

A-Z General Information

Contents

Accidents, Emergencies & First Aid
Accommodation
Accounts
Accessibility
Aisle Management
Alcohol, food & drink
Animals
Audio Visual Equipment Hire
Badges & Passes
Balloons (helium filled)
BETA Membership
Build-Up
Breakdown
Carpet
Catering
Chemicals
Children
Cleaning & Waste
Code of conduct
Complex Structures
Compressed Air & Gasses
Copyright Issues
Customs & Excise
Delivery & Collection of Exhibits
Demonstrations
Dilapidations & Damages
Disabled Facilities & Parking
Distribution of Literature/On-Site Advertising
Draping, Decorations, Artificial flowers, Candles
Electrical & lighting services & information
Fascia Nameboards
Fire Procedures & Precautions
Flagpoles
Floor loadings
Floor Plates
Fork lifts, lifting, freight forwarding, storage
Furniture
Gangways
Hay
Insurance
Intellectual Property Rights
Internet & wifi
Lead retrieval & data collection (scanners)
Lifting & Forwarding
Loudspeaker Announcements
Machinery on stands

	<p>Mannequins Music, noise levels & performing rights New Starter Stands Onsite Organisers Office Photography Rigging Risks on stands Sampling & tasting rules Sealing off of Cavities Security Smoking Special effects Special treatments Stand Signage / Graphics Storage Sustainability Telephone Lines / WI-FI / ISDN & ADSL lines Trolleys Vehicle on Display Water & Waste including Water Features Working at Height</p>
<p>Accidents, Emergencies & First Aid</p>	<p>EMERGENCY ANNOUNCEMENTS On Hearing the Alarm Announcement:- - Leave the building by the nearest available route. - Encourage others to leave the building. Where possible close doors behind you. - Follow the directions of Security Staff and assemble on your nearest Evacuation Point. Do Not Take any unnecessary risks - Do not return to the building unless authorized by the Venue Event Manager and/or the Fire Officer</p> <p>EMERGENCY PROCEDURES FIRE 02476 696969 or 9(999) internal or 999 external FIRST AID 02476 696969</p> <p>FIRST AID First Aid facilities will be available at all times throughout the show. In the case of personal injury or other medical emergency/assistance being required please report it to either Security, the Event Organiser, Venue Event Manager or call 02476 696969 giving the exact location of the casualty and details of injuries sustained.</p> <p>EVACUATION PROCEDURES If it becomes necessary to evacuate the venue for any reason, an alarm will sound. If the alarm sounds, everyone must leave the venue for his/her own safety. - Please make your way to the nearest emergency exit and follow instructions from Stoneleigh Events Staff & the Security Stewards who will direct you to the nearest available assembly area (as detailed on the site map). In the event of an evacuation, please ensure that:</p> <ul style="list-style-type: none"> - All electrical appliances are switched off - Any unidentified packages, cases or bags are reported
<p>Accommodation</p>	<p>Event Express are the official accommodation agents for BETA International 2024. If you need information on the hotels please check the list on the BETA International website travel and accommodation at www.beta-int.com, or visit the Event Express website - https://www.eventexpressuk.com/e/beta-international-2024/. Please be aware of fraudulent hotel booking companies. Only book through our preferred hotel reservation company (Event Express), or direct with the hotels.</p>

<p>Accounts</p>	<p>All accounts must be paid in full before the start of the event. Under no circumstances will an exhibitor be permitted to take part if an invoice is outstanding. The date for payment of stand invoices and extras (New Product Showcase etc) is the due date on your invoice. Exhibitors are responsible for payment of their own accommodation and services directly with the relevant contractor.</p> <p>Payment may be made in one of the following ways:</p> <p>The account details for payments are:-</p> <p>Account Name:- BETA International Bank:- National Westminster Bank plc Swift Code:- NWBKGB2L Account No:- 79243959 Sort Code:- 60-11-28</p> <p>International Bank Account Number (IBAN): GB96 NWBK 601128 79243959</p> <p>By cheque in £ sterling drawn on a British Bank. Cheques should be made payable to BETA International. All cheques drawn on foreign banks will be returned.</p>
<p>Accessibility</p>	<p>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.</p> <p>Disabled persons should be provided with the same service, on the same terms and to the same standard, that is provided to others. It is unlawful to not make a reasonable adjustment for a disabled person.</p> <ul style="list-style-type: none"> ● Reasonable adjustments must be made to services and environments so that disabled people can access them ● A reasonable alternative, or means of avoiding inaccessible features and services, must be provided. <p>Your risk assessment should cover disabled visitors, and we recommend that your staff are aware of your disabled facilities on offer.</p> <p>Further details about the Equality Act, and how you can obtain copies of the act, can be found on the Government Legislation Website and in the eGuide.</p> <p>The venue offers full access to people with disabilities. If assistance is required on site, please contact the Organisers or one of the Show Stewards. Further information is also available on the venue website.</p>
<p>Aisle Management</p>	<p>All items must be positioned within YOUR stand space and nothing may protrude into the aisles.</p>
<p>Alcohol, food & drink</p>	<p>Exhibitors who would like to provide stand hospitality such as alcohol, food or drinks to visitors must order this through the official catering partner as listed in the contacts section.</p> <p>If you intend to have alcohol on your stand please indicate this on your compulsory form, please note exhibitors are not allowed to sell alcohol for onsite consumption. Please note you will need a personal license holder who will be on your stand whilst alcohol is being served. The below must be adhere to:</p> <ul style="list-style-type: none"> ● We will be operating 'think 25' (if somebody appears to be under 25, ask them for their ID to prove they are over the age of 18) Alcohol may not be served to anyone under the age of 18. ● The terms of the Licensing Act 2003 apply ● Alcohol cannot be served before 10am ● Service Staff must be over the age of 18 ● Products for retailing / sampling must be held in a secure area ● Alcohol must not be served who anyone who appears to be under the influence of alcohol <p>Only food purchased on-site or through the official catering partner can be consumed within the complex. A range of catering outlets will be operational throughout the tenancy period.</p>

