

# The & Knitting Stitching Show



LEARNING  
INSPIRATION  
SHOPPING

The definitive  
event for anyone  
with a love of textile  
based crafts.

**11 - 14 OCTOBER 2018**  
**ALEXANDRA PALACE, LONDON**

**EXHIBITOR MANUAL**

 [knittingandstitchingshows](#)  [knitstitchshow](#)  [theknittingandstitchingshows](#)



 twistedthread



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# USEFUL INFORMATION / HELPING YOU PLAN

This Exhibitor Manual provides forms and contractor details so you can order what you require to ensure your successful participation in The Knitting & Stitching Shows.

Please remember to complete your profile on the website (via the Exhibitor Zone) which will also act as your catalogue entry. **It's a great way to enhance your presence at the show as visitors use both the website and the show guide as a year round reference.**

## TERMS AND CONDITIONS

This Exhibitor Manual forms part of the Terms and Conditions that you have agreed to on signing your contract for stand space. Please note that you may be excluded from occupying your stand if full payment has not been made in accordance with the payment structure as laid down in your contract.

### Upper Street Events:

twistedthread / Upper Street Events Ltd,  
58 White Lion Street, London, N1 9PP  
Tel: +44 (0)20 7688 6830  
Fax: +44 (0)20 7288 6446

Event Director: Anna Baptiste  
[anna.baptiste@upperstreetevents.co.uk](mailto:anna.baptiste@upperstreetevents.co.uk)

Director of Content: Helen Marriott  
[helen.marriott@upperstreetevents.co.uk](mailto:helen.marriott@upperstreetevents.co.uk)

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[chloe.georgiou@upperstreetevents.co.uk](mailto:chloe.georgiou@upperstreetevents.co.uk)

Marketing Assistant: Lois Wright  
[lois.wright@upperstreetevents.co.uk](mailto:lois.wright@upperstreetevents.co.uk)

Workshop Director: Wendy Gardiner  
[wendy.gardiner@upperstreetevents.co.uk](mailto:wendy.gardiner@upperstreetevents.co.uk)

Operations Director: Mike Welsh  
[mike.welsh@upperstreetevents.co.uk](mailto:mike.welsh@upperstreetevents.co.uk)

## CONTRACTOR DETAILS

Shell Scheme:

Exclusive Ex Ltd  
Llantarnam  
Sarum, Pentre Lane  
Cwmbran, NP44 3AP

Les Wade

Tel: +44 (0)1633 874 241

Email: [lesjwade@gmail.com](mailto:lesjwade@gmail.com)

Electrics and Lighting:

Start Lighting  
Tregonna  
Little Petherick  
Wadebridge  
Cornwall, PL27 7QT

Simon Trevan

Tel: +44 (0)1841 541 441

Fax: +44 (0)1841 540 156

Mob: +44 (0)7785 735 945

Email: [sctrevan@aol.com](mailto:sctrevan@aol.com)

Furniture  
Thorns Group  
Laura Russell  
125 Brantwood Road  
London, N17 0DX

Tel: +44 (0)20 8801 4444

Fax: +44 (0)20 8801 4445

[www.thorns.co.uk](http://www.thorns.co.uk)

Email: [Emily@thorns.co.uk](mailto:Emily@thorns.co.uk)

Shipping and Freight Forwarding

Bill Bowden Event Logistics

Unit 4 The Bell Centre

Newton Road  
Crawley  
West Sussex RH10 9FZE

Tel: 020 3475 2700

Email: [bill@billbowden.co.uk](mailto:bill@billbowden.co.uk)

Website: [www.billbowden.co.uk](http://www.billbowden.co.uk)

# GENERAL INFORMATION

## STAND AREA

The Knitting & Stitching Shows are very busy events and it is important that all items are kept within your stand area as indicated by your contract. Items protruding from your stand can become trip hazards or may potentially cause injury in other ways. The Venue's Safety Officers will monitor stands for protruding items so please ensure that you have planned how much stock can sit within the stand safely, while allowing you to service your customers. You may be liable to pay additional charges for use of space outside of your contracted agreement.

## RESTOCKING

Please remember you can restock in the evenings for one hour after the shows close (Thursday – Saturday) and again in the morning prior to show opening 08:30 to 10:00.

## ELECTRICAL ITEMS

Exhibitors taking electrical items on site MUST ensure that they have been PAT tested and carry a current test label. If any item is found without a test label, they will have to be PAT tested and the cost to be covered by the exhibitor is £20.00 per item (subject to the electrical contractor having the time to carry out testing). Exhibitors who use their own prefabricated electrical fittings on their stands should be aware that if the electrical supply to a block of stands is being disrupted due to a fault with their electrical fittings, they may have their electrical supply disconnected.

## LOST PROPERTY

Lost property should be taken to and collected from the Organisers Office. Any items of lost property left at the end of the show will be handed over to the venue.

## DISTRIBUTION OF PROMOTIONAL MATERIAL

Exhibitors can only conduct business and distribute literature from their stands. You are not allowed to do so in the gangways or any other part of the halls or adjacent outside areas.

## INSURANCE

It is a contractual requirement for you to have public liability cover for your attendance at the event for a minimum of £2million. As set out in our terms and conditions, our specialist insurance broker (Inevexco Limited) will be / have been in contact with you and all queries regarding insurance should be directed to them. Their contact details are: 01732 757616 - [info@inevexco.co.uk](mailto:info@inevexco.co.uk) - <http://www.inevexco.co.uk/>. If you have not arranged, or provided proof of insurance cover to Inevexco Limited via the unique links in their e-mails to you, this will be checked onsite and proof of cover is required prior to set up – you will not be permitted to exhibit without this cover in place.

The Financial Conduct Authority (FCA) regulations stipulate that any business selling insurance must be an FCA authorised company. As a result the organisers of the event can no longer offer exhibition insurance to you nor can we provide this as part of a package. However, it is a requirement of the exhibition that each exhibitor has insurance cover in force and you must provide evidence of this prior to the event. Whilst every reasonable precaution is taken, the organisers of the exhibition cannot accept responsibility for damage to stands or loss of any property on any stand or anywhere else in the event, or in any course of its delivery or removal from the building from any cause whatsoever.

The organisers are not responsible for any loss sustained by exhibitors from fire, theft, damage or for personal injury or loss to or by any person employed by the exhibitor or third parties.

## HOTEL ACCOMMODATION

For booking accommodation, we've partnered with HotelMap. Please visit <https://www.theknittingandstitchingshow.com/london/accommodation/> for information and to book your stay. Discounts are pre-applied.

## MARKETING PROMOTIONS

### SUPPORT OUR MARKETING EFFORTS

To complement the marketing activity being undertaken by the Organisers, there are additional things you can do to ensure maximum impact of your products and services:

**Please include the show's logo on any advertising**, websites, emails or promotional materials you are creating to announce your presence at the show.

The logo is available on the e-zone, or it can be obtained by contacting [chloe.georgiou@upperstreetevents.co.uk](mailto:chloe.georgiou@upperstreetevents.co.uk)

Take advantage of the free show guide listing, **which will be taken from the 'online description'** you enter via the Exhibitor Zone on our website. – Please ensure that the spelling is correct by the 7<sup>th</sup> of September 2018.

Place an advertisement in the show guide. We offer various packages to suit your budget – please email:

[agnes.hankowska@upperstreetevents.co.uk](mailto:agnes.hankowska@upperstreetevents.co.uk)

Highlight your presence at The Knitting & Stitching Shows on YOUR website to encourage clients to visit. Consider running a special promotion that can only be redeemed by coming to the show. Also please use your social media sites to talk about the show and what you'll be doing there.

Contact your local press about your involvement in the event; it is a great way for you to get publicity in your local area.

We are happy to provide you with leaflets for the show, so that you can either hand out or send to your clients. Please email [lois.wright@upperstreetevents.co.uk](mailto:lois.wright@upperstreetevents.co.uk) or call 020 7688 6830 to let us know how many you need.

**We're offering a special ticket price of just £12 for your customers.** Give them code EX18 to use when booking on our website [www.theknittingandstitchingshow.com](http://www.theknittingandstitchingshow.com)

## PRESS INFORMATION

We need stories with which to engage the press – new products, services, human interest ideas etc. If you have any interesting stories including new products and show special offers, please send a Word document (clearly stating your company name and stand number) and couple of high res images as jpeg files.

The Knitting & Stitching Show Press Office

Numerous media and press visit to research stories and spot new products and trends. The Press Office will be located in the **Organiser's Office** and you're welcome to leave up to 20 press packs for them to take away.

## TICKETS TO THE KNITTING & STITCHING SHOW

You will be sent complimentary tickets 6 weeks before the show. The number of tickets you receive is based on the size of your stand.

These will be allocated on a size of stand basis, which is as follows:

- Up to 8 sqm - 6 tickets
- 9-16 sqm - 8 tickets
- 17-30 sqm - 10 tickets
- 30+ sqm - 12 tickets

You can also purchase additional tickets at a discounted price, please call 0844 581 1302 to book.

## ADVERTISING PACKAGES

We have a wide range of advertising packages which can be tailored to suit your needs. Choose from a display advert in the show guide, a story in our e-newsletter, adverts on digital screens (part of our onsite You Are Here Boards) or web banners on our new websites.

Please contact Agnes Hankowska to discuss your individual requirements on 020 7688 6834 or email: [agnes.hankowska@upperstreetevents.co.uk](mailto:agnes.hankowska@upperstreetevents.co.uk)

# ALEXANDRA PALACE

## VENUE INFORMATION

### VENUE ACCESS TIMES

#### BUILD UP

West Hall (Textile Gallery)

Tuesday 9<sup>th</sup> October 08:00-18:00

Great Hall and Panorama Room

Wednesday 10<sup>th</sup> October 08:00-18:00 (Limited access to Textile Gallery)

You can re-stock from 08:00-09.45 daily once the show is open, and after the show closes from 17:30 until 18:30 (Thursday evening from 20:00 – 20.30).

