



EXHIBITOR MANUAL

Contents

PAGE 2	Exhibition Timetable
PAGE 3-8	General Information
PAGE 9-11	Technical Information

EXHIBITION TIMETABLE

The exhibition hall will be open as follows:

Build Up Saturday 2nd August 2025

Exhibitors 1300 - 1830 hours

Sunday 23rd August 2025

Exhibitors 0630 - 0900 hours

Show Day Sunday 3rd August 2025

Show opening hours 1000 - 1600

Breakdown 1600 - 1830

The Organiser's Office will be open from 1200 hours on Saturday 2nd August and will be open throughout the show to assist you and your contractors with any queries.

IMPORTANT

All exhibits, stand fittings, carpet and waste materials must be cleared from all halls by 1830 hours Sunday 3rd August 2025.

GENERAL INFORMATION

BANNERS AND BALLOONS

Banners suspended from the ceiling above exhibitor's stands will not be permitted. Balloons are not permitted in the Exhibition Halls.

BROADCASTING OF MUSIC

Exhibitors requiring music to be broadcast whether live or from tapes or discs on their stands are advised to apply to the Performing Rights Society Ltd, which has rights under the Copyright Design and Patents Act 1988. Exhibitors using background music systems etc must ensure the sound is always kept to a volume that does not cause disturbance to the adjacent exhibitors. Broadcasting of music will not be permissible unless the above procedure has been fully complied with.

CHARITIES

Will all exhibitors allowing registered charities on their stand please inform the organiser, prior to show for written permission.

CLEANING

The cost of general stand cleaning is included in the basic cost of the stand. Newark Showground is responsible for this service. All stands will be cleaned unless the organiser is notified. Litter can be deposited in the gangways for removal. Every stand will be cleaned daily before the show opens and plastic sacks for dry refuse can be collected from the cloakroom. Sacks must not be placed in the gangways until after the show has been closed to visitors. Where stands are constructed with offices or interior rooms duplicate keys should be left with the organiser to allow access for the cleaners. Should additional waste disposal or extra stand cleaning be required this must be arranged and paid for direct with Newark Showground. Please contact the organiser.

COMPLETION OF STANDS & EXHIBITS

All stands must be completed, including positioning of exhibits, painting & signwriting by 0930 hours on Sunday 3rd August 2025. No vehicle will be admitted into the hall after 0915 on Sunday 3rd August. The stand must be staffed and all exhibits must remain displayed during the hours the show is open to visitors. In particular, and in order that no discourtesy may be shown to the last minute visitors to the show, no dismantling of any displays or exhibits may be commenced before 1600 hours on Sunday 3rd August. Any static vehicle for exhibition must have its filler cap closed and taped and the battery terminals disconnected. The quantity of petrol or other flammable liquid in the tank shall not exceed 5 litres. This will be checked on your stand.

COPYRIGHT DESIGN PATENTS

Exhibitors should note that they are strictly forbidden to sell or promote merchandise, which has not been produced under licence from the owner of the copyright of trademark/tradename, or by the owner of the trademark/tradename itself.

DAMAGE AND LOSS

Neither the organisers, the exhibition site owner nor the sponsors accept any responsibility for damage or loss of any properties introduced by the exhibitors and/or their agents/contractors. Exhibitors are especially warned

that the exhibits are the sole responsibility of the exhibitor to whom they belong. Exhibitors should effect their own insurance against all risks. The strongest possible precautions against pilferage should be taken at all times.

DELIVERY OF GOODS

All exhibitors must deliver on Saturday 2nd August 2025. No deliveries can be accepted on the open day of the show. The organisers cannot accept delivery of cars/goods on an exhibitor's behalf and arrangements must be made for a representative to be available when deliveries are made. No goods may be delivered to stands during the hours the show is open. Access to the halls will be on a strictly controlled basis. Vehicles not for display should be removed from the off-loading areas IMMEDIATELY after they have been unloaded. Display vehicles ONLY are allowed in the Halls. Gangways must be kept clear at all times. Cars on trailers must be unloaded outside the halls, prior to being taken to the stands. Trailers must then be removed from the off-loading areas IMMEDIATELY. A trailer park is provided.

