

edition DOG LIVE

EXHIBITOR HANDBOOK 2024

Thank you for exhibiting at Edition Dog Live. This booklet provides you with all the information you should need to plan your stand, however the team will be able to assist with any queries you may have prior to the show. Please use the contact details below to get in touch.

Operations: Mark Dow

Tel: 07722937105

Email: mark@editiondog.com

Event Organiser: Jennifer Dow

Tel: 07948646115

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H&S: Mark Dow

Tel: 07722937105

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TIMETABLE

BUILD UP		ACCESS FOR
Saturday 24 th August	1400hrs – 1900hrs	Space Only Stands
	1400hrs – 1900hrs	Shell Scheme Stands

All stands must be fully operational and stand dressing complete by 1900hrs on Saturday 24th August. Access to set up on day of show is by application only.

Power connections and lighting to all stands will be made as soon as possible by.

OPEN PERIOD		HALL OPEN
Sunday 25 th August	0900hrs – 1600hrs	0700 – 1900hrs

There is no build up during show opening hours.

Children under 16 are not permitted in the halls until the show opens each day.

BREAKDOWN		ACCESS FOR
Sunday 25 th August	1615hrs – 1900hrs	All Trade

Breakdown will only start once visitors have vacated the hall. DO NOT start packing away your stand until the show has officially closed.


You must remove all materials from your stand that belong to you, for example your own flooring, walling, literature and lighting. If you leave any excess waste (waste that does not fit into a bin liner) then you will be charged for its removal.

No children under the age of 16 will be allowed onsite during build-up and breakdown, including exhibitors' own children.

All stand fitting and collections should be cleared by 1900hrs on Sunday 25th August.

GENERAL INFORMATION

Access and Traffic	<p>Exhibitors who need to use the loading bays must use the below traffic procedure:</p> <ul style="list-style-type: none"> Please request a EXHIBITORS VEHICLE WINDOW PASS in advanced on the show All vehicles showing the EXHIBITORS VEHICLE WINDOW PASS will be directed to the rear of hall two. You must report to the organisers office where staff will check you are in possession of a yellow vest/bib. Please do not block access to any of the two roller doors. Please be prepared to transport stock/display equipment from the loading area to your stand as vehicles are not permitted within hall 2. Should a queue develop at the loading area, vehicles will be permitted access and directed to the Vehicle Entry doors to unload as soon as space becomes available Once vehicles are unloaded they must be moved to the carparks Parking during build up and breakdown as well as the event is free
Accommodation	<p>NAEC Stoneleigh has a 4 star guest lodge on site and is located approx. 50m from hall 2.</p> <p style="text-align: center;">Stoneleigh Park Lodge</p> <p>Stoneleigh Park Lodge is a 58-bedroom 4-star guest house located within the grounds of the UK's most flexible exhibition and conference centre, the NAEC Stoneleigh at Stoneleigh Park.</p> <p>Situated between Coventry and Leamington Spa, just off the A46, which links the M40 with the M69 and M6, Stoneleigh Park Lodge is easily accessible via road and has good rail and air links.</p> <p>https://www.naecstoneleigh.co.uk/Accommodation.html</p>
Animals	<p>Any exhibitors who are planning to have animals on their stand they must fill out and submit an animal welfare form. These are available on the day or available to download in advance on the exhibitor's section at editiondoglive.com.</p> <p>There is a vet on standby and can be contacted via the exhibitor's office. Any costs will be met by the exhibitor.</p> <p>This is dog friendly event and there is plenty grass surrounding hall to allow dogs to be exercised. It is duly requested as stands are carpeted dogs are exercised on a regular basis and any mess is cleaned up as you would expect.</p>
Alcohol	<p>The consumption of alcohol within the halls during build up and breakdown is not permitted and anyone working under the influence of alcohol may be removed from the venue. No stands at the show are allowed to sell or sample alcohol, either for on or off-site consumption.</p>
Audio Visual	<p>Universal Live are the onsite contractors T: 08453025470</p>