#### SHOW OPEN TIMES

Thursday 11th October 10:00-20:00

Friday 12th October 10:00-17:30

Saturday 13th October 10:00-17:30

Sunday 14<sup>th</sup> October 10:00-17:00

#### BREAK DOWN

Sunday 14th October 17:30-21:00

Breakdown will commence once the show closes and the public are clear of the hall. Once clear the Venue Management will give the OK to commence breakdown. Please do not begin breaking down until the announcement is made.

### VENUE ADDRESS

If you are sending parcels by courier please ensure they arrive from Monday 8<sup>th</sup> October. Please address them to:

Company name, stand number

The Knitting & Stitching Show

Alexandra Palace

Wood Green

London

N22 7AY

Venue main switch board: +44 (0)20 8365 2121

Organisers Office phone number: 020 8365 4350

## EXHIBITOR PASSES

Exhibitor passes can be ordered in advance by visiting the Exhibitor Zone at <https://ttfexpo.com/knittingandstitchingshow-london/>

Please note that if you do not order in advance, you will have to queue for your passes at the venue. We therefore urge you to order in advance so your passes can be posted to you.

If you wish to pick them up on site, you can do so from the Exhibitor Badge Point which is located in the Production Cabin adjacent to the Blue Gate leading into the West Yard.

This is also the point where you can pick up replacement badges, or have them reprinted if they do not reach you in time.

## YOUR WELCOME PACK

Please collect your Welcome Pack from the desk in the Palm Court Entrance on Wednesday 10<sup>th</sup> October (build-up day). Your pack will include your 2019 contract, evacuation procedures and your show guide. After 6pm, packs can be collected from the Organisers Office, located upstairs in the Palm Court Suites.

## PARKING

Please note that a number of changes have been made to parking arrangements for the 2018 show. You will be guided to a parking area in the Paddocks determined by which area within the hall you will be unloading in and using.

The paddock bays will be divided into areas for the West Yard, the Beach and the Terrace. With oversize vehicles allocated their own area again on the above basis.

Parking is still free for the duration of the show at Alexandra Palace but spaces are limited and we are only able to offer a space for one vehicle per exhibitor. See site map on page 36 for location details.

Please note that for every exhibitor vehicle parked at the venue, one less visitor will be able to park, so please share with colleagues wherever possible.

### North Service Yard Car Park

For exhibitors who wish to park up for the duration of the show in a secure area, the North Service Yard can be booked in advance for £80.00 plus VAT per vehicle.

The North Service Yard is the only area where you can unload without time restrictions, and two large lifts service this car park.

If you wish to book a space please complete the form on page 34.

## TELEPHONE LINE / WIFI

Please see the form on page 31.



# ALEXANDRA PALACE TRAFFIC MANAGEMENT FOR BUILD UP/BREAK DOWN

## WHAT YOU NEED TO DO BEFORE THE SHOW

Please complete the Timed Delivery Vehicle Pass form (part of this Manual) and return it to Tanya Lawson:

tanya.lawson@upperstreetevents.co.uk

(or fax 020 7785 9227).

Time slots will be allocated on a first-come-first-served basis.

Print off and complete the Show Vehicle Pass (part of this Manual) and display it in the window of your vehicle on the day.

## BUILD UP INSTRUCTIONS

### On Arrival

- Report to the Traffic Control Point located in the Paddock car park and exchange your Show Vehicle Pass for your requested Timed Delivery Vehicle Pass (see below). This is colour coded for each delivery area.
- Wait to be directed up to the venue by the marshals at the relevant time. Your pass will indicate your delivery area and time slot.

Vehicles will have a maximum allocated time for unloading, as follows:

Small 20 Minutes

Medium 30 Minutes

Large 40 Minutes

### Access to Loading Areas

There are several places to unload your vehicle, depending on the location of your stand, as follows:

- The West Yard – access to both the Great and West Halls (Textile Gallery)
- The Beach – access to The Panorama Room (Resource Centre)
- The Terrace – access to Rose Window end of the Great Hall.
- The North Service Yard – (Secure Pass Only area) accessed via the East Car Park at the back of the venue.

## Once Your Stand is Set Up

If you need to load packaging and boxes onto your **vehicle once you've finished** setting up your stand, you will need to get a re-entry pass from the marshals in the Goods-In Storage area (located just inside the Great Hall by the organ). This will allow you to bring your vehicle up to the loading bay again.

## BREAK DOWN INSTRUCTIONS

Exhibitors who are using the Paddocks car park throughout the show will have been parked up accordingly to which loading area you are using for breakdown.

If you have a vehicle arriving on Sunday 14th October please ensure that the driver knows to go to the Paddocks car park, entry via the Hornsey Gate (which is the Crouch End side of the park) as it is a one way system.

Please ensure they know which loading area they will be using on breakdown as this determines where they are parked for breakdown.

Vehicles will be sent up to the venue in order of loading area and size i.e. smaller vehicles first.

There is no direct access to the venue. All vehicles are required to go via traffic control in the Paddocks.

If you are parked in the North Service Yard, you will need to move to the Paddocks on breakdown as there will be no movement from this parking area on Sunday.

Please follow the instructions given by the traffic marshals.

A more detailed traffic outline will be emailed to all exhibitors closer to the exhibition.

This will include specific information for the set up and breakdown of the Craft Village, in the loading bay at the top of the Great Hall.

## Porters

Porters will be available on the build-up and break down to help unload your vehicle. They will be located at the loading areas, when available.

Porters are unable to unload large vehicles which do not **have tail lifts for health and safety reasons**. If you don't have a tail lift vehicle, you can book a fork lift from Alexandra Palace (download form from our website) or from Bill Bowden Logistics.

**Please don't forget** to return your Timed Delivery Vehicle Pass Request by 14th September.

# SECTION TWO:

## HEALTH & SAFETY INFORMATION

Please remember Health & Safety regulations are there to help you reduce risk of injury or death, by taking every day common-sense decisions.

### CDM SITE RULES (ALL VENUES)

All contractors and exhibitors working in show's venues during the build-up period and breakdown are subject to the regulations of a CDM site.

Under these regulations you must ensure that you, your staff and any sub-contractors are briefed in respect of the individual site rules, the venues welfare facilities and emergency procedures.

The following regulations have been set:

- Vehicle access into the halls and/or a CDM site has to be approved by the venue/Principal Contractor (organiser) for the event.
- Be safe and be seen - Hi-vis jackets must be worn at all times when off-loading and loading your vehicles within the loading bays (areas immediately outside the halls).
- All forklift and vehicle movement within the halls and outside the halls that is directly linked to an event must be co-ordinated and managed safely by the Principal Contractor (organiser) of the event. Please refer to each venue's Forklift Policy.
- Comply with the venues Traffic Rules at all times
- Emergency gangways should be maintained to allow cleaning tractors, forklift movement and emergency access/egress at all times.
- Emergency gangways must be clearly identified and communicated to all personnel working within the halls/CDM site.
- Authorised access only to exhibition halls – all personnel working within a CDM site must be inducted and informed of the venues site rules.
- Appropriate management and safe methods of working at height is required at all times.
- Hot Work requires a hot work permit from the venue.
- All accidents, incidents & near misses within the halls must be reported immediately to the organiser and any outside the halls to the venue Health & Safety or Event Management teams.
- Work tidy – maintain good housekeeping at all times and dispose of all waste in an appropriate manner.
- Smoking (including e-cigarettes) is only permitted in designated smoking areas.
- The venue Event Management and Health & Safety teams have access to all CDM sites at all times.

In addition, all persons working in the halls in these periods must wear the appropriate footwear – No open toed sandals/ flip-flops.

Space only contractors are deemed to be operating their own CDM site within the exhibitor space allocated and as such, must conduct their own inductions. But the work being carried out within the space must not impinge on the overall CDM site that it is within.

Exhibitors who are providing their own electrical installations and have submitted the appropriate form must order power via our electrical contractor. Such installations will be energised once the units have been inspected and passed for use. Under no circumstance will such installations be allowed to be powered by any form of battery.

Any persons failing to comply with the site regulations will be banned from site. It is the responsibility of each contractor and exhibitor to ensure that their teams adhere to these regulations.

## HEALTH & SAFETY DOS AND DON'TS

The Health & Safety at Work Act 1974 applies to all places of work, including exhibition halls and anybody irrespective of status.

For ease of reference, please make sure you have covered the following points:

DO make sure that you and anyone manning your stand has read and understood the Fire and Evacuation Procedures for the Venue

Ensure that any contractor working for you adheres to the British Standard safe working practices, further details of the regulations can be obtained from the Organisers

DO make sure your contractor is a member of a recognised trade association

DO make sure that despite the pressure of time, contractors are working safely. In particular working at height on step ladders and scaffolding must be done in controlled and safe manner

DO make sure all electrical work is carried out by a qualified electrician by contacting our electrical contractor with the work specification

DO remove all rubbish and packaging from your stand – it may not be stored on or behind your stand during the show

DO care for the environment and dispose of hazardous waste safely. Hazardous waste includes fluorescent tubes

DO make sure you are properly insured for the Exhibition

DO ask the Organisers about any queries concerning health and safety at the show.

