

Dear Exhibitor

Please find to follow, your copy of the Exhibition Manual for the forthcoming Skill Up Tees Valley exhibition. This manual has been designed to help you plan, co-ordinate and administer the various services that are needed for a successful exhibition.

Please complete and return all the forms by the date shown on the checklist – sooner if possible as this will ensure a trouble free build up to the exhibition.

The Manual is designed to ensure that you have a record of the forms submitted and by using our checklist; submitting the forms is made as easy as possible. We suggest your Stand Manager has the Manual at the show to confirm details should any problems arise.

If you have any queries or require assistance please do not hesitate to contact us.

Yours faithfully

Jill Brown

Skill Up Tees Valley

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Forms to be filled in and submitted:

Risk Assessment
Programme Entry
Fascia Name Board
Electrical List
Method Statement
Public Liability Insurance

Have You Organised?

Stand design
Promotional material
Exhibition training
Hotel accommodation
Insurance
Delivery procedures
Loading and unloading
Employment of labour

Have you read?

Health & Safety
Fire Regulations

TIMETABLE

Buildup	07.00 hours Mon 16 July		<i>Official contractor to commence building Shell Scheme stands</i>
	09.00 hours Mon 16 July		<i>Space only sites to commence Stand construction</i>
	15.00 hours Mon 16 July		<i>Exhibitors to prepare Shell Scheme stands</i>
Exhibition 10.00 – 16.30 hours Tuesday 17 July 14.00 – 19.30 hours Wednesday 18 July 10.00 – 16.30 hours Thursday 19 July Exhibitors to be set up 30 minutes before opening			
Breakdown	16.30 hours Thursday 19 July		<i>Removal of exhibits</i>
	23.59 hours Thursday 19 July		<i>All stands to be clear by 23.59 hours</i>

NB Under no circumstances must any stand fittings, machinery or equipment etc be left in the venue after 23.59 on Thursday 19 July, any items left in the Venue after this time will be disposed of.

ENQUIRIES

For all enquiries in relation to the exhibition, including exhibition programme, exhibitor requirements, marketing, audio visual equipment, exhibition stand design and build, electrical requirements, furniture, catering, photography, event staff and on-site handling, contact:

Skill Up Tees Valley
Allens West
Durham Lane
Eaglescliffe
Stockton on Tees
TS16 9HA

T: 01642 803973
F: 01642 355721
E: info@skillupteesvalley.co.uk

ADMISSION TO THE EXHIBITION

For general admission times for exhibitors, see timetable. Exhibitors wanting to gain access outside these times require the permission of the organisers. ALL staff and exhibitors must wear badges. To avoid congestion at the entrances, exhibitors must ensure that their own staff manning the stand have exhibitor badges at all times.

All visitors will be registered on entry to the event.

CAR PARKING

There is plenty of car parking at the Riverside Stadium, you will be directed to the exhibitor parking area (Car Park E) following unloading.

CATERING

Eating or drinking at stands is strictly prohibited. The Hardwick Suite has been designated the exhibitor lounge where tea and coffee will be served and food will be available to purchase. Under no circumstances can food be brought into the Stadium.

CHECKLIST

A checklist can be found on page 3.

CLEANING

General cleaning of the main walkway will be carried out. It is exhibitors' responsibility to keep their own stand clean and tidy. Rubbish should be put in the skips provided outside of the concourse area.

COMFORT

The concourse area is cooler than outside therefore you may need an extra layer of clothing to be comfortable while on your exhibition stand. Please also note that the concourse may become damp overnight therefore it is advised to remove all brochures and other paper documents from the site at the close of the exhibition each day.

CUSTOMS & EXCISE

Exhibitors requiring up to date Customs information and assistance with temporary importation formalities should contact **HM CUSTOMS**. The Riverside Stadium is not a bonded warehouse.

DATA CAPTURE

Visitors will be requested to either pre-register for the exhibition or to register on entry to the exhibition. On completion of the event this information will be available to exhibitors on request from Skill Up Tees Valley (subject to Data Protection restrictions).

DATA PROTECTION

Exhibitors are advised to familiarise themselves with the data protection acts of 1984 and 1998.

