

# A-Z Directory LAMMA 2026

Accommodation .....	2	Fire Precautions .....	16
Alcohol .....	2	First Aid .....	16
Animals .....	2	Floor Loading .....	16
Audio Visual .....	3	Food & Drink .....	16-17
Badges and Passes .....	4	Food Safety .....	18
Balloons .....	4	Gas .....	18
Banks .....	4	Hazardous and Excessive Waste .....	19
Banners .....	4	Hi Vis .....	19
Building & Aerial Services .....	4	Insurance .....	19
Build Up & Break Down .....	4-7	Intellectual Property Rights .....	20
Business Facilities .....	7	Laser Displays .....	20-21
Bus Services .....	7	Leafleting .....	21
Carpet .....	7	Lost Property .....	21
Chemicals .....	8	Machinery.....	21
Cleaning .....	8	Music Licenses .....	21-22
Cloakrooms .....	8	NEC Site Map .....	22
Code of Conduct .....	9	Parking .....	22
Compressed Air .....	10	Rigging .....	23
Customs & Excise .....	10	Scanners .....	23
Demonstrations .....	10	Security .....	23-24
Deliveries .....	11	Special Effects .....	24
Dilapidations and Damages .....	11	Storage .....	24
Disability Discrimination Act .....	12	Silicon .....	24
(DDA/ Equalities Act & Disabled Facilities		Trolleys .....	24
Dogs .....	12	Traffic Rules .....	24-25
Door Heights .....	12	Train Travel .....	25
Early/Late Working .....	12-13	Vehicles .....	25-26
Electric Services .....	13-14	Wash- Down .....	26
Employment of Labour & Contractors	15-16	WIFI .....	26

## **Accommodation**

There are a number of hotels within close proximity of the NEC. 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 NEC and would be happy to help arrange your accommodation.

BGC Events Tel: 01572 770352 to complete your booking enquiry online or [click here](#) to complete the form. We don't pass on your details to any other accommodation companies so please be wary of calls or emails from anyone other than our official contractor.

You can [also book with confidence](#) using Event Beds use the EventBeds™ widget today to avoid disappointment.

## **Alcohol**

Exhibitors will be permitted to serve alcohol on their stands from 3.00pm each day until show close, should you wish to offer your clients and visitors a drink on your stand.

All alcohol for immediate consumption must be ordered from the official venue caterers, NEC Catering, via the Venue Services order form in the Tasks section and must be declared on the compulsory Health & Safety declaration form and a risk assessment submitted.

All activities must be contained within your stand area. Please contact Helen Smailes at NEC Catering to discuss your requirements: [Helen.Smailes@necgroup.co.uk](mailto:Helen.Smailes@necgroup.co.uk) or 0121 737 3634

## **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. Events involving numbers of livestock may have to comply with specific DEFRA regulations. Guidance on animal welfare and appropriate safety measures shall be obtained by the organiser from a suitably qualified veterinary officer, who may deem it necessary to carry out an on-site inspection. A copy of the veterinary officer's report shall be submitted to the venue for licensing authority approval.

Any costs incurred are the responsibility of the person seeking guidance/consent. Animals must be appropriately supervised and sufficient welfare arrangements must be maintained, to the venue's satisfaction, and in accordance with the Animal Welfare Act. These arrangements should be detailed in a risk assessment and include the following:

- Transport to and from site
- Feeding
- Housing
- Security
- Environment
- Exercise
- Cleaning and sanitary arrangements
- Sleep/rest
- Protection from pain, injury, suffering and disease
- Evacuation in an emergency

In order to ensure the safety of visitors, suitable guards/enclosures must be provided and warning notices prominently displayed where appropriate. Livestock must be properly contained when a stand is unattended and if exhibited outside an enclosure, must be adequately tethered or suitably controlled.

Where visitors are able to pet or otherwise come into contact with animals, or are able to touch parts of enclosures which animals may also touch, hand wash units with hot water must be sited adjacent to the animals and their pens for use by the public. Soap and water is considered to be the most effective way of reducing infection and therefore gels and wipes are not allowed as suitable alternatives. A sign should be in place advising visitors to wash their hands after touching animals or their enclosures. Signs should also be displayed at the entrance to the exhibition indicating that animals are present and that people with allergies may be affected.