Badges/Staff tickets	<p>Exhibitor wristbands are ordered in advanced and are posted to the nominated address. Additional bands can be requested and collected on build up from the event organiser's office.</p> <p>These bands are STRICTLY for exhibitors for build up, show day and breakdown and cannot be issued to anyone under 16.</p> <p>Additional tickets for non working staff etc can be requested separately at no additional cost (fair use applicable).</p>
Banners/Rigging	<p>Exhibitors are prohibited from rigging banners, lighting rigs or any items above their stand.</p>
Carpet	<p>Carpet is supplied and fitted by Anchor Exhibitions T: 01455612341. All trade stands will be fitted with carpet – Menthe in colour. There is no carpet in gangways.</p> <div data-bbox="363 757 568 987" style="text-align: center;">  <p>Menthe</p> </div>
Catering	<p>Sale of food and drink from exhibitions</p> <p>Is not permitted from any trade stand unless permission is granted by NAEC Stoneleigh.</p> <p>Catering on show day</p> <p>Breakfast 0800-1100 Coffee Shop 0900-1700 Lunch 1200-1400 (chefs' choice of hot options)</p>
Children	<p>Children under the age of 18 are not permitted in the halls at any time during the build up, opening period or break down.</p>
Cleaning	<p>All stands within the exhibition will be spot vacuumed nightly during the open period of the event. Please note that this does not include the cleaning of exhibits or other stand surfaces.</p>
Code of conduct	<p>All business including the dispensing of literature and promotional material must be conducted from your stand. You are not permitted to hand out literature or attempt to do business in any other part of the hall including the gangways.</p>
Damage to the building and your stand	<p>Please do not fix, screw or drill into the venue's existing walls. Charges will also apply for paint spillage and failure to remove large items of rubbish.</p> <p>If you have a Shell Scheme stand, you are responsible for all the wall panels and will be charged for any damages.</p>
Deadline Dates	<p>1st August 2024 is the key deadline date 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>

Electrics	<p>All connections to the main power supply must be made by the official contractor NEE.</p> <p>No electrics are provided with your stand, so if you require power or lighting, please order with NEE. You will be emailed their booking form, but should you require it again please email sarah@nee.co.uk</p>
First Aid	<p>If First Aid is required, please contact the Organisers office or approach any of the NAEC team who can help you with a medical emergency.</p> <p>Medical Emergency: Tel 999</p> <p>MEDICAL EMERGENCIES</p> <ul style="list-style-type: none"> • If possible give the following information: <ul style="list-style-type: none"> ○ The location ○ The problem ○ Is the patient conscious? ○ Is the patient breathing? ○ Their approximate age ○ Do they have chest pains? ○ Are they bleeding?
Furniture	<p>No furniture is provided with your stand. Exhibitors may bring their own furniture. Additional services can be arranged via the NAEC Exhibitors hub.</p>
Graphics	<p>If you wish to attach materials to your shell scheme such as posters, graphics and/or material we suggest the use of Velcro tape, blue tac or other removable adhesive fixings. The shell scheme panels are Velcro tape accepting and this option will not cause damage. Please do not stick anything to the metal work. Any damage incurred will be charged for. Any exhibitor intending to produce full size graphics to cover the shell scheme walls are first advised to contact Anchor in order to determine the shell scheme walling configuration.</p> <p>Please note depending upon the size of the adjoining stands, a number of ½ m walling panels may be used to construct your stand rather than 1m panels. If you have any queries regarding shell scheme graphics, please contact Anchor on https://anchor-exhibitions.co.uk</p>
Lifting, Handling & Storage	<p>All event services. https://www.naecstoneleigh.co.uk/venue-event-services/book-exhibition-services/</p>
Music	<p>If you are planning on playing music on your stand, please state so on the Stand Information Form. A PPL license will be required, and you will have to obtain your own license.</p>
Organisers Office	<p>Hall 2 main foyer you will find the organisers office. Next to the cloakroom / ticket office window.</p>
Parking	<p>Each stand will receive one parking pass to allow parking in the outer carparks. Please advise if you require more.</p>