DEMONSTRATIONS & WORKING EXHIBITS

An exhibitor wishing to operate machinery on his stand site or to carry out mechanical demonstrations, must ensure that these practices in no way constitute a fire or safety hazard and comply in all respects with current HSE legislation. Demonstrations of working exhibits must not interfere with the activities of visitors or other exhibitors. All moving parts must be effectively guarded and controls sited beyond the reach of spectators. The organisers reserve the right to terminate, or curtail, any practice which they consider to be detrimental.

DILAPIDATIONS

In designing stands, please note that wherever margin boards, carpet, linoleum or other floor coverings are directly fixed to the floor of Newark Showground, there will be a charge per metre run to cover the cost of making good damage to the floor after the exhibition. There will be a charge per metre to the exhibitor for any carpet tape left on the hall floor after the exhibition. Exhibitors are advised that no fixings can be made to any part of the premises, except by Newark Showground's ownstaff, apart from floor fixings as detailed above. Any damage to walls, columns or other parts of the premises will be required by Newark Showground to be made good at the exhibitor's expense.

DIRECTIONS

By Car Located at the A1, A46 and A17 road junction in Nottinghamshire and clearly sign-posted, Nottingham, Lincoln, Leicester, Derby, Sheffield and Leeds are within an hour's drive. *For SatNav please use postcode NG24 2NY*

By Train Newark Northgate station is just 75 minutes from London Kings Cross on the East Coast Main Line. Newark Castle station connects Lincoln to Nottingham, Leicester and Derby. Both stations are a five-minute taxi drive away, there is no direct bus route.

DISABILITY DISCRIMINATION ACT

The Disability Discrimination Act requires consideration to be given when designing, building and loading stands. People in wheelchairs are those that we traditionally think of as disabled, however, we must also consider those with sight difficulties, hearing difficulties, speech problems, plus a wide range of allergies, psychological and learning difficulties, etc. Extra time and effort should be taken when looking after disabled persons, that you are providing a service equal to that given to an able-bodied person. For additional information on the DDA you can visit www.disability.gov.uk.

DOGS

Well-behaved dogs on short leads are permitted into Halls at Stoneleigh Park. Please do not leave dogs in cars at any time.

ELECTRICAL CONTRACTORS

The organisers have appointed the following company as the official electrical contractor for the exhibition: McConnell's Electrical Services Limited, Cliff Nook House, Cliff Nook Lane, Newark, Nottinghamshire, NG24 1LY Tel:

01636 611626 Fax: 01636 612216 Email: shows@mcconnells.uk.com www.mcconnells.uk.com. The application form must be returned for the attention of Sarah Burge to shows@mcconnells.uk.com no later than 30/07/2025, any order forms received after this date will incur a late application surcharge of 30%.

EXHIBITOR PASSES & CAR PARKING

Your exhibitor passes and car passes will be provided to your staff by marshalls as they arrive and state the company they are working for.

FIRE PRECAUTIONS

Water type fire extinguishers of approved pattern will be positioned around the show. Any exhibitor requiring additional or different extinguishers should contact the exhibition organiser - any costs incurred for such fire extinguishers to be borne by the exhibitor. All materials used for the interiors of stands must be thoroughly fire proofed (class 1 spread of flame) or be non-combustible to the satisfaction of the local authority. Failure to do so may result in the removal of all offending fittings. Plastics should not be used in the construction of stands without special permission from the organisers. Exhibitors are reminded to provide their own petrol cans for draining the excess fuel which can be stored, on exhibitor's behalf, by NAEC authorities for the duration of the show. All petrol caps must also be locked or sealed with tape. Organisers of the club stands must ensure that the owners of all display vehicles are aware of this requirement. It is the responsibility of the stand organiser to ensure that vehicles are disabled as above instructions.

HEALTH & SAFETY

Please note that the Health and Safety at Work Act 1974 as laid down within the scope of the organisers can be found on page 12 of this manual and must be implemented at all times.

LEAFLETING

Leafleting on cars and to visitors at the show from anywhere but on your own stand is strictly forbidden. Should you wish to distribute flyers or leaflets effectively at the show, we recommend placing them for a small cost in the official show bags. To do so please contact colin.ashworth@assignment-media.co.uk.

LIFTING, HANDLING, FREIGHT & VEHICLE HANDLING

The unloading and placing of exhibits on stands is the exhibitors own responsibility. Fork Lift Trucks will be available on site. There is a charge for use. To book this equipment contact sarah.moss@assignment-media.co.uk

MAINTENANCE & REPAIR OF EXHIBITS

No major maintenance or repair work to stands may be carried out while the exhibition is open to visitors.

