

**National Association of Police Fleet Managers'**  
**Conference & Exhibition**  
**25<sup>th</sup> & 26<sup>th</sup> September 2012**  
**GENERAL INFORMATION for EXHIBITORS**  
(This information must be read in conjunction with the Terms & Conditions)

**Please note references to;**

*"Organisers" means Wiltshire Police*

*"The Venue" means Peterborough Arena / East of England Showground*

**ALCOHOL**

The consumption of alcohol is not permitted on site during exhibition times.

**BADGES/PASSES**

All exhibitors and contractors must be registered with the organisers. **Names MUST be supplied via your internet registration page by the 7<sup>th</sup> September 2012**

Exhibitors/contractors and visitors **MUST** be in possession of photo ID. Badges will be posted to the address requested when you registered 10 – 14 days prior to the event; unless there are any last minute changes then please ensure you take your confirmation email showing your unique barcode with you to reception.

**BROCHURE**

Each exhibiting organisation is entitled to a copy of the Brochure.

**CAR PARKING**

Parking on site is FREE and must be in the approved car parks.

**CATERING**

Through the onsite catering team we have several food and beverage locations which will be open as follows:

**Monday 24<sup>th</sup> & Tuesday 25<sup>th</sup> September 2012**

Peterborough Café 0800 - 1730 hours  
*Selection of hot & cold snacks,*

Main Hall Café 0730 - 1730 hours  
*Hot & cold snacks, light lunches*

Outdoor Area (Drinks & Snacks) 0800 - 1730 hours  
*Hot & cold snacks*

**Wednesday 25<sup>th</sup> September 2012**

Peterborough Café 0800 - 1700 hours  
*Selection of hot & cold snacks,)*

Main Hall Café (Drinks & Snacks) 0730 - 1700 hours  
*Hot & cold snacks, light lunches*

Outdoor Area (Drinks & Snacks) 0800 - 1600 hours

Please note that exhibitors wishing to provide food and beverages on their stand **MUST** source these items through the Venue.

If you require catering supplied to your stand please contact Hollie Ward at Peterborough Arena. Email: [hward@eastofengland.org.uk](mailto:hward@eastofengland.org.uk) / Tel: 01733 234451

## CLOAKROOMS

Toilets are situated throughout the site: - please see plan in the brochure for locations.

## DELIVERY OF EXHIBITS

Items should be clearly addressed to the exhibitor:

EXHIBITOR (Company Name)  
c/o NAPFM Conference & Exhibition  
Peterborough Arena  
East of England Showground  
Peterborough PE2 6XE

Please ensure that drivers delivering vehicles/equipment to your stand are fully aware of either the stand number or name of your company.

Please note we are unable to accept any deliveries earlier than 1400hrs on Friday 21<sup>st</sup> September

## DISMANTLING

Immediately following the close of the Exhibition at **1600hrs on Wednesday 26th September 2012**, the dismantling of displays may begin. **IN THE INTERESTS OF DELEGATES, VISITORS AND FELLOW EXHIBITORS DISMANTLING WILL NOT BE PERMITTED BEFORE THIS TIME.**

To assist with the de-rig, on Wednesday 26<sup>th</sup> September between 1400 hours and 1600 hours contractors' vehicles and transporters can be parked in the respective holding areas shown on the site plans. Between 1600 – 1630 hours only display vehicles exiting the site will be allowed to move in the exhibition areas. This will allow space adjacent to the exhibition halls for exhibitors' vehicles to be loaded. Your co-operation is appreciated.

## ELECTRICAL REQUIREMENTS

**OUTDOOR Sites** – Mains power is available with the exception of plots 6, 7, 11, 12 and 13. Exhibitors can book mains power through the website using their dedicated login. Where mains power is not available exhibitors will need to supply their own generators which should, where possible, be silent running.

### **INDOOR Sites:**

**Atrium & Main Hall Perimeter Plots where "Shell Scheme" is provided:**  
Each stand will have access to one 13 amp socket, plus any additional sockets you may have ordered.

### **Main Hall Open Space Plots:**

Electrical power is only supplied as an additional extra, which **MUST** have been booked in advanced.

Exhibitors are **NOT PERMITTED** to use such things as coffee machines, hot water urns or other high loading items. **The maximum load is not to exceed 1000w on 13 amp sockets.**

The organisers and the owners of the site reserve the right to stop the use of, inspect and require the removal of any electrical equipment brought into the site.

## ENTRANCE TO & EXIT FROM SITE

The entrance to the event will be from the roundabout on Oundle Road Peterborough. Post Code reference for satellite navigation – PE 2 6XE.

***The route to the event will be signed by marked NAPFM Exhibition, East of England Showground or Peterborough Arena.***

## EXHIBITS

Exhibitors are responsible for the installation and safety of their exhibits.

Where exhibits are demonstrated in operation, a full risk assessment must be made prior to operation in order to manage any risk to people or property. Exhibitors must discuss the proposal to operate such equipment with the organisers before starting.

Exhibitors of audio and visual warning equipment must ensure that they avoid causing annoyance or distress to visitors or other exhibitors.

