



Planning  
— for the —  
**Future**

# 50<sup>th</sup> The Arboricultural Association's National Amenity Conference

## 4-7 September 2016

Keele University, Staffordshire ST5 5BG



Keele  
University

7 International Speakers 📍 29 Speaker Sessions

In collaboration with

**Landscape  
Institute**  
Inspiring great places



**BARTLETT  
TREE EXPERTS**  
SCIENTIFIC TREE CARE SINCE 1907

AA GOLD SPONSOR 2016

Programme sponsor

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# Exhibitor and Sponsor Booking Form



Arboricultural  
ASSOCIATION

[trees.org.uk](http://trees.org.uk)

[www.trees.org.uk/The-Amenity-Conference](http://www.trees.org.uk/The-Amenity-Conference)







The AA's **50th** National  
Amenity Arboriculture  
Conference 2016

**4-7 September 2016**  
**Keele University**  
Staffordshire ST5 5BG



In collaboration with

**Landscape  
Institute**  
Inspiring great places












## An **unmissable opportunity** to put your business in front of interested buyers – either as a **sponsor** or **exhibitor**:

The AA Conference is the UK's largest and longest running annual conference dedicated to arboriculture. The event is the focal gathering of amenity arboriculture managers in the UK: consultants, local authority managers, contractors and educators.

This year we will also be attracting architects, urban planners, landscape architects, central and local government agents, public health and NHS professionals.

Buyers will be looking for:

-  **Computerised tree management hardware and software**
-  **Trees and shrubs**
-  **Planting and other arboricultural infrastructure accessories**
-  **Surveying tools**
-  **PPE**
-  **Training**
-  **Advice**
-  **Publications**
-  and much more...

Exhibition space starts at **£395**, banner advertising on site from **£110** and promotional flyers from **£240**, together with a range of other sponsorship opportunities (all prices excluding VAT).

Booking space and sponsorship at the National Amenity Arboriculture Conference is easy:

1. **SELECT** how many exhibition plots you require
2. **SELECT** what other promotional opportunities you will take (sponsorship of speakers, delegate bags, banners on site, wine receptions and promotional flyers in delegate bags)
3. **COMPLETE** your company details
4. **READ** the Exhibitor Safety Information at the end of this document
5. **SIGN** the declarations
6. **COMPLETE** your Risk Assessment
7. **PAY** Make your payment
8. **RETURN** Post or scan and email your application.

Images courtesy of the Keele University.

Post or scan and email your booking form to:

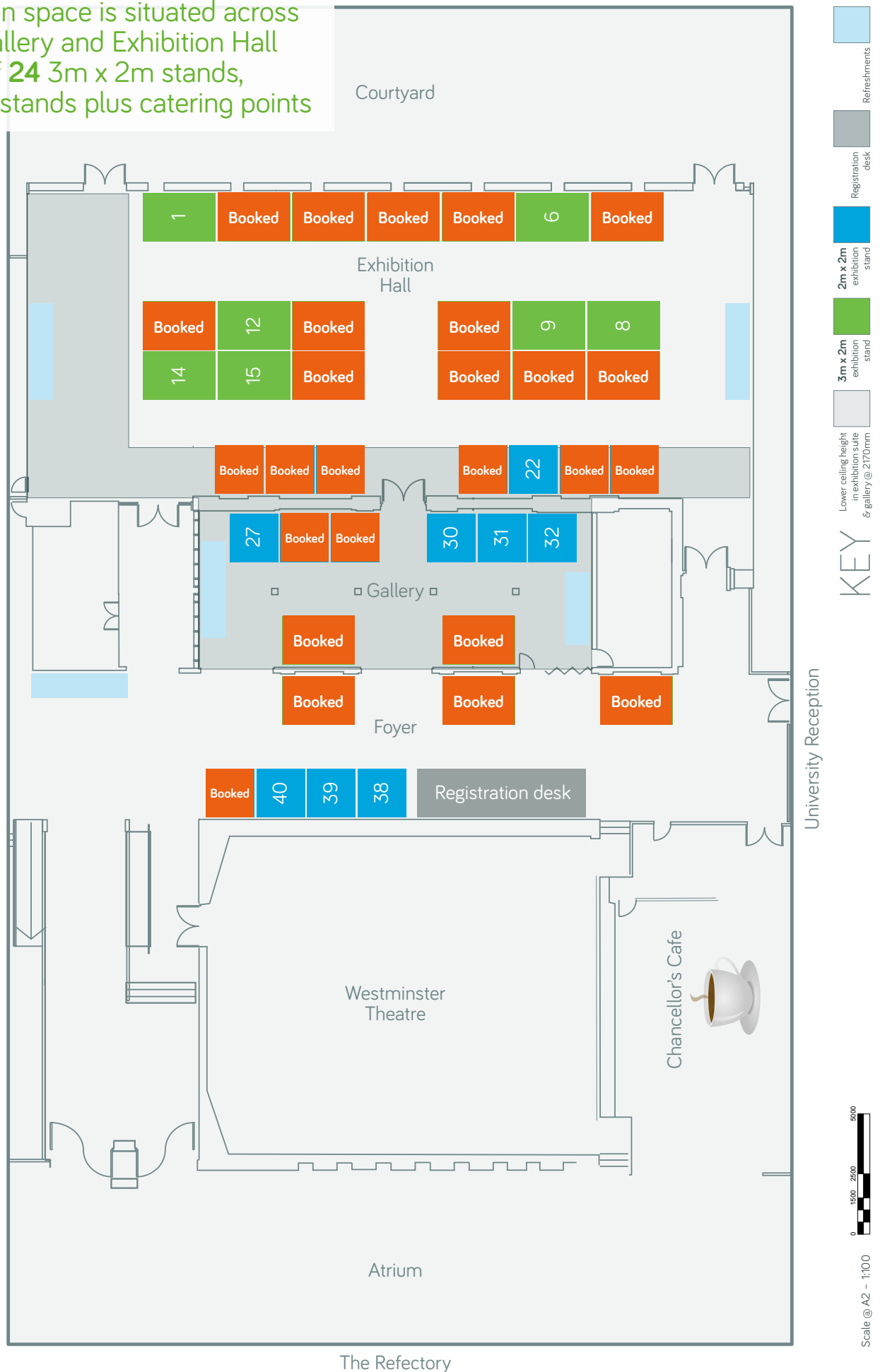
**Arboricultural Association**, The Malthouse, Stroud Green, Standish, Stonehouse GL10 3DL, United Kingdom

 **+44 (0)1242 522152**  [kay@trees.org.uk](mailto:kay@trees.org.uk) [www.trees.org.uk](http://www.trees.org.uk)

# Exhibitor area layout 2016

The exhibition space is situated across the Foyer, Gallery and Exhibition Hall consisting of **24** 3m x 2m stands, **17** 2m x 2m stands plus catering points

## Chancellor's Building: Exhibition Suite



## Exhibition space

Indoor exhibition space is available for hire. Included within the price of exhibition space is morning coffee and biscuits, buffet lunch and afternoon tea and biscuits for Monday 5, Tuesday 6 and Wednesday 7 September for one person per unit (see Note 3 following the table).

Electricity is available on all plots and the price is included in the plot bookings.

To choose your preferred exhibition plot(s):

1. Decide if you are Commercial or Non-commercial (as defined on the Company Details sheet)
2. Choose your preferred plot(s) by reference to the exhibition hall plan (you may wish to telephone to discuss options and availability prior to sending in your form)
3. Note the plot number(s) here

First Choice ..... Second Choice ..... Third Choice .....

4. Calculate the cost of your first choice using the table below (note different price bands for early or late bookings). If we are unable to allocate your first, second or third choices we will telephone to discuss other options with you.

\* Special discounts are available for early bookers: [Early booking costs are red, in square brackets. These reduced costs only apply to bookings received by **Wednesday 3 August 2016**]. Full prices apply to all bookings made after 3 August.

