



THE FLOORING SHOW

15-17 SEPTEMBER 2019

HARROGATE

EXHIBITOR MANUAL

Thank you for choosing to exhibit at The Flooring Show 2019.

This document contains all the information you will require to prepare your stand and have a smooth-running event.

It includes:

- Organising Team contacts
- Show Timetable
- Access Information
- A-Z General Information
- Shell Scheme Information
- Space Only Information
- Keeping yourself & others safe
- Official Contractors contacts
- Order forms – required and additional service options

If you have any queries, we - The Operations Team - are here to assist prior to the event, so please do contact us on the details below. We will then be based in the Organisers' Office on-site for any assistance you need there.

ORGANISING TEAM CONTACTS

Operations Team

Lowri Sadler	+44 (0) 1444 811 411	ops@theflooringshow.com
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Event Management

Zoe Jobson	+44 (0) 7980 446 106	zoe.jobson@oceanmedia.co.uk
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Sales Manager

Suzy Makin	+44 (0) 2077 728 345	suzy@theflooringshow.com
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Marketing Executive

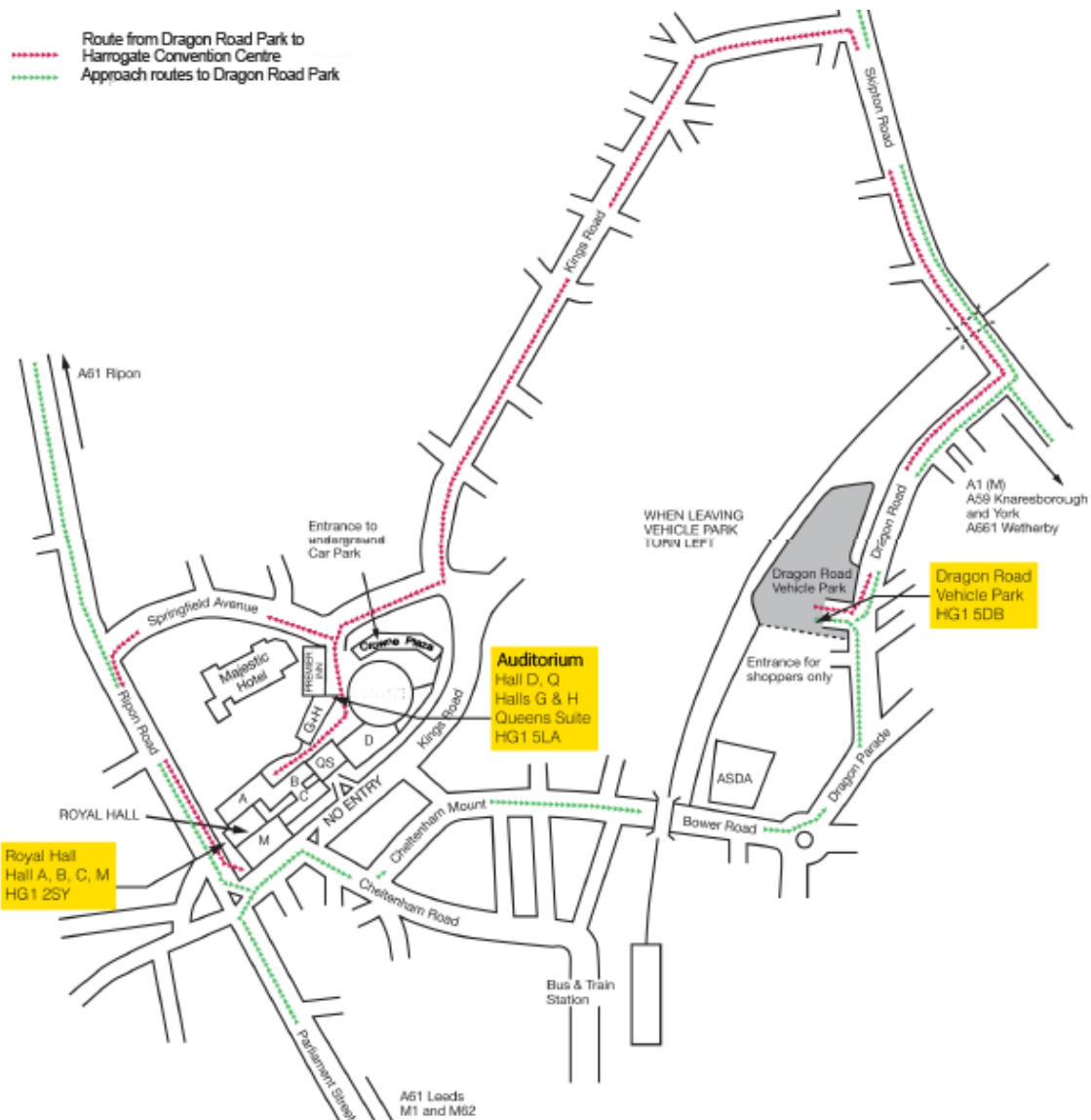
Harriet Makin	+44 (0) 2077 728 380	harriet@theflooringshow.com
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SHOW TIMETABLE

BUILD UP	TIMES	STAND TYPE
Thursday 12 September	08:00 – 18:00	Space Only
Friday 13 September	08:00 – 20:00	Space Only
Saturday 14 September	08:00 – 20:00	All Stands

EXHIBITION OPENING TIMES		
DATE	HALL OPEN	SHOW OPEN
Sunday 15 September	08:00 – 18:30	09:30 – 17:30
Monday 16 September	08:00 – 18:30	09:30 – 17:30
Tuesday 17 September	08:00 – 22:00	09:30 – 16:00

BREAKDOWN	TIMES	STAND TYPE
Tuesday 17 September	16:30 – 22:00	All Stands
Wednesday 18 September	08:00 – 14:00	Space Only



