



*EXHIBITOR
INFORMATION*

21 - 22 SEPTEMBER 2019

**THE YORKSHIRE EVENT CENTRE
HARROGATE | HG2 8QZ**

WWW.CYCLEXPO.CO.UK

WELCOME

Thank you for choosing to partner and exhibit at Cycle Expo Yorkshire 2019, we are really excited to have you on board!

This exhibitor manual contains everything you need to know about the Cycle Expo 2019 to make your participation at the event as smooth and productive as possible.

As the exhibitor it is your responsibility to provide your appointed contractor(s) with the relevant information contained within this manual.

If you have any queries or require advice on any element of the event or exhibition organisation, please contact us.

KEY CONTACTS

GUY KESTEVEN

Head of Cycle Expo

m. 07528 807 311

e. guy@cycleexpo.co.uk

NICOLE WOODCOCK

Event and Exhibition Manager

t. 0113 3946131

e. exhibitor@CycleExpo.co.uk

THE SCHEDULE

FRIDAY 20TH SEPTEMBER

SET UP

10:00am - 6:00pm All Exhibitors

Health and Safety checks will be conducted throughout access set up time.

SATURDAY 21ST SEPTEMBER

LIVE EVENT : PUBLIC

08:00am onwards Access

10:00am - 5:00pm Exhibition Open

SUNDAY 22ND SEPTEMBER

LIVE EVENT : PUBLIC

08:00am onwards Access

10:00am - 5:00pm Exhibition Open

5:00pm - 9:00pm Exhibitor breakdown

EXHIBITOR CHECKLIST

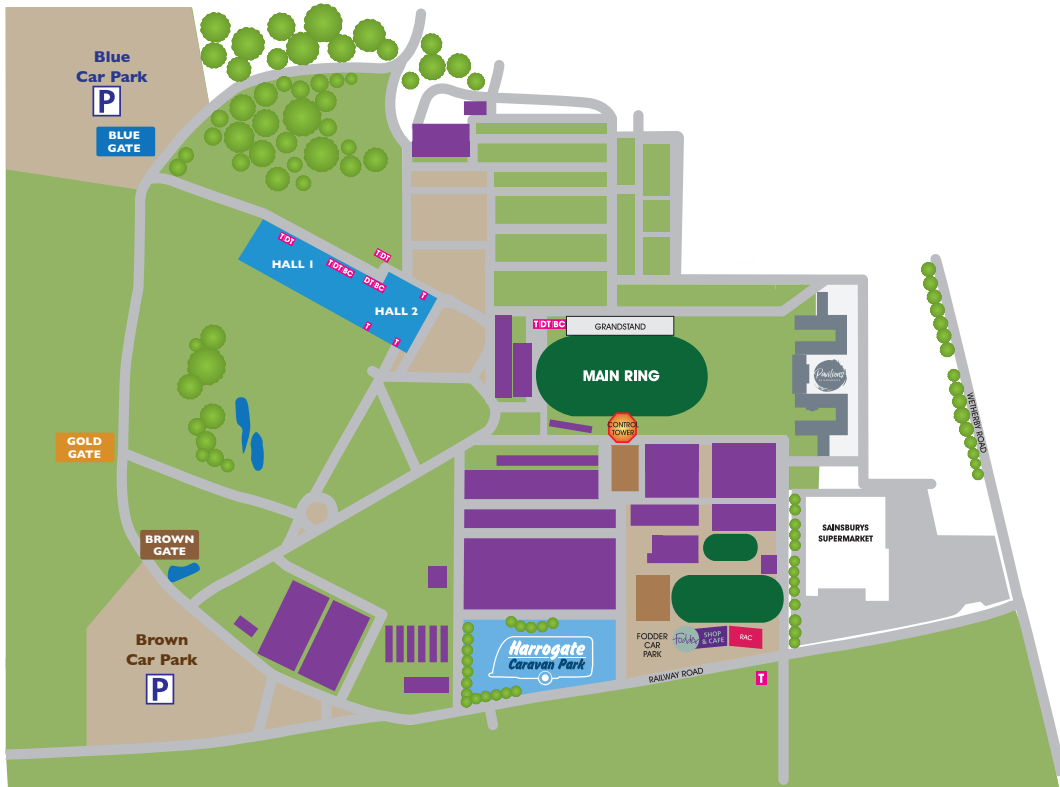
Please note the items below require your attention / completion by the date stated