MANNING OF STANDS

Exhibitors must ensure that their stands are properly manned at all times during the period the show is open to the public.

MEDICAL CENTRE

There is a First Aid Room operational throughout build-up, open days and breakdown.

MICROPHONES

The use of microphones, videos and music is permitted but the volume must not be such as to cause any annoyance to other exhibitors. The organisers reserve the right to prohibit their use if, in the organisers' opinion, any annoyance is being caused.

PUBLIC ADDRESS SYSTEM

The Public Address System is for use by the organisers for official announcements only.

PUBLIC LIABILITY INSURANCE

You are required to arrange adequate insurance cover in respect of your exhibit and your legal liabilities to your employees and third parties. Please note the following details from within our terms and conditions: The Exhibitor will be responsible for insuring their own property, and take sensible precautions to guard against its loss or damage. The Exhibitor will also be responsible for the safety of their staff, contractors visitors to the Space and their property. The Exhibitor shall not do or permit any act that may jeopardise the insurance of the Event. The Organiser shall at no time be held responsible for the loss, damage or destruction to any Exhibit or property of the Exhibitor or their staff, contractors or visitors, however caused. The transportation lifting and/or installation of the Exhibitor's property shall be at risk and the Organiser will not accept liability for any loss or damage of such property whether or not they are in receipt of payment for any such service.

All exhibitors must have valid Public Liability Insurance. This should be available for inspection upon arrival at the Event Site. Any exhibitor not in possession of valid insurance will be asked to sign a disclaimer waiving responsibility from the organiser.

REMOVAL OF EXHIBITS AND DISMANTLING OF STANDS

Dismantling of stands will commence at 1600 hours on Sunday 3rd August.

UNDER NO CIRCUMSTANCES MUST CAR ENGINES BE STARTED WITHIN THE EXHIBITION HALLS OR CARS MOVED FROM STANDS BEFORE BEING GIVEN INSTRUCTIONS TO DO SO BY A MEMBER OF THE ORGANISER'S STAFF.

No support vehicles will be permitted into the collection areas before 1630 hours to allow visitor vehicles time to leave. All stand holders are requested to pack their stands as much as possible BEFORE collecting their vehicles from the car parks to load goods. All exhibits from Halls must be completely removed by 1900 hours on Sunday 3rd August by which time the site must be completely cleared. Any exhibitor, their goods and/or vehicles not clear of the halls by that time are liable for an over-run charge incurred. The organisers do not accept any responsibility for goods during the breakdown period or at any time during the exhibition. There will be security in all halls from Saturday until Sunday, however, if the exhibitor wishes, special arrangements can be made for uniformed attendants to man stands during the construction period and at night during the open period.

Application must be made in advance to sarah.moss@assignment-media.co.uk

SECURITY TIPS

1. Do not leave cash, handbags, valuables etc in unlocked drawers or cupboards on exhibits in the hall.
2. Do not ask your neighbour to 'keep an eye' on your stand. If he gets busy you could be the loser.
3. Do not leave your exhibit at night before visitors are clear of the show.
4. Please check all lockable units before leaving the stand.
5. Please report anything of a suspicious nature immediately to a Security Officer.

SITE EXAMINATION

All stand measurements are in metres. When arriving on site before commencing construction please ensure that the site is in accordance with the contract and as indicated on the ground plan issued by the Organiser and any errors in dimensions reported to the Organiser immediately. Any errors in dimensions found after work has started must be corrected at the Exhibitor's expense.

SOUND EQUIPMENT

Exhibitors using background music systems etc must ensure the sound is always kept to a volume that does not cause disturbance to the adjacent exhibitors.

SPACE ONLY STANDS

Space only exhibitors are reminded that no construction will be carried out on their behalf. Exhibitors constructing their own stands must ensure that the materials and finishing of their stand complies with the Fire and Flame proofing Regulations as outlined in this manual. Maximum stand height to be 4 metres. No double deck construction will be permitted. If you are in any doubt or have any queries please contact the organiser for advice. REMEMBER the back of your stand should look as good as the front. Where any stand fixtures are to Newark Showground property the work must be carried out by a member of Newark Showground staff. Any

damage caused to the Newark Showground structures will be charged to the offending exhibitor.

