



# **Harrogate International NURSERY FAIR**

**13th to 15th October 2024**

**Harrogate Convention Centre**

**HARROGATE INTERNATIONAL NURSERY FAIR**

**SUNDAY 13<sup>TH</sup> TO TUESDAY 15<sup>TH</sup> October 2024**

**EXHIBITOR INFORMATION MANUAL  
AND ORDER FORMS**

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

## **HARROGATE INTERNATIONAL NURSERY FAIR 2024**

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### **ORGANISERS**

HARROGATE INTERNATIONAL NURSERY FAIR

Registered Office;

ALPHA HOUSE

9 TIPTON STREET

SEDGLEY

DUDLEY

DY3 1HE

TEL: 01902 880906 or 01902 882280

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

EXHIBITION ORGANISERS	Adrian Sneyd 07904 838963	<a href="mailto:adrian@nurseryfair.com">adrian@nurseryfair.com</a>
	Robert Anslow 07774 941526	<a href="mailto:robert@nurseryfair.co.uk">robert@nurseryfair.co.uk</a>
	Simon Anslow 07798 737077	<a href="mailto:simon@nurseryfair.com">simon@nurseryfair.com</a>

### **DATES & OPENING TIMES**

Sunday 13<sup>th</sup> October 09.30 - 17.30 hrs

Monday 14<sup>th</sup> October 09.30 - 17.30 hrs

Tuesday 15<sup>th</sup> October 09.30 - 16.00 hrs

All fair information for our 2024 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.

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## DELIVERY & VENUE ADDRESSES

### VENUE ADDRESS

Harrogate Convention Centre  
Kings Road  
Harrogate  
North Yorkshire  
HG1 5LA

### DELIVERY ADDRESS

Stand \_\_\_\_\_ Hall \_\_\_\_\_  
Contact Name \_\_\_\_\_  
Company Name \_\_\_\_\_  
Harrogate International Nursery Fair 2024  
Harrogate Convention Centre  
Kings Road  
Harrogate  
North Yorkshire  
HG1 5LA

N.B. You require someone on your stand to accept delivery unless prior arrangements have been made with the organiser or Crusade Event Traffic Ltd as the official freight handler for the show.

## 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 2024 and it is very important that you read and abide by all the rules stated in this document.**

Halls in use for the 2024 Fair: A, B, C, M & Q.

The Entrance and Registration points for 2024 will be:

ENTRANCE 2 on Kings Road at Hall Q

ENTRANCE 4 on Ripon Road at Hall M.

ENTRANCE 5 on Ripon Road at Hall A.

The Fair ORGANISERS OFFICE will be in Hall A

### FIRST AID

The First Aid room is located next to the Organiser's office at the front of Hall A.

Anyone seeking assistance can speak to any of the organiser team located at Registration desks and badge scanning staff located at each entrance point. The onsite First Aider will then be summoned to help.

There is a pharmacy in King's Road opposite Harrogate Convention Centre and Harrogate Pharmacy is located on Bower Street. Larger retail shops with pharmacies are available in the town centre.

## **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. It is the responsibility of exhibitors to maintain a list of contractors who will be working on site [\* N.B. We highly recommend that all contractors carry badges with their registered name and company name on them. \*]

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

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.

### **Exhibitor Badges**

Provided these have been pre-ordered they will be delivered to your stand on the Saturday 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 9:30am.

Please complete **ORDER FORM D** and submit or return it to TouchFinder, no later than 8<sup>th</sup> October 2024.

If you were not able to pre-order your badges or need to adjust any badges then pop in the Organisers Office or Registration at the front of Hall A.

### **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.

## **DIGITAL FAIR SHOW GUIDE**

The show guide will be available as a digital online version for 2024. A link to this will be provided from the show website and the front cover of the pocket planner.

## **VISITOR POCKET PLANNER GUIDE**

A visitor guide 'Pocket Planner' will be available and given out free of charge at all registration entrances. This will feature limited opportunities when exhibitors can showcase their presence at the fair and can be booked as part of the media package.

