

NAPFM The Emergency Fleet Exhibition

EXHIBITOR MANUAL

The information contained herein forms the NAPFM The Emergency Fleet Exhibition Terms and Conditions for Exhibitors and their Contractors.

Please note: the content in this document is subject to change and, in the case of changes being made, an updated version will be e-mailed to all registered exhibitors and will also be available to download from the website.

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GENERAL INFORMATION

EVENT LOCATION

Telford International Centre (also referred to as TIC)

International Way

TELFORD

Shropshire

TF3 4JH

Entrance to the event is from the roundabout on St. Quentin Gate, Telford.

Post code reference for satellite navigation is **TF3 4JH**.

EVENT DATES AND TIMINGS - Tuesday 2nd & Wednesday 3rd July 2024

Exhibition Build-Up

Sunday 30th June - 09:00 to 17:00

Monday 1st July - 08:00 to 18:00

Exhibition De-Rig

Wednesday 3rd July - 16:00 to 19:00

Thursday 4th July - 08:00 to 13:00

Exhibition Opening Times - Exhibitors

Tuesday 2nd July - 08:00 to 18:00

Wednesday 3rd - 08:00 to 16:00

Exhibition Opening Times - Visitors

Tuesday 2nd July - 09:00 to 17:00

Wednesday 3rd July - 09:00 to 16:00

NAPFM Members Meetings

Monday 1st July - 12:30 to 18:00

NAPFM Conference

Tuesday 2nd July - 09:00 to 12:30

Meet The Delegates Evening

Networking Event

Monday 1st July - 19:00 - 23:30

Awards Dinner

Tuesday 2nd July - 19:00 - 23:59

STAND BOOKING & EXHIBITOR REGISTRATION

All bookings are considered as provisional until registration has been completed on-line. Once registration has been completed any booking will be subject to these Terms and Conditions.

TERMS OF PAYMENT

Once registered, exhibitors will be required to pay in full upon receipt of an invoice raised by West Mercia Police. 10% of the stand cost is non-refundable in the event you need to cancel. The invoice must be paid within 28 days of issue or by the end of the last Friday in June, whichever is soonest. **The organisers reserve the right to refuse entry to the exhibition for any exhibitor who has not paid all invoices before the event.**

AMENDMENTS & CANCELLATION POLICY

If an exhibitor cancels or amends a confirmed booking at any time prior to the event, the Event Organisers will make every reasonable effort to re-sell the exhibition space on their behalf. Any cancellation should be verbally advised to the Event Organisers in the first instance. All cancellations must be confirmed in writing and the facilities you have reserved cannot be released for resale until this is received and acknowledged. Definitive cancellation charges due can only be confirmed to you after the intended date of the event, when the Organisers may reduce that charge by any alternative business we have been able to secure. If the Organisers have been unsuccessful in reselling the cancelled or amended booking, the following charges will be made:

Cancellation/Partial Cancellation Charges

Note – 10% of the plot fee is non refundable.

Between 6 and 10 months prior to the event	25% of the balance of the rate quoted
Between 4 and 6 months prior to the event	50% of the balance of the rate quoted
Between 2 and 4 months prior to the event	75% of the balance of the rate quoted
2 months or under prior to the event	100% of the balance of the rate quoted

ONLINE INFORMATION FORMS & 50 WORD DIRECTORY ENTRY

All exhibitors are required to complete and submit all information forms online by the due dates. Each exhibitor is required to submit contact details for the directory, together with a maximum 50 word / 550 character free editorial entry. **The organisers reserve the right to edit these entries or refuse an entry that is either inappropriate or too long.**

FINAL INFORMATION SUBMISSION DEADLINES & DATES FOR YOUR DIARY:

24th May 2024	Submission of bespoke stand build drawings (via e-mail : admin@napfmevent.org.uk)
24th May 2024	Company name for shell scheme fascia boards (via the NAPFM portal)
24th May 2024	Directory adverts (via e-mail : artwork@napfmevent.org.uk)
24th May 2024	Directory product list selection (via the NAPFM portal)
24th May 2024	Directory 50 word profile (via the NAPFM portal)

14th June 2024	Insurance details, health & safety declaration and risk assessment (via the NAPFM portal)
14th June 2024	Power & rigging orders for TIC (contact details on page 15)
14th June 2024	Meet the Delegates ticket number confirmation (via the NAPFM portal)
14th June 2024	Awards Dinner ticket number confirmation (via the NAPFM portal)
14th June 2024	Awards Dinner menu choice confirmation (via the NAPFM portal)

25th June 2024	Submission of details of stand personnel and contractors (via the NAPFM portal)
25th June 2024	Submission of details of vehicle(s) being exhibited (via the NAPFM portal)

28th June 2024	Date by which any items for rigging need to be delivered to TIC
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30th June 2024	TIC will accept deliveries of exhibition items from 10am
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SHARING OF DIRECTORY INFORMATION

Names of exhibitors and website details may be included on the event website. The Organisers reserve the right to share directory details with appropriate publications.

VISITOR, STAND PERSONNEL & CONTRACTOR REGISTRATION & BADGES

All Visitors, Stand Personnel and Contractors MUST be pre-registered via the website **by 25th June 2024** and report to the Exhibition Reception on arrival where badges or wrist bands will be issued. These must be worn at all times. All exhibiting staff and visitors are required to show their badges at the Exhibition Reception before they will be permitted access to the exhibition halls during the event opening times. Please ensure this message is passed to all your staff to avoid the embarrassment of our security team preventing their access to the exhibition.

EVENT DIRECTORIES & FOLDED EXHIBITION HALLS PLAN

These can be collected from the Exhibition Reception from 3pm on 30th June 2024. Advert guidelines can be found on page 20 of this manual.

EVENING EVENTS

Meet the Delegates - Monday 1st July 2024, Ludlow Suite 1&2, Ground Floor TIC - 19:00 to 23:30

Tickets for Monday's **Meet the Delegates** evening event must be applied for through the website. Two tickets per stand are included and extra tickets (within reason) may also be requested and will be allocated on a first come first served basis. An invoice for extra tickets at £32 each will be raised and must be paid for prior to the event. **Your ticket information will be scanned from your badge on entry to the Meet the Delegates event so please ensure you carry your badge with you.**

Awards Dinner - Tuesday 2nd July 2024, Ludlow Suite 1&2, Ground Floor TIC - 19:00 to 23:59

Tickets for Tuesday's **Awards Dinner** black tie event must also be applied for through the website. Two tickets per stand are included and extra tickets (within reason) may also be requested and will be allocated on a first come first served basis. An invoice for extra tickets at £60 each will be raised and must be paid for prior to the event. Please note that you will be asked to confirm your dinner attendance when you collect your stand badge. If you are collecting stand badges on behalf of other people, you will also be asked to confirm their dinner attendance too, so please ensure you know who will be attending the dinner from your organisation.

