

# A-Z Directory

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## Accommodation

There are a number of hotels within close proximity of the NAEC. Accommodation is usually in great demand and you are advised to book early. BGC Events is a specialised accommodation and event services agency offering discounted rates at a range of hotels of various standards within a wide radius of the NAEC and would be happy to help arrange your accommodation. BGC Events Tel: 01572 770352 [Croptec 2024 - BGC Events](#)

## Alcohol

Croptec 2024 does not allow alcohol to be consumed onsite.

## Animals

Written consent for any animal or gathering of animals, wild or domestic to be permitted on the premises (except assistance animals) must be obtained from the venue. Written application must be submitted to the venue at least 28 days prior to the event as a special licence may be required, for example, in the case of performing or wild animals. Any costs associated with obtaining the relevant licence shall be met by the exhibitor.

No animal welfare facilities are provided by the venue, therefore pets, except assistance animals, are not permitted unless they form part of an exhibit or display associated with an exhibition and are approved by the venue. Pets must not be left in vehicles.

## Audio Visual

We have appointed Absolute Audio Visual Solutions Ltd as the Audio Visual contractor for 2024 – You can use the following [form to order now](#), or call them on 01763 852 222 to discuss your requirements.

## Badges & Passes

Each Exhibitor will be required to wear an exhibitor badge to gain access to the Hall during the Build-Up, Open Period and Breakdown.

Please note, these badges are not transferable and must only be worn by employees or temporary stand staff of the Company.

To order your exhibitor badges please [CLICK HERE](#)

There will be an exhibitor badge/registration desk operating foyer should you require additional passes on-site.

All CONTRACTORS wishing to gain entry to the Hall during Build-Up and Breakdown must present a valid contractor pass. These passes will only be valid during Build-Up and Breakdown hours and will not be valid during the Show open hours.

Contractor passes will be issued on site once the site induction [CLICK HERE](#) and site rules and been received and signed for.

## Balloons

The Organisers do not accept any responsibility or costs arising from the use of gas filled balloons becoming trapped in the roof structure or ventilation system at the NAEC. Any costs incurred will be passed on to the exhibitor. Latex balloons should not be used under any circumstances.

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## Banks

There is no cash point onsite. Local shops a 5 minute drive away do have cash facilities. Cards are taken at all outlets onsite.

## Banners

All exhibitor rigging must be declared on your Health & Safety declaration form.

All technical and cost related enquiries should be directed to the NAEC rigging department.

The trim height to the top of all banners and truss will be 6m.

## Building & Aerial Services

The following services are offered by NAEC Works Department: Bolting down Floor chases Painting of stand floor area Television aerial Radio aerial NB These services can only be carried out by NAEC Works Department.

## Build Up & Break Down

### Build Up

Access to the halls is available from Monday 25<sup>th</sup> November at 08:30am for space only stands only in hall 2 and 10:00am in hall 1. If you require access before this please email [luke.taylor@agricconnect.com](mailto:luke.taylor@agricconnect.com).

Lorries and large delivery vehicles may arrive onsite to unload from 07:30am but not before.

No Hiabs are allowed into the hall after 9am on Monday 4<sup>th</sup> November. Please email [operations@agricconnect.com](mailto:operations@agricconnect.com) if you require early access to accommodate your delivery with a Hiab.

All vehicles unloading, whether cars or lorries, will need to follow NAEC staff instructions of the best loading options for their hall.

[Click here](#) to download NAEC site map.

There is no late working at this event please ensure you can complete the build of your stand within the time frame of the event.

### BREAKDOWN:

The show closes at 16.00hrs on Thursday 29<sup>th</sup> November and you may not begin breaking your stand down before this time. Once the organiser is happy that the halls are clear of visitors you will hear an announcement that breakdown may begin.

We recommend that drivers should return to their vehicles 15mins before the show close or published breakdown time.

Cars and cars with trailers are given priority to park at the rear of the halls, as they only take a short time to load.

At this point any cars or cars with trailers arriving for breakdown (or which are already in the car parks) should report to the relevant inner area access gate at the close of show.

You will need your Exhibitor ID Badge to gain access.

Please don't arrive before the show close / published breakdown time, as queues can build up and cause congestion for other traffic around site.

Commercial Vehicles arriving for breakdown should report to the designated free lorry park on the last day of the show - the lorry park will be open at 12:00hrs onwards.