## HCC 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.
- High visibility clothing is required at all times on the service road.
- 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)

### WEBSITE & REGISTRATION SERVICES

TouchFinder  
10 Burnell Road  
Sutton  
Surrey  
SM1 4EE

Hanan Samara

Tel: 0208 770 3700

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

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

### CONTRACTOR FOR ALL HALLS

Full Circle Events & Exhibitions Ltd  
Engels House  
Victoria Mills  
Weaste Trading Estate  
Liverpool Street  
Salford  
M5 5HD

Tel: 0161 393 3949

[exhibitors@exhibitconnect.co.uk](mailto:exhibitors@exhibitconnect.co.uk)

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

### TRAFFIC CONTROL/SECURITY/FORK-LIFTING

Crusade Event Traffic Services Ltd  
10 Chelmsford Road  
Harrogate  
North Yorkshire  
HG1 5NA

Mark Haynes

Tel: 07540 236601

[crusade.eventtraffic@gmail.com](mailto:crusade.eventtraffic@gmail.com)

### ONLINE SHOW GUIDE & POCKET PLANNER PUBLISHERS

TouchFinder  
10 Burnell Road  
Sutton  
Surrey  
SM1 4EE

Hanan Samara

Tel: 0208 770 3700

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

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

### STAND PERSONNEL

Crusade Event Traffic Services Ltd.  
10 Chelmsford Road  
Harrogate  
North Yorkshire  
HG1 5NA

Mark Haynes

Tel: 07540 236601

[crusade.eventtraffic@gmail.com](mailto:crusade.eventtraffic@gmail.com)

## **FURNITURE**

Dzine House  
Severn Road  
Stourport-on-Severn  
Worcestershire  
DY13 9EZ

Kimberley Turvey  
Tel: [01299 824 100](tel:01299824100)  
[info@dzinefurniture.com](mailto:info@dzinefurniture.com)  
[dzinefurniture.com/](http://dzinefurniture.com/)  
Catalogue: [dzinefurniture.com/browse-catalogue](http://dzinefurniture.com/browse-catalogue)

## **H.C.C. Venue- IT SERVICES**

Harrogate Convention Centre  
Kings Road  
Harrogate  
North Yorkshire  
HG1 5LA

Tel: 01423 500 500  
[exhibitionservices@harrogateconventioncentre.co.uk](mailto:exhibitionservices@harrogateconventioncentre.co.uk)  
[www.harrogateconventioncentre.co.uk](http://www.harrogateconventioncentre.co.uk)

## **CATERING at the Venue**

Matcham's.  
Harrogate Convention Centre  
Kings Road  
Harrogate  
North Yorkshire  
HG1 5LA

Laura Warren  
Tel: 01423 537325  
[laura.warren@harrogateconventioncentre.co.uk](mailto:laura.warren@harrogateconventioncentre.co.uk)

## **AUDIO-VISUAL HIRE**

Harrogate Convention Centre  
Kings Road  
Harrogate  
North Yorkshire  
HG1 5LA

Joshua Hague  
Tel: 01423 537209  
[Joshua.hague@harrogateconventioncentre.co.uk](mailto:Joshua.hague@harrogateconventioncentre.co.uk)  
[www.harrogateconventioncentre.co.uk](http://www.harrogateconventioncentre.co.uk)

## **SHIPPING/FREIGHT FORWARDING**

SB Global Logistics Ltd.  
The Annex @ The Cottage  
Hazel Grove  
Hindhead  
Surrey  
GU26 6BJ

Scott Brown  
Tel: 01922 744687  
Mobile: 0777 934 9917

[scott@sblogistics.co.uk](mailto:scott@sblogistics.co.uk)  
[www.sblogistics.co.uk](http://www.sblogistics.co.uk)

## **VENUE TECHNICAL & RIGGING**

Technical Supervisor  
Harrogate Convention Centre  
King's Road  
Harrogate  
HG1 5LA

Joshua Hague  
Tel: 01423 5372097  
Mobile: 0752 5988372

[HCCRiggingOrders@harrogateconventioncentre.co.uk](mailto:HCCRiggingOrders@harrogateconventioncentre.co.uk)  
[www.harrogateconventioncentre.co.uk](http://www.harrogateconventioncentre.co.uk)



# EXHIBITOR INFORMATION - GENERAL

## 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 2024 is:

Full Circle Events & Exhibitions Ltd  
Engels House  
Victoria Mills  
Weaste Trading Estate  
Liverpool Street  
Salford  
M5 5HD

Tel: 0161 393 3949  
[exhibitors@exhibitconnect.co.uk](mailto:exhibitors@exhibitconnect.co.uk)  
[www.fullcircleeventsltd.co.uk](http://www.fullcircleeventsltd.co.uk)

Use STAND FITTING ORDER and return promptly to Full Circle Events & Exhibitions Ltd.