ITEMS(S) REQUIRED: Conference Exhibition Space – Internal. All plots have a minimum depth of 2 metres and a frontage of 2m or 3m. Each plot includes one table and two chairs. You are free to add your own display material and equipment.		Exc. VAT £ each	Number required	Total Exc. VAT £
Plot size: 3m x 2m	Commercial <sup>1</sup>	[495.00]* 550.00		
	Non-commercial <sup>1</sup>	[410.00]* 460.00		
Plot size: 2m x 2m	Commercial <sup>1</sup>	[410.00]* 460.00		
	Non-commercial <sup>1</sup>	[395.00]* 425.00		
Additional exhibitor staff. The above charges include refreshments during each day; Mon, Tues and Weds for <b>one person per unit taken</b> (see note 3 below). If you require more than one person to service your exhibition either book them on to the Conference or book extra day refreshments (tea and coffee at breaks plus lunch) here.	Mon 5 Sept	[55.00]* 60.00		
	Tues 6 Sept	[55.00]* 60.00		
	Weds 7 Sept	[55.00]* 60.00		

Amenity Conference Exhibition Space.  
Excluding VAT



### NOTES:

1. 'Non-commercial', 'Commercial' = as defined on the Company Details sheet.
2. Plots will be allocated strictly on a first-come first-served basis.
3. These charges do include refreshments during the day for one person per unit taken, but do not include access to lectures, receptions, evening meals or accommodation. If you require these services please book separately online: [www.trees.org.uk/Amenity-Conference](http://www.trees.org.uk/Amenity-Conference)
4. **Set-up/Takedown Arrangements**  
You may set up during the following times ONLY (please tick):  
Between 12:00 and 18:00 on Sunday 4 September 2016  
Between 08:00 and 09:30 on Monday 5 September 2016

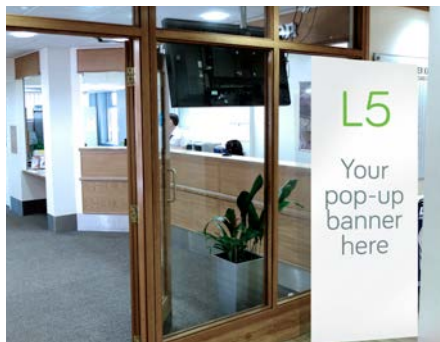
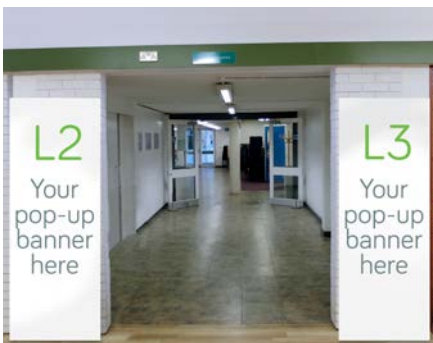
**You may take down during the following times ONLY: Between 16:30 and 19:00 Wednesday 7 September 2016.**

Chancellor's Building: Promotional Sites





## Lower floorspace promotional opportunities



## Upper floorspace promotional opportunities



## Promotional and sponsorship opportunities at the National Amenity Conference 2016

If you have a specific idea for a promotion or sponsorship that you cannot see below please get in touch!

OPPORTUNITY:	Price Exc. VAT £
<b>* DELEGATE BAGS:</b> Including your logo and contact information (plus AA logo and contact information) to all delegates. Sponsor to bear cost of production plus £150 administration charge. Range of products available – contact us. Bags to be delivered to AA by <b>3 August 2016</b> .	<b>£150</b>
<b>SPEAKER SPONSORSHIP</b> This year's Conference will present 7 overseas speakers whose costs are supported by the Arboricultural Association. Speaker sponsorships are available as follows:  Your Company name and logo as a Speaker Sponsor on Conference web pages, eBulletins, All 'Speaker Sponsors' Banner at entrance, rolling presentation in foyer and auditorium, listing in the Conference Programme and <i>ARB Magazine</i> .	<b>£500</b>
<b>* SPONSORSHIP OF PRE-DINNER WINE RECEPTION:</b> Includes opportunity to erect 1 No. Display boards (max 3.5m x 2.5m high) and up to 3 No. Banner (max 3m x 1m high) and place literature on tables in reception area where delegates congregate.	
<b>Tuesday wine reception</b>	<b>£275</b>
<b>PUBLICITY INSERTS</b> added to Delegate bags (400 copies to be delivered to AA by <b>3 August 2016</b> ). Prices are for single items (pre-packed folders count as single items). Depends on number of items:	
<b>Single A4</b>	<b>£240</b>
<b>Multiple page brochures</b>	<b>£375</b>
<b>For inserts over 500g and for more than one item please ask</b>	<b>TBA</b>
<b>CONFERENCE PROGRAMME</b> kindly sponsored by <b>Lycetts Insurance</b>	
<b>* BANNER ADVERTISING</b> (banner 3m wide x 1m tall max), at locations specified on page 6 as space permits in and around the Conference building. Advertiser bears banner cost + £110 per location. Limited to 2 locations.	<b>£110</b> per location
<b>Please select a preferred banner position:</b>	<b>L6</b> outside of Chancellor's Building <b>U2</b> main rail above foyer <b>U3</b> gallery rail above foyer <b>U4</b> gallery rail above foyer
<b>* POP-UP ADVERTISING</b> (standard 750mm x 2000mm), as space permits in and around the Conference building. Advertiser bears pop-up cost + site cost as indicated on each below. Limited to 2 locations.	<b>£ as indicated</b> per location
<b>Please select a preferred pop-up position:</b>	<b>L1 (£110)</b> lower tier entrance to Westminster Theatre <input type="checkbox"/> <b>L2 &amp; L3 (£190)</b> 2 pop-ups located at entrance to Exhibitor Hall <b>L4 (£110)</b> outside reception entrance to foyer <input type="checkbox"/> <b>U1 (£250)</b> 3 pop-ups located in upper tier entrance to Westminster Theatre <b>L5 (£110)</b> outside reception