LANYARD COLOUR CODES

For ease of identification, the event lanyards are different colours:

YELLOW NAPFM Member & Delegate **ORANGE** NAPFM Committee Member **BLACK** Exhibitor

SCANNER HIRE FOR CAPTURING LEADS

Scanners can be hired through the Scanner Order Form button on the portal. More information can be found on page 23.

BEST STAND AWARDS

Each year the show rewards the work of the exhibitors with a series of best stand awards. In the past this has been for the best large and best small stands in the following categories:

- **Best Vehicle Manufacturer**
- **Best Vehicle Converter**
- **Best Equipment Supplier**
- **Best Service Suppliers**

Delegates are asked to judge the exhibitors on the following factors:

- **Technical and Sales Assistance available on the stand**
- **Quality of the Exhibition Stand / Display**
- **Quality and Variety of the products available**

INSURANCE

Exhibitors are reminded that they **MUST** have Public Liability Insurance which covers them for the period of the event including set-up and de-rig. Exhibitors should also have 'All Risks' insurance cover for their stand, exhibits, and personal effects as well as cover for third party claims for abandonment. Exhibitors **MUST** complete & submit the online insurance, health & safety and risk assessment details forms **by 14th June 2024**. In the event of online difficulties, please e-mail your documents to admin@napfmevent.org.uk by 14th June 2024.

PRIZE DRAWS

Prize draws on exhibitors' stands are considered by the NAPFM Committee to be unnecessary and unsuitable for this event. Exhibitors are asked not to offer such draws.

WiFi

There is FREE WiFi available for all exhibitors. However this is for light use only such as checking emails and limited internet access. If you require a dedicated line or need to stream large quantities of data please purchase this directly from the venue's on-site supplier, Stagecraftuk. Please see page 13 for contact details.

Username: EFE Password: NAPFM2024

VENUE REFRESHMENTS

A selection of hot and cold drinks and snacks will be available to purchase from concessions within the venue at the times below, and full details will be published within the folded exhibition halls plan. Individual stand catering **MUST** be sourced through and booked with the venue beforehand. Please see page 13 for contact details.

Monday 1st July	08:00 - 17:00
Tuesday 2nd July	08:00 - 17:00
Wednesday 3rd July	08:00 - 16:00

HOTEL ACCOMMODATION

A list of local hotels and their distances from the Telford International Centre is included at the end of this document.

PHOTOGRAPHY

Please note the use of cameras by visitors is permitted. However, if exhibitors have items on their stand they do not wish to be photographed, signage should clearly indicate this. There will be an approved photographer on-site and photos will be uploaded to the website after the event.

SMOKING

Smoking is permitted in designated smoking areas **ONLY**.

DRESS & BEHAVIOUR CODE

All those attending this event, delegates, exhibitors, visitors and contractors are asked to dress and behave in a manner that will not offend or upset others. Failure to comply with this term may result in the offender or offending organisation being excluded from the current and future events. It is also expected, in line with this dress & behaviour code, that exhibitors' stand staff or contractors dress in a professional manner when promoting their products.

ALCOHOLIC DRINKS

Alcoholic drinks may not be consumed on-site in the exhibition halls.

STAND BUILDING

PLEASE READ THE FOLLOWING IN CONJUNCTION WITH THE
SAFETY & SECURITY/HEALTH & SAFETY POLICY IN THE NEXT SECTION

H&S REQUIREMENTS BUILD & DE-RIG

Are you and your contractors aware of the build and de-rig rules?

- Access to the halls during build is only permitted if a high-vis top and closed toe shoes are worn, and a permit to work wrist band (available at the access gates and main reception) has been issued.
- De-rig of all stands also requires a high-vis top & closed toe shoes to be worn. Please note, this does not apply if your stand can be walked out of a visitor door during the first 15 minutes of breakdown.
- High-vis vests can be purchased onsite at the venue reception if required.
- All staff requiring access to the halls on build days will be asked to wear a wrist band. These will be issued by Security upon arrival once staff and contractors have confirmed they are aware of, and will comply with, the venue and organiser's CDM regulations which are available on the website.

EXHIBITION BUILD & DE-RIG TIMES

<i>Exhibition Build</i>	Sunday 30th June 2024	09:00 to 17:00
	Monday 1st July 2024	08:00 to 18:00
<i>Exhibition De-Rig</i>	Wednesday 3rd July 2024	16:00 to 19:00
	Thursday 4th July 2024	08:00 to 13:00

TYPES OF EXHIBITION SPACES

Shell schemes are available in both halls and are provided with a dark grey carpet, a 500 watt power socket and a fascia board. Additional sockets can be supplied as an additional extra, and **MUST** have been booked directly and in advance from the venue's on-site supplier, Stagecraftuk. Please see page 13 for contact details.

Open space stands are available in both halls and are on concrete floors. Electrical power is only supplied as an additional extra, and **MUST** have been booked directly and in advance from the venue's on-site supplier, Stagecraftuk. Please see page 13 for contact details.

SHELL SCHEME SPECIFICATIONS (can also be found on pages 21 & 22)

- Stand height is 2500mm from the floor to the top of the stand
- Maximum internal height is 2430mm to allow for the ceiling grid structure
- The white foamex wall panels are 2350mm high x 970mm wide
- The maximum visible area of the wall panels are 2338mm high x 950mm wide
- If printing graphics to overlay onto the existing wall panels, the graphics should be 2338mm x 950mm, and should be fixed to the panels using one of the approved methods listed below
- If printing graphics onto foamex to replace the existing wall panels then the foamex should measure 2350mm high x 970mm wide x 3mm thick, and the artwork should be 2338mm x 950mm.

