



17 & 18 April 2009 at Haydock Park Racecourse

EXHIBITORS MANUAL

SkipFest opening times

Friday, 17 April 2009	09.00 – 17.30
Saturday, 18 April 2009	09.00 – 17.30



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Exhibition Contacts

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Venue, Location, Parking and Map

**Haydock Park Racecourse
Newton Le Willows
Merseyside
WA12 0HQ
By Road**

Haydock Park is located just one mile from Junction 23 of the M6. The car park is accessed from the A580 East and guaranteed free parking is available for all our visitors.

By Rail

The nearest station to Haydock Park Racecourse is Newton-le-Willows on the Manchester (Piccadilly) to Liverpool (Lime Street) line. On the main London/Glasgow line the nearest stations are Warrington and Wigan - both approximately 8 miles from the racecourse. For detailed rail information please call 08457 484 950.

Public Transport

Visitors can travel to Haydock Park by bus using the following services; the 620 (Ashton to Haydock), the 320 (St. Helens to Wigan). For journey times ring 0870 608 2608.

Parking

Car parking available at £5 for a 2 day pass.

SKIPFEST 2009

Map



Haydock Park Racecourse Co Ltd,
Newton-le-Willows, WA12 0HQ.

Tel: 01942 402623 (Race Day) Tel: 01942 402624 (Events)
Fax: 01942 270879

Public Transport

Rail Services.
Nearest Station - Newton-le-Willows on the Manchester (Victoria) to Liverpool (Lime St) line. Warrington Bank Quay and Wigan on the main London to Glasgow line.

Bus Routes.
The No. 602 (Warrington to Wigan). The No. 320 (St Helens to Wigan). The No. 10 (Liverpool to Ashton-in-Makerfield).

Airport.
Manchester Ringway and Liverpool Speke Airports, both approximately one half hour away by road.





Exhibition Timetable

Build-up for exhibitors

16 April 2009

08.00 to 20.00

No work will be allowed on the site after 20.00 hours unless exceptional circumstances prevail.

Access to Stands 17 & 18 April 2009

07.30 to 08.30 (Vehicles and Trolleys)

17.30 to 18.30 (Vehicles and Trolleys)

Show Open – Pedestrian Access Only

09.00 to 17.30 (Friday)

09.00 to 18.00 (Saturday)

Breakdown

18.00 to 00.00 Saturday 18 April 2009

08.00 to 18.00 Sunday 19 April 2009

Please note that any items left on Site after Sunday, 19 April 2009 will be removed and all costs incurred will be invoiced to the Exhibitor.



General Information

Official SkipFest Catalogue

The official SkipFest Show Guide will be available to all Exhibitors. Advertising requests will be handled by Anthony Eyre, contact details:

T: 0844 560 7706

M: 0789 117 2590

F: 0844 560 1082

E: ant@theskip.net

W: <http://www.theskip.net>

Your Free Catalogue Entry Form D is available online and at the end this Manual.

Insurance Cover

Exhibitors must ensure they have adequate Insurance Cover when attending the Exhibition. As a guideline a minimum of £2,000,000 Public Liability Insurance is required.

For advice on this please speak to your Broker or an Independent Financial Adviser (IFA) regulated by the Financial Services Authority (FSA) for professional advice.

Scanners

These will be available and your order form is on line in the Manual, **Form E**.

Photography

The official show photographer will be available to offer a wide range of photography services both pre-show and on site.

Please let us know if you wish to use the show photographer for your exhibition stand by the 27th February 2009



Security

24 hour on site security will be provided from 07.00 hours Thursday 16 April 2009 until 18.00 hours Sunday 19th April 2009.

There will be strict security checks on all vehicles leaving the show ground during build-up and breakdown days and during the show days.

This is in the interest of all Exhibitors and we trust we will have everyone's full co-operation.

Security patrols will be on hand during the Exhibiting Days but all Exhibitors and Contractors are asked to be vigilante on their own behalf and for their neighbours.

Please ensure that all Passes and Badges are displayed during the Show period as this makes everyone's life easy and enjoyable.

All Exhibitors are strongly advised to ensure they have adequate Insurance Cover during the Exhibition, as the Organisers, whilst taking every precaution, expressly decline responsibility for any loss or damage, however caused.