**Main Contractor Service Desk:** During build up this will be located at the entrance lobby.

### SHELL SCHEME (Pre-Build Booths)

#### CLICK and ecoVISION Modular Shell Scheme

Unless stated otherwise 'Click' modular shell scheme with white melamine panels 2.5m high and 1m wide.

EcoVISION allows for a more flexible and dynamic stand design that can be enhanced with your own bespoke graphics or adapted to meet any of your product display requirements.

Refer to Full Circle Events & Exhibitions Ltd for further information on the shell scheme system options including graphics production, as shown on the attached form.

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

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 Convention 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 and a change is required 'exhibitors must allow to protect any venue carpet covering prior to construction and include for a suitable method of overlaying the venue carpet should they wish to lay their own floor covering.

Our incumbent main contractor, **Full Circle Events LTD Custom Build**

Contact: [RickHill@fullcircleevenstld.co.uk](mailto:RickHill@fullcircleevenstld.co.uk) can also provide a bespoke design and installation service to meet any size Space-only stand

## STAND DESIGN, RISK ASSESSMENT & SUBMISSION OF PLANS

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### SUBMISSION OF PLANS TO ORGANISERS

If you are using your own stand contractor, you are required to submit a full set of plans, with elevations, risk assessments and your build method statement to the Organisers.

An electronic version is acceptable and should be emailed to the Organiser a minimum of 4 weeks before the show date.

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.

Exhibitors must ensure that plans of any suggested variations in any part of your stand are also submitted to the organisers-

**N.B - All such plans and proposals must reach our office not later than 13<sup>th</sup> September.**

### LOOKING FOR A STAND BUILDER?

Our main contractor Full Circle Events & Exhibitions Ltd would be pleased to quote for any stand design work including any interior work within both the shell scheme systems. Refer to their contact details stated previously.

**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 Full Circle Events & Exhibitions 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/Stand 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 27th September, 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.

# RISK ASSESSMENTS & METHOD STATEMENTS

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

**Company Name** Beca Displays

**Exhibition** Harrogate Nursery Fair

**Stand No/Name** A13/Blogg

**Build-up** 16 - October 2020

**Hall/Venue** Hall A/Harrogate

**Pull-out** 21 – 23 October 2020

**Plans Sent** 1 January 2020

### 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

**Date:** 1 August 2019

**Job Title:** Supervisor

**Show / Stand No:** HARROGATE NURSERY FAIR 2020 / A32

**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

**Beca Member?** YES

Hazard	Who is affected?	Level of risk	Precautions/Action	Further Action
<p>List hazards that you will expect to encounter on site. Use the following examples as a guide:</p> <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>	<p>List groups of people who could be harmed and how.</p> <p>For example:</p> <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>	<p>Indicate the level of risk, to who/what:</p> <p>HIGH</p> <p>MEDIUM</p> <p>LOW</p>	<p>After evaluating the risks, now indicate what precautions/actions you have already taken or intend to carry out.</p> <p>For example:</p> <p>Are all employees on site adequately trained or informed?</p> <p>Erect warning signs where there is overhead work being carried out</p> <p>Ensure waste is removed promptly</p> <p>Ensure machinery, ladders, etc., are tested before bringing onto site.</p> <p>Do the precautions:</p> <p>Adhere to rules/organisers manual?</p> <p>Have local authority approval if necessary?</p> <p>Comply with industry standards?</p>	<p>Can any of the risks be further reduced?</p> <p>If applicable, list what further precautions/actions you can take:</p>
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 Full Circle Events & Exhibitions Ltd 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.
- 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 Full Circle Events & Exhibitions 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 Full Circle Events & Exhibitions Ltd. 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 8.30am each morning and switched off 25 minutes after close of show at 5.55pm. 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, DIGITAL SHOW GUIDE, PRINTED POCKET PLANNER, REGISTRATION & MOBILE WEBAPP

Make your show profile really work by using our FREE and cost effective Marketing Opportunities on five multimedia platforms using FORM A.