PLEASE NOTE IF PRINTING WALL PANELS TO REPLACE THE EXISTING WALL PANELS, THEN THE REAR OF THE PANELS NEED TO BE PLAIN WHITE AS THIS WILL BACK ONTO ANOTHER STAND.

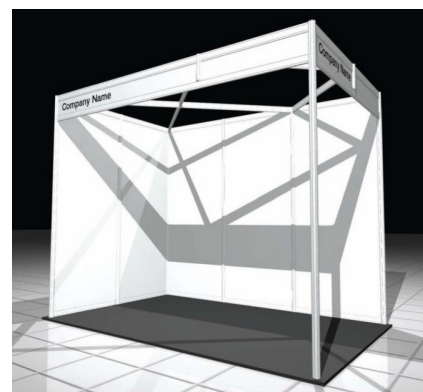
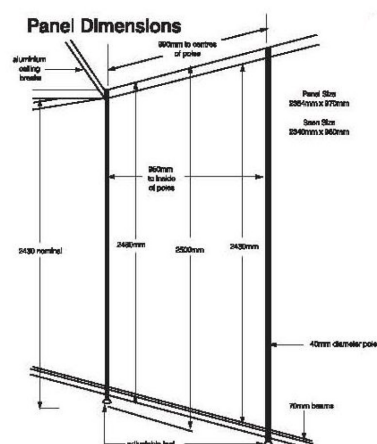
Please observe the following do's and don'ts to avoid chargeable damage to the system:

DO NOT USE:

- Nails
- Screws
- Pins
- Staples
- Paint
- Anything with a strong adhesive

PLEASE USE:

- Double sided tabs (Command picture hanging strips are recommended)
- Self-adhesive velcro hook and loop
- Panel brackets



BESPOKE STAND BUILDING

In addition to the bulleted list below, the Organisers and Venue would like to highlight the following:

Exhibitors may build their own stands, but please note that it is a requirement of the Event Organisers that the entire reverse of every stand wall must be appropriately finished for aesthetic and visual purposes e.g the rear of whole structure, including the complete height, lined with white fabric.

In addition, if your stand walls exceed 5m in length, then a box, return or cupboard must be put in place to stabilise the length of run.

The maximum height your stand walls can be is 3m, unless they back onto an external wall in which case they can be 4m high.

The venue only permits the use of NEC approved carpet tape (readily available for purchase online) and no other tape may be used.

Exhibitors or contractors must not:

- Affix anything to the floor, walls ceilings or columns at the venue.
- Affix anything to the structure, contents or grounds of the site.
- Mark, soil or damage the structure, contents, or grounds of the site.
- Paint or construct any object or structure on the site - except by way of the erection of prefabricated components, marquees and tents which must be pre-approved by the Organisers.
- Damage or remove any of the exhibits, fittings or other property of the venue.
- Touch or tamper with any gas, electrical or water installations at the venue without the Authorised Officer's consent.
- Use any tape or other fixing on the floors of the buildings that will cause that floor to be marked or damaged in any way. The venue only permits the use of NEC approved carpet tape and exhibitors will be liable for cost of removal of any tape or putting right any damage.

In addition:

- Stands must not project into or over the gangways.
- Indoor stands must not exceed 3m in height, without the agreement of the Organisers.
- It is the responsibility of the exhibitor to ensure that stands fit within the allotted space.
- All banners and flags must be erected by onsite rigging staff.
- All stands should be fit for purpose and stable. Stands should not be of a design or built in any way that is likely to cause danger to people or damage to anything in or on the site. Exhibitors will ensure that any step, platform, or raised area is clearly marked and where possible corners of such areas will be protected.
- It is intended that the layout of the outside exhibition area (if in use) will be of an open design and not visually segregated into enclosed blocks. Therefore, if exhibitors have any doubts about the design of their stand they should discuss it with the Organisers in plenty of time before the event. This will avoid other exhibitors being upset and the Organisers requiring last minute onsite changes to be made. Exhibitors are welcome to use hospitality units and exhibition trailers as part of their outside display.
- Fencing or barriers between outside stands should not, without the approval of the Organisers, be higher than 1 metre.
- **Where an exhibitor is proposing to build any structure, they are required to supply details and drawings no later than 24th May 2024.**
- Any damage to any part of the building will be the responsibility of the exhibitor.
- 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 likely to cause danger or damage to any person or object; or it is desirable to do so in the interest of the exhibition.
- The Organisers and the owners of the venue reserve the right to stop the use of, inspect and require the removal of any electrical equipment brought onto the site. There is no mains power available to outdoor plots.

MAKING GOOD

Please note that it is a requirement of the Event Organisers that the entire reverse of every stand wall must be appropriately finished for aesthetic and visual purposes e.g the rear of whole structure, including the complete height, lined with white fabric.

RIGGING, DEDICATED WIFI, CARPET, POWER & FURNITURE

Please note that any orders for items you are purchasing/hiring from the on-site contractor, Stagecraftuk, must be placed by 14th June 2024. Any items you are supplying for rigging MUST be delivered to the venue no later than close of play on 28th June 2024.

Additional extras for your stand, including audio-visual, rigging & drop wires, electrics, forklift hire, internet & carpet and some furniture hire, are available through the venue on-site contractor, Stagecraftuk. **These must be ordered by 14th June 2024.** Please see page 13 for contact details. Please be aware that the venue stipulates that all power MUST be supplied by Stagecraftuk.

An alternative to the on-site company for stand build, carpet, furniture, etc., is Bubble Event Services. Please speak to **Carl Taylor on 01780 749284 or email carl@bubbleeventservices.co.uk**

STAND CATERING

Exhibitors are NOT PERMITTED to use coffee machines, hot water urns or other high loading items unless they are hired directly from the venue. The maximum load is not to exceed 500w on 13 amp sockets.

The only catering facilities permitted on-site are those sourced from the venue, so please note that exhibitors wishing to provide refreshments on their stand MUST arrange this in advance through the venue. Please see page 13 for contact details.

A selection of hot and cold drinks and snacks will be available to purchase from concessions within the venue. Opening times are below, and full details will be published within the folded exhibition halls plan.

Monday 1st July	08:00 - 17:00
Tuesday 2nd July	08:00 - 17:00
Wednesday 3rd July	08:00 - 16:00

VEHICLE ACCESS TO SITE & HALLS

During build-up and de-rig, exhibitors and contractors will be able to access the site either:

by the front entrance if exhibiting on the Concourse or in Hall 1 or

by the rear entrance if exhibiting in Hall 2.

