

THE LONDON FESTIVAL OF RAILWAY MODELLING – 24th & 25th March 2012
Alexandra Palace, Alexandra Palace Way, Wood Green, London N22 7AY

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EXHIBITORS, LAYOUTS AND DEMOS MANUAL

This is an important information manual, please read it carefully to ensure an effective and well organised exhibition and to comply with legislation as laid down by Alexandra Palace and local authorities. Whilst it may seem tedious and familiar to many of you, it is necessary that everyone knows the arrangements in place. In this way the show assembly and knockdown will be a pleasure for all concerned!

This manual should answer many of your questions prior to the event. During the course of the exhibition all enquiries should be made at the organisers' office.

1. BUILD UP AND SHOW HOURS

The term 'Build-up' refers to the period of time allowed for the physical construction of stands and features on-site before the event opens. The exhibition takes place in the Great Hall and the West Hall, Alexandra Palace, Alexandra Palace Way, Wood Green, London N22 7AY.

The Halls will be open during the build-up period as follows, with access via the loading bays to both halls:

Friday – 12noon – 9.00pm (NB. Shutters will be closed at 8.30 pm)

Saturday – 8am – 9.15am (show opens 9.30am – 5pm)

Sunday – 8.30am – 9.15am (show opens 9.30am – 4.30pm)

All stands must be ready by 9.15am – doors open 9.30am (to pre-booked)

NO CHILDREN UNDER 16 ARE PERMITTED IN THE HALL DURING SET UP OR BREAKDOWN

Vehicles **will** only be permitted to drive into the Great Hall and **only** until such time as is safe to do so which will be at the discretion of traffic control and organisers. No vehicles will be allowed into halls prior to the event opening on the Saturday and Sunday.

Exhibitors must make arrangements for the supply of labour and equipment for the handling of their own goods and exhibits. On arrival in the hall **please ensure you check in with the organisers** (under the organ at the end of the Great Hall on Friday and Saturday morning until 9am when it will be moved to Palm Court).

Layouts are not permitted to sell any items from their stand, or commercially represent anything other than their layout.

1.1 Vehicle Passes

These are for use by exhibitors, layouts and contractors to ensure that their vehicle can be brought up to the bay for unloading and loading purposes during the build-up and breakdown periods of the exhibition.

Each exhibitor/layout will receive vehicle passes free of charge as requested on the form sent to them. Again further vehicle passes, within limits, if required should be obtained from the Organisers (traders), Model Railway Club (layouts).

1.2 Badges & Passes

Exhibitor/layout/contractor passes for all personnel engaged in build-up, stand attendance, and breakdown of the exhibition is mandatory. These will be supplied as requested on the forms supplied to layouts/exhibitors. Anyone requiring passes for contractors must contact the organisers. The purpose of these passes is to maximise security and to protect stock and valuable items, which are kept inside the hall, especially during build-up and breakdown of the event. Therefore it is in your own interests to ensure that your own staff and workforce are in possession of the appropriate badge or pass.

1.3 Bus Service

There will be a bus running on a shuttle service between Alexandra Palace Station, Wood Green Underground Station and the venue. This service is free and will run continuously commencing at 8.30am at the stations each day. The last bus will depart for the venue at 5.15pm on Saturday and Sunday

1.4 Contractors Badges

Exhibitors' contractors should be instructed to apply directly to the Organisers for contractors passes. These are valid only during the build-up and breakdown of the exhibition.

1.5 Leafleting Exhibitors are not permitted to walk the queues to give out leaflets or to pass them out from the front of their stands.

2 CATERING ARRANGEMENTS

There are several catering outlets at Alexandra Palace, not only in the halls but also in the entrance foyer.

The Willis Café in the Great Hall will be open from 1pm – 8pm Friday during build-up.

There will be an area for exhibitors/layouts at the Willis Bar for teas/coffees/sandwiches during show hours on Saturday and Sunday. Closing times are dependant upon how busy the catering areas are.

3. CAR PARKING at Alexandra Palace

There are substantial Car Parking facilities within the Alexandra Palace complex. Parking is available in the North Car Park for Exhibitors, **to gain entry to this you need to press the button on the gate.** These places are limited and will be on a first come first served basis

3.1 Delivery of materials and exhibits

Off loading or loading of goods for the exhibition is via the barrier at the bottom of the slip road leading to the West service yard (see plan) or via the goods lift from the North Car park (see plan). **Once unloading has taken place all vehicles will then be directed to North car park for parking.**

Exhibitors should not arrange for the delivery of their exhibits until the stand is ready to receive them. This avoids the risk of goods becoming lost.

All goods should be deposited on your stand area and not left in the gangways where they may create a hazard.

