>	<b>Services</b>	<b>23</b>
Admission & Badges	5	Accommodation	23
Fair Show Guide	5	Audio / Visual Hire	23
<b>HIC Site Rules</b>	<b>6</b>	Bar Code Scanners	23
<b>Official Contractors</b>	<b>7</b>	Catering – All Halls & Hotels	23
<b>Exhibitor Information – General</b>	<b>9</b>	Furniture	23
Details by Venue	9	Night Sheets	24
Stand Contractor	9	Stand Personnel	24
Shell Scheme (Pre-Build Booths)	9	Storage of Boxes	24
Queens Foyer & Queens Suite Stands	10	IT Services & WiFi	24
Space Only Stands	10	<b>Build Up &amp; Break Down</b>	<b>25</b>
<b>Stand Design, Risk Assessment &amp; Submission of Plans</b>	<b>11</b>	Dates & Times, Vehicle Passes	25
Submission of Plans to Organisers	11	Forwarding, Shipping & Fork-Lifting	25
Open Stands Design Preferred	11	Storage of Empty Packing Cases	26
Rules for Enclosed Stands	11	General Delivery Information	26
Stand Sizes and Preservation of Corridors	12	Delivery of Exhibition Material	27
Complex Structures	12	North Yorkshire Council Traffic Order	27
Early Access	12	Build Up and Breakdown Instructions	28
Method Statement Sample	13	Transport Vehicles	28
Risk Assessment Sample	14	Map of Dragon Road Vehicle Park	29
<b>Electrical Contractors</b>	<b>15</b>	Car Parking	30
Cables & Wiring, Multiple Socket Outlet Trailing Leads	15	Security During Build Up	30
Clients Own Lights, Low Voltage Lighting	15	Break Down – Lorry Holding Area	30
Sockets	15	<b>Exhibiting Regulations &amp; Conditions</b>	<b>31</b>
Mains Boards, 24 Hour Power	16	Children	31
Plans, Early Booking Prices	16	Damage Liability	31
Choosing the Right Socket Outlet	17	Early Breakdown/Packing-Away	31
Official Tenancy and Hours When the Stands Will Have Power	18	Fire Precautions	32
<b>Advertising &amp; Publicity</b>	<b>19</b>	Insurance	32
Website, Show Guide, Registration and Touch Screen Entries	19	Cancellation of Exhibition	32
Basic Website and Show Guide Entry	19	Failure to Vacate	32
Enhanced Exhibitor Entry	19	Insurance of Exhibits	33
Fair Sponsorship Opportunities	19	Insurance Protection	33
Press/Publicity Arrangements	20	Removal of Goods/Samples	33
<b>Restrictions</b>	<b>21</b>	Security	33
Publicity Material in Halls & Hotels	21	<b>Order and Enquiry Forms Checklist</b>	<b>34</b>
Advertising Outside Venues	21		

## DELIVERY & VENUE ADDRESSES

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### HARROGATE NURSERY FAIR

#### VENUE ADDRESS

Harrogate International Centre  
Kings Road  
Harrogate  
North Yorkshire  
HG1 5LA

N.B. This is not a product delivery address.

#### DELIVERY ADDRESS

Stand \_\_\_\_\_ Hall \_\_\_\_\_  
Harrogate International Centre  
Ripon Road  
Harrogate  
North Yorkshire  
HG1 2RD

N.B. You require someone on your stand to accept delivery, unless prior arrangements have been made with the organiser.

## INTRODUCTION

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We hope you will find the manual easy to use. Please read it thoroughly as we have tried to include all relevant information. However, if you have any further queries, please do not hesitate to contact us.

Please ensure that you put the correct stand number on your order forms. It is your responsibility to advise the contractors of any changes.

We trust that you will have a successful show.

## GENERAL INFORMATION

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**This document contains all the rules and regulations for the Harrogate Nursery Fair 2017 and it is very important that you read and abide by all the rules stated in this document.**

Halls in use for the 2017 Fair: A, B, C, and M.

There will be TWO Entrance and Registration points which will be through the following halls:

Hall A: Entrance Point 5

Hall M: Entrance Point 4

The fair ORGANISERS OFFICE will be at the front of Hall A.

## **ADMISSION & BADGES**

Build-up and Break-down days; NO badges are required for contractors or staff on site during the build-up days. Contractors will be required to be identifiable (Corporate uniform is acceptable) to Security staff on each entrance and should make themselves known to said staff upon entry.

**All personnel are required to wear high visibility clothing and appropriate footwear during event build up and breakdown periods.**

### **Exhibitor Badges**

Provided these have been pre-ordered they will be delivered to your stand on the Monday lunchtime/early afternoon. If you are not able to collect them on this day then they will be left on your stand and you will be allowed entry to recover the badge on production of your business card as proof of identity prior to the first day opening time of 9am.

### **Show Dates**

Only persons wearing an officially issued badge will be admitted to the show venue. All exhibitors and their personnel must EACH be in possession of a badge before the opening and must wear the same throughout the period of the show. Badges printed with your company name must be ordered IN ADVANCE and will be delivered to your stand on the last day of build up (Saturday).

Please complete **ORDER FORM D** and return it to TouchFinder, no later than 23<sup>rd</sup> March 2017.

Only one badge to be ordered per exhibitor.

### **Badge Demarcation**

EXHIBITORS' (RED) badges. Every member of your staff must wear one and these are NOT intended for distribution to buyers.

BUYERS are issued with BLUE badges free of charge at reception points,

PRESS will wear GREEN badges.

Entrance to the Exhibition is free of charge to TRADE-ONLY visitors.

We will attempt to keep out all but genuine trade visitors and will ask for new registrations to verify their status when registering at the door. We would especially ask that exhibitors should NOT give or lend red badges to anyone other than those working on your stand. This enables us to assess more accurately the number and type of visitor entering the show.

### **FAIR SHOW GUIDE**

Exhibitors will receive one show guide free of charge, which will be delivered to your stand on the Saturday prior to the opening of the fair along with your exhibitor passes.

## HIC Site Rules

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- Contractors must sign in at Security or Reception before accessing the site.
- All staff, contractors and drivers must follow instructions given by the traffic marshalling & security personnel.
- The maximum speed limit is 10mph on the service road and 5mph within the halls.
- Be aware of pedestrians, fork lift trucks and other moving vehicles at all times.
- Vehicles should follow the one way system, unless instructed by the traffic marshalling & security personnel and all reversing vehicles must be guided by a banksman.
- No parking is allowed on paths, pedestrian walkways, yellow lined or hatched areas or in front of fire exit doors.
- Fork lift trucks must only be operated by personnel who have received appropriate training and are licenced.
- Pedestrians are required to keep to the marked walkways and crossing points on the service road.
- Use of hand held mobile phones whilst driving any vehicle is strictly forbidden.
- All personnel are required to wear high visibility clothing and appropriate footwear during event build up and breakdown periods.
- Aisles, gangways, fire exit routes and doorways must be kept free from obstruction at all times.
- Smoking, including e-cigarettes, is only permitted in the designated smoking areas adjacent to cigarette bins.
- CCTV is in operation in this area.