**DON'T** use flammable materials as part of your display, for example plastic flowers

# UPPER STREET EVENTS HEALTH & SAFETY STATEMENT

THE HEALTH & SAFETY AT WORK ACT 1974 is the legislative foundation for all health and safety legislation. It places general duties on employers, people in control of premises, manufacturers and employees. It is the policy of TwistedThread / Upper Street Events Ltd to endeavour to seek the co-operation of all concerned in order to achieve the highest standards, in all aspects, of health and safety.

The Health and Safety at Work Act 1974 [HASAWA] and its subsidiary legislation is criminal law, a breach of which is a criminal offence. In general terms HASAWA places a responsibility on companies and individuals to exercise a duty of care for employees and nonemployees who may be affected by their acts and omissions. These duties can be **discharged by doing what is "reasonable" to prevent loss or harm** where risk is foreseeable. It applies to all premises used as a place of work, including temporary locations (such as Alexandra Palace, the RDS or HIC), and includes build-up, open days and breakdown.

Upper Street Events Ltd and the exhibition venues, within the scope of their own policies, have a responsibility to ensure that safe working practices are maintained at all times, which includes ensuring that provision is made whereby persons, other than Upper Street Events or venue employees, are reminded of their responsibilities whilst working at the exhibition centre.

## RIDDOR

Under the Reporting of Injuries, Diseases or Dangerous Occurrences Regulations 1995 (RIDDOR), an employer will be required to notify the enforcing authority when there is an accident resulting in death or major injury, or any notifiable dangerous occurrence. Failure to report a RIDDOR is a criminal offence, so it's important to know what is reportable; the duty to report is on the employer.

The law requires the following work-related incidents to be reported:

- Death
- Fractures (except fingers & toes)
- Amputations
- Dislocation of the shoulder, hip, knee or spine
- Loss of sight (whether temporary or permanent)
- A chemical or hot metal burn to the eye or any penetrating injury to the eye.
- Injury from electric shock or burn causing loss of consciousness, resuscitation or admittance to hospital for more than 24 hours
- Loss of consciousness.
- Acute illness which requires medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.
- Hospitalisation of a non-employee for more than 24-hours
- Dangerous occurrences

A good rule of thumb is that if it endangers life, then it is probably reportable. In the unlikely event that such an incident should occur, please seek the help of the on-site Health & Safety Officer through the Organisers Office

## GENERAL HEALTH & SAFETY REGULATIONS

Below are some of the principal areas that need to be brought to the attention of contractors and exhibitors.

Whilst this is not an exhaustive list, it covers the common problems regarding health and safety created by lack of information and/or poor organisation.

Please take notice of the following:

Every employer has a duty to co-operate with other employers (e.g. Exhibition Organisers or other exhibitors) when sharing a workplace, whether temporarily or permanently.

Exhibitors must have an understanding of the Fire and Emergency Procedures of the venue and the location of the First Aid Centre. All incidents are to be reported to the Organisers, including near miss accidents.

Exhibitors must maintain emergency gangways, as indicated on the plan throughout the exhibition, including build-up and breakdown, and to ensure that good housekeeping is maintained in all work areas, thereby minimising hazards and allowing any remaining hazards to be easily identified.

Any housekeeping incidents should be reported to the Organisers Offices and all hazards removed.

Hard hats should be worn when working beneath, or near overhead working or if this is not practical, access to such areas should be restricted.

The need for all operatives to wear suitable protective clothing relevant to their job, which includes eye, hearing, foot and hand protection. That Personal Protective Equipment (PPE) is used only where other protective measures have been considered unrealistic, i.e. PPE is the last line of defence when all other alternatives have been considered. That PPE is suitable and sufficient for the job and employees are trained in its uses and limitations.

Exhibitors are responsible for the safe use and storage of flammable liquids and substances and segregation from waste and other risk areas. Full compliance with the COSHH regulations is required.

Portable power equipment must be used for the purpose for which it was designed and that safety guards are correctly fitted and used and only operated by fully trained and certified personnel.

Portable electrical tools must be used with the minimum length of trailing leads and that such equipment is not left unattended with a live power supply to it. Trailing leads and electrical cables must not cross over gangways, passageways or fire exits.

Any work using power or hand tools to be restricted to the stand space, i.e. no drilling or sawing in the gangways.

Any work area is maintained free from general waste materials that could hazard operatives.

All contractors, particularly from abroad, must be aware of the need to identify suitable and sufficient tools and equipment required for the job before coming onto site (with special consideration to general and venue safety requirements). This prevents corner cutting and avoids risk taking.

All materials used for construction or displays are to Local Authority Standards and not less than British Class 1 standards of flammability.

All construction materials, ladders, trolleys etc. must be removed from the building prior to any public entering the building. Similarly no contractors will be permitted access for breakdown until all members of the public have vacated the building.

A hot working permit must be obtained prior to commencement of hot work (ox-acetylene, cutting/welding, arc welding, gas/oil blowlamps, grinders, tar boilers, soldering).

Use of scaffolding towers is permitted subject to being erected by competent personnel and used as per the **manufacturer's guidelines**.

Exhibitors should ensure that all staff (their own and those of any company contracted by them) are aware and adhere to the current Working Time Regulations (S.I 1998/1883). Guidance in regard to these regulations can be gained by contacting your local HSE office.

All parking restrictions and speed limits must be adhered to.

Any violations or concerns regarding any of the above points should be reported to the hall Floor Manager or to the Organising Office.

ALL exhibitors must complete a suitable and sufficient Risk Assessment (RA) for the exhibition, identifying all significant risks.

Significant risks are those which are reasonably foreseeable in terms of probability and severe enough in outcome to warrant consideration, i.e. they are more than trivial.

# RISK ASSESSMENT

## WHAT IS IT AND WHY DO I NEED TO COMPLETE ONE?

This is the most effective way of documenting, assessing and controlling risks and, under Health & Safety legislation, is an absolute legal requirement.

Completing a Risk Assessment does not mean that you are guaranteeing that there will not be any accidents on your stand, simply that by taking the time to think through your actions in advance and on an on-going basis, you will be able to reduce the risks of an accident happening or the severity of the accident if it does.

If you were unfortunate enough to have an accident on the stand, you may need to prove that you took all reasonable steps to prevent it happening; a risk assessment would be part of this proof. Without it you could be found liable (both personally and corporately). A step-by-step guide to Risk Assessments follows. For further assistance contact your own company Health & Safety Officer or visit the HSE website at <http://www.hse.gov.uk/simple-health-safety/write.htm>.

An assessment of risk is nothing more than a careful examination of all work associated items that could cause harm to people. The aim is to make sure that no one gets hurt or becomes ill by taking all practicable, foreseeable precautions to prevent them.

Hazard = anything that can cause harm (e.g. hot oil, electricity, manual handling, and moving vehicles).

Risk = the chance, great or small, that someone will be harmed by the hazard.

The important things to consider are whether the hazard has the potential to cause harm, and if so whether it is covered by satisfactory precautions so that the risk of causing harm is adequately controlled.

For instance, electricity can kill, but the risk of it doing so is **remote, provided that "live" components are insulated, metal casings properly earthed and only qualified staff carries out electrical work.**

ALL EXHIBITORS MUST COMPLETE A RISK ASSESSMENT to cover their activities during the Build-up (e.g. offloading vehicles, delivering boxes, setting up display or exhibits), the Open Period (e.g. replenishing stock, demonstrations, sampling, cooking) and Breakdown (e.g. removal of boxes, dismantling of display or exhibits, re-loading vehicles).

Actions to eliminate risk must include all precautions in place to prevent harm including any actions taken under Environmental Health Regulations.

Exhibitors must send a copy of their show Risk Assessment to the Organisers no later than 15<sup>th</sup> September 2014 along with their H&S Declaration. The Organisers cannot approve Risk Assessments but require copies in order to add them to the show Health & Safety file. This file will be made available for inspection by the venue, the visiting EHO or the HSE should they request to see it.

A copy of the Risk Assessment (and HACCPs if applicable) must also be available on the stand for presentation to the EHO (Environmental Health Officer) or the HSE (Health & Safety Executive) should they visit your stand; both parties have the power to close your stand if they believe there are any unsafe practices

We recommend your company Health & Safety Officer completes the Risk Assessment. We have included a template to help you, but this is by no means exhaustive and the Organisers cannot take responsibility for any specific risks that may be associated with your stand.

If you have booked a SPACE ONLY SITE, whoever is building the stand – either you or a contractor will need to submit a detailed Risk Assessment, which covers the building of and breaking down the stand, together with a Method Statement, when submitting the stand drawings for approval.

# HOW TO COMPLETE A RISK ASSESSMENT

## STEP 1: IDENTIFY THE HAZARD AND WHO COULD BE HARMED

This is the hardest part as it involves looking at each and every activity you are undertaking and predicting everything that could possibly go wrong which could result in significant harm under the conditions in the workplace – in this case the stand.

Below are some useful questions to consider (although by no means exhaustive). If you answer yes to any of these questions it may result in a hazard which must then be assessed in term of its severity.

### General Good Practice (all stands)

Will you create any rubbish during the build or open period?

Do you or any of your staff need to unload vehicles at the show?

Are you sampling food from your stand?

### Construction

Are you building a platform or raised floor on your stand?

Does your stand include any steps or stairs?

Will you require ladders or scaffolding towers to build your stand?

Do you require forklifts to build your stand or unload material?

Will you use power tools to build your stand?

### Fire Risk & Electrical Safety

Do all materials on your stand comply with show fire regulations (of the exhibitor manual)

Are you bringing your own electrical equipment?

Do you have any closed rooms on your stand?

### Stand dressing

Do you intend to fix shelving or graphics to your stand?

Consider the above and use the following examples as a guide; if you are likely to encounter any of these hazards, then a risk assessment will help you assess and therefore minimise the risk:

The following is a list of hazards that could result from answering yes to some of the above questions, again these are just examples and you must consider all your own activities and the list of potential hazards resulting from them.

