



A **NEW** Venue for 2017 –

One day trade exhibition; Bringing together the motor retail industry

Automotive management **LIVE**

Brought to you by

AM  **NFDA**
NATIONAL FRANCHISED DEALERS ASSOCIATION

9th November 2017
Hall 7, NEC Birmingham

EXHIBITOR MANUAL

www.automotivemanagementlive.co.uk @AMLive2017

Dear Exhibitor

9th November 2017
NEC Birmingham

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AM + NFDA



Dear Exhibitor,

A warm welcome to Automotive Management LIVE 2017!

We hope you find this information useful in assisting you with your preparations for the exhibition.

Please be sure to read it carefully and familiarise yourself with all of its content, paying particular attention to the dates and deadlines for specific information and services.

The Exhibitor Manual provides you with all the operational details you need to be familiar with when planning your participation, including:

- **Event Timetable**
- **General Exhibitor Guidelines**
- **Operational Information**
- **Operational Order Forms**
- **Deadline Checklist**

This, plus detailed contact information for service contractors along with all the various forms necessary to order all your services. The show team is here to assist you on every matter relating to the event, so please feel free to contact us at any time.

OPERATIONS & GENERAL QUERIES	Jayne Kennedy	T +44(0)208 949 5388
SHELL SCHEME CONTRACTOR	Full Circle	T +44 (0)161 393 3949
SALES AND MARKETING	Nicola Baxter	T +44(0)1733 468289
THE NEC	NEC Exhibitor Services	T +44(0)844 338 8338

We look forward to working with you at the show and to making Automotive Management LIVE a highly successful day for you and your company.

Kind regards

Chris Lester
Event Director

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Event Timetable

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BUILD-UP	SCHEDULE	HALL OPEN HOURS
Wednesday 8th November	Construction of all space only stands Dressing of shell scheme stands*	0800 – 2200 hours 1400 – 2200 hours

* shell scheme stands will not be ready before 1400 hours, so please do not arrive before this time.

Please note: All stands must be completed and excess products and materials removed from the hall no later than 2130 hours.

SHOW OPEN	OPEN HOURS	HALL OPEN HOURS
Thursday 9th November	0900 – 1630 hours	0700 – 2300 hours

Please note: For safety reasons, breakdown cannot commence until all visitors have left the hall. For safety reasons, the power to all stands will be switched off 30 minutes after the show has closed.

BREAKDOWN	SCHEDULE	HALL OPEN HOURS
Thursday 9th November	Removal of all exhibits from 1630 hours Nothing to be removed before this time	0700 – 2300 hours

Please note: Removal of furniture and dismantling of shell scheme will begin at 1630 hours on Thursday evening.

All shell scheme stands must be clear of exhibitor's belongings as soon as possible in order for dismantling of stands to commence promptly.

Please note: Graphics are considered belongings and should also be removed.

PLEASE NOTE: Exhibits and stand equipment cannot be stored on site after midnight on 9th November.

Operational Forms

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NEC Birmingham

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RETURN BY	DOCUMENT	FORM/LINK	CHECK
13/10/17	Health & Safety declaration (<i>all exhibitors</i>)	Form 1	
13/10/17	Risk Assessment & Method Statement (<i>all space only exhibitors</i>)	Form 2	
13/10/17	Contractor Information (<i>all space only exhibitors</i>)	Form 3	
9/10/17	Shell Scheme extras (stand-fitting) (<i>all shell exhibitors</i>)	Form 4	
9/10/17	Shell Scheme nameboard (<i>all shell exhibitors</i>)	Form 5	
9/10/17	Shell Scheme electrical / power requirement (<i>all shell exhibitors</i>)	Form 6	
9/10/17	Space Only electrical / power requirements	Form 7	
9/10/17	Floor covering space only stands (<i>optional</i>)	Form 8	
ASAP	Furniture package (<i>optional</i>)	Form 9	
20/10/17	Plants / Floral	www.classicplants.co.uk	
6/10/17	Labour Services	eventorders@thenec.co.uk	
6/10/17	Piped Services	eventorders@thenec.co.uk	
6/10/17	Telecoms / Technology Services	eventorders@thenec.co.uk	
6/10/17	Security Services	eventorders@thenec.co.uk	
6/10/17	Cleaning Services	eventorders@thenec.co.uk	
20/10/17	AV equipment	shop.aztecuk.com/fml	

A-Z Contractor Details

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NEC Birmingham

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SERVICE	COMPANY	ADDRESS	CONTACT DETAILS
Audio Visual	Aztec Event Services	Unit 1-2, Falcon Business Centre, Windle Way 14, Mitcham, Surrey CR4 4FG	Tel: +44 (0) 207 803 4000 Email: sales@aztecuk.com Web: http://shop.aztecuk.com/show-selector/november/automl.html
Carpet	Full Circle	Bedlam House, Unit 43, Duncan Street, Salford, Manchester M5 3SQ	Tel: +44 (0) 161 393 3949 Email: exhibit@fullcircleevenstltd.co.uk
Catering	Amadeus NEC	The NEC, Birmingham, B40 1NT	Mary Tatlow. Tel: +44 (0) 121 767 2652 Email: mary.tatlow@thenec.co.uk
Cleaning	NEC cleaning	The NEC, Birmingham, B40 1NT	Tel: 0844 338 8338 Email: eventorders@thenec.co.uk www.thenec.co.uk/exhibitors/order-services
Floral	Classic Plants	The Small Holding, Burton Green, Kenilworth, Warwickshire CV8 1PA	Tel: +44 (0) 800 644 4360 Email: sales@classicplants.co.uk
Furniture	Concept Furniture	Unit 131, Hartlebury Trading Estate, Hartlebury, Kidderminster DY10 4JB	Tel: +44 (0) 1299 254 097 Email: lyndsey@conceptfurniture.co.uk Web: www.conceptfurniture.co.uk
Graphics & Banners	Full Circle	Bedlam House, Unit 43, Duncan Street, Salford, Manchester M5 3SQ	Tel: +44 (0) 161 393 3949 Email: exhibit@fullcircleevenstltd.co.uk
Hotel Accommodation	Trinity Conferences		Tel: +44 (0) 1780 484052 Email: bookings@trinityconferences.co.uk
Sales Lead Tracking Device hire	Circdata Ltd	Unit K, Venture House Bone Lane, Newbury Berkshire RG14 5SH	Charlotte Norris T: +44 (0)1635 869868 Email: cnorris@circdata.com
Electrics / Lighting / Power	Full Circle	Bedlam House, Unit 43, Duncan Street, Salford, Manchester M5 3SQ	Tel: +44 (0) 161 393 3949 Email: exhibit@fullcircleevenstltd.co.uk
Piped Services (compressed Air / Water /Waste)	NEC piped services	The NEC, Birmingham, B40 1NT	Tel: 0844 338 8338 Email: eventorders@thenec.co.uk
Security (static guard request)	NEC Security	The NEC, Birmingham, B40 1NT	Danny Bryant Tel: +44 (0) 121 767 2394 Email: daniel.bryant@thenec.co.uk
Shell Scheme	Full Circle	Bedlam House, Unit 43, Duncan Street, Salford, Manchester M5 3SQ	Tel: +44 (0) 161 393 3949 Email: exhibit@fullcircleevenstltd.co.uk
Telecoms / Technology	NEC Telecoms	The NEC, Birmingham, B40 1NT	Tel: 0844 338 8338 Email: eventorders@thenec.co.uk www.thenec.co.uk/exhibitors/order-services

A-Z Information and regulations for all stands

Accommodation

Trinity Conferences are the officially appointed travel and accommodation representatives for the event. For more information on where to stay and special rates, please contact them directly:-

Tel: +44 (0) 1780 484052

E-mail: bookings@trinityconferences.co.uk

www.trinityconferences.co.uk/ratecard.aspx?event=AUTOMGM17

Audio Visual equipment

Audio Visual equipment can be ordered through Aztec Event Services who are the official contractor for the event. Please contact Aztec for more information

E: sales@aztecuk.com or Tel: +44 (0) 207 803 4000. Alternatively please visit **shop.aztecuk.com** and order by 20th October.

Badges

Exhibitor Badges

Exhibitor badges are valid for the entire show period, from the first day of build-up (Wednesday 8th November) to the end of Thursday 9th November. Exhibitors need not apply for contractor passes.

To request badges for your team, please go to:

<https://bauermedia.circdata-solutions.co.uk/Exhibitors/AML17>

Please note that exhibitor badging requires a unique username. This will be emailed to you in due course. Exhibitor badges will be available for collection from the Registration Desks located at the show entrance. Late submissions and amendments can be made on-site.

For further queries or any questions, please contact Charlie Norris on **01635 869868** or E: **cnorris@circdata.com**

Contractor Passes

Wristband passes will be available on arrival at The NEC once CDM checks have been done. These badges must be worn by all people working on stands in the hall during both build-up and break-down.

Balloons

Balloons filled with helium are not permitted at Automotive Management LIVE without written permission from the Organisers. If you wish to have a balloon on your stand, please contact Jayne Kennedy **jayne.kennedy@automotivemanagementlive.co.uk** as soon as possible.

Bank facilities

ATM machines are available onsite. These are located opposite hall 8 (where there is a charge) and also along the Atrium. Alternatively there is a NatWest bank onsite open 0900 – 1630hrs Monday to Friday with a cash machine which is free to withdraw cash.

A-Z Information and regulations for all stands

Build-up and Breakdown

Full build-up and breakdown information can be found in the Exhibition Timetable.

Business Centre Facilities

The Business Centre of The NEC is located by Hall 9 and will be open during the show open hours. Services including printing, laminating, NEC mobility service and DHL Service point are located here. To contact them direct please call **0121 767 4141**.

Car Parking

Ample car parking is available at The NEC though parking is only free during build-up and breakdown. On show days, the charges are £12 per vehicle.

NEC traffic will direct you to the car park nearest to Hall 7. For reference, please see the site map of The NEC on page 25.

Carpets

Exhibitors should note that all shell scheme stands will have grey carpet. Space Only stands should note that there is no floor covering provided for your stand. The gangways and general areas in the hall will be covered with orange carpet. Feature areas will be defined by alternative coloured carpet. Space Only stands may order floorcovering from Full Circle.

Space only contractors should ensure that NEC approved tape must be used. Any damage made to the floor will be chargeable to the exhibitor concerned.

Catering

It is not possible to use your own catering at The NEC. All food and beverage requirements must be made through the venue's appointed caterers. For more details on stand catering, please contact Mary Tatlow on **E: mary.tatlow@thenec.co.uk T: +44 (0) 121 767 2652**

Children

Children under the age of 16 (including babies and toddlers) are **NOT** permitted in the hall, nor may they be left in vehicles in the surrounding areas during build-up and breakdown. We would further request that children are not brought into the Hall at any time during the show, as this is inappropriate for a business environment.

Cleaning

It is the exhibitor's sole responsibility to ensure that their stand remains clean throughout the build up and open days of the exhibition. During the build-up and dismantling exhibitors are requested to remove of all their own rubbish to bins provided in the hall.

Should you require additional stand cleaning please contact Steve Cartmell on **T: +44(0)121 767 2765**.

A full clean of the Hall floor will be made daily by the venue which includes a Hoover or mop to the floors of each stand. Stand structure and exhibits are not included in this. Please leave bagged rubbish in the gangways overnight for removal.

A-Z Information and regulations for all stands

Cloakroom

A cloakroom is located outside Hall 7 and will be open during the event at a charge of £1 per item.

Complaints

It is in the interest of exhibitors and visitors that any faults or failures in the services provided at Automotive Management LIVE should be brought to the attention of the Organisers as soon as possible. If you wish to make a complaint, please contact us in the Organisers Office.