It is strongly recommended that you utilise the services of an Independent Financial Adviser (IFA) regulated by the Financial Services Authority (FSA) to effect adequate Insurance Cover.

It is strongly recommended that all moveable equipment is safely stored and all vehicle keys are kept in a safe place.

Should an Exhibitor wish to have any added security personnel to hand for social functions please contact our official security service via the Site Managers office. Spot checks will be carried out on vehicles leaving the site and we ask all Exhibitors to be vigilant to ensure we all have a trouble free show.

Any Exhibitor discovering losses or suspected theft must immediately report this to the organisers at the site manager's office. This should then be followed up in a written report to the organisers office attention the site manager.



Health and Safety

The Exhibition Health and Safety at Work Officer will monitor the Exhibition from build-up to breakdown and any Exhibitors not complying with the Health and Safety at Work Act may render themselves liable to prosecution, so it is in all our interests to ensure we do comply in full.

The organisers reserve the right to close down any Exhibitor's stand immediately if the Health and Safety at Work Officer considers any such stand as not meeting safety standards for staff and customers.

Drivers of vehicles must be constantly and continuously vigilant when entering or leaving the site and at all points in between. When moving any large or heavy machinery particular care and attention must be exercised and no dangerous machinery is to be left unattended and must at all times be supervised to ensure that there is no danger to people or damage to property or the site.

Health and Safety Declaration Form A

This form must be completed by Exhibitors, contractors, sub contractors and appointed agents and returned to the organiser's office no later than the 01/04/2008. It is available on line at the end of this Manual.

Risk Assessment

This form is required from all Exhibitors, contractors, sub contractors and appointed agents and must identify all foreseeable risks to staff and others who may be affected directly or indirectly by the Exhibitors activities at the Exhibition.

The risk assessment should identify all and any hazard present and under control of the Exhibitor and stipulate all precautions being taken including fire extinguisher and first aid kit availability. A copy of this form should also be kept on the Exhibitors Stand.

Operators of Vehicles and Machinery

All staff operating any such items must hold the necessary license or proficiency certificate before doing any such operations. If necessary this may have to be produced to the Health and Safety at Work Officer.

Safety Guidelines

As many exhibits will have potentially dangerous machinery and vehicles we would like to assist Exhibitors with the following tips and if needed assistance on their Risk Assessment scheduling.

Exhibitors must ensure the safety of their staff and visitors to their site by keeping a careful watch on all activities.



During the periods set aside for Build-Up and Breakdown:

- Exhibitors must ensure their stand is set up and taken down safely.
- When entering the site in heavy vehicles or machinery particular attention must be paid to safety of all.
- No dangerous machinery should be left unattended during show hours 17 & 18 April 2009.
- Stands must be manned continuously throughout the show opening hours.
- All dangerous equipment or materials must be continuously supervised to obviate any danger to staff or visiting members of the public.
- Although security patrols will be operating Exhibitors must treat the security of their stand with careful vigilance.
- Exhibitors are cordially reminded that the security and safety of their stand is their prime responsibility and the organisers accept no responsibility for any loss, damage or personal injury on the Exhibitors stand however it is caused.
- Also if any Exhibitors cause any damage to the site which is owned by Haydock Park Racecourse then such damage will be the responsibility of the Exhibitor to redress and the Exhibitor will indemnify SkipFest for any claims made against it for any loss, damage or personal injury caused by the Exhibitor.
- Access for disable visitors will be available through the necessary ramping onto the site.
- Exhibitors must ensure that they have complied with the requirements of disabled access to their stand now that the Disability Discrimination Act has been fully implemented.
- Exhibitors are welcome to discuss with the organisers any issues that they are in any way unsure of and we will ensure a prompt personal attention to Exhibitors concerns.



First Aid

A full Paramedic Service will be available on site from 16 April 2009 through until 19 April 2009.

Qualified staff and facilities to match will be on site.

Any requirements for medical service should be made via the site managers office which will be identified on the Exhibition Map.

Fire Precautions

All Exhibitors must provide adequate numbers and appropriate fire extinguishers on their stand and the fire protection officers will give guidance and inspect what Exhibitors have provided on their stands to ensure any omissions are rectified for the safety of all.