The Fair DIGITAL SHOW GUIDE will be produced as an online publication provided by TouchFinder with a link to it on the Website home page and a QR Code on the cover of the pocket planner.

TouchFinder provides our Multimedia services throughout the year and during the Fair and can be contacted on 020 8770 3700 or [info@touchfinder.co.uk](mailto:info@touchfinder.co.uk).

### WEBSITE, DIGITAL SHOW GUIDE & POCKET PLANNER Entry Form (Form A – Compulsory)

Your basic entitlement is one 50 word free entry, one free default trade brand plus 5 free listings under either your preferred product categories or trade brands 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 producing our show guide and for this reason entries received late may be left out.

Please complete ORDER FORM A ONLINE and return **BY NO LATER THAN THE below deadline which is dependent upon the type of feature required as follows:**

Removal of 2023 enhancements, if Form A is not Submitted	26/07/2024
Pocket Planner Sponsorship and Advertising	11/09/2024
Digital Show Guide Entry and Features	20/09/2024
Website Entries and Features	2/10/2024

Any submissions after the cut off dates above risks your entry consisting of only your company name and stand number.

Please Note that if you order chargeable services using Form A then you will now be asked to make payment at the time of ordering.

### 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.**
- **Catering & Seating areas**
- **The Social Evenings, including the Party Night.**
- **Pocket Planner Sponsorship. Display your logo on the front of every printed Pocket Planner given to every visitor to the show, with multiple promotions on all multimedia platforms.**

## **PRESS OFFICE/PUBLICITY ARRANGEMENTS**

A Press Contact, Christine Scippo will be available on the Baby Products Association Stand situated in **Hall B.**

A designated Press Office service will not be available for you to leave information with for the 2024 event.

**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**

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 either outside or inside the venue to advertise their stand must contact the Organisers in advance to gain consent.

### **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://euipo.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.<br><b>DO NOT MAKE ANY ALLEGATIONS OF COPYING.</b>                                                                                                                                               |
| 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. <b>THEY ARE NOT RESPONSIBLE FOR THE FACT THAT THERE IS AN ALLEGED INFRINGEMENT.</b>                            |
| 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

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

### AUDIO / VISUAL Technical Assistance & HIRE

For any hire of equipment please contact the venue Technical Dept who may be able to assist with your request:

Joshua Hague Technical supervisor

T: 01423 500 500 DDI: 01423 537209

[Joshua.hague@harrogateconventioncentre.co.uk](mailto:Joshua.hague@harrogateconventioncentre.co.uk)

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

### BAR CODE SCANNERS

Badges this year will have a 2D QR Code on them. This QR Code when scanned with a smart phone app will link to TouchFinder's registration system to display contact information about the person scanned. As before, full information can be downloaded at any time.

The scanner service is available for a fee of £99 + VAT for the first three devices plus £27.00 for each additional device thereafter. This service includes demographic information about the visitor and the ability to download a full list of all scans made during the show.

This system does require a cookie to be installed on an exhibitor's phone to identify the exhibitor. It is kept only for 2 weeks after the show to allow time for exhibitors to download their data after which time it is erased.

Please complete **ORDER FORM B** and return to TouchFinder promptly.

### **CATERING throughout all Halls and on Exhibitor Stands**

All catering supplies for exhibitors in the exhibition halls must be obtained from the Harrogate Convention Centre who operate their own in-house catering provision under Matcham's.

Stand Catering ORDER FORM is included for your pre-order of all catering requirements during the fair and needs to be agreed a minimum of 2 weeks before the first day of the fair opening.

### **CATERING - SURCHARGE**

The provision of a catering service during the event forms part of the agreement the organiser and each exhibitor has with the Harrogate Convention Centre.