Audio Visual

TBC

## **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.

Pre order your exhibitor badges through the e-zone or there will be a exhibitor badge/registration desk operating at the NEC in the Atrium 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 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 NEC.

Any costs incurred will be passed on to the exhibitor.

Latex balloons should not be used under any circumstances.

## **Banks**

Permanent cash machines which are now free for withdrawal are located adjacent to Hall 20 and opposite Hall 8 (next to Starbucks). For Hall 4 there is a cash machine that is located opposite Hall 2 main entrance which is a short walk from Hall 4.

## **Banners**

All exhibitor rigging must be declared on your Health & Safety declaration form. All technical and cost related enquiries should be directed to the NEC 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 NEC Works Department:

- Bolting down
- Floor chases
- Painting of stand floor area
- Television aerial
- Radio aerial NB These services can only be carried out by NEC Works Department. Full details of prices and how to order on [venue services](#).

## **Build Up and Break Down**

Build up:

All vehicles unloading, whether cars or lorries, need to obtain in advance an Event Delivery Pass using the online system powered by [Voyage Control](#).

All vehicles will need complete a new registration for LAMMA 2026.

When you arrive on site follow the digital directional signs to the relevant lorry park for your event. Drive in and show your pre-booked printed pass.

All deliveries must be booked in advance and booking confirmation printed off to display on the vehicle dashboard on arrival at the lorry park and hall. This is for the entire build up schedule including early access on the show open days.

Once unloaded please take your vehicle back to the outer area carpark to make space for other exhibitors.

However, NEW FOR THIS YEAR - Parking during build-up and break down must be validated onsite to avoid charges.

- For those exhibitors who have a Voyage Control delivery pass, validation can be done at the pay-on-foot machines in the venue by entering their vehicle registration number and scanning the QR code on their Voyage Control delivery pass. The validation process must be completed in the venue before returning to the car park.
- If exhibitors do not have a Voyage Control delivery pass, validation can be done at the pay-on-foot machines in the venue by entering their vehicle registration and using the barcode. They can obtain a barcode from the lorry park, organisers or in-hall security. The validation process must be completed in the venue before returning to the car park.

**Important Note: ALL vehicles that have not validated their free parking will be charged a non-refundable, flat rate exit fee of £25, payable by card at the exit.**

If you are not able to unload & remove your vehicle within the timeslot allocated please go to the Organisers Office before your time slot expires for assistance.

On the Tuesday 13th December only we will use a Deposit System to help maximise the available unloading spaces for all exhibitors and contractors. The system is designed to encourage people to unload and then move their vehicles to free car parks, so that space adjacent to the halls is available for others to unload. This keeps the need to hold vehicles on the lorry parks to a minimum.

On Deposit Systems days, vehicles wishing to unload are required to book an unloading ticket which permits a vehicle access to the rear of the halls to unload within a time allocated dependent on the size of the vehicle as follows:

- Car or small van = 1 hour

- Transit Van / Lorry = 2 hours
- Artic = 3 hours

Vehicles need to unload and leave the inner area within the allocated time, failure to do so will result in the processing of the deposit of £100.00.

The on-line pre-booking page called Voyage Control can be found at [www.voyagecontrol.com/necbirmingham](http://www.voyagecontrol.com/necbirmingham). By registering here you are able to pre-book your unloading ticket and print your own pass. The pass will then be “checked in” on arrival at the Lorry Park, and if space is available, the vehicle will be released to access the halls. This pre-booking service means drivers do not need to leave their vehicles and queue up at the kiosk in order to pay their deposits. They simply arrive, enter a fast track lane, have their pass scanned to “check in” and head to their hall.

Once unloading is complete, there is no need to return to the lorry park. The vehicle will be automatically “checked out” of the inner area using our Automatic Number Plate Recognition (ANPR) cameras. Vehicles can simply drive off site or drive to one of our outer car parks which has been allocated for contractor and exhibitor parking.