Completion of Stands and Exhibits

Stands must be completed, including positioning of exhibits, by 2130 hours **Wednesday 8th November**.

Contractors (space only stands)

If you are employing a contractor to build your stand, it is essential that your contractor is fully aware of his or her responsibilities under all relevant Health and Safety legislation, and in particular the recent introduction of the CMD regulations by the HSE as well as the eGuide Regulations.

www.aev.org.uk/Content/eGuide

Contractor Wristband passes will be available for collection on arrival at The NEC once CDM checks have been done. These must be worn by all personnel working on stands in the hall during both build-up and break-down.

ORDER FORM 3 – DEADLINE 13/10/17

Customs

If you need any assistance relating to Customs, please contact Jayne Kennedy as early as possible.

Tel: +44 (0) 208 949 5388 Email: jayne.kennedy@automotivemanagementlive.co.uk

A-Z Information and regulations for all stands

Deliveries

Build Up

Build for Space Only stands begins at 0800 hours on **Wednesday 8th November**. Please refer to the Exhibition Timetable for full details.

All exhibitors must make their own arrangements for handling, storage and moving exhibits to and from site. If you need storage, forklift or trolley hire, please contact the organisers as soon as possible.

Tel: +44 (0) 208 949 5388 Email: jayne.kennedy@automotivemanagementlive.co.uk

Goods to the venue

Exhibitors must consign their own exhibits/goods to forwarders. The Organiser will not be responsible for any forwarding matters. **Do not consign exhibits to (the Organiser) or The NEC.**

Goods should arrive at The NEC on 8th November, **not earlier or later**. You should make sure you are at your stand when the goods arrive. The Organiser will not take responsibility for any loss of or damage to unattended goods and cannot sign for deliveries on your behalf.

All goods must be clearly marked:

Your company name and stand number

Automotive Management LIVE – Hall 7

The NEC

Birmingham

B40 1NT

Removal of exhibits and stand fittings

Breakdown of the show commences at 1630 hours on Thursday 9th November, and must be complete by 2300.

Dilapidation

Care must be taken to avoid damage to any part of the hall, the shell scheme or any hired furniture. Should you, your staff, or your contractors cause any damage or disfigurement, you will be charged for the damage. Please note that material must not be attached to the fabric of the building.

Distribution of Promotional Material

You are reminded that all business including the dispensing of literature and promotional material must only be conducted from your stand. Your staff will not be permitted to hand out leaflets etc. at the entrance to the event, the gangways or any other part of the exhibition hall.

A-Z Information and regulations for all stands

Drop Wires

Drop wires are permitted at the show where lighting trusses, hanging banners and any other elements of your stand construction warrants it. Please include your plans in your stand design drawing and contact Simon Lane at NEC Rigging to get a quote.

T: +44(0)121 767 2688 or eventorders@thenec.co.uk

Electrical Requirements

The official electrical contractor for Automotive Management LIVE is Full Circle Events and all electrics must be ordered through them using the appropriate form. We recommend that Space Only contractors contact Full Circle Events directly with any electrical requirements for the show.

E: exhibit@fullcircleeventsLtd.co.uk

T: +44(0)161 393 3949

ORDER FORM 6 (Shell Scheme) and FORM 7 (Space Only)

Emergency Evacuation Procedures

To raise an alarm by activating the fire point located nearest to you or use the emergency phone by the VE doors and call 0121 767 3333.

In the event of an emergency a tannoy with chimes will sound in the hall advising you to leave the hall through the nearest exit. You can exit using the nearest VE door or via main entrance, whichever is closest to leave the hall. Visitors and exhibitors will be guided by security personnel to the nearest point of safety. Do not put yourself in any danger.

Evacuation must be carried out as soon as possible.

Remain calm and do not panic.

In case any smoke blocks the exit, please use other available exits.

Assist the evacuation of visitors if possible or necessary.

Walk as fast as you can but please do not run.

Once outside the building, assemble at the marshalling area to await further instructions from the Centre's staff.

Fabrics

Textile fabrics used for interior display purposes on the stand must be flameproof, or already treated with an approved chemical when purchased to meet venue standards. For further information please see the Health & Safety section of the manual.

Fascia Nameboards (shell scheme stands)

All shell scheme stands will have a fascia nameboard. You should complete the Shell Scheme Nameboard Form 5 with the appropriate details in clear, legible handwriting and return it as soon as possible. Any changes made on site because of incorrect information given or change of mind may be subject to a surcharge.

ORDER FORM 5

A-Z Information and regulations for all stands

First Aid

Security personnel in the hall are first aid trained.

In the first instance please contact any Security personnel to help. In case of emergency assistance, please call **0121 767 2222** or **ext. 2222** if dialling from any internal phone.

Floral and Plants

It is possible to bring your own plants or floral displays, or for convenience you may wish to order through Classic Plants. Please remember to order by **20th October** to avoid a surcharge.

www.classicplants.co.uk

Floor Fixings

Bolting, fixing or screwing to the hall floor is not permitted without prior approval. To request this service, please contact The NEC.

www.thenec.co.uk/exhibitors/order-services

T: 0844 338 8338 E: eventorders@thenec.co.uk

Floor Loadings

The maximum loading weight in Hall 7 is 20 tonnes per square metre. Please contact Jayne Kennedy if you have any reason for concern regarding floor loading. jayne.kennedy@automotivemanagementlive.co.uk

Furniture

Please note that furniture is not included with your stand.

There are two types of furniture package available to hire, please use Order Form 9 for this and return your completed form as soon as possible to Lyndsey Hill via email: lyndsey@conceptfurniture.co.uk

Alternatively, you may wish to choose your own furniture from the varied range offered by Concept Furniture.

www.conceptfurniture.co.uk

ORDER FORM 9

Gangways

The gangways used in this venue are the minimum permissible by Health & Safety Regulations. Under no circumstances will exhibits, stand dressing, tables and chairs etc, be allowed to encroach into gangways. Please remember to keep all your exhibits inside your stand space at all times.

A-Z Information and regulations for all stands

Health & Safety

You are advised to follow the safety advice suggested by The NEC which is based on their internal guidelines.

DO'S AND DON'TS

Do:

- Make sure you and anyone manning your stand understands the fire and evacuation procedures and locations of the hall exits.
- Make sure your contractor is an approved member of a recognised trade association.
- Ensure that any contractor working for you has a suitable and sufficient health and safety policy statement and good safety practices. You can obtain the details of the regulations from the Organisers.
- Make sure that contractors are working safely – and ensure they are trained and competent.
- Work at height on ladders and scaffolding in a controlled and safe manner. Ladders are not allowed to be used while working over two meters unless a risk assessment proves it is reasonably practicable to use the ladder over two meters.
- Time constraints are no excuse for not adhering to safety standards.
- Drive with due care and attention inside and around the exhibition hall. Do ensure that operators are fully trained and properly certified on the equipment being used.
- Ensure that measures are taken to minimise the impact of your operations on the environment.
- Treat all cables as though they were live.
- Make sure an I.E.E. qualified electrician carries out all electrical work.
- Ensure that all rubbish and packing from your stand is removed from the site. It must not be stored on or behind your stand during the show.
- Make sure that hazardous waste is disposed of under relevant safety and environmental legislation. Please note that fluorescent tubes contain hazardous materials.
- Ask for permission if you need to work late and provide adequate breaks for your contractors and staff.
- Make sure that you are properly insured for the exhibition.

Don't

- Don't use flammable materials in your displays. This includes plastic flowers, polystyrene etc. Some combustible materials may be acceptable if treated with the correct fire retardant materials under the permission by The NEC
- Don't have overloaded or insecure displays. Stands and displays can be knocked by visitors and must be safe and secure.
- Don't bring children under 16 into the hall at any time. This ruling will be enforced by event security.
- Don't overload trolleys - not only does this damage your exhibits, but will make it difficult to move through crowded aisles and may cause injury to you or other people.
- For safety reasons, all gangways must be kept as clear as possible at all times. In addition, we have designated "emergency gangways" which may not be obstructed at any time.

A-Z Information and regulations for all stands

9th November 2017
NEC Birmingham

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Health & Safety (cont)

Info

Health & Safety Requirements by Automotive Management LIVE

To enhance safety standard, especially in the course of build-up and breakdown, Automotive Management LIVE has established some health & safety requirements which all contractors engaging in stand erection and dismantling must follow:

- 1) Where there is heavy machinery in the hall during build-up and breakdown, all people must wear safety reflective vest in the hall
- 2) It is not advised to simply pull down any stand in the course of move-out. It is encouraged to dismantle the stand piece by piece in a safe manner. Automotive Management LIVE has the right to stop the pull down exercise in case any danger arises.
- 3) You are not allowed to obstruct any emergency exit at the vehicle access doors. Persons may gain access to the exit door at any time. Automotive Management LIVE is not obliged to cover any damages in the case of this clause being violated.
- 4) Forklift trucks must be operated by the qualified operator
- 5) If metal scaffolding is used for work over two meters, make sure it is constructed and maintained as per the requirements stipulated under UK Legislation.

UNDERTAKING YOUR RISK ASSESSMENT

It is essential for all Space Only Exhibitor to undertake their own Risk Assessment prior to the show. This will quite often be covered by your appointed stand contractor but if not, you must submit one yourselves. This involves listing the tasks and identifying the hazards present on site - then devising ways to minimise and control those hazards. To help you, we've included a sample Risk Assessment form for your convenience.

Question: So, how do I go about undertaking a Risk Assessment?

It must be 'suitable and sufficient' – but it must also be simple to understand and implement.

Step 1: Look for the Task/Hazard: What equipment, materials and chemicals will be used? How much noise and dust will there be? What are the ground conditions? What vehicle movements and lifting operations have to be considered? Schedule a 'Late Working Rota' to avoid tiredness and mistakes. How are you disposing of waste? Any electrical installations? What hazardous exhibits do you have?

Step 2: Decide who could be harmed and how: Who will be affected by your work and most at risk? Think of your employees, contractors or exhibitors on or near your stand, through to the visitors and public themselves. Safe working depends on co-operation between all the firms on site. Take this into account and consider necessary precautions on every aspect of the work being carried out, which include training and the provision of information to all the different parties who are at risk.

Step 3: Evaluate the risks: Once you have done this adequately, you can then decide on the appropriate action. Ask yourself:

- (a) Can the hazard or risk be removed completely or done in a different way?
- (b) If the risk cannot be eliminated, can it be isolated, controlled or reduced?
- (c) Can protective measures be taken that will protect the entire workforce on site? Protective clothing should only be the last step to take, and is often not the only solution.

Step 4: Record the findings: Write down the findings of your Risk Assessment. Pass on information about significant risks to those people identified in Step 2, and record what measures you have taken to control those risks for future reference.

Step 5: Review your findings: This allows you to learn by experience and take account of any unusual conditions or changes that occurred on site. In all standbuilding cases (especially steelwork erection and lifting), the foreman and/or the Principal Contractor should draw up a specific Method Statement and go through it with your contractors in advance of the exhibition.

ORDER FORM Health & Safety Form 1 – DEADLINE ASAP (13/10/17 latest)

ORDER FORM Risk Assessment Form 2 – DEADLINE ASAP (13/10/17 latest)

A-Z Information and regulations for all stands

Height Limits for build

The building height limits for stand construction are:

- Shell scheme stands 2.5m
- Space only stands – up to 4m*

Double deck (2 storey) stands are not permitted at Automotive Management LIVE.

* Space only stands less than 20sqm and not situated on a perimeter site will only be permitted to build to a maximum height of 3m.

Insurance

Whilst the Organiser takes every precaution to protect property during the event, they will not be held responsible for any loss or damage caused directly or indirectly by the exhibitor or any contractor, sub-contractor, servant, agent or invitee of his, or the act, omission or neglect of any such person or by any exhibit or machinery etc.

