



WiRE Conference, Chilford Hall, Linton, Cambridgeshire 31 October 2007

Important information please read

WiRE aims to maintain a high standard of presentation, safety and quality of merchandise at the Conference. Therefore, members wishing to apply to exhibit must agree to the following criteria to be eligible.

Each exhibitor must be a current, active and paid up member of WiRE.

Stand Cost £67 (includes lunch, seminars and speeches)

Stand Specifications

- Stands will include a table & 1 chair
- Stand area 2m frontage X 1m depth

Rules

- Swapping stands with other exhibitors will not be permitted without prior consultation with a WiRE member of staff.
- Stands should not be removed or dismantled prior to instruction from a member of the WiRE team.
- Each member must arrange for their display to fill the area allocated in an attractive fashion, and not encroach upon others'. Exhibitors found to be 'spilling over' into walkways and other members areas will be asked to rearrange or remove their displays.
- If you have a particular issue on the subject please contact us well in advance of the show as practical solutions are likely to be limited on the day.
- Only displays relating to the business for which you have booked will be allowed. Please do not cause embarrassment by displaying a 'friends' products next to your own.
- No exhibitor should sub-let their stand.

Commitment

- Stands must be set up by 9.00am on the 31st October 2007. Members will be required to man their stands from 12.30pm until 2pm.
- WiRE would recommend that you dismantle your stand immediately after the show as no security will be provided.

Access

We recommend that all exhibitors should erect their display in the space allocated prior to the event;

Access to the venue to set up stands will be from 7.30am on 31st October.

Children under 16 years of age should not be in the conference buildings during the build up or break down of the exhibits. This is not a safe environment for them and it is for their safety that we hope you will understand and co-operate with this matter. Members should remember not to obstruct any roadways, entrances or exits whilst unloading and breaking down. No pets are permitted in the exhibition hall during set up, with the exception of guide dogs.

Health & Safety

Each member must read and adhere to the guidelines for their own safety and that of others;

Risk Assessments

All exhibitors must complete a risk assessment of their stand and return to the WiRE office at the time of booking. If you require guidance with this please ask.

Insurance

All exhibitors must have arranged their own adequate public liability insurance and must submit a photocopy of their current insurance as proof. Note – insurance is twofold: both the protection of yourself for the possibility of claims made against you, and also of your property at the Conference.

Fire

Please ensure that you follow these guidelines:

No lit candles or naked flames will be permitted.

Fire exits are marked – please take note of where you should leave in any emergency

In the event of fire, please **walk** to the nearest marked exit quickly but do not run. Do not stop to collect belongings.

Access

To ensure that no-one trips or falls, please try to:

- Ensure that no overcrowding occurs
- Keep all gangways and exits clear at all times
- Avoid standing on seats or furniture
- Be aware of any special requirements needed to ensure the safe evacuation of the visitors and fellow exhibitors
- Do not stack items in your exhibit too high, or precariously and be aware that items placed on edges of exhibits may accidentally get knocked by visitors at busy times
- Do not leave wires, nails etc. protruding which could injure someone
- Check any electrical items that you intend to bring for use are safe
- Hang any pictures, posters or products safely
- Dispose of any rubbish responsibly

Electricity

Any electrical equipment must be PAT tested and hold a current certificate. It is also advisable to fit your equipment with an RCB (Residual Circuit Breaker).

Security

Whilst we will all be taking the greatest care of the exhibits WiRE will not accept responsibility for security of stands, equipment, stock, cash and or any other property of exhibitors on site during the pre or post show period. Exhibitors must arrange their own insurance cover including public liability.

We sincerely hope that this event will be successful and recommend that you take all necessary steps to ensure that your property, or that of your fellow members is safe at all times.

Suspicious Actions

If you notice any suspicious activities, or an abandoned package, report this to venue security staff immediately. Do not attempt to investigate this yourself.

General

Trading

All Wire exhibitors must include as part of their stand a notice displaying their trading name and contact details which should not be obscured. Literature and business cards should be available on stands and/or receipts given to customers with contact details clearly indicated.