	DATE REQUIRED
Space only plans	9th August 2019
Registration of stand attendees	23rd August 2019
Booking of stands extras	23rd August 2019
Risk Assessment and Method Statement Forms*	23rd August 2019
Health & Safety Declaration*	23rd August 2019
Shell Stand Nameboard	30th August 2019

*available to download from the exhibitor portal on www.CycleExpo.co.uk
All completed forms should be returned to Nicole Woodcock at exhibitor@CycleExpo.co.uk.

VENUE

YORKSHIRE EVENT CENTRE GREAT YORKSHIRE SHOWGROUND HARROGATE • HG2 8NZ



VIA A1(M):

- From the South M1 - A1(M)
- From the North A1 (M)
- From the East M621 - A1(M)
- From the West M56 - M62 - A1 (M)

Exit A1(M) at Junction 47 and follow Harrogate A59, then A658 and then A661.
At the traffic lights on the A661 next to the Sainsbury's store, turn left into Railway Road.

FROM LEEDS A61 OR BRADFORD A658:

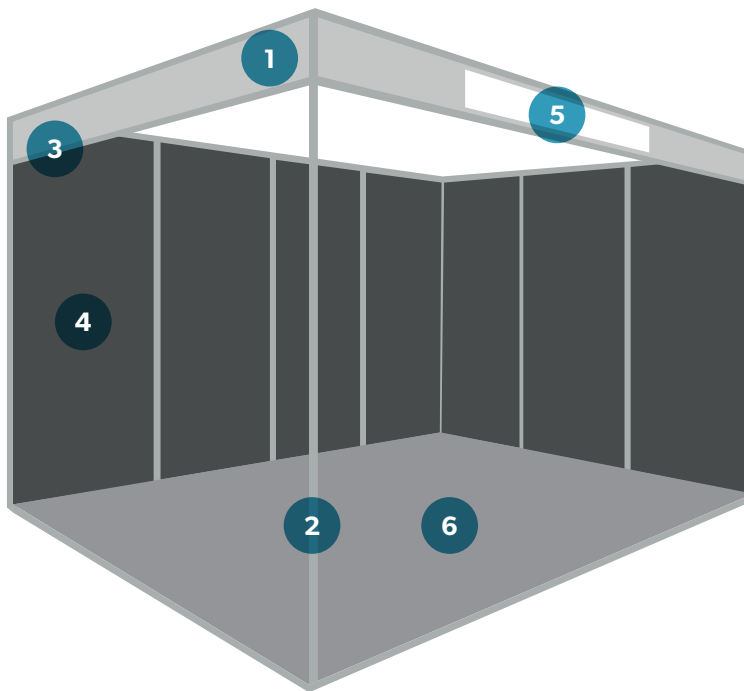
At the roundabout at the junction of the two routes follow signs for York/A1 along the A658.
At the next roundabout take the A661 signed Harrogate.
At the traffic lights on the A661 next to Sainsbury's store, turn left onto Railway Road and continue round the perimeter of the showground passing the Regional Agricultural Centre (RAC), Fodder Farm Shop and Café, Harrogate Caravan Park, Brown Gate and Gold Gate following the signs to Yorkshire Event Centre and your chosen event.

SATELLITE NAVIGATION AND ROUTE FINDERS:

Please use the postcode HG2 8QZ, Railway Road, Harrogate.

