A-Z General Information

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Accidents, Emergencies & First Aid	If you are involved in or witness an accident or near miss whilst on site, please report it to the Organisers Office, Floor Manager or member of Security immediately. PLEASE DO NOT CALL 999 DIRECTLY. ALL EMERGENCIES MUST GO THROUGH THE ORGANISERS OR THE CONTROL ROOM. This is to ensure that the emergency services can be directed quickly and efficiently on arrival. If you require first aid please contact a member of the organising or security team.
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. 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. ● 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. Your risk assessment should cover disabled visitors, and we recommend that your staff are aware of your disabled facilities on offer. 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. 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.
Aisle Management	All items must be positioned within YOUR stand space, and nothing may protrude into the aisles.
Alcohol, food & drink	Exhibitors who would like to provide stand catering or hospitality such as alcohol, food or drinks to visitors should order this through the official catering partner, NAEC Catering, as listed in the contacts section. If you intend to supply your own catering / hospitality food or drink, you must: - Complete and submit the 'intent to supply catering form' which can be found in the exhibitor checklist and deadlines section of the manual - Obtain written consent from NAEC Catering (this will be supplied only once your intent to supply catering form has been reviewed and approved. - Pay the relevant concession fee Note the following regulations below in relation to service of own catering. Service of Alcohol: ● Personal License holder must be in attendance on stand throughout ● 'Think25' to be in operation (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 Service of Food: Companies serving or sampling own food will be required to supply the following before permission to serve food will be granted: - Food safety & hygiene certificates for all those employed in food service on the stand - 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) - Confirmation that they will comply with all safety requirements relating to their specific food preparation and service. Further details can be found HERE.
Animals	Assistance dogs are the only animals permitted entry to the show without written permission from the organisers. 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.
Balloons (helium filled)	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 regard to helium filled balloons in the venue: • 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 the public. • Helium canisters must be stored off site during the show open period.
Canvassing / Off stand promotions	All business must be conducted on your stand, please plan your space accordingly. Activities may not spill into gangways or any other part of the show.
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, to comply with the venue's regulations. COSHH regulations must be adhered to.
Children	Children under the age of 16 are not permitted in the halls at any time during the show build up and breakdown. Children are permitted access to the show during open. 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 & Waste	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. Exhibitors requiring locked areas on stands to be cleaned must deposit a duplicate key stating stand number with the organisers prior to the exhibition opening. This key will be returned to the organisers on the last open day of the exhibition. If you have any specific cleaning, skip or hazardous waste requirements you can arrange these directly with the cleaning contractor as listed in the contact's section. Exhibitors and their contractors must remove all waste, including carpet, carpet tape, pallets, stand fitting materials and literature, otherwise charges will be incurred.

Code of conduct	The stand must be staffed, and all exhibits must remain displayed during the hours that the exhibition is open to visitors. You are reminded that you must not transfer, sublet, or subdivide your stand, whether for financial consideration or otherwise, or enter into any agreement to do so. The Organisers reserve the right to ensure that any products not belonging to the contracted company are removed, and any contracted company found subletting may not be offered a stand in future years.
Compressed Air & Gasses	It is not possible to use Compressed Air or Gasses within the venue.
Customs & Excise	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 Please also contact the lifting contractor who will be able to assist you – please refer to the contacts page.
Demonstrations	Demonstrations should be highlighted on your compulsory form and a risk assessment completed for your activities. Crowding of the aisles, walkways and entrances by visitors watching presentations are not permitted.
Dilapidations & Damages	You are not permitted to fix to any part of the fabric of the building and charges will apply to any associated damages. Charges will also apply for paint spillage, abandoned carpet tape, etc. ● In terms of rubbish anything that will not fit into a black plastic bag will not be collected by the cleaners - it will be deemed as abandoned waste and will be charged for. ● Shell scheme exhibitors are also reminded they are responsible for all shell scheme panels and will be charged for any damages through inappropriate fixings, painted panels etc. ● Space only exhibitors are reminded that ALL stand fitting materials, exhibits and flooring must be removed from the halls during breakdown ● The venue management will charge for any damage made to the walls, floors, paintwork, carpeting and other facilities. Therefore, exhibitors must protect the walls, flooring and fabric of the hall from damage at all times, particularly when moving materials or equipment and if painting or using other fluids on site. ● 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.
Draping, Decorations Artificial flowers, Candles	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. 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.
Electrical & lighting services & information	Electrical and lighting requirements can be ordered via the electrical contractor – please refer to the contacts page. **Extension lead regulations** ● Only one 4-way extension lead may be connected to each socket outlet and the maximum length of lead permitted is 2m. ● 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. **Electricity supply during build up and overnight** If a supply is needed at the start of build, then a temporary supply must be ordered for use during build-up and breakdown from the electrical contractor. 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 and each open day night (30 minutes after show close). If you need power overnight, you will need to order a 24-hour supply from the electrical contractor:

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.

