



BPCA
PestEx the pest management show



Exhibitors manual.

PestEx 2019
20-21 March
ExCeL, London

pestex.org
the pest management show

 01332 294 288
 #PestEx2019



Dear Exhibitor,

Firstly, thank you for choosing to exhibit at PestEx 2019, the show is taking shape and we are excited for another busy show and hope you are too!

The PestEx 2019 Exhibitor Manual is designed to assist you in making all the necessary arrangements for participating in the exhibition. You will find inside all the necessary contact details for show contractors and exhibition personnel as well as more information on the venue and how to make the most of your presence at the show.

Please ensure that you read the Manual carefully, we recommend doing this as soon as you can to ensure you have all of the information you need to begin making plans for the show. You will need to make a note of the deadline dates for completing and returning all of the relevant forms, as the more information you provide us with, the more we can help you in making the show run smoothly.

Hopefully the Manual will cover everything you need however, should there be anything that you require that isn't covered within the Manual, or you simply need some help filling in any of the required forms please feel free to contact the events team at any time – we are here to help make the show the best it can be for everyone involved!

In the run up to the show we will be producing some top tips and blog posts which will help you with things such as your data scanner at the show, social media and risk assessment forms to name a few. All of this information is available within your exhibitor area of the BPCA Website along with links to all of the forms you need to complete.

We look forward to seeing you all at the show in March 2019!

Best Wishes

A handwritten signature in black ink that reads 'Lauren'. The signature is fluid and cursive, with a long, sweeping underline that extends to the right.

Lauren Day
Events Manager

Useful Contacts

PestEx is organised by BPCA, who will be available throughout the event including set-up and breakdown to answer any queries and help direct you to the right person should you need further assistance.

Additionally to the BPCA team, there are approved contractors who are able to assist with various areas of the shows organisation, when speaking directly with any of the below contractors please ensure you quote the event name, show dates and your stand number.

All order forms and links you should need can be found in the exhibitor area of the website, should you have any queries about any of these forms or links, please find below a list of useful contacts.

BPCA Contacts			
Event Organisation & Logistics	Lauren Day	01332 225111 07793 241033	events@bpca.org.uk
Sales, Advertising & Sponsorship	Beth Reed	07803 518495	beth@bpca.org.uk
Editorial & Marketing	Scott Johnstone	01332 225115	marketing@bpca.org.uk
Press Enquiries	Ben Massey	01332 294288	media@bpca.org.uk

Exhibition Contacts			
Accommodation	Zibrant	0207 870 4100	Ref: MGCH19
Audio Visual Hire	Index	0161 763 7713	av@indexgroup.org
Compressed Gases	ExCeL Venue Services	0207 069 4500	services@excel.london
Data Scanners	QRS	01886 887754	fj@qrs.co.uk
Electrics	Index	0800 085 9885	electrics@indexgroup.org
ExCeL helpdesk	ExCeL	0207 069 4500	
Exhibitor Badges	BPCA	01332 294288	events@bpca.org.uk
Exhibition Showguide	Beth Reed	07803 518495	beth@bpca.org.uk
Fascia Name Board	Index	0800 085 9885	admin@indexgroup.org
Furniture Hire	Index	0800 085 9885	furniture@indexgroup.org
Graphics	Index	0161 723 6105	k.armstrong@indexgroup.org
Housekeeping	ExCeL Venue Services	0207 069 4500	telesales@excel.london

IT & Internet	ExCeL Venue Services	0207 069 4400	itc@excel.london
Lifting, Portering & Freight Forwarding	Europa Logistics	0121 35 2 2032	dharris@europa-worldwide.com
Rigging	ExCeL Venue Services	0207 069 4400	rigging@excel.london
Security	Secure-Ops	01920 870979	secureopsLtd@aol.com
Shell Scheme	Index	0800 085 9885	admin@indexgroup.org
Stand Catering	Leiths Catering	0207 069 4126	sales@excelhospitality.london
Structural Engineer	Campbell Reith	0207 340 1700	stevecalder@campbellreith.com
Traffic Marshalling	ExCeL	0207 069 4568	
Water & Piped Services	ExCeL Venue Services	0207 069 4500	services@excel.london

Forms Checklist

All Exhibitors			
Showguide entry including company logo	ASAP Print deadline 31.01.2019	Form located in the exhibitor area of the website, Deadline for printed exhibition showguide is 31.01.2019 however please send ASAP to ensure you have maximum coverage on the online exhibitor listing	
Exhibitor badges	01.03.2019	Form located in the exhibitor area of the website	
Risk assessment	12.02.2019	Form located in the exhibitor area of the website	
Additional Forms for Space Only Exhibitors			
Construction phase plan	12.02.2019	Return form to: events@bpca.org.uk Form located in the exhibitor area of the website	
Health & Safety declaration	12.02.2019	Return form to: events@bpca.org.uk Form located in the exhibitor area of the website	
Method statement	12.02.2019	Return form to: events@bpca.org.uk Form located in the exhibitor area of the website	
Stand plan incl. scale drawings	12.02.2019	Send to: events@bpca.org.uk	
Third Party Liability Insurance certificate	12.02.2019	Return form to: events@bpca.org.uk	
Additional Forms for Shell Scheme Exhibitors			
Fascia Name board	19.02.2019	Form located in the exhibitor area of the website	
Additional Order Forms based on requirements			
Electrical Order	19.02.2019	Form located in the exhibitor area of the website	
Stand Catering Order		http://excellondonhospitality.exhibitorcatering.co.uk	
Shell Scheme Extras	19.02.2019	Form located in the exhibitor area of the website	
IT & Internet Order	26.02.2019	Form located in the exhibitor area of the website	
Additional Data Scanners	08.03.2019	Email events@bpca.org.uk to order additional scanners	
Freight & Portage	01.03.2019	Form located in the exhibitor area of the website	
AV Order Form	19.02.2019	Form located in the exhibitor area of the website	
Contractor Badges	01.03.2019	Form located in the exhibitor area of the website	
Pre-Book Parking		Link located in the exhibitor area of the website	
Hall Rigging	04.03.2019	Form located in the exhibitor area of the website	

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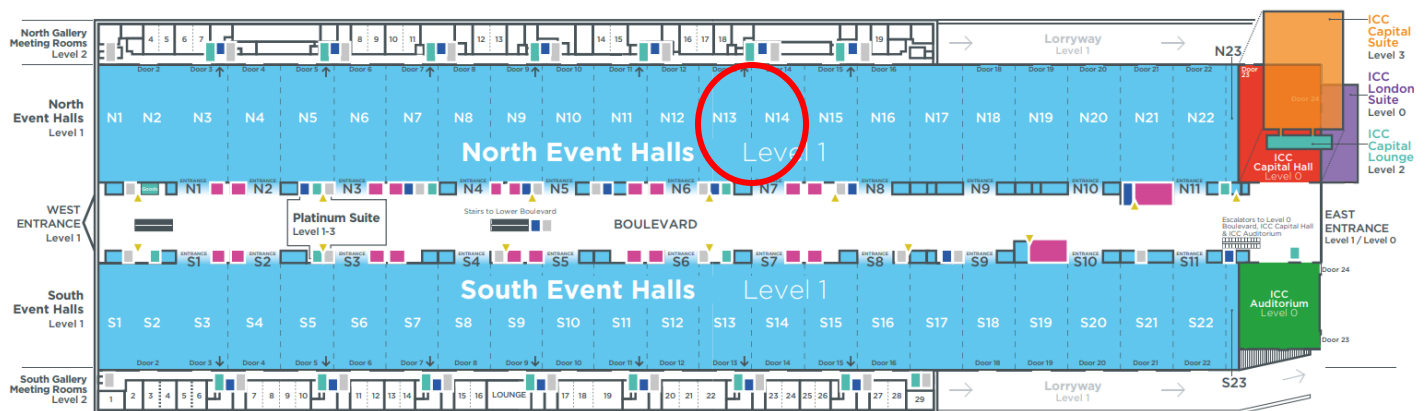
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1. Venue

1.1 Address

PestEx will take place in halls N13 & N14 at:

ExCeL Exhibition Centre
One Western Gateway
Royal Victoria Dock
London
E16 1XL
Tel: 020 7069 5000
www.excel-london.co.uk



1.2 Travel

Travelling to the venue by Tube and DLR

The Jubilee Line and DLR are the quickest routes to ExCeL. Alight at Canning Town on the Jubilee Line and change to a Beckton-bound DLR train for a quick two-stop journey to ExCeL. There are two stations located on the ExCeL campus - Custom House for ExCeL's west entrance or Prince Regent for ExCeL's east entrance.