All stand holders are required to have adequate public liability insurance. Please ensure you have adequate insurance to cover stand, goods and fittings exhibited at the event. (NB. Exhibitors are also responsible for all claims arising from personal injury or damage to property during the periods of build up, show open, and breakdown). Please have copies of documents available upon request.

Lead Capture pens / scanner devices

To order a data capture pen for your stand, please go to:-

<http://bauermedia.circdata-solutions.co.uk/Exhibitors/AML17>

To speak to someone regarding this service, please contact Charlotte Norris on **01635 869868** or E: **cnorris@circdata.com**

Lifting Services on Site

Please contact Jayne Kennedy if you require any lifting and/or re-loading to vehicles at site as this will need to be arranged in advance and may incur a charge.

Tel: +44 (0) 208 949 5388 Email: jayne.kennedy@automotivemanagementlive.co.uk

Lighting and Electrics

Power and lighting are provided as part of your shell scheme package. You will receive 1 x spotlight per 3sqm of space and 1 x 500w socket per stand. If you require any additional power or electrical fittings you will need to order this using the **Full Circle order form 6**.

Space only stand do not receive any electrics with the stand space and all orders need to be placed with **Full Circle using order form 7**.

If you need to speak to anyone regarding your electrics, please contact: **E: exhibit@fullcircleeventsltd.co.uk T: +44 (0) 161 393 3949**.

A-Z Information and regulations for all stands

LPG / Compressed Gases

No LPG / Compressed Gases will be allowed in the halls without the exceptional permission of the Organiser and venue. For more information, please contact Jayne Kennedy. E: jayne.kennedy@automotivemanagementlive.co.uk

Lost Property

Any items found in the exhibition hall, or surrounding should be brought directly to the Organisers Office in Hall 7.

Maintenance & Repair

Any maintenance needed to be carried out on stands must only be done outside of show hours. It will not be possible to do this whilst the show is open, nor can deliveries be made during show hours.

Music Licence

Exhibitors wishing to play music on their stands need to obtain a PPL and PRS licence. There are two links here with more information

www.ppluk.com/I-Play-Music/Businesses/Why-do-I-need-a-licence/#doineedallicence

This has a section with a link to applying for a licence under the 'Getting a PPL music licence'

This is the main section **www.ppluk.com/I-Play-Music/Businesses/**

Noise

Any stand playing music or video footage on their stand must keep the sound down to a level that is not intrusive to other exhibitors. Please remember to obtain a licence to play music. If, in the opinion of the Organisers, the sound level on a stand is too high and the exhibitor does not conform to verbal requests to reduce the sound level, the Organisers reserve the right to cut power to the stand.

Organiser Office

The Organisers Office is located inside Hall 7 and will be manned daily from **0800-1800 – 8th and 9th November.**

PA (Tannoy) system

The PA system (hall sound system) is for official and emergency use only. It is not available to exhibitors for any purpose during the show.

Painting and Plastics

All exhibitors must adhere to the venue rules concerning the use of paints and plastics. If you require further information on either, please contact jayne.kennedy@automotivemanagementlive.co.uk

A-Z Information and regulations for all stands

Piped Services

Should you require compressed air, or water and waste services on your stand, you must order this through The NEC.

www.thenec.co.uk/exhibitors/order-services

T: 0844 338 8338 (international +44 121 767 2357) E: eventorders@thenec.co.uk

Porter Service

For exhibitors short of time or manpower, it is possible to hire assistance through the NEC services. This popular service is charged at £67.11 per 4 hours. For more details or to book, please contact

www.thenec.co.uk/exhibitors/order-services

T: 0844 338 8338 (international +44 121 767 2357) E: eventorders@thenec.co.uk

If you just need a quick hand on arrival, we have a porter to help exhibitors on a first come, first served basis.

Rigging

Rigging is permitted as part of stand design and for promotional material. Rigging points must be ordered through The NEC. Please include your plans in your stand design drawing and contact Simon Lane at NEC Rigging to get a quote.

T: +44(0)121 767 2688 or E: eventorders@thenec.co.uk

Risk Assessment

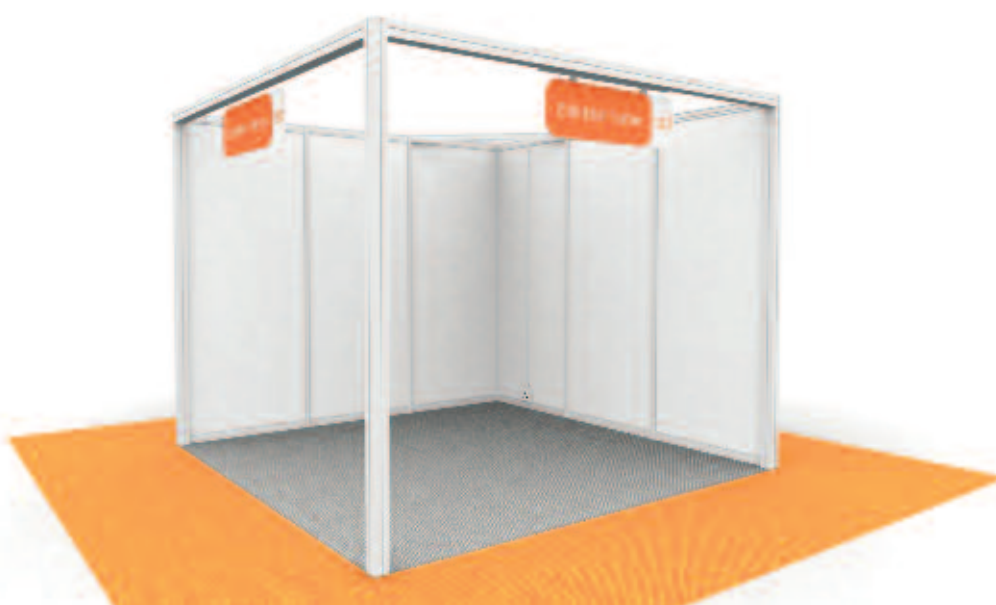
All Space Only stands must provide the Organiser with a Risk Assessment for their stand following submission of stand plans. See **Form 2** for more information. Items of 'special risk' (eg gases, heat, certain demos, water features etc) may require a special risk form to be completed. If you think this may apply to you, please contact Jayne Kennedy to discuss.

A-Z Information and regulations for all stands

Shell Scheme stands

The Shell Scheme (stands ready for occupation) contractor for the event is Full Circle Events.

All shell scheme stands are constructed out of a white modular system.



Your shell scheme includes:

- White walls
- Grid ceiling
- 1 spotlight per 3sqm of contracted stand space (attached to the front fascia by name board)
- Orange fascia with Company Name in white lettering
- Grey carpet to floor
- 1 x 500w socket

Should you wish to order optional extras for your stand, please complete and return the Shell Scheme Extras Form 4 by the due date.

*Please note if you wish to have the fascia removed from your stand, you will be restricted to a maximum build height of 3m within the stand space.

ORDER FORM 4

A-Z Information and regulations for all stands

Signage (graphics and banners)

Good graphics on your stand will get you and your products noticed. To discuss your requirements and get a quote, please contact Full Circle Events who can produce these for you.

Tel: +44 (0) 0161 393 3949 Email: exhibit@fullcircleeventsltd.co.uk

Individual Panel
Graphics



Full Wall Graphics



A-Z Information and regulations for all stands

Space Only Stands

The term Space Only means that an exhibitor has booked only the bare floor space and is therefore responsible for arranging all physical requirements of their own stand, such as design, construction and provision of the floor surface, stand number etc. Space Only exhibitors may appoint a stand contractor of their own choice to build their stand.

- Space only stands must submit a design in plan and elevation in PDF format to the organiser by **13th October 2017**. Please email the plan to jayne.kennedy@automotivemanagementlive.co.uk. Please note stands are NOT approved until you receive written confirmation.
- Your design will be checked and we will inform you of any irregularities or problems with the design. This check is provided as a service to exhibitors to help prevent rule breaking and potentially costly problems on-site.
- The design of the stand must be such that it can be erected and dismantled within the time available. Exhibitors will be charged for the extra cost of keeping the lights and security on if they need to work outside the hall open times stated in the Exhibition Timetable.
- All work must be carried out in conformity with the Rules and Regulations of the Local Authority and The NEC.
- It is the responsibility of the exhibitor or their stand contractor to examine the allotted site, to include such things as where access for water & waste is, which way the stand will face etc. This is in order to avoid costly adjustments to stand structures from wrong measurements for which the Organisers cannot accept responsibility. Please e-mail Jayne Kennedy if you require a technical plan of your stand showing service points. jayne.kennedy@automotivemanagementlive.co.uk (this will be sent via email only)
- The Organisers may at the expense of the exhibitor, remove or alter anything forming part of any stand, if in their opinion it is desirable to do so in the interest of the exhibition.
- The building height limit for space only stand construction is 4m*
Space Only Stands of less than 20sqm and not positioned on a perimeter site will only be allowed to build to 3m maximum wall height.
- Double storey stands are not permitted at Automotive Management LIVE.
- The banner hanging height for all exhibitor banners from floor to underside will be 6m.
- Unless your stand is an island site (no adjoining stand), Space Only exhibitors must construct a wall of at least 2.5m and are responsible for cladding and decorating both sides of their stand wall above a height of 2.5m. Exhibitors on Space Only stands must NOT use the back of other stand walls without the consent of the exhibitor concerned. However, the joint construction of a dividing wall is both acceptable and encouraged by the Organisers. Please contact the Organisers if you wish to get in touch with your neighbouring stand.
- The Organisers will not approve designs incorporating long runs of solid walling over the full stand length. Only 50% of the stand edge can be enclosed with walling. These rules have been designed in the best interest of all exhibitors and must be adhered to in all stand designs in order for approval to be made.
- Stands with a platform should incorporate an appropriate ramp for wheelchair access.

The inclusion of enclosed areas within the stand design such as an office or storage area is acceptable provided that they meet the walling regulation and the need for clear and easy access and escape from the stand is maintained. The total travel distance to an aisle or open area must be no more than 10m.

- Space only exhibitors will NOT be provided with name boards. However you must ensure that your stand number is prominently displayed on your stand.
- Stands built above 2.5m high and up to 4m must dress down the rear of any walls in a neutral colour and a good finish. No branding is permitted on this area.

A-Z Information and regulations for all stands

Stand Dressing

Artificial plants and flowers are often combustible and can give off poisonous fumes; they must not be used as stand dressing. Silk type flowers are acceptable, providing they have been fireproofed to the correct standard and are marked as such. Cellulose paints are flammable and should not be used in stand dressing.

Security

Whilst every reasonable precaution is taken during the show to ensure the premises are adequately patrolled, the Organisers expressly disclaim responsibility for any loss or damage to property of any exhibitor from any cause. It is essential that you report any loss sustained from your stand to the Security or Organiser's Office immediately.

To help ensure good security at the show, please follow these points:

- Delegate one member of your personnel responsible for your company's safety and security at the exhibition.
- NEVER leave cash, handbags, mobile phones, valuables etc., in unlocked drawers, cupboards or on exhibits on your stand.
- Do not leave wallets in unattended clothing.
- Check all lockable desks and cupboards before leaving your stand.
- Please note that build-up and breakdown days are particularly high-risk periods. You are recommended to work in pairs wherever possible so that the stand is manned at all times.
- Make sure you arrive prior to the official opening time and do not leave your stand at night before the hall is clear of visitors.
- Should you have small valuables, which you wish to leave on your stand, you are advised to provide yourself with lockable steel cabinets or other safe storage areas.

If you require additional security cover, please organise this through NEC.