DELIVERY PROCEDURE

People making deliveries during the exhibition open days should make sure the delivery

is out of open hours. Please ensure that a representative from your stand is available to receive any goods, the organisers are unable to accept deliveries on behalf of exhibitors. All goods and packages should be clearly labelled as follows:

Exhibitor Name
Skill Up Tees Valley - Stand Number
Riverside Stadium
Middlesbrough
TS3 6RS

FURNITURE & FLORAL HIRE

Exhibitors requiring furniture or floral hire on their stands should contact Skill Up Tees Valley. Any exhibitors wishing to bring items of furniture into the Stadium must first submit a Fire Certificate.

HANGING DISPLAYS & BANNERS

Hanging banners can be organised but only under certain conditions set out by the Riverside Stadium. For Information on these conditions and the charges that would apply please contact Skill Up Tees Valley.

HOTEL ACCOMMODATION

Hotel accommodation can be arranged, please contact Skill Up Tees Valley.

INSURANCE

Whilst every reasonable precaution is taken, the organisers expressly decline responsibility for any loss or damage which may befall the person or property of the exhibitor or his agent from any case whatsoever.

Exhibitors must ensure they have adequate public liability insurance cover and must submit a copy of the certificate prior to the exhibition.

LOADING & UNLOADING

To avoid congestion and unnecessary delays, immediately after unloading, vehicles should be removed from the unloading area to the exhibitor car park. Your co-operation will greatly assist a stress-free build-up for yourself and your fellow exhibitors.

METHOD STATEMENT

All exhibitors must undertake a method statement and forward to the Organisers prior to the exhibition.

OBLIGATION TO OCCUPY STAND

On each day the exhibition is open to visitors, your stand must be manned and ready to receive visitors 30 minutes prior to exhibition opening time. Your stand must be manned at all times during opening times with all interactive exhibits operational during opening times.

PATENTS AND REGISTERED DESIGNS ACT

The following is an extract from a letter from the Patent Office outlining the position relating to Patent Protection during the exhibition.

'You will wish to note that new patents legislation has been enacted, and is embodied in the Patents Act 1977, which entered into force on 1 June 1978. Previously certificates were issued under Section 51 (2) of the Patents Act 1949 to allow inventions to be exhibited without prejudicing the inventor's chance of obtaining a patent because of the prior publication at the exhibition and consequential lack of novelty.' However, under section 2(4)(c) of the Patents Act 1977, only international exhibitions as defined by the convention relating to International Exhibitions (Signed in Paris in 1928 and amended in 1948) will be recognized for the purpose of affording protection. The fact that such an exhibition constitutes an international exhibition within the meaning of the Act will be advertising in the Official Journal (Patents) but no certificates to that effect will be issued either to the exhibition organiser or to any exhibitor.

Since this exhibition does not appear to fall into the category above, you may wish as an exhibitor to protect inventions, which you intend to show at the exhibition by applying for a patent before the exhibition opens.

The attention of exhibitors is drawn to the fact, that if they desire to avail themselves of the protection afforded in the United Kingdom (as a consequence of the issue of the certificate(s) by Section 6(2) of the Registered Designs Act, 1949, then they must make formal application for the registration of a design not later than six months after the opening of the exhibition.

Exhibitors are made aware that the Department of Trade is of the opinion that while a Department of Trade Certificate for an exhibition held in this or any other country reserves an exhibitor's UK rights as indicated in Section 6(2) of Registered Designs Act, 1949, it does not in any way reserve his foreign rights, and in view of the dangers to foreign designs rights inherent in displaying a design even at a certified exhibition, it is the opinion of the Department of Trade that exhibitors should, whenever possible, apply for protection before" any such display. The North East Business Tourism & Corporate Hospitality Show is an exhibition certified by the Department of Trade for the purposes, of section 6(2) of the Registered Designs Act, 1949.

PETROL FUELED MOTOR EXHIBITS

The exhibiting of petrol fuelled motor vehicles or other petrol-engine equipment will be permitted outside of the concourse area only.

PROGRAMME ENTRY

EXHIBITION PROGRAMME EDITORIAL

The official programme is designed both as a guide and as an invaluable reference directory, not only during, but also after the Exhibition. A form is attached which needs to be completed and returned.