**Deliveries please telephone 01423 500 500 or 0786 6382761 for assistance**

## OFFICIAL CONTRACTORS

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### ACCOMMODATION BOOKING

MICE Concierge  
Unit 20, The Glover Centre  
23/25 Bury Mead Road  
Hitchin  
Hertfordshire  
SG5 1RP

Tel: 01438 908777

[hello@miceconcierge.com](mailto:hello@miceconcierge.com)

[www.miceconcierge.com](http://www.miceconcierge.com)

### AUDIO-VISUAL HIRE

Harrogate International Centre  
Kings Road  
Harrogate  
North Yorkshire  
HG1 5LA

Allan Clarke

Tel: 01423 537223

Fax: 01423 537261

[connecthic@harrogate.gov.uk](mailto:connecthic@harrogate.gov.uk)

[www.harrogateinternationalcentre.co.uk](http://www.harrogateinternationalcentre.co.uk)

### WEBSITE & REGISTRATION SERVICES

TouchFinder  
10 Burnell Road  
Sutton  
Surrey  
SM1 4EE

Hanan Samara

Tel/Fax: 0208 770 3700

[info@touchfinder.co.uk](mailto:info@touchfinder.co.uk)

[www.touchfinder.co.uk](http://www.touchfinder.co.uk)

### SECURITY/TRAFFIC CONTROL

Crusade Exhibition Services Ltd  
46 Cheltenham Mount  
Harrogate  
North Yorkshire  
HG1 1DL

Peter Gilbert

Tel: 01423 701005

Fax: 01423 701006

[info@crusade-ex.co.uk](mailto:info@crusade-ex.co.uk)

### CONTRACTOR FOR ALL HALLS

Joe Manby Ltd  
Hookstone Park  
Harrogate  
North Yorkshire  
HG2 7DB

Greg Cussons

Tel: 01423 814730

Fax: 01423 814760

[greg@joemanby.co.uk](mailto:greg@joemanby.co.uk)

[www.joemanby.co.uk](http://www.joemanby.co.uk)

### STAND PERSONNEL

Crusade Exhibition Services Ltd.  
46 Cheltenham Mount  
Harrogate  
North Yorkshire  
HG1 1DL

Peter Gilbert

Tel: 01423 701005

Fax: 01423 701006

[info@crusade-ex.co.uk](mailto:info@crusade-ex.co.uk)

**FAIR SHOW GUIDE PUBLISHERS**

Lema Publishing  
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The Wilderness  
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Herts  
HP4 2UB

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[penny@lemapublishing.co.uk](mailto:penny@lemapublishing.co.uk)  
<http://www.lemapublishing.co.uk>

**FURNITURE**

Joe Manby Ltd  
Hookstone Park  
Harrogate  
N. Yorks  
HG2 7DB

Paul Grahamslaw  
Tel: 01423 814730  
Fax: 01423 814760  
[paul@joemanby.co.uk](mailto:paul@joemanby.co.uk)

**EVENING EVENTS HOTELS**

The Majestic Hotel  
Ripon Road  
Harrogate  
North Yorkshire  
HG1 2HU

Ms Vicky Clayton  
Tel: 01423 700311  
Fax: 01423 521322

**KUDOS CATERING**

Harrogate International Centre  
Kings Road  
Harrogate  
North Yorkshire  
HG1 5LA

Tel: 01423 537334  
Fax: 01423 537328

**H.I.C. Venue IT SERVICES**

Harrogate International Centre  
Kings Road  
Harrogate  
North Yorkshire  
HG1 5LA

Allan Clark  
Tel: 0845 1308834  
Fax: 01423 537210  
[connecthic@harrogate.gov.uk](mailto:connecthic@harrogate.gov.uk)  
<http://www.harrogateinternationalcentre.co.uk>

**FORWARDING AND SHIPPING AGENTS****FORK-LIFTING**

Crusade Exhibition Services Ltd.  
46 Cheltenham Mount  
Harrogate  
North Yorkshire  
HG1 1DL

Peter Gilbert  
Tel: 01423 701005  
Fax: 01423 701006  
[info@crusade-ex.co.uk](mailto:info@crusade-ex.co.uk)

**TRANSPORT**

Crusade Exhibition Services Ltd.  
46 Cheltenham Mount  
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## EXHIBITOR INFORMATION - GENERAL

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### DETAILS BY VENUE

Please note that certain halls and access into them have height restrictions and we therefore recommend a site survey during design, as the organisers cannot be held responsible for any errors.

### TYPES of STAND

#### General Main Contractor

For stand construction, electrics and stand services our official contractor for 2017 is:

Joe Manby Ltd  
Hookstone Park  
Harrogate  
North Yorkshire HG2 7DB  
Tel: 01423 814730  
Fax: 01423 814760  
[info@joemanby.co.uk](mailto:info@joemanby.co.uk)

Visit their fully interactive website on [www.joemanby.co.uk](http://www.joemanby.co.uk) and log into their On-line Shop.

Or use STAND FITTING ORDER and return promptly to Joe Manby Ltd.

**Main Contractor Service Desk:** During build up this will be located at the entrance to Hall A by the Organisers office.

### SHELL SCHEME (Pre-Build Booths)

#### Click Modular Shell Scheme

Click modular shell scheme with white melamine panels 2.5m high and 1m wide. Refer to Joe Manby for further information on the shell scheme system options including graphics production, as shown on the attached form or on [www.manbyshop.co.uk](http://www.manbyshop.co.uk)

[Click here for more information and sizes of the per-built shell scheme stands](#) or visit [http://www.nurseryfair.com/booking\\_form\\_a.asp](http://www.nurseryfair.com/booking_form_a.asp) to download it.

Under no circumstances will unauthorised signs/graphics be permitted on the OUTSIDE of shell stands.

Fixings onto the shell panels must only be done using low tack self adhesive tape or hook n' loop tape. No permanent fixings are allowed into the panels and any damage found will need to be reimbursed by the exhibitor.

#### Shell Scheme Flooring

Generally carpet will be included in the shell scheme price package. If this option is NOT REQUIRED and exhibitors wish to lay their own flooring they should inform the organisers within 6 weeks of the show opening date to avoid waste. No refund for excluding the carpet covering can be offered in the shell package price.

Exhibitors wishing to lay wooden or laminate flooring over any existing carpeted areas must lay floor flats to cover over carpet. Foam underlay can be used if there is no carpet on the stand.

## **SPACE ONLY STANDS (Raw Space)**

Exhibitors should contact the organisers to clarify build heights and access arrangements prior to commissioning their stand design for Space Only stands as each hall differs slightly on its design and layout.

You may select a contractor of your choice to erect your stand but it is essential that the contractor employed is fully conversant and complies fully with, the Local Authority, Harrogate International Centre and the Fair regulations governing the construction of exhibition stands. It is recommended that you employ only members of the British Exhibition Contractors Association (BECA). Please ensure that the contractor ultimately appointed to design and erect your stand complies (and that your contract with him includes his compliance) with the Exhibition Rules and Regulations and the HIC Rules and Regulations. Details of your contractor should be passed to the Organisers.

If you are briefing a number of contractors to obtain competitive tenders, it is your responsibility to ensure you make ALL tendering contractors aware of the stand regulations FOR THIS EXHIBITION! Other exhibitions have different regulations so **DON'T ASSUME THE CONTRACTORS KNOW THEM.**

**Ensure your chosen contractor has access to this manual so they are fully conversant with the conditions.**

### **IMPORTANT; Space Only Floor Coverings**

You should ensure your submitted stand fitting plans, detailed in the next clause, state the type of flooring you are using on your Space Only stand.

If this is not stated then please notify the Organisers on what is proposed to ensure this is accounted for in the build schedule and we are aware of what you are supplying.

Where there is the Venue's own carpet flooring (Queens Foyer) and a change is required, exhibitors must first lay plywood flooring flats before their own carpet.

# STAND DESIGN, RISK ASSESSMENT & SUBMISSION OF PLANS

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## SUBMISSION OF PLANS TO ORGANISERS

**If you are using your own stand contractor, the Organisers require a copy of the internal and external stand layout plans prior to the show. An electronic version is acceptable and should be emailed to the Organiser a minimum of 4 weeks before the show date. One copy plans will be sent to the Fire Officer via the venue and the other retained by the Organisers.**

Plans must show the type of materials proposed for construction including flooring, dimensions and positions of walling, major features, major exhibits and demonstration areas. We also require copies of every floor and elevation showing all dimensions, travel distances, material details, width and position of gangways, width and position of escape routes plus dimensions of any staircases.

Our main contractor Joe Manby would be pleased to quote for any stand design work including any interior work within the shell scheme. Refer to their contact details stated previously.