## FIRE/SECURITY

All exhibitors will comply with the fire and security procedures for the site. A copy of the current order will be supplied to exhibitors at registration.

ALL stands where any vehicle is on display - the exhibitor **SHOULD** provide **TWO** fire extinguishers (either 9 litre AFFF or 4.5 kg Dry Powder)

## FIRST AID

First aid personnel are available on site during open times and can be contacted through the Event Reception.

## FIXING TO THE BUILDING FLOOR or HARD STANDINGS

The fixing of equipment to floors and hard standings is **NOT** permitted. **Please note that the Venue only permits NEC Approved carpet tape, no other tape may be used.**

## FORCE MAJEURE

The exhibition may be postponed, shortened or extended due to any cause whatsoever outside the control of the Organisers or Manager. The Organisers and the Manager shall not be responsible for any loss sustained by the Exhibitor, directly or indirectly, attributable to the elements of nature, force majeure or orders and directives imposed by any governmental authority. In the event of such circumstances, the money paid by the Exhibitors, or any part thereof, is refundable at the sole discretion of the Organisers and/or the Manager.

## FURNITURE

Some furniture can be booked through NAPFM Event website. Otherwise exhibitors should make their own arrangements for furniture.

## GAS & LIQUIDS UNDER PRESSURE

Gases and liquids under pressure must have the prior approval of the fire and other interested local authorities.

These cannot be brought onto the site without the approval of the organisers and an authorised member of the Venue staff.

The storage of such gases or liquids must conform to local regulations.

## HEIGHT/WIDTH RESTRICTIONS

There are large doors giving vehicle access to the Main Hall and the Atrium.

**Main Hall:** Door Height – 8.99m. Door Width – 5.0m

**Atrium:** Door Height – 7.99m. Door Width – 4.0m

Other doors have a maximum height and width of 2m.

If any exhibitor has any query regarding dimensions please contact the organisers.

**Any exhibitor wishing to display a vehicle in Main Hall or Atrium MUST notify the Organisers in writing of the details of those vehicles by the 7<sup>th</sup> September 2012.**

## **HEALTH & SAFETY**

All exhibitors will comply with Health & Safety Regulations and ensure that a risk assessment has been produced in respect of their stand at the exhibition. The risk assessment will include the building and dismantling of the stand, as well as risks in respect of staff and visitors to the stand. See Terms & Conditions. Also please see Risk Assessment below.

## **HI-VIS CLOTHING**

Please note that during build-up and breakdown periods all personnel in the outside areas are required to wear Hi-Vis waistcoats or jackets. It is the responsibility of the Exhibitor to ensure that their staff and contractors are in possession of these items of clothing and that they are worn.

## **HOTEL ACCOMMODATION**

Accommodation lists for the area are available through the Exec Website: [http://www.exec.org.uk/where\\_to\\_stay.html](http://www.exec.org.uk/where_to_stay.html) or the Discover Peterborough website <http://www.visitpeterborough.com/accommodation> (Please note that the NAPFM Event is not responsible for the content of these websites.)

## **INSURANCE**

Exhibitors are reminded that they **MUST** have Public Liability Insurance which covers them for the period of the event.

Exhibitors should also have "All Risks" insurance cover for their stand, exhibits, and personal effects and to cover themselves for third party claims for abandonment.

Exhibitors **MUST** complete the Insurance Details Form and return it to the Event Office by the **7th September 2012**

## **LIFTING & HANDLING**

Exhibitors are responsible for lifting and handling in connection with the exhibition, the Organisers are unable to assist with this work.

Exhibitors must complete a risk assessment in respect of the Manual Handling Operations Regulations of 1992.

**During build up and breakdown periods, vehicles will not be allowed into the Atrium or Main Hall. ALL VEHICLES MUST BE UNLOADED AND LOADED OUTSIDE THE BUILDING.**

## **MOTOR CYCLES**

Where motor cycles are being ridden on the site an approved crash helmet must be worn.

## **OPENING HOURS**

### ***Build-up***

Sunday 23<sup>rd</sup> September 2012

By prior arrangement

Monday 24<sup>th</sup> September 2012

0800 - 1900 hours

### ***Exhibition Days***

Tuesday 25<sup>th</sup> September 2012

Exhibitors

0800 - 1800 hours

Visitors

0930 - 1730 hours

Wednesday 26<sup>th</sup> September 2012

Exhibitors

0800 - 1900 hours

Visitors

0900 - 1600 hours

### ***Dismantling***

Wednesday 26<sup>th</sup> September 2012

1600 - 1900 hours

Thursday 27<sup>th</sup> September 2012

0800 - 1600 hours

## ORGANISERS OFFICE

Up to 1400 hours Friday 21st September 2012

The Organisers will be available through the Event Office at Devizes on 01380 734199.

As from 1400 hours Friday 21<sup>st</sup> September 2012

The Organisers will be on the site at Peterborough.

Tel No. 07812 199076.