A – Z GENERAL INFORMATION

Accommodation	<p>BCD Events have secured a number of hotel rooms close to the venue which have favourable rates and flexible terms. Please contact Sarah using the details below, or take a look at the rates here.</p> <table><tr><td>T: +44 (0) 1332 285 590</td><td>E: sarah@BCDme.com</td></tr></table>	T: +44 (0) 1332 285 590	E: sarah@BCDme.com	
T: +44 (0) 1332 285 590	E: sarah@BCDme.com			
Alcohol	<p>If you intend to serve or sample alcohol, please ensure you note this on your Stand Information Form.</p> <p>Please note you will need a personal licensee for your stand.</p>			
Audio Visual	<p>If you require Audio Visual solutions within your stand, please contact the official contractor for the show on the below details:</p> <table><tr><td>T: +44 (0) 1423 857 830</td><td>E: info@ftav.co.uk</td><td>W: FTAV</td></tr></table>	T: +44 (0) 1423 857 830	E: info@ftav.co.uk	W: FTAV
T: +44 (0) 1423 857 830	E: info@ftav.co.uk	W: FTAV		
Badges	<p>Exhibitor badges</p> <p>Exhibitor badges are valid during the build-up, open period and breakdown - please ensure that your team wear their badges when they are in the halls.</p> <p>Contractor access</p> <p>Contractors are required to have passes throughout the build-up and breakdown. They are to be used by contractors or anyone who only requires access during these times.</p>			
Banking and PDQ Machines	<p>There is an ATM located in the Convention Centre and outside to the left of the Hall M entrance.</p>			
Banners & Rigging	<p>Please note if you do plan to have any rigging on your stand, all attachments should be made using Harrogate Convention Centre Rigging personnel.</p> <table><tr><td>T: +44 (0) 1423 537474</td><td>E: exhibitionservices@harrogateconvention.co.uk</td></tr></table>	T: +44 (0) 1423 537474	E: exhibitionservices@harrogateconvention.co.uk	
T: +44 (0) 1423 537474	E: exhibitionservices@harrogateconvention.co.uk			
Carpet	<p>JMT are the official carpet contractor and can be contacted using the details below:</p> <table><tr><td>T: +44 (0) 1923 851 580</td><td>E: sales@JMT.co.uk</td><td>W: JMT</td></tr></table> <p>Shell Scheme stands will have grey carpet.</p> <p>Space only stands are required to provide their own carpet and ensure that the carpet is removed and disposed of at the end of the event.</p>	T: +44 (0) 1923 851 580	E: sales@JMT.co.uk	W: JMT
T: +44 (0) 1923 851 580	E: sales@JMT.co.uk	W: JMT		
Children	<p>Children under the age of 16 are not permitted in the halls at any time during the show build up and break down.</p>			
Cleaning	<p>Stands will be vacuumed prior to the show opening.</p> <p>Please note that surfaces and exhibits will not be cleaned.</p> <p>If you have any specific cleaning requirements you can arrange these directly with Harrogate Convention Centre using the details below:</p> <table><tr><td>T: +44 (0) 1423 537 474</td><td>E: exhibitionservices@harrogateconvention.co.uk</td></tr></table>	T: +44 (0) 1423 537 474	E: exhibitionservices@harrogateconvention.co.uk	
T: +44 (0) 1423 537 474	E: exhibitionservices@harrogateconvention.co.uk			

Code of Conduct	<p>Exhibitors are not permitted to hand out leaflets or conduct business at the entrance to the event, in the gangways or any other part of the exhibition hall - unless written consent from the Organisers is obtained. The gangways used in this venue are the minimum permissible by law. Please plan your space accordingly and keep your exhibits inside your stands at all times.</p> <p>The stand must be staffed, and all exhibits must remain displayed during the hours that the exhibition is open to visitors. Publicity notices and materials may only be displayed on and distributed from the exhibitor's own stand.</p> <p>You are reminded that you must not transfer, sublet or subdivide your stand, whether for financial consideration or otherwise, or enter into any agreement to do so. The Organisers reserve the right to ensure that any products not belonging to the contracted company are removed, and any contracted company found subletting may not be offered a stand in future years.</p>
Damage and Loss	<p>Exhibitors' Property</p> <ul style="list-style-type: none"> • Neither the Organisers, the venue 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 arrange their own insurance against all risks. The strongest possible precautions against pilferage should be taken at all times. <p>The Venue and Stands</p> <ul style="list-style-type: none"> • Please do not fix, screw or drill into the venue's existing walls or floors. If attaching to the venue columns/walls please use white-tac only. Charges will apply to any associated damages, as well as paint spillage and failure to remove large items of rubbish. • Shell scheme exhibitors are also reminded that they are responsible for all shell scheme panels, and will be charged by the contractor for any damages through inappropriate fixings, painted panels etc.
Deadline Dates	<p>There are 2 key deadline dates that we would like you to be aware of. Services can often be available after the deadline date, however some of the costs may increase or availability may be restricted after this time.</p> <p><u>2 August - Deadline 1</u></p> <ul style="list-style-type: none"> • Complex space plans <p><u>16 August - Deadline 2</u></p> <ul style="list-style-type: none"> • Audio Visual • Catering • Electrics and Lighting • Flooring and Platforms • Floral • Furniture • Internet and Telecoms • Lifting, Freight and Storage • Nameboard • Non-complex space plans • Rigging • Stand Information Form • Waste Disposal • Water and Waste

Delivery Address	<p>Please ensure that deliveries are scheduled when someone will be on-site to receive them. If you are unable to guarantee this, please consider using Fisher’s (Harrogate) as they will be on site - and will only deliver once someone is there to receive the goods.</p> <p>Please note that if a delivery needs to be offloaded with a forklift or if assistance is needed with manual offloading, please contact Fisher’s using the details below:</p> <table><tr><td>T: +44 (0) 800 1970 296</td><td>E: fishers@fishers-harrogate.co.uk</td><td>W: Fishers</td></tr></table> <p>The delivery address is: The Flooring Show 2019 <i>Company Name & Stand Number</i> <i>Exhibitor Contact Name & Mobile Number</i> Harrogate Convention Centre Halls A-C, M&Q * King’s Road Harrogate HG1 5LA</p> <p>Please remember to specify your required hall</p>	T: +44 (0) 800 1970 296	E: fishers@fishers-harrogate.co.uk	W: Fishers
T: +44 (0) 800 1970 296	E: fishers@fishers-harrogate.co.uk	W: Fishers		
Disabled and Less Able Bodied Visitors	<p>Please ensure that your stand and exhibits are easily accessible to all visitors. Disabled persons should be provided with the same service, on the same terms and to the same standard that is provided to others. It is unlawful to not make a reasonable adjustment for a disabled person.</p> <p>Your risk assessment should cover disabled visitors, and we recommend that your staff are aware of your disabled facilities on offer.</p> <p>Further details about the Equality Act, and how you can obtain copies of the act, can be found on the Government Legislation Website. Please follow this link: www.legislation.gov.uk</p> <p>For further guidance please click here</p>			
Electrics	<p>All connections to the main power supply must be made by the Official Contractor, Joe Manby.</p> <p>If you or your contractor are undertaking any electrical work at the event, please refer to the full electrical regulations.</p> <p>What’s included? If you have booked Shell or Space, there will be 1 x 500W socket on your stand.</p> <p>Please order your additional requirements via Joe Manby:</p> <table><tr><td>T: +44 (0) 1423 814 730</td><td>E: ops@joemanby.co.uk</td><td>W: Joe Manby</td></tr></table>	T: +44 (0) 1423 814 730	E: ops@joemanby.co.uk	W: Joe Manby
T: +44 (0) 1423 814 730	E: ops@joemanby.co.uk	W: Joe Manby		
Exhibitor Drinks & Sunday Roast	<p>The Flooring Show team would like to invite all exhibitors to join us for drinks on Sunday 15 September after the show closes. This will take place in the King Suite foyer.</p> <p>There will also be a Sunday Lunch on Sunday 15 September 12:00 onwards for Exhibitors & Visitors. Exhibitors can buy tickets in batches and then invite clients and members of staff. 50% of the cost is subsidised by The Flooring Show, so tickets are only £7 each.</p> <p>Should you like to book your tickets please contact Harriet Makin – harriet@theflooringshow.com</p>			