<p>Risk Assessment</p>	<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>You will be requested to submit a pro forma assessment / declaration that will be required by the organiser and may be assessed by our health and safety manager.</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>www.cdm4events.org.uk 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 mark@editiondog.com</p>
<p>Risks</p>	<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 mark@editiondog.com</p> <ul style="list-style-type: none"> • Alcohol serving (restrictions apply) • Animals • Dangerous & obnoxious 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
<p>Shell Scheme Stands</p>	<p>The stand will be a Octanorm stand system, built using white PVC panels and aluminium beams. The shell scheme will include walls, fascia, nameboard and carpet.</p> <p>Please be aware that the system has a minimal ceiling grid. https://anchor-exhibitions.co.uk will place limited ceiling beams on stands which lighting can be attached to in the normal way but we advise that you contact them with exact requirements if placement is imperative to your display.</p> <p>Extra fittings can be requested from https://anchor-exhibitions.co.uk</p>

<p>Space Only Stands</p>	<p>Please complete space only stand declaration and submit with the below documents via email to mark@edition-media.com for permission to build by 15th July 2024.</p> <ul style="list-style-type: none"> • Full dimensional drawings, showing all proposed construction details, positions and dimensions • Risk Assessment • Method Statement • Public Liability Insurance Policy <p>Consultation with Peter Bentick health and safety and venue ops manager has determined a basic gazebo style or shell stand just requires our health and safety declaration unless other risks are disclosed.</p> <p>Exhibitions fall under a revised set of UK regulations, Construction Design and Management 2015 (CDM) and each space only site will be considered its own CDM site. In summary this means:</p> <ul style="list-style-type: none"> • The Exhibiting Company is the 'client' and is responsible for appointing a designer and contractor, giving them the information, they need to do the job and ensuring they do the job they have been appointed for. • The company designing the stand is the 'principal designer' and is responsible for ensuring the stand is designed to be built in the time given, within the regulations of the event and under UK Law. • The company building the stand is the 'principal contractor' and is responsible for ensuring the stand build is planned, managed and monitored within the regulations of the event, UK Law and the Site Rules. <p>www.cdm4events.org.uk is a good website, explaining what is and isn't required and by whom. They also have some online templates that will assist you in providing the correct information. Exhibitors will need to register and create an account to access the templates.</p>
<p>Trolleys</p>	<p>You are only able to use trolleys before the opening of the exhibition each morning and they must be stored out of sight on your stand or off site during the open period. It is also your responsibility to ensure that all pallets are removed from the exhibition site as soon as the delivery has been made; if you do not, you will be charged for their removal.</p>
<p>Waste</p>	<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 arrangements made with the venue.</p> <p>All of your own waste must be removed from your stand before you leave the site. If you do not do so a penalty charge will be passed on in order to remove the waste responsibly.</p>
<p>Wi-Fi</p>	<p>There is general Wi-Fi access throughout the hall which is sufficient for checking emails etc. but not for you to rely on for using to show presentations or streaming etc. If you need any specific, secure or maintained connection you are advised to use hard wired connections as opposed to wireless due to the amount of interference. Please order this using the NAEC Exhibitors Hub.</p>