EXHIBITION PROGRAMME ADVERTISING

In order to maximise your participation at the exhibition, advertising in the Exhibition Programme is available, please see the attached form for further details.

PUBLIC ADDRESS SYSTEM

During the open period the public address system is for use by the Organisers for official announcements only. It is not available to exhibitors or visitors except in case of emergency.

PUBLIC LIABILITY INSURANCE

All exhibitors must submit a copy of their public liability insurance along with all other forms and information requested.

SECURITY

The Organisers cannot hold themselves responsible for any loss or damage to exhibitor's property. As well as taking out adequate insurance, Exhibitors should instruct their personnel not to leave their stands with exhibits unattended at any time when the venue is open, whether during the installation, open or dismantling periods. Briefcases, laptops and mobile telephones are particularly vulnerable, safeguard them at all times. Portable items should be secured overnight and removed immediately the exhibition closes when the risk of loss or damage is at its greatest.

In the event of loss or damage, exhibitors should report immediately to the organiser with details of the loss or damage sustained, timings and description of articles etc.

SMOKING POLICY

The building has been designated a no smoking area.

TEMPORARY STAFF AGENCIES

The Organiser will be pleased to provide a list of companies to help you with any temporary staff requirements on your stand.

VISITOR HOSPITALITY

Any refreshments served to visitors at your stand must be provided by the Riverside Stadium, and ordered through the Organisers, please contact Skill Up Tees Valley with your requirements.

WASTE DISPOSAL

The Riverside Stadium will provide skips for normal and reasonable Exhibitor refuse disposal. Any refuse of waste over and above normal disposal waste or consisting of hazardous materials shall attract an extra charge. Neither refuse nor exhibition packaging intended for re-use or breakdown may be stored in the Stadium because it will constitute a fire hazard.

HEALTHY & SAFETY

FIRE REGULATIONS

The Riverside Stadium is equipped with a comprehensive fire detection system within the venue, together with fire extinguishers positioned strategically around the perimeter of the venue.

FIRE PREVENTION - HAZARDOUS MATERIALS

Fuel and Mineral Oils - Fuel oil used in connection with any oil burning equipment shall have a flash point of not less than 54°C (130°F) and shall be in accordance with BS 2869; 1988, "Petroleum fuels for oil engines and burners". Paraffin and other mineral oils

must not be used in lamps, stoves or other appliances or exhibits without the prior written consent of the Organiser and the Authorities.

Exhibitors are responsible for the safe use and storage of any flammable liquids and substances and segregation from waste and other materials. (COSHH Assessments may be requested for substances used).

Flammable Liquids and Gases - No flammable liquid or liquid petroleum gas shall be used within the Centre without the prior written consent of the Organiser and the Authorities.

Compressed Gas Cylinders - Compressed gas cylinders shall be constructed and stamped in accordance with the "Recommendations of the Department Committee of the Home Office for the Manufacture of Compressed Gas Cylinders" and the cylinders shall be painted with identifying color in accordance with BS 349; 1973, "Identification of Contents of Industrial Gas Cylinder".

FIRST AID

Fully trained first aiders will be on site. All accidents must be reported to the organisers and recorded in the Riverside Stadium's Accident Book.

RISK ASSESSMENT

Each Exhibitor (space only & shell scheme) must undertake a risk assessment prior to the exhibition, identifying the hazards present on-site and ways in which you will then minimise and control those hazards.

A sample risk assessment is included for your convenience. If you have no hazards or risks present, mark NO RISKS clearly on the form. A copy of your risk assessment must be forwarded to the Organisers prior to the exhibition.

- Step 1 Look for hazards
- Step 2 Decide who could be harmed and how
- Step 3 Evaluate the risks
- Step 4 Record your findings
- Step 5 Review your findings

All risk assessments should be a careful and studied examination of your activities ensuring that your Build, the open period and breakdown are achieved safely, and nothing occurs which could cause harm to any person.

The following guidelines will assist you to make a basic Risk Assessment of your activities. If you are building a large or complicated stand, or are involved in unusual activities during the exhibition, you may need to seek the assistance of a qualified Health & Safety Adjudicator.

Note 1

A Hazard is anything that has the potential to cause harm i.e. a workman falling from a ladder, dropping tools, moving large and heavy loads etc.