First Aid	The First Aid Centre is situated by the Organisers' Office and cloakroom at the front of Hall A and will be open during build up, break-down and the show open times. Any medical emergency should be reported to the Organisers' Office or a member of security.						
Floral	<p>Floral displays can be ordered from Flowers by Caine.</p> <p>Artificial plants/flowers are not permitted, this is due to being combustible as well as giving off toxic fumes.</p> <p>Silk-type flowers are acceptable, providing they are fireproof or have been treated and proof can be supplied.</p> <p>If you would like to order a floral display for your stand, please contact Flowers by Caine on the details below:</p> <table><tr><td>T: +44 (0) 1423 528 695</td><td>E: caineofharrogate@gmail.com</td><td colspan="2"></td></tr></table>			T: +44 (0) 1423 528 695	E: caineofharrogate@gmail.com		
T: +44 (0) 1423 528 695	E: caineofharrogate@gmail.com						
Food & Drink	<p>If you would like to serve food and/or drinks on your stand you will need to purchase this from the venue caterers CH&Co. Please contact Deanna on the details below:</p> <table><tr><td>T: +44 (0) 1423 537 224</td><td>E: Deanna.wilkinson@harrogateconventioncentre.co.uk</td><td colspan="2"></td></tr></table>			T: +44 (0) 1423 537 224	E: Deanna.wilkinson@harrogateconventioncentre.co.uk		
T: +44 (0) 1423 537 224	E: Deanna.wilkinson@harrogateconventioncentre.co.uk						
Furniture	<p>No furniture is included in your stand.</p> <p>Should you wish to order furniture please do so through creative hire on the below details:</p> <table><tr><td>T: +44 (0) 1676 542 616</td><td>E: info@creativehire.co.uk</td><td colspan="2">W: Creative Hire</td></tr></table>			T: +44 (0) 1676 542 616	E: info@creativehire.co.uk	W: Creative Hire	
T: +44 (0) 1676 542 616	E: info@creativehire.co.uk	W: Creative Hire					
Graphics	<p>If you would like to attach items to your shell scheme such as posters, graphics and/or material, please ensure you use fixings that will not leave a residue. You can use Low-tac Velcro/Double sided sticky pads or panel pins. Any damage incurred will be charged for.</p> <p>If you are planning to produce full size graphics to cover the shell scheme walls are first advised to contact Joe Manby to determine the shell scheme walling configuration.</p> <p>If you have any queries regarding shell scheme graphics, please contact Manbys on the details below:</p> <table><tr><td>T: +44 (0)1423 814 730</td><td>E: ops@joemanby.co.uk</td><td colspan="2">W: Joe Manby</td></tr></table>			T: +44 (0)1423 814 730	E: ops@joemanby.co.uk	W: Joe Manby	
T: +44 (0)1423 814 730	E: ops@joemanby.co.uk	W: Joe Manby					
Internet & WIFI	<p>There is general Wi-Fi access throughout the hall which is sufficient for checking emails etc, but should not be relied on to show presentations or streaming etc. If you need any specific, secure or maintained connection, please order this with Harrogate Convention Centre using the details below:</p> <table><tr><td>T: +44 (0) 1423 500 500</td><td>E: exhibitionservices@harrogateconventioncentre.co.uk</td><td colspan="2"></td></tr></table>			T: +44 (0) 1423 500 500	E: exhibitionservices@harrogateconventioncentre.co.uk		
T: +44 (0) 1423 500 500	E: exhibitionservices@harrogateconventioncentre.co.uk						
Insurance	<p>Whilst we will take every precaution to ensure security and safety at our exhibitions, we do not accept any liability for loss or damage to any exhibitor's property or injury to your staff. Exhibitors should take out and maintain at all times public liability and employee liability insurance against personal injury, death and damage to or loss or property for a limit of indemnity not less than £2,000,000 sterling or its equivalent. Insurance can be ordered directly through the Organisers' at a cost of £85 + VAT.</p> <p>If you require any further information on insurance please contact:</p> <table><tr><td>T: +44 (0) 1732 757 616</td><td>E: exhibitor@inevexco.co.uk</td><td colspan="2">W: www.inevexco.co.uk</td></tr></table>			T: +44 (0) 1732 757 616	E: exhibitor@inevexco.co.uk	W: www.inevexco.co.uk	
T: +44 (0) 1732 757 616	E: exhibitor@inevexco.co.uk	W: www.inevexco.co.uk					

	<p>It should be noted that insurance cover for exhibitors is a mandatory requirement of exhibiting at this event.</p>		
Lifting, Handling & Storage	<p>Fisher's (Harrogate) Ltd have been appointed as the official contractor for lifting, handling and storage at The Flooring Show.</p> <p>The advantage of having the show official contractors is that they will be on-site during the build-up, and breakdown periods of the show and are easily accessible.</p> <table border="1"> <tr> <td>T: +44 (0) 8001 970 296</td><td>E: fishers@fishers-harrogate.co.uk</td></tr> </table>	T: +44 (0) 8001 970 296	E: fishers@fishers-harrogate.co.uk
T: +44 (0) 8001 970 296	E: fishers@fishers-harrogate.co.uk		
Machinery on Stands	<p>If you are planning to have machinery demonstrations on your stand, please remember it is your responsibility to ensure these operate safely. The factors below are in line with the venue and show guidance and should be adhered to at a minimum.</p> <p>A stand layout will be required to assess the impact on surrounding gangways</p> <ul style="list-style-type: none"> • Machinery can be on the stand edge if it is made safe (and is not accessed during operation) whether that be through guarding, stand design or the machines integral design. If it cannot be made safe it must be set back. • Any sides of machinery set on the stand edge must have no moving parts and be safe i.e. no heat, no open parts • Any side of running machinery which is not able to fulfil the above requirement must be set back from the stand edge by a minimum of 0.5m (more if your risk assessment suggests more is required) • Operating the machinery must be from within the stand space. The stand layout must show where each machine will be operated from. • Showing & viewing a machine that is set on the stand edge can be done from the show aisle provided that the machine fills the criteria above and is deemed safe. • The collection/replacement of media and outputs must be done safely, and the output moved immediately on to the stand. • Moving parts of machinery and other working equipment must be suitably guarded to protect the public and the operator <ul style="list-style-type: none"> • Where you remove guards for display purposes then: <ul style="list-style-type: none"> • A strong and suitable see-through guard must be in place • Additional barriers or screens may be required to protect visitors <p>A risk assessment will be required to include the use of the machinery and how you have protected visitors, exhibiting personnel or any other participant from harm</p> <ul style="list-style-type: none"> • This should include the above plus: <ul style="list-style-type: none"> • Protection from any emissions, dust • Removal of any excess waste materials • Who is undertaking the demonstrations, and have they had sufficient instruction and training to ensure they are competent to undertake demonstrations. • Any PPE requirements • Any additional fire prevention / fighting requirements • Any other risk arising from using the machinery in the context of an exhibition 		