## PHOTOGRAPHY

Please note the use of cameras by visitors will be permitted. However, if exhibitors have items on their stand they do not wish to be photographed they should clearly indicate this with signing.

An approved media photographer Andy Laithwaite of Pictures 365, who is also working on behalf of the NAPFM Event, will be on site, exhibitors requiring his services should contact him on 07906 949182 or email [andy@pictures365.co.uk](mailto:andy@pictures365.co.uk)

## PRESS

Details of the event will be supplied to the local and specialist media. Any press releases should be copied to the Event Office.

## RISK ASSESSMENTS

Risk assessments and stand plans are only required to be submitted to the NAPFM Event Office where exhibitors are building structures on a stand.

Risk Assessments and plans are not required from those exhibitors using Shell Scheme, small pull-up displays or for individual vehicles displayed on level surfaces.

If you have any doubt as to whether a risk assessment must be submitted please contact the Event Office.

## ROUTE ON SITE

All drivers attending the show **MUST** follow the route signs. On leaving the show follow the EXIT signs. **PLEASE OBEY SIGNS.**

## SECURITY

Whilst the site is regularly patrolled throughout the 24 hour period, exhibitors are reminded that the Organisers cannot accept responsibility for any loss or damage to items on the stands.

Passes **MUST** be worn at all times and vehicles **MUST** display the appropriate PASS. The Organisers reserve the right to escort from the site any person not wearing the correct pass or who is not a bone-fide attendee.

## SMOKING

Smoking is NOT permitted in any building or temporary structure.

## STANDS

Exhibitors are reminded a Shell Scheme is only provided in the Atrium and on some Main Hall perimeter plots. Main Hall stand open space plots are not permitted hospitality units or Shell Scheme.

The outdoor areas are mixture of hard and grass surfaces. If unsure please check with Organisers.

## STAND BUILDING

- The design of the stand must be such that it can be erected and dismantled within the time available.
- Fixing to the floor or hard surfaces is NOT permitted.
- Holes will NOT be dug on the outdoor plots.
- Where a stand is on grass NO spikes or pegs will be used until such time as the ground at that point has been scanned by the Venue technicians.

- If an exhibitor is planning to erect a marquee they must contact the Event Office ASAP, with specifications and location of the structure.
- Exhibitors will do everything possible to prevent damage to the ground.
- All work must be carried out using non flammable materials
- All stand structures must be confined within the area allotted and must not project into or over the gangways.
- Stands will not exceed 2.5m in height, without the agreement of the Organisers.
- It is the responsibility of the exhibitor to ensure that stands fit within the allotted space.
- The Organisers may, at the expense of the exhibitor, remove or alter anything in, on or forming part of, any stand, if in their opinion it is desirable to do so in the interest of the exhibition.

**STAND CLEANING**

The Organisers do not as a general rule provide stand cleaning. Exhibitors are requested to assist the Organisers by keeping the site clean and tidy by using the litter-bins and skips provided.

However, if you have carpet on your stand which has been organised through the NAPFM event team this will be cleaned prior to each show day.

Please use the recycling bins when ever possible.

**TELEPHONE/FAX LINES**

Are not available for exhibition stands.

**VEHICLES (DISPLAY)**

Vehicles on display will be required to show a notice indicating whether they are part of the National Vehicle Framework and if so from which category. The vehicle display notices will be produced by the NAPFM Event Team from the information you provide online.

The notices will be:

	Framework vehicles from any category D - R
	Vehicle displaying equipment only
	Non-Framework vehicle

**Final date for details of display vehicles is the 7<sup>th</sup> September 2012.**

The following information is required:

- Make:
- Model:
- Type
- Engine size:
- Fuel Type

**VEHICLES- (INDOORS)**

Where an exhibitor wishes to display a vehicle in either the Main Hall or Atrium, they MUST notify the Organisers and comply with the following requirements of Peterborough Arena:

- (1) Fuel tanks on all petrol vehicles must be full.
- (2) Battery to be disconnected where possible.
- (3) Oil sump tray suitably placed if necessary.
- (4) CO<sub>2</sub> extinguisher and fire blanket supplied.
- (5) Two sets of car keys provided.

The Exhibitor will be responsible for the removal of any oil deposits and spillage.

**VEHICLES – SITE ACCESS  
BY CONTRACTORS &  
EXHIBITORS**

During build-up and de-rig, exhibitors and contractors will be able to access the site through the following gates.

**GREEN SITE PASS** – Gate 3 for Outside Exhibitors & Emergency Service Village exhibitors

**YELLOW SITE PASS** – Gates 17 & 16 for Main Hall & Atrium Exhibitors

These passes will be sent to exhibitors 2 weeks prior to the event.

**VEHICLE TESTING AND  
DEMONSTRATION**

Will NOT be permitted on the site.

**VISITORS**

All visitors MUST be pre-registered with the Organisers and report to the Exhibition Reception on arrival.

PASSES WILL BE WORN AT ALL TIMES.

**WASTE**

All waste from the stands must be placed in the bins/skids provided on site.

**WiFi Connection**

WiFi is available in the Main Hall and Atrium Areas.