ANIMAL WELFARE

Animal documentation	If you intend to have an animal on your stand please complete an animal welfare form, submit in advance and have it available for inspection by show organisers or the local authority.
Animal Welfare Considerations	<p>As well as considering the health and safety risks associated with bringing your animal(s) into the exhibition, it is essential that you fully consider their welfare. The organisers have consulted with their independent welfare officer as well as several animal welfare organisations and suggest the minimum standards laid out below.</p> <p>As with safety planning, please do remember that your animal is not in its usual environment and may therefore have different needs to those usually required. A vet and animal welfare officer will be present throughout the show to ensure that the welfare standards are met and maintained.</p> <p>All animals should remain on their stand during show open hours unless prior consent has been discussed and agreed with the organisers.</p> <p>Minimum Welfare Standards:</p> <ol style="list-style-type: none"> 1) To minimise stress to your animal, ensure it has regular breaks from public interaction and from the noisy, hot exhibition environment. It is understood and noted that generally animals displayed have prior experience of this kind of high volume public environment and certainly those that are not should not be exposed to the public in the interests of their wellbeing. The nature of the break will vary dependent upon the type of animal, but welfare measures include: <ol style="list-style-type: none"> a) Covering cages and crates at regular intervals whilst ensuring adequate ventilation. b) Giving your animal a private area within your demonstration space / their cage so that they can choose to hide away from the public. c) Taking the animal to the animal rest areas provided at the back of the hall away from public access. Remember to take your animal's beds, food, and water bowls as relevant. 2) Ensure cage sizes are suitable. While display cages may be smaller than those that would normally be used, consider the length of time the animal will be in the cage. Longer periods require larger cages and animals should be able to take breaks away from the public in larger cages. N.B. Where small transport and display cages are used there must be appropriate signage informing the public that these are not the animal's normal living quarters and are only used for transport, exhibition and veterinary care. 3) Prevent the infection of your animal with diseases from other animals by offering every member of the public touching your animal the use of a suitable hand sanitizers or free-standing hand wash facility both before and after the interaction. You must not bring any animal of any species to the show if they are suffering from an infectious disease or are carrying any parasites. 4) Ensure your animal has a permanent supply of fresh water and (where appropriate) food at suitable times. Remember your animal may not feel inclined to eat or drink in the busy exhibition environment so take it to the quiet areas to do so if required. 5) Very young / nursing animals / those that do not do well in a human environment / those that are not used to a human environment / those that are easily susceptible to stress as a result of human contact, noise and unfamiliar surroundings should not be brought into the exhibition. 6) Remember to find out what animals are already booked onto the neighbouring stands - prey and predator situations should be avoided. 7) Take care when moving your animal from its cage around the exhibition area - e.g. use appropriate transport carriers/leads rather than carrying in your arms. 8) Monitor your animal's behaviour carefully and stop interactions with the public if the animal is becoming stressed or wishes to be left alone.

9) Animals should be housed with or apart from other members of its species as is appropriate for each species. Where several animals are housed together, appropriate stocking density needs to be adhered to. Animals should be monitored for negative interactions between one another.

Specific Comments for Dogs:

- If you bring your dog to the show, you must keep them on a lead at all times unless caged.
- There will be specific routes in and out of the hall for you and your dog. Please use them at all times. Dogs are strictly not permitted to enter the cat, small furrries or animal zones. Whilst entering these zones may not affect your own dog, it may frighten other animals.
- A quiet area which does not have access to the public will be set aside for you to take your dog to during the day. It will not be secure so please do not let your dog off the lead.
- Please ensure you pick up any dog waste when in the hall or onsite.
- We ask you to provide a vet's reference for your dog, so that we can check your vet is happy with the environment you are going to be bringing your dog to.
- Covers should be provided for dog display cages so that your dog(s) can take a break from being on display.
- You may only bring dogs from a "rescue" environment if you have known the animal for 12 months or more and consider its temperament to be sound.

Health & Safety Risks you need to consider & declare

If you are bringing an animal(s), we suggest you consider the following things:

- Are you happy for the public to touch / pet your animal?
- If handling is permitted, what hygiene regimes are in place? N.B. In cooperation with the Local Authority Environmental Health, the organisers will provide a number of freestanding hand wash units especially where the public are interacting with reptiles. You must make your own assessment relative to species and the risk of your own animals and liaise with the organiser accordingly.
- How will you protect the public from nips, bites, scratches etc. – e.g. warning signage. It is expected that all animals, especially dogs are well socialised with humans and will not be intimidated by the environment of a busy show.
- How will you look after your animal's welfare? Will there be a quiet place on the stand you can place your animal when they need a break? Will suitable food and water be provided?
- Is your animal suited to exhibition halls and exhibition stands? The event will be loud and noisy, and not all animals will respond well to such an environment.
- If you are using a cage, how do the fasteners work? Could a child open the cage and let your animal out? Is the cage size also suitable to the size of the animal?