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Vehicles will be queued in lines by hall number, on a first come first served basis. They can then park free of charge in the queue through the day until breakdown commences.

Commercial Vehicles will be released down to the halls on a first come first serve basis, once all the cars/trailers have parked up and when space is available. This can take some time - so please be patient.

**Please note that you will be required to wear hi-vis vests in the loading bays and in the halls during build up and breakdown and that children under 16 are not permitted in the halls during this time.**

#### **SHELL SCHEME EXHIBITORS:**

All shell scheme exhibitors must have vacated their stands by 18:30hrs on Thursday 29 November. Please make sure you remove all display panels & promotional material as this will be removed as rubbish if left on your stand after this time.

#### **SPACE ONLY EXHIBITORS:**

- Please ensure all exhibits, stand fitting & waste materials are cleared from the halls by 21:30 on Thursday 29 November.
- Any materials remaining after this time will be removed as rubbish. Exhibitors failing to comply with this order will be charged at £300 per hour (or part thereof) for this clearance service.

## **Business Facilities**

There is limited business facilities on site.

## **Bus Services**

Local bus services operate from the railway station and Coventry and Leamington Spa to the NAEC.

## **Carpet**

Creative Live is the official contractor supplying carpet to stands. All shell scheme stands include carpet. Space only stands do not include floor covering and exhibitors must make their own arrangements.

From **1<sup>st</sup> September 2024** we will be moving to a sole floor tape supplier. This will ensure the correct tape is used, minimising damage, and keeping our halls in good condition for our clients.

Details of tapes and where they can be purchased are below:

### **UK Industrial Tapes Ltd**

<https://www.ukindustrialtapes.co.uk/>

0191 269 7810

Contact: Matthew Welch

[Sales@ukindustrialtapes.co.uk](mailto:Sales@ukindustrialtapes.co.uk) or [matthew@ukindustrialtapes.co.uk](mailto:matthew@ukindustrialtapes.co.uk)

*Double sided carpet tape, Boma 4109*

Any items or tape left on site, or damage to the hall floors will be charged for. The floor is a concrete painted floor.

## **Catering**

The NAEC provides all the onsite catering through their appointed contractor, Food to You.

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Exhibitors are not allowed to bring their own catering on to stands.

Stand catering can be ordered direct from Food to You through NAEC Exhibition Services: <https://www.naecstoneleigh.co.uk/venue-event-services/book-exhibition-services/>

All catering must be ordered at least 14 days before the event.

Tea, coffee and lunch will be also available to purchase from the catering points 'Strollers Restaurant' within the exhibition halls and 'Farmers Fayre' at the Farm Shop.

## **Chemicals**

If you intend to use any chemicals, you must notify the organisers by declaring your activities on your health & safety declaration form. You will be required to submit a risk assessment and COSHH assessment, in order to comply with the venue's regulations. COSHH regulations must be adhered to.

## **Children**

In accordance with Health & Safety regulations, children under 16 years of age are not permitted in the Exhibition Halls during the build-up and breakdown periods. There are no exceptions to this rule. With regard to the show open periods, please refer to Section 18 of the Children and Young Person's Act 1933, which outlines the laws regarding conditions for children working. If you intend for a person under 16 years of age to be working on your stand you must notify the organisers in advance of the show. You may be asked to show a copy of the Employment Permit issued by the education department of your local authority.

## **Cleaning**

Stand cleaning is provided by the venue as part of the exhibitors' package. However, exhibitors are responsible for cleaning their own exhibits. Anything left in the gangways will be treated as waste and will be disposed of.

## **Cloakrooms**

There are no cloakrooms open at Stoneleigh Park.

## **Code of Conduct**

Agriconnect informs, connects, and inspires the agriculture community. As a group that is community orientated, we actively seek to create an environment where everyone is welcome and can feel a sense of belonging.

The following code of conduct reflects our commitment to create respectful, inclusive, and safe environments, both offline and online. Everyone who participates in an Agriconnect event must comply with this code of conduct, including but not limited to, attendees, exhibitors, speakers, sponsors, employees, media, and volunteers.

We do not tolerate harassment or bullying in any form. We expect all participants at our events will be respectful and professional in all interactions.

We take a zero-tolerance approach to any demeaning, discriminatory, or harassing behaviour or speech, in any form, including but not limited to, as it relates to ethnic and national origin, gender, gender identity and expression, age, sexual orientation, disability, physical appearance, body size, race, or religious beliefs. Further, sexual language and imagery are not appropriate for any venue, including talks, workshops, seminars and online media.