	<p>Food Safety Companies sampling food will be required to supply the following before permission to serve food will be granted:</p> <ul style="list-style-type: none"> - Food safety & hygiene certificate level 3 (at least 1 member of the company) - Food safety & hygiene certificate level 2 (other members of the company including those serving onsite) - Details of the local authority where you are registered as a food business - Local Authority Food hygiene rating level 3 (minimum rating) - Risk assessment (including fire risk assessment) & method statement to cover onsite activities - HACCP plan (Hazard analysis and critical control points) - Employers liability insurance certificate - Public liability insurance certificate - PAT certificates for equipment (if relevant) - Allergens information (must also be clearly displayed on stand) <p>Confirmation that they will comply with all safety requirements relating to their specific food preparation and service. Further details can be found here - https://cdn.asp.events/CLIENT_AEV_30A5AAAF_5056_B740_1746BDBB4A667186/sites/AEV/media/Catering%20August%202021%20sub%20section.pdf</p> <p>Companies or individuals selling or sampling alcoholic drinks will be required to supply the following before permission to supply alcoholic drinks will be granted:</p> <ul style="list-style-type: none"> - Copy of personal license (the personal license holders who's license is submitted MUST be present for the duration of the show) <p>Confirmation that:</p> <ul style="list-style-type: none"> - <i>They will be operating challenge 25 and this will be clearer displayed on your stand</i> - <i>Sampling will adhere to the maximum sampling sizes</i> - <i>They will comply with the terms of the Licensing act 2003</i> - <i>Products for sampling will be held in a secure area</i> - <i>Alcohol may only be served during the venue licensed hours</i> - <i>Service staff must be over 18years of age</i> - <i>Alcohol must not be served to anyone who appears to be under the influence of alcohol</i> <p>Drink Sample Sizes Soft and hot drinks - 50ml Beers/ciders or similar - 50ml Wine/fortified wines/Champagne/alcopops and similar Spirits and similar - 25ml Spirits and similar - 5ml</p>
<p>Animals</p>	<p>Assistance dogs are the only animals permitted entry to the show without written permission from the organisers.</p> <p>If you plan to have any animals on your stand you must apply for the relevant permissions via the organisers and supply a copy of your risk assessment and safety documentation.</p>
<p>Audio Visual Equipment Hire</p>	<p>Should you require Audio Visual equipment or similar at the show this is available to hire from Event Specialists:- Event Specialists Ltd The Old Dairy Home Farm Meriden Road Berkswell CV7 7SL Tel:+44 (0)2476 992462 Email:- beta@eventspecialistsltd.com</p> <p>You can order directly via the Event Specialist stand order extras link below: https://beta2024.eventspecialistsltd.com</p>

Badges & Passes	<p>All personnel working on your stand must wear exhibitor badges for the duration of the show. Exhibitor badges are a formatted pdf file and must be printed and brought with you to the show. Registration staff will be on-site for printing any lost or forgotten exhibitor badges on the Saturday afternoon of build-up.</p> <p>To register your exhibitor badges for BETA International 2024, please access the Exhibitor Zone on the BETA International website - www.beta-int.com/ezone-login and select the Live Buzz Exhibitor login button and choose the “Exhibitor Badges” option. If you require assistance then please contact exhibitors@livebuzz.co.uk. Please note that each exhibitor badge will need to be registered to a separate email account.</p> <p>Please make sure all staff working on your stand have completed the Site Induction Form. Once this has been completed they will then be able to collect their BETA International wristband. Please note:- For access to the halls during build-up, you collect a BETA International wristbands to wear once you arrive onsite.</p> <p><u>Contractor Passes</u> All contractors requiring access to the hall during build up or breakdown will need to complete the online Site Induction Form. This can be done ahead of time to save time when you arrive.</p> <p>You will receive an email confirming this has been completed which you will need to show to security when you arrive at the hall, so please keep this somewhere safe. Security will issue you with your wristband for access once they’ve seen this.</p> <p>Please do pass this link onto any contractors you will also have working onsite on behalf of your stand and ask them to also complete.</p> <p>Please make sure all contractors working on your stand have also read and understood the CDM regulations and Site Induction (see Health and Safety section of this manual) as passes cannot be issued until this has been confirmed.</p> <p><u>Vehicle Passes</u> If you are making any deliveries to BETA International at NAEC Stoneleigh you will require a vehicle ID ticket. This will show the name of the exhibition, your company name and stand number, and must be displayed in the windscreen of each vehicle. A copy of this vehicle ID ticket is available to print off via the Delivery, Traffic & Parking Information section in the menu.</p>
Balloons (helium filled)	<p>If you wish to use helium filled balloons on your stand you must highlight this on your Health & Safety Declaration and submit a risk assessment for this activity to the organisers. Please note the following regulations in regards to helium filled balloons in the venue:</p> <ul style="list-style-type: none"> ● Helium balloons must be safely secured, as hefty charges for recovery will be incurred if any float to the roof (chargeable to the exhibitor) ● Helium balloons are only permitted when fitted with slow release valves. ● Helium balloons cannot be filled while the exhibition is open to the public. ● Helium canisters must be stored off site during the show open period.
BETA Membership	<p>As well as substantial discounts on your trade fair stand, BETA offers many benefits as part of your membership. These include discounted card transaction fees, preferential insurance rates and access to a business advice helpline offering legal and legislative advice. You also receive the support of the industry’s trade body for you and your business.</p> <p>For information please contact Tina Hustler +(0)1937 587062 email tina@beta-uk.org.</p>
Build-Up	<p>Please review the Timetable section for full detail of timings. Please note the times allocated in the timetable for build-up when planning stand construction. If you are appointing your own space only stand contractors to construct your stand, please also make sure they are fully aware of this, to ensure that your stand can be built and dismantled within the allotted times.</p> <p>All stands are to be completed and contractors clear of the halls by 0930hrs on the Sunday morning. Please ensure the Vehicle ID Ticket is completed and displayed in the front of each vehicle - copies can be made if necessary.</p> <p>On arrival at the NAEC Stoneleigh all vehicles will be directed to the rear of the Halls. Vehicles can unload/deliver to their stands from the vehicle doors at the rear of the Halls. This will be on a first-come, first-served basis. They will then need to move their vehicles to spaces available in the main car park situated at the front of the venue and the outer car parks.</p>