Using the correct entrance gives you the shortest route to your stand. For your reference a site map is included on page 16.

Please ensure you display the correct vehicle pass (see Vehicle Passes section below) and read and comply with our banksman and vehicle movement rules as specified in the Vehicle Movements section below.

VEHICLE PASSES

Please ensure you print (ideally in colour) and display the relevant vehicle access pass, each of which are included on pages 17 & 18.

Hall 1 - FRONT GATE (green site pass)

Hall 2 - BACK GATE (yellow site pass)

VEHICLE MOVEMENTS

Vehicle access to the Halls is restricted to achieve maximum efficiency and safety. The Venue has a strict policy regarding vehicle movements which is as follows:

- No vehicles are allowed into the halls without prior agreement.
- Drivers must follow the instructions from TIC Security personnel before entering the hall.
- Event staff ["banksmen"] dressed in high visibility clothing will walk in front of the vehicles taking drivers to the pre-arranged designed plot within the building.
- Reversing is not allowed without a banksman present. This will need to be requested from security personnel.

- All vehicles must display hazard-warning lights during movements and be restricted to a speed not exceeding the walking pace of the banksman directing them.
- No more than two moving vehicles will be allowed in any one hall at any time.
- Drivers must not move vehicles within the halls until a designated banksman is available.
- A one-way system may be in operation.

HALLS ACCESS RESTRICTIONS

Hall 1

Vehicle access through roller shutter door

Door height 4.8m
Door width 5m

Hall 2

Vehicle access through roller shutter door

Door height 5.3m
Door width 5m

Hall 3 (if in use)

Vehicle access through roller shutter door

Door height 5.3m
Door width 5m

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

For any queries regarding dimensions please contact the Organisers on admin@napfmevent.org.uk

DISPLAY VEHICLES

Exhibitors displaying vehicles inside must comply with the following:

- All display vehicles must have a full fuel tank.
- Any batteries should be disconnected where possible.
- An oil sump tray must be suitably positioned where required.
- There must be two fire extinguishers available close by - either 9 litre AFFF or 4.5 kg Dry Powder.
- Exhibitors must be able to locate the position of the isolation switch on electric vehicles.
- Exhibitors or their Contractors using silicone sprays on vehicle bodywork or tyres must ensure that the spray does not come into contact with carpets or flooring. Floor surfaces must be protected by the exhibitor to prevent them from becoming slippery. The Exhibitor will be responsible for the removal of any oil deposits and spillage.
- Engines must be switched off once at a standstill and must not be run during the event.
- No vehicles can enter the hall during de-rig until ALL members of the public have exited from the hall and it is safe to enter.
- Vehicles will not be allowed into the hall until everything is packed and ready to load.
- Vehicle movement is not allowed during the open hours of the event without prior permission from the organisers.
- **Petrol & diesel vehicles**
 - Re-fuelling is prohibited on-site - this must be done at off-site fuel stations only.
 - The fuel tanks on petrol vehicles manufactured from 1984 onwards may contain fuel.
 - The fuel tanks on petrol vehicles manufactured prior to 1984 must contain only sufficient fuel to move the vehicle in and out of the hall, due to the absence of safety features which prevent leakage.
 - The fuel tanks on diesel vehicles must be full.
 - The fuel tank must be sealed, wherever possible with a lockable cap.
- **Electric vehicles**
Electric charging will take place during live event times only and as per TIC guidance.
- **Hydrogen vehicles**
Hydrogen vehicles must be delivered on transporters and contain minimum fuel.
There must be no charging at all of hydrogen cells on-site - this must be done at off-site hydrogen fuel stations only.

Anyone found not to be following the above procedures may be asked to leave the site.

PARKING VEHICLES FOLLOWING THE EVENT

Please ensure that any vehicle left overnight or during the course of de-rig is parked away from unsecured shell schemes or exhibition stands which may become unstable in flows of air from the open roller shutter doors.

VEHICLE PARKING - GENERAL

Exhibitor Parking

There is parking throughout the site which is free for the duration of the set up, event and de-rig and requires no passes.

Commercial Vehicle Parking

All commercial vehicles should be parked in Car Park 5 at the rear of the venue. For your reference a site map is included on page 16.

DISPLAY VEHICLE PARKING FOR COLLECTION AFTER THE EVENT

Any display vehicles not collected during de-rig on Wednesday may be left outside overnight but **MUST** be collected no later than 1pm Thursday.

VEHICLE TESTING AND DEMONSTRATION

Vehicle testing and demonstration is **NOT** permitted on-site without prior permission.

ROUTE SIGNAGE

All drivers attending the show **MUST** follow the route signs. On leaving the show please follow the **EXIT** signs. The entrance to the event will be from the roundabout on St. Quentin Gate, Telford.

DELIVERY OF EXHIBITS & ITEMS FOR RIGGING

Please note that any items that you are supplying for rigging by the on-site contractor, Stagecraftuk, MUST be delivered to the venue *no later than close of play on 28th June 2024.*

Any items being delivered directly to the venue should be clearly addressed to the exhibitor as follows:

*Exhibitor's Company Name
c/o The Emergency Fleet Exhibition
The International Centre
International Way
TELFORD
Shropshire
TF3 4JH*

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

Please note we are unable to accept any deliveries earlier than 10am on Sunday 30th June 2024.

EXHIBITS

- Exhibitors are responsible for the installation and safety of their exhibits.
- Where exhibits are demonstrated in operation, every effort must be made to ensure that visitors are protected from any danger.
- Exhibitors of audio and visual warning equipment must ensure that they avoid causing annoyance or distress to visitors or other exhibitors.
- The use of smoke, dry ice or any other effect will only be permitted with the consent of the Organiser and the Venue Event Manager.

STAND CLEANING

The stands will be cleaned by the venue prior to each day of the event. Exhibitors are requested to assist the organisers in keeping the site clean and tidy by using the litter bins and waste skips provided.

WASTE MATERIALS

General waste, such as cardboard and household waste must be placed in the bins or skips provided or removed from the premises at the end of the event. Waste must not be allowed to block passageways or doors. Any commercial or hazardous waste must be disposed of off-site by the Exhibitor or Contractor and according to regulations. Major spillages or spillages of hazardous substances must be reported immediately to the Organisers.