The DLR runs 12 trains an hour to Beckton via ExCeL so service is fast and frequent.

ExCeL is located in Zone 3, and London Underground tickets can be used on the DLR, for further information and to plan your journey visit www.tfpl.gov.uk

Travelling to the venue by rail

Travel times to ExCeL:

Charing Cross - 27 minutes
Euston – 32 minutes
Kings Cross / St Pancras Intl – 32 minutes
Liverpool Street – 26 minutes
London Bridge – 16 minutes
Marylebone – 31 minutes
Moorgate – 26 minutes
Paddington – 32 minutes
Victoria – 40 minutes
Waterloo – 17 minutes

Travelling to the venue by Eurostar

The Eurostar operates regular train services from Brussels and Paris to St. Pancras International, from St Pancras take the underground Northern Line to Bank then change to the DLR towards Prince Regent. For further information visit www.eurostar.com

Travelling to the venue by air

ExCeL is easily accessible from London's five main airports – London City airport, Heathrow, Gatwick, Stansted and Luton – via underground and mainline rail services.

London City airport visit www.londoncityairport.com

Heathrow airport visit www.heathrowairport.com

Gatwick airport visit www.gatwickairport.com

Stansted airport visit www.stanstedairport.com

Luton airport visit www.london-luton.co.uk

Travelling to the venue by road

Its easy to drive to ExCeL from many of the main routes in London including the M25, M11, North Circular, A406 and A13. As you get closer you will pick up signs for Royal Docks, City Airport and ExCeL.

If you are using a Sat-Nav to travel to the venue car parks please use the below post codes:

E16 1XL – For the west entrance when travelling to ExCeL from Blackwall Tunnel, Limehouse Link, A12 or central London.

E16 1FR - For the east entrance, when travelling to ExCeL from the M11, A13 or into London from the east.

1.3 Car parking

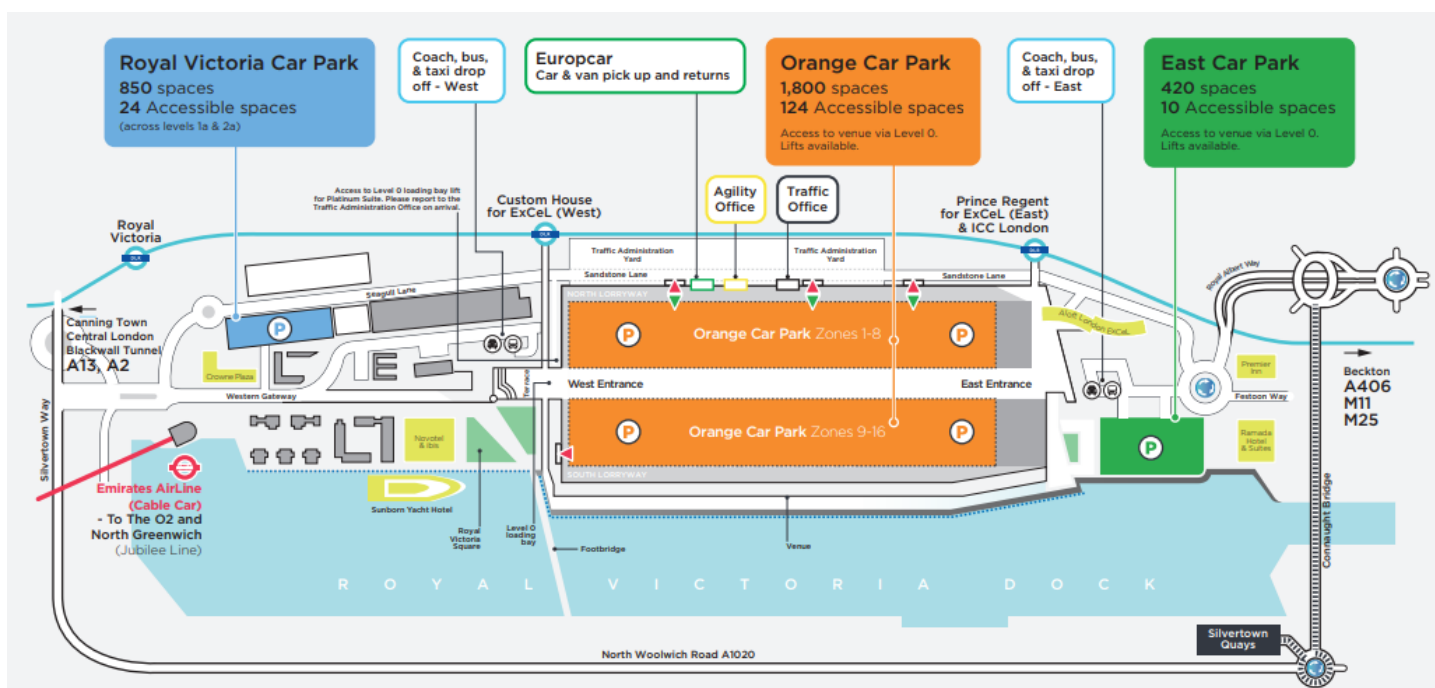
ExCeL has over 3,000 parking spaces, all onsite car parks are pay and display at a price of £20 for up to 24 hours.

All machines in the orange car park accept card payments, machines accepting cash are available at the two entrances to the venue from the car park.

You can pre-book your parking online for the orange car park which guarantees a space and saves you time - <https://www.excel.london/exhibitor/getting-here/driving-and-parking> - please note that you must be able to print and display your ticket in your vehicle during your visit to ExCeL.

A rate card is included in the exhibitor area of the website.

Download a car parking map: <https://www.excel.london/uploads/parkingmap.pdf>



1.4 Hotel accommodation

We have appointed an accommodation agency to manage hotel bookings for exhibitors at the show, visit <https://www.hotelmap.com/pro/MGCH9#calendar> to launch the interactive map and booking tool.

The map shows the rate for each hotel, simply click on your chosen hotel to make your booking.

Alternatively call +44 (0)20 7870 4100 quoting MGCH19 and an advisor will be able to help you.

1.5 Disabled access

ExCeL has been purposely designed and built to allow unrestricted access for disabled visitors, conforming with the Building Regulations Act.

In compliance with the Disabilities Discrimination Act 1995, the venue provides full access to all the facilities within the venue and recognises that disabled visitors may require extra equipment, facilities and assistance, both routinely and in an emergency.

