

## Show Guidance & Regulations

Please read the information below to ensure you are adhering to the guidance and regulations of the Show.

### Code of Practice

Please ensure that your stand is staffed at all times during the Show open period and that all exhibits remain displayed during the Show open hours. In order that no discourtesy is shown to last minute visitors, we ask that no maintenance or repair commences before 5pm on Tuesday 20 June and that no dismantling commences before 4pm on Wednesday 21 June.

Products of companies not exhibiting at the show cannot be used on stands displayed without written permission of the organiser.

### Damage & Loss

Neither the Organisers, the exhibition site owner, nor the sponsors, accept any responsibility for damage or loss of any properties introduced by the exhibitors and/or their agents/contractors. Exhibitors are especially warned that the exhibits are the sole responsibility of the exhibitor to whom they belong. Exhibitors should have their own insurance against all risks. The strongest possible precautions against theft should be taken at all times.

### Dilapidations

Exhibitors are responsible for all panels, walls, columns, flooring, shell scheme stands, electrics, lighting, hired accessories; etc within their stand area and any damages will be made good at the exhibitor's own expense. All exhibits and space only stand fitting materials must be cleared from the venue and charges will be levied for the removal of any abandoned articles, including carpet tape. Please note there will be a charge per meter to cover the cost of making good damage to the floor of the exhibition hall.

### Equality Act

Exhibitors should be aware that they have obligations under the Equality Act 2010 because exhibitors are considered Service Providers.

The HTA is committed to the implementation of the Act and dedicated to the provision of good customer service for all our exhibitors, contractors and visitors. Therefore, it is important that our contractors and exhibitors understand their responsibilities under the Act.

There are three principal duties under the Act:

1. to provide a disabled person with the service that it provides to others
2. the service must be provided on the same terms
3. the service must be provided to the same standard

Changes and adjustments that are made must be 'reasonable' and reasons for making, or not making, changes and adjustments must be 'reasonable'.

Tips for Exhibitors and Contractors:

- Access to exhibits must be available to all visitors
- Platforms must have ramps

- If it is 'unreasonable' to provide access for disabled visitors, alternative access could be in the form of detailed literature and visuals
- Information and literature must be printed clearly and available in alternative formats such as enlarged, tactile or audio
- Signage must be positioned where it is visible to all visitors
- Staff should be briefed on their responsibilities and trained to assist disabled visitors

This list is not exhaustive and must be used as a guide only; visit the websites below for more information:

Direct Gov - Disability  
the Blind  
[www.disability.gov.uk](http://www.disability.gov.uk)

Disability Rights Commission  
[www.drc-gb.org](http://www.drc-gb.org)

Royal National Institute of  
[www.rnib.org.uk](http://www.rnib.org.uk)

### **Distribution of Promotional Materials**

Dispensing of literature and promotional material must be conducted from your stand, as walkways must be kept clear at all times during the show. You are forbidden to hand out leaflets in or around the venue. Materials must not be attached to the structure of the building.

### **Gangways**

The gangways within the exhibition are (at minimum) 2.5 metres and are over the minimum permissible by law. **Under no circumstances can any part of your stand, furniture or exhibits project beyond the boundary of your stand.** All gangways must remain unobstructed and accessible at all times. Any exhibitor who has too much stock to fit on to their stand should contact the Organisers Office, as there may be space to store goods.

### **Insurance**

Exhibitors are reminded that in accordance with the Rules and Regulations they **MUST** take out adequate insurance cover and complete **Form 1 – Show Insurance**. Whilst we take every precaution we are not responsible for damage or loss to stand fittings and exhibits. We must also draw your attention to Public Liability cover and the increasing number of claims against exhibitors and service providers for trips and falls. A specialist Exhibition Policy would adequately cover you for your property and Public Liability insurance, which in the event of any loss or claim would not affect any Business Policy.

Cancellation & Abandonment insurance to cover your costs and expenses is also highly advisable should you not be able to attend due to adverse weather for example, or if the Show was to be cancelled or abandoned for any reason. This is a specialist form of Insurance normally only found on a separate Exhibition Policy.

### **Security**

Spot checks of vehicles may be carried out at any time during the event period. It is the exhibitor's responsibility to ensure that all small or high value items are safely and securely stored whenever the stand is unoccupied. There will be 24-hour security cover at the Show. However, exhibitors should ensure that their goods are safeguarded at all times, particularly during build-up and breakdown. If you have any queries, contact HTA National Plant Show Team by emailing [events@hta.org.uk](mailto:events@hta.org.uk) or calling 0333 003 3550.

### **Security Advice for exhibitors:**

- Do not leave cash, handbags, valuables etc, unattended in clothing, drawers or cupboards
- Do not ask your neighbours to “Keep an Eye” on your stand
- Please check any lockable units before leaving your stand, particularly during lunch 1200 - 1400 hrs
- Please report losses immediately to the organisers
- Delegate one member of your personnel to be responsible for your company's safety and security
- Please note that build-up and breakdown times are high-risk periods. You are recommended to work in pairs so that the stand is manned at all times
- Arrive prior to the event opening and don't leave your stand before all visitors have left the event

### **Smoking**

No smoking is permitted inside any of the Exhibition Halls. If you wish to smoke, please go to the allocated smoking area in front of Strollers Restaurant. Elsewhere on the site exhibitors are asked to dispose of cigarette ends thoughtfully and use the designated smoking areas.