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Organisers will take appropriate action regarding any participant found to violate this code, up to and including warning the offender, expulsion from the event without refund, and/or a ban from future events.

#### Stand design and themes:

We encourage interactive, thought provoking, educational, and inspirational stands at all our shows and events, and you will gain from additional marketing and PR as a result. Your stand should project who you are as a business and share your brand values with a wide and varied audience coming to the show.

Consider how you would like your product or brand represented. This event attracts people looking to engage with you, either as an existing customer or potential customer. You will see students and educators (although a much smaller proportion), so it is important your stand can cater for all of them.

#### Participating at an event

We have zero tolerance for actions or behaviour that impact an event participants' safety and wellbeing, including, but not limited to:

Harassment includes offensive verbal comments related to gender, age, sexual orientation, disability, physical appearance, body size, ethnic and national origin, race, religion

- Sexual images or displays in public spaces
- Deliberate intimidation
- Stalking, following, and harassing photography or recording
- Sustained disruption of talks or other events
- Inappropriate physical contact
- Lewd and unwelcome sexual attention
- Facilitating or participating in any violence or criminal behaviour
- Promoting or publicising any criminal or violent activity
- Engaging in behaviour or actions that are considered threatening
- Participants asked to stop any of these behaviour must comply immediately.

#### Exhibiting and Sponsoring

In addition to the above, exhibitors and sponsors must also ensure their materials, content, employees, and any of their event staff act in a professional and responsible manner. In particular, sexualised images, activities, or other material will not be permitted. Event staff (including volunteers) should not use sexualised clothing/ uniforms/ costumes or otherwise create a sexualised environment.

#### Reporting an incident

If you are being harassed, notice that someone else is being harassed, or have any other concerns as they relate to this code of conduct, please contact a member of the staff immediately. If onsite, any member of the organising staff will be happy to help. You are also welcomed to report the incident via email to [info@agriconnect.com](mailto:info@agriconnect.com).

Event staff can help participants contact hotel/venue security or local law enforcement, provide escorts, or otherwise assist those experiencing harassment to feel safe for the duration of the event. No retaliation will be taken or tolerated against anyone who makes a good faith report of bullying, discrimination, or harassment. When reporting an incident, please share any details you can recall, such as names, dates, times, location, behaviour, any statements made, to help with investigating the incident.

Every incident reported will be taken seriously and will be dealt with in the strictest confidence.

#### Staffing your stand

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- Your stand staff represents your company, and therefore they should appear professional, friendly and welcoming at all times. The following rules must be adhered to:
- Clothing must be deemed appropriate for a business event. If the organiser deems the clothing to be unsuitable the organiser reserves the right to prevent admittance of the staff into the event.
- Any activity promotional staff are asked to undertake, other than on stand lead generation and handing our literature, must be agreed with the organiser before the event.
- Consider the mix of staff you have on the stand (gender, age, ethnicity etc), do they represent the diversity of your company, and if not, be prepared to explain why not.
- Consider whether you have asked staff to do something that could be deemed to objectify them as men or women as this is strictly forbidden and could result in closure of your stand.
- If, for any reason, stand staff and/or an exhibit and/or its contents are deemed inappropriate by Agriconnect show management, the exhibitor will be asked to alter this in an appropriate manner.

The decision of Agriconnect show management in each of the above respects will be final.

## Customs & Excise

If you are importing any exhibits or displays for your stand from overseas you will need to ensure that you have Customs & Excise clearance. The NAEC is an approved Office of Destination for European Community Transit Operations. Our appointed handling contractor can assist you with all customs formalities or can provide you with further information regarding the importing of goods. HM Customs & Excise: 0845 010 9000.

## Deliveries and Collections

### Deliveries

Deliveries should not arrive at the venue before Monday 25<sup>th</sup> November.

Any deliveries or mail for exhibitors at the show should be addressed as below:

SHOW NAME:  
Crotpec 2024  
Contact name & mobile number  
Stand number  
NAEC  
Hall 1 and 2  
Stoneleigh Park  
Warwickshire  
CV8 2LH

You must ensure that a member of staff is on the stand to take delivery or sign for any goods. We are unable to accept deliveries before the start of the show tenancy, please contact Rainthorpe Logistics to make alternative arrangements.

[Click here](#) to download NAEC site map.

Please ensure that anyone making deliveries on your behalf has been informed about the relevant procedures.