There are 155 parking bays suitable for disabled drivers on-site across ExCeL's car parks, these are wide bays with minimum dimensions of 5.9m x 3.6m, access from these bays is along walkways with a gradient of no more than 1:15 and via flat entrance lifts with automatic doors.

All public entrances allow for access by wheelchair via low gradient ramps and an automatic door, once inside the venue all floors are level, offering unobstructed access.

Within the building:

- Lift control panels are located at a height which can be easily reached by someone in a wheelchair
- There are braille and tactile buttons
- All lifts have a visual and voice indication of the floor reached and an intercom facility activated by an alarm button
- Every area can be reached by lifts with the exception of the second level of organisers offices
- All stairs and ramps are fitted with handrails and balustrades
- All public corridors have a minimum clear width of 1200mm
- Self service equipment such as cash point machines and telephones are located at levels suitable for wheelchair users
- Strong tactile differences in paving are provided to indicate hazardous areas e.g. dock edge indicated by cobble stone surface
- Non-slip flooring has been used throughout the building
- Free of charge wheelchairs are available to be hired from the west and east information desks
- There are 40 toilets for disabled visitors throughout the building
- Pictographic signs and symbols have been used to guide people around the building
- Visitors with hearing and sight disabilities can find information about the event they are wishing to visit by using the information desks sited at either end of the boulevard
- ExCeL welcomes all guide and assistance dogs, no other dogs or pets are permitted in the venue unless agreed by the event organisers in advance of the event.

1.6 Boulevard services

- There are two Note ATMs near the west entrance of the venue by Costa and Panini Pronto, and another Note ATM in the centre of the boulevard between entrances S6 and N6. There are a Barclays and a Note ATM located on level 0 between N4 and S4. Should the in-venue ATMs run out of cash, there is also an ATM nearby at Tesco Express.
- There is a Travelex ATM by the S11 entrance on the boulevard which offers foreign currency, and a Bureau de Change located within the shop on level 0 at the bottom of the stairs near N4/S4, which also sells a range of stationery items and offers photocopying and fax services.
- There are charging boxes for phones located east and west of the venue near the information points, the cost is £1.50 for 30 minutes and £2.00 for 50 minutes.
- There are two cloakrooms at the venue, one is in the west end of the venue on level 0 by N4/S4 and the other is in the east end of the venue on level 0. Cloakrooms are open during show hours and are chargeable at £1 per item. Please note the cloakroom is unable to take cameras, laptop equipment or other electronic devices.
- The nearest supermarket is Tesco Express which can be found approx. 600m from the west entrance of the venue.
- There are two post boxes within close proximity of the venue, one at the west entrance by the taxi rank and one at the east entrance by the taxi rank.
- There is a prayer room located next to the S9 entrance on the boulevard, through the grey door.
- There is a first aid point located on level 0, down the stairs by N4/S4 and a chemist on Freemasons Road which is located on the other side of Custom House DLR station.
- ExCeL offers fast, free WiFi which is suitable for browsing, social media and email. You would need to sign in to 'ExCeL FREE Wi-Fi' using a standard log-in, or via LinkedIn, Facebook or Twitter.
- Smoking, E-Cigarettes and vaping are not permitted anywhere within the venue.

1.7 Meeting room hire

Private meeting rooms are available over the two days of the exhibition. If you are interested in booking a room contact the BPCA events team on 01332 225111 who can arrange a room and discuss fees.

2. Event build-up and break-down

2.1 Event timetable

Event build-up – Space only stands

Tuesday 19 March	10.00	20.00
Wednesday 20 March	08.00	08.45

Event build-up – Shell scheme stands

Tuesday 19 March	14.00	20.00
Wednesday 20 March	08.00	08.45

Stand build up and construction MUST be complete by 20.00 on Tuesday 19 March, with access to the halls on Wednesday morning for final stand dressing and exhibit placing only.

Show open days

Wednesday 20 March	09.00	17.00
Thursday 21 March	09.00	16.00

Exhibitors will be able to gain entry to the halls from 08.00 on show days, and all stands should be manned by 08.45.

Break-Down

Thursday 21 March	16.00	20.00
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Exhibitors must not begin to breakdown their stands before the official show close time, security staff at the venue will be under strict instruction to stop exhibitors taking exhibitions out of the hall before this time.

All exhibits must be removed by 20.00 on Thursday 21 March, any items (goods, materials, deliveries) left on site at ExCeL without proper authority after this time will be treated as abandoned and will be disposed of accordingly. Should any charges be incurred from ExCeL resulting from stands not being cleared this will be passed onto the relevant exhibitor.

It is the responsibility of each exhibitor to ensure that a representative is present on the stand at all times during breakdown as the organisers cannot accept responsibility for items during this period.

It is a requirement that suitable footwear is worn during the build-up and breakdown phase; sandals, open toed shoes and slipper shoes are not deemed suitable and will therefore not be permitted. High visibility vests are recommended and hard hats should be worn where applicable.

2.2 Access for build-up and break-down

All vehicles entering the road systems at ExCeL must conform to speed limits, road signs and instructions given by ExCeL's Law Enforcement Officers. Strict traffic marshalling is in place during build up and breakdown, please read the below information thoroughly prior to arriving at the venue:

- On arrival vehicles must make their way to the Traffic Administration Office on Sandstone Lane (E16 1DR). There is a holding area in front of the Traffic Administration Office, please follow the Marshall's directions to park, then proceed to the Traffic Administration Office in person.
- Drivers will then be issued with a Lorryway Access Document, this will detail the date, show name, stand name, stand no. and vehicle registration no. It will also indicate a maximum unload time limit - drivers are expected to keep to this time.
- If the driver exceeds the allocated time, attempts to locate the driver shall be made via a phone call, physical search of the stand and finally a member of the organiser's office will make tannoy announcements. If this is unsuccessful, vehicles will then be ticketed with a fee of £300.
- Exit the Traffic Administration Office and return to your vehicle, you will be directed to a queuing system where you should wait until a space is available on the lorryway to unload which will be advised to you by a marshall.
- On completion of unloading/loading vehicles must be removed to the relevant parking area or leave the site.
- In the event of a vehicle breakdown or accident, please contact a traffic marshall.
- Last vehicle lorryway access time is 1 hour prior to tenancy closure time.
- Lorryway shutters will close 30 minutes prior to tenancy end time.
- Pedestrian access doors will close 5 minutes prior to tenancy.
- All vehicles should be clear of lorryway by tenancy closure time.
- Please note that the 23:00 – 05:00 curfew is in place, this is not just ExCeL policy it is in a licence agreement with Newham Council.

Lorry & Transit Sized Vehicle Parking:

- All lorry/transit type parking is subject to availability and is located in the north-west lorry park on Seagull Lane (adjacent to the DLR tracks).
- Lorry/transit parking is free of charge during build up and on break down days from 14.00 but there is a £35 per day charge for lorries (vehicles over 3.5 tonnes) and a £20 charge for transit type vehicles (below 3.5 tonnes) during event open days.
- Parking is available on a first come, first served basis.

There are currently 10 individual parking bays for arctic size vehicles under the North side of the venue and these will be used for vehicles that require more secure parking at the venue especially during show open periods. Benefits of these parking bays include:

- CCTV is in operation on this area
- The area is next to traffic marshalling
- Security is on regular patrol.
- The area is much more controlled and secure with high fencing at the back.

- This area will be offered to vehicles that have stock or goods on especially during the open period.
- All empty vehicles will be offered construction parking first.