Exhibitors must ensure that plans of any suggested variations in any part of your stand are submitted to the organisers. It will usually save misunderstandings and be to our mutual advantage if you consult Joe Manby Ltd, so that they can judge the practicability of any proposals before they are submitted to us.

**N.B - All such plans and proposals must reach our office not later than 1st March.**

IF YOU EMPLOY STAND FITTERS, PLEASE MAKE SURE THEY ARE AWARE OF THESE RULES – AND ABIDE BY THEM! EXTRA COPIES OF THE MANUAL CAN BE PRINTED FROM OUR WEBSITE: [www.nurseryfair.com/manual](http://www.nurseryfair.com/manual)

## OPEN STANDS DESIGN PREFERRED

The organisers would encourage an 'Open Stand' design to be used where this is possible. This makes the Fair much more visually attractive experience for your customers and improves the exposure of your product displays. Exhibitors should plan their stands to comply with the rules set out below, so that there is a tidy and uniform appearance and the absolute minimum of blank walls facing on to corridors and fellow exhibitors.

## RULES FOR ENCLOSED STANDS

Any long stretches of blank external walls around each stand to give a closed-in effect should be avoided as experience determines that customers tend to avoid walking through such areas created by this practice. **N.B. The longest continuous wall length allowable without any break is 3m.**

Breaks can be achieved by using walk through openings, clear window panels, false windows containing product etc. And should be a minimum of 1m wide by at least 1m high at eye level in the case of windows. Graphics applied to any continuous 3m wall length are required and blank walls should be avoided at all times.

Shelves of product can be used to cover the outside of the stand, provided they do not protrude beyond your stand area, this also applies to all stand construction. If windows are used they must be open or constructed of clear material, so that it is possible to see into the stand, and must not be curtained over.

## **STAND SIZES AND PRESERVATION OF CORRIDORS**

Please note that under no circumstances must your stand or any part of it extend beyond the precise area allocated to you. Your contractors should be advised accordingly. If any part of your stand and/or products protrudes into the adjacent gangway you will be immediately requested to remove such protrusion.

Exhibitors should note that the measurements relate to the building wall and there may be obstructions reducing the measurement in various places. Exhibitors should check with Joe Manby Ltd. who will provide details, to the best of their knowledge; if there is any doubt your contractor should arrange a site visit. The organisers or their contractors will accept no responsibility for wrong measurements. It should also be noted that all measurements are from centre of walls to centre and therefore allowance should be made within your stand design.

## **COMPLEX STRUCTURES**

Complex Structures require approval according to the Local Authority safety requirements. These include:

- Stands over 4m in height
- Double-Decker stands/Stands incorporating a Staircase
- Any stand with a platform, over 600mm above floor level, to which persons have access

If your stand falls into these parameters it is classed as a complex structure and you are required to have full structural approval from a suitably qualified structural engineer who must oversee the works both during construction and upon completion.

N.B. All complex structures need plans approved by an independent engineer who must provide a report, copied to the organisers, to say that the stand is safe. \*The inspection report should be shown, if requested, to the Health and Safety Officer on-site. \*Proof that this independent engineer has approved the stand design should be sent to the organisers by 10th March, to enable them to send copies to the Venue. The same engineer needs to do an on-site inspection of the stand once it is built.

## **EARLY ACCESS- see further details**

For self-build stands over 75m<sup>2</sup> and double-decker stands requiring steel work, early access may be available prior to the published build period.

### **Booking of Early Access**

**Please contact the organiser, Adrian to arrange a designated time of arrival no later than 1 month before the show date of opening. No contractor will be allowed access without prior arrangement and consent confirmed by email.**

## RISK ASSESSMENTS & METHOD STATEMENTS

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The Organisers must be sent Risk Assessments and Method Statements from any external contractors used to construct self-build stands. See samples and blank forms overleaf.

**Form M1  
EXAMPLE**

### METHOD STATEMENT SAMPLE

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<b>Company Name</b>	Beca Displays		
<b>Exhibition</b>	Harrogate Nursery Fair	<b>Stand No/Name</b>	A13/Blogg
<b>Build-up</b>	25 - 27 March 2017	<b>Hall/Venue</b>	Hall A/Harrogate
<b>Pull-out</b>	30 - 31 March 2017	<b>Plans Sent</b>	3 January 2017

#### I. Site Personnel

**Manager/Supervisor Name:** Miss. B. Caddis

**Mobile:** 07958 123 456

**Experience/Qualifications:** For example, previous shows covered, how long have you been the supervisor?

**No. of staff on site:** Include any sub-contracting firm, number of staff during build-up and pull-out periods.

**Health & Safety – who is responsible?:** Supervisor

**Will there be any First Aiders amongst you?** Name them.

#### II. Stand Build Procedure

Please give a brief outline of your stand – i.e. dimensions, location, any unusual stand features, stages of construction, etc.:

List products, any unusual exhibits, floral displays, etc, which will be used for your stand.

#### III. Stand Demolition Procedure

Please outline how your stand will be dismantled:

List the stages of demolition.

#### IV. Materials/Equipment

Please indicate what materials/equipment will be used:

For example, scaffolding, genie lift, stacks, welding, etc.

PLEASE SEE END OF MANUAL FOR METHOD STATEMENT FORM M1 & M2 USING THIS EXAMPLE FORM AS A GUIDE.

# RISK ASSESSMENT SAMPLE

Form **M2 - EXAMPLE**

**Assessment undertaken by:** Miss B. Have  
**Job Title:** Supervisor  
**Company Profile:** We have been established since 1984 and have carried out work at major UK shows.  
**Additional Information:** Indicate if you have worked at this show before. YES  
**Date:** 1 January 2017  
**Show / Stand No:** HARROGATE NURSERY FAIR 2017 / A32  
**Beca Member?** YES

Hazard	Who is affected?	Level of risk	Precautions/Action	Further Action
List hazards that you will expect to encounter on site. Use the following examples as a guide: <ul style="list-style-type: none"> <li>● Working at height/stand profile</li> <li>● Fire</li> <li>● Chemicals</li> <li>● Waste/rubbish/debris</li> <li>● Ladders-slipping/tripping</li> <li>● Vehicles-internal/external</li> <li>● Machinery</li> <li>● Electricity</li> <li>● Fume</li> <li>● Noise</li> <li>● Welding/cutting</li> <li>● Manual handling</li> </ul>	List groups of people who could be harmed and how.  For example: <ul style="list-style-type: none"> <li>● Employees – own staff</li> <li>● Organisers staff</li> <li>● Other contractors</li> <li>● Exhibitors</li> <li>● Visitors/clients</li> </ul>	Indicate the level of risk, to who/what:  HIGH  MEDIUM  LOW	After evaluating the risks, now indicate what precautions/actions you have already taken or intend to carry out.  For example: Are all employees on site adequately trained or informed? Erect warning signs where there is overhead work being carried out Ensure waste is removed promptly Ensure machinery, ladders, etc., are tested before bringing onto site.  Do the precautions: Adhere to rules/organisers manual? Have local authority approval if necessary? Comply with industry standards?	Can any of the risks be further reduced? If applicable, list what further precautions/actions you can take:
Use of stacker truck to raise walling	Employees	MEDIUM	Use of organisers lifting contractor	Talk to organiser re. Roping off area
	Sub-contractor - lifting	MEDIUM	Clear area	
			Use of hard hats	
			Erect warning signs	
			Liaise with H&S officer on site	

## LEVELS OF RISK

HIGH – Could kill/very dangerous Needs constant monitoring  
 MEDIUM – Dangerous Monitor every 2 hours  
 LOW – No significant danger Monitor every 4 hours

PLEASE SEE END OF MANUAL FOR RISK ASSESSMENT FORM M2 USING THIS **SAMPLE FORM** AS A GUIDE.

# ELECTRICAL CONTRACTORS

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We have appointed Joe Manby Limited as our official electrical contractor and they are responsible for carrying out all the electrical installations on site. All Electrical work must comply with the Regulations of the Exhibition Venue Association (EVA), the Hall Owners and the Exhibition Organisers.