SPONSORSHIP OPPORTUNITIES

There are a variety of sponsorship opportunities available at the show for further promotion of your brand or product. These include banners and hoarding, flyers in carrier bags, website sponsor opportunities, social media options and prime positions within our eMarketing. If you would like a price list or you have an idea of your own please email colin.ashworth@assignment-media.co.uk

STAND SHARING

The sharing of stands is strictly forbidden except when agreed in advance by the Show Organiser.

STORAGE OF PACKING CASES & FUEL

No packing cases of any description can be stored in the exhibition area. Exhibitors are responsible for removing packing cases clear of the premises before the exhibition opens.

UNDER 16's

Children under the age of 16 are only permitted in the halls during set-up and breakdown at the organisers' discretion. Children under the age of 16 in the halls during this period are strictly under the supervision and liability of the stall holder.

Technical Information

BUILDING COLUMNS

Where these fall wholly or partially within the area of the allocated space, they may be encased by the Exhibitor on all four sides to a height limit of 4m. The casing must be self-supporting and may not be fastened to the column. Only the faces of the casings (not the column) which fall within the allotted space, may be used for display of photographs or other pictorial matter.

DISCHARGE OF NOXIOUS WASTE

No paint, oils, spirits, chemicals or other noxious substances shall be discharged into the drainage system. The cost of clearing or repairs to the drainage system or of making good any other damage caused by such unauthorised discharges shall be met by the Exhibitor. Any queries please contact Newark Showground. Waste materials, however innocuous, shall not be deposited in NAEC skips or abandoned on site.

ELECTRICAL SUPPLIES & INSTALLATIONS TO STANDS

Electrical requirements must be ordered by completing the form within this manual and returned to: shows@mcconnells.uk.com

The standard supplies of electrical current available are:

- a) Single-phase alternating at 230 volts, 50Hz
- b) Three-phase alternating at 400 volts, 50Hz

Supplies of three-phase current required can be assessed by the official Electrical Contractor based on information given to him by the Exhibitor.

24 hour supplies, and non-standard voltages, can be arranged provided sufficient advance notice of requirement is given by the Exhibitor. Quotations for such supplies can be obtained from the official Electrical Contractor.

Supplies will be switched off at source 10 minutes after the Show closes. Should an Exhibitor require an electrical supply at times other than those stated e.g. for maintenance purposes, he must make application to the Organisers Office on site. Any Exhibitor needing electricity for the running down of machinery etc. after the Exhibition closes, must inform the Organisers Office of his requirements.

Prices shown on the electricity order form cover the supply on hire, maintenance during the open period and removal at the end of the exhibition. They do not include any additional work necessary. Prefabricated, prewired units may be used provided that the Electrical Contractor is informed in advance of the electric

alloading of the unit, provided that the wiring of such a unit is to the required standard and provided that any electrical work on site relevant to such a unit is carried out by the electrical contractor. All wiring must be carried out in PVC, Elastomeric or other plastic sheathed cables, not less than 1.5mm² and 300/500 volt grade, complying with the appropriate B.S. specification and with a current density not exceeding that recommended by the Institution of Electrical Engineers. All wiring must be physically protected to the satisfaction of the organisers and all circuits must be separately protected for excess current with appropriate fuses. Where a fascia or display is illuminated, the strength and colour of lighting must be such as not to interfere with other stands. No light fitting or other electrical appliance may be suspended from the roof of the Exhibition Hall.

ELECTRICAL REGULATIONS

All work on stands must be ordered through the official contractor. Detail of your requirements must be forwarded as soon as possible, as surcharges may be applied to late orders.

All electrical installations shall comply with the Exhibition Venues Association Regulations. (Copy available on request.) Precise regulations as follows:-

- The wiring of stand in flexible cord is not allowed, the maximum length of flexible cord to any appliance is 2 metres, extension leads on reels or drums are not permitted.
- Plug tops must comply with the appropriate British Standard and be suitably fused. Not more than one flexible cord to be connected to one plug top.
- Appliances supplied and used by stand holders must be tested before being used, and must comply with regulations and are subject to spot checks.
- No light fitting or other electrical appliance may be suspended from the roof of the Exhibition Hall.
- All lighting final sub circuits are limited to a maximum of 1200 watts.
- Low level spotlights and floodlights, etc., must be guarded, so as to prevent risk of injury to persons.
- All transformers shall be fused on primary and secondary side.
- Particular attention should be paid to the regulation relating to extra low voltage lighting (SELV). Bare conductor catenary low voltage systems are not permitted.
- Lamps and appliances with high temperature surfaces should be guarded and kept well away from combustible material.
- All sockets must be 13amp metal switch sockets.
- No exposed means of cable joints are permitted.
- All neon signs have specific regulations and must be controlled by an approved accessible firearms switch. Please note you must have written approval from the organisers.
- Exhibitors are not allowed access to under floor ducts.
- Only one 4 socket extension lead is permissible for each 13amp socket ordered.