Terms and Conditions of Use:

- If vehicles wish to park for build-up days only, this will be permitted using the Lorryway Access Document, clearly displayed in the window of the vehicle, Terms and Conditions relating to this are to be found on the reverse of the document.
- Drivers are required to remove vehicles prior to the open days (unless paying to park as detailed above).
- All vehicles parked in the north-west lorry park, must be empty of all goods and stock and where possible, all curtains and doors left open.
- No overnight sleeping in vehicles is permitted.
- Drivers must follow the instructions issued to them by traffic marshalls at all times.

For further information on traffic marshalling, contact details for the traffic office can be found on the contact us page at the beginning of this manual.

ExCeL and its partners accept no responsibility for loss, damage or theft to vehicles or their contents.

No vehicle will be allowed into the hall whilst it is open to the public, exhibits and similar materials shall only be delivered and unpacked, or packed and collected during times when the public is not admitted.

2.3 Deliveries

ExCeL do not permit deliveries to the hall prior to the first day of the license period, if you are intending to have goods delivered to your stand by outside contractors it is important that you arrange for a representative of your company to be at your stand to receive them, neither the organisers or ExCeL can accept delivery of any goods and cannot accept responsibility for any goods delivered to any unstaffed stands.

Should you wish to have anything delivered during the build up period to a manned stand please ensure it is addressed to you as follows:

Contact Name & Telephone Number

Company Name

Stand Number

PestEx 2019

c/o Halls N13/N14

ExCeL London

1 Western Gateway

London

E16 1XL

England, UK

If you wish to make deliveries prior to an event please contact our freight service providers, contact details can be found on the useful contacts page at the start of the manual and a rate card is located in the exhibitors area of the website.

No vehicles used for delivery of materials or exhibits are permitted to remain in the hall overnight, if your vehicle is required to remain at the venue overnight then ExCeL's security staff are to be advised.

2.4 Handling of exhibits

During the show there will be limited storage for packing cases and materials in the void space at the rear of the exhibition hall behind the baffle walling. This is communal to all exhibitors so please keep this area tidy, all exhibits will be left at your own risk and BPCA cannot be responsible for any damages or losses.

Should you require mechanical help with loading or unloading your exhibit please contact our freight service provider.

Regulations do not permit the change of exhibits during the open hours of the show, any exhibitor wishing to bring in or remove equipment during this time should speak to the organisers in advance.

Exhibitors, their staff and contractors must keep all walkways unobstructed at all times, all exhibits must be kept within the confines of the stand space and demonstrations must not cause undue congestion and/or obstruction of common areas.

2.5 Exhibition contractors and services

Order forms and information for all additional exhibition services can be found in the exhibitor area of the website, additionally the contact details for each of the approved contractors can be found on the useful contacts page at the beginning of this manual.

Should you require any help or have any questions please contact a member of the events team on 01332 225111.

3 Your exhibition stand

3.1 Shell scheme stands

If you have booked a shell scheme stand at the show your package includes:

- Floor space within the exhibition hall
- Partition Walls
- Carpet
- Fascia Nameboard
- Entry in the show catalogue with company logo
- One data scanner

There is a visual of how the shell scheme will be constructed within the exhibitor's area of the website which includes sizing for panel graphics.

One fascia name board panel will be included per open elevation which will include the company name and stand number. Exhibitors are required to complete the form in the exhibitor area and return by 19th February to confirm the company name to be displayed, any companies who do not return this form by the required date will be assigned the name on their stand booking form. Please note, alterations cannot be made on site.

As a shell scheme exhibitor, the mandatory forms you need to submit are:

- Risk assessment
- Fascia name board
- Exhibitor badges

Exhibitors must not:

- Fix anything to the shell scheme wall panels using nails or screws. Lightweight polyboard or card panels can be fixed with hook and loop velcro and support brackets and chain packs must be used to hang heavier items.
- Paint or wallpaper the shell scheme wall panels. Exhibitors who wish to have panels painted must inform Index Group who will provide a quotation to carry out this work
- Suspend or attach anything from the beams or rafters of the shell scheme, or attach anything to the columns or frame
- Close any open sides of their stand without prior arrangement with the organisers

If the above instructions are ignored and any damage is caused any costs incurred will be passed onto the exhibitor. Any alterations made on site may be subject to a charge being made to the exhibitor.

3.2 Space only stands

If you have booked a Space Only stand at the show your package includes:

- Floor space within the exhibition hall
- Carpet
- Entry in the show catalogue with company logo
- One data scanner

As a space only exhibitor, the mandatory forms you need to submit are:

- A method statement for the project
- Health and Safety declaration
- Construction phase plan
- Space only stand plan (including scale drawings)
- A copy of third party liability insurance certificate showing a minimum £5m cover
- Risk assessment
- Exhibitor badges

3.3 Data Scanners

To assist with lead generation during the show, we have included **one** data scanner within your stand package which can be used alongside the delegate badges to record data from visitors to your stand.

In the exhibitor area of the website you will find instructions on how to use the data scanner, a list of barcodes that you can assign ahead of the event and tips on making the most of your data scanner.

Data scanners can be collected from the registration desk at the entrance to the halls during build up from 14.00 on Tuesday 19 March.

The data is available for you to download from the QRS portal within 1 working day of the show, you will receive an email on the morning after the show with a link to log in and access your data.

Should you wish to order additional scanners for your stand please contact BPCA who will be able to assist with this.

3.4 Stand design and construction

A complex structure is defined as any form of construction of any height, which would normally be designed by an engineer and/or has, following a risk assessment, been found to provide a significant risk.

Examples of complex structures include:

- Structures over 4m in height
- Multi-storey stands
- Viewing / service platforms
- Suspended items, e.g. signs & lighting rigs, raised walkways, ramps, sound/lighting towers, temporary tiered seating, and platforms and stages over 0.6 metres in height.

Full details of all complex structures for exhibitors must be submitted to BPCA no later than Tuesday 12 February 2019, submissions after this date cannot be guaranteed to be approved in time for the exhibition. All configurations will need to be checked by a structural engineer and the exhibitor must meet any charges made by the engineer.

The design of a stand must take into consideration the build times allocated by BPCA and ensure that the level of complexity incorporated in the stand design allows it to be safely set up and dismantled within the time given.

If an exhibitor exceeds the time given, any charges applied by ExCeL for breaching the tenancy agreement will be passed onto the relevant exhibitor.

BPCA require 2 copies of the following, in English, for submission to ExCeL's event management department:

- Written confirmation from the structural engineer
- Detailed scaled structural drawings (including staircases, plan views and elevations)
- Calculations for the structure
- Risk assessment
- Method statement

All of the above documents should include the event name and stand number and should be sent together (not in part) to events@bpca.org.uk no later than Tuesday 12 February 2019.

Campbell Reith are ExCeL's approved engineer for auditing, inspection and certification for temporary structures. A rate card can be found in the exhibitor's area of the website should you require their services along with information on their pre-show requirements. Contact details can be found on the useful contacts page at the beginning of this manual.

Please make yourself aware of the CDM / HSE regulations which came into place in 2015 and consider the build up and breakdown of an exhibition as a construction mini-site. For more information on this please visit:

<http://www.hse.gov.uk/Construction/cdm/2015/index.htm>

3.5 Electrics, fixtures and fittings

Electricity and lighting are not included within any of the stand packages and need to be ordered separately through Index Group who have been appointed as the approved electrical contractor for PestEx 2019, an order form can be found in the exhibitor's area of the website and contact details can be found on the useful contacts page at the beginning of this manual. Please note there is a deadline for returning your electricity order form and any forms received after this date are subject to a surcharge.

Index Group have a comprehensive range of electrical services for hire and installation and offer a range of light fittings and flexible power supply. Their team of electricians can provide a professional and competitive service for all electrical installations and connections to mains. Please use the form included in the exhibitor's area of the website to order any electrical provision for your stand.