Contact: Daniel Bryant **Tel: +44 (0)121 767 2394** **E: daniel.bryant@thenec.co.uk**

Storage

You will need to make your own arrangements for the removal and storage of boxes, packaging etc, prior to the opening of the event. If you foresee any problem with this, please contact Jayne Kennedy.

Tel: +44 (0)208 949 5388 **Email: jayne.kennedy@automotivemanagementlive.co.uk**

Telecommunications

Telecoms and Technology services can be provided to stands. If you would like to use this service please contact The NEC to discuss your requirements.

www.thenec.co.uk/exhibitors/order-services

T: 0844 338 8338 (international +44 121 767 2357) **E: eventorders@thenec.co.uk**

A-Z Information and regulations for all stands

Temporary Staff

Should you need to book temporary or promotional staff for your stand, we are pleased to recommend DLP Models Ltd.

T: +44 (0) 1952 550003 **E:** dilowe@dlpmodels.com **W:** www.dlpmodels.com

Terms and Conditions

This Exhibitor Manual forms part of the Terms & Conditions that you agreed to on signing your contract.

Walling (Space Only Stands)

The Organisers will not approve designs incorporating long runs of solid walling over the full stand length. Only 50% of the stand edge can be enclosed with walling. Space Only Stands less than 20sqm will not be allowed to build higher than 3m. These rules have been designed in the best interest of all exhibitors and must be adhered to in all stand designs in order for approval to be made.

WiFi connectivity

There is free WiFi provided at the NEC and is called **_NEC FREE WIFI**. Follow these three steps to connect your tablet, smartphone or other WiFi enabled device:

1. Ensure that Wi-Fi is enabled on your device
2. View the available wireless networks and select '_NEC Free Wifi' then click connect
3. Open your internet browser and follow the onscreen instructions to connect

The NEC strongly suggest that exhibitors order a fixed broadband line for doing business in the halls as it will be much more reliable.

Please refer to the information on the next 2 pages for more details.

Working Demonstrations

Working exhibits and demonstrations of working equipment must conform to local Health and Safety regulations. Please contact the Organisers for further information.

Choosing what's right for you, from our range of IT and internet connectivity services & solutions

At the NEC, we fully understand how increasingly important connectivity is to our Exhibitors and Organisers, and their visitors. To help everyone enjoy a great NEC experience we have put together a helpful range of services and solutions to suit your varying needs, and to make connectivity easy and convenient for you.

Planning is the key to success.

It's essential to get your connectivity organised well ahead of your event, so you're sure you are getting the service you want and need. It also ensures that any potential questions, issues or problems can be answered in advance – leaving you free to focus on business at your event, rather than worrying about IT.

Please don't leave it to the last minute - this guide will help you consider your options and make an informed decision about which service to choose. Once you have made your choice, or if you would like some further advice or assistance, you can book your connection or talk to our specialist team by contacting Sales and Customer Support.

Sales and Customer Support

Phone: 0844 3388338
E-mail: eventorders@thenec.co.uk
Web: thenec.co.uk/exhibitors

Your connectivity options

- **Hard Wire**
Guaranteed connection, the option the NEC strongly advise for Exhibitors.
- **WiFi**
Suitable for simple web browsing but with no guaranteed connection.
More suited to Visitors.
- **Cellular Mobile network**
Reliant on the mobile network operator, not ideal for a busy show environment where the network can often become saturated.

Your connectivity options

1. Hard Wire

A hard wired connection, installed by the NEC and delivered to your stand on a dedicated cable, **is the only way to guarantee fast, reliable connectivity**. The volume of traffic or users on this service has no impact on your dedicated connection – making it the most advisable choice for Exhibitors who wish to connect to their office systems, use web-based displays or make transactions on their stand.

- Delivered to your stand on a dedicated CAT5 cable with RJ45 connection by 2pm on the last build day.
- Varying speeds available.
- Device will connect via DHCP once connected.
- Additional devices can be connected to this service.
- Speak to our Sales and Customer Support team to book Hard Wire connectivity and to discuss any extra services you may be looking for.

2. WiFi

The NEC now provides a free basic WiFi service across the venue, accessible using any compatible device, such as smart phone, laptop or tablet. It's ideal for Visitors who want to browse the web, check their emails or use social networks. Performance can vary depending on demand and usage, though, so it is not advisable for Exhibitors – this free service should not be used where the connection is integral to the operation of your exhibition stand.

If the types of devices you are using on your stand mean that WiFi is your only connectivity option – for instance, iPads – please contact our Sales and Customer Support team, using the phone or email details below. Please also read the separate section on the problems caused by unauthorised wireless routers.

Unauthorised 'non NEC' wireless routers: why and how they cause problems

Exhibitors are asked, wherever possible, to not bring in their own wireless routers. There are very good reasons for this.

- Unauthorised routers compete with the NEC's own wireless system, and with other unauthorised routers.
- This can cause the whole system to become saturated, so all the wireless networks are unable to work efficiently and ultimately affect the venues free WiFi service for your visitors.

Before considering bringing in your own wireless router, please speak to the Sales and Customer Support team first.

If you have no other choice than to bring one in, please follow these guidelines carefully – to protect not just yourself, but also all other wireless users including other exhibitors and your visitors and customers.

- Don't offer open WiFi access, as your bandwidth will be used up by other devices, leading to slow internet speed.
- Adjust the router to the lowest power setting, if possible, so it does not interfere with the rest of the show.
- If your router has multiple broadcast options and only one is needed, please disable the others.
- Ensure you hide your SSID (Service Set Identifier) meaning only the devices you specify can connect to the SSID.

3. Cellular Mobile Network (including 3G/4G data connectivity)

The NEC has **coverage across all the mobile networks, but has no control over their performance or capacity**, which is reliant on the network operator (EE, Vodafone, O2, Three etc) themselves.

In a busy exhibition environment, the network infrastructure can become saturated by the sheer volume of users and usage. When that happens, mobile devices may be unable to take payments (on GPRS Devices) make and receive calls, texts or data. As you've probably experienced, this is a common problem across all venues where large crowds gather, from shows to sporting arenas.

All in all, the NEC are unable to absolutely guarantee connectivity through either WiFi or the Cellular Mobile Network, as is the case with any large venue. That's why we recommend that a hard wired, cabled connection is used wherever possible. Book yours well in advance – to ensure that we can provide one – and you'll have complete peace of mind about remaining connected throughout your show.

When you're ready to order your connection, or if there's anything you'd like to discuss, simply give Sales and Customer Support a call.

We look forward to hearing from you.

Sales and Customer Support

Phone: 0844 3388338

E-mail: eventorders@thenec.co.uk

Web: thenec.co.uk/exhibitors

Site Map



- Outlet Shopping
- Genting Hotel & Spa
- Bars and Restaurants
- Cinema
- Genting International Casino
- The Vox Conference Centre

- Key**
- P1/P2** Piazza entrances
A1/A2/A3 Atrium entrances
- i** Visitor & Business Centre -
T: +44 (0)121 780 4141
- W** Welcome desk
- NEC woodland**

- Car parks**
- South: S1-S7
East: E1-E5
North: N1-N12
West: West car park

- A** VIP parking
B Disabled parking
C NEC visitor parking/
outdoor exhibition area
D West Midlands bus stop
E NEC Express 1
F NEC Express 3
G1 G2 G3 G4 G5 Gates

- T** Taxi rank **PH** Private hire taxi pick up / drop off
- W** Car park toilets
(Including accessible toilet)
- A** Airport
- T** Train
- B** Box office & Arena entrance
- S** Shuttle bus to halls
- A** Arena bus stop
(to East Car Parks)
- Pedestrian footpaths
--- Pedestrian footpaths subway



APPENDICES

COMPULSORY FORM



HEALTH & SAFETY DECLARATION Form 1

for all exhibitors

RETURN DATE: 13 October 2017

Return to: Jayne Kennedy

Email :

jayne.kennedy@automotivemanagementlive.co.uk



*Please fill in form, ticking **ONLY** the boxes that apply, providing supporting information where necessary.
If you have any queries, please contact us.*

Exhibiting Company:		Stand No :	
Telephone No:		Email:	
Declaration Authorised By (print & sign):		Position:	

For Exhibitors:

☐

We have a Table Top (Pop-Up) Stand. We have trained and made our stand staff aware of the hazards to be expected on site. We have read and are committed to following the 'Health & Safety Rules' in the Exhibitor's Manual. We have completed an internal risk assessment and conclude that our exhibits, demonstrations and work practices will cause no significant risk to either others or ourselves on site. The risk assessment is available on request.

☐

We have a SHELL SCHEME stand. We have trained and made our stand staff aware of the hazards to be expected on site. We have read and are committed to following the 'Health and Safety Rules' in the Exhibitor's Manual. We have completed an internal risk assessment and conclude that our exhibits, demonstrations and work practices will cause no significant risk to either others or ourselves on site. The risk assessment is available on request.

☐

We have a SHELL SCHEME stand and have appointed contractors to design, build and/or dismantle our stands. We have read and passed them the 'Health and Safety Rules' in the Exhibitor's Manual and are satisfied they are competent to undertake their tasks safely. We have checked that our contractors have prepared a specific risk assessment and method statement for the event. We have trained and made our stand staff aware of the hazards to be expected on site and in turn we have completed our own risk assessment and conclude that our exhibits, demonstrations and work practices will cause no significant risk to either others or ourselves on site. The risk assessments, method statement and stand plans are available on request.

☐

We have a SPACE ONLY (Free Build) stand and have not appointed contractors. We have a risk assessment and method statement prepared for our exhibits, demonstrations and work

Please remember to take a copy for your files

practices and have brought the findings to the attention of our stand staff together with the 'Health and Safety Rules' in the Exhibitor's Manual, which we have read. Our risk assessment, method statement and stand plans have been forwarded to the Event Organiser.

- ☐ **We have a SPACE ONLY (Free Build) stand and have** appointed contractors to design, build and/or dismantle our stands. We have read and passed on the 'Health and Safety Rules' contained within the Exhibitor's Manual to our contractors and staff and are satisfied that they are competent to undertake their tasks safely. We have checked that our contractors have prepared a specific risk assessment, method statement and stand plans for the event and passed the relevant safety information on to their staff and sub-contractors. In turn we / they have completed a risk assessment for our exhibits and demonstrations. All risk assessments, method statement and stand plans for our event have been forwarded to the Event Organiser.
- ☐ Our contractors will be using access tower scaffolds and I understand these will be subject to inspection by the Organiser.
- ☐ **We are a Co-exhibitor** and are not involved with the construction or set-up of the stand. We have completed a risk assessment and conclude that our exhibits and demonstrations will cause no significant risk to either others or ourselves on site. The risk assessment is available on request.

1. Exhibitor – Individual with Overall Responsibility for Health & Safety on Site			
Name:		Position:	
Mobile No:		Out of Hours Emergency Contact:	Name: Position: Mobile:

2. Main Contractor - Individual with Overall Responsibility for Health & Safety on Site			
Company:			
Contact Name:		Position:	
Mobile No:		Email:	
Out of Hours Emergency Contact	Name: Position: Mobile:		

Please remember to take a copy for your files

Exhibitor and Contractor Risk Assessment & Method Statement (RAMS) FORM 2 Guidance & Completion of the Form

1. Introduction

Bauer Media requires exhibitors and contractors to conduct a risk assessment of their activities in order to ensure that health and safety issues are identified and addressed prior to the event. Many employers have their own system for completing risk assessments but, if you do not already have a system, you may wish to use the attached form as a guide.

Contractors are also required to complete a method statement for the build and dismantling stages of the exhibition. An example of a method statement format is also attached for your use if this will assist with the completion of this document.