These are just some general thoughts and not a prescriptive list for consideration – you know your animal better than anyone and will be the best person to judge the risks involved in bringing your pet to a large and noisy public exhibition. Please also remember that your animal is not in its usual environment and may therefore act out of character.

Overarching legislation & responsibilities	As the owner or person responsible at the show you have an absolute responsibility under the Animal Welfare Act 2006 to ensure that no animal is caused pain, distress or suffering. You must ensure that all animals at all times benefit from the five freedoms as described under the act and it is essential that you achieve the highest welfare standards at all times.
Passes for animals	Dependent upon the animal you have on your stand, you will need a pass for them. You must detail what animals you are bringing via the Animal Welfare Form and we will issue you with the appropriate passes
Rules of having animals on a stand	You may have a dog or dogs on your stand if you are located in the dog zone. If you are bringing animals as part of a feature that has been pre-agreed with the organisers, this is fine too. For all other animals, please email the organisers in advance so that we can check that the animals are suitable to be on your stand and that they have the necessary requirements. If you are having animals on your stand you MUST submit the animal welfare form and have it available for inspection. You are not permitted to sell ANY animals from your stand.

SHELL SCHEME INFORMATION

Description If you have booked a Shell Scheme stand then the organisers will provide you with a stand which includes walls, fascia, name board and carpet.

Check your confirmation email from the organisers (sent when you booked) for the number of walls and open sides that will be provided. If you have any queries, please contact the operations team: mark@editiondog.com

Carpet	<p>All shell scheme stands will be carpeted in Menthe by Anchor Exhibitions T 01455612341</p> <p>If you are bringing your own carpet all carpet tape used must be industry standard and not leave a residue on the hall floor after use. Please also note that you must contact us beforehand to ensure no carpet is laid for you.</p> <p>You must remove your own carpet and tape during breakdown. If this does not happen, you will be charged for its removal.</p> <div style="text-align: center;">  <p>Menthe</p> </div>
Electrics	All electric requests please contact sarah@nee.co.uk

Furniture	. You may bring your own furniture, but you can also order via NAEC Exhibitors Hub
Nameboard	A nameboard will be hung from your fascia on all open sides over 1m in length. Please complete the name board order form and submit prior to the deadline.
Recommended fixing methods	<p>We recommend using male/female Velcro tape, blue tac or other removable adhesive. It is your responsibility to remove any fixings from panels during breakdown before you leave.</p> <p>Please note that you must not glue, paint, staple, screw, nail or pin any panels to the stand or stick anything to the metal-work. Exhibitors must not use the ceiling grid system to hang any items. Any damage caused to panels or metalwork will be charged back to yourself directly. Should you wish to hang heavier items to your shell scheme stand, please contact the stand fitting department.</p> <p>Shell Schemes are not designed to carry significant loads. Panels can be reinforced with cladding to take greater loads but this is at an additional cost and must be arranged in advance. Please contact Anchor with the weight of the items you wish to attach and they will be able to give you a quote for the amount of reinforcement required and suitable fixing methods.</p> <p>Please contact Anchor for more information on: https://anchor-exhibitions.co.uk</p>
stand build	<p>Your stand will be a Octanorm, built using white PVC panels and aluminium beams. The Shell Scheme will include walls, fascia, nameboard and carpet.</p> <p>Please be aware that the system has a minimal ceiling grid. Anchor will place limited ceiling beams on stands which lighting can be attached to in the normal way but advise that you contact them with exact requirements if placement is imperative to your display.</p> <p>You can request a detailed shell stand sizes via mark@edition-media.com</p>
Stand Extras	<p>A variety of interior fittings to your Shell Scheme can be supplied by https://anchor-exhibitions.co.uk. Standard options include:</p> <ul style="list-style-type: none"> • Wall panel to match Shell Scheme • Lockable door with 2 keys (2.5m high x 1m wide nominal) • Curtained entrance with curtain (Entrance 2m x 1m with header above) • Flat/Sloping shelf constructed from white melamine and supported on brackets (1m x 300mm) per metre run • Hanging rail 25mm diameter (1m long with rail set 280mm from wall) • Hanging mirrors • Night sheet <p>You can order any of the above or bespoke items not included from Anchor.</p>