All electrical installations on stands, features, displays or exhibits shall comply with:

- British Standards Institution

The current edition of BS7671 1992 (IE364) 'Requirements for Electrical Installations' (previously Institution of Electrical Engineers wiring regulations 16th Edition) issued by the British Standards Institution with any amendments thereto.

- Special Requirements

Any special requirements of the Authorities and the Licensor.

- Health & Safety at Work

The Health & Safety at Work etc. Act 1974.
The Electricity at Work Regulations 1989.

- Exhibition Venues Association

The Exhibition Venues Association 'Regulations for Stand Electrical Installations'.

No electricity will be supplied to any installation which does not comply with these regulations or requirements.

A competent person must have tested any electrical appliance connected to a socket before it is plugged in and energised. The responsibility for ensuring this testing is carried out is that of the person, or persons responsible for bringing the equipment into the exhibition hall.

The use of radiators or heaters with exposed elements is not permitted. Any apparatus which has a hot surface and all electrical appliances, such as electric kettles, radiators, irons, etc. must be guarded where necessary and stood or mounted on incombustible material. All appliances under this heading which are liable to exceed a surface temperature of 70°C must be supplied from a socket outlet having a pilot lamp indicating whether the appliance is switched on or not. Kettles, irons, radiators and similar appliances must not be connected to the lighting circuit; they must be separately connected to the electrical supply.

Electric kettles must be fitted with an automatic safety device whereby in the event of boiling dry the kettle will be automatically disconnected.

Walls adjacent to all electrical cookers, irons, kettles, hotplates etc. must be protected with non-combustible material. Shelves are not allowed immediately above any of the appliances, and adequate ventilation must be provided.

3.6 Internet access

ExCeL offers a complimentary, unsupported Wi-Fi service throughout the entire venue which is suitable for light internet browsing and office usage however is not recommended for business-critical connections. To access the complimentary Wi-Fi, you would need to sign in to 'ExCeL FREE Wi-Fi' using a standard log-in, or via LinkedIn, Facebook or Twitter.

If you require an LAN-high speed connection this must be arranged through ExCeL Venue Services, using the link in the exhibitor area of the website.

3.7 Floor loads

The permitted loading on the lorryway, ramps and exhibition hall floors is that of a fully loaded 40 tonne heavy goods vehicle or up to 25kN/M². In addition, within the halls it is permitted to use a 25-tonne mobile crane in any of the configurations shown on the drawing McA/ST/K469/0232/P2, available on request. Any other loading configurations in the halls or other parts of the site require the specific approval of ExCeL.

NB: No fixings whatsoever may be made to the hall floors, which is a concrete slab.

3.8 Dilapidations

Under no circumstances must exhibitors or their contractors apply paint, lacquer, adhesives or coating to the walls, floors or shell scheme.

No signs, floor coverings or other articles shall be pasted, nailed, taped or otherwise attached to the walls, floors, ceilings, partitions or trim except under the direction and with prior written consent of ExCeL.

It is mandatory that any tape used on ExCeL floors is Stikatak Eurocel tape which can be purchased from Stikatak or from the ExCeL business services desk in the boulevard.

Any exhibitors or their contractors using adhesive tape to fix carpets or other materials to the hall floor will be held responsible for removing the same at the end of the Exhibition. A dilapidation charge will be made against the exhibitor should the tape be in position at the end of breakdown or if any damage has been made to the floor/pillars etc. The charge is dependant on how deep the damage is and the work the venue would have to do to repair any damage.

Please ensure that your contractors are aware of these regulations.

3.9 Live Animals

Any exhibitor wishing to feature live animals on their stand must contact BPCA at least 2 months prior to the start of the exhibition to make the necessary arrangements.

Where visitors are able to come into contact with animals or are able to touch parts of enclosures where animals may also touch, antibacterial hand wash gel must be provided along with a sign advising visitors to wash their hands after touching the animals or enclosures.

3.10 Stand Catering and Alcohol

All stand catering and hospitality including alcohol must be purchased through Leiths Hospitality, ExCeL's approved contract caterer.

A full catalogue of what is available to order can be found using the link in the exhibitor's area of the website, where you can place your order. Alternatively, a catering order form can also be found in the exhibitor's area of the website.

4. Exhibition facilities

4.1 Organisers office

The organisers office can be found along from the exhibition's main entrance and will be manned during exhibition open hours.

Should you be unable to get hold of someone through the organisers office please call the Events Manager on 07793 241033.

Additionally to the main organisers, during the shows build-up period there will be helpdesks for the main show contractors e.g. electrics, shell scheme and furniture hire who will be able to help with any queries regarding their services. These helpdesks can be found at the front of the organisers office within the exhibition hall.

4.2 Signage

BPCA will supply signage to direct visitors to the exhibition hall and around the stands, exhibitors are not permitted to erect their own signage – this includes floor stickers and flyers.

Should you be interested in additional signage or sponsorship opportunities to drive visitors towards your stand please contact Beth Reed to discuss opportunities available – contact details can be found on the useful contacts page at the beginning of this manual.

4.3 First aid

If you are involved in or witness an accident onsite, however small, at any point during the tenancy of the exhibition, it is your responsibility to report it to the organisers office.

There is a first aid point located on level 0 within the main boulevard, down the stairs by N4/S4. The nearest chemist can be found on Freemasons Road which is located on the other side of Custom House DLR station.

4.4 Security

BPCA has employed a specialist event and exhibition security company who will operate within the halls during the exhibition, this team will operate alongside the ExCeL security team who will be patrolling with deterrent dogs.

As well as taking out adequate insurance, exhibitors should brief all stand personnel not to leave their exhibits unattended at any time whilst the halls are open. We also recommend that a member of staff is on your stand 30 minutes prior to the show opening and remains on the stand until all visitors have left the halls.

Please ensure your stand personnel are made aware of the below precautions to minimise this risk:

- Do not bring in portable, and consequently 'easy-to-steal' property until the latest possible time
- Do not have food and beverages delivered to the stand before the open morning
- Do not leave the stand unattended whilst it is being fitted and decorated when portable items are lying around
- Handbags, laptops, tablets and mobile phones are particularly vulnerable and should be safeguarded at all times
- Remember that the exhibition hall is not empty overnight and maintenance workers, cleaners, delivery men and others have access to the halls
- Portable items should be secured overnight and removed immediately after the exhibition closes as this is when the risk of loss or damage is at its greatest
- Ensure all staff are wearing exhibitor badges at all times and that they supervise removals, remaining with goods at all times, both on the stand and on the loading bay

In the unfortunate event that something is lost or damaged please report this to the organisers office immediately, along with a description of the item.

Whilst BPCA and ExCeL have made all reasonable arrangements for security coverage, they are not responsible for any loss or damage which may occur and it will be the exhibitor's responsibility to ensure the security of their stand and contents including personal property.

Should you require additional security for your stand please contact Secure-Ops, ensuring you quote the exhibition name and dates along with your stand name and number. Contact details can be found on the useful contacts page at the beginning of this manual.

4.5 Stand cleaning

The onsite cleaning team will clear bulk rubbish during the build-up and breakdown periods of the exhibition and they will arrange for the disposal of reasonable levels of exhibition rubbish.

This covers gangways and feature areas within the exhibition hall, should you need your stand cleaning at any point during the show you can call the ExCeL helpdesk on 0207 069 4500 and request a cleaner. Please note this isn't included in the stand package and would be chargeable at a price on application.