Refer to the **ELECTRICAL ORDER FORM** for all electrical additional requirements.

## **Cables & Wiring**

- All wiring must be carried out in PVC Twin and Earth cable, not less than 1.5mm<sup>2</sup>.
- The maximum length of the flexible cord on an appliance or 4-way trailing lead is 2m.
- Multi-way plug-in type and bayonet adaptors are not permitted.
- Plug tops must comply with British Standard BS1363 and be suitably fused.
- Not more than one flexible cord shall be connected to one plug top.

## **Multiple Socket Outlet Trailing Leads**

- Only one 4-way unit can be used per socket and is subject to a maximum loading of 500w

## **Clients Own Lights**

- Please ensure that your lights are tested prior to bring them to site, together with documentary proof as spot checks may be carried out on site.
- Spare lamps should be supplied, as maintenance is not included with clients own lights
- Lighting connections must not exceed 1200w.
- Lamps and appliances with high surface temperatures should be guarded and used away from combustible materials.
- See separate section regarding 'Choosing the Right Sockets or Connections for Your Own Light Fittings'

## **Low Voltage Lighting**

- Transformers must be fused on both the primary and secondary sides.
- Consideration should be given to the positioning of your transformers, to avoid volt drop and they must be well ventilated and easily accessible.

## **Sockets**

- Socket used for clients own lights must not exceed 1000w.
- Ensure that you order the correct socket by checking the reference tag fitted to all appliances. Specifying incorrect sockets will result in additional costs and delays on site.
- All sockets are single conventional British metal clad outlets.

- See separate section regarding 'Choosing the Right Socket Outlet'.

### **Mains Boards**

- Each stand will have its own 30ma RCD consumer unit or distribution board, which must be easily and readily available at all times in the event of an emergency.
- We will position the consumer board on the back of the shell scheme fascia board unless otherwise instructed.
- Space only sites must indicate where they would like their distribution board installed.

### **24 Hour Power**

- If power is required overnight for a fridge or computer then 24 hour power must be requested at the time of the order being placed.

### **Plans**

- Please submit a plan outlining both the height and position of the fittings ordered, together with the desired position of the mains board.
- Failure to submit a plan will result in the fittings being placed at our discretion; site alterations will result in a surcharge and possible delays.

### **Early Booking Prices**

- Early Booking Prices are available on all orders received before 17<sup>th</sup> February 2017. The Standard Price will apply to all orders after this date; these may be up to 20% higher.
- All fittings are on hire & the full cost of the installation, including VAT, is required with order.

### **Choosing the Right Socket Outlet**

When ordering socket outlets it should be noted that all appliances have varying power requirements. Therefore, we recommend that you check the reference tag, fitted to each appliance by law, to assess its power requirements and enable you to order the correct socket. Failure to do so can lead to blowing the fuse not only on your stand, but also on the block mains, leaving you and your neighbouring exhibitors without lights or power. This may result in additional charges and delays on site. Current venue regulations state that sockets, which are to be used for lighting, must not exceed 1000w.

The use of 4-way units is permitted, provided that only one 4-way unit is used per socket and is subject to a maximum loading of 500w. Linking one 4-way unit to another ('Daisy chaining') is strictly prohibited under EVA regulations.

If you have any queries, then please do not hesitate to discuss your requirements with Joe Manby Ltd., who will be happy to help. Listed below are examples of the socket ratings required for regularly used appliances.



**500w Socket Outlet**

Mobile phone charger  
 Personal computer  
 Television – (not plasma screens)  
 Stereo hi-fi  
 DVD & Video recorders  
 Oscillating fan

**3000w Socket Outlet** – (Not permitted for lighting purposes)

Standard kettle  
 Commercial coffee machine  
 Water boiler  
 Clothes steamer

**1000w Socket Outlet**

Plasma screens  
 Small domestic coffee machine  
 Vacuum cleaner  
 Microwave

**500w 24 hour Socket Outlet**

Fridge  
 Fax machine

**2000w Socket Outlet** – (Not permitted for lighting purposes)

Domestic coffee machine  
 Small kettle  
 Steam iron

**Choosing the Right Sockets or Connections for Your Own Light Fittings**

You can use your own light fittings systems on your stands. However, it is your responsibility to ensure that the system, or any pre-fabricated wiring, complies with the EVA regulations and has been inspected and tested by a competent electrician prior to use. It should be noted that all connections to your own fittings must be carried out by Joe Manby Limited. You should also carry a quantity of spare lamps, as maintenance to your own light fittings is **NOT** included in any socket or connection costs. Current venue regulations state that connections must not exceed 1200w.

All your own light fittings must have a short tail (1.5mm<sup>2</sup> cable or flex), together with a connector block and an insulated enclosure box to each connection. Failure to comply with these requirements will result in additional charges on site.

Before ordering the socket or connection for you own lights, please consider the following, to ensure that you order the correct supply:

- When using lights on a track, add the total wattage of all the lamps together to give you the correct rated socket or connection.
- Individual light fittings can be pre-wired together prior to arriving at the exhibition hall, provided that a qualified electrician carries it out. However, you should give careful consideration as to how you fix your fittings to your stand once they have been pre-wired. Again, add the total wattage of all the lamps together to give you the correct rated socket or connection. Each connector block must have it's own insulated enclosure box.
- If your light fittings cannot be pre-wired you will need to order an individual socket or connection for each fitting.

## **Official Tenancy and Hours When the Stands Will Have Power**

Due to the complex nature of the exhibition halls mains system the following times will be the official times that the stands will have power. It should be noted that the power will NOT be switched on any earlier than the published times.

Some stands may be switched on later than the published times, depending upon their individual building progress.

During the show days the power will be switched on from 8.30 each morning and switched off 25 minutes after close of show at 6.25pm. On the last day of the show the power will go off 5 minutes after the close of the fair at 4.05pm. General hall lighting will remain on after these times.

### FAIR WEBSITE, SHOW GUIDE, REGISTRATION, TOUCH SCREEN & MOBILE WEBAPP ENTRIES

**To make the most of the time before the fair opens and during there are various marketing opportunities listed in FORM A.**

The Fair SHOW GUIDE will be coordinated and produced by Penny Franks of Nursery Today, Lema Publishing. Exhibitors will be provided with a complimentary copy of the fair show guide before the start of the Fair.

TouchFinder provide our Website, Registration, Touch Screen and Mobile WebApp services throughout the year and during the Fair.

#### **BASIC Website & Show Guide Entry Form (Form A – Compulsory)**

Your basic entitlement is one 24 word free entry, and 3 free listings under your preferred product categories show on Form A. Only one company name can be entered on each form.

Please make sure that your Free Entry Form is completed as soon as possible. It is important to avoid delay in printing our show guide and for this reason entries received late will be left out.

Please complete ORDER FORM A ONLINE and return **BY NO LATER THAN THE 24<sup>th</sup> February 2017 promptly** to TouchFinder at the earliest convenience.

#### **ENHANCED Exhibitor Entry**

Refer to FORM A for full details of how to make the most of your marketing opportunities on the WEBSITE, MOBILE WEBAPP, the REGISTRATION SYSTEMS and the TOUCH SCREENS during the fair.

#### **FAIR SPONSORSHIP OPPORTUNITIES**

If you would like to sponsor any of the following opportunities, and get publicity for doing so, please contact the organisers on 01902 880906.

Further information on sponsorship can be found on the website but examples of other sponsorship opportunities are shown below, however other options can be discussed with the organisers and will be promoted again separately.

- **Lanyards & visitor Badges**
- **Official visitor bags**
- **Entrance/Registration point sponsor**
- **Venue advertising around the complex, including internal and external graphics, floor tiles and staircase links.**
- **iPad Touch Screen sponsorship– See FORM A**
- **Catering & Seating areas**
- **The Social Evenings, including the Awards & Party Night.**

## PRESS OFFICE/PUBLICITY ARRANGEMENTS

The Press Office will be available, and will now be fully staffed during all show days. In order to obtain the best results from customers using this facility it is essential that all information is supplied to this office situated in **Hall A**. Any leftover material should be collected and it is your responsibility to do this if you do not want it disposed of on your behalf after the event.