SPACE ONLY INFORMATION

Description	<p>If you have booked a Space Only stand then you are responsible for providing your own walls, floorcovering, electrics and furniture. Exhibitors are responsible for their own stand design and construction.</p> <p>Please note that Space Only stands have a 1 day build on Saturday 26th August from 2pm – 7pm. Please be advised that there will be no early access or late working.</p>
Submitting your plans	<p>Please complete and submit with the below documents via email to mark@edition-media.com permission to build 1st July 2023.</p> <ul style="list-style-type: none"> • Full dimensional drawings, showing all proposed construction details, positions and dimensions • Risk Assessment • Method Statement • Public Liability Insurance Policy
Branding	<p>All advertising and logos must be within the specified height limits and must not be sited on the back of dividing walls, especially where they overlook an adjoining stand.</p>
Design	<p>Please ensure you consider ALL visitors when designing your stand.</p> <p>It is the responsibility of the exhibitor and their appointed contractor to examine the site allotted pre-show in order to avoid costly adjustments to stand structures caused by any building obstructions. The Organisers cannot accept any responsibility for this.</p> <p>All stand structures must be completely self-supporting and stable. Direct suspension may not be made 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>Exhibitors and stand designers are reminded of their obligations under The Equality Act and must design their stands with accessibility in mind. More guidance on achieving this is available in the ESSA Accessible Stand Guide – www.essa.uk.com</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>
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. Doors must be recessed where they open on to public circulation areas, i.e., they must not open directly on to a gangway.</p>

Electrics	<p>As a Space Only you need to consider where on the floor your power supply will come from. You can get a technical floor plan showing ducts on your stand by contacting mark@edition-media.com</p> <p>All mains and where possible installations should be ordered through the official contractor - NEE. Details of your requirements and a positional diagram must be forwarded as soon as possible to NEE and as a minimum before the 1st August 2024 to avoid any surcharges that may be applied to late orders. All electrical installations shall comply with the eGuide Regulations</p>
Flooring/Carpet	<p>Should you will need to arrange for flooring and / or carpet for your stand. Please ensure you arrange for the company to use low tack exhibition carpet tape if taping to the floor and also ensure you have arranged for it to be removed at the end of the event.</p>
Floor Loading	<p>Please contact mark@edition-media.com for information.</p>
Height Limit	<p>The overall MAXIMUM height of stand fitting for Space Only stands MUST NOT exceed 4 metres from the floor level, this includes truss, banners or any other items.</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> <p>Where there is a platform within your stand area or there is a stage, this will be deemed a complex structure where its height exceeds 600mm and full structural calculations and/or drawings should be submitted for approval.</p>
Walling	<p>Unbroken walling</p> <ul style="list-style-type: none"> • Walls longer than $\frac{1}{3}$ the total side of the stand are not permitted. • In addition, walling over 3m in length must be setback 0.5m from the stand edge and have some form of visual break such as glazed panels/planting etc. • Glazed panels, imagery, planting and setting back from the stand edge can all help to ensure that your stand conforms to the requirements and does not visually block neighbouring stands off from the rest of the exhibition <p>Walling that adjoins another stand</p> <ul style="list-style-type: none"> • Exhibitors on part-island sites must provide partition walls between themselves and their neighbours on the block. • On divided sites, you are responsible for erecting and decorating side and back walls facing onto your stand areas to a minimum height of 2.4m and a maximum of 4m. • Walls above 2.4m must be clad and decorated on both sides, with the reverse side being decorated from 2.4m upwards by the Exhibitor who has them erected. Such walls overlooking adjoining stands must be finished in a neutral plain colour only (no logos; no lighting). • 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. • Please note receiving a 'Permission to Build' notice does not mean that adjoining stand plans have been checked for compatibility.