Slipping/tripping hazards (e.g. untidy work areas with spilt food)

Moving parts of machinery (e.g. blades)

Back problems caused by unsafe manual handling

Food poisoning

Falling from height or dropping tools on someone else from a height

Electrocution from faulty wiring

Who might be harmed? There is no need to list individuals – just groups of people, for example:

Stand staff

People sharing your stand / space

Maintenance Personnel

Cleaners

Contractors

Visitors

Pay particular attention to people who may be more vulnerable:

Staff / visitors with disabilities

Foreign staff / visitors

Inexperienced & new staff

Overtime workers

Lone workers



## STEP 2: ASSESS THE RISK

This depends on the complexity of the operation. Even after all precautions have been taken, usually some risk remains. Decide whether the remaining risk is HIGH, MEDIUM or LOW. The risk should be assessed both before and after controls are put into place.

The real aim is to make the risks as small as possible by adding to existing precautions as necessary. For instance, placing a mirror on a dangerous blind corner to help prevent vehicle accidents, or putting some non-slip material on slippery steps are inexpensive precautions considering the risks.

## STEP 3: DEVELOP CONTROLS

Have precautions already been taken against the hazards listed? For example:

Has adequate information, instruction or training been provided?

Are adequate systems or procedures in place?

Do the precautions:

- Meet the standards set by a legal requirement?
- Comply with a recognised industry standard?
- Represent good practice?
- Reduce risk as far as reasonably practicable?
- Meet the regulations of the Organisers and the venue?

If so, then the risks are adequately controlled, but please indicate the precautions that have been put in place.

## STEP 4: ARE THESE CONTROLS ADEQUATE TO CONTAIN HAZARDS?

## STEP 5: WHAT FURTHER ACTION IS NECESSARY TO CONTROL THE RISK?

What can reasonably be done for those risks that are found to be not adequately controlled? Give priority to those risks that affect large numbers of people or could result in serious harm. Apply the principles below when taking further action:

- Try a less risky option
- Prevent access to the hazard (e.g. by guarding)
- Organise work to reduce exposure to the hazard
- Issue personal protective equipment
- Provide welfare facilities (e.g. washing facilities or first aid)
- Remove the risk completely

## STEP 6: RECORD YOUR FINDINGS

If you would like a template for a Risk Assessment please email [mike.welsh@upperstretevents.co.uk](mailto:mike.welsh@upperstretevents.co.uk).

# FURTHER HEALTH & SAFETY INFORMATION

## WORKING AT HEIGHT

Exhibitors and contractors should familiarise themselves with and adhere to the Working at Height Regulations 2005 (as Amended 2007). A simple rule of thumb would be:

Avoid working at height wherever possible

Use work equipment or other measures to prevent falls where this cannot be avoided, and

If working height cannot be avoided, use work equipment or other measures to minimise the distance and consequences of a fall should one occur.

Every employer shall ensure that work at height is:

- a) Properly planned and organised
- b) Appropriately supervised
- c) Carried out in a manner which is so far as it is reasonably practicable safe
- d) Carried out by competent persons, or if being trained, is being supervised by a competent person (including the organisation, planning and supervision of working at height).

The Working at Height Regulation 2005 (as Amended 2007) includes the following but not restricted to:

Suitable and sufficient steps to be taken to prevent, so far as is reasonably practicable, the fall of any material or object and prevent any person being struck by any falling material or object which is liable to cause personal injury

Take into account of weather conditions that could endanger health and safety.

Take into account the distance and consequences of a potential fall and the need for easy and timely evacuation and rescue in an emergency

Carried out in an area that is safe

Utilise equipment that has been appropriately inspected.

Ensure that fragile surfaces and falling objects are properly controlled

Must be included in the stand Risk Assessment.

Ensure all working platforms are of suitable strength and rigidity for its intended purpose

Working platforms are to be erected and used to ensure that its components do not become accidentally displaced so as to endanger any person

Working platforms and any supporting structure shall not be loaded so as to give rise to a risk of collapse or to any deformation which could affect its safe use.

For further information, the Working at Height 2005

## WORKING TIME REGULATIONS

Exhibitors should ensure that all staff (their own and those of any company contracted by them) are aware and adhere to the current Working Time Regulations (S.I 1998

No.1833). Guidance in regard to these regulations can be gained by contacting your local HSE office.

## MEDICAL EMERGENCIES

The on-site Medical Centres are the first place to visit for any medical requirements. Please ask a member of the stewarding staff for directions or for more urgent needs ask them to contact Control to ask for medical assistance.

## FIRE PRECAUTIONS

Fire extinguishers will be located as stipulated by the Authorities. At least two persons employed on each stand should know how to use these extinguishers and also know the position of the nearest fire alarm point in the building.

The extinguishers will be supplied free of charge and will be collected at the end of the exhibition. If a fire extinguisher is missing from the stand or damaged after the event, exhibitors will be charged for its replacement.

## FIRE PROCEDURES

There are portable fire extinguishers and an electrical fire alarm system.

In the event of a fire emergency on your stand

- **Contact the nearest steward or Security giving the location and the nature of the incident**, they will notify Security Control.
- **Calmly notify adjoining exhibitors of the situation** and, if safe to do so, tackle the fire with an extinguisher.
- **Remember, keep your head and, if you have followed these procedures, help will arrive.**

## WASTE MANAGEMENT

In order to reduce the volume of overall waste resulting from the exhibition we urge all exhibitors/contractors to maximise their efforts to re-use and recycle materials where applicable. We ask all persons to make all reasonable effort to minimise waste. For all waste that is unable to be reused, recycled or taken away must be disposed of safely and in accordance with Duty of Care.

The Duty of Care act is applicable to anyone who in any way has a responsibility for controlled waste to ensure that it is managed properly and disposed of safely. As responsible Organisers we would like to bring to your attention the Environmental Protection act 1990 Section 34.

The Act imposes a Duty of Care on the persons concerned with controlled waste. The duty applies to any person who produces, imports, carries, keeps, treats or disposes of controlled waste, or as a broker has control of such waste.

The persons responsible must ensure that they take all reasonable measures to safely contain the waste and transfer it to authorised personnel only, providing them with accurate written descriptions of the waste they are transferring.

Breach of this Duty of Care is an offence, with a penalty of an unlimited fine if convicted or indictment. As an exhibitor/contractor during this exhibition you have a legal obligation to comply with the Duty of Care. Anyone found breaking the Duty of Care will be reported and prosecuted.

## ELECTRICAL SAFETY AND REGULATIONS

Our official contractor for the exhibition is responsible for and will carry out all electrical work on space only sites and shell scheme stands within the venue. Exhibitors who wish to pre-fabricate any of their installation must ensure that it complies fully with the electrical regulations detailed below.

Electrical regulations

These regulations are subject to revision or addition at any time and details of any revisions and/or additions can be obtained from the Organisers.

All electrical installations on stands, features, displays or exhibits shall comply with the electrical regulations of the Institution of Electrical Engineers and the Association of Event Venues.

Exhibitors/contractors are permitted to use their own prefabricated electrical system providing that they have been pre-wired by a competent electrician and that it complies with the AEV eGuide (including the requirements of the Electricity at Work Regulation 1989)

If it is your intention to bring your own prefabricated electrical system for your stand, you must have a current PAT test certificate relating to the equipment. You will be asked by the on-site exhibition health & safety officers for proof of this compliance. If you do not have this with you on site, power will not be switched onto your stand. A copy of your public liability insurance will also be required for such systems.

Exhibitors taking electrical items on site **MUST** ensure that they have been PAT tested and carry a current test label. If any item is found without a test label, it will have to be PAT tested at the cost of £20.00 per item, subject to the electrical contractor having the time to carry out the testing.

Please be advised that exhibitors who use their own prefabricated electrical fittings on their stands; that if the electrical supply to a block of stands is being disrupted due to a fault with their electrical fittings, may have their electrical supply removed subject to Licensing Authority Approval, temporary electrical supplies may be provided subject to compliance with the Licensing Authority's Rule of Management and the IEE regulations.

Electrical supply will not be provided to any installation which does not comply with these regulations or requirements.

#### Low level spotlights

These have caused burns in the past and have had to be removed or switched off to the detriment of the stand.

Please ensure that adequate guarding is provided should you wish to install or use any spotlights on your stand that may be within easy reach of the general public.

#### Power to stands

Power will not be turned on to stands during build-up until it is considered absolutely safe to do so. Power to stands is switched off 30 minutes after show closes each day, and it should be noted that this will apply on the last night of the show.

If you anticipate requiring a power supply during build-up/ breakdown for the checking and downloading of equipment or the use of hand tools etc. you should apply in advance to Start Lighting for a temporary supply to be fitted.

#### Electrical services

Please note that stand power will not be energised until all electrical work has been finished and made ready by the contractors.

All lighting will be designed and installed to avoid nuisance and discomfort to neighbouring stands and visitors.

Please be also aware that socket outlet multi-way adapters are not permitted and all flexible cords must not exceed 2m in length.

#### Shell Scheme Stands

Only Start Lighting is allowed to work on shell scheme electrics. Exhibitors who intend on bringing equipment into the halls that require power must order the appropriate power supply from them. All portable electrical equipment must be tested before it is energised. Exhibitors must ensure that it has been PAT (Portable Appliance Testing) tested. This is a venue regulation that must be adhered to.