\* These items are **exclusive** and will be awarded on a first come-first served basis.

ARB Show Promotional Opportunities.

SUB-TOTAL **B**

### Payment required

Total **A + B**

SUB-TOTAL **C**

**VAT** on Group total **C** at 20% is:

TOTAL **VAT**

Grand Total **C + VAT**

GRAND  
TOTAL

## Company details. To be completed by ALL applications

### APPLICATION DETAILS – (ALL applicants) PLEASE PRINT IN BLOCK CAPITALS

COMPANY AND CONTACT INFORMATION (Note: Can be different from Billing information below)	
Company Name (please print clearly)	
Contact Person for this Application	
Contact Person's Address	
	Postcode
Contact Person's Email (for joining instructions)	
Contact Person's Telephone Number	
Company Web Address	

Name of Contact at Conference (Details whilst at Conference)	
Mobile Number of Contact at Conference	

BILLING INFORMATION (For Invoice and Payment Processing, if different from above)	
Company Name	
Company Address	
	Postcode
Company Email (for joining instructions)	
Company Telephone Number	
Billing Contact (if not as Contact above)	

PAYMENT METHOD (Please tick the appropriate payment method)	
<b>BANK TRANSFER:</b> Account: Arboricultural Association; Sort Code: 60-18-46; Account No.: 06009514. Please reference: 'Amenity Conference' and Company Name	
<b>CARD PAYMENT:</b> We will call you to take payment, please provide name and phone number of person authorised to make the payment	
Name:	Tel No.:
<b>PURCHASE ORDER</b> (official document to be sent with the booking form)	No.
<b>CHEQUE</b> (MUST be enclosed with Booking Form and made payable to 'The Arboricultural Association')	
A receipted VAT Invoice will automatically be issued.	

CLASS OF BUSINESS (Please tick which Category(ies) most accurately reflect your business)	
<b>'Non-Commercial' including:</b> Establishments whose main activity is education or the provision of training (e.g. Universities, Colleges and independent trainers) Professional bodies (e.g. Associations, Institutes, Societies etc.) Retailers whose main activity is the sale of educational material and information (e.g. book and magazine sellers) Recruitment agencies Government departments, bodies and agencies	<b>'Commercial' including:</b> Manufacturers of equipment Retailers of equipment Agents for equipment Anything not included in Non-Commercial above

<b>I enclose completed:</b> Booking form    Payment details    Declaration    Risk Assessment form    Insurance certificate
<b>IMPORTANT: ALL of the above must be completed before your booking will be processed.</b>
Signed: ..... Date: ..... PRINT Name: ..... Position in Company: .....
<b>Signature not necessary if returning by email, your email will be taken as your authority for the Arboricultural Association to proceed.</b>

### How did you first hear about the Conference? Please TICK as applicable:

AA (e.g. The ARB Magazine)    AA ARB Show    AA Website    Hort Week    Forestry Journal    A Friend or Colleague

Advert in (please specify): ..... Other (please specify): .....