All transactions made between exhibitors and the public during or resulting from the Conference are between yourself and your customers. WiRE may not be held responsible for any trading issue arising from the conduct of business.

All trading (sales, literature, advertising etc) must comply with Trading Standards Regulations. Please seek advice from your local authority or environmental health officer.

Cancellation of Stand space

Any member who has been allocated a space which they are subsequently unable to use must notify WiRE immediately.

WiRE Stand Application Form

Please note that this does not automatically mean a member may exhibit – WiRE has to consider other factors, such as the balance of goods and services marketing together.

Please enclose:

- *Application Form*
- *Risk assessment*
- *Copy of Public Liability Insurance*
- *Payment of £67 (Cheques made payable to Harper Adams university College)*
- *Please provide electronic image of you or your product for the delegate brochure*
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Please complete and return to Julie Edwards, WiRE, Harper Adams University College, Newport, Shropshire, TF10 8NB.

Name

Business Name

Business contact details:

Website:

50 words about your business for delegate brochure (including contact details):

By signing the form and exhibiting at the WiRE Conference, you are agreeing to take full responsibility for your exhibition area and property, and will not pursue any claims to WiRE during or after the event. WiRE is not responsible for any loss, damage or theft of property, or injuries to persons exhibiting or visiting in the WiRE marquee.

These are the terms and conditions for the event, in paying £67.00 for your stand and delegate fee you agree to abide by these terms and conditions.

Signature:

Risk Assessment Guidelines

Guidelines for Trade Stand Exhibitors, all of whom must complete the form below

Using the guidelines shown below please consider what risk there is to those building up your trade stands and to members of the public during the show. Outline the steps you propose to take to minimise risk in the table overleaf and return to WiRE. Please copy the page if more space is required. If in your opinion there is no risk, please print **NO RISK** and return the form.

Many thanks for your co-operation.

Hazard	Those at Risk	Notes
<p>Look only for hazards which you could reasonably expect to result in significant harm under the conditions of your workplace.</p> <p>Use these examples as a guide.</p>	<p>It is not necessary to list individual names.</p>	<p>A hazard is something with the POTENTIAL to cause harm, i.e. substances, machines, methods of work.</p> <p>Risk expresses the likelihood that the harm from a particular hazard is realised.</p>
<p>Slipping/tripping hazards</p> <p>Fire e.g. from flammable materials</p> <p>Chemicals e.g. battery acid</p> <p>Bottled gas,</p> <p>Moving parts of machinery e.g. blades</p> <p>Work at height,</p> <p>Pressure systems</p> <p>Vehicles e.g. fork lift trucks</p> <p>Electricity</p> <p>Dust from grinding</p> <p>Fumes e.g. from vehicles</p> <p>Manual Handling</p> <p>Noise</p> <p>Livestock</p> <p>Stability of Stands</p> <p>Allergy from substances</p> <p>Injury from Glass/sharps etc.</p>	<p>Cleaners</p> <p>Contractors</p> <p>Maintenance</p> <p>Members of the public</p> <p>Operators</p> <p>Staff</p> <p>Pay particular attention to:</p> <p>Disabled staff & visitors</p> <p>Inexperienced staff</p> <p>Lone workers</p> <p>Visitors</p>	<p>For the hazards listed, do the precautions already taken:</p> <ul style="list-style-type: none"> • Comply with recognised industry standards • Meet standards set by legal requirements • Represent good practice • Reduce risk as far as is reasonably possible <p>Have you provided:</p> <ul style="list-style-type: none"> • Adequate instruction training and information • Adequate procedures or systems <p>If so then the risks are adequately controlled, but you need to indicate the precautions you have in place.</p> <p>Where the risk is not adequately controlled, indicate what more you need to do.</p>

WiRE Conference 2007
Chilford Hall, Cambridgeshire
Stand Risk Assessment Form

Company Name	
Address	
Responsible Person	
Date Assessment Undertaken	
Signature of Assessor	

Hazard	Persons at Risk	Control to minimise risk