KEEPING YOURSELF AND OTHERS SAFE

<p>Your Health & Safety Obligations</p>	<p>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. If you hire contractors to build or set up your stand you are still vicariously responsible for their activities.</p> <p>It is your responsibility to complete the relevant information:</p> <ul style="list-style-type: none"> • Complete the stand declaration. • Complete a Risk Assessment if required for your stand which relates to the entire exhibition period. This does not need to be sent to the Organisers unless you have highlighted an area of special risk.
<p>Health & Safety A - Z</p>	<p>Accidents Please report accidents or near misses to the organisers' immediately.</p> <p>Alcohol & drugs Anyone found to be under the influence of alcohol or drugs will be asked to leave site immediately.</p> <p>Electrics Don't mess with your electrics! All installation work must be completed by the official contractor.</p> <p>Equality Act Exhibitors should be aware that they have obligations to disability discrimination under the Equality Act 2010. Exhibitors are responsible for ensuring that their stand and any other activities at the show comply with this Act. We ask you to consider the three following principal duties:</p> <ol style="list-style-type: none"> 1. To provide a disabled person with the same service that it provides others 2. The service must be provided on the same terms 3. The service must be provided to the same standard <p>Changes and adjustments that are made must be reasonable and reasons for making, or not making changes, must also be reasonable</p> <p>Tips for exhibitors and contractors: Access to exhibits must be available to all visitors Double deck stands must replicate facilities or exhibits on both levels of the stand (this could be in the form of detailed literature and visuals or video footage.) Platform floors must have ramps. Doors must be wide enough for wheelchair access (750mm) and have vision panels. Wheelchair users can only reach 1.4m. Therefore low level counters (760mm) or lap-trays should be used. Alternatively, staff can assist but this should be clearly signposted. Information and literature should be printed clearly and available in alternative formats such as enlarged, tactile or audio. Presentations should have transcripts or subtitles, be well lit and have access for wheelchairs. Signage must be positioned where it is visible to all visitors and a minimum of 16 point text. Staff should be briefed on their responsibilities and trained to assist disabled visitors. If it is 'unreasonable' to provide access for disabled visitors, alternative access could be in the form of detailed literature and visuals or video footage This is not exhaustive and must be used as a guide only. Further information about the Equality Act 2010 can be found at http://www.direct.gov.uk/en/DisabledPeople/RightsAndObligations/DisabilityRights/D_G_4001068 (link live 11/06/2023 MD)</p> <p>The show welcomes questions on these matters from exhibitors and is ready to</p>

advise on how to ensure that your exhibition activity complies with the Equality Act 2010.

The NAEC is fully accessible including lifts and toilet facilities.

Evacuation, Fire & First Aid

Please request copies of any such policies from mark@editiondog.com

Ladders

Use the right ladder for the job and ensure that you are familiar with the working at height regulations.

Venue Health & Safety Information

NAEC Stoneleigh for venue regulations.

Personal Protective Equipment

Wear the right clothes and shoes for what you are doing and the environment you are in. The need for additional PPE should be identified in your risk assessment.

Risk Assessments

Risk assessments are an essential tool for planning how health and safety will be controlled in the work place. It is simply a careful examination of what, in your work, could cause harm to people so that you can weigh up whether you have taken enough precautions or should do more to prevent harm.

Every exhibitor must undertake a Risk assessments for the Open period prior to the exhibition, identifying the hazards present on-site and ways in which you will then minimise and control those hazards. It is advised that exhibitors follow the HSE recommended five steps:

1. Look for possible hazards
2. Decide who could be harmed and how
3. Evaluate the risk
4. Record the findings
5. Review your findings

Please also consider the following:

- Do you plan any significant construction on your stand?
- Will you be using any tools, power tools, ladders, paint or chemicals on your stand?
- Will there be any hazardous or moving exhibits/machinery on your stand?
- Will there be use of any form of gas on the stand at any time?
- Will you be responsible for dismantling the stand?
- Will there be any working at height?
- Will you be laying flooring or a platform?
- Will you be installing a ramp or stairs?