Any catering supplies (food, drink and catering equipment etc.) purchased outside the halls will be liable to a surcharge and needs to be by prior agreement. Failure to comply will result in outside catering provision being refused access during the fair.

### **CATERING Retail Outlets within the venue**

Café and food retail outlets are available in the Exhibition Halls at specific locations. Seating is available close by most outlets including a large Café area in the Conservatory Café in Hall Q.

Exhibitors should place their orders which can be delivered 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 in-house caterer.

All Enquiries to: Laura Warren  
Tel: 01423 537325  
[laura.warren@harrogateconventioncentre.co.uk](mailto:laura.warren@harrogateconventioncentre.co.uk)

### **FURNITURE**

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

Please complete the STAND FITTING ORDER FORM and return to Full Circle Events & Exhibitions 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 Full Circle Events & Exhibitions Ltd, and to place your order EARLY.

Please note that padlocks for night sheets must be purchased from the Full Circle Events & Exhibitions 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 Full Circle Events & Exhibitions Ltd by 10<sup>th</sup> September.

### **ADDITIONAL STAND PERSONNEL**

Crusade Event Traffic 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 . If any packaging materials are not removed, the Organisers will arrange their removal and you will be charged. N.B. Cardboard boxes for disposal must be flat packed.**

**Storage during the Show:** Crusade Event 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 Event 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 HCC IT SERVICES ORDER FORM and return it to Harrogate Convention Centre IT Services as soon as possible.



## **BUILD UP & BREAK DOWN**

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### **DATE & TIMES**

**DURING ALL BUILD UP PERIOD High Visibility PPE is required to be worn.**

### **THURSDAY EARLY BUILD ACCESS For Stand sizes over 50sqm**

This must be by prior arrangement and agreed in advance by the Organiser and Crusade Event Traffic.

Timed slots for Early access will be available on THURSDAY 10<sup>th</sup> October between the hours of 8am until 6pm latest. Exhibitors should contact Mark Haynes at Crusade Event Traffic Services on 07540236601 to obtain clearance and book an unloading time slot. This must be done no earlier than 1 month before the show opening date and 5 working days before the show opens. 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.

### **FRIDAY and SATURDAY BUILD ACCESS for All Remaining Stands;**

A 2 day build up for stand decoration is allowed on Friday 11<sup>th</sup> to Saturday 12<sup>th</sup> October. Access into the halls will be from 8am until 7.30pm latest on both build up days.

Later working may be granted with prior consent but will be chargeable - contact the organiser to obtain authorisation.

Products can be placed on stands from Saturday 12<sup>th</sup> October 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 & COLLECTIONS**

Products can be removed from stands from 4p.m. on Tuesday 15<sup>th</sup> October 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 quickly and safely as possible but no later than by 18.00 hrs on WEDNESDAY 16<sup>th</sup> October.**

**Any arranged collections must be notified to Crusade Security and the venue security. They are required to be off-site by 18.00 hrs on WEDNESDAY 16<sup>th</sup> October 2024. Failure to comply may result in a surcharge for storage and removal.**

### **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).

## **FREIGHT FORWARDING & SHIPPING**

The official freight contractor is SB Global Logistics who via its global network can arrange delivery of your exhibits to the Harrogate Convention 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 to arrange on-site delivery

## **LIFTING & STORAGE**

Crusade Event Traffic Services has been appointed the official freight & lifting contractor for Harrogate Nursery Fair 2024 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 Event Traffic 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.

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

Crusade Event Traffic Services Ltd can arrange the storage of your empty packing cases returning them to you promptly after the show. Contact Crusade Event 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 Event Services Ltd. Please complete ORDER FORM J and return promptly to Crusade Event Services.**

## **DELIVERY OF EXHIBITION MATERIAL**

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

**Required for all vehicles on official build up days.**

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 Convention Centre  
Kings Road  
Harrogate  
HG1 5LA

Tel: 01423 500500

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

The Harrogate Convention 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:

Mark Haynes 07540 236601 or email [crusade.eventtraffic@gmail.com](mailto:crusade.eventtraffic@gmail.com)