Music	<p>A PRS Licence is required for all exhibitors playing any form of music such as CDs, tapes, DVDs, video and live music. The Performing Rights Society collects royalties on behalf of the composers. Exhibitors are responsible for obtaining a PRS Licence. Follow this link to apply for a licence: PRS Licences .</p> <p>A PPL Licence is also required for all exhibitors for the use of all sound recordings (i.e. CDs, tapes, DVDs). The PPL collects royalties on behalf of the record label. It is the responsibility of the exhibitor to inform the Organiser if they are playing sound recordings on stands as this licence needs to be applied for by the Organiser.</p> <p>If you require a PPL Licence, please fill out the form as soon as possible.</p> <p>The Operations Team will contact you with more details.</p>								
Operations Team	<p>Lowri and the team at EventShaper will be able to assist with any operational questions you may have over the upcoming weeks and months.</p> <p>To contact them please use the details below:</p> <table border="1" data-bbox="363 779 1474 817"> <tr> <td>T: +44 (0) 1444 811 411</td><td>E: ops@theflooringshow.com</td></tr> </table> <p>On-site, the team will be based in the Organisers' Office which is situated at the front of Hall A.</p>	T: +44 (0) 1444 811 411	E: ops@theflooringshow.com						
T: +44 (0) 1444 811 411	E: ops@theflooringshow.com								
Parking	<p>The Centre has its own car park underneath the Auditorium. The access to this is on Springfield Avenue. Charges for build up are:</p> <table data-bbox="363 1037 694 1220"> <tr> <td>Up to 3 hours</td><td>£4.00</td></tr> <tr> <td>Up to 6 hours</td><td>£7.50</td></tr> <tr> <td>Up to 12 hours</td><td>£11.50</td></tr> <tr> <td>24 hours</td><td>£13.00</td></tr> </table> <p>There are addition spaces located at Jubilee and Victoria car parks in the centre of Harrogate just a few minutes' walk from the centre.</p>	Up to 3 hours	£4.00	Up to 6 hours	£7.50	Up to 12 hours	£11.50	24 hours	£13.00
Up to 3 hours	£4.00								
Up to 6 hours	£7.50								
Up to 12 hours	£11.50								
24 hours	£13.00								
Privacy Policy	<p>By signing the Contract to Exhibit the Exhibitor is consenting, under all relevant data protection legislation, to the Organiser communication with Exhibitors by telephone, fax, email and post and using personal information for the following purposes: the Organisers' internal purposes, which will include accounts processing, internal analysis of Exhibitors, inviting Exhibitors to other events, organised by the Organiser or its group, disclosure of information to contractors who provide services in respect of the Exhibition (including but not limited to shell scheme, security, registration, cleaning and freight contractors, caterers and electricians), disclosure to direct mailing contractors and disclosure or transfer of Exhibitor's personal data to members of the Organisers' group worldwide to allow the group to further develop its business and its services to Exhibitors.</p> <p>The Organiser may also pass Exhibitor details to Official Contractors who provide goods and services likely to be of interest to Exhibitors. Please contact the Organiser in writing if you do not wish your personal information to be used in any of the ways mentioned above.</p>								

Risk Assessment	<p>Under UK law, you are required to undertake a risk assessment for all stages of the event; build up, open, breakdown. However, we will not request to see this unless indicated on your Construction Phase plan (build up/breakdown) or Stand Information Period (open period).</p> <p>All exhibitors who are constructing their stand or arranging for someone else to construct on their behalf should ensure that a Construction Phase Plan has been carried out. Your Construction Phase Plan will serve as a useful tool to ensure you and anyone around you is safe.</p> <p>CMD4Events is a good website explaining what is and isn't required and by whom. They also have some good online templates that will assist you in providing the correct information.</p> <p>If you have any questions regarding this, please contact Lowri or call +44 (0) 1444 811 411.</p>
Risks	<p>If you would like to have any of the below activities taking place on your stand during the show, please forward a risk assessment and stand layout showing where the activity will be taking place to ops@theflooringshow.com. Please note that most of the activities below will require specific licences or authorisation from the venue or Local Authority.</p> <ul style="list-style-type: none"> • Alcohol serving (restrictions apply) • Animals • Babies and children on stands • Dangerous & noxious substances, including flammable oils, liquids & gases, compressed gases / acetylene / LPG, as well as hot surfaces & naked flames • Gambling • Hazardous noise • Hazardous processes or substances • Preparation, cooking & dispensing of food • Radioactive substances • Seating (closely seated audiences) & seminars • Simulators & rides • Special effects, including lasers, real flame, smoke machines & strobes • Special treatments (invasive - breaking the skin, e.g. ear piercing & non-invasive touching skin, e.g. massage) • Temporary structures • Vehicles • Visitor participation that may expose them to risks that would not normally be associated with visiting an exhibition hall • Water equipment and features • Weapons • Working machinery & apparatus
Security	<p>Although every reasonable precaution is taken and the hall is patrolled day and night, exhibition halls are vulnerable places and the Organisers can accept no responsibility for any loss or damage which may occur to your staff or property from any cause. Please consider these security tips when planning your stand:</p> <ul style="list-style-type: none"> • Make contact with the event security company for advice on how secure any vulnerable/ valuable items • Do not leave your items unattended at any time during the build-up, the open period or breakdown. Do not leave the venue until all visitors have gone each evening • Think about how you position desirable items, especially where you may not be able to keep an eye on them • Always secure desirables and valuable items. Typically, these are plasma screens, lap tops, mobile phones and handbags

	<ul style="list-style-type: none"> • Ensure you have enough staff so that your area is not vulnerable to thieves and do not ask anyone else to watch over your property while you go for a break. They may become busy and not be able to keep an eye on it • Remove all portable items of value each evening where possible, especially on show close evening. Do not leave them until the following day for collection • Arrive in time for the show opening each day. Ensure your stand is staffed at least 15 minutes before the show opens, but remember the halls open early each day (please check timetable at the front of this document) for maintenance and re-stocking • Use a lockable cabinet to store your personal possessions during the show open hours • Consider using a night sheet • Hire an alarm for your area if you have valuable or portable items • Ensure your insurance arrangements cover you for this exhibition <p><i>If you are a victim of theft please report the matter immediately to the show security team.</i></p>		
Site Rules & Emergency Procedures	Please pay careful attention to the Site Rules & Emergency Procedures and ensure they are circulated to all stand staff.		
Stand Information Form	Please ensure you complete your Stand Information Form . This is a short form which takes approximately 3 minutes to complete and provides some basic information about your stand and any open period activities you may have taking place.		
Temporary Staff / Hosts	<p>If you would like to hire temporary staff, please contact the team at Crusade Exhibition Services.</p> <table border="1"> <tr> <td>T: +44 (0) 7540 236 601</td><td>E: crusade.eventtraffic@gmail.com</td></tr> </table>	T: +44 (0) 7540 236 601	E: crusade.eventtraffic@gmail.com
T: +44 (0) 7540 236 601	E: crusade.eventtraffic@gmail.com		
Waste	<p>Anything that would not normally go in a black bin bag is classed as 'unreasonable waste' and will need to be removed from site by yourself or your contractor, or make arrangements with the venue cleaners to remove it.</p> <p>All of your own waste must be removed from your stand before you leave the site.</p> <p>Any items left behind intentionally OR unintentionally will be treated as waste and disposed of at the end of the tenancy - the cost for removal will be passed onto the exhibitor.</p>		

SHELL SCHEME INFORMATION

If you have booked a shell scheme stand, this section explains what is included and what options you have to enhance your stand.