Note 2

In this section you must include everyone who could be injured as a result of such activities, i.e. the workman, other people working on the stand, other exhibitors, porters moving furniture, visitors etc.

Note 3

Your actual assessment of the risks. A risk is the likelihood of a hazard happening. Use the columns, judge the risk and tick the appropriate boxes. If both ticks are in the top boxes then you should not pursue the activity (It is too dangerous) and should seek an alternative way of completing the task. If both ticks are in the centre boxes you will need to implement some form of control. If both ticks are in the bottom boxes then it is unlikely you will need to implement additional controls.

Note 4

You will need to record what steps you have taken to ensure nothing dangerous occurs. The entry may read something like “Use of trained and qualified staff only, rope and post zone to restrict access to area, ensure staff trained in manual handling etc” (these examples are guidelines only).

Note 5

You are legally responsible for any person working for you and their actions, or inactions. You must ensure that any contractors you use are competent and will work in a safe manner. This you may do through requesting copies of their Health & Safety Policy. For smaller companies, who may not have such documents, you should request copies of their public liability and employee liability insurance documents, letter or reference etc. If they cannot supply such documentation you would be wise not to use them. Details of such checks should be entered in this box.

Sample Risk Assessment

Risk Assessment	For Show Period	BREAKDOWN		Date RA Undertaken
Exhibitor	Build	OPEN		Date RA received by Organisers Signed
Venue	RA Undertaken	By		
Stand No.	Signed		Date	

TASK	HAZZARD	WHO'S AT RISK	RISK LEVEL	PRECAUTIONS/ CONROL MEASURES REQUIRED
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(e.g.: lifting, Carrying)	(e.g.: Strain)	(e.g.: Venue Organizers Exhibitors Contractors Visitors Young New or Inexperienced Disabled General public)	Frequency X Severity X No. Of people X Probability = LOW MEDIUM HIGH VERY HIGH	(e.g.: use trolley, Use trained staff)
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Continue listing tasks and hazards onto further sheets of paper.
But remember that they should only be the most significant areas of risk that will be present on site.
Divide the risk assessment up into the build, the Open and the breakdown periods.

SHELL SCHEME STAND REGULATIONS

All interior stand fittings must be contained within the shell stand structure and not exceed 2.5mm in height.

When planning the interior of the stand, exhibitors should take into account the following stand building Regulations:

1. The organiser will be responsible for the official identification and numbering of stands, please see Name Board Details in this manual.
2. Under no circumstances must the wall panels be punctured, should this happen the Contractor will invoke an extra charge.
3. Fixing may be by Velcro. For heavy exhibits, hanging brackets should be used
4. No painting is allowed within the shell scheme.
5. Please contact the Organisers for further details.

ELECTRICAL LIGHTING DETAILS

Shell Scheme stands will be provided with an electrical socket, lighting is at additional cost, contact the Organisers for details. Under no circumstances can the socket be used for any form of heating.

FASCIA NAME BOARD

Each Shell Scheme stand will have a name board on the fascia, please complete the appropriate form and return it by 30 June 2007.

SPACE ONLY STANDS

REGULATIONS

All exhibiting companies who have reserved a space only site must supply stand layout plans for approval. Stands are categorised into two types, complex structures and space only stands. If your stand has any of the following criteria it is deemed to be a complex structure:

- 1 - Any part of the stand or exhibit exceeds 4 meters in height or any platforms over 600mm.
- 2 - The travel distance from any part of a stand to an open side/exit or to a gangway is greater than 10m.
- 3 - Provision is made for a closely seated audience on the floor, on the platform or a tiered grandstand.

For further information relating to complex structures please contact the Organiser.

All space only stands are required to submit stand layout plans before 30 June 2007 with a risk assessment for the build-up and breakdown period.

Details on Risk Assessments can be found under the 'Health & Safety Section'.

General Building Regulations - Exhibitors are responsible for the stand design and construction of stand walls as follows: -

OPEN FRONTAGE ONLY	- Must have a back wall, 2 sidewalls and carpet.
2 OPEN SIDES	- Must have a back wall, a sidewall and carpet.
3 OPEN SIDES	- Must have a back wall and carpet.