#### Space Only Stands

Please provide Start Lighting with a list of all electrical equipment that is to be placed on the stand requiring power, so they can estimate how much power is required and provide you with the relevant cost. We recommend that space only contractors contact Start Lighting with your requirements for build-up. If you wish to use your own contractor for electrics on your stand, please remember that they will not be allowed to work on live installations, and that they must bring fittings pre-fabricated. Only the official electrical contractor is allowed to connect to mains.

If you wish to provide your own electrical fittings you must provide details to the official electrical contractor via the organisers.

Exhibitors who supply their own electrical fittings must order the appropriate mains supply from the shows electrical contractor and ensure that their fittings comply with regulations as outlined in the Health & Safety section of the manual. This includes a Fire Risk Assessment. Installations deemed unsafe will not be energised.

## LADDERS

Under no circumstances can ladders be leaned against the stand walls. Free standing ladders must be used. Ladder safety should be observed.

Ensure that all access equipment you use is of sound construction and adequate strength. Fix ladders either at the top or bottom, at a 1:4 (75°) angle. Trestle type supports are not to be used as ladders under any circumstances. Domestic ladders are not permitted.

## EQUALITY ACT 2010

Compliance with each area of the Equality Act needs to be addressed by all exhibitors in respect of disabled visitors.

The Act follows on from the Disability Discrimination Act 1995; adding three clear definitions to the previous legislation, clarifying the principles of discrimination that must be considered. The definitions relate to direct discrimination because of disability, Indirect disability discrimination and Discrimination arising from disability.

Exhibitors are considered to be Service Providers under the Act and must not treat people with disabilities less favourably than other people for a reason related to their disability. Service providers have had to make reasonable adjustments for people with disabilities; such as providing extra help or making changes to the way they provide their services, including making adjustments to the physical features of premises to overcome physical barriers to access.

Disability should be considered in its many forms including physical or mental disability, deafness, blindness, speech impairment and severe disfigurement.

**It is the organisers' duty under the Equality Act to seek remedies to the measures outlined above and to help exhibitors meet their own obligations.** To this end we ask exhibitors to familiarise themselves with the detail of the

Act and ensure compliance in your exhibiting activity. Information about the Equality Act can be found at the webpage [:www.equalityhumanrights.com/advice-andguidance/](http://www.equalityhumanrights.com/advice-andguidance/new-equality-act-guidance) new-equality-act-guidance

## GANGWAYS

The gangways used in this venue are the MINIMUM permissible by law and have been subject to approval by the Local Authority. Under no circumstances will exhibits, stand dressing, tables and chairs etc. be allowed to encroach into gangways. You may be charged for any use of space outside of your contracted agreement.

## CARE OF SHELL SCHEME

The official contractor for shell scheme stand is Exclusive Exhibitions Ltd. The stand fitting used is a flush fitting system with blue tweed wall panels with fascia THE SHELL SCHEME MAY NOT BE MODIFIED OR CHANGED IN ANY WAY. I.E. THE FASCIA MAY NOT BE REMOVED OR CHANGED, OR ADDITIONS MADE TO THE FASCIA BY WAY OF EXHIBITORS LOGOS OR EXHIBITS. Exhibitors are responsible for the **cost of making 'good'**, restoring or renewing any case of serious dilapidation to the Shell Scheme or any part thereof. Each panel damaged will be charged at £90.00 plus VAT.

## RIGGING

If you require overhead rigging, this has to be put in place by the venue and is chargeable. Please contact the organisers so that we can get an estimated cost for you.

## SAFETY AND SECURITY

The show has 24hour security, but this designed to provide protection for the overall show, not for any individual stand. It is best to take precautions that suit the needs of your individual stand. Below is listed some basic security advice, if you need specific advice please contact the Organisers.

Ensure that when your products/valuable stand fittings arrive on the build-up that they are met by a member of your team.

From the time the stand is set up, do not leave it unattended.

Do not leave personal items – handbags, mobile phones, laptops unattended on your stand.

Please ensure that all your team members, including contractors, wear their passes at all times.

Please do not leave bags unattended in public areas as this may cause concern and alarm.

The Venue and the Organisers do not accept liability for any loss, damage or theft of unattended property or equipment.

# SECTION THREE:

## ACTION PAGES /FORMS TO RETURN

### NAME BOARD ABOVE YOUR STAND

(SHELL SCHEME ONLY)

The name board which goes on the fascia panel above your stand will be taken from the details you enter online at [www.theknittingandstitchingshow.com](http://www.theknittingandstitchingshow.com) via the Exhibitor Zone.

You will be supplied with one fascia name board per open side of your stand. If your details are not completed by 21<sup>st</sup> of September 2018, we will use the company name detailed on your contract. Please note that the name used for your fascia name board will also be used for your show guide entry.

For those without internet access please write in to the Organisers at the address given at the front of this manual, with the details requested.

### ENTRY IN THE SHOW GUIDE

Please ensure you complete your Exhibitor Profile online at [www.theknittingandstitchingshow.com](http://www.theknittingandstitchingshow.com) via the Exhibitor Zone. This profile including contact details will be downloaded for use in the show guide.

Please adhere to the following deadlines to ensure your entry is included in the show guide:

Alexandra Palace 7<sup>th</sup> September 2018

NB. If you are contacted by a company called Expo Guide offering inclusion in a **'Directory' for a fee, please** ignore them. They are trading illegally and have nothing to do with the show or Upper Street Events.

### BOOKING FURNITURE

Alexandra Palace

Camden Furniture Services (part of the Thorns Group plc) are our furniture contractor and have a comprehensive range on offer, a full colour brochure is available on request.

View the furniture range and order online at:

<https://www.thorns.co.uk/exhibitions/exhibition-services/the-knitting-stitching-show/>

or complete the form on page 25

Standard Furniture Package

The **Standard Furniture Package** consists of 1 x 6' Utility Table (Code E32) and 2 x Folding Chairs (Code E46) for £36.00 + VAT (a saving of £5.00).

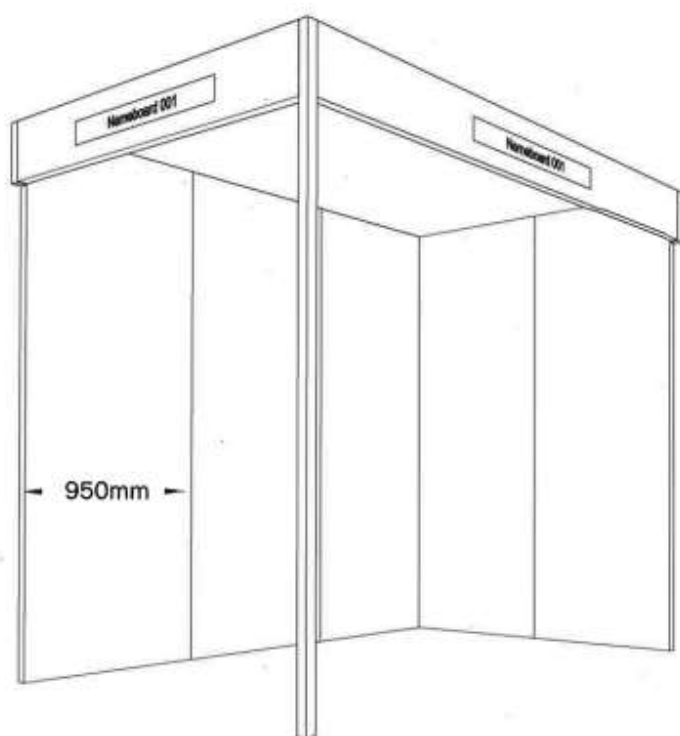
## YOUR STAND

Your stand package comprises:

- Shell Scheme panel construction (tongue-and groove to create a flush surface) finished in a velcro-compatible grey fabric.
- Panel height 2.4m, thickness 5cm. Panel widths 1m and 0.5m.
- Fascia panel along front edge is 30cm x 5cm covered in black loop nylon (velcro compatible)
- Carpet
- Entry into show-**guide** (if you don't complete your company profile on the E-zone at [www.theknittingandstitchingshow.com](http://www.theknittingandstitchingshow.com), these details will appear as they do on our database)

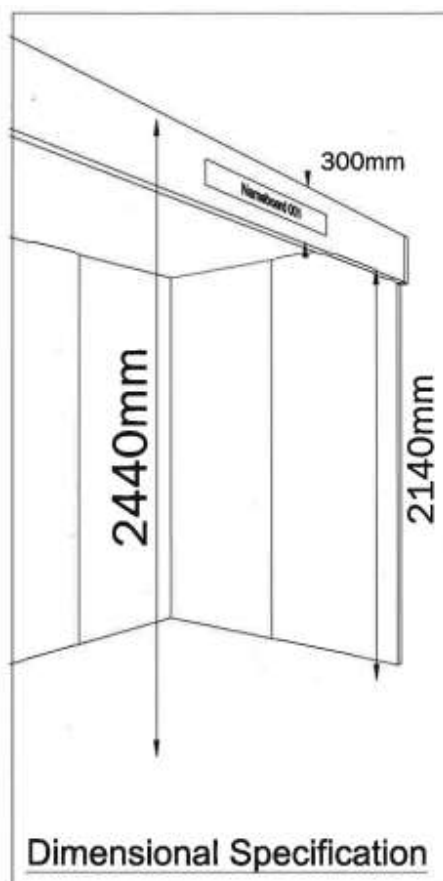
NB Additional walling (including closed-in ends) MUST be ordered in advance irrespective of whether you've always had your stand built like this. No order = no panels!

Additional panels must be paid, for Upper Street Events Ltd cannot cover the cost of extras.