### **Stand Manning**

It is your responsibility to ensure that your stand will be fully staffed for the open periods of the event. Furthermore, for security reasons we would urge exhibitors to ensure that their stand is manned at all times during build-up and break-down.

### **Terms and Conditions**

This Exhibitor Manual forms part of the Terms and Conditions that you have agreed to on signing your booking form. Please note that you may be excluded from occupying your stand if full payment has not been made by the opening event.

### **Behavioural Conduct**

The Horticultural Trades Association intends to provide its staff with a neutral working environment in which no one feels threatened or intimidated. If at any time our employees or venue staff working on a HTA event feel inappropriate behaviour has taken place, we reserve the right to request you to leave the event at any point on reasonable grounds.

The organisers of the Event reserve the right to refuse stand holders admission to the Event in reasonable circumstances.

The organisers of the Event also reserve the right to request that exhibitors or attendees leave the Event at any point on reasonable grounds and may take any appropriate action to enforce this right. By way of example, the Organisers may remove an exhibitor or attendee who:

- 1) has behaved in the Venue in a manner which, in the reasonable opinion of the Organisers has, or is likely to affect the enjoyment of other visitors; or
- 2) uses threatening, abusive or insulting words or behaviour or in any way provokes or behaves in a manner which may provoke a breach of the peace; or
- 3) in the reasonable opinion of the Organisers is acting under the influence of alcohol or drugs



You must comply with instructions and directions given by Organiser and Venue staff and stewards.

No refunds will be given to exhibitors who are refused entry or ejected due to their own behaviour as suggested in, but not limited to, the examples above.

# Health & Safety Information

Exhibitors must at all times take every precaution in respect of Health and Safety of employees, contractors and visitors as far as it is reasonably practicable. You should insure that your actions do not give rise to accidents, injuries or unsafe working environments.

Your attention is drawn to the Health and Safety at Work Etc Act 1974 and the regulations made under this act, and are reminded that the duties imposed by these laws are not reduced, regardless of whether an employer is in their own office or participating at an exhibition.

All exhibitors must be able to demonstrate they have established, and will put into practice, effective management of Health and Safety over matters within their control. As employers, they should have produced a health and safety policy, and a copy should be made available on the stand for inspection by the Exhibition Organisers and the relevant authorities.

- **Health and Safety at Work Etc Act 1974** identifies general duties of employers and employees to ensure as far as is reasonably practicable, Health and Safety at the work place.
- **Control Of Substances Hazardous to Health Regulations 2002 (COSHH)** requires the assessment of substances or materials to determine the risk to health and precautions to be adopted for safe usage.
- **Electricity At Work Regulations 1989** identifies precautions to be taken, to prevent, so far as it is reasonably practicable, risk of injury or death when working with electricity. These regulations also require that all electrical equipment including portable appliances such as tools, heaters, kettles etc, are regularly maintained and inspected.
- **The Control of Noise at Work Regulations 2005** requires the assessment of noise levels, to determine actions to be taken to control noise exposure of employees and others who may be affected.
- **The Management Of Health and Safety At Work Regulations 1999** requires the assessment of risk, to health and safety of employees and other persons affected by undertaking. From assessment, preventative measures are to be identified and a management control system to action, monitor and review the measures.
- **The Provision And Use of Work Equipment Regulations 1998 (PUWER)** imposes general duties regarding selection and use of work equipment, which is broadly defined as including hand tools, through to machines of all kinds to a complete plant, such as a refinery. In addition to these duties, there are specific requirements covering guarding, isolation, maintenance and many more.
- **The Manual Handling Operations Regulations 1992** requires the avoidance of manual handling operations where reasonably practicable. Where the operations cannot be avoided, an assessment must be carried out with a view to reducing the risk of injury, so far as is reasonably practicable.
- **The Personal Protective Equipment Regulations (2002) & The Personal Protective Equipment At Work Regulations 1992 (PPE)** identifies the sound principles for selecting, providing, maintaining and using personal protective equipment to ensure that the equipment provided is suitable for the risk(s) involved and the wearer. Personal protective equipment includes most types of protective clothing and equipment such as eye, foot and head protection.

In addition to the above mentioned general regulations, there are many other regulations depending on the type of work. Exhibitors and contractors should ensure they are familiar with the relevant legislation. Hirers shall also be conversant with the Health and Safety Executive Code of

Practice for Exhibitions and Shows. A copy is available from Health and Safety Executive offices as are further details on statutory regulations.

### **Risk Assessment**

Every exhibitor must undertake a risk assessment prior to the exhibition, identifying the hazards present on site and the ways you can minimise and control these hazards. Exhibitors should follow the HSE's five recommended steps below:

1. Look for hazards
2. Decide who could be harmed and how
3. Evaluate the risk
4. Record the findings
5. Review the findings

The Organisers can stop all work if exhibitors are not in compliance with any Health & Safety regulations