The Event Organiser will require copies of risk assessment and method statement **from all SPACE ONLY (Free Build) exhibitors to be sent to them. SHELL SCHEME exhibitors may be required to show a copy of their risk assessment upon request and in the situation where they provide exhibits involving the public that potentially involve significant risk.**

2. Scope Of The Risk Assessment

The risk assessment should cover the activities surrounding the build stage of the stand together with the activities undertaken at the stand during the exhibition and during the dismantling stage.

Construction and dismantling of SPACE ONLY (Free Build) stands will present a potentially higher risk than SHELL SCHEME stands. This is due to the usually larger scale of the build operation and the potential for accidents arising from the equipment used and the work methods adopted (eg working at a height) and potential crossover with other exhibition and venue activities. The size, height and weight of the structure often associated with SPACE ONLY stands will also present a greater potential for collapse and injury unless properly designed, planned and subsequently built. Furthermore, the use of inappropriate materials that do not meet the applicable international standards for fire resistance present a significant fire risk. In these situations, action will be taken by the venue to remove electrical power to the offending stand.

3. Using The Risk Assessment And Method Statement Forms

The form is designed to enable you to complete a basic risk assessment. It should be completed in conjunction with your contractors erecting and dismantling the stand. It includes the key risk control measures, which, if adopted, will assist you in complying with the requirements of the venue and organisers. You can demonstrate that you are committed to implementing the control measures by marking against each one. Where you have additional hazards and are implementing further controls these can be entered in the table together with any further comments. You should aim to reduce all risks to a low level. However, if you are unable to do this, it is important that you discuss these risks with the Informa Event Organiser before the event.

The controls identified in the risk assessment will make up an important part of the Method Statement. The Method Statement should detail the steps taken to build and dismantle the exhibit identifying the critical controls in the procedure to avoid accidents.

4. What To Do Once The Risk Assessment and Method Statement is Completed

When the Risk Assessment and Method Statement are completed, please ensure that the steps identified to build, run and dismantle the stand safely and efficiently are implemented in practice. This information should be drawn to the attention of all the people who will be working on your behalf at the exhibition. **Exhibitors will need to make this information available to third parties and SPACE ONLY (Free Build) exhibitors and their appointed contractors must send a copy to Jayne Kennedy for checking.**

SPACE ONLY (FREE BUILD) EXHIBITORS ARE REQUIRED TO PROVIDE A COPY OF THE RISK ASSESSMENT, METHOD STATEMENT AND TECHNICAL STAND PLANS (WHERE RELEVANT) TO THE ORGANISER VIA JAYNE KENNEDY. IF YOU THINK HAVE ANY ITEMS OF 'SPECIAL RISK' ON YOUR STAND PLEASE CONTACT US ASAP.

Automotive Management Live – Exhibitor’s and Contractor’s Risk Assessment (template)

Company Name _____ Stand Number _____

Hazard / Issue	Persons Affected	Existing Risk Controls	Further Actions/ Comments
<ul style="list-style-type: none">FireSecurityFalls of objects and persons from heightSlips, trips, fallsMachinery, equipment, plant, power toolsElectrical safetyManual HandlingHazardous substancesVehicle movementsOther	Our staff, other contractors, the public	<p>We plan our works for build and break-down phases and adhere to the safety rules laid down in the information provided by the Organiser and the Venue</p> <p>Stand and exhibit materials we install meet fire resistant standards with samples sent to Organiser</p> <p>We keep emergency escape routes clear</p> <p>We ensure that all persons will be able to leave our stand safely and can see where the exits are.</p> <p>We observe the no smoking rules</p> <p>We don't carry out hot-work unless we have written permission from the Organiser, subject to permit</p> <p>We maintain good housekeeping and clear away rubbish regularly</p> <p>We are vigilant and report any security concerns</p> <p>When we have to work at height we use a stable working platform with proper edge protection or steps where the work is of short duration</p> <p>We are careful to avoid items falling onto persons below</p> <p>We take care to minimise trailing leads, covering or taping these down where feasible</p> <p>Our staff wear safety footwear when build or dismantling stands</p> <p>We have our own rules to ensure our staff use equipment safely</p> <p>Our power tools are battery powered or run on 110V extra low voltage supplies</p> <p>All our power tools are properly guarded and we continue to check this is the case</p> <p>We supply pre-prepared and pre-cut materials for our stand before we come to site, whenever we can</p> <p>When we do have to cut wood materials we use extraction ventilation equipment to avoid dust</p> <p>Our electrical equipment is inspected and tested to ensure it is safe from causing an electric shock or overheating</p>	<div><input type="checkbox"/></div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div>

Automotive Management Live – Exhibitor’s and Contractor’s Risk Assessment (template)

Company Name _____ Stand Number _____

Hazard / Issue	Persons Affected	Existing Risk Controls	Further Actions/ Comments
<ul style="list-style-type: none">▪ Fire▪ Security▪ Falls of objects and persons from height▪ Slips, trips, falls▪ Machinery, equipment, plant, power tools▪ Electrical safety▪ Manual Handling▪ Hazardous substances▪ Vehicle movements▪ Other	Our staff, other contractors, the public	<p>We make sure our stand is electrically checked and certificated by the appointed electrical contractor before it is energised.</p> <p>We properly support and fix all our structures so they do not present a risk of falling</p> <p>We do not build stand structures greater than 4 metres high unless we have had written permission from the Organiser</p> <p>We understand that stand structures over 4m high, raised platforms, suspended heavy items, sound or lighting towers are complex structures, have to be specifically permitted by the Organiser and require a formal design check and final inspection by a structural engineer</p> <p>We do not spray paint any chemicals onto our stand within the venue unless permission has been given by the Organiser</p> <p>We do not use flammable materials on our stand</p> <p>We use the appointed logistics contractor to transport our stand materials onto and around the site</p> <p>We report all incidents to the Organiser</p>	<div><input type="checkbox"/></div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div>

Signed by Exhibitor (where relevant): _____ Date: _____

IMPORTANT –please complete below

Signed by Contractor: _____ Date: _____

Contractor
Print Name: _____ Mobile contact on site _____

Exhibitor and Contractor Method Statement

(Guidelines for Completion of form)

METHOD STATEMENT FOR FOLLOWING ACTIVITIES _____	
Contractors Name:	Stand No (where applicable):
Completed By & Date:	
Responsible Person:	e.g. the employee who will be responsible for the construction and breakdown of your stand or carrying out the specified activities with contact details.
Stand or Activity Details & Location:	e.g. the logistics, vehicle movements, loadings, dimensions, location, or unusual stand features (as relevant).
Access:	Details of the entry point into the halls and the route to the final position.
Erection & Timetable:	The sequence and schedule in which all works will be undertaken or stand elements will be built, including alignment, electrical connections and so forth.
Stability:	Methods of ensuring adequate structural support of any stand element or structure that requires cross bracing, with calculations and inspection certificate from an independent structural engineer – include steps of erection.
Lifting:	Outline the equipment that will be used, their capacities, weight, locations and floor loadings. Check training qualifications and machinery inspection certificates.
Scaffolding:	Include details of temporary and mobile scaffolds, access towers and other work at height, which you intend to carry out. Confirm competency of staff involved.
Hazardous Substances:	What substances will be used? Any proposed use of hazardous substances other than small quantities used for the stand build and cleaning must be advised to the organisers and venue.
Environment:	Consider any abnormal noise that will be present or work which may create dust or fumes. What ventilation and other control measures will be provided.
Services:	Note where electrical work will be carried out or other services such as compressed air will be brought onto site. Be aware of any restrictions laid down in the safety rules.
Safety Features:	Identify the safety equipment and precautions that you will be providing on site, including protective measures that you will be implementing for all of the above, and areas of risk as highlighted by your risk assessment.
Exhibits (where applicable):	Provide the organisers with any/all details on exhibits, which may present a risk to the public and/or the operator and the controls that will be put in place.
Breakdown Phase	Describe methods involved during event breakdown to plan the breakdown phase to avoid hazards arising from falling materials, moving vehicles, poor housekeeping etc.

Exhibitor's and Contractor's Method Statement (FORM template if not using own)

METHOD STATEMENT FOR name_____ at _____event	
Contractors Name:	
Stand No	
Completed By & Date:	
Responsible Person:	
Stand Details & Location:	
Access:	
Erection & Timetable:	
Stability:	
Lifting:	
Scaffolding:	
Hazardous Substances:	
Environment:	
Services:	
Safety Features:	
Exhibits:	
Breakdown Phase:	

Please return all documentation by **13 October 2017** to:-

E: jayne.kennedy@automotivemanagementlive.co.uk



CONTRACTOR INFORMATION FORM 3

This form must be completed by ALL companies employing a contractor to build or internally construct their stand

RETURN DATE: 13 October 2017

Return to: Jayne Kennedy

Email :

jayne.kennedy@automotivemanagementlive.co.uk

If you intend to appoint your own contractor at Automotive Management Live, you must complete the details below. You must also ensure that your contractor has access to the manual with as necessary for information and ordering services.

All contractors are expected to ensure that they provide a safe place and system of work. Successful safety management requires the commitment, involvement and co-operation of all those on-site at an event. Contractors have a legal duty under Health & Safety Regulations with which they must comply by law.

Please complete the section below in CLEAR, BOLD, LEGIBLE handwriting, using UPPERCASE (CAPITAL LETTERS) text.

Exhibitor Details

Exhibiting Company Name: Stand No.....

Contact Name: Tel:

Your Contractor Details (essential information)

Company Name.....

Contact Name:

Contact telephone number outside office hours.....

E-mail address

Office Address:

Postcode office Tel:

Contractor wrist bands **will be issued on site at The NEC** upon confirmation that all personnel entering the venue have read and fully understood the CDM rules and regulations. All persons working in the hall during build-up and breakdown will be required to wear hi-vis without exception.

Please remember to take a copy for your files

4 Shell Scheme ACCESSORIES



Show:	Automotive Management Live 2017
Venue:	NEC - Hall 7
Dates:	9th November 2017
Company:	
Stand No.	

Return By:	9th October 2017
Our Ref:	1437

ITEM/DESCRIPTION	UNIT	COST	QTY	Total
Shelf (sloping) 300mm deep Loading of shelves (per 1m panel): 1 shelf – max 25kg, 2 shelves – max 40kg, 3 shelves – max 60kg, 4 shelves – max 80 kg	per metre	£33.50		
Shelf (flat) 300mm deep Loading of shelves (per 1m panel): 1 shelf – max 25kg, 2 shelves – max 40kg, 3 shelves – max 60kg, 4 shelves – max 80 kg	per metre	£33.50		
Hanging Rail	per metre	£38.40		
Lockable Door	each	£98.00		
Hanging Mirror	each	£39.50		
White Muslin Ceiling	per sqm	£11.20		
1m(w) x 2.5m(h) Extra Panel/Wall - white foamex	per metre	£56.25		
Curtain 1m wide - White	each	£63.40		
1m(w) x 2.5m(h) foamex graphic panel (artwork by Exhibitor)	each	£175.00		
Full cladged graphics to stand walls (artwork by Exhibitor)	per linear m	£195.00		

<input type="checkbox"/> Please charge my credit card (see details below)	Subtotal
Type of card (please indicate) DEBIT / CREDIT / MAESTRO	2.5% CC Fee (if Applicable)
If there is no indication of type of card a 2.5% Surcharge will be Automatically Applied	VAT @ 20%
2.5% surcharge applies to credit card payments only, Visa Debit and maestro cards will not be surcharged	Total Cost
We do not accept American Express	

Name of Card Holder:	
Card Number:	
Expiry Date:	Security Code (last 3 digits on the back of card)
For Maestro Card please include:	Issue Number:
Valid From Date:	

FOR OFFICIAL USE ONLY:

PAYMENT RECEIVED	<input type="checkbox"/>
ADDED TO SCHEDULE	<input type="checkbox"/>
DRAWING RECEIVED	<input type="checkbox"/>
INITIALS	WI ISSUED <input type="checkbox"/>
DATE PROCESSED	

Address to which this card is registered:

Invoice Company Name and Address (including Postcode):

Tel:		Fax:	
Contact Name:		Date:	

Email Address:	
Important Notice: Any order will not be processed without Full Payment	<p>Cheques should be made payable to Full Circle Events & Exhibitions Ltd.</p> <p>We do not accept cheques 5 Days prior 1st day of build up or for any on site orders</p> <p>Bank Details - Account Number: 64348865 Sort Code: 01-10-01</p> <p>Swift/BIC: NWBKGB2L IBAN: GB59NWBK01100164348865</p> <p>Full Circle Events & Exhibitions VAT Number is GB 167 9174 66</p>

Information Re.Non-UK Companies. Please forward your current VAT number _____ If we do not receive your VAT number we will have to charge VAT at the rate of 20%.