### Exclusive Ex Ltd.

Flush fitting system 50mm thick walls finished Velcro compatible Tweed Wall panels 1m wide with the exception of end panels (950mm)  
Fascias finished in Black  
Corner post 50mm Anodised Aluminium



NB! INTERNAL MEASUREMENTS WILL BE 50mm LESS THAN STAND SIZE FOR EXAMPLE 3x2 stand will be 2950x1950mm

# STAND EXTRAS FORM

## (ADDITIONAL PANELS etc.)

### SHELL SCHEME EXTRAS ORDER FORM



Les Wade

eMail: lesjwade@gmail.com

Tel: 01633 874241

Show:	
Company:	
Stand:	

Description	cost	quantity required
Additional wall panels 1metre	£40.00	
Additional wall panel .5 metre	£20.00	
Lockable door panel	£100.00	
Literature shelving 1 metre x 305mm	£36.00	
Flat shelving 1metre x 305mm	£35.00	
Light support beam [per metre ]	£9.50	
Cord carpet colour optional per sq metre	£6.50	
Muslin ceiling white per sq metre	£6.50	
Fabric colour change walls per metre	£40.00	
Fabric colour change [fascia] per metre of raised flooring approximately 93mm high per sq metre	£20.00	
Aluminium edging [ per metre ]	£6.50	
18 mm chipboard flooring per sq metre	£22.00	
Fabric nightsheet per metre (exhibitor to supply padlock)	£15.50	
Sub total =		Exclusive ex limited Sarum Pentre lane Llantarnam Cwmbran Gwent NP443AP
Vat @ 20% =		
Total due =		
N.B. FULL PAYMENT MUST BE SENT WITH ALL ORDERS TO:		





**PAYMENT TERMS: FULL PAYMENT IS REQUIRED WITH YOUR ORDER**

**Bankers Draft/Transfer to:**

Castle Stanton Ltd., Barclays Bank, Enfield Branch, 20 The Town, Enfield, Middlesex, EN2 6LY

**Sort Code:** 20-29-81; **Account No:** 40204013;

**IBAN No:** GB06BARC20298140204013; **Swift No:** BARCGB22.

**By Cheque:**

Cheques in Sterling drawn on a UK Bank, should be made payable to Castle Stanton Ltd and sent with this order form to the above address.

**Alternatively, you can phone our award-winning customer services team on 0208 801 4444 who will be more than happy to take payment over the phone.**

Completion of this form does not represent confirmation of your order. All stock is subject to availability and will be confirmed shortly, however, should any item be out of stock you will be advised of a suitable substitute. **No stock can be reserved or confirmed until full payment is received.**

# TERMS & CONDITIONS

1. The contract is the document or documents that set out these Conditions and all other details about your agreement with us. The contract is formed on our acceptance of your order. "We" and "Us" means Thorns Group Plc. "You" means person, firm, company, corporation or public authority or body to whom we supply Equipment on hire. "Equipment" means the hired items referred to in the Contract. These Conditions exclude and terms and conditions you may have put forward, except where we have agreed to any amendments or other conditions in writing. These conditions do not affect the statutory rights of a person dealing as a consumer as defined by the Unfair Contract Terms Act 1977, or any statutory modification of that Act. The Contract will be governed by and interpreted with English Law.
2. You will pay the hire charge stated in the Contract. Hire charges will begin at the time stated in the Contract and will continue during the period of hire until you have restored the Equipment to us in a clean and serviceable condition and we have given you a receipt for it. All time is chargeable including Saturdays, Sundays and Bank Holidays. All charges are payable on demand. If payment is not made when due, we will be entitled to interest on the amount that is overdue at four per cent above the prevailing base rate of Natwest Bank plc, calculated on a daily basis. This will be without prejudice to any other rights or remedies we may have. You will also pay to us any charges we reasonably incur in the recovery from you of money of Equipment.
3. It is the duty of the Hirer to provide at such destination or site a duly authorised representative to accept the goods and to give a written receipt. If the Hirer fails to provide for this, he will not be permitted to dispute subsequently the facts of the delivery and be deemed to have accepted the delivery and these conditions.
4. Quotations are subject to stock availability at time of confirmation. Once an order has been confirmed, cancellations will incur the following charges 24 hours – 100%, 14 days – 30%, 28 days – 25%.
5. All cartons, boxes and packing materials to be returned, otherwise these will be charged for as per price list.
6. The Hirer undertakes to keep the hired goods in good order and condition and to return all of them to the Company in such order and condition.
7. During the period of hire, the Hirer is solely responsible for the hire goods and must insure against all risks.
8. It is your responsibility to make sure that all people who use the Equipment are properly instructed in its safe and correct use and that they are in possession of all instructions supplied by us. It is the customer's responsibility to provide all suitable clothing. You must ensure that the Equipment is not misused.
9. The Company will make every endeavour to effect delivery and collection of hired items at the time indicated by the Hirer, but will not under any circumstances be liable for any delay in delivery or collection or for failure to deliver or collect nor for any expense caused to the Hirer by such delay. All times which we state or quote for delivery or collection are approximate. Thorn's normal delivery hours are 08:00 to 15:15 hours.
10. A delivery and collection charge will be confirmed at the time of the order and an extra charge will be applied for deliveries outside the normal working hours. Should extra labour, set-up or breakdown be required this will be charged accordingly.
11. If the Hirer fails to return any goods hired by him at the end of the agreed period of hire or within the seven days from the Company making a written demand, the Hirer shall pay to the Company the current replacement cost of the items which have not been returned. The replaced cost will be deemed to be the insurance value.
12. It is the duty of the Hirer to provide at the time of hire a duly representative to sign a written confirmation of the items returned to the Company on termination of hire. If the hirer fails to provide for this he will not be permitted to dispute subsequently the number and/or condition of the goods returned to the Company on termination of hire. of the Equipment or any part of it.
13. Equipment can be returned dirty as a cleaning service is provided at a charge of 20% on equipment cleaned. However, equipment can be returned clean.
14. You will indemnify us against any and every expense, liability, financial loss, claim or proceedings whatsoever or damage to or loss of property arising out of the delivery, use, non-use, repossession, collection or return arising out of the delivery, use, non-use, repossession, collection or return of the Equipment or any part of it.
15. It will be your responsibility at all times to arrange a suitable supply of electricity for use with the Equipment. Under no circumstances should electrical Equipment be used without it being correctly earthed unless it is of double insulated specification. You will be responsible for complying with requirements of the Electricity at Work Regulations 1989 during the period of your responsibility for the Equipment.
16. Any breakdown or any unsatisfactory working of Equipment must be immediately notified to us. Under no circumstances must you repair or attempt to repair the Equipment unless authorised by us. The Equipment must be returned to our premises for examination except where examination elsewhere has been mutually agreed upon. You must notify us immediately if the Equipment is involved in any accident resulting in damage to the Equipment or to other property, or injury to any person.
17. The Company reserves the right to make substitutes without prior warning for the items that may be unavailable.
18. For non-account customers, 100% of the agreed price must be forwarded with the Hirer's order, 10 days for cheques, two days for cash/credit cards prior to hire commencement.
19. We will be entitled at any time if you break this Contract or if any proceedings are commenced in which your solvency is called into question we will be entitled at any time to terminate this Contract with immediate effect and to repossess any or all of the Equipment. Such termination will affect our right to recover from you any money due to us under this Contract or damages for breach of contract.
20. You authorise us or your agent to enter any land or premises where we reasonably believe any Equipment to be, in order to inspect, test, repair or repossess it.
21. Any failure by us to enforce any or all of these Conditions shall not amount to, or be interpreted as, a waiver of any of our rights.
22. Where monthly account facilities have been granted, all invoices must be paid within 30 days of document date.
23. Payment made by foreign cheque incurs an additional charge of £25.00. Payment made by bank transfer incurs an additional charge of £12.00.
24. If any term of this contract is held invalid of the remaining terms. These Conditions do not affect the statutory rights of a person dealing as a consumer as defined by the Unfair Contracts Terms Act 1977, or any statutory modification of that Act. The Contract will be governed by and interpreted with English Law.

# ELECTRICS AND LIGHTING

We recommend that you book lighting for your stand to ensure it looks as attractive and welcoming as possible to potential customers.

Start Lighting is the official electrical contractor for this show. Please complete the forms on the following pages to order your electrics and lighting requirements.

Contact:

Simon Trevan, Start Lighting

Tel: +44(0)1841 541441 / 07785 735945

Email: [sctrevan@aol.com](mailto:sctrevan@aol.com)

Please read the following information carefully and return the completed form to Start Lighting  
(NOT Upper Street Events)

START LIGHTING  
Tregonna  
Little Petherick  
Wadebridge  
CORNWALL, PL27 7QT

e-mail: - sctrevan@aol.com  
PHONE: - (01841) 541 441  
FAX: - (01841) 540 156  
MOBILE: -(07785) 735 945  
VAT NO: -434 451172

THE KNITTING & STITCHING SHOW  
Alexandra Palace, London. October 11<sup>th</sup>-14<sup>th</sup> 2018