## Declarations

1. I agree to the set up and take down times as specified.
2. I will return all equipment hired from the Arboricultural Association in a complete, undamaged and clean condition.
3. I will ensure the area under my control is free from all litter and other debris by the time I vacate the university.
4. I have read and will abide by the *Guidance on Safety Standards for Exhibitors* (Appendix).
5. I accept that the Arboricultural Association accepts no liability whatsoever for any loss or damage to exhibitors', their servants' or agents' persons or property howsoever caused.
6. I accept that my application will not secure a plot(s) until my FULL payment is paid or received by the Association.
7. I accept that a plot(s) secured by deposit or full payment will be released if my Risk Assessment and insurance documents do not satisfy the AA by the due date.
8. I accept that full payment will be refunded ONLY if a booking is cancelled in writing on or before 15 working days before event. No refund will be payable after this date.
9. Any breach of these terms and conditions may result in a claim for any reasonable expenses incurred by the Association.
10. I agree to insure my exhibition and agree to the following:
  - a. **Insurance Condition 1 - Third Party Liability.**  
The Exhibitor is responsible for all claims arising from personal 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 therefrom during the period of the exhibition or the construction or 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 or thing 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 claim and all actions, proceedings, costs, claims and demands in respect thereof. The Exhibitor must hold a minimum of £1 million Public Liability Insurance for static displays (in accordance with the attached terms and conditions) in respect of all such claims.**

- b. **Insurance Condition 2 - 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, by Exhibitors or stand holders or their servants, agents, sub-contractors or any other persons, and the Exhibitor or stand holder is required to indemnify the Organisers in respect of any such loss or damage to the exhibitors or any other property brought to the premises whether it is their property or not.
- c. **Insurance Condition 3 - Insurance Certificate(s).**  
I enclose a copy of an insurance certificate(s) valid for the date of the event with a minimum cover of £1 million Public Liability. [NB if your current certificate runs out before the date of the event please send a copy of your new certificate when renewed. A certificate to cover the dates of the event will be required before set up can proceed].

**I declare that the information given on this form is correct to the best of my knowledge and that I have disclosed all relevant information and agree to the above declarations.**

Signed ..... Date .....

PRINT NAME ..... Position in Company .....

**Signature not necessary if returning by email, your email will be taken as your authority for the Arboricultural Association to proceed.**

## Risk assessment part 1 of 3

All exhibitors **MUST** complete all sections.

### Emergency information

#### The AA's National Amenity Arboriculture Conference 2016 4-7 September 2016

##### LOCATED AT:

**Keele University,**  
Keele, Staffordshire ST5 5BG,  
United Kingdom



**POSTCODE:** ST5 5BG

**BEARING:** 53.0034° N  
2.2721° W

**GRID REFERENCE:** SJ 81701 45152

##### NEAREST CASUALTY DEPARTMENT:

Royal Stoke University Hospital,  
Newcastle Rd, Stoke-on-Trent ST4 6QG

**TELEPHONE: 01782 715444**

### General

It is the Arboricultural Association's aim to lead by example and set the highest professional standards in so doing. Risk Assessment is a necessary part of our legal and moral obligation to ensure the safety of exhibitors and those visiting the Conference. In order to discharge this duty we require **ALL** exhibitors to supply a Risk Assessment which must cover the Set Up of the Stand, Time During the Event and Break Down of the Stand.

Please read the enclosed 'Guidance on Safety Standards for Exhibitors' (see Appendix) and complete your Risk Assessment accordingly. Copies of your Risk Assessment **MUST** be attached to the booking form. A copy of your Risk Assessment **MUST** be held on your stand at all times i.e. during the event build up, on the exhibiting days and during take down.

An Exhibitor Risk Assessment proforma can be found overleaf and **MUST** be used to assist you in completing

your Risk Assessment. If you have your own please ensure it does not omit any relevant items shown on the proforma and that it is specific to your activities at The National Amenity Conference 2016 and provide a copy with this booking form. A copy of a completed and signed Risk Assessment **MUST** be attached to this booking form.

If in doubt further guidance is available from the Health & Safety Executives free publication 'Five Steps To Risk Assessment' INDG163rev, Telephone HSE books 01787 881165, or contact your nearest HSE regional office. Advice on CoSHH is also available from the HSE website: **[www.hse.gov.uk/pubns/guidance/index.htm](http://www.hse.gov.uk/pubns/guidance/index.htm)**.