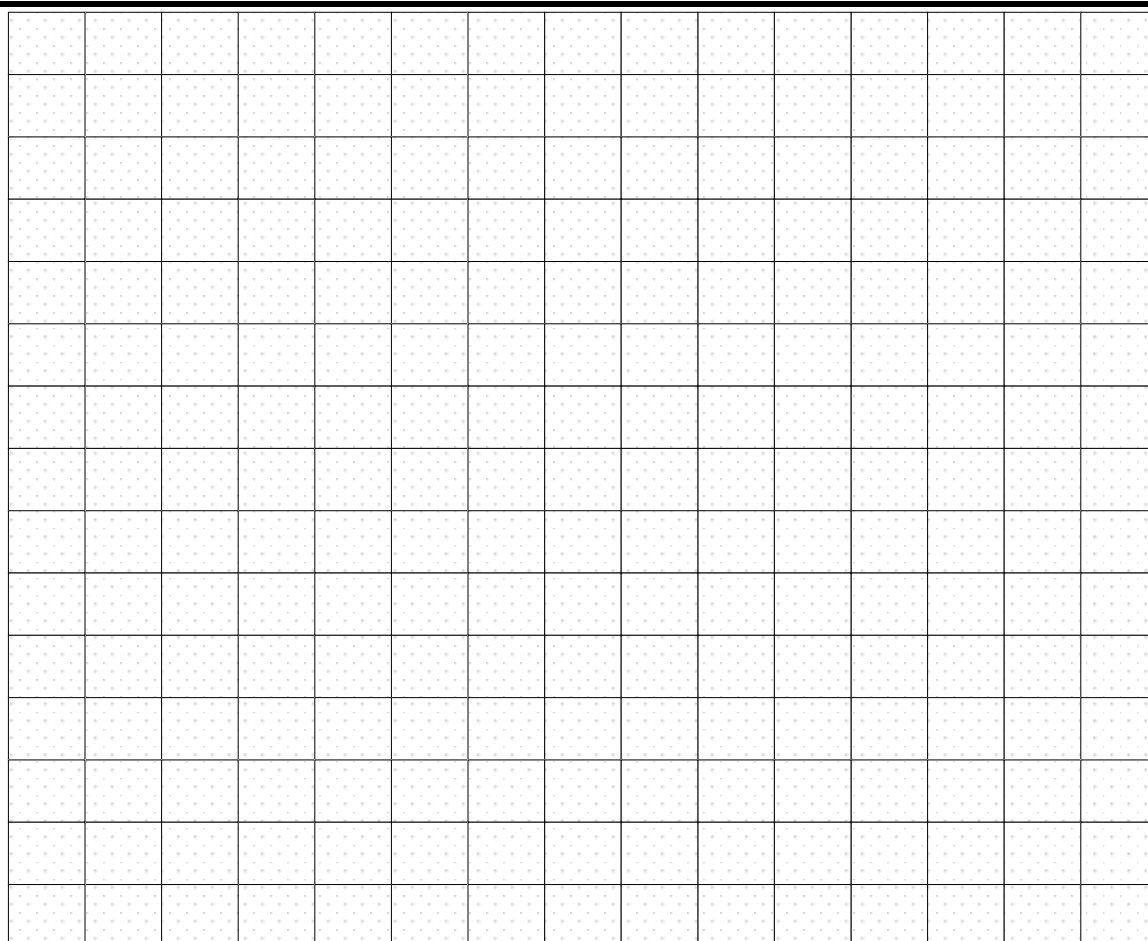
Full Circle Events & Exhibitions Ltd, Unit 43 Duncan Street, Salford, Manchester, M5 3SQ
Contact: Tel 0161 393 3949 Fax 0161 873 7688 Email: Exhibit@fullcircleeventsLtd.co.uk

Shell Scheme Accessories PLAN



Stand No:	
Company:	
Show:	Automotive Management Live 2017
Venue:	NEC - Hall 7

Please Indicate: Shell: ☐ Space: ☐ Do you have a platform: Yes/No



FRONT OF STAND

It is important that the sketch gives details of the open front(s) of the stand, and also the orientation of the stand in relation to others.

IMPORTANT - Please Read The Following Notes:

1	All items (subject to availability) are <u>nett on hire</u> and <u>provided in accordance with suppliers' terms and conditions</u> (a copy of which is available on request), and <u>should be insured during the show period against all risks for 3 times the rental value.</u>
2	This diagram will be used to place all orders on your stand. Ensure you complete the diagram clearly and show all heights and dimensions for the placement of all items you have ordered.
3	If you do not complete this diagram or indicate the heights and dimensions of all orders, items will be placed at our discretion. Subsequent change will be subject to a £25 charge.

5 Shell Scheme NAME PANEL



Show:	Automotive Management Live 2017		
Venue:	NEC - Hall 7	Return By:	9th October 2017
Dates:	9th November 2017	Our Ref:	1437

This name panel form should be returned to the following address:

**Bedlam House
Unit 43
Duncan Street
Salford, M5 3SQ**

T: 0161 393 3949
F: 0161 873 7688
E: Exhibit@fullcircleeventsltd.co.uk

We wish to have the following details appear on our name panel:

Name to be a maximum of 32 Characters and spaces

[illegible]**Stand Number:**

--

Notes:

- 1) In all cases, standard upper and lower case lettering will be used
- 2) In all cases, abbreviations will be used (ie: Limited = Ltd / Company = Co / Brothers = Bros)
- 3) Please indicate special additions eg; è, ð, ñ, etc.
- 4) If the above details are not submitted by the return-by date, the company name given to us by the show organisers will be used
- 5) A charge of £25.00 will be made for any on-site name panel alterations

Details:

Contact Name:	
E-mail:	
Company Name:	
Address:	
Telephone:	
Date:	

6

Shell Scheme Electrical EQUIPMENT



Show: Automotive Management Live 2017

Venue: NEC - Hall 7

Dates: 9th November 2017

Company:

Stand No.

*Return By: 9th October 2017

Our Ref: 1437

NB: Shell Scheme Stands will get an electrical package: 1 x Spotlight per 3m² and 1 x 500W Socket per stand
***Early Booking Prices below are only available on orders received by 13 October 2017 Standard**
Prices will apply to all orders received after this date

ITEM/DESCRIPTION	EARLY BOOKING PRICE	STANDARD PRICE	QTY	Total
Individual Spotlight	£58.00	£69.60		
Track with 3 x Spotlights	£150.00	£180.00		
1.5m Fluorescent Fitting	£58.00	£69.60		
13amp Socket Outlet 500w	£114.00	£136.70		
13amp Socket Outlet 1kw	£167.70	£201.20		
13amp Socket Outlet 2kw (not suitable for lighting)	£248.50	£298.00		
13amp Socket Outlet 3kw (not suitable for lighting)	£331.20	£397.50		

Any item not on this list then please contact for a quote

In Line with the Current Exhibition Industry Alliance (Aeo, Aev & Essa) e-Guide / Rules & Regulations the Following Charges will be Implemented in Relation to Testing the Electrical Installation. These Charges are Compulsory and will Automatically be charged on your Invoice.

COMPULSORY TESTING CHARGE £15.00



Please charge my credit card (see details below)

Type of card (please indicate) DEBIT / CREDIT / MAESTRO

If there is no indication of type of card a 2.5% Surcharge will be Automatically Applied

2.5% surcharge applies to credit card payments only, Visa Debit and maestro cards will not be surcharged

We do not accept American Express

Subtotal
2.5% CC Fee (if Applicable)
VAT @ 20%
Total Cost

FOR OFFICIAL USE ONLY:

PAYMENT RECEIVED ☐
 ADDED TO SCHEDULE ☐
 DRAWING RECEIVED ☐
 INITIALS WI ISSUED ☐
 DATE PROCESS

Name of Card Holder:

Card Number:

Expiry Date:

Security Code (last 3 digits on the back of card)

For Maestro Card please include:

Issue Number:

Valid From Date:

Address to which this card is registered:

Invoice Company Name and Address (including Postcode):

Tel:

Fax:

Contact Name:

Date:

Email Address:

Important Notice: Any order will not be processed without Full Payment

Cheques should be made payable to Full Circle Events & Exhibitions Ltd.
 We do not accept cheques 5 Days prior 1st day of build up or for any on site orders
Bank Details - Account Number: 64348865 Sort Code: 01-10-01
 Swift/BIC: NWBKGB2L IBAN: GB59NWBK01100164348865
 Full Circle Events & Exhibitions VAT Number is GB 167 9174 66

Information Re.Non-UK Companies. Please forward your current VAT number

If we do not receive your VAT number we will have to charge VAT at the rate of 20%.

Full Circle Events & Exhibitions Ltd, Unit 43 Duncan Street, Salford, Manchester, M5 3SQ

Contact: Tel 0161 393 3949 Fax 0161 873 7688 E-mail Exhibit@fullcircleeventsltd.co.uk

Electrical Fittings Location PLAN



Stand No:

Company:

Show: Automotive Management Live 2017

Venue: NEC - Hall 7

Please Indicate:

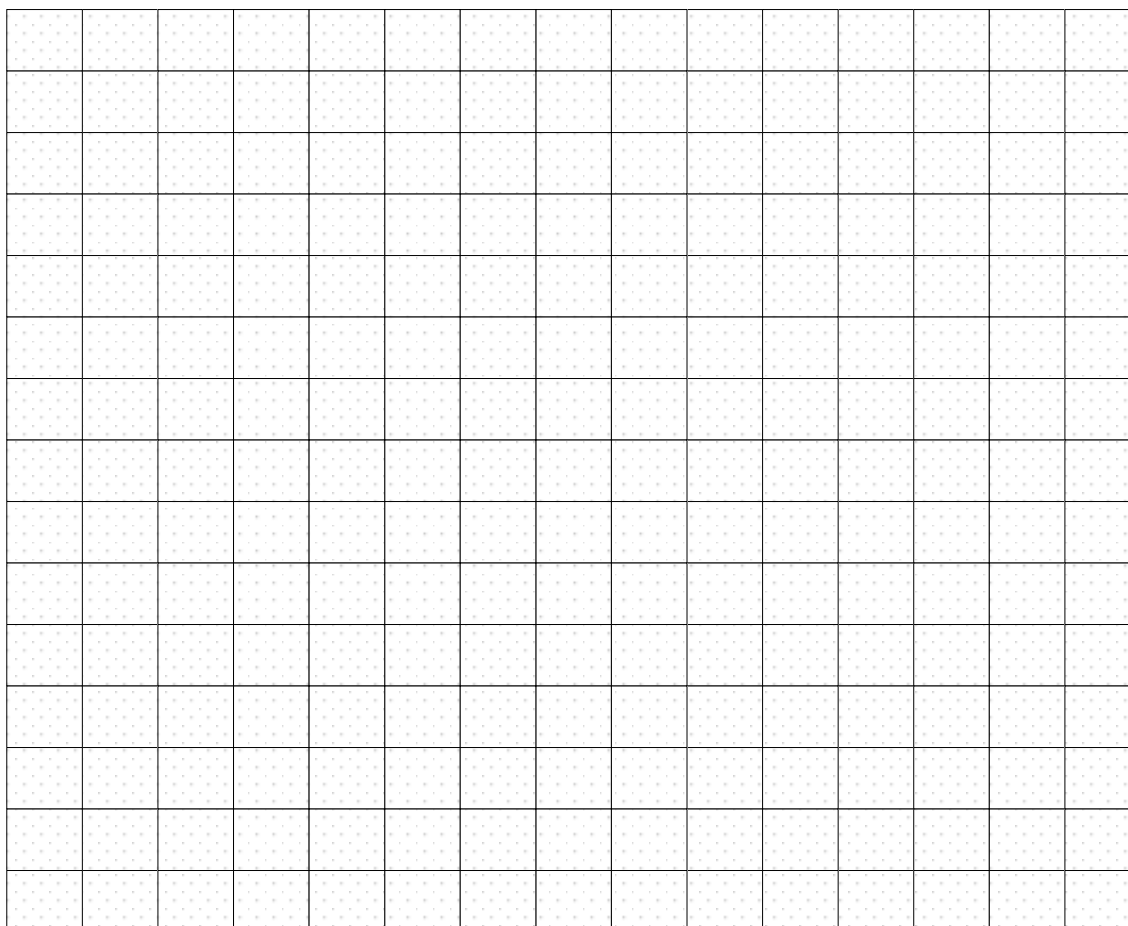
Shell:

☐

Space:

☐

Do you have a platform: Yes/No



FRONT OF STAND

It is important that the sketch gives details of the open front(s) of the stand, and also the orientation of the stand in relation to others.

IMPORTANT - Please Read The Following Notes:

1

All items (subject to availability) are nett on hire and provided in accordance with suppliers' terms and conditions (a copy of which is available on request), and should be insured during the show period against all risks for 3 times the rental value.

2

This diagram will be used to place all orders on your stand. Ensure you complete the diagram clearly and show all heights and dimensions for the placement of all items you have ordered. Where no drawing is received, the items may be positioned at our discretion, and re-fixing could involve additional costs.

3

Only one four way trailing outlet allowed per maximum socket load of 500w may be used. Flexible cord (round cable) should not exceed two metres.

7

Space Only Electrical EQUIPMENT



Show:	Automotive Management Live 2017
Venue:	NEC - Hall 7
Dates:	9th November 2017

*Return By:	9th October 17
Our Ref:	1437

***Early Booking Prices below are only available on orders received by 13 October 2017**
Standard Prices will apply to all orders received after this date

ITEM/DESCRIPTION	EARLY BOOKING PRICE	STANDARD PRICE	QTY	Total
Individual Spotlight	£58.00	£69.60		
Track with 3 x Spotlights	£150.00	£180.00		
1.5m Fluorescent Fitting	£58.00	£69.60		
300w Sunflood	£75.50	£90.70		
Switch Socket outlet - ranging from 500w to 3kw	£79.00	£94.80		
Cee 1 > 16a 3 pin 230v Cee Socket Outlet (Blue) max 3kw	£99.90	£119.90		
Cee 2 > 32a 3 pin 230v Cee Socket Outlet (Blue) max 8kw	£110.40	£132.50		

Mains Power & Charges c/w Consumption. Please calculate and order one of the below with any of the above

6amp (1.2kw) 230v Spn Main Supply for use with above	£219.45	£263.50		
10amp (2kw) 230v Spn Main Supply for use with above	£329.70	£395.50		
16amp (3kw) 230v Spn Main Supply for use with above	£440.00	£527.90		
20amp (5kw) 230v Spn Main Supply for use with above	£495.60	£594.70		
32amp (8kw) 230v Spn Main Supply for use with above	£715.00	£858.00		

Any item not on this list including 24hour power then please contact for a quote

In Line with the Current Exhibition Industry Alliance (Aeo, Aev & Essa) e-Guide / Rules & Regulations the Following Charges will be Implemented in Relation to Testing the Electrical Installation. These Charges are Compulsory and will Automatically be charged on your Invoice.

For any exhibitors using their own contractor to install their electrical installation please read the Information on Electrical Testing document

COMPULSORY TESTING CHARGE £15.00

<input type="checkbox"/> Please charge my credit card (see details below)	Subtotal
Type of card (please indicate) DEBIT / CREDIT / MAESTRO	2.5% CC Fee (if Applicable)
If there is no indication of type of card a 2.5% Surcharge will be Automatically Applied	VAT @ 20%
	Total Cost

2.5% surcharge applies to credit card payments only, Visa Debit and maestro cards will not be surcharged
 We do not accept American Express

Name of Card Holder:	
Card Number:	
Expiry Date:	Security Code (last 3 digits on the back of card)
For Maestro Card please include:	Issue Number:
	Valid From Date:

FOR OFFICIAL USE ONLY:

PAYMENT RECEIVED	<input type="checkbox"/>
ADDED TO SCHEDULE	<input type="checkbox"/>
DRAWING RECEIVED	<input type="checkbox"/>
INITIALS	WI ISSUED <input type="checkbox"/>
DATE PROCESS	

Address to which this card is registered:

Stand Number:		Company Name:	
---------------	--	---------------	--

Invoice Address (including Postcode):

Tel:		Fax:	
------	--	------	--

Contact Name:		Date:	
---------------	--	-------	--

Email Address:	
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Important Notice: Any order will not be processed without Full Payment	<p>Cheques should be made payable to Full Circle Events & Exhibitions Ltd.</p> <p>We do not accept cheques 5 Days prior 1st day of build up or for any on site orders</p> <p>Bank Details - Account Number: 64348865 Sort Code: 01-10-01</p> <p>Swift/BIC: NWBKGB2L IBAN: GB59NWBK01100164348865</p> <p>Full Circle Events & Exhibitions VAT Number is GB 167 9174 66</p>
--	---

Information Re. Non-UK Companies. Please forward your current VAT number

If we do not receive your VAT number we will have to charge VAT at the rate of 20%.

Full Circle Events & Exhibitions Ltd, Bedlam House, 43 Duncan Street, Salford, M5 3SQ

Contact: Tel: 0161 393 3949 Fax: 0161 873 7688 Email: paul.yates@fullcircleeventsltd.co.uk

Electrical Fittings Location PLAN



Stand No:

Company:

Show: Automotive Management Live 2017

Venue: NEC - Hall 7

Please Indicate:

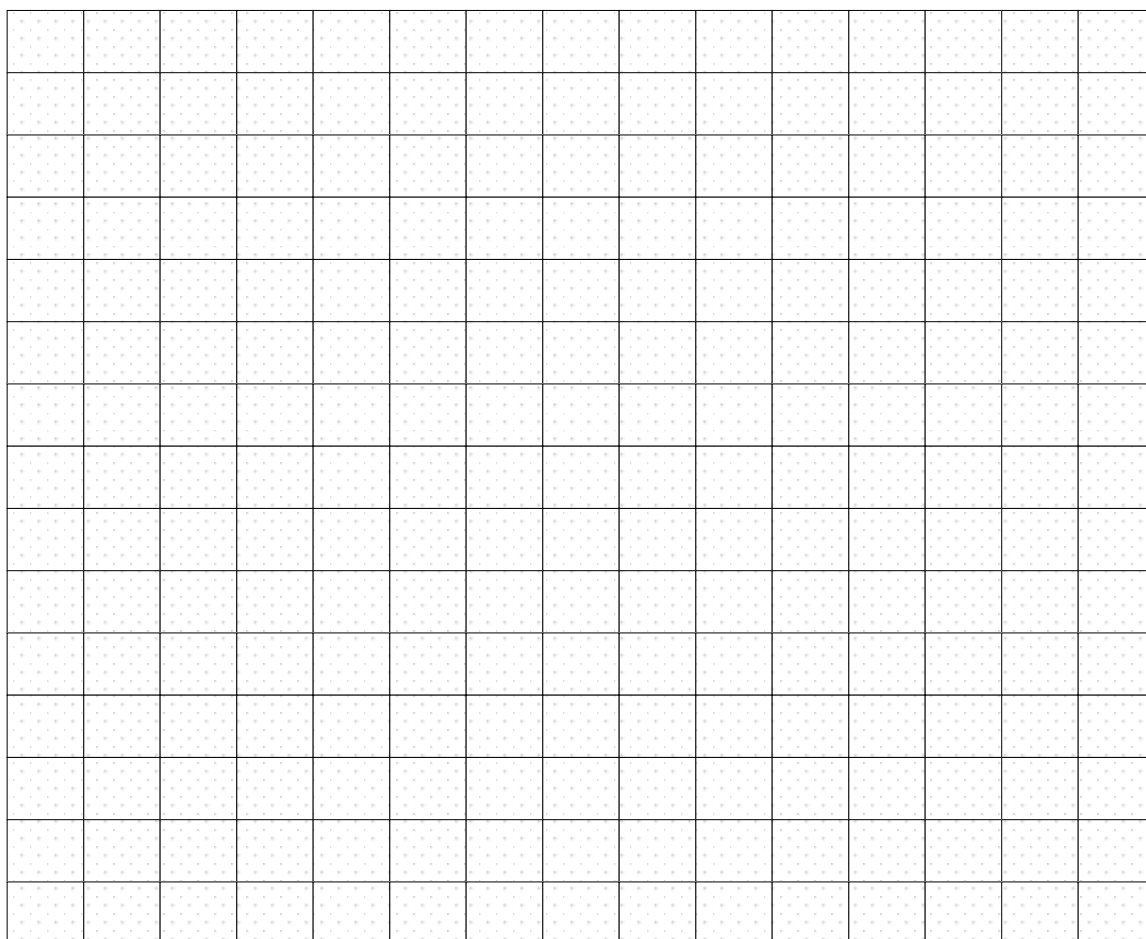
Shell:

☐

Space:

☐

Do you have a platform: Yes/No



FRONT OF STAND

It is important that the sketch gives details of the open front(s) of the stand, and also the orientation of the stand in relation to others.

IMPORTANT - Please Read The Following Notes:

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- 2 This diagram will be used to place all orders on your stand. Ensure you complete the diagram clearly and show all heights and dimensions for the placement of all items you have ordered. Where no drawing is received, the items may be positioned at our discretion, and re-fixing could involve additional costs.
- 3 Only one four way trailing outlet allowed per maximum socket load of 500w may be used. Flexible cord (round cable) should not exceed two metres.

8

FLOORCOVERING - SPACE ONLY STANDS



Show:	Automotive Management Live 2017
Venue:	NEC - Hall 7
Dates:	9th November 2017
Company:	
Stand No.	