If you have answered YES to any of the above YOU MUST include the related hazards on the Risk Assessment for your stand and submit to the stand audit team.

For guidelines and templates to writing a risk assessment please see the Health and Safety

Executive's website <http://www.hse.gov.uk/risk/casestudies/>. ([link live 11/06/2023 MD](#))

It is also important to consider and ensure that you and your team have had adequate rest before working on your stand especially during the build and breakdown periods.

It is your responsibility to complete a suitable and sufficient risk assessment and bring a signed copy on site. The organiser may request to see a copy during the show and should an incident occur you should be able to produce it immediately as part of the investigation.

Site Rules

Each exhibitor must read the site rules before coming onsite. It is a condition of the Venue and Edition Media Ltd that you fully understand your onsite responsibilities. Site Rules

- Vehicle access into the halls and or a CDM site has to be approved by the Venue/Principal Contractor (organiser) for the event.

- Remember the speed limit in the halls is 5MPH.
- Compliance with Traffic rules at all times
- All forklift and vehicle movement within the halls and outside the halls, that is directly linked to an event must be co-ordinated and managed safely by the Principal Contractor (organiser) of the event. Please refer to the Forklift Policy.
- Emergency gangways should be maintained to allow cleaning tractors, forklift movement and emergency access/egress at all times. Emergency gangways must be clearly identified and communicated to all personnel working within the halls/CDM site
- Compliance with Site Rules, eGuide, H & S legislation and CDM regulations is required at all times
- Only authorised access is permitted into the exhibition halls. All personnel working within a CDM site must be inducted and informed of the venue Site Rules.
- Appropriate management and safe methods of working at height is required at all times
- All Hot Work requires a hot work permit from the venue
- All contractor accidents, incidents & near misses must be reported immediately to the organiser
- Work tidy – Maintain good housekeeping at all times and dispose of all waste in an appropriate manner
- Smoking (including e-cigarettes) is only allowed in designated smoking areas
- Anyone suspected of being under the influence of drugs or alcohol will be ejected
- The venue has access to all CDM sites at all times
- Remember to check what the client's (organisers) site rules are

Traffic Rules

5mph on site max and consider public, dogs and children.

Site Plan

Please contact mark@editondog.com to see a copy of the site plan.

Venue Regulations

The Health & Safety arrangements at NAEC are intended to keep you safe and incident free. Whilst working at NAEC, it is important that you're aware of the safety rules, procedures and arrangements that are in place, not only for your own safety but also that of your colleagues

You have a responsibility to yourself and others in the CDM site.

Please work safely and if you see something that may be of danger to yourself or others, report it immediately to the Client, the venue or your line manager.

Welfare

Toilets- your nearest toilet facilities are located in the halls or the public circulation areas outside the halls.

Water

Drinkable water is available from all wash basin cold water taps in the toilets. Bottled water can be bought from any of the catering facilities when open.

SHOW CONTRACTORS

Accommodation

NAEC Stoneleigh Lodge

Audio Visual

Universal Live/ Live arena lighting and PAs

Carpet

Anchor Exhibitions



Menthe

Cleaning:

NAEC

Credit Card Machines

n/a

Electrics

NEE

National Electric Exhibitions,
First Street,
National Agricultural Centre,
Stoneleigh Park,
Coventry CV8 2LZ
Phone: +44 [0] 2476 696601
Email: enquiries@nee.co.uk

Furniture

NAEC

<https://www.naecstoneleigh.co.uk/venue-event-services/book-exhibition-services/>

Graphics

Anchor

Logistics – freight, lifting, customs

n/a

Nameboard

Anchor

Shell Scheme

Anchor

Space Only Stand Plan Inspections

Mark Dow

Telephones & Wi-Fi