### Collections:

Please ensure that all items are taken with you when you leave, everything has to be taken off site by **21:30 on Thursday 29<sup>th</sup> November 2024**. Any items not collected by this time will be deemed as waste and disposed of, and the cost of disposal charged back to you.

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Please inform the organisers office of any items left for collection and ensure these are clearly labelled with the delivery name and address, the name, company and stand number of the sender, and also the name and telephone number of the courier company instructed to collect.

## Demonstrations

Demonstrations should be highlighted on your health & safety form and a risk assessment completed for your activities. Crowding of the aisles, walkways and entrances by visitors watching presentations are not permitted. Where neighbouring stands cannot mutually agree on satisfactory level for such activities, the organiser will act as an arbiter. The Organisers decision is final and non- negotiable. The organisers reserve the right to curtail practice, which they consider dangerous or detrimental to the show. Noise levels must be kept below 50 decibels and not cause annoyance to neighbouring exhibitors and/or visitors. In the case of dispute the organiser's decision is always final. We reserve the right to disconnect the stand power.

## Dilapidations & Damages

You are not permitted to fix to any part of the fabric of the building and charges will apply to any associated damages. Charges will also apply for paint spillage, abandoned carpet tape, etc.

- In terms of rubbish, anything that will not fit into a black plastic bag will not be collected by the cleaners - it will be deemed as abandoned waste and will be charged for.
- Shell scheme exhibitors are also reminded they are responsible for all shell scheme panels and will be charged for any damages through inappropriate fixings, painted panels etc.
- Space only exhibitors are reminded that ALL stand fitting materials, exhibits and flooring must be removed from the halls during breakdown
- The venue management will charge for any damage made to the walls, floors, paintwork, carpeting and other facilities. Therefore, exhibitors must protect the walls, flooring and fabric of the hall from damage at all times, particularly when moving materials or equipment and if painting or using other fluids on site.
- All tape must be removed from the floor, including carpet tape. Only approved tape should be used - see details under Carpet. Any damage caused to the floor will be charged to the exhibitor.
- Notices must not be affixed to the fabric of the building without prior permission. Sticky fixers, Blue tack, Sellotape must not be used on painted surfaces.
- Under no circumstances must cables, wires etc be attached or affixed directly to the walls or ceilings in the main exhibition areas. All Exhibitors need to be self-sufficient with regards to use and provision of equipment and the rigging/de-rigging of display material.

## Disability Discrimination Act (DDA) / Equalities Act & Disabled Facilities

The NAEC and the Organisers endeavour to provide all visitors the same opportunities. The NAEC aims to be fully accessible and user-friendly for disabled visitors.

For further information please visit [FAQs | NAEC Stoneleigh](#)

Exhibitors should be aware that they also have obligations under the Equalities Act 2010 (which has replaced most of the Disability Discrimination Act) because Exhibitors are considered service providers. Service providers are required to make changes, where needed, to improve service for disabled customers or potential customers. There is a legal requirement to comply with the Act to ensure disabled people are not treated less favourably than people who aren't disabled, which include:-

- Reasonable adjustments must be made to services and environments so that disabled people can access them.
- Inaccessible features must be removed or altered.

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- A reasonable alternative, or means of avoiding inaccessible features, must be provided.
- Delivery of services by a reasonable alternative must be provided.

It is important to understand that access for disabled people is not only about physical access to buildings for wheelchair users but also includes access to written information for people with visual impairments and access to the same standard of service for all. Health & Safety legislation should always remain the primary concern whilst making changes under disability regulations. This list is by no means exhaustive and must be used as a guide only.

## **Dogs**

Dogs, other than special assistance dogs, are not permitted at the show at any time.

## **Early/Late Working**

Any exhibitor or contractor wishing to work late to complete stand construction must contact the Organisers' office by 15.00hrs on the day in question, or in the case of early work, on the day before. Exhibitors wishing to carry out maintenance working during show open days must do so during the hour before and the hour after the show open times. Applications for extensions to these times must be made to the organisers in advance.

Any charges imposed on the Organisers for such arrangements will be passed on to the exhibitor concerned.

No work is permitted during the hours when the exhibition is open to visitors.

## **Electrical Services**

Space Only Stands do not include any electrical supply.

Space only stands must conceal their electrical mains box.

It is not permitted to leave the mains supply exposed and placed on floor. Please discuss this with the electrical team when booking your power supply.