	<p>Please note that during the build-up and breakdown periods, when stand construction and dismantling is taking place, everyone working within the hall will be required to wear high visibility clothing.</p>
<p>Breakdown</p>	<p>Please review the Timetable section for full detail of timings.</p> <p>REMEMBER:- When the show closes at 1630hrs there will be approximately half an hour for de-dressing your stand before the wearing of high visibility clothing becomes a requirement. No contractors will be allowed in the halls until 1700hrs. From 1700hrs high visibility clothing must be worn within the halls.</p> <p>Please note the times allocated for breakdown when planning stand construction. If you are appointing your own space only stand contractors to construct your stand, please also make sure they are fully aware of this, to ensure that your stand can be dismantled within the allotted times.</p> <p>Exhibitors must remove all products and stand-fittings by midday on Wednesday 14th September. Any items left on-site after these times will be deemed abandoned and removed as rubbish and thrown away. The removal of any such items will be chargeable directly to the exhibitor. Please note that the charges levied by the venue for the removal of such waste are high, in order to encourage exhibitors and contractors to remove and recycle their own materials at the end of the show.</p> <p>The system for breakdown will run very much the same as for build-up. Vehicles will be allowed through the entrance gate from around 10 minutes after the show closes, and directed round to the side of the hall where space is available for loading.</p> <p>The venue also request that there is no vehicle movement within the exhibitors' car park at this time, again so the fire exits are not blocked by vehicles while visitors are still within the hall. Please also refer to the Stoneleigh traffic regulations as above.</p>
<p>Carpet</p>	<p>All stands will be carpeted in blue cord carpet.</p> <p>If you are a space only exhibitor and DO NOT require the carpet on your stand please contact the organisers at beta@waysandmeanevents.com.</p> <p>Please note that the aisles will not be carpeted.</p> <p>The official carpet contractors are Event Specialists.</p>
<p>Catering</p>	<p>NAEC Stoneleigh Catering Team will provide all of the catering at the show. If you wish to order catering for your stand please contact them directly, or complete the Catering Exhibition Services Form via the venue's exhibitor portal below of which the deadline for them to receive this form is 3 weeks prior to show opening:</p> <p>https://www.naecstoneleigh.co.uk/venue-event-services/book-exhibition-services/</p> <p>If you are intending to supply food and/or beverages (other than tea/coffee & biscuits) on your stand as hospitality and you are not using Grandstand Stoneleigh Events own caterers then you or your caterer (whoever is physically handling food and drink at the event) should complete a Catering Self Certification Form and submit to Warwick District Council.</p> <p>Exhibitors are reminded that they are not allowed to sell any food, confectionery, foodstuffs, or drink at the event.</p> <p>There is a catering area and lounge serving hot and cold food, drinks and snacks situated by the main entrance to the venue, which will be open throughout the show, as well as catering lounges within the exhibition halls.</p>
<p>Chemicals</p>	<p>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.</p>

Children	<p>In accordance with the Health & Safety at Work Act 1974, under no circumstances are children under the age of 16 (including babes in arms and toddlers) allowed into the hall during build-up or breakdown.</p> <p>On open days children are welcome but must be accompanied by an adult.</p>
Cleaning & Waste	<p>Exhibitors are responsible for cleaning their own stands and removing any protective polythene from the carpet.</p> <p>NAEC Stoneleigh can provide a stand cleaning service including vacuuming/sweeping of carpets/hard floors and wiping down of any tables and counter surfaces in front of house areas of the stand. If you wish to order cleaning for your stand please contact them directly, or complete the Cleaning Services Form via the venue's exhibitor portal below:</p> <p>https://www.naecstoneleigh.co.uk/venue-event-services/book-exhibition-services/</p>
Code of conduct	<p>Please ensure that your stand is staffed at all times during the open period of the show and that all exhibits remain displayed during the show open hours. In order that no discourtesy is shown to last minute visitors to the show, we ask that no dismantling of any displays or exhibits commence before 1630hrs or until all visitors are clear from the venue after the show closes.</p>
Complex Structures	<p>A complex structure is any form of construction of any height which would normally be designed by an engineer and/or has been found to provide significant risk via a Risk Assessment Form. Examples of Complex Structures include the following:-</p> <ul style="list-style-type: none"> - any structure regardless of height that requires structural calculations - multi-storey stands - any part of a stand or exhibit that exceeds 4m in height - suspended structures (does not include banners), eg. lighting rigs - sound/lighting towers - temporary tiered or raised seating - platforms and stages over 0.6m in height and all platforms and stages for public use <p>Full details of any such structures must be sent to the Organisers for approval in advance of the show. Please refer to the health and safety section of the manual.</p>
Compressed Air & Gasses	<p>It is not possible to use Compressed Air or Gasses within the venue.</p>
Copyright Issues	<p>As organisers we are unable to become involved in any issues regarding copyright - if you have any issues regarding this please use the details for ACID as below:-</p> <p>ACID (Anti Copying in Design) Ltd PO Box 5078 GLOUCESTER CENTRAL GL19 3YB Tel: +44 (0)845 644 3617 Fax: +44 (0)845 644 3618</p>
Customs & Excise	<p>Customer clearance of goods take place at port of entry. Further information regarding importing goods into the UK can be found here - https://www.gov.uk/import-goods-into-uk</p> <p>Please also contact the lifting contractor who will be able to assist you - please refer to the contacts page.</p>
Delivery & Collection of Exhibits	<p><u>Deliveries</u></p> <p>We strongly recommend you use our appointed contractors, Exhibit 3Sixty Logistics, for any deliveries during the build-up of the show. If you are using your own courier, make sure they can deliver on the build-up which is Friday 20th or Saturday 21st September.</p> <p>Deliveries to exhibitions are unlike usual deliveries to a postal address and as such there can be problems with outside couriers finding stands - we have had cases where couriers have arrived at the venue and not even asked where to find the stand, or arrived without means to unload, and have simply taken the goods back to their warehouse.</p> <p>Please ensure you bring your own trolley on-site.</p>