No deliveries will be permitted later than 30 minutes before the scheduled closing time of the hall during build - see *Build up (1.) and Working hours (5.2)*

Where the services of a haulage or transportation company are used, cases should be clearly marked with the exhibitor's/layout name and stand numbers, care of the Great Hall, Alexandra Palace, Alexandra Palace Way, Wood Green, London N22 7AY and personnel should be on hand to receive them.

The Organisers or Alexandra Palace personnel will not take delivery of materials on behalf of any exhibitor.

No deliveries may be made whilst the Exhibition is open to visitors.

4. COMPLETION OF STANDS

Work must be completed in every respect and exhibits in position by 9.15am on the morning of the event. Exhibitor's trolleys are not permitted in the hall after this time.

5. BREAKDOWN ARRANGEMENTS

5.1 Breakdown

The term 'breakdown' refers to the period of time allowed for the physical disassembly and removal of stands and features on-site after the event closes.

5.2 Working Hours

Following the close of the exhibition at 4.30pm and an announcement to commence breakdown has been given. Sunday, removal of exhibits and dismantling of displays may commence **ONLY WHEN ALL VISITORS HAVE LEFT THE HALL. Please do not dismantle your stand or remove exhibits before this time, as this could affect future invitations.**

Those in the West Hall will breakdown utilising the loading bay in this hall. Breakdown times for the rest of the exhibitors/layouts will be given to them at the event. All stands must be removed from both halls on Sunday evening by 7pm.

5.3 Removal of stands

Please ensure that stands are broken down prior to collecting vehicles from the car park for loading. Please also ensure that stands are broken down within your stand area and not in the gangways, as this blocks access for vehicles.

5.4 Children: Under the Health and Safety Act, **NO CHILDREN** under the age of 16 years will be permitted on the premises during set-up or break down. After this time they must be accompanied or supervised by a responsible adult whilst on the premises.

6. TABLECLOTHS

All tablecloths **must** be fire retardant and maybe tested by Alexandra Palace. The organisers' request that **the official tablecloths are utilised** and can be obtained from the Organisers' office at the event. **These must be signed for when obtained and signed for when returned.** Any tablecloths not signed for when returned will be charged for at a cost of £35 each. Please use only one cloth per table and we ask that you do not place tablecloths on the floor at any time. We would advise that all trade exhibitors cover their exhibits with flame retardant sheets each evening – **please do not use Warners tablecloths for this.**

7. FURNITURE HIRE

Exhibitors please note:- Trestle tables and chairs are available and should be booked prior to the show. **We are unable to guarantee the availability of furniture not pre-booked before the show.** Any furniture booked and paid for at the event will be subject to a 50% surcharge.

Tables and chairs will be available within the hall. All tables and chairs to be left on stand at end of show for collection by the organisers. Tables and chairs not accounted for will be charged out by the organisers to the exhibitor at a cost of £45 per table and £10 per chair.

8. CARPETING ON STANDS

Exhibitors with space only sites must provide their own floor coverings if required. (Carpet is already laid in the West Hall) Carpet can be laid directly to the hall floor. It is the responsibility of the exhibitor concerned to ensure that any tape used to fix the floor covering is completely removed after use or otherwise a charge will be made by the Organisers for the removal of this tape. If an Exhibitor chooses to lay their own carpet on a shell scheme stand the provision of the floor covering then becomes entirely their own responsibility.

9. DAMAGE TO THE EXHIBITION BUILDING AND SHELL SCHEME

Exhibitors/Layouts will be responsible for any damage to the Exhibition premises and the Organisers' shell scheme/panels caused by themselves or their contractors. Fixings must not be made to the building structure. Marks caused by paints, oil or grease on the building or on the floor covering provided by the Organisers must be avoided. Any charges levied by Alexandra Palace due to damage will be passed on to the exhibitor/layout concerned.

10. STAND CLEANING

A pre-exhibition clean overnight and collection of waste service are provided free of charge. However, this does not include the cleaning of stands, displays and exhibits. A black plastic bag is available from the organisers' office for rubbish.

11. STAND CONSTRUCTION

All stands are sold as space only.

The construction of stands, signs and fascias shall be of the following materials:-

- a) non-combustible material
- b) inherently non-flammable material
- c) durably flameproof fabric
- d) subject to special consideration, plastics material acceptable to the local authority

- e) plywood, hardboard, pulpboard or fibreboard rendered flame-resistant by a process of impregnation acceptable to the local authority and bearing a distinguishing brand-mark to indicate that it has been so impregnated or
- f) Timber of any thickness impregnated and branded as in (e) above except that timber framing of stands may be natural un-proofed timber of a minimum thickness of 25mm (1 inch nominal) finished thickness and counters and floors of stands may be of natural timber of a minimum thickness of 25mm (1 inch nominal) finished thickness or wood chipboard or blockboard each of not less than 18mm (3/4inch) finished thickness provided that where natural timber is used for floors it shall be close jointed.