However, NEW FOR THIS YEAR – If, once offloading is complete, you park in one of the outer area carparks you will need to validate your parking to avoid onsite charges - full details below.

- For those exhibitors who have a Voyage Control delivery pass, validation can be done at the pay-on-foot machines in the venue by entering their vehicle registration number and scanning the QR code on their Voyage Control delivery pass. The validation process must be completed in the venue before returning to the car park.

**Important Note: ALL vehicles that have not validated their free parking will be charged a non-refundable, flat rate exit fee of £25, payable by card at the exit.**

Breakdown:

The show closes at 16:30hrs on Thursday 15th January 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. Please see below for full details of the breakdown schedule.

We recommend that drivers should return to their vehicles 15mins before the show close / 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’ll need your Exhibitor ID Badge to gain access (please ask your organiser for this pass if you do not have one). Please don’t arrive before the show close / published

breakdown time, as queues can build up and cause congestion for other traffic around site. Cars arriving early will have to be turned away at the gate.

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 07:15hrs onwards. 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 post-show breakdown commences. Vehicles will be released down to the halls on a first come first serve basis, once all the cars have parked up and if 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.

### **Business Facilities**

A pay-per-copy machine in the atrium now offers photocopying and printing services. This is next to Atrium 2.

### **Bus Services**

Local bus services operate from the railway station alongside the NEC. NEC shuttle buses operate to transport visitors to and from the car parks.

### **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.

Please ensure that you use NEC approved carpet tape and that all tape and carpet is removed. Details of tapes and where they can be purchased are below:

*UK Industrial Tapes Ltd*

10 Double sided carpet tape, Boma 4109

<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)

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

### **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 Cloakrooms situated adjacent to each Hall entrance which will open 30 minutes before the Show opens each day and will close 1 hour after Show closes unless all items have been taken.

There is a charge per item as below:

- £2 per coat or umbrella
- £3 per bag or luggage



## **Code of Conduct**

Agriconnect recognises that it has an important role to play within the Industry it serves. This includes the championing of Equality, Diversity and Inclusion in the agricultural sector.

### 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.

### Staffing your stand:

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 out 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.

[Click here](#) to see the Event Code of Conduct.

### **Compressed Air**

The NEC Works Department is responsible for supplying these services to stands. Each service operates as follows:

- Compressed air - 3/4" B.S.P. isolating valve
- Natural gas - 1" B.S.P. isolating valve
- Water - 1/2" B.S.P. stopcock
- Drain - 1 1/2" B.S.P. coupling

The NEC Works Department will apply a surcharge of 40% on orders received on site. If you require any of these services, please see the venue services page in the Check List & Order Forms Section.

### **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 NEC is an approved office of destination of European community transit operations. Our appointed handling contractor, Lift You Hire, can assist you with all customs formalities or can provide you with further information regarding the importing of goods. Please contact Lift You Hire on 07725 550201 or [accounts@liftyouhire.co.uk](mailto:accounts@liftyouhire.co.uk) HM Customs & Excise 08450 109000.

### **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.

### **Deliveries**

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

*LAMMA 2026*

*Stand name & number*

*Contact name & mobile number*

*Hall number*

*The NEC Birmingham*

*B40 1NT*

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 Lift You Hire to make alternative arrangements.

### **Dilapidations and 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 NEC 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 NEC and the Organisers endeavour to provide all visitors the same opportunities. The NEC aims to be fully accessible and user-friendly for disabled visitors. For further information please visit <https://www.thenec.co.uk/visitors/accessibility/>

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
- 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.

### **Door Heights**

The VE door access at the NEC will allow anything up to 5.4m high and 4.7m wide. Anything that needs to access the hall and is over these dimensions please contact Viv Orchard on [viv.orchard@vivevents.co.uk](mailto:viv.orchard@vivevents.co.uk) to discuss access requirements.

### **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.

### **Electric Services**

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. 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 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*

- 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, 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.