Within your Shell Scheme stand you get:

- Grey carpet
- Walls
- Grey fascia with a nameboard
- 1 x 500w socket

Please use the following contacts should you wish to upgrade any elements of your stand:

Shell Scheme, Electrics		
T: +44 (0)1423 814 730	E: ops@joemanby.co.uk	W: Joe Manby
Carpet		
T: +44 (0) 1923 851 580	E: sales@JMT.co.uk	W: JMT
Furniture		
T: +44 (0) 1676 542 616	E: info@creativehire.co.uk	W: Creative Hire

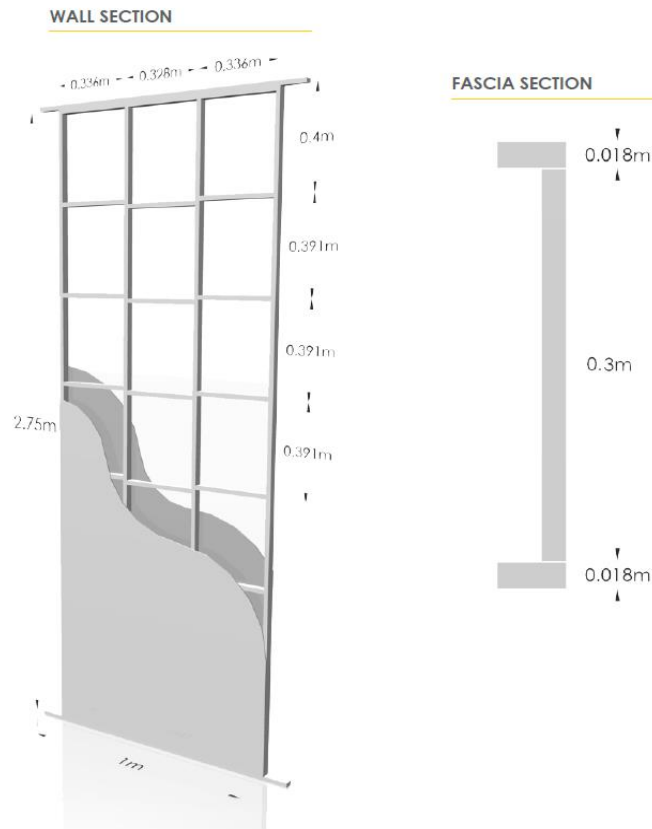
The Shell Scheme

The stand will be a Traditional Shell build using white, Plywood panels on a timber frame. The shell scheme will include walls, fascia, nameboard and carpet. If you would like to attach to the shell panel, please use pins, or **Low-tac** double-sided Velcro. Any fixings must not leave a residue.

Please note exhibitors may request their fascia to be removed from their stand however the fascia is integral to the structural stability of the stands. This may only be removed in exceptional circumstances and where the stand layout allows sufficient stability.

Please find the following specification sheet for the shell scheme. The seen size for graphics is 2.75m x 1m.





Stand Design:

When designing your stand, you need to make the most of the space you have - and there are a number of tried and tested ways to give the stand more impact:

Assess the likely traffic flows around your stand and establish points of interest that will make visitors stop in the aisles.

- Make your stand open and inviting
- When a crowd develops at your stand, make sure visitors can see your products over the heads of others
- Ensure your message is clear and your company name prominent so that visitors in other aisles are aware of your presence
- Ensure you have enough room to display your products and literature, and entertain and talk to clients on your stand
- Ensure there is sufficient space for machinery and any printed products they may produce Posters and the like may not be displayed in the gangway
- Ensure there is somewhere to store items - cluttered and messy stands are uninviting

There are also logistical issues to consider:

- Your stand must be designed so it can be erected and dismantled within the time and space available
- We would also ask that stands be designed in a way that allows access for wheelchair users

SPACE ONLY INFORMATION

If you have booked a Space Only stand, there are a number of responsibilities that you need to undertake:

- Ensure your stand can be built within the time frame given
- Appoint a reputable contractor - are they an ESSA member (Event Supplier and Services Association) – www.essa.uk.com
- Ensure your contractor has the information they need to be able to do their job properly
- Ensure your contractor knows they are to supply walls and a platform if you wish to use your own flooring
- Read and abide by the Terms and Conditions of your exhibiting contract
- Understand your responsibilities under UK Legislation including [CMD4Events](#) Regulations

Please ask your contractor to send the following information:

- Layout plans including elevations
- Construction & Destruction Phase Plan including key risks
- Method Statement

All stand designs and safety paperwork (Construction Phase Plan & Method Statement) must be submitted by:

Complex - 2 August 2019

Non Complex – 16 August 2019

T: +44(0)1444 811 411

E: ops@theflooringshow.com

Please brief your contractors to abide by the along with the show guidance below.

General Guidance

- Adequate precautions must be taken by contractors to protect the fabric of the building during construction and dismantling. Any damage caused to the venue structures will be charged to the exhibitor
- All stands should be designed and built in line with the Venue and Organiser regulations.
- The back of the stand should be as well presented as the front
- All stand structure, signs, notices etc. must be confined within the area allocated, and may not project into or over gangways

Aesthetic Rules / Walling Regulations

Unbroken walling

- A minimum of 50% of any open side must remain fully open
- In addition, walling over 5m in length must be setback 1m from the stand edge, and have some form of visual break such as glazed panels/planting etc.
- Please ensure that your stand conforms to the requirements and does not visually block neighbouring stands off from the rest of the exhibition

Please note: Walling that contradicts the above will be considered on a case by case basis.

Walling that adjoins another stand

- Exhibitors on part-island sites must provide partition walls between themselves and their neighbours on the block, or separating the stand from the venue wall
- Neighbouring exhibitors can liaise with one another to ensure that at least one of them is building a wall or to arrange to share the cost
- Where you are building your own wall, this must be dressed in a neutral colour without graphics from the top of the wall to 2.75m off the hall floor
- All divides, must be a minimum height of 2.75m, built on the dividing line and run for the full length of the closed side(s)
- Please note: receiving a 'Drawing inspection notice' does not mean that adjoining stand plans have been checked for compatibility

Bridging

Bridging of gangways will NOT be permitted.

Columns	<p>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 of 2.75m. 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 graphics or other pictorial matter.</p>
Complex Structures	<p>A Complex Structure is any form of construction of any height, which may require input from a Structural engineer or would be designed by an engineer and/or has through a Risk Assessment been found to provide a significant risk of collapse.</p> <p>If a stand is not constructed from 'shell scheme' it is the responsibility of the stand designer to determine whether the construction is complex or not and indicate this on the Space Only Plan Submission.</p> <p>The most common examples of Complex Structures include:</p> <ul style="list-style-type: none"> • Any structure, regardless of its height, which requires structural calculations or has had input from a Structural Engineer • Multi-storey stands • Any part of a stand or exhibit which exceeds 4m in height • Suspended items, e.g. bespoke structure, banner systems or suspended stand build • Freestanding Sound/lighting towers • Temporary tiered seating • Platforms and stages over 0.6m in height • All platforms and stages for public use (not including stand floor flats and platforms) <p>However, the Venue or Organisers may class other stands as complex structures where it has not correctly been determined by the designer.</p> <p>The Structural Engineer nominated by the Organisers will inspect the Complex Structure at the design stage, during the build-up and on completion.</p> <p>All charges incurred for the use of this service are the responsibility of the exhibitor and the cost for this is approximately £310per stand.</p>
Contractors	<p>Please click here for our Preferred list of suppliers of Space Contractors.</p>
Construction Phase Plan	<p>Under UK law, you are required to undertake a Risk Assessment. However, we will not request to see this unless you notify us of a specific risk within your Construction Phase Plan or Stand Information Form.</p> <p>All exhibitors who are constructing their stand or arranging for someone else to construct on their behalf should ensure that a Construction Phase Plan has been carried out. Your Construction Phase Plan will serve as a useful tool to ensure you and anyone around you is safer.</p> <p>CMD4Events is a good website explaining what is and isn't required and by whom. They also have some good online templates that will assist you in providing the correct information.</p>
Design	<p>All stand structures must be designed with the method of working and the environment and timeframe that it needs to be built in mind.</p> <p>The following basic considerations must be addressed:</p> <ul style="list-style-type: none"> • The sequence of construction and destruction as well as the sequence for the removal of any temporary parts