Important - it is the responsibility of Exhibitors who have taken 'SPACE ONLY' sites to supply, erect and decorate free standing single clad partitioning to the periphery of their sites when they adjoin an adjacent stand. The minimum height of the partitioning must be 2.5 meters with a maximum height of 4 meters of which the area above 2.5 meters must be of double-sided cladding and decorated in plain colours only.

Exhibitors are at liberty to employ a stand contractor of their choice to carry out the construction and erection of their stand.

Please note the following regulations and comply by providing the correct information by the deadline dates.

1. All work must be carried out in conformity with the requirements of the Rules and Regulations of the Riverside Stadium.
2. All stand structures, signs, notices, etc, must be confined within area allocated and may not project into or over the gangways.
3. Exhibitors, their Agents or Contractors should satisfy themselves on the day of construction that the site marked out on the floor conforms to the dimensions as detailed on their booking confirmation.
4. Areas incorporating parts of the permanent building structure must be checked for location and measurements.
5. Traps, service openings in floors, fire prevention outlets, etc., must be left accessible at all times. Exit signs must not be masked or obstructed.
6. The cutting of channels in floors and the like is strictly prohibited.
7. Contractors should note that they would be held responsible for the complete removal from the venue by the specified time of all goods, equipment and material used by them, together with all rubbish. The Organisers reserve the right to treat any goods, equipment, materials or rubbish not so removed as they consider fit and at the expense of the contractor concerned, also stand fitting contractors agree to use only the appropriate labour and observe the regulations of the Exhibition Management.
8. The flooring must not be less than a nominal 32mm thick. Flooring must, in any case be laid with close joints. Platforms must be of a strength and stability sufficient to carry and distribute the weight of the stand fitting, stand personnel and visitors and exhibits

having regard to the loading limits of the floors.

COMPLEX STRUCTURES

A complex structure is a form of construction of any height, which would normally be designed by an engineer and/or has, through a risk assessment been found to provide significant risk. Structures over 4 meters in height, multi-storey stands are always considered to be complex structures unless stated otherwise by the Organisers in writing. A structure is considered complex when it has:

- a. Any structure of any height that requires cross bracing;
- b. Stand fitting over 4m in height;
- c. Multi-deck stands including double-deckers;
- d. Stairs, steps and staircases of any height;
- e. Platforms and ramps over 600mm to which people have access;
- f. Staging;
- g. Lighting towers and rigs;
- h. Temporary grandstands, hospitality units and tiered seating;
- i. Certain working practices and conditions present such as rigging, lifting, hot work etc.

METHOD STATEMENT

If you are building a complex structure at the exhibition, please submit a full Method Statement to the Organisers at the same time as your Stand Design, Risk Assessment and structural calculations. Note that the legal requirement to produce a Risk Assessment will also assist you when preparing this Method Statement, which should outline the following:

The named responsible person - the employee(s) who will be responsible for overseeing all the main construction and breakdown of your stand, if it is more than one person at different times, list them all.

Exhibition Programme

Exhibitor Listing Form

To be completed and returned along with your company logo to:

Skill Up Tees Valley
Allens West
Durham Lane
Eaglescliffe
Stockton on Tees
TS16 0RW

T: 01642 803973
F: 01642 355721
E: info@skillupteesvalley.co.uk

Please note that this form does not need to be submitted if you have provided the information for the Skill Up Tees Valley website.

THE DEADLINE FOR RECEIPT OF THIS FORM IS 6 JULY 2007

Company or Organisation:

Address:

.....

.....

Telephone:

Fax:

Email:

Website:

Please provide a maximum of 50 words to describe your product or service:

.....
.....
.....
.....

Fascia Name Board Form

Please fill out this Form and return to

Skill Up Tees Valley
Allens West
Durham Lane
Eaglescliffe
Stockton on Tees
TS16 0RW

T: 01642 803973
F: 01642 355721
E: info@skillupteesvalley.co.uk

THE DEADLINE FOR RECEIPT OF THIS FORM IS 6 JULY 2007

Exhibitor.....

Contact

Tel.....

Name to appear on name board

In all cases abbreviations will be used i.e.: Limited = Ltd Company = Co

If your name board details are not submitted by the due date the information already submitted will be used.