SAFETY & SECURITY

FIRST AID

First aid personnel are available on site during open times and can be contacted through the Event Reception. All exhibitors and contractors are responsible for their own first aid requirements outside of exhibition opening hours. Organisers must be informed when there has been an accident. Certain accidents and dangerous occurrences must be reported to the Enforcing Authority in accordance with The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

SAFETY & SECURITY/HEALTH & SAFETY POLICY

Each exhibitor and contractor has a duty to ensure the health, safety and welfare of their employees and other persons affected by their activities. Each exhibitor and contractor must provide a safe place of work and a safe system of work at the NAPFM Event, just as they are obliged to do on their own premises. All exhibitors and contractors will comply with Health & Safety Regulations and ensure that a risk assessment has been produced in respect of their work at the exhibition. The risk assessment will include the building and dismantling of stands as well as risks in respect of staff and visitors to the stand.

The purpose of these Terms & Conditions is to ensure that contractors and exhibitors carry out their work in a safe manner, that risks are minimised to persons working on the site as well as visitors to the event. The exhibitor and contractor must at all times take every reasonable care to ensure the proper and careful use of the site and must draw the attention of the Organisers to any fact which may constitute an unusual or special risk to the accommodation. When in doubt, the exhibitor must seek advice and cooperate with the Organisers.

PRIOR TO STARTING WORK

- Exhibitors and contractors must inform the Organisers of all hazardous substances they are going to bring onto site. COSHH Assessments must be supplied where appropriate.
- Routes of access, areas of work and storage must be discussed with the Organisers.
- Exhibitors and contractors are to ensure that they, their employees and any sub-contractors are familiar with all emergency procedures on the site.

GENERAL REQUIREMENTS

Only exhibitors and approved contractors notified to the Organisers will be authorised to carry out work on-site. Exhibitors and contractors must ensure that:

- they and their employees observe any restrictions with regards to smoking.
- they and their employees observe any restrictions with regards to Hot Work Permits.
- safe working methods are adhered to.
- a risk assessment of the particular work on site is carried out.
- adequate information, instruction, training and supervision is provided to their workforce on-site.
- adequate and suitable equipment, [including personal protective wear] is provided, and it is safe when properly used.
- ensure that the above adequate and suitable equipment is used.
- speed limits are adhered to, as displayed on site.
- all internal and external exits, corridors and fire exit signs are kept clear and free from obstruction.
- they are responsible for organising any on-site lifting and handling. Please be aware that the Venue and Organisers are unable to assist with this work.
- a risk assessment is completed in respect of the Manual Handling Operations Regulations of 1992.

FIRE SAFETY

During the period of the event, all exhibitors and contractors must comply with the fire and security procedures for the event. These can be found on page 13 and is also included in folded exhibition halls plan.

Outside the period of the event exhibitors and contractors must comply with the Venue fire safety instructions.

Exhibitors and contractors must ensure that:

- they and their employees observe any restrictions imposed on smoking.

- they and their employees observe any restrictions imposed on Hot Work Permits.
- their employees receive information on the use and types of fire fighting equipment, routes of escape, action to take on discovering a fire, evacuation procedures and assembly points.
- fire extinguishers are not removed from their locations or used as doorstops.
- routes of escape are maintained, exits and alarm call points are not obstructed and fire doors are not wedged open.
- they provide their own fire extinguishers for hot work, unless agreement has been reached with the Organisers and the Venue before work commences.
- all vehicles brought onto the site by exhibitors/contractors are only parked in designated areas. Fire escape routes and routes for emergency vehicles must not be obstructed.
- they and their employees are aware that smoking is not permitted in any of the buildings, vehicles or temporary structures and in areas of fire risk such as: dry grass, other vegetation or materials capable of ignition.
- in order to comply with Fire Safety requirements,
 - for indoor exhibition stands, a CO2 fire extinguisher and fire blanket MUST be supplied in addition to those supplied on-site by the Organisers and the Venue.
 - for outdoor exhibition stands, 2 x 9 litre AFFF or 4.5 kgs Dry Powder extinguishers MUST be supplied in addition to those supplied on-site by the Organisers and the Venue,.
 - where an exhibitor is displaying a vehicle, 2 x 9 litre AFFF or 4.5 kgs Dry Powder extinguishers MUST be supplied in addition to those supplied on site by the Organisers and the Venue.
- at the end of the job the work area is visibly inspected to ensure that no potential fire hazards are present.
- where hot work has been undertaken the above inspection must be at least 1 hour after completion of the work and reported to the organiser as safe before leaving the venue.
- ensure that any materials introduced into the Venue are subject of fireproofing with the appropriate certification. The Venue may test or require evidence of any such items to ensure that they meet the required standard.
- they are aware of the location of the isolation switch for electric vehicles.

EMERGENCY PROCEDURES

Emergency procedures can be found on page 13 and they are also included in the folded exhibition halls plan. Exhibitors and contractors are responsible for ensuring that all their personnel are accounted for in the event of an emergency. They are to report to the Organisers or an appropriate member of the Venue staff.

HAZARDOUS SUBSTANCES

- The exhibitor or contractor is to notify the Organisers of any hazardous substances that they are to use or produce during any work. The exhibitor/contractor must have current hazard data sheets for all chemicals and must have carried out a risk assessment.
- All chemicals must be safely transported and stored whilst on site. Chemicals must be securely locked away at the end of each day to prevent unauthorised use. Highly flammable materials must be kept in a suitable metal fire cabinet. No chemicals will be stored in the Venue buildings during the event.
- Where the work may create dust, fumes or a nuisance to occupants in the building, then the appropriate safety precautions must be discussed with the Organisers before work commences.
- Gases and liquids under pressure must have the prior approval of the fire and other relevant local authorities. These cannot be brought onto 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.

ELECTRICAL SAFETY

All electrical equipment brought onto site must have been inspected and tested.

- All exhibitors/contractors will ensure that all electrical and audiovisual equipment introduced to the Venue complies with the IEE regulations and Safety Standards current at the time of the Event.
- The Organisers and the Venue reserve the right to stop the use of, inspect and require the removal of any electrical equipment brought on-site.

