



LANDSCAPE

THE INDUSTRY TRADE SHOW

The NEC, Birmingham
Wednesday 27th & Thursday 28th September 2023

VENUE

Hall 3
The NEC
Birmingham
B40 1NT

OPEN HOURS

Wednesday 27 th September	10am – 5pm
Thursday 28 th September	10am – 5pm

ORGANISERS

LANDSCAPE Event Limited
PO Box 3049
London SW1V 3XG

Tel: +44 (0)20 7821 8221
Web: www.landscapeshow.co.uk
Email: info@landscapeshow.co.uk

Exhibitors' Manual

The following information has been compiled to help you co-ordinate your participation at **LANDSCAPE** at The NEC. If you have any specific questions which are not covered, please contact the Organisers direct on **+44 (0)20 7821 8221**.

BADGES FOR STAFF

Please complete and return the **'ACCESS FORM'** detailing the names of every member of your team that will be present for the show. Badges should be collected on site from the **Organisers' Office**. No badges will be sent in advance. Exhibitor badges must be worn at all times.

BUILD UP

Space-Only sites:

Monday 25th September 12 noon until 8pm

All Sites:

Tuesday 26th September 8am until 8pm

All build and breakdown vehicles need to follow The NEC's electronic directional signage for the dedicated lorry parks in use.

All vehicles unloading, whether cars or lorries, need to obtain in advance an Event Delivery Pass using the NEC's online delivery system at:

www.voyagecontrol.com/necbirmingham

Please note that this includes all deliveries on an open day. When you arrive at the lorry park, show your pre-booked printed pass. Your printed pass will need to be displayed on your dashboard to allow you through the security gate into the inner area and left visible for the duration of your stay. Without this you will incur delays.

The traffic officer will issue you with a timed vehicle access pass for delivery / offloading. You will then be directed to the appropriate gate for access into the inner area. Please remember that the Vehicle Access Pass is for delivery & offloading only and is not a parking pass.

PLEASE NOTE THAT ONCE YOU HAVE UNLOADED YOUR VEHICLE YOU SHOULD REMOVE IT AS SOON AS POSSIBLE

ALL STANDS MUST BE READY FOR THE OPENING OF THE SHOW AT 10am on WEDNESDAY 27th SEPTEMBER

BREAK DOWN

Break down will be from 5pm on Thursday 28th of September 2023. No exhibitor will be allowed to break down their stand prior to this time.

The Hall must be cleared by 10pm

Please remember that the stand contractors will start to dismantle stands from 5.30pm, it is up to you to remove any display items of value from your stand before they start dismantling.

CAR PARKING

Each stand will be allocated 2 Exhibitor parking passes to use for the Open Days of the Show. These can be collected from the Organisers Office when you arrive onsite for Build-Up.

CARPET

All stands (space only and shell schemed sites) unless otherwise arranged will come with dark blue carpet. If you do not require carpet on your stand please contact the Organisers directly.

CHILDREN

For safety reasons, no children under 16 are allowed in the Hall during the build-up or break-down periods of the show. During the exhibition children must be accompanied by an adult.

CLEANING

Your stand will be vacuumed and rubbish will be removed but exhibits will not be cleaned. Please leave bags of rubbish in the gangway *after* the show has closed each day for collection. If you have any locked areas on your stand you wish to have cleaned, please leave a key at the Organisers Office.

CLOAKROOM

The cloakroom will be open from half an hour before the show opens until half an hour after it closes each day. The cloakroom is located in the foyer at the front entrance to the exhibition.

The NEC can store bags, coats and luggage for £1 per item per day. Overnight storage is not possible.

CONTRACTORS

If you are employing a contractor to build or design the interior of your stand, please ensure they receive a copy of this manual.

DELIVERIES



Our official logistics contractor is:

CLS Expo
Paul Attwood
Paul.Attwood@clsexpo.com
+44 (0)7908 559 228

Please contact them directly to arrange delivery, storage facilities and/or on-site logistics.

Trolleys are not permitted on the exhibition floor during open hours in consideration of public safety.

DIRECTIONS

You'll find The NEC clearly signposted from all motorways and major routes including the M42, M40 and M6.