SHELL SCHEME SPECIFICATION

Shell scheme illustration (standard 4m x 3m shown - panels are of dove grey loop nylon)



1. **FASCIA BOARD**
Height 300 o/a, 170 visible board
2. **SYSTEM POST**
55mm wide with 8 channels
Note posts protrude by 22mm from face of panel
3. **SYSTEM RAIL**
65mm high
4. **INFILL PANEL**
With grey nylon loop fabric both sides
5. **PANEL**
For exhibitor name and stand number
6. **CARPET**
Contact organiser for colour

If you would like to order any additional items for your stand, then this must be ordered through the registration booking site at www.CycleExpo.co.uk

STAND REGULATIONS

THE FOLLOWING REGULATIONS APPLY TO ALL STANDS WITHIN THE EXHIBITOR AREA

- Stands may not exceed 4m in height.
- All stand structures, signs and exhibits etc. must be contained within the area allotted and may not protrude into or over the gangway.
- You may not suspend anything from the roof of the hall, nor may any fixing be made to the structure of the building. Nothing may be drilled, attached or bolted to the hall floor.
- The rigging of banners above stands is not permitted.
- Balloons are not permitted without written authority from the organisers.
- The venue makes every effort to make visiting easy for disabled persons. On your stand, full consideration must be given to disabled visitors.

CARPETS

There is full carpeting on the exhibition stands. This carpet will be laid and set prior to exhibitor arrival.

CARPET TAPE

Please note that exhibitors and contractors using tape on the floors must use the venue's approved exhibition tape and ensure that it is lifted before they leave the hall at the end of the show. Any exhibitors using their own carpeting should note that a charge will be levied for any damage to, or tape left on, the floor of the hall.

CLEANING

General cleaning of the exhibition hall will be carried out on the morning prior to the exhibition opening. This service is free of charge to all exhibitors. The cleaning of your exhibits however, remains your responsibility.

Please ensure that your stand is clear of all rubbish at the end of your stand breakdown.

ELECTRICITY

Electricity is not included. If you require electrical sockets on your stand please book these through the registration booking site. Please note the general regulations for electrical work below:

- All electrical equipment must be PAT tested prior to arrival.
- No more than **TWO** appliances may be fixed to any **ONE** switch socket. If additional electrical sockets are required, they must be ordered through the registration booking site at www.CycleExpo.co.uk
- The standard supply of electrical current available at the venue is single-phase voltage 240 volts AC.
- All lighting is designed and installed to avoid nuisance and discomfort to neighbouring exhibitors and visitors.
- Flashing signs are **NOT** permitted.
- Whilst flashlights or flashing signs are not permitted, sequence displays may be used subject to the prior approval of the organisers.

- Power supply to stands will stay on throughout the course of the show and will be shut off at **6.00pm** on **Sunday 22nd September**.

GANGWAYS (AISLES)

Under no circumstances will exhibits, stand dressing, tables and chairs, etc. be allowed to encroach into the gangways. All exhibits must be kept inside your space at all times.

LIGHTING

The organisers will not provide any other additional lighting apart from the normal lighting in the area and the lighting provided as part of the exhibition stand entitlement unless ordered. Good levels of house lighting exist. If additional spotlights or exhibition stand lighting is required, then this must be ordered through the registration booking site at www.CycleExpo.co.uk

NOISE

The use of videos or music is permitted, but the volume must not be such as to cause any annoyance to other exhibitors and kept to a reasonable level. The organisers reserve the right to lower the sound or prohibit use.

IT IS A CONDITION OF YOUR TAKING A STAND THAT:

- You must advise the organisers if you intend to play music. This needs to be done by e-mail before **Monday 9th September** to Exhibitor@CycleExpo.co.uk
- You do not play music on your stand unless you have made an application and paid forthwith upon request for a licence
- We are fully indemnified by you against any claim made against us for any non-payment, omission or infringement connected with the licensing requirements for playing recorded music on your stand.

HEALTH & SAFETY

HEALTH & SAFETY STATEMENT

The Cycle Expo event organisers take their responsibility as laid out in accordance with the Health & Safety at Work Act 1974 very seriously, and it is vital that you do the same. The Health and Safety at Work Act embraces exhibition and conference venues as places of work and as an exhibitor, it is therefore essential that you are aware of your legal obligations under the act.