If you need further guidance please contact Tony Lane, the Safety Officer for the event, as follows: [tony@amlane.co.uk](mailto:tony@amlane.co.uk), or AA Senior Technical Officer, Simon Richmond [simon@trees.org.uk](mailto:simon@trees.org.uk) or **01242 522152**.

## Risk Assessment Proforma

**ALL EXHIBITORS PLEASE COMPLETE, COPY and RETURN ONE SET TO THE CONFERENCE ORGANISER.**  
**A copy MUST be made and be available on the stand during the Conference.**

### PROFORMA DETAILS – PLEASE PRINT IN BLOCK CAPITALS

Contact Name		Mobile Number	
Buisness / Exhibit Name			
Stand Description (e.g. College Exhibit; Plants and Nursery Stock)			

## Risk assessment part 2 of 3

Please complete this form placing a 'Y' to indicate acceptance of the guidance provided in the Appendix. Place 'NA' where it is not applicable or 'A' to indicate that it applies but you have submitted an alternative or additional Risk Assessment which differs from the supplied guidance.

PLEASE ANSWER THE FOLLOWING QUESTIONS	Y / A / NA	Additional Information
I have read the Exhibitor Safety Guide and I will comply with the requirements stated within it.		
Machinery, equipment and/or techniques <b>will be</b> demonstrated on the stand and a separate Risk Assessment has been submitted as attached.		If Y or A please ensure you attach your detailed Risk Assessment.
The stand is static with no machinery or equipment being demonstrated at any time.		

**The exhibitor safety guidance will be complied with for the following key hazard area:**

(see Appendix – 'Exhibitor Safety Guide' for detail).

**Please note that any outdoor exhibits will require an additional Risk Assessment.**

THE EXHIBITOR SAFETY GUIDANCE WILL BE COMPLIED WITH FOR THE FOLLOWING KEY HAZARD AREAS:	Y / A / NA	Additional Information
1. General Safety.		
2. Slips, trips and falls.		
3. Tables, Seating, Stands, Exhibits, Signs and Display Boards.		
4. Manual Handling.		
5. First Aid.		
6. Fire Safety and Smoking.		
7. Hazardous Substances.		
8. Electrical Equipment.		
9. Set Up and Take Down.		
10. Rubbish.		
11. Work at Height.		
12. Staging, scaffolding, steps, ramps or other built structures (Temporary Dismountable Structure [TDS]).		
13. Flags, Banners, tethered Balloons and Blimps.		
Additional hazards have been identified in our Risk Assessment to those stated above and an additional Risk Assessment has been attached.		



## Risk assessment part 3 of 3

Check the attached Exhibitor Safety Guidance and ensure where you have indicated compliance that you are able to. Failure to meet the agreed guidance may result in your stand being closed.

If you have answered 'A' to any of the guidance compliance **YOU MUST ATTACH** your comprehensive Risk Assessment. Failure to do so will forfeit your booking.

A detailed Risk Assessment **MUST** cover the set up, demonstration and take down of the exhibit and must identify Hazards, Risk and Control Measures. (see HSE guidance below).

For an electronic version of this document please email [tiff@trees.org.uk](mailto:tiff@trees.org.uk). Exhibitors may submit their additional Risk Assessment to the above email address in Word, Excel or Adobe PDF format.

**I the undersigned am authorised to complete this Risk Assessment and have done so to the best of my knowledge and understanding.**

Signed ..... Date .....

PRINT NAME ..... Position in Company .....

*Signature not necessary if returning by email, your email will be taken as your authority for the Arboricultural Association to proceed.*

### NOTES:

**BOOKINGS ARE NOT SECURE until you have provided us with (a) FULL payment, (b) Risk Assessment AND (c) Insurance details that meet the Arboricultural Association's requirements.**

**Complete this booking form and post or scan and email your application (see checklist in part 5 – Company Details):**

**Arboricultural Association**, The Malthouse, Stroud Green, Standish, Stonehouse GL10 3DL, United Kingdom

☎ +44 (0)1242 522152 ✉ [kay@trees.org.uk](mailto:kay@trees.org.uk) [www.trees.org.uk](http://www.trees.org.uk)

## Appendix

### Exhibitor Safety Guide

**Please read the following notes to ensure that there are no problems when demonstrating/displaying your products.**

**AIM:** Our aim is to enable you to exhibit your product as effectively as possible whilst observing the highest standards of best practice and public safety. We will work with exhibitors to meet this aim and demonstrate the industry's commitment to safe working practices. As guests of the venue we are obliged to meet with their rigorous safety standards.

