

# NAPFM The Emergency Fleet Exhibition

## Terms and Conditions for Exhibitors

### Forms

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

Please see Downloads

### Confirmation

All bookings are considered as provisional until the booking form has been completed on-line. Once the booking form has been completed any booking will be subject to these terms and conditions.

### Terms of Payment

Exhibitors will be required to pay in full upon confirmation. 10% would be non-refundable should you need to cancel your attendance. The invoice must be paid within 28 days of issue. **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 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

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

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

### Supply of Information

Each exhibitor is required to supply contact details for the directory 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 directory 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 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.

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## 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.

## Smoking

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

## Visitors & Stand Personnel

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

## Catering

The only catering facilities permitted on the site are those approved by the Venue. **See Onsite Facilities.**

## Alcoholic drinks

Alcoholic drinks may not be consumed onsite during the exhibition.

## Appropriate Behaviour & Dress

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 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.

## 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 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.

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## 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:

- They and their employees observe any restrictions imposed on smoking or a Hot Work Permit.
- Adhere to safe working methods.
- Carry out a risk assessment of the particular work on site.
- Provide adequate information, instruction, training and supervision to their workforce on site.
- Provide adequate and suitable equipment, [including personal protective wear] which will be safe when properly used and ensure that it is used.
- 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.
- 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.

## **First Aid**

Outside exhibition opening hours 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 in your welcome pack.

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.

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- 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, vehicles or temporary structures 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, 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

Copies of the procedures are displayed on site and contained in your Welcome Pack.

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.

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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 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 internal 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. **See Onsite Facilities.**

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 / Contractors should ensure that they have procedures in place for the reporting of accidents / significant near misses involving their own staff.

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

## 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 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 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.

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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.

## 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. 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

Vehicle access to Halls at 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.

**In addition, Exhibitors displaying vehicles inside must comply with the following:**

- All display vehicles must have a full fuel tank.
- Battery disconnected where possible.
- Oil sump tray suitably placed where required.
- Two fire extinguishers either 9 litre AFFF or 4.5 kg Dry Powder
- Where exhibitors or their contractors are using silicone sprays on vehicle bodywork or tyres they must ensure that the spray does not get onto 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.
- No vehicles can enter the hall during breakdown until ALL members of the public have exited from the hall and it is safe to do so.
- 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.

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

## Indoor Plots - Restricted Height, Width & Weight

Hall 1:	Hall2:	Hall3:
Vehicle Access Roller Shutter Door	Vehicle Access Roller Shutter Door	Vehicle Access Roller Shutter Door
Door Height 4.8m	Door Height 5.3m	Door Height 5.3m
Door Width 5m	Door Width 5m	Door Width 5m

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

If any exhibitor has any query regarding dimensions please contact the organisers.

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## Vehicles Site Access

Please see **General Information**.

## Vehicle testing & demonstration

Will NOT be permitted on the site without prior permission.

## Exhibition Space, Stands & Services

Exhibition space will be either space only or shell scheme. Space only plots are permitted to have shell scheme or hospitality units built on them only with prior agreement with the Organisers. 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 outdoor areas are on hard standing.

Shell scheme plots include access to one 500 watt socket. Exhibitors purchasing space only plots in the venue may purchase an electric power connection via the venue. **See Onsite Facilities.**

- 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 (save by way of the erection of prefabricated components, marquees and tents, Approved by the Organisers) any object or structure on the site.

### In addition, no Exhibitor or contractor shall:

- 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. Exhibitors will be liable for cost of removal of any tape or putting right any damage.
- Stands must not project into or over the gangways.
- Indoor stands will not exceed 2.5m 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. See Onsite Facilities
- 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 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 28 days prior to the Event
- 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.

**NAPFM Event Office** West Mercia Police & Crime Commissioner, Exchequer Services, PO Box 55, Worcester WR3 8SP

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# NAPFM The Emergency Fleet Exhibition

The background image shows an exhibition space. In the foreground, a yellow and blue Ford demonstrator car is visible, with 'Ford DEMONSTRATOR' written on the rear window. The car has a license plate that reads '1502 P'. In the background, several people are standing and talking, and there are other vehicles and equipment on display. The overall scene is a busy exhibition environment.

## Vehicles Site Access

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