

38th National Association of Police Fleet Managers'

Conference & Exhibition 2011

Terms & Conditions for Exhibitors and Contractors

Please note references to;

"Organisers" means Wiltshire Police

"The Venue" means Exec East of England Showground

Booking

Forms All exhibitors are required to complete and return all booking and information forms by the date due.

Confirmation All bookings are considered as provisional until the booking form has been received at the Event Office. Once the booking form has been received any booking will be subject to these terms and conditions.

Terms of Payment Exhibitors will be invoiced for the cost of the exhibition space approximately 12 weeks prior to the event. The invoice must be paid within 14 days.
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 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 your 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 we 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

<i>Period of Notice</i>	<i>Charge</i>
Between 4 and 6 months	25% of rates quoted
Between 2 and 4 months	50% of rates quoted
2 months or under	100% of rates quoted.

Supply of Information Each exhibitor is required to supply contact details for the brochure, together with a maximum 50 word 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 Information Names of exhibitors and website details may be included on the event website. The Organisers reserve the right to share brochure details with appropriate publications.

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.

Insurance

Exhibitors are reminded that they **MUST** have public liability insurance that covers them for the period of the event. Details of this insurance **MUST** be supplied by the notified date.

Exhibitors should also have in place full insurance cover for their stand, exhibits, and personal effects as well as cover for third party claims for abandonment.

Safety and 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.

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 of whatever to the accommodation. When in doubt as to whether any part of the planned activity may constitute an unusual or special risk, the exhibitor must seek advice from the Organisers.

All buildings at the Venue are **NO SMOKING** areas.

General Requirements

Only exhibitors and approved contractors notified to the organisers will be authorised to carry out work on site. Exhibitors and contractors are required to look after their own health and safety and that of other people who might be affected by their activities. In particular, exhibitors and contractors must:

- Adhere to safe working methods.
- Carry out their own risk assessment of the particular work on site.
- Plan and organise health & safety precautions before starting work.
- Provide adequate information, instruction, training and supervision to their workforce on site.
- Provide adequate and suitable equipment which will be safe when properly used and ensure that it is used.
- Provide and maintain adequate and suitable personal protective equipment, where it is required.
- Co-operate with the Organisers on all matters of health, safety and welfare.
- Report any hazards, accidents near misses or other incidents to the Organisers.
- Adhere to speed limits, as displayed on site.

All internal and external exits, corridors and fire exit signs must be kept clear and free from obstruction.

Prior to Starting Work

Exhibitors and contractors must report to the Event Office / Reception and comply with these and any Terms & Conditions of the Venue.

Exhibitors and contractors must inform the Organisers of all hazardous substances they are going to bring onto site. COSHH Assessments must be supplied for all materials.

Routes of access, areas of work and storage must be discussed with the Organisers.

Exhibitors, contractors are to ensure that they, their employees and any sub-contractors are familiar with all emergency procedures on the site.

Site Specific Hazards Risk Assessment

The Organisers advises that the types of hazards which may be encountered include:

- Unknown cables and service routes
- Exposure to wind and weather
- Large surface ducts
- Soil contamination
- Uneven surfaces

This list is not exhaustive of the hazards on site.

Anyone carrying out works should be vigilant for any types of hazard.

Exhibitors and contractors are expected to have carried out an assessment on the risks associated with their work activities. They must ensure that their work complies with safe working practice and does not expose anyone to any risks to their health and safety.

First Aid

First aid cover is provided on site during the Monday set up day, Tuesday and Wednesday event days.

Outside this period all exhibitors and contractors are responsible for their own first aid requirements. They must inform the Organisers when there has been an accident. They must report certain accidents and dangerous occurrences to the Enforcing Authority in accordance with The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

Waste Materials

General waste, such as cardboard and household waste must be placed in the bins/skips provided or removed from the premises at the end of the event, it must not be allowed to block passageways or doors. Any commercial or hazardous waste must be disposed of off site, according to regulations, by the exhibitor or contractor.