Additional housekeeping services are available at an extra charge, should you require this service please contact telesales@excel.london

4.6 Water

No mains water service will be connected to a stand unless a drainage system is installed on the same stand for the purpose of removing the water used. Direct connections from the mains service to a machine shall not be permitted unless a double check valve is fitted at the inlet. If requested, ExCeL will quote for the installation of the appropriate vacuum breaker.

All exhibits and equipment containing water should be carefully drained at the end of the exhibition, in such a way that water is not discharged onto the floor of the halls. Any costs involved in dealing with water discharge onto the floors of the halls, into the service ducts and any damage caused to mains services will be charged to the exhibitor.

All pipework used in the installations must be suitable for operating pressure of the mains service for which it is to be used.

No paint, oils, fats, waste food, spirits, chemicals or other noxious substances should be discharged into the drainage system. These materials must be discharged into closed containers manufactured of material suitable for this purpose. Full details of these types of waste are to be submitted to the organisers who will make arrangements for their disposal at the cost of the exhibitor.

The cost of clearing or repairing any damage made to the drainage system as a result of an exhibition stand will be passed to the relevant exhibitor.

Full details of all vessels containing 250 litres or more of liquid are to be submitted to the organiser for approval at least eight weeks before the first day of the event. All vessels of this type are to be fitted with either a connection in the base to a waste pipe ordered from ExCeL or a suitable connection incorporating a pump connected to a waste pipe ordered from ExCeL. This is to ensure that means are always available to easily drain down the vessel in case of an emergency and at the end of the exhibition.

ExCeL will undertake to fill and empty vessels by means other than piped water supply and drain where the construction of the vessels will not permit the fitting of pipework. The cost of such work will be charged to the exhibitor.

Enquiries regarding the supply of water and draining of vessels of any type must be made to the organiser at least eight weeks before the start of the event. ExCeL will charge the applicant for the provision of this service, who will be advised of the cost before the work is put in hand.

4.7 Hall rigging

If you are planning to hang anything from the ceiling above your stand this must be undertaken by ExCeL Venue Services and cannot be carried about by stand contractors.

A hall rigging rate card can be found in the exhibitor's area of the website.

4.8 Gas and compressed air

Exhibitors must ensure that only trained operators operate machinery and equipment powered by compressed air.

All machinery and equipment powered by compressed air must have the appropriate BS / CE label attached. The use of rigid pipework shall not be permitted, stand installations shall be made using metal pipework or flexible plastic / nylon hose. All pipework used in installation must be suitable for the operating pressure of the mains service for which it is to be used.

If you intend to have compressed gases, acetylene or LPG on your stand you must include this within your risk assessment.

Compressed air supplies are taken from the service subways that are situated below the exhibition hall running from north to south, contact details can be found for ExCeL venue services can be found on the useful contacts page at the beginning of this manual.

5 Marketing and visitor promotion

5.1 Exhibition showguide

A showguide will be produced and distributed free of charge to all visitors at the event which will include an exhibitor list and floorplan. Within your stand package you have a free listing within the showguide which includes your company logo, this information should be submitted using the online form in the exhibitor area of the website.

Additionally to your listing in the printed showguide you will also feature on our online exhibitor listing and floorplan, so the sooner you are able to complete and return this form the more coverage you will receive.

Please note: Any entries received after 31.01.2019 cannot be guaranteed to feature in the printed showguide.

Research shows that advertising in an exhibition showguide provides a valuable supplement to other show activities, should you also wish to advertise in the showguide to maximise your coverage across the event please contact Beth Reed – contact details can be found on the useful contacts page at the beginning of this manual.

Only advertising material from authorised companies may be distributed at the event, and this may only be distributed on a company's own stand. It is forbidden to distribute advertising material at the entrance, in the aisles and outside of the exhibition halls, anyone found to be doing this will be asked to stop however should this continue you may be asked to leave the exhibition hall.

5.2 PestEx logo



For exhibitors wishing to produce their own promotional material we have included a publicity and logo pack within the exhibitor area of the website which includes downloadable formats of the logo and other promotional items.

Should you have any questions about usage of the logo or the promotional items please contact marketing@bpca.org.uk

Please note the PestEx logo is copyright of BPCA, this logo should only be reproduced for the purpose of PestEx 2019.

5.3 Visitor admission

The exhibition is accessed through the registration desks at the front of the exhibition hall, it is FREE to attend, and will allow pre-registered delegates to fast track with their barcodes printed.

Visitors can pre-register online to receive their badge in advance of the show by visiting <http://pestex.org> and completing a short form.

5.4 Badges

Badges are required for entry into the Exhibition Hall at all times, it is the exhibitor's responsibility to ensure that all of their staff have passes and that they are worn throughout the event.

Exhibitor badges can be ordered using the form in the exhibitor area of the website ahead of the event and collected from the registration desk, located at the entrance to the hall, during build up on Tuesday 19 March from 2.00pm.

In order to comply with European legislation, if you are using contractors for your stand build you will need to register their details through the form in the exhibitor area no later than Friday 1st March so that wristbands can be sent out in the post prior to the event build.

After these forms have been submitted should you wish to make any changes or add any additional names please email events@bpca.org.uk.

If at any point during the show you lose your badge, or you need to make an amendment to your printed badge please visit the registration desks at the entrance to the hall where QRS will be able to re-print one for you.

Each badge is colour coded to help you identify visitors and exhibitors using the below colours:

Exhibitors – Black
Visitors – Green
Organisers – Pink
Speakers - Blue

5.5 Pre-registration flyers

BPCA will be promoting the show through multiple platforms, industry magazines and to related industries to grow the shows attendance, however you can play a part in this too by encouraging your existing and potential customers to visit you at the show. Each exhibiting company will be sent 50 visitor pre-registration flyers to distribute with product orders, include in training materials and to display in their premises.

Should you wish to have any additional flyers over the 50, or would like any help with promoting your attendance at the show please contact marketing@bpca.org.uk

6 Exhibition Regulations

6.1 Fire precautions

ExCeL will place an adequate number of fire points at key locations in each event, each fire point consists of:

- 1 x double stand
- 1 x 2KG Co2
- 1 x 6LTR AFFF Fire Extinguisher

It is the responsibility of each exhibitor to ensure that any display material used complies with the Local Authority Fire Regulations. All materials used on exhibition stands or stored within the exhibition hall must be Class 1 (BS476) fire retardant. It is essential that no polystyrene is used as display material, that any fabric displays must not gather on the floor and all material used in stand decoration (i.e. fabric walls, ceilings etc.) must be fireproofed. Certificates will be required at the exhibition for presentation if required.

Fuel oil used in connection with any oil burning equipment shall have a flash point of not less than 54°C (130F) and shall be in accordance with BS2869; 1988; "Petroleum fuels for oil engines and burners". Paraffin and other mineral oils must not be used in any lamps, stoves or other appliances on exhibits.

No flammable liquid or liquid petroleum gas shall be used within the exhibition hall without the prior written consent of ExCeL and the Chief Fire Officer.

6.2 Balloons and inflatables

Use of balloons or inflatable items must be agreed in writing with BPCA prior to the event.

Helium balloons must be secured and are the responsibility of the exhibitor to ensure they remain anchored throughout the show and are removed at the end of the event.

In the event of any balloons or inflatable products becoming loose and floating to the ceiling any dilapidation charges incurred from the venue to cover retrieval will be passed onto the exhibitor responsible.

6.3 Copyright of music

ExCeL does not hold a blanket licence for the performance of music and it is therefore the responsibility of the exhibitor to ensure that they obtain the appropriate licence prior to the event should they require music to be part of their stand.