As a guide only, these responsibilities are to ensure so far as is reasonably practical, the health, safety, and welfare of all your employees, and any plant, article, substance or system of work which may be used, is safe and without risk to health. This includes that all employees, contractors and visitors employed, instructed, invited or entertained by you are provided with suitable and sufficient information, instruction, training and supervision to ensure their health and safety as well as others working on or near your stand, or affected by your work actions or inactions during the show's tenancy.

Therefore, it is imperative that you complete and return the Health & Safety Declaration form as soon as possible.

AEV (ASSOCIATION OF EVENT VENUES) EGUIDE

The AEV eGuide has been produced by working industry professionals who represent the best advice currently available and who will themselves have to work within the guidelines in their own professional capacities. These guidelines are designed as a tool to simplify safety planning, safety management and other event operational issues. Please read through to ensure you are fully compliant. You can download your copy here: [AEV eGuide](#).

CHILDREN

It is a legal requirement that children under the age of 16 are not allowed in the halls during build up and breakdown of the show.

CLOTHING

When you are loading and unloading your vehicle in the loading bay or at the front of the venue, you are required to wear a hi-visibility vest or jacket.

Appropriate footwear should be worn at all times during build and breakdown of the exhibition. This does not necessarily mean that you should wear safety footwear. However, full, flat shoes or trainers should be worn as a minimum requirement, and we reserve the right to deny entry to the halls to anyone who in our judgement is deemed to be wearing inappropriate footwear. Please note flip flops are not permitted.

ELECTRICITY

All electrical work must comply with the regulations of the exhibition venues association and local authorities:

- All exhibitors' own fittings including displays and light boxes must be complete with all connectors fully enclosed and having an earth connection at every fitting.
- Flexible cord is not permitted for stand wiring unless forming part of a purpose-manufactured system and being fully in accordance with the appropriate BS standard.
- Flexible leads for static appliances must not exceed 2m.

- Socket adaptors are not permitted.
- 13-amp 4-way multi plugs are permitted to a maximum of one per fixed socket outlet and rated at 500w maximum (2m max. length).
- Stand switch fuses must be accessible at all times.
- Low voltage system transformers must have external fuses correctly rated for each fitting on secondary side. Internal fuses and thermal type cut-outs are not acceptable.
- Bare conduction catenary low voltage systems are not permitted.
- Appliances must have been tested by a competent person before energising. The person bringing the equipment into the hall is responsible for the test being carried out. PAT certificates must be available for inspection by the Health & Safety Officer.
- Electrical installations, which do not comply with the regulations, will not be energised.
- Light fittings below 2m from floor level shall be firmly fixed and so sited or guarded as to prevent risk of injury to persons or materials.

The Organisers and Venue reserve the right to disconnect the electrical supply to any installation, if, in their opinion, it is dangerous or likely to cause annoyance to visitors or other exhibitors.

FIRE PRECAUTIONS

Fire extinguishers are located at convenient points around the hall.

All materials used for the interiors of stands must be thoroughly fireproofed or be non-combustible to the satisfaction of the local authority. Failure to do so may result in the removal of all offending fittings. Any person whether exhibitor or contractor who notices a fire should immediately notify a member of the venue staff or event team.

FIRST AID

During building and breakdowns there will always be a qualified paramedic on site. The medical room is located in the front foyer. On event days there will more often than not be a fully trained medical officer on patrol around the venue.

Anyone needing medical attention will either need to be taken to the medical facility or - if in an emergency - an ambulance will be called for them. Contact the venue staff or event staff immediately for assistance.

RISK ASSESSMENT

Each exhibiting stand whether shell scheme or space only must by law submit a risk assessment to cover all stand activities including the build, open period and breakdown. Failure to provide the necessary documentation will result in all site access being denied until suitable details have been received.

A Risk Assessment template is available on the www.CycleExpo.co.uk website. Alternatively you may provide your own.

Please submit all risk assessments no later than 3 weeks prior to the exhibition to exhibitor@cycleexpo.co.uk.

SMOKING

In accordance with UK legislation, smoking is not permitted inside the venue.