When you arrive at the NEC don't follow your satnav instructions, *follow the signage*. There will be several points made available to you for the unloading / loading of goods during build-up and break-down periods of the show.

DILAPIDATIONS

Please do not attach anything to the fabric of the building and take care when constructing your stand as any damage caused by paint, stickers, nails, screws etc., will be charged to you.

EXTRAS ORDERS



If you would like to order electrics or any other extras for your stand please complete the relevant forms or contact GES direct:

GES
<https://ordering.ges.com/000031841>
or email your order form to landscape@ges.com
+44 (0)2476 380 180

FILMING

If you are planning on filming at the show, you must inform the organiser as there are regulations which will need to be followed.

FIRE REGULATIONS

British Standards are the minimum acceptable standards for construction materials.

FORKLIFTING

Forklifting facilities can be made available to you. Our official logistics contractor will be on-site during build-up and break-down and will be able to assist with any forklifting requirements

FURNITURE



Our official furniture contractor is Concept Furniture. Please contact them direct with any requirements:

Concept Furniture
+44 (0) 844 822 1424
sales@conceptfurniture.co.uk

GANGWAYS

Exhibits, furniture and other items belonging to your stand must not encroach beyond the boundary of your stand space. If you have any displays or activities which are likely to attract an audience, please ensure that you plan your stand layout to allow people to gather within the stand area and not in the gangways.

HEALTH & SAFETY

You have a legal responsibility to take care of your own and other people's health and safety whilst on the premises. Please ensure that your staff are briefed regarding the Health & Safety Guidelines, a full copy of which is available from your local Health & Safety Executive Office. Copies of legislation, are available: **HSE Books Tel: 01787 881 165**

HEIGHT RESTRICTIONS

Exhibits and stand constructions are limited to a 3m height from the floor unless otherwise agreed with the Organisers.

INSURANCE

The Organisers will not be responsible for any loss or damage that may befall the person or property or the exhibitor from any cause whatsoever. Exhibitors should check that their own insurance cover will be adequate. Remember to insure (on an 'All Risks' basis) exhibits and equipment brought to the stand, including property hired or borrowed for which you are responsible. Cover should include transit to and from the venue. All exhibitors are expected to have insurance for Public Liability at a minimum level of £2m or £5m depending on when the policy was taken out and we may ask for evidence of the existence of such a policy.

INVENTIONS & DESIGNS

Inventions which are intended for display at the exhibition should be protected by taking out a UK patent before the exhibition opens. If the exhibitor does not apply in advance they will not be protected.

Exhibitors must make formal registration of the design no later than six months after the opening of the exhibition in order to protect their design.

MAINTENANCE & REPAIR

No major maintenance or repair work may be carried out while the Exhibition is open to visitors. The Organisers must be informed, as early as possible, of any need for such operations in order that arrangements may be made for access to the Exhibition Halls at other times. Any costs thereby incurred by the Organisers must be paid for by the Exhibitor concerned.

MUSIC

If you plan to play pre-recorded music from your stand during the Exhibition you must first apply for a license from the PPL and the Performing Rights Society. Evidence of the existence of such licenses will be required.

PHONOGRAPHIC PERFORMANCE LTD
1 Upper James Street, London, W1R 3HG
tel: +44 (0)20 7534 1000

PERFORMING RIGHTS SOCIETY
29-33 Berners Street, London, W1P 4AA
tel: +44 (0)845 309 3090

ORGANISERS OFFICE

The Organisers' Office can be located at the front of the main hall to the right as you enter from the Registration area.

OVERSEAS EXHIBITS



For those exhibitors who intend bringing in goods from overseas, we have secured the services of an official forwarding agent. They are fully conversant with all aspects of exhibition freight. For further details please contact:

CLS Expo
Paul Attwood
Paul.Attwood@clsexpo.com
+44 (0)7908 559 228

PALLETS

You are reminded that you are responsible for the removal of any pallets used to deliver goods to your stand. A charge will be made to you for the disposal of any pallets which are not removed.

PROHIBITIONS

The Organisers reserve the right to refuse admission to any person(s) without assigning any reason. They also reserve the right to order the expulsion of any person(s) whose conduct, in the opinion of the Organisers renders such a course desirable.