The following should be supplied:

- (1) Press handouts and photographs regarding items of newsworthy company achievements, including information regarding new product ideas. Where applicable, exhibitors' stand telephone numbers should be included.
- (2) Details of company promotions at the Fair and visits of popular personalities

Actual press handouts, photographs and details of promotions, etc., should be brought to Christine at the Press Office.

### **Important - Do they know who you are and where to find you?**

Don't forget to tell your customers about the show and your where you are located in it!!

Your efforts before the event ensure not only your success but the future of ongoing shows.

We offer a **free e-shot service** that goes out to all our visitor database of customers in the weeks running up to the show.

Space on these e-shots is limited, so you are advised to get your information in early. This should be sent to Christine Scippo at Kaleidoscope Communications on [info@k-communications.co.uk](mailto:info@k-communications.co.uk)

# RESTRICTIONS

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## PUBLICITY MATERIAL IN HALLS & HOTELS

Exhibitors are reminded that neither they nor any other firms are permitted to leave or distribute leaflets, handouts or similar materials within the exhibition venues. Hotel managers have been advised of this ruling and their staff instructed accordingly. The organisers reserve the right to destroy any such materials found.

## ADVERTISING OUTSIDE VENUES

Unless otherwise approved, No vehicles or other equipment bearing any form of publicity or identification may be sited in the vicinity of Fair venues during the period the Fair is open. Nor should personnel, costumed or otherwise, handout free gifts or leaflets except from on their own stands.

Exhibitors wishing to use costumed personnel to advertise their stand must contact the Organisers in advance.

## ANTI-COPYING IN DESIGN

### INTELLECTUAL PROPERTY – EXHIBITION TIPS

**Discovering a copy of one of your products at an Exhibition or Fair can be traumatic but it is important to remember that careful handling at this stage can lead to the swiftest and most satisfactory outcome. Tempting though it is to march straight onto the alleged infringer's stand demanding to know what's going on, DON'T DO IT – instead follow the ACID (Anti Copying In Design) guidelines summarised below:**

### BEFORE ATTENDING ANY EXHIBITION

- 1. EXHIBITORS SHOULD ENSURE THAT THEY HAVE DOCUMENTATION TO PROVE THAT THEY OWN THE COPYRIGHT/DESIGN RIGHT OR HAVE A LICENCE TO MARKET THE GOODS THAT APPEAR ON THEIR STANDS AT EXHIBITIONS. ENSURE THAT THIS INFORMATION IS EASILY ACCESSIBLE. IN ANY DISPUTE THE ONUS IS ON THE COMPLAINANT TO BE ABLE TO PROVIDE EVIDENCE OF OWNERSHIP, ORIGINALITY AND DATE OF CREATION**
2. Important changes to the way designs are protected throughout Europe have been made to help improve the ease with which designers can protect and enforce the rights in their designs. The Community Design provides designers with the choice of both an Unregistered Community design (UCD) and a registered Community design right (RCD). One application for a RCD will provide effective protection for up to 25 years in every EU Member State. ACID's advice is to ensure that these registrations are in place before an exhibition. It is very difficult to take action at an exhibition or fair if there is no design audit trail or evidence to support UCD or a registration certificate available to support RCD. Applications can be made direct to email; [information@oami.europa.eu](mailto:information@oami.europa.eu) (<https://oami.europa.eu/ohimportal/en>)
3. The benefits of the Registered Community Design include giving the exclusive right to use the design in commerce and to take legal action against infringers and to claim damages. It serves as a deterrent against infringement. It is a rapidly obtained right with few formalities. It is a right valid throughout the EU market and it is a protection that allows you to:
  - a) Forbid unauthorized production of your design in all the EU countries

b) To stop imports into the EU at all possible entry points.

4. If you are a member of ACID always display your ACID EXHIBITION STAND SIGN – deterrence is a key weapon. Make sure any product literature bears the ACID logo and if you are planning to send original samples to a potential buyer, manufacturer or retailer, make sure you send them with a Licence Agreement and ACID Licence Tape.

If you are copied:

- STEP 1 If you think you have been copied – ensure you have the evidence to prove that you own the rights to the design.
- STEP 2 If possible; try to ask a colleague to obtain a sample/brochure or illustration of the product.  
**DO NOT MAKE ANY ALLEGATIONS OF COPYING.**
- STEP 3 Inform the Exhibition Organisers and explain the problem. The Exhibition Organiser can act as an independent witness though it is important to remember this is their only role. **THEY ARE NOT RESPONSIBLE FOR THE FACT THAT THERE IS AN ALLEGED INFRINGEMENT.**
- STEP 4 Approach the alleged infringer with an Exhibition Organiser’s representative and request a meeting. Don’t agree to any sort of settlement offer until you have spoken to a solicitor, preferably an intellectual property specialist. Simply listen and record what the other party has to say.
- STEP 5 If no settlement can be reached, arrange with your legal representative for a letter before action and a form of undertakings (or any alternative way of proceeding) to be prepared and sent to the alleged infringer.
- STEP 6 Your solicitor may then arrange service of any letter before action on the alleged infringer addressed to the alleged infringer and a copy posted to their premises. Alternatively, in urgent cases, it may be necessary to apply to the Court for an Order requiring the immediate removal of the infringing products.

ACID (Anti Copying In Design) was set up as an action group by designers for designers in 1996. It is a non-profit making organisation and it is a company limited by guarantee. The organisation was formed to combat the growing trend of design theft. By helping designers/manufacturers to understand and protect their rights, ACID is intent on stamping out rights abuse. ACID also provides an accessible, practical framework for those who believe that their IP rights have been infringed. The organisation has over one thousand three hundred member companies from all design disciplines. Key benefits include access to a specialist legal hotline for initial, free advice and use of the ACID Design Register to provide independent evidential proof of a design’s creation and the date it was created, if relying on Unregistered Rights. ACID’s logo, a registered trade mark, is recognised pan-industry as a strong brand of deterrence – members may use it on marketing material, websites, product labelling, etc., to communicate a strong message that they understand the value of their intellectual property rights and they will assert the rights in the products they have created.

ACID (Anti Copying In Design) PO Box 5078, Gloucester Central, Gloucestershire GL19 3YB

Membership Hotline 01531 650476 email: [help@acid.uk.com](mailto:help@acid.uk.com) [www.acid.uk.com](http://www.acid.uk.com)

## SERVICES

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### ACCOMMODATION

'miceconciierge' will be pleased to arrange your accommodation and concierge services for you using the link from our website to their virtual service they offer or telephone: 01438 908777; email [hello@miceconciierge.com](mailto:hello@miceconciierge.com)

### AUDIO / VISUAL HIRE

Allan Smyth Audio Visual, a local company based in Harrogate, specialists in video equipment, are able to offer their services to all exhibitors who need help in these fields.

For further details please contact Allan Smyth Audio Visual direct on 01423 549091 or e-mail [info@allansmyth.co.uk](mailto:info@allansmyth.co.uk)

### BAR CODE SCANNERS

All visitor badges will be bar-coded and we are offering bar-code scanners for rental @ £95 + VAT each. (See **ORDER FORM L**). These will enable you to save valuable time by scanning buyers badges and collecting the details from TouchFinder the following morning on site.

Please complete ENQUIRY **FORM L** and return to TouchFinder promptly.

### CATERING – ALL HALLS & HOTELS

All catering supplies for exhibitors in the exhibition halls and hotels must be obtained from the Harrogate International Centre or the appropriate hotel. (You will receive an order form direct from Kudos Hospitality if your stand is within the HIC).

Stand Catering ORDER FORM is included for your pre-order of all catering requirements during the fair.