USEFUL INFORMATION

ACCOMMODATION

Please see the Accommodation section on www.visitharrogate.co.uk for further details.

ARRIVAL & BUILD UP

To get your vehicle to your allocated gate, which will be allocated two weeks before the event, you must display your onsite exhibitor/contractor pass in your windscreen.

To start your build-up please read the following steps.

- 1) Display your exhibitor/contractor pass in your windscreen before arriving onsite.
- 2) Report to the traffic marshal at the main gate on arrival.
- 3) Follow the instructions of the traffic marshal - you will either be directed to the holding car park or straight to the loading gates.
- 4) Once you have been given permission to access the loading gates, please ensure that you unload your vehicle as quick as possible - you will have a maximum of 15 minutes.
- 5) Once you have finished unloading your vehicle at the loading gates, please move your vehicle immediately to the allocated exhibitor car park.

Exhibitor reception is located in the Hall 1 entrance and foyer area on set up and event days. Please report to reception on arrival to register and collect your badge.

BREAKDOWN

Breakdown starts when the venue is clear of visitors.

Trolleys and hand carts will not be permitted on the exhibition floor until this time.

Please note it is strictly forbidden for exhibitors to start dismantling their stands or displays, or start to remove goods from the hall until the show closes at **5.00pm** on Sunday.

Doing so may pose a hazard to visitors still within the hall and/or cause inconvenience to other exhibitors who may still be conducting business.

The exhibition organisers will not accept responsibility for exhibitor goods/belongings at any time. Please ensure that all stands are cleared by **20:00pm** on Sunday **22nd September**.

CAR PARKING

Car parking is free across the entire site. Please follow the signs to the Exhibitor Car Park. Car parking passes will be required. Please download your pass from the Exhibitor Information page at www.CycleExpo.co.uk.

CONTRACTOR PASSES

All contractors will require a pass to enter the exhibition halls. Please ensure all contractors are registered online at www.CycleExpo.co.uk.

DELIVERY & COLLECTIONS

Please ensure that delivery is not made prior to **Thursday 19th September** as we do not have tenancy to the halls and your delivery may be refused.

Vehicle Deliveries:

Any person with vehicle deliveries should go first to the registration point in the Hall 1 foyer to be directed to the most suitable available loading door. Please ensure your carrier has the facility to unload your goods from their vehicle. A tail-lift is highly recommended.

Walk-in-Hand Deliveries:

Walk-in-hand deliveries should be made via the main pedestrian entrance to the Exhibition Registration Area located in the Hall 1 Entrance Foyer. Please note that the organisers cannot accept liability for any items delivered onsite if a representative from your company is not present at the venue at the time.

INTERNET

Wi-Fi is included at the venue free of charge. If you require a hard-wired internet connection, this can be ordered online at www.CycleExpo.co.uk.

INSURANCE

You may already have Public Liability Insurance, however, not all policies cover events taking place outside your business premises. If in doubt, please consult your insurance provider.

Our terms and conditions require exhibitors to hold a minimum of £10 million of Public Liability Insurance. This protects you against legal claims for accidental injury to third parties and/or for damage to third party property. In addition, if you are a UK based employer, you are required by law to have a minimum of £5 million of Employers' Liability Insurance.

You will need to provide a copy of your Public Liability Insurance documents along with your Risk Assessment.

SECURITY

The organisers will provide general security within the exhibition halls. However, the individual security of the stands and exhibits remains the responsibility of each exhibitor.

STORAGE

There are no storage facilities at the venue for exhibitors. Please ensure that you account for adequate storage facilities within your exhibition stand space.

WASTE

During build / breakdown, independent stand contractors and exhibitors are asked to remove all waste from their stand and take this away with you. There are limited bins available at the venue.

Should exhibitors/contractors leave any stand materials or excessive waste behind during the breakdown of the event, you may be liable to additional charges for removal/disposal at the venue.

WWW.CYCLEEXPO.CO.UK

e : Exhibitor@CycleExpo.co.uk

t : 0113 394 6130

a : 3, Park Court, Leeds LS1 2QH



Cycle
expo
Yorkshire