If a supply is needed at the start of build then a temporary supply must be ordered for use during build-up and breakdown. Use of the venue's electrical sockets is not permitted and cables must not cross gangways. Once power has been energised during build-up, it will be switched off each night, including the pre-open night. If you need power overnight, you will need to order a 24 hour supply.

During show open, power to your stand will be switched off 30 minutes after the show closes each day and will not be switched back on until the following morning. If you require 24 hour power, please arrange this with the electrical contractor. On the last open day, power will not be switched back on under any circumstances, due to the hazards presented during the breakdown of stands. If you need a supply beyond this time, please arrange this with the electrical contractor, contact details as per below

### **ELECTRICAL MAINS POWER BOXES**

On every block there will be an electrical mains power box. This will be placed on the wall of the stand, which is placed over the duct. The organisers will, where possible try to fix this so that it does not infringe on the stand aesthetics or on a stand with bespoke walling. Please do not cover this power box if it is fixed to your stand walling, as access may be needed at any time.

### **ELECTRICS – QUICK REFERENCE TO POWER CONSUMPTION**

This Quick Reference Guide is designed to assist exhibitors in planning their power requirements, and if followed, will reduce the likelihood of problems occurring at the exhibition venue.

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Where ordered Creative Live will provide standard 3-pin English 13A socket-outlets, but with four different power ratings. The list below indicates the sort of equipment that can be used with each of the power ratings:

(500W) IS RATED AT 2 AMP AND CAN SUPPLY:

- One computer [or 2 x laptops]
- A small domestic fridge
- Four mobile phone chargers Table lamp
- Television and video
- or any combination of the above using a single 4-way extension (maximum length 2m) subject to a total load of 500W

(1000W) is rated at 4 AMP AND CAN SUPPLY:

- Small domestic coffee machine (750W – 1kW)
- Small domestic steamer (900W – 1kW)
- Small microwave cooker (750W – 1kW)
- Vacuum Cleaner (800W – 1kW)

(2kW) AND SK4 (3kW) ARE RATED AT 10 AMP AND 13 AMP AND CAN SUPPLY:

- Jug Kettle (2kW – 3kW)
- Catering coffee machine (1.5kW – 3kW)
- Industrial Cleaners (1.2kW – 3kW)

Please Note:

The list above indicates individual items that can be used with each socket, with the exception of the 500W socket above.

All sockets are supplied on daytime power only unless 24-hour continuous power is requested and quoted for.

Actual power requirements will vary dependent upon the individual equipment used. All electrical equipment has a Rating Plate that shows its power consumption in Watts (W) or kilowatts (kW). You should carefully examine all equipment to be used and calculate the exact power usage before ordering your electrical power requirements.

If you are ordering a socket so as to be able to supply your own lighting arrangement(s), then in accordance with the regulations, the maximum power rating of any single lighting circuit is 1000W (1kW), so if, for example, you had 3kW of lighting on your stand, you would need to order 3 x 1kW sockets for this arrangement.

Under the current regulations it is not permissible to order a socket and use it to supply a consumer unit if you are carrying out the installation of your own electrical wiring and equipment. In these circumstances, you will need to order an electrical mains supply.

## Lighting

- Light fittings must be secured using clips or heavy-duty electrical ties and earth bonded appropriately.
- Light fitting flex must not be draped across the ceiling grid (if applicable), or left hanging in coils or wrapped around any part of a metal structure. Cable ties must be used to secure flex to the structure.
- Spotlights/floodlights/halogen lamps, etc must be guarded and mechanically fixed, so as to prevent risk of injury to persons.
- All lighting must be kept at least 300mm away from muslin/fabric ceilings and other combustibles.
- Lighting circuits must not exceed 1,000 watts. They must not be looped or connected to power circuits.
- Heavy fittings (over 1 kg) require a secondary means of support.

## Socket Outlets

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- Only one 4-way extension lead may be connected to each socket outlet and the maximum length of lead permitted is 2 metres.
- Extension leads must not be plugged into other extension leads (commonly known as 'daisy-chaining').
- Block adaptors and drum reel extension cables must not be used.

## **Employment of Labour & Contractors**

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, Event Security (not individual stand security).

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 onsite.

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.

All contractors and employers of labour operating within the exhibition site at any time shall comply with all statutory requirements applicable directly or indirectly to their activities.

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.