NOTE: The impregnated materials referred to in item (11) above will only be acceptable if stamped in accordance with the British Standards Institution registration scheme.

12. NAMEBOARD LETTERING

All stands/layouts must display their stand/layout number given to them by the organisers.

13. ELECTRICAL WORK

13.1 Electrical Contractor

The electrical contractors responsible for the hire and installation of electrical fittings at the event are Alexandra Palace.

Exhibitors should note that all electricity requirements must be ordered by the 3rd March 2012 or otherwise a 50% surcharge is added for the electrical connection. We are unable to provide electrical connections for traders who have not pre-booked by the 3rd March 2012.

Four way multi block extension leads off one socket (no multiple plug adaptors permitted) of no more than 2m in length must be utilised. If you have booked electricity you should bring a RCD. The electrical contractor may make checks to ensure compliance with regulations. Layouts should note that they may have to share sockets and therefore *extension leads will be required*. Please ensure you have these available.

All electrical appliances must be subjected to Portable Appliance Testing (PAT). Labelling of appliances with date of inspection is necessary as verification of testing.

All extension leads must be uncoiled and fitted with the required fuses. Extension leads borrowed from the organisers will be subject to a hire fee of £20, which is refundable on return at the end of the show.

Layouts and visiting societies must inform the Organisers of the amperage they require on the forms sent to them and **MUST NOT EXCEED THIS AMOUNT – no kettles please!**

Power supplies to stands will be switched off 15 minutes after the close of the exhibition on each open night.

13.2 Electricity at work regulations

These regulations have been updated to form a common working practice to all venues and will require that all people working on electrical stand wiring can provide competence, either through registration in the BECA/EEPTUI scheme, or some other way such as JIOB grading. All contractors working at the venue should be prepared to provide details of their staff with proof of competence.

14. EXHIBITORS' OWN STAND CONTRACTORS

You may employ the stand contractor of your choice to carry out construction work on open space sites or within shell stands.

Please note that electrical connections must be carried out by the organisers' appointed contractors.

If you need help in finding a suitable stand contractor, please contact:

The British Exhibition Contractors Association (BECA), Kingsmere House, Graham Road, London SW19 3SR, Telephone 020 8543 3888.

The name of the contractor appointed along with two sets of stand layout plans must be submitted to the Organiser for approval by no later than 12th March 2012.

15. FIRE EXTINGUISHERS

Fire extinguishers are provided around the exhibition hall and stands must not be erected in front, all fire points must be accessible at all times.

If special apparatus or demonstrations are included on any stand which are likely to increase the fire risk, alternative or additional extinguishers must be ordered by the exhibitor concerned.

Exhibitors unsure of the application for this condition should contact the Organiser for guidance.

16. FIRST AID

Alexandra Palace has its own medical centre. The centre will be staffed throughout the open hours of the event, at other times please contact extension 2800 on an internal phone for assistance.

17. FLOOR LOADING

For information regarding floor loading please contact the Organiser.

18. FORK LIFT

If you require the use of the Fork Lift this can be arranged by the Organiser direct with Alexandra Palace. There will be a charge for this service.

19. HEALTH AND SAFETY AT WORK/TRADE DESCRIPTIONS ACT

Exhibitors are advised that the Health & Safety at Work Act 1974 requires that any equipment being operated or demonstrated shall be inherently safe and not create a hazard to the demonstrator or visitor.

Under the Notification of Accidents & Dangerous Occurrences Regulations 1980 an employer will be required to notify the enforcing authority when there is an accident resulting in death or major injury, or notifiable dangerous occurrence.

Moreover, false claims whereas to suitability or safety of use in the UK or to performance quality, strength etc. may be subject to action under the Trade Descriptions Act 1968.

Exhibitors wishing to use gases or liquid under pressure as part of their display must advise the Organiser who will obtain approval from the appropriate authority on their behalf.

Exhibitors with any working demos must inform the organisers and send a copy of their public liability and health and safety certificate otherwise they will be asked to remove their demo at the event.

20. PATENTS ACT/REGISTERED DESIGN ACT

Exhibitors are advised to acquaint themselves with the legislation in respect of these two Acts.

21. BOILERS

Shall be only used by prior consent of the local authority.