- All exhibitors/contractors will ensure that all electrical connections are supervised by the Venue's Technical Manager or designated Assistant Manager or designated Contractor.
- All portable hand tools and other such equipment must be either battery powered or operated at reduced voltage.
- The exhibitor/contractor must provide their own transformers.
- Where a power supply will be required for an extended period of time, then the exhibitor/contractor must obtain permission from the Organisers or the Venue before work commences.
- Exhibitors or contractors will not be allowed to use any equipment owned or in the possession of the Organisers or the Venue, unless the Organisers or the Venue have given permission to do so before any work commences.
- Exhibitors and contractors must not interfere with any mains power supplies or attempt to carry out any repairs or modifications without the permission of the Venue.
- Any work to mains power supplied to the stand will only be carried out by a qualified electrician.
- Exhibitors and contractors must ensure that any trailing cables do not pose a tripping hazard to anyone in the work area.
- Electrical power is available for indoor stands only.
- Exhibitors are **NOT PERMITTED** to use coffee machines, hot water urns, kettles, heaters or other high loading electrical items unless hired from the Venue direct. **Please see the Stand Catering section.**
- Power to the exhibition stands will be switched off and unplugged overnight.

INCIDENT REPORTING

- All accidents, near misses, dangerous occurrences or case of ill health are to be reported immediately to the Organisers. This includes injuries to exhibitors, contractors, delegates, visitors and staff.
- In the case of serious accidents or incidents the scene is to be left undisturbed apart from attending to any injured parties. A full investigation will be carried by the Organisers and/or the Venue.
- Exhibitors and their Contractors should ensure that they have procedures in place for the reporting of accidents / significant near misses involving their staff.

SECURITY

- Whilst the site is regularly patrolled throughout the 24 hour period, exhibitors and contractors are reminded that the Organisers can accept no responsibility for any loss or damage to items brought on-site.
- Exhibitors will supply the Organisers, via the online personnel registration process, details of all staff working on the site including any contractor working on-site on their behalf.
- Exhibitors and contractors will ensure that their members of staff wear the badges or wristbands supplied by the Event Team at all times whilst on the site.
- The appropriate pass must be displayed on all vehicles. These are included at the end of this document and should, ideally, be printed in colour.
- No person other than those authorised by the Venue shall enter any area of the site which is not part of the Event.
- The Venue and the Organisers reserve the right to exclude or eject any person from the Event or the Venue whom they shall reasonably consider to be objectionable, not invited to the Event, not wearing the correct badge or not a bona-fide attendee.
- The Organisers and the Venue reserve the right to search all containers, boxes, flight cases and equipment coming into the Venue both prior to the event and leaving the Venue, during or after the event.
- No cases, bags or boxes are to be left in public view during the Event.

HI-VIS CLOTHING

Please note that during build-up and breakdown periods all personnel in all areas must be wearing HI-VIS waistcoats or jackets and closed toe shoes. 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.

Security and Safety Notice

1. INTRODUCTION

- Security and safety is the concern of everyone at this event. Everyone attending this event is asked to play their part in ensuring that security measures are in place and adhered to at all times.
- All those attending the exhibition must comply with the following common-sense measures, which are designed to reduce risk.
- Staff from the NAPFM Event Team and The International Centre will be on duty to assist you. In the event of an incident, members of staff are there to assist. If you have any concerns please speak to them.

2. PEOPLE

- All personnel **MUST** wear an identity badge in a prominent position at all times whilst at the Exhibition.
- Persons without identification displayed will be challenged by staff and, if unable to prove identity, will be escorted from the site.
- All persons attending the Event must be registered and booked in with the Event Organisers.

3. CAMERAS

- Photography is permitted. Exhibitors may, if they wish, place restrictions on the photographing of certain items; this should be clearly indicated.

4. VEHICLES

- Please park as directed by staff at the venue. (Car park passes are not required by visitors.)
- Please be aware that pedestrians are moving around the car park.

5. SECURITY

- Please **DO NOT** leave bags unattended and keep your property secure.
- The exhibition site will be patrolled throughout the 24 hour period of the event by on-site Security Staff.
- Your alertness, co-operation and vigilance whilst at the show will assist in maintaining our current security level.

6. FIRE

- **If you discover a fire:**
 1. Immediately operate the nearest fire alarm call-point.
 2. Notify a member of staff.
 3. Attack the fire with the extinguishers provided but only if it is safe to do so.
- **In event of a fire alarm or the following public address message:**
"ATTENTION, ATTENTION, AN EMERGENCY SITUATION EXISTS WITHIN THE BUILDING, PLEASE LEAVE VIA THE NEAREST EXIT."
 1. Immediately evacuate the building.
 2. Make your way to one of the ASSEMBLY POINTS A, B, C or D - located in car parks P1, P2, P3 or P5.

7. BOMB ALERT

- In the event of a bomb alert please follow the instructions given by Police Officers, Event Staff, Security Staff and Venue Staff.

8. ILLNESS OR INJURY

- First Aiders can be contacted via any member of staff or the Event Reception.

**PLEASE REMEMBER ALL BUILDINGS
AT THE VENUE ARE NO SMOKING AREAS**

OTHER

CORRUPTION

Exhibitors shall not commit any offence under the Prevention of Corruption Acts 1889-1916 or any enactment replacing or amending those Acts, or give any fee or reward the receipt of which is an offence under the Local Government Act 1972 or any enactment replacing or amending the Act.

FORCE MAJEURE

The exhibition may be postponed, shortened or extended due to any cause whatsoever outside the control of the Organisers. The Organisers and the Event Team 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.

CONTACTS

NAPFM EVENT TEAM

Joanna Neale (Event Manager)
Richard Ryder (Exhibition Manager)
Heather Ryder (Event Administration)
Steve Smith (Health & Safety Officer)
James Stiff (Photographer)

07498 238448 | admin@napfmevent.org.uk

TELFORD INTERNATIONAL CENTRE (TIC)

Stagecraftuk

On-site supplier of additional extras for your stand, including audio-visual, rigging & drop wires, electrics, forklift hire, internet & carpet and some furniture hire.