### **Filming Regulations**

Please [click here](#) to download the NEC Rules for Filming On Site.

### **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 767 2222 Ext. 2222

### **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.

### **Food and Drink**

ONLY LIMITED STAND CATERING IS PERMITTED AT LAMMA

Tea, Coffee & Soft Drinks:



Exhibitors may offer tea, coffee etc. to invited guests, and do not have to use NEC Catering to provide this. However dealing with the larger numbers required (e.g. 100+ cups per day), the logistical and administrative costs, along with the separate prices of mechanical and electrical mains that are needed to support this level of service can represent a challenge, and NEC Catering can offer all-inclusive cost effective solutions

#### *Alcohol :*

For LAMMA, Exhibitors will be permitted to serve alcohol on their stands from 3.00pm each day until show close, should you wish to offer your clients and visitors a drink on your stand. All alcohol must be ordered from the official venue caterers or NEC Catering via the Venue Services order [form or here](#) in the Check List & Order Forms section and must be declared on the compulsory [Health & Safety Declaration form](#) and a risk assessment submitted.

All activities must be contained within your stand area.

Food: The venue's catering partner, NEC Catering offers a stand catering delivery service. If you wish to talk to them about this the contact details below:

Helen Smailes  
NEC Catering  
NEC  
0121 767 3404  
[helen.smailes@NEC Cateringfood.co.uk](mailto:helen.smailes@NEC Cateringfood.co.uk)

[Click here to order.](#)

Exhibitors may offer pre-wrapped low risk food e.g. muffins or pastries, and do not have to use NEC Catering to provide this. The food must be pre-wrapped when being brought onto site, and only given up to a maximum number of 100 items per type per day.

#### *Use of a limited catering offer to drive visitor traffic to a stand:*

Exhibitors may do this, but must talk to NEC Catering first, and let them know what they are planning to do. For example, constructing a café style set up with a barista giving away 50+ free coffees and 50+ pastries per day may attract a charge. Alternatively, NEC Catering can provide cookies or pastries from £2.90 + VAT, Nespresso coffee machines, a full barista service.

Please note the following:

- Allergen Information <http://www.food.gov.uk/business-industry/allergy-guide>
- As of 5th October 2021, in accordance with the amendment to the Food Information to Consumer Regulations, all PPDS (Pre Packed for Direct Sale) items, which fall within the scope of the regulations, should have a label, which includes the full ingredients listing and highlights the presence of the 14 major allergens.

### **Food Safety**

- i) The NEC and NEC Catering need to be aware of any food that is being served in the halls, whether provided by NEC Catering or not. Any food provided by a third party is to be provided by a company with relevant Food Business certification. Because food is not part of the show profile for this event, there may be some charges levied for third party provision of food, depending on the level of risk of the catering being brought in.
- ii) Only plumbed in, mains powered water boilers are permitted. Manually filled open or lidded “tea urns” are not permitted on the show floor. NEC Catering can provide an all-inclusive package of water boiler, electrical and mechanical (water) mains supply, flasks, tea, coffee etc. Order form and menus for Food to You and Served to You can be viewed by clicking [here](#).

### **Gas**

All exhibitors wishing to use gas must operate from the natural gas supply available in the Halls. If you are unsure of the availability of Natural gas to your stand, please contact the Organisers.

#### *GAS – Mains*

If you intend using a mains gas appliance, you need to ensure that (a) the appliance is certified by a competent person eg: the manufacturer; (b) the connection to the mains is carried out by a competent person and certificated (Copies of both certificates need to be supplied to the Organisers); and (c) that you have a fire extinguisher on your stand at all times.

#### *Liquefied Petroleum Gas*

May only be used when the LPG powered equipment being demonstrated is an item for sale by the exhibitor (eg Garden Heaters, barbecues) and following the consent of the authorities. The venue must be notified in writing at least 28 days in advance of tenancy of any proposed use of Liquefied Petroleum Gas (LPG). LPG may only be used with the written consent of the venue.

*LPG may not be used for cooking purposes.*

Please inform the organisers if you intend to have gas of any type on your stand and declare it on the Health and Safety Form, as well as covering it in your Risk Assessments.