Exhibitors must not have any combustible material on site nor cans of fuel, they must be stored off site and only used to move machinery in build-up and breakdown unless in a demonstration area.

No burning of any rubbish or other materials is allowed and any potentially inflammable materials should be treated with a fire retardant and no oil burning or lighting appliance is allowed.

Smoking may only take place outside and Exhibitors should provide an adequate receptacle or tray of sand to ensure cigarette butts are adequately disposed of and if wooden flooring is laid around any stand tentage or exhibition vehicle then a sill should be provided to prevent discarded smoking material falling between the wooden flooring and the tent walls or exhibition stand walls.

All exits must be clearly signposted and all entrances, doorways, pathways must be kept free of any obstructions.

It is against the Law to smoke in enclosed Public Spaces

This includes tents, marquees, exhibition units etc.

All Exhibitors must ensure their premises are smoke free and that all necessary No Smoking Signs are put up at the entrance to their Stand and are A5 minimum size.



Failure to display No Smoking signs at each entrance can result in fines of £200 to £1000 so please ensure you have a No Smoking sign at the entrance to any enclosed public space on your Stand.

General

Please note that it is important that the Health and Safety aspects, form and any other requested Health and Safety are properly dealt with as the Health and Safety Officer has the power to shut down any Exhibitor's stand that is deemed in anyway unsafe whether it be working practices, structural or does not comply to the current Health and Safety requirements and if the necessary declaration has not been submitted.

Health and Safety Officer

(Name and tel. no. available shortly)

Traffic Management

All routes will have traffic signage to ensure adequate knowledge of the route.

No traffic will be allowed onto or off the Exhibition Site during show hours unless it is an Emergency and Traffic Marshall's will be there to help in all circumstances via the site manager's office.

Traffic can, as we all know, be a nightmare if we do not think about what we are going to do beforehand and if we do not study the Map of the area which can prove a great assistance to all.

No vehicles other than exhibition stand demonstration vehicles on show will be allowed onto the site during the show.

The site speed limit is 5mph and please follow the directions of the Police, Traffic Marshals or Security Personnel as they will know more about what is happening re the overall traffic situation than anyone else. Unless a vehicle attempting to get on site has a **vehicle pass with company name and stand number** prominently displayed they will **NOT BE ALLOWED** on site.

Parking

Car parking available at £5 for a 2 day pass.



End of Show Site Clearance

No vehicles will be allowed on site for breakdown until 18.00 Sunday, 18 April 2009.

Breakdown

18.00 to 22.00 Saturday, 18 April 2009

08.00 to 18.00 Sunday, 19 April 2009

Everything possible must be done to vacate your site before 18.00 hours on Sunday, 19 April 2009

N.B.

Please note that any items left on site after 18.00 hours on Sunday, 19 April 2009 will be removed and all costs incurred will be invoiced to the Exhibitor.

Please note that repairs for any damages caused by Exhibitors will be charged to them so you are respectfully reminded to take adequate care on your site area please.

Rules and Regulations

Full rules and regulations governing the Plant and Waste Recycling Show are in the Exhibitor Manual and completion and signature of the order form is confirmation that an Exhibitor accepts the terms and conditions laid down in the Exhibitor Manual.

Guidelines

Advertising Balloons

These are allowed but must not be flown any higher than 40 feet above the Exhibitors Stand and must have adequate anchorage to ensure their safety bearing in mind it is at a seaside resort. Any questions please consult with the Health & Safety Officer.



Broadcasting and Copyright

SkipFest have no copyright responsibility in respect of any exhibiting companies copyright.

Should exhibitors wish to use any 3rd party materials or broadcasting equipment they must have proper authority to do so from the owners of any copyright materials or broadcast materials used.

Deliveries

All deliveries must be taken to the site managers office during show days and must be clearly marked with Exhibitor's name, contact details and stand number. Only packages that can be manhandled easily will be accepted as no vehicles will be allowed on site during Show hours.

Electrical Safety

All electrical requirements must be arranged via Melville Exhibition Services. No flashing lights or similar signs are allowed and all lighting by Exhibitors must be such that it does not create a nuisance for neighbouring stands.

