

The Footman James 1st

Great Western Autojumble



Royal Bath & West Showground
Shepton Mallet, Somerset, BA4 6QN
13th & 14th February 2010

EXHIBITOR MANUAL



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SETTING UP ARRANGEMENTS

The exhibition hall will be open and available for the setting up and dressing of stands on:

Friday 12th February 2010-	11.00 am – 19.00pm
Saturday 13th February 2010-	07.30 am – 09.00am
Sunday 14th February 2010-	09.00 am – 10.00am

NOTE: If you wish to set up on the Saturday this must be pre-arranged with the organisers. Please email josette.corbett@btconnect.com or call 0117 9071000 and speak to Emma Crane.

OPENING TIMES OF THE SHOW

The exhibition is open to the public and trade on:

Saturday 13th February 2010-	10.00 am – 4.30pm
Sunday 14th February 2010-	10.00 am – 4.30pm

PULL OUT

Removal of exhibits and equipment from the exhibition halls should be as follows:

Sunday 14th February 2010-	4.30pm –9.00pm
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NOTE: Everything must be removed by 9.00pm - nothing may stay overnight.

THE ORGANISERS OFFICE

The Organisers Office is located on the ground floor in the Showering Pavilion.

The Public Address System must be reserved for Organisers' Announcements, Police and Security messages only. This therefore precludes its use for messages from or to exhibitors and visitors except in an emergency.

HEALTH & SAFETY AT WORK

We would draw your attention to your responsibilities in respect of The Health & Safety at Work Act 1974. All exhibitors and contractors must work within the guidelines of the Act, see pages 6 and 7 for details. All exhibitors must complete a risk assessment and one is enclosed at the back of the manual.

In the event of an emergency during the show please contact Chris Smith in the Organisers Office. Tel: 01749 823113.

DELIVERIES

All parcels or mail to be delivered to the exhibition should be addressed as follows:

**Your Company Name & Stand No, c/o The Organisers Office,
SHOWERING PAVILION
The Footman James 1st Great Western Autojumble
Royal Bath & West Showground, Shepton Mallet, Somerset, BA4 6QN**

We will accept and sign for any parcel/mail delivered to the show in your absence but cannot accept responsibility for them. Please do not send anything to the venue before Friday 12th February 2010 or after Sunday 14th February 2010 as no one will be there to accept delivery.

FIRST AID

Please go to the Organisers Office and we will contact the First Aid for you by direct radio link.

OFFICIAL CONTRACTORS

INSURANCE

Footman James & Co Ltd
Waterfall Lane
Cradley Heath
Warley
West Midlands
B64 6PU
Tel: 0121 561 4196
Fax: 0121 559 9203
Contact: Kevin Askill

OPERATIONS

Nationwide Events
Pinnacle House
166a Gloucester Road North
Patchway
Bristol
BS34 5BG
Tel: 0117 907 1000
Fax: 0117 097 1001
Contact: Chris Smith
Email: chris@nwe.co.uk

ELECTRIC & FURNITURE

Please see page 8 for our furniture and electric order form.

FIRE PRECAUTIONS

Any person, whether exhibitor, staff, contractor, or worker, discovering an outbreak of fire, however slight, should endeavour to quench the fire by use of extinguishers. Any substantial fire then the alarm should be sounded and the area concerned evacuated immediately. The exhibition Organisers Office should be notified immediately.

EXHIBITOR PASSES

Every member of your staff who will be entering or working within the Venue at any time will require an exhibitor's pass to obtain access past security. Passes will be issued on the setting up day Friday 12th February 2010 from the dedicated ticket office reached via Yellow Gate following the direction signs.

TRADE: Each stand is issued 2 exhibitor passes and 1 car park pass. Exhibitor passes will be strictly monitored and we reserve the right to issue the number of passes we feel is reasonable.

Please contact Josette on 0117 907 1000 or email josette.corbett@btconnect.com if you require extra passes.