Major spillages or spillages of hazardous substances must be reported immediately to the Organisers.

Fire Safety

All exhibitors and contractors will comply with the fire and security procedures for the event. A copy of the current order will be supplied upon registration.

Outside the period of the event all contractors will comply with the venue fire safety instructions.

Exhibitors and contractors must ensure that:

- They and their employees observe any restrictions imposed on smoking or a Hot Work Permit.
- Their employees must 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 must be maintained, exits and alarm call points must not be obstructed and fire doors are not wedged open.
- For hot work they provide their own fire extinguishers, unless agreement

has been reached with the organisers and The Venue before work commences.

- All vehicles brought onto the site by exhibitors/contractors must be parked in designated areas. Fire escape routes and routes for emergency vehicles must not be obstructed.
- Smoking is not permitted in any of the buildings, marquees and in areas of fire risk such as: dry grass, other vegetation or materials capable of ignition.
- Where an exhibitor is displaying a vehicle, that exhibitor **MUST**, in order to comply with Fire Safety requirements must have the following:
 - **Inside Areas** – CO₂ fire extinguisher and fire blanket
 - **Outside Areas** – have 2 x 9 litre AFFF or 4.5 kgs Dry Powder extinguishers.

These will be in addition to those supplied on site by the Organisers and The Venue.

At the end of the job the work area is to be visibly inspected to ensure that no potential fire hazards are present. Where hot work has been undertaken this inspection must be at least 1 hour after completion of the work.

The exhibitor will be responsible for ensuring that any materials introduced into The Venue are subject of fireproofing with the appropriate certification. The Venue may test any such items to ensure that they meet the required standard.

Emergency Procedures

All exhibitors and contractors will comply with the fire and security procedures for the site and ensure that their staff are familiar with those procedures. A copy of the current order will be supplied upon registration. Copies of the procedures are displayed on site.

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 a member of The Venue staff which ever is appropriate.

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 interested 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.

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 only available for internal stands.

High load electrical items such as kettles and heaters etc will not be used on stands in The Venue. MAXIMUM 1000 Watts

Exhibitors occupying internal stands will supply before the event to the Organisers details of the watts/amps to be consumed on their stand.

Power to the exhibition stands will be switched off overnight.

Please see entry 'Electric Power' entry under 'Exhibition General' (Page 7).

Equipment

The exhibitor/contractor is responsible for ensuring that all equipment brought onto the site is safe, well maintained, used in accordance with safe systems of work and that all operators have received appropriate training.

No equipment, belonging to the Organisers or The Venue, unless an approved officer from those bodies has given prior permission, will be used by an exhibitor or contractor.

Current certificates of examination must be held for any lifting equipment and pressure equipment that is to be brought onto site.

Exhibitors/contractors will not install any sound, amplifying or lighting equipment or any other equipment or any other structures or equipment whatsoever without the prior consent of the Organisers or the Events Manager of The Venue.

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.

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. Vehicles will not be allowed into the buildings. All vehicles must be unloaded & loaded outside the buildings.

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.

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 onto the site.

Exhibitors will supply the organisers with details of any contractor working on site on their behalf.

Exhibitors will supply to the organisers the names of all staff working on site; this includes the names of those from any contractor.

Exhibitors and contractors will ensure that their members of staff wear the approved identification pass at all times whilst on the site. The appropriate pass must also be displayed on all vehicles.

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 who it shall reasonably consider to be objectionable or not invited to the Event.

The Organisers and The Venue reserve the right to search all containers, boxes, flight cases and equipment coming into The Venue 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.

Smoking

Smoking is NOT permitted in any building or marquee at the Venue.

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.