### **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**

Please note that 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 there are shops on site where they can be purchased.

### **Insurance**

The Organisers and the NEC 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 to Chelsea Entwistle [operations@agriconnect.com](mailto:operations@agriconnect.com) by Friday 19th December 2025.

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.

## **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:

- o Laser output energy or power
  - o Radiation wavelengths
  - o Exposure duration
  - o Cross-sectional area of the laser beam at the point of interest
  - o 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 watercooled. 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.

### **Leafleting**

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

### **Lost Property**

All lost property is dealt with by the Security Office situated in the Atrium adjacent to the Hall 6 entrance.

### **Machinery**

Machinery Manufacturer Clause Update:

- Machinery can only be displayed on other stands, where the main manufacturer is supporting the show.
- Machinery dealers can display brands that they deal with on their own stands, but they cannot be used as placements on other stands if the main manufacturer is not in attendance. Similarly, if a piece of equipment is designed for a specific machine and cannot be used on another manufacturer's equipment, then that machine can be used to display the equipment on the stand at the organiser's discretion. It cannot be used as placements outside the equipment exhibitors stand.

### **Music Licences**

It is the responsibility of the Exhibitor to apply for the appropriate licences 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.

The licences are as follows:

- Phonographic Performance Ltd (PPL) Exhibitors who play recorded music, i.e. from records, cassettes, CD's, etc, in public are required by law to apply for a Phonographic Performance Ltd (PPL) licence. PPL controls the copyright regarding the public performance and broadcasting of sound recordings on behalf of the record producers. The appropriate licence must be secured in advance to prevent infringement of copyright. To apply for your PPL licence please contact 020 7534 1070.

- N.B. If you require a PPL licence you will also require a PRS licence 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 by the Performing Rights Society (PRS). A PRS licence is granted on behalf of composers and music publishers. It is the responsibility of the Exhibitor to contact the PRS directly. Their telephone number is 0800 068 4828.

## **NEC Site Map**

[Click here](#) to download NEC site map

## **Parking**

For 2026 Exhibitors will be allocated one free parking pass per stand for the outer area car parks. Please be aware that the NEC are moving to a fully digital system for exhibitor parking and will no longer be issuing physical passes. This means you will now need to book parking online in advance, using a unique, single use promo code.

This will allow for a free parking pass, including overnight if required. Nearer the event, you will be allocated a single-use promo code from the organisers. Bookings made with these codes will be valid for free parking from 72 hours before the event opens until 48 hours after the event closes.

This must be booked before arriving on site and overnight parking must be selected if the vehicle is remaining on site overnight. Exhibitors who have not pre-booked in advance will then need to pay for their parking once at the venue. You can do this at the pay-on-foot machines in the venue, using your vehicle registration number or online using the new payment portal.

Important Note: ALL vehicles that have not pre-booked their free parking will need to pay on the day in the venue or via the 25 online portal, otherwise you will be charged a non-refundable, flat rate exit fee of £25, payable by card at the exit. A standard parking day is 0600 – 0200. Overstay charges will apply for single day bookings exceeding the standard parking hours. If multiple single days are booked, the vehicle will need to leave each day. If it does not, overstay charges of £2 per hour will apply.

If multiday with overnight is selected in advance, the full fee is reduced to zero. Overnight parking can be selected when pre-booking, if required. For full details please also see Build and Breakdown. Additional parking can be purchase at a discounted rate by clicking [here](#).

## **Recycle Your Graphics**

You can recycle your event graphics with Calluna Upcycling. They can recycle most event graphics – if it's playable and sewable Calluna can find a use for it. The only exceptions being roll up banner stands and pop-up material – these are too thick and crease badly when manipulated.

Visit <https://calluna-upcycling.co.uk/> for more information.

## **Rigging**

The trim height to the top of all banners and truss will be 6m. Please contact the NEC rigging department who will be happy to assist with any orders or questions. Contact Simon Lane: 0121 767 2688 [simon.lane@thenec.co.uk](mailto:simon.lane@thenec.co.uk)

## **Scanners**

Purchasing the Scanner App or a handheld scanner will provide accurate data collection and better control over the exhibiting lead management process.