CAR PARKING

Stallholders will be able to park their vehicle in the exhibitor's car park free of charge provided you display a pass in the windscreen of your vehicle. These passes will be collected along with your exhibitor passes on the set up day. PLEASE FOLLOW THE DIRECTIONS OF THE STEWARDS. Car park passes will be strictly monitored. Please contact Josette on 0117 907 1000 or email josette.corbett@btconnect.com if you require extra passes.

Please note that the areas available for car parking for exhibitors have changed, please follow the directions of the Marshalls.

ELECTRICS

Please contact Operations – Nationwide Events – for all your electrical requirements. We recommend that you only use fittings supplied by the contractor (which have been pre-tested and are the responsibility of the contractor to maintain on site) rather than using your own fittings. If you do wish to use your own fittings they must be approved and installed by the contractor. A 24-hour power supply is available from the contractor on request.

Please also note the following electrical regulations which apply to all exhibitors:

- ◆ All electrical connections must be enclosed (no strip connectors).
- ◆ Only one extension block lead of not more than 2m long to be used in each socket.
- ◆ Adaptors and reel type extensions shall not be used.
- ◆ Leads on exhibitors' equipment must be not more than 2m long.
- ◆ All exhibitors own fittings must have a covered earth wire.
- ◆ All metal fittings and equipment must be earthed.
- ◆ If you use your own equipment it must comply with all regulations and is subject to testing and spot checks.
- ◆ Not more than one flex to one plug top.
- ◆ Sockets must not be overloaded, i.e. 500w sockets only 500w max.
- ◆ There are stringent mains tests carried out by the hall owners, it is therefore advisable for all Exhibitors to thoroughly check their own fittings before bringing onto site as a further charge may be incurred by the nominated electricians for the rectification of any electrical work necessary.

ADVANCE TICKETS

You can buy tickets for the show from us at a discounted rate. Just visit our website www.bccsl.co.uk and use the validation code GWM1 to save £2.50.

SECURITY

There will be overnight security. During the opening hours of the show exhibitors are responsible for their own stands but there will be security in operation within the exhibition.

PROMOTIONAL ACTIVITIES

For the good of all exhibitors the following promotional activities may only be undertaken within the exhibition if the written permission of the Organisers has been obtained:

- conducting surveys (other than on your stand),
- handing out stickers and badges (other than on your stand),
- handing out promotional literature or material (other than on your stand).

STAND CATERING

There is a bar and restaurant on the first floor serving hot and cold food. Cherry's café on the ground floor in the Showering Pavilion and outside catering is available during show times and build up.

STAND CLEANING

All stands, aisle and common areas will be cleaned as a free service. Any large rubbish, black plastic bags or empty boxes are to be placed in the aisles at the end of each day for removal. Please break down any cardboard boxes.

CARAVAN/CAMPING FACILITIES

You may stay on site in your caravan/camper van in the designated camping area where there will be some facilities available. There is a £5.50 charge per vehicle per night for this facility you will need to fill in and return the form on page 9. You will be given a pass for your vehicle to avoid being woken and checked upon! For health and safety / security reasons we need to know who is exactly on site.

HEALTH & SAFETY

EXHIBITION BUILD-UPS, OPEN DAYS AND BREAKDOWNS **THE HEALTH AND SAFETY AT WORK.ETC.ACT 1974**

All personnel, whether stand staff or contractors, should be aware that they have a responsibility to ensure, so far as is reasonably practicable, the health, safety and welfare of all employees, and that any plant or systems of work which may be used are, so far as is reasonably practicable, safe and without risks to health. This includes that all employees are provided with information, instruction, training and supervision to ensure not only their own health and safety but others working or attending the vicinity.