Power consumption reference guide

Standard 3-pin English 13A socket-outlets are provided when sockets are ordered, but with different power ratings. The list below indicates the sort of equipment that can be used with each of the power ratings, please check your individual item and discuss your requirements with the electrical contractor:

- 2amp (500w) Socket - Laptops, Computers, TV's, DVD's, Fridges, Lighting up to 500w
- 5amp (1000w) Socket - Small Freezers, Microwaves, Lighting up to 1000w
- 10amp (2000w) Socket - Small Nespresso Machines, Larger Fridges / Freezers, Hair Dryers
- 13amp (3000w) Socket - Vacuum Cleaner, Coffee machines, Jug Kettles, Urns

Under the current regulations it is not permissible to use a socket 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, including Neon

- Light fittings must be secured using clips or heavy-duty electrical ties and earth bonded.
- 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.
- 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.
- Neon lighting should be encased above 2m high and will need a fireman switch which the electrical contractor can supply. To note this does not apply to LED lighting which appears to be like Neon.

Electrical Testing

All electrical contractors are required to test their electrical installation to a minimum standard demonstrated in the Current EIA Electrical regulations e-guide also Incorporating BS 7671 17th edition.

If you are ordering mains only, the following criteria must be met:

- Copies of the relevant qualifications of any personnel responsible for the completion of the installation must be provided.
- The person carrying out testing must be qualified to the required standard.
- All qualifications, insurance and general details must be provided to the electrical contractor

An administration fee plus the cost of the main will be charged.

Following the completion of the installation by the allocated contractor the following must also be adhered to before energisation of the supply may be facilitated.

- The installation must meet the standards required by the regulations, however, should the installation not meet these requirements, the electrical contractor is authorised to postpone energisation until they are met satisfactorily.
- If for any reason the electricians responsible for the installation cannot carry out the required test & inspection, the electrical contractor may carry out this service on their behalf and charge an additional fee. Please be aware that any personnel involved will remain responsible for their own installation.

	***NOTE:** Exhibitors are reminded that generators are not permitted onsite at Dairy-Tech. For full electrical installation and testing information please refer to the eguide.
Exhibitor Tickets	All exhibitors coming into the event on show day will need an exhibitor ticket. Exhibitors will receive an allocation of exhibitor tickets based on the size of stand booked – please see below. Additional tickets can be ordered and paid for via the same registration system. **Stand Size (sqm)** / **Ticket Allocation** Less than 12 sqm – 3 13 – 25 sqm – 4 26 – 36 sqm – 6 37 – 47 sqm – 7 48 – 69 sqm – 9 70+ sqm – 12 Order link for exhibitor tickets can be found in the exhibitor checklist and deadlines section of the manual. If you do not register for your exhibitor passes in advance, anyone working on your stand will need to enter the event as a visitor and they will need to pay for their ticket. ***PLEASE NOTE YOU WILL BE SENT A CODE TO ENABLE YOU TO ORDER YOUR EXHIBITOR TICKETS, ONLY ONCE THE COMPULSORY FORM HAS BEEN COMPLETED.***
Fire precautions	The Fire Officer will provide fire extinguishers in designated areas to meet the Local Authority requirements. These extinguishers are not to be moved or covered. It is important that all exhibitors ensure that their staff and contractors are familiar with their operation and acquaint themselves with the location of the fire exits and alarm points in the venue. Fire extinguishers are also available for individual stands. If you require a specific type of fire extinguisher for a particular type of work, please contact the Fire Officer via the Organisers. Fire exits must be always kept clear, and no exhibits or packaging materials may be stored behind stands. No naked flames or LPG will be permitted without prior written approval. For further information please refer to the eGuide
Flags & banners	Flags (including feather, teardrop and pole flags) and banner stands must be free-standing with a weighted base, positioned fully within your stand space and made from flame retardant material. They must not be attached or tied to shell scheme panels or framework, or fixed to the fabric of the building. On shell scheme stands, flags must not exceed 2.4m in height without prior agreement from the organisers. Space only exhibitors must include any flags within their stand plans submitted to KRM, and these must not exceed the maximum stand height of 4m. Flags or banners that do not meet these regulations will be removed. For rigged banners, please refer to the Rigging section.