	<ul style="list-style-type: none"> • The design should consider the safest means of connecting components and, where appropriate, indicate the necessary provision of access equipment and the safe system of work to reduce the time spent working at height • The method of construction / destruction and use of appropriate and safe working practices • Stability at all stages of construction and destruction • Identifying the point at which the structure can support itself • Identifying the permanent elements that ensure stability • Calculations indicating the relevant forces and load capability of the structure • The floor loading capacity of the venue • A thorough check of orientation, columns, obstacles, ducts etc. <p>The design should take account of the safe handling, lifting, storage, stacking and transportation of the components relevant to their size, shape and weight:</p> <ul style="list-style-type: none"> • Weights of components should be clearly marked and where necessary, lifting points indicated • Components should be stacked and delivered so that they can be removed in the desired order • Deliveries must consider the floor loading in the area of erection or unloading • As much of the construction as possible should be completed at floor level. This should include decking and the erection of handrails to ensure a safe place of work on the upper level, once lifted, to avoid the provision of additional safety measures such as temporary edge protection and fall restraint or arrest systems • Welding and cutting (fabricating) is not allowed within the venue without the prior written consent of the venue • Plant and equipment must only be operated by a competent person and copies of their licences or certificates must be available for inspection at any time • Cranes are allowed but the positioning of the vehicle must be arranged through the official contractor to ensure that the weight loading is effectively distributed on the floor. Lifting the main deck using several forklift trucks is acceptable provided a Method Statement and Risk Assessment for such an activity has been undertaken and submitted <p>It must be completely self-supporting and stable. No stand should be supported by direct suspension from the roof of the exhibition halls, nor may any fixing be made to the structure of the building. Nothing may be drilled, attached or bolted to the hall floor.</p> <p>Please ensure you consider ALL visitors when designing the stand. Click here guidance about making your stand accessible.</p> <p>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 desirable to do so in the interest of the exhibition.</p> <p>Drawings must clearly identify the sequence of construction, e.g. construction of frame; insertion of legs; fixing of bracing; and destruction.</p>
Doors/Vision Panels	<p>Doors must have a vision panel with a zone of visibility spanning from 500 mm to 1500 mm above the floor. The exception to this is doors to small storerooms, where a small panel may suffice.</p> <p>The minimum effective clear width of a door should be 800mm</p>

	<p>Doors must be recessed where they open on to public circulation areas, i.e. they must not open directly on to a gangway.</p> <p>Emergency exit doors must open outwards in the direction of escape. Sliding doors are not acceptable as emergency exit doors.</p> <p>Please refer to the eGuide for full regulations.</p>
Draping Stand Construction	<p>Stands should not use drapes alone as a wall. Precautions must be taken to ensure that persons pushed against the draping cannot fall through the drapes onto the stand. Suggested Precautions:</p> <ul style="list-style-type: none"> • Hang drapes against a solid wall that stands at least 1.1m high • If building with Trilite, ensure extra cross bar bracing is installed as a barrier • As an added precaution, ensure drapes are the correct size. There should be no excess draping on the hall floor. The drapes should be tucked in and secured to the hall floor, to ensure persons cannot kick up the drapes as they walk by • Drapes, curtains, hangings etc. must be inherently or durably flame-proofed. Test certificates must be available for inspection for any materials intended to be used • Fabrics used for interior stand decoration must be fixed taut and/or in tight pleats (not loosely draped) to a solid backing, secured above floor level and not touching light fittings • Curtains on exit routes must hang 75mm clear of the floor, be parted in the centre and not conceal any exit signs
Electrical Regulations	<p>All work on stands must be ordered through the official contractor.</p> <p>All electrical installations must comply with the Electrical Regulations.</p>
Electric Suppliers & Installations	<p>Any requirement for three-phase supplies will be assessed by the Electrical Contractor.</p> <p>24-hour supplies and non-standard voltages can also be provided. Please ensure you contact the Electrical Contractor as soon as possible for a quote.</p> <p>Power will be switched off at source 30 minutes after the show closes each evening.</p> <p>Please contact the Electrical Contractor if you require power outside of standard hours, or if you need your power by a certain time during the build-up / breakdown phase.</p>
Employment of Labour and Contractors	<p>There are some services which the Organisers are bound within the terms of the tenancy to use. There are additional services where in the best interests of the show the Organisers have appointed Official Contractors. Grouped together these are: Electrical Mains, Catering, Rigging, Water & Waste, Gas, Lifting, Security (not individual stand security).</p> <p>Where no sole appointment has been made it is recommended that as far as possible, exhibitors should make use of the contractors named in the manual who will be available on-site.</p> <p>It is the responsibility of the exhibitor to ensure the competency of the contractor and his/her suitability for the work you are specifying in the exhibition.</p> <p>NOTE: The Organisers reserve the right to stop work being carried out by any person where the work is, in the reasonable opinion of the Organisers, being carried out in breach of these regulations and the Organisers may require such person to stop work immediately and may direct such person to leave the exhibition.</p>

<p>Escape Routes, Inner/Trapped Rooms & Travel Distance</p>	<p>The maximum travel distance from any part of a stand to a gangway shall not exceed 50metres.</p> <ul style="list-style-type: none"> • Where there is only 1 means of escape from the stand, this must be reduced to 20m • Travel distance must also be reduced by 25% where alcohol is being served e.g 37.5m/15m <p>Alternative escape must be available from any point within a stand or structure leading to a place of safety. Escape routes should have a minimum, unobstructed height of 2.1m, other than within doorways, which should have a clear height of not less than 2.06m.</p> <p>Occupied inner rooms on stands can have a single emergency exit for up to 60 people (30 where the occupants require assistance escaping) but thereafter there must be a minimum of two, sited remotely from each other.</p> <p>If the travel distance from the room to a gangway exceeds 20m, there must be two exits in any case (reduced to 15m where alcohol is being served in the room).</p> <p>The exhibitor must also anticipate the requirements of disabled and other vulnerable visitors when determining the number of exits.</p> <p>Stands under 100m² must have a minimum exit width of 1m wide and for stands over 100m² must have exit widths of 2m wide.</p> <p>Please refer to eGuide for full regulations.</p>
<p>Exits & Entrances from Stands</p>	<p>Entrances / exits must be a minimum of 2.1m high, and emergency exits must be at least 1m wide (<100m²) and 2m wide (>100m²) wide:</p> <ul style="list-style-type: none"> • Exits with doors opening directly onto a gangway must either open inwards or be recessed into the stand • There should be a distance of no more than 50m to the nearest exit from any point on the stand. Reduced to 37.5m if alcohol is served and 20m with single points of exit, reduced to 15m if alcohol is served • No floor shall be constructed having a slope in excess of 1 in 12 <p>Stand Lighting</p> <p>Consideration should be given to the lighting design and layout of a stand, so as to minimise discomfort caused by glare and dazzle to those viewing products.</p> <p>Adequately maintained general and safety lighting, with maintained illuminated exit notices shall be provided to any enclosed area on a stand.</p> <p>Emergency Lighting</p> <p>The illumination provided by normal lighting and emergency lighting should be sufficient to enable anyone to see their way out of stands, seminar rooms and theatres at all times.</p> <p>The horizontal luminance at floor level provided from either source along the centre line of defined escape routes should not be less than 0.2 lux and preferably 1 lux.</p> <p>Any battery used for emergency lighting should be capable of maintaining the full load connected to it for a minimum of three hours after the failure of the normal supply.</p>