HEALTH & SAFETY POLICY STATEMENT- COMPANY RESPONSIBILITIES

We are satisfied that establishing and enforcing appropriate measures to control and monitor Health & Safety procedures is a vital part of running the business as an efficient and successful operation. To this end we will:

1. Ensure that all plant and working practices are safe and offer no risk to health.
2. Ensure that all necessary precautions are taken in respect of the safe use, handling, storage and transport of materials and substances.
3. Provide such information, instruction, training and supervision as is necessary to ensure the health and safety at work of all employees.
4. Maintain all places of work, equipment and transport under our control in a safe condition, free from risk to health.
5. Provide adequate facilities for the welfare of employees.
6. Safeguard the health and safety of visitors and of any members of the general public who could be affected by our activities.
7. Provide all necessary information relating to health and safety in respect of processes, products and services.

It is necessary for ALL exhibitors to complete the separate Health and Safety Form/Risk Assessment. You will not gain access to the halls without this requirement having been completed. To save time the form is on page 10 & 11.

BRISTOL CLASSIC CAR SHOW LTD

Company Code of Safe Practice for External Exhibition Venues

1. Emergency gangways must always be maintained through and to the centre of halls in build-up and breakdown situations.
2. Hard hats must be used when working beneath or near overhead working or if this is impracticable access must be restricted to such areas.
3. Operatives must wear suitable protective clothing relevant to their job, including eye, hearing, feet and hand protection.
4. Flammable liquids and substances must be used and stored safely and segregated from waste and other risk areas.
5. Portable power equipment must be used only for the purpose for which it was designed, and safety guards must be correctly filled and used.
6. Portable electric tools must be used with the minimum length of trailing leads. Such equipment must not be left unattended with a live power supply to it.
7. Electrical and telephone cables must not be allowed to lie uncovered on the floor and must be taped down.
8. Stacker trucks must only be used by fully trained personnel.
9. Disused fluorescent type lighting tubes must be disposed of safely and properly.
10. Chemicals and flammable liquids must be removed from venues by the user or, in exceptional circumstances, brought to the attention of the relevant clearing department for safe and proper disposal. These products must not be placed in general rubbish bins or skips.
11. All work areas must be maintained free from general waste materials which could hazard operatives
12. Proper scaffolding must be used during the construction of stands. The scaffolding must be used in accordance with industry guidelines and any tower scaffold in use must be properly stabilised and propped.
13. All electrical work within venues must be carried out by the Company's nominated contractor.

INSURANCE

Although every reasonable precaution has been taken - including adequate patrolling of the venue - the Organisers expressly decline responsibility for any loss or damage which befalls the personnel or property of any exhibitor. It is therefore essential that Exhibitors insure (on an "All Risks" basis) exhibits and equipment brought to the stand, including property hired or borrowed for which they are responsible. Cover should include transit to and from the venue. Public liability insurance is also necessary in respect of damage to third party property or bodily injury.

As your overall expenditure could be lost if the event was curtailed or cancelled - or your exhibits were destroyed en route to the event, resulting in an empty stand - it is prudent to cover these risks too.

Consult your insurance adviser about suitable cover or take advantage of the Plan offered by Footman James & Co Ltd

TRADE ONLY - FURNITURE & ELECTRICS BOOKING FORM

BRISTOL CLASSIC CAR SHOW
Pinnacle House, 166A Gloucester Road North,
Patchway, Bristol, BS34 5BG
Tel No: 0117 907 1000
Fax No: 0117 907 1001
Email: emmac@nwe.co.uk

RETURN BY 15TH JANUARY 2010



If you need to hire tables, chairs, power sockets or lighting you must order in advance. Please complete and return this form along with a cheque for the full amount made payable to **Bristol Classic Car Show Ltd.** Orders not including full payment may result in your items not being available at the show.

Tables and chairs will not be delivered to your stand, please come and check in at the organisers office and we will deliver them to your stand.

NAME.....

COMPANY.....

ADDRESS.....

.....

POSTCODE.....STAND NO.....

TEL NO..... MOBILE NO.....

EMAIL.....