EQUIPMENT HIRE CHARGES	QTY	PRICE	TOTALS
POWER (Standard 3 pin socket)			
Loads up to 500W **Machinery only not Lighting**		65.00	
Loads up to 1000W**Machinery only not Lighting**		105.00	
Loads up to 3000W **Machinery only not Lighting**		285.00	
LIGHTING			
Lighting socket (Standard 3 pin) 500W		75.00	
Lighting socket (Standard 3 pin) 1000W		115.00	
Standard Spotlight 100W RO80		28.00	
Extended-arm 75W PAR30 Halogen Spotlight		28.00	
Extended-arm 100W RO80 Spotlight		30.00	
<b>6' 30W LED 4K Tube</b>		48.00	
<b>5' 25W LED 4K Tube</b>		46.00	
<b>4' 20W LED 4K Tube</b>		44.00	
15W LED Floodlight = 150W Halogen Floodlights		46.00	
30W LED Floodlight = 300W Halogen Floodlights		55.00	
<b>8' Lighting Track (To run any lighting listed below)</b>		30.00	
<b>4' Lighting Track (To run any lighting listed below)</b>		20.00	
100W RO80 Lighting Track Spotlight		22.00	
75W PAR30 Halogen Lighting Track Spotlight		22.00	
12W LED 4K Lighting Track Spotlight		20.00	
35W & 70W Metal Halide Track Lights		P.O.A	
Please supply electrical fittings as indicated above. I/We have read and accept the conditions overleaf and enclose a cheque or <b>Credit/Debit card details in full payment made out to "START LIGHTING". Payment should accompany order by 30<sup>th</sup> Sept 2018, otherwise a 25% surcharge will be added.</b>	MAINS		30.00
	SUB TOTAL		
	20% VAT		
	TOTAL		
SIGNATURE	PLEASE PRINT NAME		
COMPANY NAME:-	STAND NUMBER:-		
ADDRESS :-	TELEPHONE NO:-		
	FAX NUMBER:-		
	INVOICE NUMBER (office use only) APKS/18/		
	POST CODE:-		

PLEASE SUPPLY A SKETCH PLAN CLEARLY MARKING POSITION OF ALL FITTINGS

We accept all major Credit Cards except American Express & Diners. All we would require is the Card Number, Expiry date, issue number (if applicable), 3 pin security number from the back and name on the card, together with the registered address if different from above.

BACS: - SORT CODE: - 30:98:46, A/C No 00197283, A/C Name: - Start Lighting

CONDITIONS FOR THE HIRE OF ALL ELECTRICAL FITTINGS. THEIR MAINTENANCE AND  
SUPPLY OF ELECTRICITY DURING EXHIBITION

1. **“Start Lighting” has been** appointed the official electrical contractor and all electrical work shall be executed by them. The installation of electrical work by any person other than the official electrical contractor is expressly prohibited. No person other than a member of the **contractor’s** staff may alter or otherwise interfere with any part of the installation.
2. **“Start Lighting” cannot accept any responsibility for any damage, howsoever caused, to the exhibitor’s equipment connected to the circuits installed by them. Exhibitors are** warned that under no circumstances can 13 Amp adapters be used, nor extension leads in excess of **2.0M.”Start Lighting” reserves the right to disconnect any equipment that they consider is** dangerous, or installed without their authority or consent, connected to or ancillary to any equipment installed or maintained by them.
3. **“Start Lighting”** accept no liability for the loss or failure to supply electricity in the event of power failure, or as a result of any industrial dispute. In the event of any such failure, no monies paid for the hire of any electrical fittings will be refunded.
4. It must be clearly understood that the electrical contractors, their agents, servants or sub-contractors cannot be held responsible for the failure to supply current, fittings or other items ordered, if the stand or other contractors have not completed their work to enable the installation of electrical services.
5. If lights are to be fitted in special positions, a clear sketch plan must be provided, otherwise the engineer in charge will use his discretion as to the positioning. If after installation fittings have to be altered or moved an extra charge of £10 per fitting will be incurred by the exhibitor.
6. All queries regarding electrical orders must be resolved with our representative before the end of the exhibition. No refunds will be given after the event.
7. The prices contained in this schedule include the hire of all wiring, lamps and fittings.
8. If payments (including 25% surcharge if applicable) are not received within 30 working days after the close of the exhibition, **interest will be charged on the account at the rate of 10 % per month compounded.**

N.B. **IF A SKETCH IS NOT PROVIDED** OR IF IT IS INACCURATE A CHARGE OF **£10.00** WILL BE LEVIED FOR EACH FITTING THAT REQUIRES RELOCATION.

# INTERNET/TELECOMMS ORDER FORM

PLEASE RETURN THIS FORM BY THE DATE SHOWN BELOW TOGETHER WITH A PLAN INDICATING HEIGHT AND POSITION OF WIRED ITEMS ORDERED.

Please return all orders via EMAIL to: [electrics@alexandrapalace.com](mailto:electrics@alexandrapalace.com)

If you have questions about the form, accounts, internet or anything else – please call: [020 8365 4336](tel:02083654336)

## INTERNET / TELECOMMUNICATIONS ORDER FORM

Although we have free Wi-fi – this is only set at 512kbps, so is NOT a high enough bandwidth to make online payments or fast browsing on high bandwidth websites on laptops and tablets. We advise purchasing a secure Wi-fi connection in advance, for anything requiring anything more than basic browsing.

Return by **21/09/2018**  
**ANY ORDERS RECEIVED LATER THAN  
 THIS DATE WILL BE SUBJECT TO A  
 20% SURCHARGE.**

Event	The Knitting & Stitching Show		Stand number	
Company name				
Company address				
Telephone no.		Alternative telephone no.		
Email address				
Contact		Date:		
VAT number (non UK based companies only)*		*Please note unless this number is provided for VAT exemption purposes you will be charged 20% VAT on all orders		

Description (service provided for the whole show)	Early bird cost – ex VAT - if form returned before 01/10/2018	Cost - ex VAT if form returned after 01/10/2018	Number required	Total (£)
If you have any queries – please call the number at the top of this form  Please note all prices are EXCLUSIVE of VAT (please add this in VAT box below)				
Dedicated 1MB Wi-Fi connection	£100.00	£120.00		
Dedicated 2MB Wi-Fi connection	£200.00	£240.00		
Dedicated Broadband Internet Access Wired Connection – 512kbps	£200.00	£240.00		
Dedicated Broadband Internet Access Wired Connection – 1MB	£250.00	£300.00		
Dedicated Broadband Internet Access Wired Connection – 2MB	£350.00	£400.00		
Telephone Line	£160.00	£192.00		
			SUB TOTAL	
			VAT**	
			TOTAL	

**\*\*All Non UK based companies - Please provide VAT number at the top of this form - if not provided at this point you will be charged 20% VAT on all orders.**

Please fill in the plan over the page for WIRED items

## Alexandra Palace Services Location Diagram

To ensure that your telecoms/Wifi is ready on arrival, please mark out your stand space on the diagram below and indicate position and height of all wired telecoms connections and add notes of any other requirements you may have (this diagram is not necessary for any Wi-Fi connections)

Exhibition Name	
Company Name	
Stand Number	

Scale drawing required (suggested scale of 1 square = 1m<sup>2</sup>)


FRONT OF STAND



# ALEXANDRA PALACE

## TIMED DELIVERY VEHICLE PASS FORM

This form allows you to order Vehicle passes to gain entry into the loading area within a specified time slot. These passes are unloading passes, not parking permits.

Space is limited so please vacate within the time indicated by the traffic marshals i.e. 20 minutes for small, 30 minutes for medium and 40 minutes for larger vehicles.

Please complete the information below:

Contact::		Company	
Stand No:		Telephone:	
Email:		Vehicle Registration	

Number of vehicle passes required:	<input type="text"/>
------------------------------------	----------------------

Size of vehicle (please write the number of vehicles in the appropriate slot)

SMALL	<input type="text"/>
MEDIUM	<input type="text"/>
LARGE	<input type="text"/>



MEDIUM vehicles are vans and vehicles of a similar size as pictured.  
SMALL cars and LARGE vehicles should be considered in relation to this standard.

Please keep the number of vehicle requests to the minimum as space is limited.

Estimated time of arrival: Tuesday 9<sup>th</sup> October 2018 (tick one). Relevant to exhibitors with stands in the West Hall (Textile Gallery) only, or stands at the Rose Window end of the Great Hall from 4pm

08:00-09:00	<input type="checkbox"/>	13:00-14:00	<input type="checkbox"/>
09:00-10:00	<input type="checkbox"/>	14:00-15:00	<input type="checkbox"/>
10:00-11:00	<input type="checkbox"/>	15:00-16:00	<input type="checkbox"/>
11:00-12:00	<input type="checkbox"/>	16:00-17:00	<input type="checkbox"/>
12:00-13:00	<input type="checkbox"/>		<input type="checkbox"/>

Estimated time of arrival: Wednesday 10<sup>th</sup> October 2018 (tick one)  
(Please avoid booking a late time slot, if you are in the Textile Gallery)

08:00-09:00	<input type="checkbox"/>	13:00-14:00	<input type="checkbox"/>
09:00-10:00	<input type="checkbox"/>	14:00-15:00	<input type="checkbox"/>
10:00-11:00	<input type="checkbox"/>	15:00-16:00	<input type="checkbox"/>
11:00-12:00	<input type="checkbox"/>	16:00-17:00	<input type="checkbox"/>
12:00-13:00	<input type="checkbox"/>	17:00-18:00	<input type="checkbox"/>

NB the Loading Bay into the Organ End of the Great Hall will close at 6pm for vehicles  
Please return this form to Tanya Lawson [Tanya.lawson@upperstreetevents.co.uk](mailto:Tanya.lawson@upperstreetevents.co.uk)  
or fax to 020 7785 0227

Deadline 14th September 2018

# ALEXANDRA PALACE

## NORTH SERVICE YARD CAR PARK SECURE PARKING ORDER FORM

If you wish to use the secure on site car exhibitors parking area at Alexandra Palace, please fill in your details below. The passes for this area are issued on a first come first served basis and are limited in number. Cost is £80.00 plus VAT for the duration of the show. This order will be sent to our Accounts Department who will invoice you for this amount.

It is the only area which allows you to unload outside the delivery/unloading system of fixed time periods.  
There are two lifts in operation from this area to the exhibition floor.

Please complete the information below:

Company:			
Address:			
		Post Code:	
Telephone		Mobile number of driver:	
Email:			
Contact Name			
Type of vehicle:		Size	

DO NOT FORGET TO RETAIN A COPY FOR YOUR RECORDS.

