

NAPFM The Emergency Fleet Exhibition

TERMS & CONDITIONS FOR EXHIBITORS

The information contained herein forms the NAPFM The Emergency Fleet Exhibition Terms and Conditions for Exhibitors and their Contractors. Further information regarding exhibiting can be found in the current Exhibitor Manual which is available from the downloads section of the website.

GENERAL INFORMATION

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.**

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.

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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.

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

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 the Exhibitor Manual 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 the Exhibitor Manual for contact details.

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.

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 the Exhibitor Manual 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 2024	08:00 - 17:00
Tuesday 2nd July 2024	08:00 - 17:00
Wednesday 3rd July 2024	08:00 - 16:00

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.

VEHICLE TESTING AND DEMONSTRATION

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

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.

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 in the Exhibitor Manual 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 in the Exhibitor Manual 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.

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.