	<p>For contact details of Exhibit 3Sixty Logistics please refer to the Official Contractors section of the manual.</p> <p>If you are intending to have any goods delivered to your stand by outside contractors, it is important that they are aware of the traffic systems in place at the venue and that you arrange for a representative of your company to be on the stand to receive the goods. BETA International cannot accept responsibility for any goods delivered to an unmanned stand. (Please refer to the “Build-up” section in this manual).</p> <p>Companies using couriers to deliver their goods to their stands must inform the handling agent that they must provide their own trolleys and porters. These are not available at the venue. Only the official lifting and forwarding contractors, Exhibit 3Sixty Logistics, will be permitted to operate forklifts on-site at BETA International. Lifting must be booked directly with Exhibit 3Sixty.</p> <p>The full address for deliveries is:-</p> <p>Company Name, Stand Number, Hall 2 BETA International, 22nd - 23rd September 2024 c/o NAEC Stoneleigh Stoneleigh Park Warwickshire CV8 2LG</p> <p>Deliveries cannot be accepted outside of the show timetable dates - if you need to have goods delivered before the build-up please contact the official lifting and forwarding contractor, Exhibit 3Sixty Logistics +44 (0)2476 473663 or email logistics@exhibit3sixty.co.uk, as they will be able to accept your goods on your behalf and deliver them to your stand when required.</p> <p>Exhibit 3Sixty Logistics will be more than happy to handle whatever you need moving both on-site and prior to the show. Please complete the Lifting & Forwarding Form to place your order.</p> <p><u>Collections</u> If you are arranging for goods to be collected after the show closes, please do not leave them unattended on your stand at any time before they are collected. BETA International cannot accept responsibility for damage or loss to any stands or goods in transit to and from the show.</p> <p>All products and standfitting must be removed by 22.30hrs on Monday 22nd September. Nothing can be left in the halls after this time. Any items not removed by this time will be disposed of, and costs for disposal charged directly to the exhibitor concerned. Please also refer to Insurance.</p>
Demonstrations	<p>Any demonstrations on stands must obtain written permission from the Organisers in advance of the show. Exhibitors wishing to operate machinery on their stand must ensure this in no way constitutes a fire or safety hazard or interfere with the activities of visitors/other exhibitors. A risk assessment should be carried out and submitted to Jo Scotting in advance of the show - email jo.scotting@impact-exhibitions.com. Please refer to the Health & Safety section and sample Risk Assessment form and guidance at the rear of this manual.</p>
Dilapidations & Damages	<p>The use of nails, screws or bolts as fittings to the hall floor, walls and columns is strictly forbidden. Any costs incurred as a result of such damage will have to be passed on to the exhibitor. If you have a space only site and are laying your own carpet, please make sure you use the correct low-tac carpet tape and remove this at the end of the show. The venue will charge for the removal of any carpet tape left after breakdown and these charges can be high.</p>
Disabled Facilities & Parking	<p>There are accessible toilets within the Ladies and Gents in the Grandstand Suite (Entrance Hall) and also an additional separate toilet. Disabled parking is available in front of Hall 2 - please refer to the Site Map.</p>
Distribution of Literature/ On-Site Advertising	<p>Distributing material such as printed cards, circulars or articles is prohibited unless from your own stand. This includes the gangways surrounding your stand. No posters, logos etc will be permitted anywhere around the venue apart from on your own stand, unless agreed before the show as part of a sponsorship package.</p> <p>If you want to find out more about possible sponsorship opportunities at BETA International, please email tradefair@beta-int.com.</p>