FEATURES

Any features may be incorporated in stands, providing they do not exceed 4m and they must be clearly indicated on any drawings submitted to the Organisers for approval, and subject to Local Authority Regulations regarding safety of structures.

FOOD HEALTH & SAFETY

Exhibitors preparing or storing food on their stands are reminded of the Food, Safety & Hygiene and Regulations and the requirements relating to washing up/washing facilities.

GAS HEATED APPLIANCES

Gas heated appliances WILL NOT BE PERMITTED in the exhibition Halls

HEIGHT OF STANDS

Only single storey stands are permitted and they shall not exceed 4m (12ft) in height, inclusive of any sign or fascia, and shall be of substantial construction on stout timber or metal framing. Fascias shall not exceed 750mm and shall not project over gangways.

LABOUR

The organisers recommend that any Contractor employed by an Exhibitor should be a member of the British Exhibitions Contractors Association (BECA). Any queries or problems should be referred to:
BECA, Kingsmere House, Graham Road, Wimbledon, London SW19 3SR
Tel: 0208 543 3888 Fax: 0208 543 4036.

The organiser is not able to supply labour for the handling of goods and other items. Exhibitors should arrange with an appropriate contractor for this service. No casual labour is accepted. The Exhibitor should not make payments to labour staff to secure preferential treatment and is asked to report immediately to the Organiser any employee soliciting money for services rendered. In the interests of the Exhibition as a whole, which must be the primary concern at all times, the Organiser's decision on any dispute concerning labour being employed must be taken as final.

MATERIALS

Material precis; please contact the organiser if you are in any doubt. Full details available on request. All timber less than nominal 24mm (1 inch) in thickness and plywood, hardboard, blockboard and chipboard less than 18mm (3/4") must be rendered flameproof by a recognised process to a Class 1 standard when tested in accordance with B.S. 476 Part 7 1971. Plyhard and pulp boards which have been rendered flameproof in a manner approved shall be branded with a recognised mark. The use of plastic grade less than Grade 1 B.S.476 Part 7 1971, whether in stand construction or display arrangement is prohibited. Limited amounts of plastic materials of a grade better than Class 3 can be permitted providing the details are submitted prior to construction. Textile Fabrics - unless non-combustible - may not be used for partitioning stands and so far as they may be used for decorative treatment of such portions, the fabric must be backed with materials similar to that required for the construction of the stands. They shall be fixed taut to the backing board and secured at floor level by a skirting board not less than 68mm deep. All painting must be carried out in water based paint. Finishes having oil or cellulose base are not permitted to be applied on site. Only Newark Showground recommended type of carpet tape may be used directly onto exhibition hall floors. Carpet tape is available from the Organiser's carpet contractor.

MULTI-STOREY STANDS/ELEVATED GANGWAYS AND STAIRWAYS

Multi-Storey stands, elevated gangways and stairways will not be permitted.

PLATFORMS

Platforms are not essential even with floor electrical or plumbing services. The general height may not exceed 100mm (4") but areas may be super-elevated for display purposes. Details of super platforms, above the height of 600mm (24") to which persons have access must be submitted to the Organiser with full structural calculations for the approval of Local Authorities. All open edges for public access must be highlighted in contrasting colour and/or material and corners of stand platforms are rounded to avoid injury to visitors. All platforms exceeding 38mm should have disabled access ramps incorporated. The floor covering of any ramps must also be in a contrasting colour and the edges filed smooth. The use of all platforms / ramps must be included in the open period Risk Assessment.

STANDFITTING REGULATIONS

All work must be carried out in conformity with the requirements of the Rules and Regulations of the local authorities. If at all in doubt please contact the Organiser. All stand structures, signs, notices etc. must be confined within the area allocated and may not project into or over the gangways. No suspension may be made from the roof of the exhibition halls, nor may any fixings be made to the structure of the building.