Floor loadings & floor plates	The internal exhibition floors in Hall 1, 2 and 3 are sealed power-floated concrete with loading capability of 35kn/m2. 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. Floor plates: bolting is NOT permitted in any of the exhibition halls. Please use floor plates within the halls. The cost of rectifying any damage to the floor will be invoiced directly to the exhibitor.
Fork lift services	There will be a FREE forklift service in operation during build up and breakdown which can be booked through the forklift booking office onsite found between halls 3 & 2. *Please note: this cannot be booked in advance of arrival onsite. Please note the operating times of the forklifts can be found in the timetable.* Lifting capacity is 5 tonnes and you must provide your own slings and chains. Please be aware that there may be a wait during busy times – Please ensure you inform the organisers via your compulsory form if you are bringing large machinery or equipment which will need to be forklifted onto your stand; the organisers will be in touch with you to agree a suitable arrival time. If your load is heavier than 5 tonnes, please contact the lifting contractor to discuss in advance of arrival onsite. You may need to supply your own forklift – if this is the case please report to the organisers office and ask for the Safety Manager. You will need to ensure the forklift driver has a copy of their forklift license with them.
Furniture hire	Please refer to the contacts page for details of the official contractor.
Gangways	• 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 always remain unobstructed and accessible. • Any exhibitor who has too much stock to fit onto their stand should make adequate arrangements to hold the excess stock elsewhere.
Insurance	All exhibitors are required at their own expense to hold both Employer's Liability and Public Liability insurance cover with a reputable insurance company. Employer's insurance cover must provide an indemnity limit of not less than £5,000,000 and Public Liability insurance cover must provide an indemnity limit of no less than £2,000,000. An up-to-date copy of your policy must be uploaded via your compulsory form – you will NOT be able to exhibit without this.
Intellectual Property Rights	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.
Internet & wifi	There is FREE public Wi-Fi access available across the exhibition halls via the '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. If a stable IT connection is an integral part of your stand we strongly recommend a hard-wired connection, which can be purchased via the NAEC.
Loudspeaker Announcements	It is not possible to make announcements using the tannoy system.
Machinery on stands	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: - 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: A strong and suitable see-through guard must be in place Additional barriers or screens may be required to protect visitors 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: - 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
Music, noise levels & performing rights	The use of public address systems, microphones or sound amplification of any kind is not permitted without the express permission of the organisers. Noise levels on stands must be kept so as not to cause annoyance to neighbouring exhibitors. Where permission for music to be played is given, it is the exhibitor's responsibility to obtain the correct music licenses e.g. PRS, PPL, VPL. Costs for this must be covered by the exhibitor. ● The Music License (PPL & PRS): required by any exhibitor playing or performing music on their stand. If you are unsure which licence, you may need please contact PPL PRS on 0800 068 4828 or at https://pplprs.co.uk/contact-us/ ● VPL: required by any exhibitor playing music on their standby means of video or DVD. It covers royalties for the artist and the video company. To obtain your license, call VPL direct on 020 7534 1400. ● Film Bank Distribution Ltd: any exhibitor playing a feature film or clip requires a license from this body. Please call the Film Bank Distribution Ltd direct on 020 7984 5958.
Naked flames, hot surfaces	Naked flames, flammable liquids, or anything else which causes a heat or fire risk will only be permitted if they are an integral part of a product for sale and there are no alternative fuel sources available. You must get prior consent from the Organisers by submitting your risk assessment to include the following: ● No lit flames / hot surfaces at the front of a stand - they must be set back by at least 1m ● They should not be in reach of the public ● Some form of bulb/guard should be fitted around the flame / hot surface ● Prominent signage advising the use of naked flames / hot surface must be provide ● Only a minimal amount may be lit at any one time ● You must not refill / refuel when the show is open to the public ● Fuel must not be stored on your stand; the Fire Officer will be able to advise appropriate storage

