

NAPFM The Emergency Fleet Exhibition

General Information for Exhibitors

(This information must be read in conjunction with the Terms & Conditions)

Badges / Passes

All exhibitors and contractors must be registered with the organisers.

Names **MUST** be supplied via **Staff Registration by - 10th May 2017.**

Exhibitors/contractors and visitors **MUST** be in possession of photo ID.

Badges and Passes will be found in a Welcome Pack on your plot on arrival /available for collection from reception.

Car Parking

Parking on site is **FREE** and must be in the approved car parks (no passes are required)

Catering

Please see **Onsite Facilities**

Delivery of Exhibits

Items should be clearly addressed to the exhibitor:

EXHIBITOR (Company Name)
c/o The Emergency Fleet Exhibition
The International Centre
St Quentin Gate
Telford
Shropshire, TF3 4JH

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

Please note we are unable to accept any deliveries earlier than 1000hrs on Saturday 3rd June 2015.

De-rig of Exhibits

Information on de rigging after the exhibition will be found in your Welcome Pack Please also see **Terms and Conditions in Downloads.**

Electrical Requirements

INDOOR Plots:

Halls 1, 2 & 3 where "Shell Scheme" is provided:

Each stand will have access to one 500 watt socket, plus any additional sockets you may have ordered direct with the venue [See **Onsite Facilities**]

Halls 1, 2 & 3 "Open Space" Plots:

Electrical power is only supplied as an additional extra, which **MUST** have been booked in advanced from the venue. Exhibitors are **NOT PERMITTED** to use coffee machines, hot water urns or other high loading items unless they are hired from the venue direct. Exhibitors may build their own stands, it is a requirement of the event organisers that all external walls facing walkways and other stands must look presentable with a neutral cover on flat walls.

The maximum load is not to exceed 500w on 13 amp sockets.

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 into the site. There is no mains power available to outdoor plots.

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Fire/Security

All exhibitors will comply with the fire and security procedures for the site. A copy of the current order will be supplied to exhibitors with their Welcome Pack. For more information see **Terms and Conditions**.

First Aid

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

Furniture

Some furniture can be booked with the venue [see **Onsite Facilities**]. Otherwise exhibitors should make their own arrangements for furniture.

Hotel Accommodation

Accommodation list is available in the **Download** section.

Insurance

Exhibitors are reminded that they **MUST** have Public Liability Insurance which covers them for the period of the event. Exhibitors should also have "All Risks" insurance cover for their stand, exhibits, and personal effects and to cover themselves for third party claims for abandonment. Exhibitors **MUST** complete the Insurance Details in **Downloads** and return it to the Event Office by the **3rd May 2015**.

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 they should clearly indicate this with signing.

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

Route On Site

All drivers attending the show **MUST** follow the route signs. On leaving the show follow the **EXIT** signs. The entrance to the event will be from the roundabout on St. Quentin Gate, Telford. Post Code reference for satellite navigation - TF3 4JH.

Security

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

Passes **MUST** be worn at all times and vehicles delivering in the exhibition halls **MUST** display the appropriate **PASS**. The Organisers reserve the right to escort from the site any person not wearing the correct pass or who is not a bone-fide attendee. For more information on security please see **Terms and Conditions**.

Stands

Shell Scheme is available in all halls and is marked in grey on the plans. Shell Scheme is provided with dark grey carpet, 500watt power socket and a fascia board.

Open space stands in Halls 1,2 & 3 are on concrete floors. Carpet may be purchased from the Venue **See Onsite Facilities** for further details. The fixing of equipment to floors and hard standings is **NOT** permitted.

Please note that the Venue only permits NEC Approved carpet tape, no other tape may be used.

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Stand Building

For information on stand building please see **Terms and Conditions** [Exhibition space, stands and services] .

Stand Cleaning

The stands will be cleaned by the Venue prior to each Event Day. Exhibitors are requested to assist the Organisers by keeping the site clean and tidy by using the litter-bins and skips provided.

Display of Vehicles

CCS / NAPFM Vehicle Purchase Framework RM1070

Vehicle Manufacturers who have been approved for the Blue Light lots 7, 8 & 9 under Framework Agreement RM1070 will have their stands clearly marked with an overhead banner. Any vehicle displayed on these stands which falls outside the framework agreement must have a (yellow) 'CONCEPT CAR' notice displayed on its windscreen.

Vehicle Manufacturers who have NOT been approved under this framework may still display police liveried vehicles at the exhibition with the following conditions;

- May not have Police Name or Badge displayed on the vehicle
- All Police liveried vehicles must display a (yellow) 'CONCEPT CAR' notice displayed on its windscreen.

Vehicles - Site Access by Contractors & Exhibitors

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

GREEN SITE PASS

Front Gate for Hall 1.

YELLOW SITE PASS

Back Gate for Halls 2 & 3.

Passes will be available to download from the website prior to the event.

Vehicle Movements

Please read **Terms & Conditions** for details concerning vehicle movements in and out of the Halls.

Vehicle Access

For Exhibition Halls: Minimum Door Height 4.8m & Width 5m please see **Terms and Conditions** for more details.

Waste

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

WiFi Connection

There is FREE WiFi available for all exhibitors. However this is for limited use such as checking emails and limited internet access. If you require a dedicated line or need to download large quantities of data please purchase this directly from the venue. Codes will be available in your Welcome Pack