Electrical supply is 24 hours and will be available from the day before the Show opens and until 3 hours after the Show closes.

No generators will be allowed on site without authority in writing and any requests must be made in writing to the Site Manager. No fuel is to be stored on Site.

Gas

All bottled gas must be stored outside caravans, exhibition vehicles and tents and must be stood and supported so they do not fall over.

There must be no external pressure on any gauges, valves or pipes and they must be kept obstruction free.

All staff on any stand using gas must be aware of the safety regulations and precautions on use of gas and a fire extinguisher must be kept to hand around all gas appliances and flashback arrestors must be fitted where appropriate.



**Guideline
Promotional Materials**

Promotional marketing must be kept on Exhibitors Stands and must relate to products and services the Exhibitor supply themselves.

Written permission must be requested for any variance of the above so please contact Administration.

SkipFest have suppliers of promotional marketing and exhibition stand design and build services who can help you create and promote bespoke, cost-effective exhibition units for you.

Please contact administration who will provide you with relevant contact names and numbers. These suppliers are not connected financially or legally to SkipFest and our recommendations are purely based on our experience in using these suppliers. Any work commissioned or transactions made, are between yourselves and the supplier – SkipFest cannot be held responsible for the success of work carried out.



Form B

Personnel and Vehicle Passes form SkipFest 2009
Closing date for the return of this form is 1 March 2009

Please return this form to:

SkipFest
2nd Floor, Metropolitan House
Station Road
Cheadle Hulme
SK8 7GA

Name of Exhibitor.....
Stand Number.....Contact Name.....
Address for items to be posted to.....
.....
..... Post Code.....
Telephone.....Mobile.....

Please Read the Traffic Management Section of the Manual before completing this Form.

Vehicle Build Up and Breakdown Passes

These will only allow entry during the days specified for build up and breakdown.

Private car 1 only transferable commercial vehicle number required Transferable

Exhibition Day Parking

Exhibitor Vehicle Number required..... Transferable
Personnel Passes Number required..... Transferable

N.B. Please note passes will only be supplied once full stand payment has been received.

Passes must be worn at all times and entry may be refused if they cannot be shown.



Form C

Emergency contact names and telephone numbers. Please complete and return to:

SkipFest
2nd Floor Metropolitan House
Station Road
Cheadle Hulme
SK8 7GA

Please supply the details of the person to contact in the case of Emergency during build up and breakdown and during the Event in case of Emergency such as extreme weather conditions etc.

Company.....

Contact Name.....

Stand Number.....

Mobile.....

Telephone.....



Form D

Show guide entry information, please complete and return to:

SkipFest
2nd Floor Metropolitan House
Station Road
Cheadle Hulme
SK8 7GA

Please supply the details you wish to appear in the Official Catalogue

Company.....

Contact Name.....

Mobile..... Telephone.....

Stand Number.....

Description of Services.....

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Form E

Order for Scanners

Please Complete and Return This Form to:

SkipFest
2nd Floor Metropolitan House
Station Road
Cheadle Hulme
SK8 7GA

Number of Scanners Required:

Company Name.....
Contact Name.....Stand Number.....
Address.....
.....Post Code.....
Telephone.....Fax.....Date.....
Signature.....

On receipt of this form you will be contacted by this office regarding payment and arrangements for collection of your scanners at the showground.

Please note that you will be given a download of all visitors scanned for your database and for follow up and all the information collected by you is your property.



End of Show Site Clearance

No vehicles will be allowed on site for breakdown until 18.00 hours on Saturday, 18 April 2009.

Breakdown

18.00 to 00.00 Saturday, 18 April 2009

08.00 to 18.00 Sunday, 19 April 2009

Everything possible must be done to vacate your site before 18.00 hours on Sunday, 19 April 2009.

N.B.

Please note that any items left on site after Sunday, 19 April 2009 will be removed and all costs incurred will be invoiced to the Exhibitor.

Please note that repairs for any damages caused by Exhibitors will be charged to them so you are respectfully reminded to take adequate care on your site area please.

RULES AND REGULATIONS

Full rules and regulations governing SkipFest are in the Exhibitor Manual and completion and signature of the order form is confirmation that an Exhibitor accepts the terms and conditions laid down in the Exhibitor Manual.