	<p>Exit Signs</p> <p>Exit signs must be:</p> <ul style="list-style-type: none"> • A minimum height of 200mm and a minimum width of 400mm • On a 24-hour electrical supply and illuminated at all times • Positioned so they are conspicuous <p>Doors and gates forming part of an escape route shall be provided with a vision panel of clear glazing at sight level and must be hung to open in the direction of escape, clear of any steps, landings or gangways.</p>
Flooring/ Carpet	<p>All floorcovering must be suitable for its purpose and securely fixed using approved fixing tape.</p> <p>Cables must be hidden away, located out of main walkways and securely fixed down and ramped so they do not present a trip hazard.</p> <p>Please ensure floorcovering and platforms fully comply with the regulations detailed within the manual and eGuide.</p> <p>Fixing to the hall floor is not permitted. All floorcovering and fixing tape must be removed during breakdown.</p> <p>Platforms and flooring are available from JMT.</p> <p>Please ensure you remove your carpet at the end of the show and arrange for its disposal.</p>
Gangways	<p>Please request advice from our Site Managers when looking at the most suitable location for you to work from.</p> <p>Items may need to be moved if they are left in gangways for any significant time or if access is then required.</p>
Height Limit	<p>Stands must not exceed the venue height limits</p> <p>You are advised to request a technical plan specifying the height limits within your area before agreeing your stand build.</p> <p>Height Limit</p> <ul style="list-style-type: none"> • The maximum build height for stands around the edges of Halls A, B and C is 2.75m • In the centre section of the halls the max build is 3.9m UNLESS under a heating duct where it lowers to 3.3m • In Hall Q, the maximum build height generally is 2.50m, however there are some exceptions • In Hall M stands can build above 4m however this will be considered complex and the below charges will apply <p>Please note: Stands over 4m in height are classed as COMPLEX and will require checks prior to the event by the Organisers Structural Engineer. This will incur an additional charge of approximately £310 and will be invoiced to you prior to the event.</p> <p>To verify the limits for your stand please contact ops@theflooringshow.com.</p>
Hot Works Permit	<p>Hot works are NOT Permitted.</p>
Materials	<p>All materials used in the construction of stands, features and displays, including signs and fascias, must be:</p> <ul style="list-style-type: none"> • Of a suitable nature and quality for the purposes and conditions of their intended use

	<ul style="list-style-type: none"> • Adequately prepared and fixed in order adequately to perform the functions for which they are designed • Compliant with the British Standard relevant to the particular material or item and non-combustible, inherently non-flammable or durably flameproof in accordance with BS476-Part 7 • Water-based, where applicable, e.g. adhesives and paint and fillers <p>British Standards are the minimum acceptable standards for construction materials. Suitable samples of materials may be submitted to the venue for approval. Materials may be tested on-site to ensure that they comply.</p> <p>Please refer to the eGuide for more information.</p>
Personal Protective Equipment	<p>You are reminded that this is the last form of control measure and not the first. Therefore, please ensure you have limited your risks as much as possible before considering your PPE requirements.</p> <p>As a minimum, the Organiser requires anyone in the loading/unloading areas to wear high visibility clothing of some form. This is to ensure pedestrians are as visible as possible in an area where there is vehicle movement.</p> <p>We would advise that your staff have sufficient footwear as a minimum and if they are loading or unloading then also a high vis. Once you have considered the environment, you are then required to decide what levels you will require on your stand.</p>
Platforms	<p>When designing your stand you should consider whether a platform to the stand is absolutely necessary. If so, please consider the needs of people with disabilities:</p> <ul style="list-style-type: none"> • A platform to the overall area of your stand should not exceed 170mm in height (one step) and must have a ramp incorporated into the design to accommodate wheelchair users • The distance between supporting timbers of platforms constructed from battens (25mm thick minimum) and sheet materials (plywood or MDF, 18mm minimum), must not exceed 400mm from centre to centre • Platforms must be of a strength and stability sufficient to carry and distribute the weight of the stand fitting, stand personnel, visitors and exhibits having regard to the loading limits of the floors • Platform corners must be splayed, rounded or angled to prevent sharp corners and tripping hazards • Where there is a platform within your stand area or there is a stage, this will be deemed a complex structure where it's height exceeds 600mm, and full structural calculations and/ or drawings should be submitted for inspection <p>Any stage should have protection, such as handrails and balustrades, on all sides that are not the performance edge. Any individual platform (not including a platform to the overall area of the stand) should have balustrades and/ or handrails on all four sides.</p>
Rigging	<p>All rigging at the show must be approved by the Organisers prior to arriving on-site. If you wish to rig any banners at the show, please contact the Operations Team.</p> <p>Plus:</p> <p>The Official Contractor will undertake all rigging.</p> <p>Orders will only be processed when the following information is provided:</p> <ul style="list-style-type: none"> • A fully dimensional drawing • Weights

	<ul style="list-style-type: none"> • The dimensions of structure or banner to be hung • Orientation • All rigging and materials should be in accordance with the venues Rigging Code of Practice • Banners will only be de-rigged from the halls at the end of the tenancy period due to health & safety reasons
Site Rules	Please ensure that all personnel on-site have been given a full briefing of the Site Rules .
Stand Number	The name and stand number of the company exhibiting must be prominently displayed, ensuring visibility on each side of the stand.
Working Practices	<p>Method Statements and Risk Assessments must be provided and followed. All persons involved with the work shall be competent to undertake the work, and have read and understood the Method Statement and Risk Assessments and erection sequence(s).</p> <ul style="list-style-type: none"> • Competent supervision is required, and supervisors must be trained and understand the work they are to supervise. They must be able to read and understand the drawings and Method Statements, and ensure that they are appropriate for the structure and location. Where the methods are changed, the designer shall authorise the change, in writing, prior to the documentation being changed and these must be re-submitted to the Organiser for approval and to the venue. • Competent supervision is also required during the destruction phase <p>The Method Statement for a stand should include:</p> <ul style="list-style-type: none"> • Construction and destruction sequences, noting the starting point • Methods to ensure stability, including the use of temporary components • The detailed construction scheme that identifies the lifting, alignment and connection requirements • The preferred system to prevent falls from height, the safe means of access and any special platforms or equipment • The provision of suitable plant and equipment with which to construct the structure safely <p>Exhibitors are responsible for ensuring that their stand contractor employs safe working practices, and are aware of their responsibilities under the Health & Safety at Work Act.</p> <p>Please also refer to the guidance on Work Equipment, Processes & Tools</p>

KEEPING YOURSELF & OTHERS SAFE

Your Health & Safety Obligations

As an exhibitor, you have a legal duty of care for the safety of anyone who may be affected by your activities. You are ultimately responsible for all aspects of safety on your stand during the build-up, open period and breakdown of the show. Where you contract out the building and finishing of your stand, you are still vicariously responsible for the activities of your contractors. It is **your responsibility** to ensure that you have completed the below:

- All exhibitors must complete the [Stand Information Form](#)
- All exhibitors must undertake a **Risk Assessment** for their stand, relating to the entire exhibition. Any significant risks should be notified to the Operations Manager
- All exhibitors who have a Space Only stand need to understand their role as 'client' under CDM 2015 Regulations

Health & Safety Work Act 1974

This is the legislative foundation for all workplace Health & Safety Regulations. There are a number of areas of the Act which are of particular importance to the management of contract work:

- Provision and maintenance of safe plant and safe systems of work
- Safe handling, storage, maintenance and transport of work articles and substances
- Provision of information, instruction, training and supervision
- Provision of a safe place of work with safe access and egress
- A safe working environment with adequate welfare facilities

These must be maintained for exhibitors, contractors and employees of ANY company working on the site.