Please return to: [mike.welsh@upperstreetevents.co.uk](mailto:mike.welsh@upperstreetevents.co.uk) or fax on 020 7288 6446

Spaces are limited so early booking is advisable.

IF YOU WISH TO LOAD FROM ANOTHER AREA DURING BREAKDOWN, YOU MUST REPORT TO THE TRAFFIC CONTROL POINT IN THE PADDOCKS ON SUNDAY THE 14<sup>th</sup> OF OCTOBER



# TEMPORARY VEHICLE PASS

Alexandra Palace, London  
11th-14th October 2018

Company Name:	
Contact Name:	
Stand Number:	
Mobile Number:	

This pass is to be **exchanged** for a timed colour coded Timed Delivery Pass at the Traffic Control Point, located at the Paddocks on either Tuesday 9<sup>th</sup> or Wednesday 10<sup>th</sup> October. Timed Delivery Passes will also be valid for the breakdown.

PLEASE PRINT WITH THE FOLLOWING PAGE, COMPLETE AND DISPLAY IN YOUR VEHICLE WINDOW

ACCESS TO THE PADDOCKS IS BY HORNSEY GATE ONLY



# Alexandra Palace the people's palace.

## Key.

- |   |                     |   |                     |   |                          |
|---|---------------------|---|---------------------|---|--------------------------|
|  | Palm Court Entrance |  | Pavilion Car Park   |  | BBC Reception            |
|  | Great Hall Entrance |  | Dive Car Park       |  | Heavy traffic at times   |
|  | Cafe                |  | Paddock Car Park    |  | London Underground       |
|  | Bar                 |  | Fairground Car Park |  | Bus Stop                 |
|  | Ice Rink            |  | East Car Park       |  | Pick up / drop off point |
|  | Park Entrances      |  | Grove Car Park      |  | Sat Nav - N22 7AY        |

Discover your Ally Pally.

[www.alexandrapalace.com](http://www.alexandrapalace.com)



## Transport and Handling

Bill Bowden Event Logistics has been appointed as the transport and handling contractor to all of the 2018 Knitting & Stitching Events.

Our personnel have worked on these shows for nearly 20 years and are completely familiar with your products, the shows and the venues.

We are providing transport to and from each show and are delighted to offer you the following rates negotiated on your behalf by the event organisers.

## Service Overview

We are providing round-trip freight services to each Knitting & Stitching event. Depending on which show you will attend, our service will start at either our warehouse (or from your premises) to your stand at a show, or from your stand to the next show, or back to our warehouse. We have listed on the next page the rates from our warehouse to your stand at a show or from your stand at one show to the next or back to our warehouse.

## Benefits to the Exhibitor

By choosing to work with Bill Bowden Event Logistics, you will not have to worry about taking your car/van to each event and trying to park close to the doors. For Dublin, you can benefit from advance booking with many airlines compared to the cost of a ferry ticket from Holyhead to Dublin (& return). In addition, you would have the cost of fuel getting to and from Holyhead and also the headaches of driving and the time it takes to drive.

Working with Bill Bowden Event Logistics, you can advise us when you will arrive at your stand to accept delivery and we will deliver directly to your stand. Any empty cartons you may have can be stored during the show and returned after the show has closed.

You will be able to contact us prior to each event using the numbers below. At the show and during build-up and breakdown period, we will have our team on-site at each event to assist you and be on call to service your requirements.

Our Rates - per cbm or 300 Kgs

Starting From	To	Alexandra Palace	Dublin	Harrogate	Our Warehouse
Our Warehouse		£85.00	£210.00	£140.00	
Alexandra Palace			£230.00	£200.00	£85.00
Dublin				£230.00	£230.00
Harrogate					£140.00
Empty case storage charge – per cbm and per event @ £25.00					

All Charges are payable by the exhibitor and exclude

- VAT @ 20%
- Empty case storage
- Any additional services as ordered
- Insurance
- UK Transport to and from our warehouse

Example Charges –If you wish us to take your exhibit consisting of 1 cbm starting from our warehouse to each show and back to our warehouse, the total cost to you would be £685.00 + VAT

From your stand at Alexandra Palace to Dublin and back to our warehouse, the total cost to you would be £460.00 + VAT



Deadline Dates –

Alexandra Palace:	Last Collection:	3 <sup>rd</sup> October
	Warehouse:	5 <sup>th</sup> October
Dublin:	Last Collection:	29 <sup>th</sup> October
	Warehouse:	1 <sup>st</sup> November
Harrogate:	Last Collection:	14 <sup>th</sup> November
	Warehouse:	16 <sup>th</sup> November

Contact us on 0203 475 2700

or email [info@billbowden.co.uk](mailto:info@billbowden.co.uk)

# HEALTH & SAFETY DECLARATION

Please note that you can now complete this form online at [www.knittingandstitchingshow.com](http://www.knittingandstitchingshow.com) via the Exhibitor Zone, using the login information previously sent to you.

Please read the notes on Health & Safety / Risk Assessments in Section 2 before you complete these forms.

- You are required by law to provide this document. It is compulsory, without exception.
- These documents are always subject to change, as not all risks can be anticipated.
- **When attending our shows, please carry your organisation's Health and Safety Policy**

The Health & Safety Act 1974 (Hasawa74)

It is a condition of entry into The Knitting & Stitching Show that every Exhibitor, Contractor, sub-Contractor, Supplier and their agents comply with the HASAWA74 and all other legislation covering the venue.

Please nominate a member of your company to be your Health & Safety representative.

PLEASE USE BLOCK CAPITALS

The Health & Safety Representative On The Stand Will Be:

Name:		Position:	
Company Name:			
Stand No:		Telephone:	
Email:			

Declaration:

I have read and understand the Health & Safety information in this manual. On behalf of my organisation, I accept legal and moral **responsibility to ensure my own and others' health and safety** is not put at risk by our actions (or inaction's) throughout the tenancy of The Knitting and Stitching Show.

Authorised By:

Authorised By:		Date:	
Name:		Position:	

To be signed by a senior person within the exhibiting company

Please Tick Two Of The Boxes Below:

- We have a typical SHELL Scheme stand (ie. our stand will be built when we arrive, we are not building our own). We have trained our staff and made them aware of potential risks. We will provide on-site staff with a copy of the manual. Our exhibits, demonstrations and work practices cause no hazards to ourselves or others.
- We HAVE A SPACE-ONLY STAND (i.e. we employ our own contractor to build our stand). My principle contractor has undertaken a specific risk assessment for this event, in accordance with HASAWA74 and has trained and notified his staff and sub-contractors about all identified risks. A copy of the risk assessment will be provided to the organisers with this form. I have ensured that our principal stand contractor(s) has a suitable and sufficient method statement prepared for the show and they have satisfied me of their competence to undertake the tasks.

Company Name:		Contact Name:	
Telephone:			

- A copy of the company's Health & Safety Policy and Risk Assessment will be made available at The Knitting & Stitching Show 2018** Our staff will be sufficiently instructed and trained in relevant matters in order to carry out their tasks safely and competently.

To be returned by 23<sup>rd</sup> September 2018 to

Mike Welsh, Upper Street Events, 58 White Lion Street, London N1 9PP.

Email [mike.welsh@upperstreetevents.co.uk](mailto:mike.welsh@upperstreetevents.co.uk) or fax to 020 72886446



# RISK ASSESSMENT FORM

Please note that you can now complete this form online at [www.theknittingandstitchingshow.com](http://www.theknittingandstitchingshow.com) via the Exhibitor Zone, using the login information previously sent to you. See page 16 for more information about Risk Assessments.

A Risk Assessment must be completed each time you exhibit. It is a legal requirement for all employers and self-employed people to carry out a suitable and sufficient risk assessment of their activities at work which could affect the health and safety of themselves, their employees or anyone else (such as contractors, customers, etc.).

If an accident occurs, you will be required to show that you have taken reasonable steps **towards safety and that you've** used a logical method of checking that you have done so.

This form may be used for The Knitting & Stitching Show at the following venues:

Alexandra Palace, London

11<sup>th</sup> – 14<sup>th</sup> October

Risk Assessment for:

Company Name		Stand Number:	
Assessment by:		Position Held:	
Signature:		Date:	

Risk	Who could be harmed / What Level		Precautions/Control Measures
Example: Electrical wires - trip hazard	Visitors / staff/ cleaners	Medium	All wires to be securely taped to carpet / floor
		High Medium Low	
		High Medium Low	
		High Medium Low	
		High Medium Low	
		High Medium Low	
		High Medium Low	

Please remember that simply saying "this does not apply" or "there is no risk", will not help you with your insurance company when it matters. Remember that all situations change and that Risk Assessments should be regularly updated. You should always mention that you are operating on a Dynamic Risk Assessment basis.

Return this form by 23<sup>rd</sup> September 2018 to Mike Welsh  
[mike.welsh@upperstreetevents.co.uk](mailto:mike.welsh@upperstreetevents.co.uk) or fax on 020 7288 6466

# SPACE ONLY STANDS H&S FORM

Please note this form only needs to be filled out if you are employing a dedicated contractor to build your stand or are using contractors to dress the show's shell scheme.

Contact:		Stand No:	
Company Name:			
Telephone:		Signature:	
Email:			
Date:			

## PRINCIPAL STAND CONTRACTOR

If you are using an outside contractor please confirm the contact details of your stand contractor as soon as they have been appointed so that we can forward them a copy of the Exhibitor Manual via email.

Contact:			
Company Name:			
Address:			
Telephone:		Mobile No:	for On-site Contact
Email:			