Nathan Fishburn | 01952 281600 | nathan.fishburn@stagecraftuk.com

TIC Catering

Shelley Simister | 01952 281601 | shelley.simister@tictelford.com

TIC Portal

For online ordering of all the above services.

www.tictelford.com/pre-order/emergency-fleet-exhibition-2024

SITE PLAN & ONSITE PARKING



CAR PARK	SPACES	DISABLED PARKING
Car Park 1	370	No
Car Park 2	250	Yes
Car Park 3	120	No
Car Park 4	50	Yes
Car Park 5	60	No
Car Park 6	100	No
Centre Car Park (Multi-Storey)	300	Yes



The Emergency Fleet Exhibition

50TH NAPFM
CONFERENCE

THE INTERNATIONAL CENTRE, TELFORD TF3 4JH | 2nd & 3rd July 2024

**Rear
Gate**

Vehicle Pass Hall 2

(Yellow)

Contractor / Exhibitor

Stand Number -----

Contact Mobile No -----

Unloading and Loading Only - June/July 2024

Valid: Sunday 30th June 0900 to 1700hrs | Monday 1st July 0800 to 1800hrs
Wednesday 3rd July from 1600 to 1900hrs | Thursday 4th July from 0800 to 1300hrs

NOT VALID FOR USE IN THE EXHIBITION AREA DURING SHOW TIMES

To be displayed on the windscreen or dashboard of the vehicle at all times whilst on site



The Emergency Fleet Exhibition

50TH NAPFM
CONFERENCE

THE INTERNATIONAL CENTRE, TELFORD TF3 4JH | 2nd & 3rd July 2024

**Front
Gate**

Vehicle Pass Hall 1 & Concourse (Green)

Contractor / Exhibitor

Stand Number -----

Contact Mobile No -----

Unloading and Loading Only - June/July 2024

Valid: Sunday 30th June 0900 to 1700hrs | Monday 1st July 0800 to 1800hrs

Wednesday 3rd July from 1600 to 1900hrs | Thursday 4th July from 0800 to 1300hrs

NOT VALID FOR USE IN THE EXHIBITION AREA DURING SHOW TIMES

To be displayed on the windscreen or dashboard of the vehicle at all times whilst on site

NEARBY HOTELS

KEY: R – No. of rooms D – Driving time to The International Centre (*approx*)

Holiday Inn

Tel: 01952 527000

www.southwatereventgroup.com

R: 150 D: On-site

The International Hotel

Tel: 01952 521600

www.southwatereventgroup.com

R: 10 D: On-site

Ramada Hotel

Tel: 01952 425000

www.ramadatelford.co.uk

R: 90 D: 2 mins

Mercure Telford Centre Hotel

Tel: 01952 217680

<https://all.accor.com/hotel/B537/index.en.shtml>

R: 153 D: 2 mins

Premier Inn

Tel: 0871 527 9082

www.premierinn.com

R: 62 D: 2 mins

Days Inn

Tel: 01952 238400

www.daysinntelford.co.uk

R: 49 D: 5 mins

Telford Golf & Spa Hotel

Tel: 01952 429977

www.qhotels.co.uk

R: 114 D: 5 mins

Telford White House

Tel: 01952 250700

www.whitehousehotels.com

R: 90 D: 7 mins

Madeley Court Hotel

Tel: 01952 680068

www.hotels-telford.com

R: 47 D: 8 mins

Travelodge

Tel: 08719 846110

www.travelodge.co.uk

R: 40 D: 10 mins

Buckatree Hall Hotel

Tel: 01952 641821

www.buckatreehallhotel.com

R: 62 D: 10 mins

Park House

Tel: 01952 460128

www.Parkhousehotel.net

R: 54 D: 10 mins

The Valley Hotel

Tel: 01952 432247

www.thevalleyhotel.co.uk

R: 44 D: 10 mins

Haughton Hall

Tel: 01952 468300

www.haughtonhall.com

R: 36 D: 10 mins

Blueberry Hotel

Tel: 01743 276020

www.blueberryhotels.com

R: 75 D: 15 mins

Patshull Park

Tel: 01902 700100

www.patshull-park.co.uk

R: 49 D: 20 mins

The Mount

Tel: 01902 752055

www.themount.co.uk

R: 68 D: 20 mins

Lord Hill

Tel: 01743 232601

www.thelordhill.co.uk

R: 36 D: 20mins

Himley Country Hotel

Tel: 01902 896716

www.himleycountry-hotel.co.uk

R: 73 D: 25 mins

Albrighton Hall

Tel: 01939 291000

www.mercure.com

R: 87 D: 25 mins

EXHIBITION DIRECTORY ADVERT GUIDELINES

Exhibitors who have chosen to take advantage of the excellent advertising rates for space in the conference directory should **send artwork to artwork@napfmevent.org.uk by 24th May 2024.**

Please note:

- The brochure will be printed using a 4 colour process.
- All artwork **MUST** be supplied as following:
 - High-resolution CMYK PDF with a minimum of 3mm bleed and crop marks.
 - Advert dimensions: Full page 148mm x 210mm (portrait) / Half page: 128mm x 90mm (landscape)
 - **Because of the wire binding, please avoid placing any important information within the first 10mm from the right hand side.**
- Artwork not received in the correct format or after the deadline may result in the cancellation of the advert in the brochure.

Additionally we are pleased to offer artworking services at a competitive rate. Our artwork department can produce artwork for either a half page or full page advert from a given brief. Exhibitors who would like a quote for this service or who have any queries can e-mail us at artwork@napfmevent.org.uk. Please include your contact details in the e-mail.

stagecraftuk Shell Scheme Specification

- Stand height is 2500mm from the floor to the top of the stand.
- Maximum internal height is 2430mm to allow for the ceiling grid structure.
- The white Foamex wall panels are 2350mm high x 970mm wide.
- The maximum visible area of the wall panels are 2340mm high x 950mm wide.
- If printing graphics to overlay on the existing wall panels the graphics should be 2340mm x 950mm, and should be fixed to the panels using one of the approved methods listed below.
- If printing graphics onto Foamex to replace the existing wall panels then the Foamex should measure 2350mm high x 970mm wide x 3mm thick, and the artwork should be 2340mm x 950mm. **PLEASE NOTE: IF PRINTING WALL PANELS THE REAR OF THE PANEL NEEDS TO BE PLAIN WHITE AS THIS WILL BACK ONTO ANOTHER STAND.**