- a) Each boiler in use shall be mounted on an adequate base of non combustible material (e.g. concrete or stone) and the necessary precautions taken against the transmission of heat to any combustible floor or surrounding.
- b) Each boiler in use shall be provided with a satisfactory safety valve and the gas supply shall be installed and maintained in accordance with the Gas Safety (installation and use) Regulations 1984.
- c) A satisfactory certificate of a recent test and thorough examination in respect of each working boiler by the makers or a boiler insurance company shall be available on the stand for inspection by a representative of the local authority.

22. GAS, AIR, WATER AND WASTE SERVICES

These services must be ordered through Alexandra Palace who are solely responsible for their installation. An order form is available, please contact the Organisers.

23. HOTEL ACCOMMODATION

You can call infotel on 0870 7522797 or log onto www.findmeahotelroom.com

24. INSURANCE

Exhibitors(traders) are reminded that they must, in accordance with the Rules and Conditions governing participation, insure for the full replacement value of all stands and display materials, exhibits, stand contents and ancillary equipment as the Organisers do not accept any responsibility for any loss or damage to any items however caused..

Layouts must inform the MRC of value of exhibits for insurance purposes. Exhibits must not be left in unsecured vehicles.

25. SECURITY

Whilst the Organisers take all reasonable precautions to effect security cover during the tenancy periods, they decline responsibility for any loss or damage which may befall the person or property of any exhibitor from whatsoever cause.

The period of any exhibition when Exhibitors' property is most vulnerable to loss or damage is that following the close of the exhibition. A large number of personnel will be engaged in the breakdown of the stands and the removal of exhibits the hall is cleared. It is impossible for security guards to watch over every stand during working hours.

Please make certain that all valuables and property are adequately secured and wherever possible removed from the hall in which you are exhibiting. It is also essential that your stand is never left unattended whilst the show is in progress. A security guard will be on duty on Friday and Saturday nights within the halls.

26. ORGANISER'S OFFICE (ON-SITE)

A temporary area will be set up under the Willis Organ on Friday from 12 noon until 9.00pm and on Saturday until 9am when it will moved to Palm Court until 5pm and Sunday 8.30am until 4.30pm and then back under the Willis organ until break down ends. Any queries during the event tel. 020 83654181(Sat & Sun only) or 07831 775450

27. PHOTOGRAPHY

The officially appointed photographers to the exhibition are any Warners staff. The organisers reserve the right to use any photographs taken at the event in future publications.

28. OBSTRUCTING GANGWAYS

No part of any stand or exhibit including fascia, signs, lighting, corner posts or other fittings, shall project onto or overhang any gangway or obscure any fire or exit signs.

29. PLASTIC MATERIALS

Plastic materials shall not be used for showcases, windows, counters, shelves and fittings and their use for other purposes (this includes decorative, untreated artificial flowers) shall not be permitted without the prior consent of the authorities.

Please note that 'Perspex' is not acceptable. Materials such as 'darvic' 'lexan' or 'macrolon' are acceptable. Any queries regarding fire proofing should be addressed to: The Fire Officer, Alexandra Palace, Alexandra Palace Way, Wood Green, London N22 7AY.

30. BACK TO BACK STANDS

Exhibitors cannot use partitions or other display or construction material on adjoining stands without the consent of the Exhibitors, or their contractors to whom the materials belong. On request, the Organisers will notify exhibitors of their neighbours who share a party wall. It is then the responsibility of the exhibitors to agree on the construction and height of the joint party wall. The exhibitor who exceeds in height his neighbour's stand is responsible for the decoration of the wall above his neighbour's finished display.

31. STAND APPEARANCE

Exhibitors should present all stands to an acceptable standard of decoration in a clean and tidy manner in the interests of the exhibition as a whole

In accordance with Local Authority Regulations, empty cases and packaging material may not be stored on or behind stands.

32. MULTI STORIED STANDS

Exhibitors wishing to build multi-storied stands should contact the Organising Manager.

33. SOUND RECORDINGS

If you intend to play sound recordings (e.g. tapes, records, compact discs etc.) on your stand please be advised that you will require a PPL licence and you must, therefore, contact the Organisers prior to the event

34. TELEPHONES

Exhibitors requiring telephone connections, socket connections or handsets need to inform the organisers by no later than **5th March** in order that a form can be forwarded to them for completion with costs.

35. PRESS RELEASES

It is important that we receive real news, the fact that you are exhibiting will not draw media attention, but the fact that you may be launching something new, celebrating something or perhaps having a visiting celebrity on your stand is much more newsworthy. Any information along these lines will be welcome prior to the event

36. SHOWGUIDE

Layouts/stands should have completed the form sent to them for information to go within this guide. A deadline date will be on the form for returning this information.

37. VENUE

Alexandra Palace is accessible from the North Circular (sign posted Muswell Hill travelling from the west or Wood Green travelling from the east.) Other directional signs for the event will be on display leading to the venue.