Display Vehicles

Where an Exhibitor has been given approval by the Organisers to display a vehicle inside Exec then following measures must be taken:

- I. Fuel tank to be full.
- II. Battery disconnected where possible.
- III. Oil sump tray suitably placed where required.
- IV. CO₂ extinguisher and fire blanket supplied

Vehicles displayed in the Exec Main Hall & Atrium may be driven into position under the supervision of a "banksman" or member of staff.

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

Please see entry under Fire Safety re fire extinguishers.

Exhibition General

Exhibition Space

Exhibitors should be aware that the majority of the stands at the Exhibition are space only. The indoor area is accommodated in Exec building. A "Shell

Scheme" is only provided in the Atrium

The outdoor areas are on hard standing and grass. (Please see plans.)

Stands & Services

1. No Exhibitor or contractor shall without the written permission of The Venue Events Manager:
 - (a) affix anything to the floor, walls ceilings or columns at The Venue
 - (b) affix anything to the structure, contents or grounds of the site, or
 - (c) mark, soil or damage the structure, contents, or grounds of the site; or
 - (d) paint or construct (save by way of the erection of prefabricated components, marquees and tents, approved by the Organisers) any object or structure on the site.
2. No Exhibitor or contractor shall:
 - (a) damage or remove any of the exhibits, fittings or other property of The Venue; or
 - (b) touch or tamper with any gas, electrical or water installations at The Venue without the Authorised Officer's consent, or
 - (c) 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. Exhibitors will be liable for cost of removal of any tape or putting right any damage.
3. Stands must not project into or over the gangways.
4. Indoor stands will not exceed 2.5m in height, without the agreement of the Organisers.
5. It is the responsibility of the exhibitor to ensure that stands fit within the allotted space.
6. 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.
7. It is intended that the layout of the outside exhibition area 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 display. Marquees and double-decker hospitality units will only be permitted on the perimeter of the outside areas.
8. Fencing or barriers between outside stands should not, without the approval of the Organisers, be higher than 1 metre.
9. Where an exhibitor is proposing to build any structure, they are required to supply details and drawings no later than 28 days prior to the Event.
10. The exhibitor will ensure that any item or vehicle on their stand is displayed in a safe and appropriate manner.
11. When an exhibitor or contractor intends to use pegs in any grass area they must first check with the Organisers and scan the ground for pipes and cables etc.

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.

Electrical Power

The Organisers will make every effort to supply one electrical socket for the use of each plot in the Atrium. Exhibitors in the Main Hall of Exec may purchase an electric power connection at the approved rate.

Exhibitors will be asked to supply details of electrical equipment used on their stand.

Exhibitors are NOT PERMITTED to use heavy loading items, such as coffee machines, hot water urns and kettles.

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

All items of electrical equipment **MUST** be switched off and unplugged overnight.

Electrical power is not provided to the **OUTDOOR** plots.

Visitors & Stand Personnel

All Visitors and Stand Personnel **MUST** be pre-registered with the Organisers and report to the Exhibition Reception on arrival. Passes will be worn at all times.

Vehicles (Display)

The new Framework Agreements mean that the format of the notices will change. Details required from exhibitors will be supplied later in the General Information pack.

Indoor Plots – Restricted Height, Width & Weight

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.

Tele-communication Lines

The organisers are not able to supply telephone, data or fax lines at the show.

Vehicle testing & demonstration

Will **NOT** be permitted on the site.

Catering

The only catering facilities permitted on the site are those approved by The Venue.

Alcoholic drinks

NO alcohol will be brought onto the site.

Appropriate Behaviour & Dress

All those attending this event, delegates, exhibitors, visitors and contractors are asked to dress and behaviour 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 expected, in line with this behaviour code, that exhibitors' stand staff or contractors dress in a professional manner when promoting their products.

Prize Draws

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

Corruption

Exhibitors shall not commit any offence under 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.

General Information

Will be issued to exhibitors approximately 1 month prior to the Event.

Amendments

These Terms and Conditions are subject of review and updating. Where this occurs new Terms and Conditions will be supplied to Exhibitors and where appropriate Contractors.