## **Fire Precautions**

Fire extinguishers will be distributed around the halls and may NOT be removed. If you have activities which increase the risk of fire, you must order additional extinguishers. Stand staff should be made aware of the location of all fire exits and alarm points within the hall and may request training on the use of fire extinguishers from the Fire Officers if required. Fire exits must be kept clear at all times and no exhibits or packaging materials may be stored behind stands. All materials used in stand construction / dressing must be fire retardant to the relevant standards – please consult the operations team for further information. No naked flames or LPG will be permitted without prior written approval. (See Gas)

## **First Aid**

In an emergency, contact the First Aid Team via an internal phone located at each Hall entrance on 2222, or by notifying a member of security. Medical Emergency: Tel 0121 780 4141 Ext. 2222 or 2222 from the internal phone.

## **Floor Loading**

The floor loadings vary throughout the venue and therefore any unusual loads must be discussed with the organisers prior to the build-up. Failure to do this may result in items being unable to be brought into the hall.

## **Forklifts and Logistics**

Rainthorpe Logistics are our official lifting and logistics partner for Crotpec 2024. All onsite lifting within the hall must be carried out by Rainthorpe Logistics.

Onsite lifting will take place within the build and breakdown of the show outside of these times additional costs will be incurred and you should contact [operations@agriconnect.com](mailto:operations@agriconnect.com) for further information.

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Forklifts including for 3 point linkage and towing must be pre-booked through Rainthorpe Logistics in the Tasks Section. Early booking prices until **Monday 11th November** after this time 20% surcharge will be applied.

[Click here to view the order form](#)

They can also assist with transport, deliveries/ returns and storage at the show.

## Hazardous and Excessive Waste

Exhibitors and their contractors must remove excessive or hazardous waste at the end of the show, otherwise charges will be incurred.

Excessive waste is defined as: more than 2 boxes of literature, stand fitting material, pallets, material packaging and quantities of unsold stock or 'give-aways'. Any exhibitor who leaves excessive waste at the venue will be charged for removal by the venue.

Hazardous waste is classified by the 2005 Hazardous Waste Regulations as:

light bulbs and fluorescent tubes, electrical equipment and fittings, gloss and emulsion paint and their containers, cooking oils and their containers, aerosols both full or empty, oils and lubricants and oily rags.

## Hi-Vis

The wearing of hi-vis clothing is mandatory during the build up and breakdown periods of the show. This includes the loading bays and inside halls. If you do not have a hi-vis vest available please go to the shop within the Atrium where they will be available for purchase.

## Insurance

The Organisers and the NAEC cannot be held responsible for any loss or damage to stands, exhibits, property or equipment.

Exhibitors are responsible for insuring against any legal liability incurred in respect of injury or damage to persons or property belonging to themselves or third parties.

In addition to this, exhibitors should protect expenditures against abandonment and cancellation or curtailment of the event due to reasons beyond our control.

Please forward a copy of your public liability insurance certificate to Luan Garrett on [luan.garrett@agriconnect.com](mailto:luan.garrett@agriconnect.com) by 26th October 2024.

All exhibitors must ensure adequate insurance is in force for the duration of the event including:

- Third party motor (minimum);
- Public liability with an adequate indemnity limit to reflect the potential exposure, but of at least £2 million.
- Employers liability;

A copy of the Public Liability Insurance certificate must also be held on you stand throughout the duration of the event and, must be provided upon request from the event organisers or the enforcing authorities

## Intellectual Property Rights

The Trademarks Act 1994 dictates it is both an infringement and an offence to deal in merchandise which carries another organisation's trademark, without consent. Infringements may be dealt with in the civil courts by the proprietor of the trademark. Offences are ostensibly a matter for the police and trading standards office.

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## Laser Displays

The use of lasers must comply with the PLASA 'Guidance for the Safety of Display Lasers'.

The risk assessment must take account of the main hazards associated with lasers, which are eye and skin burns, electricity and fire. The vast majority of accidents with lasers affect the eyes.

The following must also be identified within the risk assessment:

- Laser output energy or power
- Radiation wavelengths Exposure duration
- Cross-sectional area of the laser beam at the point of interest
- Accessible emission limit

Laser hazard classifications are used to signify the level of hazard inherent in a laser system and the extent of safety controls required. All lasers should carry information stating their class and any precautions required during use. Lasers rated class 3 and above present a significant hazard and must be managed by a competent person (laser safety officer) to ensure safety during both installation and use.