<p>Draping, Decorations Artificial flowers, Candles</p>	<p>All decorations, draping and artificial flowers used for stand dressing must be flameproof and comply with all Fire & Safety Regulations. Copies of all appropriate certificates should be available for inspection on site.</p> <p>Please note that the use of lit candles, projectors and gobos are not permitted without seeking prior approval from the organisers - please highlight any such items on your compulsory form and submit together with a risk assessment for your activities.</p>
<p>Electrical & lighting services & information</p>	<p>Electrical sockets are not included with your stand booking.</p> <p>Shell scheme stands have lighting included as follows:- Stands up to 10m² = 1 track x 3 spotlights Stands up to 20m² = 2 tracks x 3 spotlights Stands over 20m² = 3 tracks x 3 spotlights</p> <p>New Starter Stands have lighting included as follows: 1 x track with 2 spotlights</p> <p>The Organisers have appointed Event Specialists Ltd as the official electrical contractor for the exhibition and as such they are responsible for and will carry out all electrical work on all stands. All power and additional lighting requirements must be ordered directly from Event Specialists.</p> <p>Please register on the BETA International exhibitor online ordering portal at https://beta2024.eventspecialistsltd.com to place your orders for stand extras. The deadline for the early bird booking rate is Friday 30th August. After this date, all orders will incur a 20% surcharge. For further information please contact Event Specialists directly on +44 (0)2476 992462 or email beta@eventspecialistsltd.com</p> <p>If you do require power to your stand please be aware that the mains supply box and cable may be located within your stand space. Wherever possible we will try to position this in a corner or in a void if there is one.</p> <p><u>Stand Connections</u> Please note that should you require power during the build-up period you must use either hand powered tools or order a temporary power supply directly with Event Specialists. Initial connections to stands are made as early as possible. Power supply to stands will be switched off 30 minutes after the show closes at the end of each day with the exception of those exhibitors who have ordered and paid for 24 hour power supply.</p> <p><u>Regulations</u> It is the responsibility of the exhibitor to be aware of the Electrical Regulations for the venue. Further information regarding these regulations is available from Event Specialists on +44 (0)2476 992462.</p> <p>Pre-fabrication of installations is allowed, provided that the regulations are complied with. All on-site work, however, must be carried out by the official electrical contractor, Event Specialists.</p> <p>During the build-up and breakdown, power must only be taken from the temporary supplies provided by the official electrical contractor. Cables must not run across gangways during build up or breakdown.</p> <p>Basic Guide to Regulations for Stand Electric Installations</p> <ol style="list-style-type: none"> 1. All exhibition stands will conform to the current edition of British Standard 7671. 2. Stand wiring installations shall be carried out by competent persons, qualified by training and experience, who are properly supervised. 3. All stands shall be protected by A 30Ma (RCD) Residual Current Device. 4. Lighting circuits serving more than one fitting shall not carry more than 1200VA. 5. Flexible cords of more than 2 metres shall not be used. 6. Where clients' own equipment is used this must comply with all regulations and is subject to testing and spot checks. 7. Coils of flexible cord, cable loose or on reels and forming part of the circuit shall not be permitted. 8. Multi-way plug in type and bayonet adaptors shall not be used.

	<p>9. The use of trailing/block type 3 way fused sockets shall be restricted to the following:</p> <ul style="list-style-type: none"> • One 4 way unit per fixed socket outlet, subject to a maximum loading of 500watts total and its plug shall be fused accordingly. • Daisy chaining from one four way to another will not be permitted.
<p>Fascia Nameboards</p>	<p>All shell scheme stands will have a fascia name board on each open-side of the stand on which the exhibiting company name is printed.</p> <p>Please complete the nameboard section of the online ordering portal at https://beta2024.eventspecialistsltd.com to confirm your stand name.</p> <p>If you have any queries on this please contact Event Specialists on 02476 992462 or email beta@eventspecialistsltd.com</p> <p>Exhibitors wishing to apply an alternative dressing to the fascia must make prior arrangement with Event Specialists.</p>
<p>Fire Procedures & Precautions</p>	<p>Any person discovering a fire should:</p> <ul style="list-style-type: none"> - Sound the alarm by activating the nearest Alarm Call Point. - Inform either Security, the Event Organiser, the Venue Event Manager or call 02476 696969 detailing the location and nature of the fire and details of any casualties. - The Venue Event Manager will contact the emergency services. - If you cannot contact any of the above then telephone the fire brigade on 999 or (9)999 from an internal line. Give them your location and the postcode CV8 2LZ. - Tackle the Fire only if trained and safe to do so with the extinguishers provided. <p>An adequate number of fire extinguishers (water type) will be positioned around the halls, with full operating instructions. These are intended to meet the general requirements of the Local Authorities at the venue. If special apparatus or demonstrations likely to increase the risk of fire are included on your stand this must be identified in your Risk Assessment for the stand and a copy submitted to BETA International. Additional fire extinguishers will then be required and will need to be ordered by the exhibitor, directly with the venue.</p>
<p>Flagpoles</p>	<p>Flagpoles on stands must not exceed 4m in height and must be securely fastened and not encroach on adjacent stands or gangways. Please inform the Organisers via your Risk Assessment form if you intend to display a flagpole on your stand.</p>
<p>Floor loadings</p>	<p>The floors in Halls 1 & 2 are sealed power-floated concrete with a loading capacity of 35kn/m2, they are suitable for forklifts and other heavy vehicles. The floor ducts in Hall 2 have the same loading capacity. If you are looking to bring in or use any items that may exceed these floor loadings please consult the Organisers in advance of the show.</p>
<p>Floor Plates</p>	<p>Bolting is not permitted in Halls 1 and 2. Please use floor plates within these event spaces. The cost of rectifying any damage to the floor will be invoiced directly to the exhibitor.</p>
<p>Fork lifts</p>	<p>If you require the service of a forklift truck, please ensure that you arrange it in advance with Exhibit 3Sixty as it needs to be ordered in advance of the show.</p> <p>Exhibit 3Sixty Logistics will be calling you to confirm your requirements.</p> <p>Exhibit 3Sixty Logistics Contact: Matthew Williams Tel:- +44 (0)2476 473663 Fax:- +44 (0)845 5278141</p>