ITEM FOR HIRE	COST PER ITEM	QUANTITY REQUIRED	TOTAL
Table (6ft x 2.6ft)	£10.00		
Chair	£2.50		
Power Socket (500w)*	£45.00		
Lighting (fluorescent tube)*	£45.00		
Walling (8ft x 1m panels)*	£10.00 per metre panel		
*Please mark on the back of this form where you would like your electrics and walling on your stand. For any other electrical/walling requirements please ring the office.	SUBTOTAL		
	VAT @ 17.5%		
	TOTAL		

Bristol Classic Car Show Ltd Reg No 1609061 VAT 908 7647 86

CAMPING BOOKING FORM

BRISTOL CLASSIC CAR SHOW
Pinnacle House, 166A Gloucester Road North,
Patchway, Bristol, BS34 5BG
Tel No: 0117 907 1000
Fax No: 0117 907 1001
Email: emmac@nwe.co.uk

RETURN BY 15TH JANUARY 2010



A designated area for camping will be available onsite for a charge of £5.50 per vehicle per night.
Please note that this charge is levied by the showground and collected by us on their behalf -
Please indicate which evenings you wish to stay overnight?

FRIDAY

SATURDAY

SUNDAY

How many vehicles/ caravans?

Total cost £.....

Vehicle Registration.....

Number of people staying in the vehicle/caravan?

Please enclose a cheque for the corresponding amount to the above address, made payable to **Bristol Classic Car Show Ltd**. Orders not accompanied by a cheque will not be accepted.

CLUB/COMPANY.....

ADDRESS.....

.....

POST CODE STAND NO

TEL NO..... MOBILE.....

Health & Safety Form –COMPULSORY FOR ALL EXHIBITORS

The Footman James Great Western Autojumble

PLEASE READ THOROUGHLY AND COMPLETE THOROUGHLY – The Bristol Classic Car Show Ltd contracts Nationwide Events to run operations at all its events and as such Nationwide Events decisions are final on all matters of Health and Safety. Exhibitor passes will not be issued unless organisers have received full stand payment and are in receipt of this form.

Company/Club name	
Contact Name	
Stand Number	
Telephone Number	
Address	
Email	

Please read the following and sign the declaration below.

I/ We acknowledge Nationwide Events Health & Safety Policy and DDA Policy and confirm that they will be complied with in addition to our responsibilities under the Health & Safety at Work Act 1974 and DDA 1995 and all its subordinate regulations which apply.

I/ We/Our Contractors enclose a show and fire risk assessment for the build up, show open days and breakdown of our stand.

I/ We are satisfied that our staff have been given sufficient fire related information, instruction and training to carry out their tasks in a competent and safe manner and are aware of the emergency evacuation plan.

I/ We confirm that the following insurance/ policies are current and valid: 1. Public Liability Insurance 2. Employers Liability Insurance 3. Health & Safety Policy (*if you employ more than 5 permanent members of staff*)

I/ We agree to liaise with Nationwide Events on all matters regarding health & safety prior to and during the event where necessary to ensure the health & safety of all parties who may be affected by our actions/ instructions. Our risk assessment including a fire assessment will be available for inspection throughout the event.

I/ We accept Nationwide Events reserve the right to prohibit an exhibit or activity where there is contravention of the Health & Safety rules of Nationwide Events and/or statutory provisions where they consider that the health & safety or welfare of personnel is at risk.

To provide us with key information of key activities on your stand please tick the relevant boxes:	Yes ✓	No ✓
Will you be preparing / sampling / serving any food or drink on your stand?		
Will you be erecting a temporary structure? i.e. marquee / flagpoles / banner frame etc		
Will you have an electrical supply to your stand?		
Will you have a water supply to your stand?		
Will you be working at height (over 1 metre) using ladders etc?		
Will you be laying flooring or a platform?		
Will you be using any tools / power tools etc?		
Will you be installing a ramp or stairs?		
Will you be using LPG, highly flammable liquids, chemicals and ignition sources?		
Will there be any moving machinery / demonstrating exhibits on your stand?		
Will there be pre-recorded or live performances / music / public address systems on your stand?		