Laser beams shall be at least 3 metres above the highest affected floor level at all times and arranged so that they cannot scan onto any person. Supporting structures shall be rigid to avoid any accidental misalignment of the laser(s).

Where scanning is requested, a specific risk assessment must be provided before permission will be considered and this must be obtained in writing from the venue.

Laser equipment, including mirrors, shall be placed out of the reach of the public. All fixed mirrors, if approved for use in the display area and having been correctly set, must be locked or otherwise secured in position so as to prevent subsequent or unauthorised readjustment. The alignment of the laser installation including any mirrors must be checked on a daily basis.

The means of electrical isolation of the mains supply must be provided adjacent to the laser machine. Adequate mains water supply must be provided adjacent to the laser where the laser is water-cooled. Notification and submission of the relevant paperwork must be submitted to the organisers and venue at least 28 days prior to coming on site.

An independent certificate of inspection of all installations may be required and this must be submitted to the venue before the event opens. The exhibitor will be responsible for any costs incurred.

## Leafletting

Exhibitors are not allowed to display or hand out any literature or material in any form from any area within the NAEC other than within the boundary of their stand.

## Lost Property

All lost property is dealt with by the Security Office situated in the Foyer to Halls 1 and 2.

## Music Licences

It is the responsibility of the Exhibitor to apply for the appropriate licence to play music on their stand. If an Exhibitor is found to be playing music at the Show without having applied for the appropriate licences, they will be asked to turn it off immediately and for the duration of the Show. Phonographic Performance Ltd (PPL): PPL controls the copyright regarding the public performance and broadcasting of sound recordings on behalf of the record producers. Performing Rights Society: Exhibitors wishing to play music on their stand by means of TV, video, slide, tape presentation, record, tape, or CD player or live musicians must hold a licence by law, issued

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by the Performing Rights Society (PRS). A PRS licence is granted on behalf of composers and music publishers. PRS for Music and PPL have merged into one company - PPL PRS Ltd and will administer a joint license called The Music License. This will mean anyone wishing to play recorded music publicly - such as bars, offices and music venues - will only have to sign one agreement. This will then cover them for the performing rights in both recordings and songs. Businesses can apply for the new joint license via the PPL PRS website. If you have an existing license agreement with PRS and/or PPL it will be transitioned to a joint agreement as your existing license expires. For more information visit PPLPRS Website <https://pplprs.co.uk/>.

## Organisers Office

The Organisers Office will be situated by hall 1.

## Parking

During the set-up, exhibitors will be directed to the exhibitor unloading doors at the rear of the halls. Once you have off-loaded your goods, you must remove your vehicle to the Exhibitor Car Park in the Warwick & Conference Centre Car Park.

On show days exhibitors MUST follow the stewards' instructions and park in the Exhibitor Car Park and not in any other car park on the Stoneleigh Park site.

Vehicles will be allowed access to the buildings after 5:00pm on Thursday 30th November once it is deemed safe to do so, to begin loading.

## Rigging

Any rigging MUST be carried out by the NAEC appointed contractors, Event Rigging Services.

Please contact [NAEC@eventriggingservices.co.uk](mailto:NAEC@eventriggingservices.co.uk) to discuss your requirements.

The trim height to the top of all banners and truss will be 6m.

## Scanners

Purchasing the Scanner App will provide accurate data collection and better control over the exhibiting lead management process. Access the E-Zone to order your Scanner App with the login details you have been sent through the relevant link below:

Link – coming soon!

## Security

The organisers and NAEC cannot accept responsibility for any damage to and/or loss of any property introduced by exhibitors or contractors.

At the end of the day when the exhibition areas are to be vacated, Security will be informed so that these areas can be secured.

Please ensure stand personnel take all personal belongings with them at the end of each day.

Please also ensure that all electrical equipment has been turned off before leaving the exhibition hall at the end of each day.

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## Special Effects

If you are planning to use any special effects on your stand, you must inform the organisers as soon as possible by emailing [operations@agriconnect.com](mailto:operations@agriconnect.com). You will also need to declare it on the Health and Safety form as well as covering it in your risk assessments. Special effects include (but are not limited to) lasers, strobe lights, and pyrotechnics and smoke machines. The information, which will be required, includes a risk assessment and full details of the operator and manufacturer. Certification from an independent specialist may also be required, and any costs associated with this will need to be covered by the exhibitor. Notification and submission of the relevant paperwork for any special effects need to be submitted to the organisers and venue at least 28 days prior to coming on site.