Written authority must be obtained from BPCA prior to applying for a license, should BPCA at any point during the event receive complaints or deem the music unsuitable or disruptive play must cease immediately.

Visit www.prsformusic.com for further information on obtaining a licence.

6.4 Health & Safety / Risk assessments

ExCeL operates within Health & Safety policies which have been prepared within the legislative requirements. Anyone infringing any relevant legislation and/or any venue regulations will be asked to desist forthwith and for serious and continuing breaches may be banned from the premises.

It is the responsibility of the exhibitor to ensure the health, safety and welfare of all employees, contractors and visitors as far as reasonably practicable throughout the event. It is recommended that each stand appoints a health and safety supervisor with the specific responsibility of ensuring the health and safety of their staff and stand builders.

All exhibitors are required to carry out their own risk assessment using the form provided within the exhibitor's area of the website, which must include build-up, open days and breakdown making sure you consult and include information from your appointed contractors.

In addition to the risk assessment all exhibitors with space only stands must ask their contractors to complete and return the following to the organiser:

- A method statement for the project *
- Health and Safety declaration *
- Construction phase plan *
- Space only stand plan (including scale drawings)
- A copy of third party liability insurance certificate showing a minimum £5m cover.

(* Forms are available in the exhibitor's area of the website)

BPCA has a Health and Safety representative who is NEBOSH trained, this representative will be available at all times during the build-up, open period and breakdown. The appointed person has the authority / obligation to require improvements if they feel there is a significant risk of danger developing and immediately stop any activity they consider unsafe.

In order for it to be dealt with as a specific risk to health and safety, exhibitors shall give the organisers at least 2 months' notice in writing of their intention to bring anything listed below to PestEx 2019:

- Demonstrations, public participation and adventurous activities
- Simulators and rides
- Lifting operation
- Hazardous substances
- Entertainment involving special risk
- Explosives or highly flammable substances
- Special effects
- Any activity involving water where there is a risk of Legionella
- Compressed gases including LPG

6.5 Insurance

Whilst every reasonable precaution is taken by the organisers to prevent any loss or damage to exhibitor's property during the event, the organisers do not accept any responsibility for any loss or damage that may befall the person or property of the exhibitor from any cause whatsoever.

Please note that all exhibitors are required to have Public Liability Insurance, you should note that this is not the same as Employers' Liability Insurance (which is mandatory in the UK) and should ensure that your Public Liability Insurance covers organised events taking place outside of your business premises.

Exhibitors must obtain insurance protection, not only in respect of your contractual obligations for the show, but to enable you to recover your own irrecoverable loss of expenses, costs and commitments incurred if, for example, the exhibition had to be cancelled or abandoned due to effects of strikes, act of God, weather conditions or any other cause outside your own or BPCA's control.

It is in your own interest to arrange this insurance as early as possible as the cancellation cover will only apply to circumstances arising after your proposal has been accepted by underwriters.

Should you require it, an Exhibitors' Insurance Plan is available from:

Bradshaw Bennett Ltd
Catherine House
Catherine Street
Macclesfield
Cheshire
SK11 6BB

Tel: 01625 505870

6.6 Guidelines on advertising pesticides

A copy of the PSD Guidelines on the advertising of pesticides and the advertising requirement for biocidal products are available within the exhibitors area of the website.

6.7 Terms and Conditions

1. DEFINITIONS

In these Terms and Conditions:

a) The word 'EXHIBITOR' means the person, company, firm or other organisation to whom space at the exhibition has been allocated by the organisers and, in relation to any term or condition imposing any prohibition, shall include employees, servants or agents of the exhibitor.

The word 'EXHIBITION' means PestEx 2019.

The word 'ORGANISERS' means BPCA

2. APPLICATION FOR STAND SPACE

Application for stand space must be made using the PestEx 2019 booking form. Applications will be dealt with in order of receipt. The submission of an application in the manner and on the form provided, together with the allocation by the organisers and the acceptance by the exhibitor of stand space shall be deemed to be a contract in acceptance of and in accordance with these Terms and Conditions. The organisers shall reserve the right to refuse any application. The stand booking form must list all firms being represented by the exhibitors.

3. PAYMENT FOR STAND SPACE

The exhibitor shall pay a deposit of 10% towards the total cost of the stand/s allocated, plus VAT at the applicable rate, within 28 days of the date of the invoice issued by the organisers upon receipt of the stand booking form. A further invoice will be issued for 45% of the total cost on 3 September 2018, followed by a final invoice for the remaining 45% on 2 January 2019, the exhibitor shall pay the balance of both invoices within 28 days of the invoices being issued. If such balance is not paid by 28 days of the final invoice date, any deposit paid by the exhibitor may be forfeited and the stand re-allocated. All payments must be made by cheque, credit card or bank transfer drawn on any United Kingdom bank in pounds sterling and made payable to BPCA and sent to British Pest Control Association, 4a Mallard Way, Pride Park, Derby, DE24 8GX.

4. CANCELLATION OR REDUCTION OF STAND SPACE

If, after allocation of stand space to any exhibitor, such exhibitor shall desire to cancel or reduce the stand space allocated to him, this must be made in writing by email to events@bpca.org.uk or sent recorded delivery to the BPCA Offices.

Any cancellation made after 31 August 2018 will incur 100% of the stand cost, and the exhibitor shall remain liable to pay the full charge for the stand space allocated.

5. ALTERATION TO STAND SPACE

Whilst every endeavour will be made to adhere to the published layout of the exhibition, the organisers shall be entitled to vary the layout if, in their opinion, this is in the general interest of the exhibition.

6. BANKRUPTCY OR LIQUIDATION

In the event of an exhibitor becoming bankrupt or (being a company) entering into liquidation other than for the purpose of reconstruction or amalgamation, or having a receiver appointed, the organisers shall be at liberty to terminate forthwith the contract with such an exhibitor and to cancel the allotment of stand space to the exhibitor, and all sums paid by the exhibitor under the contract shall be forfeited.

7. OCCUPATION OF STAND SPACE

The exhibitor, their agents, employees and contractors, may enter the exhibition area for the purpose of erecting and preparing his exhibit/s during the build-up day of 19 March 2019: 10.00 to 20.00. All stands must be complete and ready by 08.45 on 20 March 2019, prior to the Exhibition opening at 9.00 on 20 March 2019. In the event of an Exhibitor failing to take possession of his allocated stand space, the charges for such allocated stand space will remain in place. The organisers shall have the right to refuse to permit the exhibitor to occupy or use the stand space until all sums due to the organisers from the exhibitor have been paid. The exhibition will be open on 20 March 2019 09.00 to 17.00 and 21 March 2019 09.00 to 16.00. Stands must be open for viewing and staffed during these hours. Upon being required to do so by the organisers, the exhibitor shall cease to employ at the exhibition any servant of the exhibitor who shall be guilty of any conduct, which in the opinion of the organisers is prejudicial to the proper management of the exhibition. The organisers' tenancy of the exhibition hall terminates on 21 March 2019 and the exhibitor shall remove by 20.00 hours on that day from the exhibition hall all exhibits, displays, stand fittings and materials. Removal of exhibits and dismantling of stands may not commence until the official closing time of 16.00 on 21 March 2019. Notwithstanding anything contained elsewhere in these Terms and Conditions, the exhibitor shall at all times, and insofar as they are applicable, observe and perform the standard conditions of Hire for ExCeL in force at the time of the exhibition.