## **Security**

Security cover commences at 0800 on Saturday 10th January and no goods will be allowed into the halls before this time.

Although every reasonable security precaution is taken through the Build Up, Open Period, and Breakdown, The Organisers cannot be held responsible for any loss, damage, or accidents which may occur to any Exhibitor's (or Contractor's) property or personnel. We strongly recommend that any small or attractive items be kept under constant supervision and removed each evening. Your stand should NEVER BE LEFT UNMANNED at any time while the Halls are open.

The Organisers will not be responsible or liable for theft or injury - please see INSURANCE in this section.

Exhibitors are reminded to be particularly vigilant during the following periods: the last night of build-up; the first 30 minutes after the Show closes each day and the first two hours of breakdown.

The following points should be carefully noted:

1. During Build-Up: Once your exhibits have been placed on your stand, it is essential that the stand be manned at all times. Though The Organisers will do all they can to minimise risk, you are advised to take precautions yourself. Exhibitors needing extra security should contact the Organisers.

2. During Open Hours: All Exhibitors and visitors, in the interests of their own safety and security, may be searched and their bags searched on entering or leaving the building. We ask you to cooperate and insist your staff carry badges or passes at all times.

3. During Breakdown: Please do not leave your stand unattended at any time during the first few hours of breakdown or until all valuable exhibits or graphics have been removed. If you propose to leave anything valuable on the stand overnight, please contact the Organisers or Security.

### **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 [viv.orchard@vivevents.co.uk](mailto:viv.orchard@vivevents.co.uk). 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 Lift You Hire 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.

### **Traffic Rules**

Vehicles entering the road systems of The NEC must conform to speed limits, road signs and the instructions below. Failure to display a valid pass or to adhere to The NEC site



traffic rules may result in vehicles being removed by The NEC Traffic & Logistics Department.

- Instructions given by The NEC Traffic & Security department must be adhered to at all times. Maximum speed limit of 15mph (24kph) must be observed at all times.
- Do not park on red double lines or hatched areas, unless permitted for loading and unloading by The NEC Traffic or Security.
- Do not park on pavements or pathways as this may obstruct pedestrians slow down when approaching junctions and in areas of congestion avoid obstructing points of access or exit.
- Observe all road traffic signage and give way where specified.
- It is an offence to use mobile telephones whilst driving a vehicle.

Please report any dangerous activity to The NEC Security Control, 0121 767 2595 THE NEC TRAFFIC DEPARTMENT ARE AUTHORISED TO ISSUE NOTICES OF INTENDED PROSECUTION UNDER THE ROAD TRAFFIC ACT 1988 SECTIONS 2, 22, 35 & 35.

### **Train Travel**

Getting to the NEC by train is easy as the NEC is located a five-minute walk away from Birmingham International Railway Station.

### **Vehicles**

The NEC 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

### **Wash-Down**

If you need to wash your vehicle before they enter the hall, please ONLY do this in the designate area in North 11 carpark - see the NEC [site map here](#).

No other area on the NEC site should be used for this purpose, as all drains lead to a surface water lake. This is in line with current legislation regarding Pollution Prevention, details of which, including penalties associated with causing such pollution can be found here <https://www.gov.uk/guidance/pollution-prevention-for-businesses>.

No wash down will be permitted inside the exhibition halls.

### **WIFI**

There is free wi-fi throughout the NEC. However although the system is designed to provide site-wide coverage, when the site is busy signal strength can degrade and the capacity of the system becomes saturated with people making calls or using data. If having the internet is essential to your business then we would always recommend ordering a hard wired connection to the stand.

If a PDQ is required to support the business then we would not recommend relying on a wi-fi or 3 & 4G connection.

Please see the Venue Services brochure in the optional order form section or contact the NEC for further information.

Tel: 0844 338 8338 Email: [eventorders@thenec.co.uk](mailto:eventorders@thenec.co.uk)