	Email:- logistics@exhibit3sixty.co.uk
Furniture	<p>Furniture is available to order via our official furniture contractor, Inspire Hire, sales@inspirehire.co.uk or telephone 01675 482917 or 07825 301665, https://inspirehire.co.uk/</p> <p>Full details of their range of furniture together with a price list can be found on their website - www.inspirehire.co.uk.</p> <p>Please contact them directly in advance of the show for any requirements. Furniture ordered from Inspire Hire will be delivered direct to your stand on arrival and there will be a service desk at the front of the hall during build-up. Of course exhibitors may bring their own furniture if they prefer.</p> <p>Please note:- if you are a New Starter exhibitor, a table and two chairs are included as part of your stand package.</p>
Gangways	<ul style="list-style-type: none"> • The gangways within the event are the minimum permissible by law and have been subject to approval by the Local Authority. • Under no circumstances can any part of your stand, furniture or exhibits project beyond the boundary of your stand. • All gangways must remain unobstructed and accessible at all times. • Any exhibitor who has too much stock to fit onto their stand should make adequate arrangements to hold the excess stock elsewhere.
Hay	<p>If you wish to display bales of animal bedding, hay, haylage or straw on your stand, you need to ensure there is a fire extinguisher on your stand.</p> <p>Please email the organisers directly to arrange one beta@waysandmeanevents.com</p>
Insurance	<p>Whilst we, as Organisers, will take every precaution to ensure your property is safe and secure during the event we cannot be held responsible for any loss or damage. Exhibitors are also required to insure against any legal liability incurred in respect of injury or damage to property belonging to third parties and ensure they have adequate insurance protection. The minimum public liability insurance required at the show is £5,000,000. For advice on this and the required amount of cover we recommend you contact your (FSA regulated) insurance broker.</p> <p>If you need any further information, please contact us.</p> <p>Public liability insurance can be arranged by the organisers on your behalf if required - please speak to your Sales representative to arrange.</p>
Intellectual Property Rights	<p>Exhibitor affirms that, to the best of its knowledge, it has the legal authority for its use of any intellectual property associated with any product or promotional material that it will display, offer, or otherwise use in its exhibit at the trade show/event and it will not knowingly infringe the intellectual property rights of another party.</p>
Internet & wifi	<p>Complimentary wifi is available at the venue. This is sufficient for checking emails etc but should not be relied upon to show presentations or streaming etc.</p> <p>If you need a more reliable, secure or maintained service, please contact the venue directly, or complete the IT Services Form via the venue's exhibitor portal below:</p> <p>https://www.naestoneleigh.co.uk/venue-event-services/book-exhibition-services/</p>
Lead retrieval & data collection (scanners)	<p>To order your lead capture device for BETA International 2024 please login to your Live Buzz exhibitor hub via the BETA e-zone.</p> <p>Live Buzz are offering a "Smart Scan" app which works on your mobile device.</p> <p>If you need more information on this please contact exhibitors@livebuzz.co.uk</p>
Lifting & Forwarding	<p>Exhibit 3Sixty Logistics are the official contractor for lifting and forwarding at BETA International. If you need goods brought from your offices and delivered to your stand or just need help to unload, please contact Matthew Williams at Exhibit 3Sixty who will be happy to advise you, email logistics@exhibit3sixty.co.uk.</p>

	<p>If you require the service of a forklift truck, please ensure that you arrange it in advance with Exhibit 3Sixty as it needs to be ordered in advance of the show.</p> <p>Exhibit 3Sixty Logistics will be calling you to confirm your requirements.</p> <p>Exhibit 3Sixty Logistics Contact: Matthew Williams Tel:- +44 (0)2476 473663 Fax:- +44 (0)845 5278141 Email:- logistics@exhibit3sixty.co.uk</p>
<p>Loudspeaker Announcements</p>	<p>It is not possible to make announcements using the tannoy system.</p>
<p>Machinery on stands</p>	<p>If you are planning to have machinery demonstrations on your stand, please remember it is your responsibility to ensure these operate safely. The factors below are in line with the venue and show guidance and should be adhered to at a minimum:</p> <ul style="list-style-type: none"> - A stand layout will be required to assess the impact on surrounding gangways - Machinery can be on the stand edge if it is made safe (and is not accessed during operation) whether that be through guarding, stand design or the machines integral design; if it cannot be made safe it must be set back - Any sides of machinery set on the stand edge must have no moving parts and be safe i.e. no heat, no open parts - Any side of running machinery which is not able to fulfil the above requirement must be set back from the stand edge by a minimum of 0.5m (more if your risk assessment suggests more is required) - Operating the machinery must be from within the stand space; the stand layout must show where each machine will be operated from - Showing & viewing a machine that is set on the stand edge can be done from the show aisle provided that the machine fills the criteria above and is deemed safe - The collection/replacement of media and outputs must be done safely, and the output moved immediately on to the stand - Moving parts of machinery and other working equipment must be suitably guarded to protect the public and the operator - Where you remove guards for display purposes then: <ul style="list-style-type: none"> A strong and suitable see-through guard must be in place Additional barriers or screens may be required to protect visitors <p>A risk assessment will be required to include the use of the machinery and how you have protected visitors, exhibiting personnel or any other participant from harm. This should include the above as well as the below:</p> <ul style="list-style-type: none"> - Protection from any emissions, dust - Removal of any excess waste materials - Who is undertaking the demonstrations, and have they had sufficient instruction and training to ensure they are competent to undertake demonstrations - Any PPE requirements - Any additional fire prevention / fighting requirements - Any other risk arising from using the machinery in the context of an exhibition
<p>Mannequins</p>	<p>All types of mannequins are available to hire for your stand, from busts to full size mannequins.</p> <p>For mannequin hire please contact Roz Edwards at Mannakin - +44 (0)7757 513584 or email hello@mannakin.com.</p> <p>Their website address for more details is https://mannakin.com/hire.</p>
<p>Music, noise levels & performing rights</p>	<p>If you intend to play recorded music or music videos on your stand, including radio or TV, a PPL and PRS licence is required by law.</p> <p>Please download and apply online at www.ppluk.com and www.prsformusic.com.</p>