## Storage

There is no storage within the halls. Exhibitors must make their own arrangements for the removal and storage of all packaging materials, cartons etc. Nothing is to be stored behind the stands or in changing rooms. This is a fire and health & safety risk. Please contact Rainthorpe Logistics through the Tasks page to arrange storage if required during the event.

## Silicon

Please note that silicon is not to be used in the hall unless a floor protector is laid to the area. Please apply with a brush or sponge rather than spray/aerosol. Wherever possible, please use a water based (silicone free) tyre shine.

## Trolleys

Please bring your own trolleys as these are not available to hire from the venue. Trolleys are only permitted on the exhibition floor outside of show open hours for the safety of visitors.

## Travel

### By car:

If you are navigating with Sat Nav, use this postcode: CV8 2LH and make sure that you follow the AA road signs to find the main entrance to the NAEC.

From London / M40. Leave the M40 at junction 15 and head onto the A46 towards Coventry. Follow the signs to Stoneleigh Park main entrance or NAEC on the B4113.

From the M6/M9. Leave the M6 at junction 2 and head onto the A46 towards Warwick or at the end of the M69, head onto the A46 towards Warwick and the M40. Follow the signs to Stoneleigh Park main entrance or NAEC on the B4113.

From the M1 (Northbound). Leave the M1 at junction 17 and join the M45 heading towards Coventry. Pick up the signs for the A45 Coventry (NOT Daventry). Stay on the A45 heading towards the A46, follow the signs to Stoneleigh Park main entrance or NAEC on B4113.

### By public transport:

Coventry bus station is 6 miles (10km) away from Stoneleigh Park.

Warwick bus station is 9 miles (14km) from Stoneleigh Park.

### By rail:

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Royal Leamington Spa. Warwick and Warwick Parkway rail stations are situated on the main London Marylebone line. The Birmingham line stop for the Virgin West Coast Mainline.

London Euston – Coventry services every 30 minutes weekdays.

London Marylebone – Warwick Parkway services every 30 minutes.

Birmingham – Coventry frequent services from Birmingham New Street, Birmingham International and Coventry.

Taxi ranks are based at both Warwick Parkway and Coventry stations, which are approximately 5 miles from Stoneleigh Park.

#### **By air:**

Stoneleigh Park is within a 30 minute drive of Birmingham International Airport.

## **Vehicles**

The NAEC follow the E-guide Guidance (<https://www.aev.org.uk/resources/e-guide>) on vehicles within the venue, a summary of these are below:

Vehicles shall not enter any building in which an exhibition is taking place during the time that it is open to visitors.

Motor vehicles used for delivery of materials or exhibits are not permitted to remain in the halls overnight. Please contact the venue should a vehicle need to remain on-site overnight.

All petrol-fuelled motor vehicles or other petrol engine equipment fitted with a fuel tank, including boats, plant or machinery, must comply with the following:

- The fuel tanks of motor vehicles manufactured prior to 1984 must contain only sufficient fuel to move the vehicle in and out of the hall, due to the absence of safety features which prevent leakage.
- Fuel tanks of motor vehicles manufactured from 1984 onwards may contain fuel. Fuel tanks on all other petrol engine equipment must be empty.
- The fuel tank must be sealed, wherever possible with a lockable cap
- Vehicles may require a drip tray and must be positioned within the boundaries of the stand so that any protrusions, doors, tail lifts etc. do not infringe the stand perimeter
- The running of engines during the open period of an exhibition is strictly prohibited
- For vehicles required to operate as part of a moving demonstration, “pit” positions must be clearly defined and agreed with the venue. Suitable fire extinguisher(s) must be provided
- Filling or emptying of fuel tanks inside the hall is strictly prohibited at all times

## **Water & Waste**

Water & Waste Connections To book water & waste connections for your stand please order through the Venue Order form in the

To book water & waste connections for your stand please order through the Venue Order form in the Water & Waste Connections Task page.

## **Wi-Fi, 3&4G & Wired Connection**

There is FREE public Wi-Fi access across exhibition halls and some conference venues however the only way to guarantee internet services is via your own personalized wireless SSID or a hardwired connection.

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To arrange Wi-Fi/wired connection, please book this through NAEC Exhibition Services:

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

The NAEC offer a range of Wi-Fi and Hardwire internet options available to suit all your needs, whether to check emails, browse the internet, take card payments, or stream videos from your stand.