This is part of the agreement with the Harrogate International Centre and the hotels. Any catering supplies (food, drink and catering equipment etc.) purchased outside the halls and hotels will be liable to a surcharge.

### Exhibition Halls

Snack bar and full licensed bar facilities are available in the Exhibition Halls, and orders can also be taken to provide food and drink to each stand. Details of this service, together with an order form, will be sent to you by the official caterers.

All Enquiries to: Commercial Manager, Kudos Hospitality, Harrogate International Centre, Kings Road, Harrogate, N. Yorkshire HG1 5LA. Tel: 01423 500500.

### FURNITURE

Stand furniture is available to hire for the duration of the Fair.

Please complete the STAND FITTING ORDER FORM and return to Joe Manby Ltd promptly

## **NIGHT SHEETS**

Night sheets for open stands in venues are NOT provided by the organisers, though security patrols will be functioning.

Should you wish night sheets to be fixed, you are advised to contact Joe Manby Ltd, and to place your order EARLY.

Please note that padlocks for night sheets must be purchased from the Joe Manby Ltd site office, to enable the cleaners to access your stand. If you do not require stand cleaning, please pin a note to your night sheet to this effect.

Please complete the STAND FITTING ORDER FORM and return to Joe Manby Ltd by 17<sup>th</sup> February.

## **STAND PERSONNEL**

Crusade Exhibition Services Ltd. can provide Stand Hosts and Hostesses, Demonstrators, Temporary Staff or General Assistants to help on your stand.

For further information please complete the STAND PERSONNEL ENQUIRY FORM and return to Crusade Exhibition Services Ltd.

## **STORAGE OF BOXES**

**IT IS THE STANDHOLDERS RESPONSIBILITY TO REMOVE ALL PACKAGING & BOXES FROM THE HALLS AND HOTELS. If any packaging materials are not removed, the Organisers will arrange their removal and you will be charged. N.B. Boxes for disposal must be flat packed.**

**Storage during the Show:** Crusade Exhibition Services will arrange to collect direct from the stands all packing material (i.e. Cases/Cartons etc.), storage for the duration of the show and the immediate return after the close of the show. This will facilitate a much smoother flow of traffic around the Centre, where exhibitors would not have to bring their vehicles to the Centre to first unload empty boxes and then wait for them to be repacked before reloading.

**Packing materials:** At the close of the event, Crusade Exhibition services will return all packing materials.

Please complete the FORK LIFTING, FORWARDING & STORAGE ORDER FORM and return promptly to Crusade Exhibition Services

## **IT SERVICES & WiFi**

The Organisers, receptionists and other Fair staff cannot accept responsibility for receiving or handling telephone messages during the Fair. It is in your own interests to ensure you have your own contact arrangements.

Free WiFi is now available in all halls. This is of limited bandwidth but should be sufficient for email use. For larger downloads or streaming then you are advised to purchase a dedicated internet hook-up.

Please complete the HIC IT SERVICES ORDER FORM and return it to Harrogate International Centre IT Services as soon as possible.



## **BUILD UP & BREAK DOWN**

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### **DATE & TIMES**

#### **OFFICIAL BUILD UP PERIOD- NEW DATES for 2017**

TWO build up days are allowed for ALL Exhibition Halls A, B, C & M and stand contractors can begin build up for the show from 8am on SUNDAY 26<sup>th</sup> March. The Halls will remain open until 7.30pm on both build up days- later working may be granted with prior consent- contact the organiser to obtain authorisation.

**EARLY ACCESS- PRIOR APPROVAL REQUIRED!**- For any self build stands over 75sqm, early access maybe available on SATURDAY 25<sup>th</sup> March and exhibitors should contact Adrian at the organisers office on 01902 880906 to obtain clearance and book an unloading time slot. This must be done no earlier than 1 month before the show opening date and 7 working days before the official show build up Sunday. This will be allocated in an order relative to the stand location in each hall with stands furthest from loading doors given earlier times. Your allocated time will be strictly adhered to. If contractors turn up early they will be turned away and told to wait until the required time agreed.

Products can be placed on stands from Sunday 26<sup>th</sup> March onwards OR once stand building is completed, whichever is the earlier.

N.B. full security is NOT in place until the show opens and whilst build up is still on-going it will be very difficult to ensure your products are safe; timing of product placing should be considered in your build assessment and possible use of a night sheet is should be considered at this time.

### **BREAK DOWN**

Products can be removed from stands from 4p.m. on Thursday 30<sup>th</sup> March AND NOT BEFORE!  
Contractors will not be admitted to the halls until 18:00 and can work overnight to clear stands.

**Breakdown must be completed as early as possible but no later than by 18.00 hrs on FRIDAY 31<sup>st</sup>. All collections from halls must be made at the very latest by 12 noon on SATURDAY 1<sup>st</sup> APRIL 2017.**

### **VEHICLE PASSES**

Vehicle passes will be given out at Dragon Road lorry park by Crusade Security staff based there.  
(See 'Delivery of Exhibition Material' later).

### **FORWARDING, SHIPPING & FORK-LIFTING**

Crusade Exhibition Services Ltd.

46 Cheltenham Mount, Harrogate, North Yorkshire HG1 1DL

Tel: 01423 701005 Fax: 01423 701006 Email: [info@crusade-ex.co.uk](mailto:info@crusade-ex.co.uk)

## **LIFTING, STORAGE AND FREIGHT FORWARDING**

Crusade Exhibition Services has been appointed the official freight & lifting contractor for Harrogate Nursery Fair 2017 and as such is the only company operating fork trucks at the show. Below you will find information on the services on offer and guidance to make sure your build up and break down operations run smoothly.

### **Lifting & Handling**

Exhibitors requiring this service must complete the **ORDER FORM J**, which details the services available. Crusade Exhibition Services will be pleased to provide you with a full quotation and offer any advice needed. Charges are inclusive of unloading from your vehicle and transfer to your stand or aisle adjacent to your stand. Any subsequent lifting such as re-positioning is classed as a re-lift and charged at same rate. When ordering, it is essential that you state the weight/size of the item. Charges are based on either the total tonnage or volumetric weight.

### **Freight Forwarding:**

As the official freight contractor Crusade Exhibition Services Ltd via its global network can arrange delivery of your exhibits to the Harrogate International Centre and then onward transportation to anywhere in the world. By using the official contractor unloading and reloading times will automatically be reserved for you. If you choose to use another forwarding or shipping agent please ensure they contact Crusade Exhibition Services Ltd in order to be included in our order schedule.

### **Storage of Empty Packing Cases**

Crusade Exhibition Services Ltd can arrange the storage of your empty packing cases returning them to you promptly after the show. Contact Crusade Exhibition Services with details of the items wanting to be stored and we will make all the necessary arrangements. There are no storage facilities at the venue. Exhibitors may not use void areas between stands, as they are a fire hazard and not permitted. It is the responsibility of each exhibitor to arrange the removal of all packing materials, i.e. crates, pallets etc from the halls. Any discarded materials will be removed and destroyed at the expense of the exhibitor.

### **General delivery information**

**Please ensure that all delivery drivers are given the Hall and stand number to locate the stand so they can be directed to the best unload location.**

**Ensure that someone is waiting to receive your freight, as the organisers will not receive goods on behalf of an exhibitor.**

**Any queries relating to deliveries, please contact Crusade Exhibition Services Ltd. Please complete ORDER FORM J and return promptly to Crusade Exhibition Services.**

## **DELIVERY OF EXHIBITION MATERIAL**

### **VEHICLE ACCESS PROCEDURE ONTO VENUE**

Vehicle passes will be given out at Dragon Road lorry park (See Plan attached).

### **THE COUNCIL OF THE COUNTY OF NORTH YORKSHIRE**

#### **(DRAGON ROAD, HARROGATE) (OFF-STREET PARKING) ORDER 1985**

**PROCEDURES** required for **ALL VEHICLES** either delivering or collecting equipment to/from the **EXHIBITION CENTRE**, in accordance with the requirements of the above **TRAFFIC ORDER**.