8. INSTALLATION

- a) No exhibitor will be permitted to install his display or exhibits in such a manner as, in the opinion of the organisers, obstructs the light or impedes the view along the open spaces or gangways. The organisers reserve the right to remove any items deemed to be obstructing or protruding into the gangways.
- b) ExCeL reserves the right to examine and exclude any exhibit. No exhibitor will be permitted to install display material or exhibits which contravene security regulations as laid down by ExCeL;
- c) Gangways must be kept clear and free for passage;
- d) Heavy and bulky exhibits are restricted by floor loading and restricted access. Individual requirements must be directed to the venue for approval;
- e) All structures and materials, including signs, shall conform to the requirements of the organisers;
- f) Timber used must be kiln-dried so as to avoid damage to the carpets through condensation; carpet flooring installed by the exhibitor must be laid on board (not directly on carpet) and securely taped;
- g) All movement of and fixtures to the shell scheme hired from the organisers must be carried out by the appointed contractors;
- h) All electrical installations and connections must be carried out by the contractors appointed by the organisers;
- i) Limited storage for packing cases and materials is available in the void space at the rear of the exhibition hall, behind the baffle walling. This is communal to all exhibitors so please keep this area tidy. All items are left at owner's risk.

9. TRADE UNION LABOUR

It is recommended that all labour within the halls engaged in servicing the exhibition is party to the Constitution and Working Rule Agreements for the National Joint Council for the Exhibition Industry and the National Exhibition Electrical Joint Industrial Council. All Local Authority regulations must be abided by. In addition, for any specialist tasks correctly trained and certificated labour must be used.

10. FREIGHT AND TRANSPORT

The official agents for freight forward, transportation and handling for the exhibition are: Europa Logistics, Tilton Road, Birmingham, B9 4PP. Exhibits for temporary importation into the United Kingdom must be addressed to the appropriate stand of the exhibition company at the exhibition hall and must be consigned in order to arrive in London not later than 10 days before the installation date advised to the exhibition company and notification sent to the official agents. Full details of the requirements for customs clearance and bonding formalities are available from the official agents. Airway bills for exhibits consigned by air must be addressed to Europa Showfreight, Unit 6, Mereside Park, Sheild Road, Ashford, Middlesex UK.

11. ELECTRICAL REQUIREMENTS

Lighting and power services will be available to the exhibitor through the official electrical contractor. A schedule of these services, together with relevant charges, will be sent to the exhibitor. An exhibitor may provide his own electrical fittings, where such fittings are in the form of made-up units, showcases, signs etc. complete and ready for connection to mains supply. All electrical installations must comply with the relevant Electricity at Work Regulations 1989 and EVA (Exhibition Venues Association) Regulations for Stand Electrical Installations 1998.

12. PESTICIDES

The exhibitor must ensure that all displays, exhibits and samples comply with The Control of Pesticides Regulations 1986 and all other relevant UK legislation.

13. FIRE PRECAUTIONS

All materials used in constructional work, displays, etc, must be effectively fire-proofed, or made of non-flammable materials. Counter backs and curtains must be cut off at least 6 inches or 150mm clear of the floor. Packing materials, litter and the like must be removed from the exhibition areas. The exhibitor must comply with any instructions given by ExCeL and the organisers to avoid the risk of fire.

14. SUB-LETTING

Sub-letting or licensing the use of stand space is NOT permitted, neither may the products or services of firms not exhibiting in their own rights be promoted or displayed as exhibits, except where the exhibitor is the SOLE United Kingdom selling agent for such products or firms, or express written permission has been obtained from the organisers. (See Section 2 – Application for stand space.

15. PUBLIC LIABILITY

The organisers shall not be liable for any claims arising from death or bodily injury or damage to property arising in connection with the erection and dismantling of the exhibitor's stand and anything permitted, omitted or done thereon or there from during the period of the exhibition or the construction and dismantling periods caused directly or indirectly by the exhibitor or any contractor, sub-contractor, servant, agent, licensee or invitee of his or the act, omission or neglect of any such person or by any exhibit, machinery, or other article of the exhibitor or in the possession of or use of the exhibitor or any servant or agent of his. The exhibitor will indemnify the organisers in respect of each and every such claim and all actions, proceedings, costs, claims and demands in respect thereof. The exhibitor shall affect adequate insurance in respect of all such claims, and the liability therefore assumed by the exhibitor.

16. INSURANCE OF EXHIBITS

The organisers do not accept responsibility for any loss or damage from any cause whatever, in respect of any property brought to the exhibition premises by the exhibitor or his servants, agents, sub-contractors or any other persons. The exhibitor releases and indemnifies the organisers in respect of any loss or damage to the exhibits of any other property brought to the premises whether it is his property or not. The exhibitor shall adequately insure all such property in the joint names of himself and the organisers on a full 'All Risks' basis for a sum insured equivalent to the full value of all exhibits and other property brought to the exhibition. The exhibitor shall provide the organisers with satisfactory evidence that adequate insurance is in force.

17. POSTPONEMENT OR ABANDONMENT

If the Exhibition is postponed, cancelled or abandoned by reason of war, fire, storm, explosion, national emergency, labour dispute, strike, lock-out, civil disturbance, inevitable accident, force majeure, the non-availability, either wholly or partially, of the exhibition premises, or any other cause not within the control of the organisers, the organisers shall be under no liability to the exhibitor in respect of any actions, claims, losses (including consequential losses), costs or expenses whatsoever which may be brought against or suffered or incurred by the exhibitor, as the result of the happening of any such events. If, by rearrangement or postponement of the period of the exhibition, or by substitution of other premises, or in any other reasonable manner, the exhibition can be carried through, the contracts for space shall be binding upon all parties, except as to the size and position, as to which any modification, substitution or rearrangements considered necessary by the Organisers shall be determined. For assistance concerning adequate insurance cover please contact: Bradshaw Bennett Ltd, Catherine House, Catherine Street, Macclesfield, Cheshire SK11 6BB. Tel: +44 (0)1625 505870.

18. FAILURE TO VACATE

If the exhibitor, or his servants, agents or sub-contractors should fail to remove all his property or otherwise fail to vacate the exhibition premises by 20.00 on Thursday 21 March 2019 due to any cause whatsoever, the exhibitor shall be fully responsible for any penalties imposed by ExCeL or any other losses and costs incurred by the organisers as a result of the exhibitor failing to vacate the premises by the agreed time and without prejudice to any other right or remedy of the organisers, the organisers may remove any property of the exhibitor left at the exhibition hall by the exhibitor after the said time and the costs of such removal shall be paid by the exhibitor to the organisers on demand.

19. LASERS

Any company proposing to use lasers must produce a PM19 Health and Safety form, together with details of laser equipment, drawing of stand and location of beam. Local Authority regulations, which apply to laser use within exhibition areas, must be strictly adhered to.

20. LAW APPLICABLE

These rules and regulations and any contract concluded herein will be governed by English Law. The organisers undertake to give the fullest sympathetic consideration to the interests of the exhibitors. Should any question arise which is not provided for within the terms of these Terms and Conditions, the organisers' decision must be accepted as final where, in the organisers' opinion, the needs of the correct conduct of the exhibition make an immediate decision imperative.

Disclaimer

The information provided in this Manual has been prepared by the organisers to assist exhibitors in the presentation of their exhibits. Whilst every care has been taken to ensure that the details given are correct at the time of distribution, the Organisers shall not be responsible to any exhibitor or any other person in respect of any inaccuracy or omission in the information contained herein, nor shall they be responsible in any way concerned with any contract made by the exhibitor with any person, firm or company who is described as the "official contractor" of services or whose services are recommended in the Manual.