Canvassing by unauthorised persons is prohibited and will incur immediate expulsion. No handbills or placards may be affixed to any part of the building except by exhibitors on their stand.

RECYCLING



Event Cycle help you reduce waste from your events and create a positive social impact in the process. They can help you repurpose and redistribute items you no longer need to charities and community groups as well as back into the events industry.

Event Cycle
eventcycleuk@gmail.com
+44 (0)20 7050 0734

RISK ASSESSMENT

It is a legal requirement that each exhibitor and contractor undertakes their own risk assessment and fire risk assessment prior to the event, listing the tasks to be undertaken, identifying any significant hazards they present on site, then listing ways to minimise and control those hazards.

SHELL SCHEME



If shell scheme has been requested and paid for, your stand will be built for you. It will be built using white melamine. There will be fascia support poles every 3m. There will be a name board around the open sides of the stand with your company name. If you require any additional panels, literature racks, lockable cupboards etc., please complete the relevant form or contact the contractors directly:

GES
<https://ordering.ges.com/000031841>
or email your order form to landscape@ges.com
+44 (0)2476 380 180

SPACE ONLY STANDS

If you have a space only stand, you must supply two sets of plans, including elevations and details of materials used, to the Organiser no later than 25th August 2023, so that we can ensure they meet the venue's regulations.

All space only stands will be inspected and certified by an independent structural engineer on site. They will only be allowed to trade once the engineer is satisfied that the structure is safe and has provided certification.

STAFFING



Perfect People can help with staffing throughout the Exhibition. They can provide staff to help during the show days as well as during build up and breakdown. They are offering a discounted rate to all LANDSCAPE exhibitors. Contact Neelam at:

Perfect People

Neelam Desai - neelam@perfectpeopleagency.co.uk
+44 (0)7368 494 938

STORAGE FACILITIES



There are no storage facilities available. Storage is not permitted behind stands or in void areas of the hall for fire safety reasons. To avoid disappointment, please arrange to have your packing cases taken away with your own transport or with our official logistics contractor:

CLS Expo

Paul Attwood

Paul.Attwood@clsexpo.com

+44 (0)7908 559 228

TOILETS

Toilet facilities are located at the left side of the hall and in the main atrium of The NEC.

TROLLEYS

Trolleys are not provided at the venue, so please bring your own or arrange use with our logistics contractor (see Logistics). Trolleys are only permitted on the exhibition floor outside show open hours.

VAT

Exhibitors from overseas **may** be entitled to claim back the VAT paid on many of their exhibition costs including stand rental, equipment hire and hotel accommodation. To find out if you are eligible please contact:

Quipsound Limited

+44 (0)1959 561 717

info@quipsound

www.quipsound.com

VISITOR ADMISSION

Visitor admission is by invitation only.

Direct your guest to: www.landscapeshow.co.uk/register where they can register for free entry to the show.

WASTE DISPOSAL

All waste, except small quantities of litter, produced by your stand must be removed from the venue at the end of the event. A charge will be made for disposal of any large items, such as boxes of literature and stand fitting materials.

IMPORTANT CONTACTS

Due to the nature of this event, contact details of exhibitors may be passed on to the contractors mentioned throughout this manual. This is to ensure the smooth running of the exhibition and to make sure all exhibitors' needs are met. After the event all third party contractors have been instructed to delete all records that they hold pertaining to exhibitors at this show.

	Company	Telephone	Email / Links
Organisers	LANDSCAPE	+44 (0)20 7821 8221	info@landscapeshow.co.uk
Shell Scheme & Electrics	GES	+44 (0)2476 380 180	landscape@ges.com
Furniture	Concept Furniture	+44 (0)844 822 1424	sales@conceptfurniture.co.uk
Logistics	CLS Expo	+44 (0)7908 559 228	Paul.Attwood@clsexpo.com
Catering / Hardwired Internet	The NEC	+44 (0)844 3388338 international: 0044 121 767 2357	eventorders@thenec.co.uk
Recycling	Event Cycle	+44 (0)20 7050 0734	eventcycleuk@gmail.com
Staff	Perfect People	+44 (0)7368 494 938	neelam@perfectpeopleagency.co.uk
VAT Enquiries	Quipsound Limited	+44 (0)1959 561 717	info@quipsound