The Management of Health & Safety at Work Regulations 1999

These require additional action to be taken in order to ensure compliance, namely:

- Suitable and sufficient risk assessments must be completed, all significant risks must be identified with suitable and sufficient control measures put in place
- Appointment of competent persons in health and safety
- Establish and implement emergency procedures
- Co-operation and co-ordination in shared workplaces
- Provision and sharing of information

The contents of this section act as a guide only, and are not intended to be a complete statement of law or other regulations. Where necessary, further advice can be obtained from the Organiser.

Health & Safety Dos and Don'ts

Below is a list of various things to consider, but in terms of key risks within the build up and breakdown phases please carefully consider the following:

- Awareness of vehicles in the loading bays/unloading areas
- Awareness of how to work safely at height – please take the time to look at www.stop-the-drop.co.uk and brief your teams

Please also consider the following points:

- **Accidents**
 - Report accidents or 'near misses' to the Organisers immediately
- **Alcohol & Drugs**
 - Any person found to be under the influence of alcohol or drugs will be

asked to leave the site immediately

- **Disabled Access (The Equality Act 2010)**
 - Please ensure your stand is easily accessible to all visitors. Disabled persons must be provided with the same service that is provided to others, and it is unlawful to not make a reasonable adjustment for a disabled person
- **Electrics**
 - Don't mess with your electrics! All electrical installation work must be undertaken by the official electrical contractor unless it has been pre-fabricated off site
- **Fire & Emergency Procedures**
 - Read the Fire & Emergency Procedures that are contained within the [Site Rules](#)
- **Fire Extinguishers**
 - We provide extinguishers based on the number required by the fire officer - please do not move them. If you require a specific type of fire extinguisher, please let us know
- **Food Safety**
 - Use the venue caterer for provision of any hospitality. If you are sampling, please notify us using the [Stand Information Form](#)
- **Ladders**
 - Use the right ladder for the job, fix at a 1:4 angle – be aware of the Working at Height Regulations. Contact the Organisers for further advice
- **Manual Handling**
 - Think before lifting / stand as near to the object as possible / bend your knees / keep back straight / grasp the load firmly / lift with your legs / hold the load closely to the centre of your body
- **Personal Protective Equipment (PPE)**
 - Wear a hi-vis vest in the unloading areas
 - Wear the right clothes and shoes for what you are doing, and the environment you are in
- **Rubbish**
 - Don't keep it stored on your stand – it's a fire hazard. Contact the Organisers to arrange disposal
- **Staff**
 - Make sure your staff are briefed properly about the risks to be aware of, and have read and understood the [Site Rules](#)
- **Vehicle Movement**
 - Be careful when you arrive and are unloading – there are traffic marshals to assist you
- **Weird and Wonderful features**
 - Contact the Organisers if you are having a water feature, massage, any special effects, anything that causes excessive heat or light, animals or children
- **Working at Height**
 - If you are working at height, you **must** use the correct equipment and know how to use it safely www.stop-the-drop.co.uk
- **Young persons**
 - Under 16's are NOT permitted during build up and breakdown

ASSESSING YOUR RISKS

Risk Assessments can often seem daunting, but may not need to be as complex as you might think.

It may be useful to have a look at our tips to start you off...

- Split the event into parts
 - Build-up
 - Open days
 - Breakdown
- Think about who is affected by your stand / activities:
 - Your staff
 - Your contractors
 - Visitors to your stand
 - Neighbouring stands
- Think about what hazards could be involved to people at the above times:
 - Build-up – vehicles moving around the halls, lifting boxes, trip hazards, working at height, electrics, stand build etc.
 - Open days – tiredness, influence of alcohol, trip hazards, flashing lights, layout of stand etc.
 - Breakdown – similar hazards to build-up, but may be worth considering the risks of wanting to get home speedily i.e. rushing, everyone else rushing etc.
- Evaluate the risks
 - Can the hazard be removed completely or done in a different way?
 - If the risk cannot be eliminated, can it be controlled?
 - Can protective measures be taken that will protect the entire workforce on-site?
- Risk Assessment Document
 - Write down all of the above!
 - Pass on information about significant risks to those people identified
 - Record what measures you have taken to control these risks
- Review during and after
 - Try to assess as you go along
 - Anything that you change on-site can be added in for your next event

It is your legal responsibility to undertake a sufficient Risk Assessment and notify the Operations Manager of any significant risks.

The Organiser may request to see your written Risk Assessment during the show, and should an incident occur on your stand you should be able to produce it immediately for the Local Authority or Health and Safety Executive to investigate.

ORDER FORMS

COMPULSORY FORMS

Stand Information Form	Stand Information Form	16 August 2019
Nameboard Form	Nameboard Form	16 August 2019
Space Only/Package Plan Inspection	Ops@theflooringshow.com	16 August 2019

OPTIONAL FORMS

Accommodation	BCD Events	16 August 2019
Audio Visual	Audio Visual Form	16 August 2019
Carpet	JMT	16 August 2019
Catering	Harrogate Convention Centre	16 August 2019
Electrics	Electrics Form	16 August 2019
Floral	Flowers by Caine	16 August 2019
Furniture	Creative Hire	16 August 2019
Graphics	Joe Manby's	16 August 2019
Logistics – Freight, Lifting, Customs & Storage	Fishers - Harrogate	16 August 2019
Shell Scheme extras	Shell Scheme Extras Form	16 August 2019
Internet & Wifi	Harrogate Convention Centre	16 August 2019

OFFICIAL CONTRACTORS

Accommodation

BCD	+44 (0) 1332 285 590	sarah@BCDme.com	BCD
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Audio Visual

FTAV	+44 (0) 1423 857 830	info@ftav.co.uk	FTAV
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Carpet, Floorings and Platforms

JMT	+44 (0) 1923 851 580	sales@JMT.co.uk	JMT
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Cleaning and Waste

Harrogate Convention Centre	+44 (0) 1423 537 474	exhibitionservices@harrogateconvention.co.uk	
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Electrics, Graphics, Shell Scheme

Joe Manby's	+44 (0)1423 814730	ops@joemanby.co.uk	Joe Manby
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Floral

Caine Of Harrogate	+44 (0)1423 528 695	caineofharrogate@gmail.com	
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Food and Drink

Harrogate Convention Centre	+44 (0) 01423 537224	Deanna.wilkinson@harrogateconventioncentre.co.uk	
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Furniture

Creative Hire	+44 (0) 1676 542 616	info@creativehire.co.uk	Creative Hire
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Internet, WiFi and Telephones

Harrogate Convention Centre	+44 (0) 1423 500 500	exhibitionservices@harrogateconventioncentre.co.uk	
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Logistics – Freight, lifting, customs

Fishers - Harrogate	+44 (0) 800 197 0296	fishers@fishers-harrogate.co.uk	Fishers - Harrogate
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Rigging

Harrogate Convention Centre	+44 (0) 1423 537474	exhibitionservices@harrogateconvention.co.uk	
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Space Only Plan Inspections

Lowri Sadler	+44 (0)1444 811 411	Ops@theflooringshow.com	
Temporary Staff / Hosts			
Crusade Exhibition Services	+44 (0) 7540 236 601	crusade.eventtraffic@gmail.com	