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

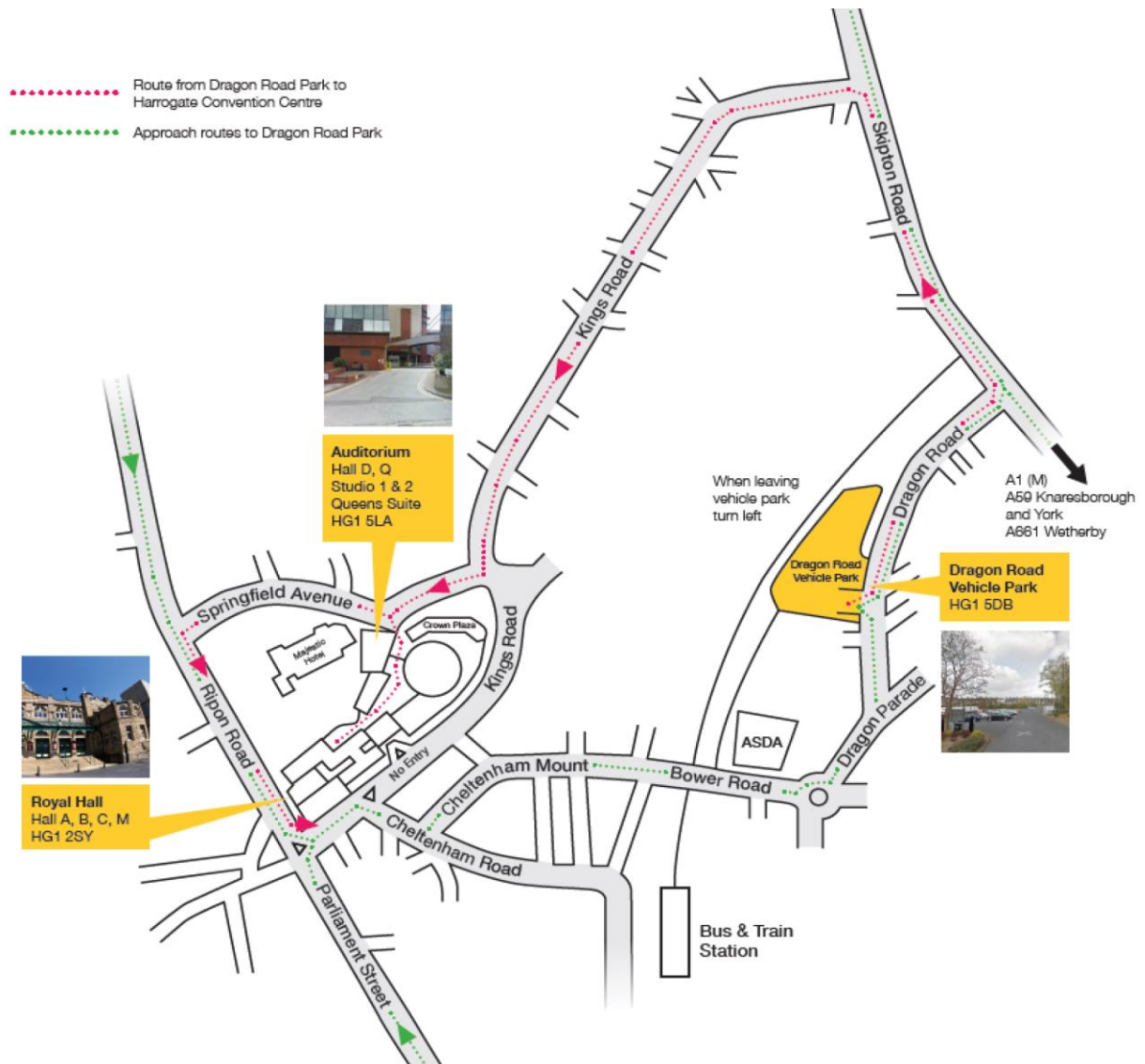
We thank you in advance for your co-operation in this matter.

## **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:

- 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.
- 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.
- 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 traffic security will be in place at Dragon Road from 8am on Friday 11<sup>th</sup> October until NOON Wednesday 16<sup>th</sup> October. 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.

### 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 16 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 therefrom 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.