Return By:	9th October 17
Our Ref:	1437

Our carpet is an outright sale and includes delivery to site plus laying of carpet

The customer is responsible for the removal and disposal of carpet and carpet tape at the close of the exhibition

Is the carpet being laid to: Venue Floor: ☐ Floor Flats: ☐ Platform Floor: ☐

Please specify Carpet Laying Date & Time:

ITEM/DESCRIPTION	UNIT	COST	QTY	Total
Carpet Range:				
Cord (Specify Colour)	per sqm	£7.50		
Carpet Accessories:				
Aluminium Edging direct to Venue Floor	Per m	£10.50		
Aluminium Edging to Floor Flats or Platform Floor	Per m	£10.50		
Protective Polythene	per sqm	£1.00		
Removal of Carpet and Tape at the close of the exhibition	per sqm	£1.00		
Flooring:				
Platform Floor: 100mm high with Black Skirting	per sqm	£18.30		
1m x 1m Ramp for 100mm Platform	each	£103.00		
Floor Flats 18mm	per sqm	£10.35		

<input type="checkbox"/> Please charge my credit card (see details below)	Subtotal
Type of card (please indicate) DEBIT / CREDIT / MAESTRO	2.5% CC Fee (if Applicable)
If there is no indication of type of card a 2.5% Surcharge will be Automatically Applied	VAT @ 20%
2.5% surcharge applies to credit card payments only, Visa Debit and maestro cards will not be surcharged	Total Cost
We do not accept American Express	

Name of Card Holder:	
Card Number:	
Expiry Date:	Security Code (last 3 digits on the back of card)
For Maestro Card please include:	Issue Number:
	Valid From Date:

FOR OFFICIAL USE ONLY:

PAYMENT RECEIVED	<input type="checkbox"/>
ADDED TO SCHEDULE	<input type="checkbox"/>
DRAWING RECEIVED	<input type="checkbox"/>
INITIALS	WI ISSUED <input type="checkbox"/>
DATE PROCESSED	

Address to which this card is registered:

Invoice Company Name and Address (including Postcode):

Tel:		Fax:	
Contact Name:		Date:	

Email Address:

Important Notice: Any order will not be processed without Full Payment	<p>Cheques should be made payable to Full Circle Events & Exhibitions Ltd.</p> <p>We do not accept cheques 5 Days prior 1st day of build up or for any on site orders</p> <p>Bank Details - Account Number: 64348865 Sort Code: 01-10-01</p> <p>Swift/BIC: NWBKGB2L IBAN: GB59NWBK01100164348865</p> <p>Full Circle Events & Exhibitions VAT Number is GB 167 9174 66</p>
--	---

Information Re. Non-UK Companies. Please forward your current VAT number
If we do not receive your VAT number we will have to charge VAT at the rate of 20%.

Full Circle Events & Exhibitions Ltd, Unit 43 Duncan Street, Salford, Manchester, M5 3SQ

Contact: Tel 0161 393 3949 Fax 0161 873 7688 Email: Exhibit@fullcircleeventsLtd.co.uk

Basic Package



Jackpot Chair Colours: Blue, White, Black & Beech Table Top Colours: Beech, Black or White

Enhanced Package



2 x Jackpot Chair - 1 x Surf Table - 1 x Literature Rack - 1 x Lockable Cupboard - 1 x Waste bin

£180.00

To order please fill out the form below or order online by visiting
www.conceptfurniture.co.uk

Company Name:

Furniture Hire Order Form 9

Invoice Address:

Tel:

Email:

P/O:

Show Name:

Venue: NEC, Birmingham

Hall Number:

Stand Number:

Delivery Date: 8th November 2017

Collection Date: 9th November 2017

Show Dates: 9th November 2017

Qty	Code	Description	Price	Total
		Sub Total £		
		+ 20% VAT £		
		Total £		

Additional Information:

Signed:

Print name:

Date:

Credit Card

Payment Details:

Please note a 2.5% surcharge
will be added for payment by AMEX.

Credit Card No:

--	--	--	--

Start Date:

--	--	--	--

Expiry:

--	--	--	--

SEC: (last 3 digits)

--	--	--

Card Holder Name:

Type:

--	--

Issue:

[illegible]

Please sign, complete and fax or email back to turn this into an order

Fax: +44 (0) 1299 254091 Email: lyndsey@conceptfurniture.co.uk

Exhibition Hire Prices

Code	Size & Description	Height Approx.	Quantity	Price	Total £	Colour Preference	Company Name & Address: [Block Capitals Please]
A1	Ficus Benjamina	1.6 m		50.00			
	Ficus Benjamina	1.8 m		64.00			
	Ficus Benjamina	2 m +		74.00			
A2	Kentia Palm	1.6 m		55.00			
	Kentia Palm	1.8 m		65.00			Postcode:
	Kentia Palm	2 m +		76.00			Tel. No:
A3	Standard Ficus	1.6 m		64.00			Email:
A4	Bay Tree <i>with mixed foliage</i>	1.5 m		56.00			Order No:
A5	Buxus Sphere	1.3 m		48.00			Event Venue:
A6	Phoenix Roebelenii	1.5 m		50.00			Event Dates:
A7	Buxus Pyramid	1 m		38.00			Stand Name:
A8	Spiral Buxus	1.4 m		56.00			Stand No Hall No:
A9	Dracena Marginata	1.6 m		50.00			Onsite contact number:
A10	Sansavaria	1 m		40.00			Onsite contact name:
A11	Buxus Pyramid with mixed foliage	1.4 m		56.00			Terms and Conditions of Hire: Goods remain the property of the hirer. Any loss or damage caused to any part of display will be charged In full. A charge will be made for all orders cancelled within 48 hours of delivery - full charge for cancellation after delivery. All sizes stated are approximate & may vary. Orders are subject to availability, seasonal items may need to be replaced with a similar plant or flower if not available. Hire prices include delivery, maintenance as necessary and collection at close of event plus VAT. For full terms and conditions see website..... www.classicplants.co.uk
A12	Bay Tree with colour to base	1.8 m		62.00			
A13	Orchid Display	1.2 m		52.00			
A14	Sansavaria Display	1.4 m		58.00			
A15	Kentia Palm with mixed foliage	1.6 m		60.00			
A16	Ficus x 2 plus Reception Bowl	Special Offer		100.00			
A17	Kentia x 2 plus Reception Bowl	Special Offer		100.00			
A18	Spathiphyllum [Peace Lilly]	1.4m		50.00			
T1	Trough 1m x 300mm	60 cm		55.00			I have read & accept your conditions of hire: Date / /
T2	Trough 1.2m x 250mm	60 cm		55.00			
T3	Trough 1m x 300mm	1.2 m		58.00			Signature.....
Td1	Table Display	Standard		25.00			
Td2	Orchid Display	60 cm		50.00			Payment Details please tick box <input type="checkbox"/> Credit Card Card No: _____ Expiry Date: ____/____ CVV ____ Name on Card _____ <input type="checkbox"/> Direct Bank Transfer prior to event <i>Bank details on invoice</i> <input type="checkbox"/> Cheque with order
				Total			
				+ VAT			
			Total	= £			

Prices shown are a very small selection of displays available.
 Fresh flowers, Custom Built Troughs, Bespoke Displays are all available to pre-order.
 Classic Plants stock many different containers of all shapes, sizes and colours

Phone our sales team for help & advice **Tel: 02476 470729**

Order online at www.classicplants.co.uk

email: sales@classicplants.co.uk

website: www.classicplants.co.uk

The Small Holding, Red Lane, Burton Green, Kenilworth, Warks. CV8 1PA



A1 - Ficus Benjamina



A2 - Kentia Palm



A3 - Standard Ficus Benjamina



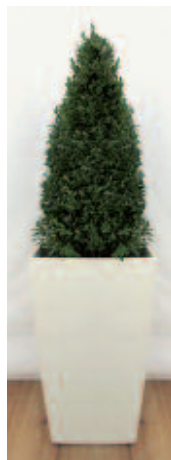
A4 - Bay Tree



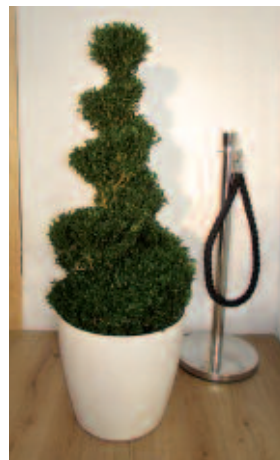
A5 - Buxus Sphere



A6 - Phoenix Roebelenii



A7 - Buxus Pyramid



A8 - Spiral Buxus



A9 - Dracena Marginata



A10 - Sansavaria



A11 - Buxus Pyramid



A12 - Bay Tree



A13 - Orchid Display



A14 - Sansavaria Display



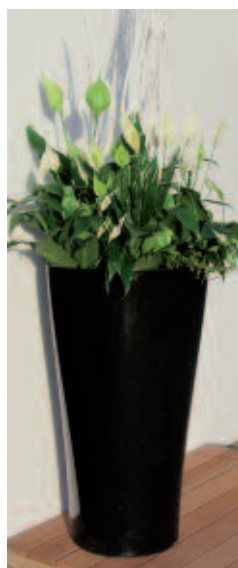
A15 - Kentia Palm



A16 - 2 x Ficus Benjamina



A17 - 2 x Kentia Palm



A18 - Spathiphyllum (Peace Lily)



T1 - Trough



T2 - White Trough



FF1 - Reception Vase of White Lillies



FF2 - Reception Vase of mixed Seasonal Fresh Flowers



TD1 - Table Display



TD2 - Orchid Display

FREE

- ✓ Delivery and installation of equipment to your stand
- ✓ Collection immediately after the show closes
- ✓ Onsite technical support throughout the event



CLICK HERE
TO ORDER ONLINE



OR CALL
+44 (0)20 7803 4000

DISPLAY EQUIPMENT

SUPER SLIM LEDS

- Sizes from 27 to 80 inches

- Prices from ~~£111.25~~ **NOW £89**

Go online to see our full range of screens and mounting options



**NOW FROM
£89**

AUDIO VISUAL EQUIPMENT

- PA Systems **FROM ~~£173.75~~ NOW £139**
(wireless upgrade available)
- Blu-ray Player ~~£31.25~~ **NOW £25**
- DVD Player ~~£23.75~~ **NOW £19**
- Multimedia Player ~~£12.00~~ **NOW £9.60**



**NOW FROM
£139**

COMPUTER & OFFICE EQUIPMENT

- iPad with accessories **FROM ~~£61.25~~ NOW £49**
- Laptops **FROM ~~£123.75~~ NOW £99**
- Printers **FROM ~~£96.25~~ NOW £77**
- Mini PC **FROM ~~£56.25~~ NOW £45**



**NOW FROM
£49**

t: +44(0)20 7803 4000

e: sales@aztecuk.com

w: shop.aztecuk.com

*20% off promotion ends midnight 26.10.17 then original prices will apply.

Large Format Display LED Walls and MicroTiles™

CONTENT IS KING!

Let us help you design a striking visual display and ensure everything runs smoothly during your event. Our Design Studio is fully equipped to enhance your content or design what you need. Our technicians will deliver, install and collect for **FREE**.

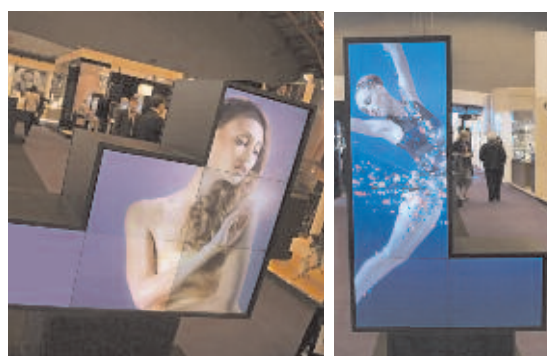
LED WALLS

- Get your brand noticed with these bright stunning video walls
- Build them to the size you need for maximum impact
- One stop delivery of design, content and installation



MICROTILES™

- Dare to be different with our modular Christie MicroTiles™
- Create eye-catching shapes for a dynamic display of your brand
- Our Design Studio can help create exciting and effective content for you



Our price promise

- ✓ Always equal or better
- ✓ No hidden charges

Talk to us
about special
introductory
prices



**CLICK HERE
TO EMAIL US**



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+44 (0)20 7803 4000

t: **+44(0)20 7803 4000**

e: **sales@aztecuk.com**

w: **shop.aztecuk.com**



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Service Supplier
of the Year