Photography	As stand holders you reserve the right to permit visitors taking pictures within your stand area or of your exhibits and products. 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.
Pollution	Exhibitors shall always comply with Environmental Law. No substance or fluids shall be released onto the ground into drains or watercourses without the authorisation of the organisers.
Promotional Toolkit	It really is worthwhile promoting your presence to your clients at Dairy-Tech prior to the show. We can supply you with the following free promotional material to assist you: - Event logos – please download from the exhibitor website - Visitor leaflets – digital copies available on request This free promotional material is designed to help you have a successful show and we hope you will make use of it.
Risks on stands	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. • 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)
Royal Dairy Innovation Award	The Royal Dairy Innovation Award is presented to a company exhibiting at Dairy-Tech with a product or service that demonstrates the most significant innovation for the future of dairying. Exhibitors wishing to enter should submit a written description of their product or service, explaining how it benefits dairy producers. Supporting information, such as literature, images, videos or online demonstrations, can also be provided as part of the entry. Following the initial judging process, a shortlist of finalists will be selected. Shortlisted exhibitors will be invited to give a short presentation or demonstration on the Innovation Hub at Dairy-Tech on 3 February 2027. Each finalist will receive a Finalist Certificate to display on their stand, with the overall winner announced during the show. The winner will receive: • The Royal Dairy Innovation Award trophy • A 10% discount, up to a maximum value of £300, on their stand booking for the following Dairy-Tech **How to enter** To enter the competition, visit the Royal Dairy Innovation Award page on the Dairy-Tech website and complete the online entry form. **Entry deadline:** 20 November 2026.

Security	Although every reasonable precaution is taken and the hall is patrolled day and night, exhibition halls are vulnerable places, and the Organisers can accept no responsibility for any loss or damage which may occur to your staff or property from any cause. Please consider these security tips when planning your stand: ● Plan your arrival & departure from the venue during Build-Up & Breakdown. Ensure there are at least two representatives setting up and dismantling your stand, so that the stand is never left unattended during these vulnerable periods. ● Book sufficient staff for your stand during the show. This ensures it is always staffed. Do not ask a neighbouring exhibitor to watch over your stand while you go for a break – they may become busy and not be able to keep an eye on your stand. ● Place a lockable cabinet on your stand. Lock away briefcases, mobile phones, handbags, laptops, etc during the day even when you are on your stand ● Do not position desirable items at the front of your stand. They can be easily removed. ● Book a night security guard or hire an alarm or a night sheet. Remove high value items from your stand each evening. ● Avoid leaving your stand each evening before the show is clear of visitors. Likewise, ensure your stand is fully manned by the show opening – remember, however, the halls are open 1.5hours prior to public opening for maintenance. ● Report anything of a suspicious nature to the organisers or security. Leads can be followed up to avoid incidents of theft. Ensure you are adequately insured. ● Ensure you are adequately insured – this is the responsibility of the exhibitor If you are a victim of theft, please report the matter immediately to Security and the Organisers Office.
Site survey	It is each exhibitors responsibility to examine their allocated site in order to avoid adjustments to stand structures or displays, as variations in the floor level or obstructions cannot always be indicated on the floor plan, In your own interest you should also satisfy yourself as to the condition of the site before both erection and after clearance.
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.
Sustainability	Under the Environmental Protection Act, we are duty bound to dispose of waste correctly and safely by suitable and approved agents. It is all our responsibility to ensure that waste is managed properly, and plans should be put in place to re-use and recycle stand fitting materials. 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 official cleaning contractor as listed on the contacts page.
Trollies	Please bring your own trolleys as these are not available to hire from the venue. Trolleys are only permitted on the exhibition floor outside show open hours for the safety of visitors.
Vehicle exhibits	If you intend to display a vehicle exhibit on your stand, you must inform the organisers as soon as possible to seek approval.

	Due to the nature of the exhibition build, sometimes it is necessary to bring vehicles in before stands are built, depending on the stand location. This is to ensure the vehicle can access safely and without damage. Sometimes it is physically impossible to bring a vehicle onto a stand once the stands are built, especially for larger vehicles. Vehicle exhibits may not be exhibited without the prior written consent of the Organisers and must comply with the regulations below. You are required to declare any vehicle exhibits on your compulsory form and submit a risk assessment covering your activities the organisers (please refer to the regulations below on your risk assessment) ● 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 ● Vehicles must remain in situ for the duration of the open period ● Filling or emptying of fuel tanks inside the hall is strictly always prohibited
Water & Waste including Water Features	Water and Waste facilities can be ordered by contacting the official supplier – please contact the organsiers for assistance. Exhibitors using water installations upon their stand are required to inform the operations team by declaring it on their compulsory form and are subject to regulations. You must also submit a risk assessment covering your activities the organisers. Please also note under no circumstances may water be discharged on to the floors or into ducts and fire hoses may not be used for filling.
Working at Height	A person is working “at height” if there is a possibility of their being injured from falling. 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 ● 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