Please note LPG is not permitted at the venue

SIGNATURE:	DATE:
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Please return all forms to: Nationwide Events, Pinnacle House, 166a Gloucester Road North, Patchway, Bristol, BS34 5BG.
FAX BACK: 0117 907 1001 EMAIL: emmac@nwe.co.uk

Risk Assessment Form – COMPULSORY FOR ALL EXHIBITORS

The Footman James Great Western Autojumble

We have completed a table of possibly risks that could occur please read and sign the bottom of this page if you are happy we have covered all possible outcomes for our stand. There is a section below to add any other risks you feel could occur on your stand.

Activity / Hazard	Person at Risk	Risk Evaluation Level: High, Medium & Low	Current Precautions & Control Measures
<i>Vehicles on stand</i>	<i>Drivers / Passengers / General Public</i>	<i>Low</i>	<ul style="list-style-type: none"> <i>a. Competent licenced drivers.</i> <i>b. Minimal fuel to be in tanks on site</i> <i>c. Locking petrol caps to be used</i> <i>d. Drip tray to be placed under exhibiting vehicles</i>
<i>Construction of stands and components / Falls of panels, equipment etc</i>	<i>Operators working below stand including exhibition staff</i>	<i>Medium</i>	<ul style="list-style-type: none"> <i>a. Trained installers only used</i> <i>b. Appropriate equipment used to construct and dismantle</i> <i>c. Constructed in stages and only left unattended when safe to do so.</i> <i>d. Hard hats to be worn whilst operatives are working above.</i>
<i>Ladders / Working at Height / Falls</i>	<i>Installers / Exhibition Staff</i>	<i>Medium</i>	<ul style="list-style-type: none"> <i>a. Installers trained in the use of ladders</i> <i>b. Ladders checked before use</i>
<i>Manual Handling / Injuries from loading and unloading</i>	<i>Installers / Exhibition Staff</i>	<i>Medium</i>	<ul style="list-style-type: none"> <i>a. All staff are trained in manual handling</i> <i>b. Heavy components moved by trolley to minimise manual handling</i>
<i>Electrical / Electrical equipment, power tools and lighting</i>	<i>Installers / Exhibition Staff / General Public</i>	<i>Low</i>	<ul style="list-style-type: none"> <i>a. Only qualified electricians used</i> <i>b. All electrical equipment and lighting to be checked before use</i> <i>c. All portable electrical equipment to have a current PAT Certificate</i>
<i>Cables / Trailing leads / Trip Hazard</i>	<i>Installers / Exhibition staff / General Public</i>	<i>Low</i>	<ul style="list-style-type: none"> <i>a. All trailing leads and cables to be taped down or covered in reinforced rubber matting</i>
<i>Fires in Vehicles / Fire, Explosion, Skin burns, fume and smoke inhalation</i>	<i>All people in or entering the vicinity of activity</i>	<i>Medium</i>	<i>Fire separation, Fire detection equipment, trained staff, First Aid and Fire Fighting equipment. Venue monitoring, intervention and enforcement where necessary.</i>
<i>Fires caused by the use of flammable liquids / Fire, Explosion, Skin burns, fume and smoke inhalation</i>	<i>All persons within the event areas</i>	<i>Medium</i>	<i>Restricted use of flammable liquids, monitoring by safety officer, Information on restrictions supplied in the exhibitor manual.</i>
<i>Obstruction of Fire Exits and Exit routes, internally and externally by vehicles, waste materials</i>	<i>All persons within the event areas</i>	<i>Medium</i>	<i>Pre event briefing, supervision and regular inspections by safety staff</i>

SIGNATURE:	DATE:
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Please return all forms to: Nationwide Events. Pinnacle House, 166a Gloucester Road North, Patchway, Bristol, BS34 5BG.
FAX BACK: 0117 907 1001 EMAIL: emmac@nwe.co.uk