### Risk Assessments

**ALL** Risk Assessments **MUST** cover the Set Up of the Stand, Time During the Event and Break Down of the Stand.

**ALL** Risk Assessments will be subject to the approval of the Safety Officer prior to the Conference.

**ALL** staff, agents and sub contractors must be aware of and have access to the Risk Assessment.

An exhibitor Risk Assessment form is attached and must be completed by all exhibitors. If there any queries please contact your local Health and Safety Executive Office ([www.hse.gov.uk](http://www.hse.gov.uk)) and ask them for their leaflet '5 Steps To Risk Assessment'. If you require further guidance please email or call Tony Lane (Safety Officer) at [tony@amlane.co.uk](mailto:tony@amlane.co.uk) or on **01884 840386**. This form **MUST** be completed (retain a copy for the stand) before booking will be confirmed.

The Safety Officer, or his deputy, will be visiting each plot before the Conference opens to check and discuss safety standards with exhibitors. Please note that a HSE inspector may also be on site and has the power to close our event where safety issues are compromised.

The Safety Officer and other members of the organising committee are empowered to close down any stand that does not reach the required standard.

#### 1. General Safety

- a. During the Conference, including the set-up and take down period, you are operating fully under the provisions laid down in the *Health and Safety at Work (etc.) Act 1974* and associated Regulations.
- b. Each exhibitor should appoint one person to represent their company/event on safety matters and liaise with the event Safety Officer.
- c. Exhibitors **MUST** carry out a Risk Assessment covering their time at the event.
- d. Please obey **ALL** venue speed limits.
- e. Exhibitor's vehicles, equipment, materials etc., **MUST NOT** obstruct emergency access routes, rides and pathways.
- f. Operators of certain plant must be trained and certificated to do so. Evidence of competency should be available for inspection.
- g. Any area marked and taped off is out of bounds and must not be entered.

#### 2. Slips, Trips and Falls:

- a. Guy ropes, fixing pins, frames and other trip hazards will be clearly marked and protected.
- b. Exhibits, merchandise, stands, exhibits and other items will be positioned to minimise the risk of trip or the obstruction of public walkways.
- c. **ALL** low level Exhibits, merchandise, stands, exhibits and other items will be marked to minimise the risk of trip.
- d. **ALL** surfaces will be slip resistant in all conditions whether wet or dry.

- e. Wires or cables will be routed safely to avoid trip, placed within a cable protector.
- f. Edges of staging or steps must be suitably guarded against accidental falls.

#### 3. Tables, Stands, Exhibits, Signs and Display Boards

- a. Free from sharp edges or edges are adequately protected.
- b. Stable and will not collapse or fall over if accidentally knocked.
- c. Adequate for the loads applied.
- d. Are secure in windy conditions.
- e. Any items likely to cause cuts, penetrating wounds, pinch or crush injuries are suitably masked and/or secured.

#### 4. Manual Handling

- a. **ALL** exhibitors **MUST** comply with the Manual Handling Operations Regulations 1992.
- b. **ALL** personnel engaged in manual handling will be adequately trained for the task and should hold a nationally recognised award e.g. NEBOSH, Lantra.
- c. **ALL** manual handling tasks **MUST** be assessed by a competent person and effective controls put in place.

#### 5. First Aid

- a. First aid facilities will be available on the day of the event via the AA Conference desk.
- b. The Event Safety Officer must be informed of any accident immediately.

## Appendix

### 6. Fire Safety and Smoking

- a. **SMOKING** is prohibited in all venues, areas, and buildings except in areas designated and indicated by the venue organisers.
- b. Exhibitors **MUST NOT** obstruct designated fire doors, fire escape routes or emergency access points.
- c. No fires, barbeques, gas burners, cookers are permitted within the grounds of the venue without the safety officer's permission.
- d. In the event of fire within the Venue Buildings:
  - i. Raise the alarm using the nearest **FIRE ALARM**
  - ii. Contact the nearest Event official who will contact an AA Staff member.
  - iii. Move the public away from the fire.
  - iv. Follow the directions of the **FIRE SAFETY** signs.