<p>New Starter Stands</p>	<p>New Starter stands will be constructed by the official stand contractor Event Specialists Ltd. New Starter stands are constructed using the Octanorm System and consist of white infill panels, a ceiling grid and fascia and nameboard. For the specification please see Shell Scheme Specification.</p> <p>Name boards - please complete the Name Board Form via our official contractor, Event Specialist Exhibitor portal via their exhibitor portal via the below link:</p> <p>https://beta2024.eventspecialistsltd.com</p> <p>Exhibitors who have booked a New Starter stand will also be supplied with blue carpet, a 1m track with 3 spotlights and a table and 2 chairs.</p> <p>To view the furniture included with your stand please see the Shell Scheme section of the manual.</p> <p>Power sockets are NOT included but can be ordered via our official contractor, Event Specialists Ltd.</p> <p>https://beta2024.eventspecialistsltd.com</p>
<p>Onsite Organisers Office</p>	<p>The Organisers' Office for BETA International 2024 will be located in the office suite just outside the hall entrance to deal with any queries you may have on-site. The offices will be open from 0800hrs on the Friday of build-up.</p>
<p>Photography</p>	<p>As stand holders you reserve the right to permit visitors taking pictures within your stand area or of your exhibits and products.</p> <p>You, the Exhibitors, may use your own photographers to photograph ONLY your stand. Please inform the marketing team if you wish to do this. However, photographers are not to solicit business from other stand holders, take photographs of show features, general areas of other stands, and not sell their work within the exhibition. The organisers reserve the right to refuse entry or remove from the exhibition anyone contravening this rule.</p>
<p>Rigging</p>	<p>Exhibitor rigging will only be permitted over exhibitors' own stands and must be carried out by the official rigging contractors.</p> <p>If you require any additional information on rigging details or costs please contact Event Rigging Services Ltd, email NAEC@eventriggingservices.co.uk.</p>
<p>Risks on stands</p>	<p>If you would like to have any of the below activities taking place on your stand during the show, please forward a risk assessment and stand layout, showing where the activity will be taking place, to the Operations Team. Please note that most of the activities below will require specific licenses or authorisation from the venue or Local Authority.</p> <ul style="list-style-type: none"> ● Airships / blimps ● Dangerous, noxious or hazardous substances or processes (including radioactive substances, flammable oils, liquids and gases, compressed gases, acetylene, LPG, hot surfaces and naked flames) ● Demonstrations ● Gambling (including raffles) ● Hazardous noise ● Seating (closely seated audiences) and seminars ● Simulators and rides ● Stepped access or staircases ● Temporary structures ● Visitor participation that may expose them to risks that would not normally be associated with visiting an exhibition hall ● Water equipment and features ● Weapons or dangerous exhibits (eg knives / tools even if they are replica)
<p>Sampling & tasting rules</p>	<p>If you wish to carry our sampling or tasting from your stand please notify the organisers who will then be in touch to obtain copies of your safety documentation in relation to this. Please that you will also need to complete an Intent to Supply Form with the venue which you can do so via their exhibitor portal:</p>

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

Please note that all sampling must take place within your stand and not adjacent to the stand or within the show aisles.

Sampling sizes are allowed as follows: -

- Food; Bite Size
- Soft & Hot Drinks; 50ml
- Beers, ciders or similar; 50ml
- Wine / Fortified wine / Champagne / Alcopops or similar; 25ml
- Spirits or similar; 5ml

Food sampling must be carried out in such a way that customers do not touch food that other people will eat, in order to minimise the risk of cross-contamination. The guidance below should be followed:

- Food should be placed to be sampled where the exhibitor can see it and therefore supervise customers
- Customers should not be allowed to sample from food held as stock
- If possible, samples should be offered to customers from plates or small bowls if not individually wrapped.
- If food items such as biscuits are being used to take sample food from dishes/bowls, only items that will not break off into the sample must be used (to prevent customers putting fingers into the food to retrieve the biscuit)
- Large bowls or piles of food for sampling should be avoided, as this increases the risk of people putting fingers into the food
- Customers should not be allowed to 'double dip' biscuits/sampling sticks/spoons, etc.
- Bowls, dishes or plates should not be topped up unless they have been properly cleaned after use
- Customers should be directed as to where to place any discarded items, such as stones from food or sampling sticks
- Different containers for food and waste should be used to help avoid confusion by customers
- Personal Licenses, risk assessment, public liability insurance, H&S Policy and Health & Hygiene certification is required.

For more information, please visit the [eGuide](#).

Sealing off of Cavities

Spaces beneath raised ceilings and platforms and all cavities including those between and behind stands shall not be used for any purpose other than for electrical and other services and shall be sealed off. Suitable traps shall be provided to give access to electrical and other service boxes, mains, stopcocks, etc. and such traps shall be unobstructed.

Security

Exhibitors are responsible for the security of all exhibits on their stand. You should have appropriate security measures in place at all times and insurance in place to protect your goods. The organisers strongly suggest that no valuable items are left unattended on stands at any time. The organisers and/or the venue cannot accept responsibility for any theft during the open days, build-up or breakdown or at any other time.

Smoking

The venue is a non-smoking venue. This includes E-Cigarettes.

Special effects

If you are planning to use any special effects on your stand, you must inform the organisers as soon as possible to seek approval.

Special effects include (but are not limited to)

- Lasers
- Strobe lights
- Pyrotechnics
- Smoke machines

The information you will be required to submit includes:

- Risk assessment
- Full details of the operator and manufacturer
- Certification from an independent specialist may also be required