**ALL VEHICLES** will be required to:

Upon arrival in Harrogate report to the Dragon Road Park entrance on Dragon Road.

- (a) Park on that Vehicle Park as directed by the Traffic Controller.- Crusade Security.
- (b) Upon space becoming available at the appropriate Gate at the Exhibition Centre the Traffic Controller will issue the driver of the vehicle with a 'Delivery' or 'Collection Pass' which should be displayed in the windscreen of the vehicle.
- (c) Only on the authority of the Traffic Controller will the vehicle be allowed to leave the Dragon Road Park and approach the Exhibition Centre.
- (d) Only vehicles displaying the appropriate Pass will be allowed to park at the Exhibition Centre for the purpose of delivery or collection.
- (e) As soon as the delivery or collection has been completed the vehicle is to be removed from the vicinity of the Exhibition Centre as soon as possible.
- (f) Vehicles requiring parking facilities over the duration of the Exhibition or Trade Fair may return to the Dragon Road Park, but may not return to the Exhibition Centre for the purposes of collection of equipment without the appropriate 'Collection' Pass issued by the Traffic Controller.
- (g) Vehicles are not permitted to enter the Dragon Road Park earlier than 7.00am or later than 9.00pm.

Traffic Controllers, employed by the Exhibition or Trade Fair Organiser, will control the off-street access roads to the Exhibition Centre. The North Yorkshire Police will control the public highway in the vicinity of the Exhibition Centre.

Upon departure from the Dragon Road Vehicle Park **ALL VEHICLES MUST TURN LEFT ONTO DRAGON ROAD, TURN LEFT AT THE JUNCTION WITH SKIPTON ROAD, TURN LEFT AT THE JUNCTION WITH KINGS ROAD**, and then proceed to the appropriate entrance Gate to the Exhibition Centre. (See diagrammatic plan, on the next page, for the approach routes to the Dragon Road Park and Exhibition Centre).

The above Procedures are not discretionary, they are a requisite of the TRAFFIC ORDER, and will be enforced by both Police and Traffic Controllers.

Harrogate International Centre  
Kings Road  
Harrogate  
HG1 5LA

Tel: 01423 500500 Fax 01423 537210

This ruling does not apply to vehicles delivering to the Majestic Hotel.

### **BUILD UP AND BREAKDOWN UNLOADING INSTRUCTIONS inc. FORK LIFTING**

The Harrogate International Centre, we will be operating a strict traffic control system, which must be adhered to. It is essential that the following unloading/loading limits are observed:

Any vehicles needing fork lifting must first book with traffic operations, operated by Crusade Exhibition Services, in order to obtain a lifting slot. We are contactable on the following numbers:

01423 701005 Main Office

07875 632573 Peter Gilbert

or email [info@crusade-ex.co.uk](mailto:info@crusade-ex.co.uk)

Immediately following this, the actual fork lift operation needs to be booked via the lifting contractor, Crusade Exhibition Services.

Access to the halls can only be achieved by booking your vehicle with traffic operations as mentioned above, passes will be issued on a first come, first served basis. All vehicles must register at Dragon Road vehicle holding area in order to collect a vehicle pass to gain access to site.

There are traffic officers on site and all exhibitors and contractors **MUST** comply with their commands at all times.

All contractors please note that due to health and safety restrictions, work will not be permitted to continue after the advertised times

Please feel free to contact traffic operations at any time on the listed numbers if you have any queries.

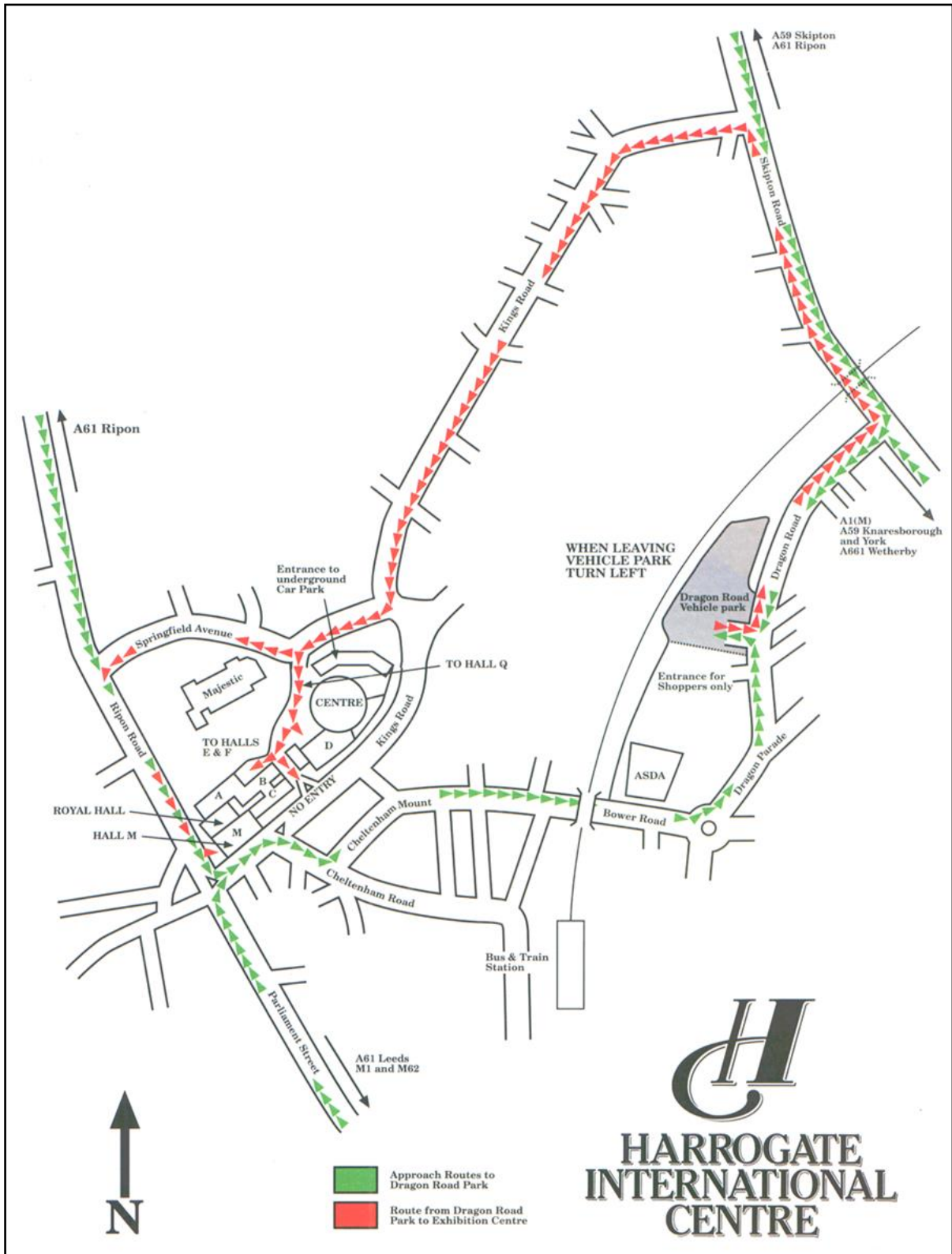
We thank you in advance for your co-operation in this matter.

### **TRANSPORT VEHICLES**

**Please note that HGVs approaching Harrogate from the South should do so via the A59 as Wetherby is now a restricted HGV Zone.**

All vehicles must be adequately manned for fast unloading and loading. On arrival in Harrogate they must proceed to the **Dragon Road Vehicle Park**. Traffic Controllers will direct vehicles to the Halls via a two-way radio link.