### 7. Hazardous Substances

- a. Exhibitors will comply with the *Control Of Substances Hazardous to Health Regulations 2002*.
- b. Any substance marked with a hazard warning symbol **MUST** be accompanied by a *Material Safety Data Sheet* and a *CoSHH Assessment*.

### 8. Generators and Electricity

- a. **ALL** electrical leads must be protected against accidental damage and causing a trip hazard.
- b. **ALL** electrical equipment must carry an electrical test certificate (Portable Appliance Testing) in accordance with **BS 7671:1992**. Any electrical equipment deemed unfit by the conference safety officer or their deputy may not be used until checked by a competent person.

### 9. Set Up and Take Down

- a. Conference set up and take down will only occur during the times specified in the booking form.
- b. **ALL** personnel operating machinery **MUST** wear **HI VIS** clothing.
- c. Please observe the site speed limits.
- d. Before setting up or taking down a stand the exhibitor **MUST** liaise with adjoining stands to ensure health and safety is maintained at all times.

### 10. Rubbish

- a. **ALL** rubbish and packaging generated by the stand **MUST** either be taken away by the exhibitor or deposited in the designated containers.

### 11. Working At Height, Scaffolds, Ladders, and Steps

- a. **ALL** work at any height **MUST** be in accord with the *Working At Height Regulations 2005*.
- b. **ALL** ladders, step ups and scaffolds **MUST** be fit for use and inspected by a competent person.
- c. Scaffolds **MUST** be inspected before use and after use on each day or prior to use on the following day. A record of inspection **MUST** be available for inspection.

**Please note that any outdoor exhibits will require an additional Risk Assessment.**

### 12. Staging, scaffolding, steps, ramps or other built structures (Temporary Demountable Structure [TDS]).

- a. TDS structures include stages >200mm in height, any scaffolding including portable load bearing frames assembled onsite (excluding shelving), lighting gantries. This excludes shelving for shop goods as listed above, but includes banner frames mounted above 2m from ground level.
- b. TDS will be subject to a design and construction statement outlining the design limits for the TDS e.g. load bearing calculations, a plan showing the location of the TDS on stand and a method statement for the construction as well as the break down post event of the TDS, this will be submitted not less than 28 days prior to the event opening.
- c. A complex structure is defined as the following:
  - i. Any stand over 4 metres in height (this limit includes the overall height of the stand fitting, any branding and all raised platforms as measured from ground level).
  - ii. Any structure regardless of its height which requires structural calculations.
  - iii. Any part of a stand or exhibit which exceeds 4 metres.
  - iv. Multi-storey stands.
  - v. Platforms and stages over 600mm high and all platforms and stages which are accessed by the public for viewing purposes (not including stand floor flats and platforms) will need to be signed off by an independent structural engineer.
  - vi. Temporary raised or tiered seating.
  - vii. A stand requiring foundations.
  - viii. Sound/lighting towers.
- d. **ALL** complex structures listed above and as deemed by the organiser will conform to *The Institution of Structural Engineers – Temporary Demountable Structures Guidance (Third Edition April 2007)*, available from The Institution of Structural Engineers, 11 Upper Belgrave Street, London SW1X 8BH.
- e. **ALL** temporary scaffold structures will be installed by a competent contractor and where accessible to contractors, exhibitors or the public signed off by as safe to use prior to first use. Scaffold structures will be subject to a daily inspection by a competent person once erected. Reference should be made to NASC guidance.



## Appendix

### 13. Flags, Banners, tethered Balloons & Blimps.

- a. Flags to include feather flags **MUST** be stable and fixed to ensure they remain stable especially in high winds.
- b. Guy ropes are not permitted without the permission of the safety officer and then only where they do not cause obstruction or trip hazard.
- c. Flag poles may not exceed 4m in height.
- d. Flags and banners attached to structures such as marquees, fencing or other structures must not cause that structure to become unstable in high winds.
- e. Where the bottom edge of flags hang lower than 1.8m from GL or above 0.5m from GL they **MUST** be tethered or secured to avoid eye injury in windy conditions.
- f. All balloons (helium or other large tethered type) and tethered blimps are only permissible with the permission by the Safety Officer.