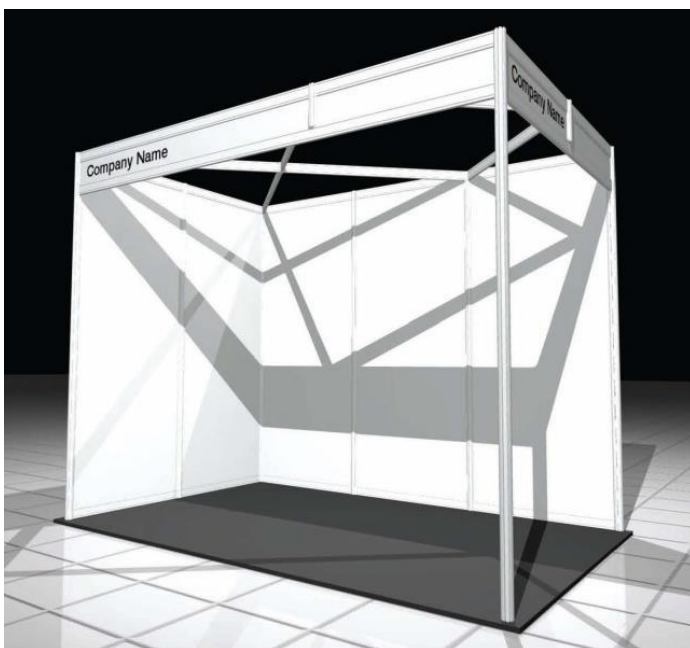
Please observe the following do's and don'ts to avoid chargeable damage to the system:

DO NOT USE:

- Nails
- Screws
- Pins
- Staples
- Paint
- Anything with a strong adhesive.

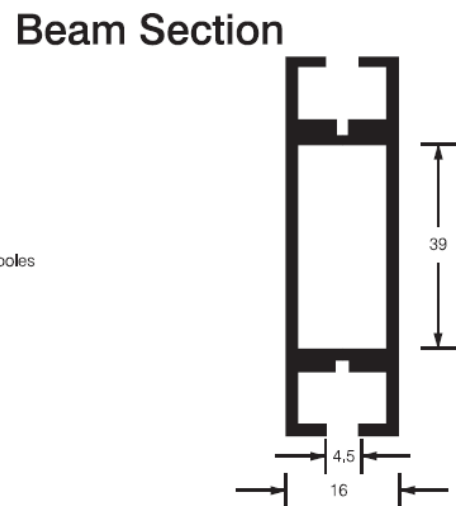
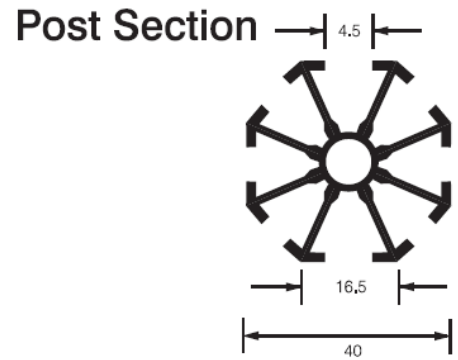
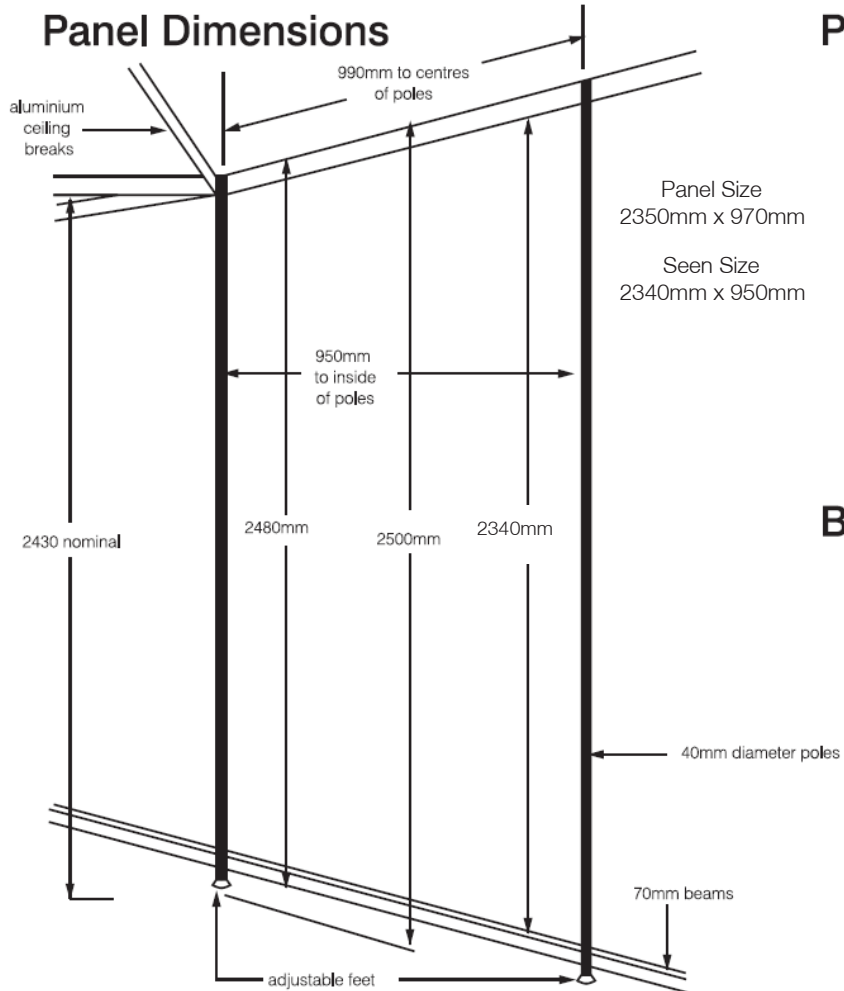
DO USE:

- Double sided tabs
- Self-adhesive velcro hook and loop
- Panel brackets



Example of a 3m x 2m stand

Continued.../



HIRE OF SCANNERS

Scanners can be hired directly from the badging company, Jonas Event Technology, using the form on the portal under the Scanner Order Form button.

For further information please use these links (which can also be found on the Scanner Order Form page on the NAPFM portal):

App:

<https://simplebooklet.com/engagescannerappuserguide>

<http://jonas.events/engage>

Scanner:

<https://simplebooklet.com/handheldscanneruserguide>

<http://jonas.events/handheld>