	Any costs associated with this will need to be covered by the exhibitor.
Special treatments	<p>If you are planning to perform any special treatments on your stand, you must inform the organisers as soon as possible to seek approval.</p> <p>Special treatments include (but are not limited to): teeth Whitening / Skin Piercing / Make up / Micro-channelling, Micro-pigmentation, Micro-blading / Botox, Dermal fillers or other injectables / Fish Pedicures / Lasers / Massage / Nail Treatments / Tanning</p> <p>Full supporting safety documentation will be required for any application to carry out special treatments on your stand; please contact the organisers for more details.</p>
Stand Signage/Graphics	<p>If you require assistance with graphics to enhance your stand at BETA International, then Event Specialists can help. As the recommended graphics supplier to the exhibition, they can supply a wide range of graphics that can be integrated into your shell scheme stand. They will help take the headache out of stand planning, as the graphics will be delivered and positioned on your stand during the build-up.</p> <p>For further details visit the online ordering portal at https://beta2024.eventspecialistsltd.com and visit the Graphics section to see all your options.</p>
Storage	<p>No excess stock and literature or packing cases may be stored on, around or behind stands. Any storage areas must be built into your stand design.</p> <p>It is the responsibility of the exhibitor to pre-arrange storage of empty cases or excess stock prior to arriving on-site - please ensure you have organised this in advance. Unfortunately there is no free of charge storage available on-site at the show.</p> <p>For your convenience we have appointed Exhibit 3Sixty Logistics as the official contractor for storage (& lifting and forwarding at the show).</p> <p>Their contact details are:- Exhibit 3Sixty Logistics Contact: Matthew Williams Tel:- +44 (0)2476 473663 Fax:- +44 (0)845 5278141 Email:- logistics@exhibit3sixty.co.uk</p> <p>Exhibit 3Sixty Logistics can also offer a complete storage and transport service for you. Please contact Matthew Williams directly for further details or a quote.</p>
Sustainability	<p>Under the Environmental Protection Act, we are duty bound to dispose of waste correctly and safely by suitable and approved agents. It is all of our responsibility to ensure that waste is managed properly, and plans should be put in place to re-use and recycle stand fitting materials.</p> <p>It is in the best interests of everyone to progress towards a greener approach to exhibitions. When planning your stand, look at elements that can be used at more than one event. If you are unable to take away your stand materials at the end of the show please contact the organisers to arrange alternative means of which a cost may be incurred.</p>
Telephone Lines / WI-FI / ISDN & ADSL lines	<p>There is FREE public Wi-Fi access within Hall 2. Please log on to “NAEC_Public” network. Please be aware that in some cases, your company security policies can prevent or restrict access to the Wi-Fi facility. We recommend, where possible, that you test your equipment when setting up.</p> <p>If a stable internet connection is an integral part of your stand we strongly recommend a hard-wired connection, which can be purchased if required - please see Exhibition Services IT & Telephone Order Form or telephone 02476 696969.</p>
Trolleys	Please ensure that you bring your own trolley to transport goods to your stand. Unfortunately there are no trolleys available for hire at the show. Also, please ensure that any delivery companies/couriers delivering to your stand on your behalf have the necessary equipment to unload and transport the goods.
Vehicle on Display	All vehicles used for display purposes must have minimal fuel in their tanks (i.e. fuel light on) and batteries disconnected at all times (if vehicle pre-dates 1984). This is notifiable in advance of the show and must be approved by the Organisers.

<p>Water & Waste including Water Features</p>	<p>The service is provided by Daly Engineering.</p> <p>To conform to current regulations waste water from equipment can only be discharged into a drain or an approved container. Discharging on to open areas is not permitted. To book this service please refer to the Daly Engineering Price list and contact them directly to arrange.</p> <p>The following regulations regarding water on stands apply at the venue:-</p> <p>1. General Water and water equipment shall at all times be used in such a manner as not to interfere with the safety of anyone in the venue. Arrangements for filling and subsequent removal of water must be agreed with the venue or the venue's official contractor. Under no circumstance can connections be made to fire hydrant points, nor should water be discharged onto the floors, into ducts or any other unauthorised part of the premises.</p> <p>2. Bathing Pools, Water Features and other Large Vessels All equipment and/or exhibits are required to conform to HSE approved code of practice L8 'The control of Legionella Bacteria in Water Systems' (ISBN 0-7176-1772-6). By-laws of the relevant Water Authority must also be adhered to.</p> <p>Exhibitors must advise the Organisers, in advance of the show, of the nature of any equipment or exhibit(s) for which a foreseeable risk is identified and is capable of generating an aerosol spray (eg. Fountain, whirlpool spa, humidifier etc). An assessment of any source of risk (including a written scheme for prevention and control of the risk) must be submitted to the Organisers prior to build up of the show. This will then be sent to the venue in accordance with their regulations. A nominated person should be responsible for ensuring that suitable arrangements are in place to properly implement, manage and monitor, in accordance with the written scheme, and it is strongly advised that records of the precautions taken are kept for at least 1 year after the show.</p>
<p>Working at Height</p>	<p>A person is working "at height" if there is a possibility of their being injured from falling.</p> <p>Where work at height is necessary, a risk assessment must be carried out to identify the appropriate means of access and all work at height must be properly planned, organized, supervised and carried out in as safe a way as is reasonably practicable</p> <ul style="list-style-type: none"> ● Equipment used for working at height must be suitable for the task: ● Domestic steps and ladders are NOT permitted; only industrial steps and ladders are permitted ● Mobile tower scaffold shall be constructed and used as identified by the manufacturer ● All working platforms shall be protected by guardrails when at a height assessed to present a hazard ● Guard rails, toe boards, barriers, etc, must be of sufficient size and strength and placed and secured correctly ● Working platforms and the supporting structure must be stable and capable of supporting the loads ● Wheeled structures must have wheel locks or other measures to prevent slippage; they must be safely erected, used and dismantled ● Nets, air bags and other collective safeguards must be risk assessed to demonstrate that no other, safer work equipment is available and that appropriate training has been provided ● All equipment must be appropriately inspected. ● No work is done at height if it is safe and reasonably practicable to do it other than at height ● Those involved in work at height are trained and competent ● The place where work at height is done is safe ● The risks from fragile surfaces are properly controlled ● The risks from falling objects are properly controlled ● Equipment used for work at height must be suitable for the task.

Please see the following link for the further information <http://www.stop-the-drop.co.uk/audiences/contractor>