Map showing Dragon Road Vehicle Park. POST CODE: HG1 5DB



## **CAR PARKING**

A disc-parking scheme is in operation in the town of Harrogate. Exhibitors and visitors should note the following:

- (a) The multi-storey car park in Union Street (reached via Cheltenham Crescent) is just across Kings Road and less than 100 yards from the Exhibition Complex, Pay and Display regulations apply.
- (b) The multi-storey car park in Tower Street (accessible from West Car Park) is a short walk away from the Exhibition Complex. This will be signposted on the roads from Leeds/Bradford and Wetherby. Pay and Display regulations apply.
- (c) The underground car park at the Conference Centre is reached via Springfield Avenue. There is direct access from this underground car park, by lift or escalator, to the main Foyer of the Conference Centre, other entrances to the Complex are a short walk away at Kings Road or Ripon Road. Pay and Display regulations apply.

## **Security during Build Up**

Please note that during Build Up security will be in place at Dragon Road from 8am on Sunday 26<sup>th</sup> March until 4pm Saturday 1<sup>st</sup> April. Vehicles left in the car park are left entirely at their owners' risk.

## **BREAK DOWN – Lorry Holding Area**

A plan showing the route for your vehicles will be delivered to your stand during the show.

## **Holding Area – Dragon Road**

The holding area for all Halls is Dragon Road. Post Code HG1 5DB. A map to show its location is on the previous page.

## **Security**

During Break-Down there is security on during the daytime only. Any vehicles left unattended are left at the owner's risk.

## **SPECIAL NOTE:**

COMPANIES WILL NOT BE PERMITTED TO HAVE MORE THAN ONE VEHICLE AT A TIME LOADING OR UNLOADING, EXCEPT BY PRIOR ARRANGEMENT WITH THE TRAFFIC CONTROLLERS.

COMPANIES MUST ENSURE THAT DRIVERS HAVE SUFFICIENT HELP TO LOAD AND UNLOAD, AS TIME RESTRICTIONS will be IMPOSED IN AN ATTEMPT TO MINIMISE DELAY.

CARS & SMALLER VEHICLES (UP TO AND INCLUDING 7.5 TONNES) WILL GET PRIORITY ON BREAKDOWN.

ANY COMPANY HAVING A SELF BUILD STAND MUST ARRANGE FOR THEIR OWN CONTRACTOR TO REMOVE THE STAND FROM THE EXHIBITION HALL OR HOTEL AT THE END OF THE SHOW, WITHIN THE TIME-SCALES LAID DOWN BY THIS MANUAL. ANY COMPANY FAILING TO COMPLY WILL BE CHARGED WITH THE COST OF REMOVAL AND DISPOSAL OF SUCH STANDS.

## EXHIBITING REGULATIONS & CONDITIONS

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All exhibitors are bound by the Regulations and Conditions detailed on the Application Form and in this Manual.

### CHILDREN

#### EMPLOYMENT OF CHILDREN STRICTLY FORBIDDEN

In view of complaints we received following previous Fairs, we must once again make it clear that it is against our rules for you to employ children on casual work such as loading and unloading etc, because of the risk of accident to them.

#### ADMITTANCE OF CHILDREN

Please make it clear to all your employees that **NO CHILDREN WILL BE ALLOWED ON FAIR PREMISES** during the build up or break down periods. Anyone under 12 seen on Fair premises during this time will be asked to leave at once.

Health and Safety regulations mean that we have to adhere to this policy as children are a very high risk and it is for their own protection.

#### DAMAGE LIABILITY

Exhibitors will be held responsible and charged for all damage to their stands and the corridors adjacent thereto. Such damage is charged against the Fair, so that the Fair must in turn recover the cost from exhibitors. Similarly damage to Fair Premises by contractors will also be reclaimed from the exhibitor.

Please therefore inspect your stand area **immediately on arrival** and report any previous damage to the Organisers. Otherwise such damage is liable to be held to your account.

#### EARLY BREAKDOWN/PACKING-AWAY

The fair opening and closing times will be strictly adhered to and on no account will early opening or packing up before the closing time of 4pm on the last day be allowed. The size of the fair is now such that it needs to be a 3 day show and buyers are known to be working up until the last hour the show is open.

It is also unfair to neighbouring exhibitors who may still be trading. If this practice is found to be happening then the organisers will take what necessary action deemed necessary and possibly restrict future exhibiting at the fair.

## **FIRE PRECAUTIONS**

The Fire Prevention Officers at Harrogate insist on three rules being strictly kept:

1. No flammable drapes may be used by exhibitors.
2. No rubbish or other flammable goods may be left around stands or in adjacent corridors in a manner which presents a fire risk.
3. Clear access must be left to all Fire Exits.

The Organisers will appreciate your co-operation in this.

The North Yorkshire Fire Brigade has considerably tightened its fire precaution procedures in recent years.

## **INSURANCE**

### **Third Party**

The Exhibitor is responsible for all claims from personal injury or damage to property arising in connection with the erection and dismantling of the exhibitor's stand and anything permitted, omitted or done thereon or there from during the period of the exhibition or the construction and dismantling periods caused directly or indirectly by the exhibitor or any contractor, subcontractor, servant, agent, licensee, or invitee of his or the act, omission or neglect of any such person or by any exhibit, machinery, or other articles or thing of the exhibitor or in the possession of or use of the exhibitor or any servant or agent of his. The exhibitor will indemnify the Organisers in respect of each and every such claim and all actions, proceedings, costs, claims and demands in respect thereof. The exhibitor must take out adequate insurance in respect of all such claims.

### **Cancellation of Exhibition**

If the exhibition is cancelled or abandoned by reason of war, fire, national emergency, terrorism, labour dispute, strike, lock-out, civil disturbance, inevitable accident, the non-availability of the exhibition premises, or any other cause not within the control of the Organisers, whether ejusdem generis or not, the Organisers may at their entire discretion repay the rental paid by the exhibitor or part thereof, but shall be under no obligation to repay the whole or part of such rental, and shall be under no liability to the exhibitor in respect of any actions, claims, losses (including consequential losses) costs, expenses whatsoever which may be brought against or suffered or incurred by the exhibitor, as the result of the happening of any such events.

### **Failure to Vacate**

If the exhibitor, or their servants, agents or subcontractors should fail to remove all their property or otherwise fail to vacate the exhibition premises by the time required to honour contractual requirements due to any cause whatsoever, the Organiser will hold the exhibitor fully responsible for any penalties imposed by the venue owner, or any other losses and costs incurred by the Organiser as a result of the exhibitor failing to vacate the premises by the agreed time.



## **Insurance of Exhibits**

The Organisers do not accept responsibility for any loss or damage from any cause whatsoever, in respect of property brought to the exhibition premises by exhibitors or stand holders or their servants, agents, subcontractors or any other persons, and the exhibitor or stand holder is required to indemnify the Organisers in respect of any such loss or damage to the exhibits or any other property brought to the premises whether it is their property or not.

## **INSURANCE PROTECTION**

To protect your interest, it is a requirement for all Exhibitors to insure against CANCELLATION/ABANDONMENT of the event including EMPLOYEES/PUBLIC LIABILITY insurance.

Exhibitors should ensure that they have arranged their own insurance protection.

## **REMOVAL OF GOODS/SAMPLES**

Please note that merchandise and samples may NOT be taken out of the premises during the period of the Show. Our security staff are instructed to enforce this ruling strictly.

Where exhibitors find it necessary to give buyers samples, they must also give buyers an authorisation signed by a responsible representative of their firm. The Fair's staff will not allow the samples to be removed from Show premises without such signed authorisation.

## **SECURITY**

Exhibitors are particularly warned against leaving valuable articles on their stands during the build-up and break-down periods, as security patrols are not operating until the show opens. Exhibitors and stand builders alike may be asked to open their bags/cases etc. on leaving the Halls at any time.

Exhibitors who have small valuables, which they wish to leave on the stand, should provide themselves with lock-up steel cabinets or other safe storage. It is recommended, however, that all valuables, including money, are removed from the stand whenever unattended.

**Crusade Exhibition Services** Ltd will patrol the Halls during the hours when the Exhibition is closed. Any exhibitor wishing extra security should contact them in advance on 01423 701005.