

# HTA National Plant Show Exhibitor Manual

Dear Exhibitor,

The HTA National Plant Show Team warmly welcomes you as an exhibitor to the HTA National Plant Show 2024.

This Exhibitor Manual has been compiled to help you plan your participation at the HTA National Plant Show and to ensure a smooth run up to the event. Please read the information carefully, passing relevant information to your contractors and returning the forms by their due dates. The following forms are **mandatory** and failing to complete may result in your company being unable to exhibit at the event. Show Insurance, Health, and Safety (including risk assessment) and Show Guide Entry and all forms can be found on page 2.

Should you have any queries please contact the HTA National Plant Show Team who will be happy to help.

**HTA Organising Team – [events@hta.org.uk](mailto:events@hta.org.uk)**

**Harley Coles**

Senior Events Executive

**Coral Wallis**

Events Executive

**Dean Steggles**

Events Assistant

**Jo Gildea**

Member Engagement Manager – Event Sales

**This manual includes:**

**Checklist**

**Show Guidance & Regulations**

**Health & Safety Information**

**Exhibition Timetable**

**How to get to the venue**

**Emergency Procedures**

**Badges & Passes, Delivery & Traffic Information**

**Accommodation**

**Frequently Asked Questions**

**Show Ambassador**



Dura-ID has supported and promoted all aspects of HTA National Plant Show from the beginning. With 40+ years of supplying the industry, we have watched customers showcase their plants and sat in many educational seminars. We continue to show our support of the HTA as the show continues to evolve into the leading show for our industry.

**HTA National Plant Show, Wednesday 19 & Thursday 20 June 2024**

**Hall 1 & 2 NAEC Stoneleigh, Warwickshire, CV8 2LZ**

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## CHECKLIST

Use the checklist below to take advantage of all that is on offer and ensure you make the most of your investment in the show. **PLEASE COMPLETE FORMS NO LATER THAN THE DEADLINES SHOWN BELOW.**

**Please note all forms must be completed online and can be found in the Exhibitor Hub.**

**FAILURE TO COMPLETE the mandatory forms will prevent you from exhibiting at the Show.**

MANDATORY	Details	Deadline
<b>CDM Declaration</b>	Companies MUST complete this form in order to exhibit at the Show.	<b>Friday 29 March 2024</b>
<b>Insurance</b>	Companies MUST complete this form to declare they have adequate insurance for the Show.	<b>Friday 29 March 2024</b>
<b>Health &amp; Safety (Including Risk Assessment)</b>	Companies carrying out high risk activities MUST submit a risk assessment.	<b>Friday 29 March 2024</b>
<b>Show Guide Entry</b>	Companies MUST complete and return this form to ensure their company details appear in the Show Guide listings. If we do not receive your listing your entry will remain blank bar basic contact details.	<b>Friday 29 March 2024</b>
<b>Exhibitor Badges</b>	Register badges for all staff manning your stand and contractors working on your stand throughout the whole Show, including build-up and break-down. If you do not register badges online you will have to do this onsite which could cause delays in your company gaining access.	<b>DIRECT FROM LIVEBUZZ</b>

ADDITIONAL	Details	Deadline
<b>Promotional Opportunities</b>	Ensure you enhance your presence at the Show by ensuring that your brand is promoted prior to and during the Show. — Email <a href="mailto:Jo.Gildea@hta.org.uk">Jo.Gildea@hta.org.uk</a>	<b>Friday 29 March 2024</b>
<b>Stand Extras</b>	<a href="http://www.anchor-exhibitions.co.uk">www.anchor-exhibitions.co.uk</a> & click online ordering & then select the show & login or create an account to order electrics and/or carpet for your stand through our provider. Please note all orders and payments are direct to 3rd party provider.	<b>Complete as soon as possible</b>
<b>Visitor Data Collection</b>	When you gain access to the LiveBuzz Registration Zone you will be able to order visitor data collection scanners through directly with them. Please note all orders and payments are direct to 3rd party provider not HTA.	<b>DIRECT FROM LIVEBUZZ</b>
<b>New Plant Awards</b>	<a href="#">Enter</a> your new varieties into the New Plant Awards and the Visitor Vote.	<b>Friday 10 May 2024</b>
<b>Lunch Bag (Exhibitors Only)</b>	Companies have the option to request 2 lunch bags per day (SHOW DAYS ONLY). The <a href="#">form</a> asks for dietary requirements only.  If you would like to purchase more you can do so following the details on the <a href="#">form</a> .	<b>Complete as soon as possible</b>

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**PARKING PASSES:** Will be issued via email as a PDF to the 'BOOKER' the week before the show and will indicate the car park and access area your company has been allocated. Parking Passes are valid throughout the show. Please print off as many as required for the vehicles coming from your company.

**VEHICLE ACCESS:** [Complete form by Friday 16 May.](#)

**VENUE HUB:** All exhibitors **must** have an account set up with the venue that has their contact details for them on the day(s) of the show.

<https://www.naecstoneleigh.co.uk/register/> - make sure your account type is set as exhibitor. You will also have access to exhibitor services (screenshot below).

## Order services for your exhibition stand...

1. Please order the service(s) you require by selecting and completing the forms below. All prices shown are excluding VAT.
2. Make sure that you have fully read and understood the [NAEC Terms & Conditions](#).
3. Complete (in full) the NAEC exhibitor details form & service location plan (if applicable).
4. Payment will be taken at the end of each service order form that you require.
5. Unless otherwise stated, any order forms must be completed and returned **at least 5 working days prior to the Event Tenancy Period** – orders after this date cannot be guaranteed and may be subject to additional charges.

If your event is not listed in the form, please get in touch with our Events Team: [eventorders@stoneleighevents.com](mailto:eventorders@stoneleighevents.com)

Should you require any other show related services not shown on our order forms then please [contact us](#).

All products & prices are subject to availability and change.

Tenancy for an event begins on the first access day for build and may be earlier than stand access.



### YOUR DETAILS

Update your account details before placing orders.



#### EXHIBITOR DETAILS FORM

**!** This form is **required** to be filled in by **all exhibitors**.



#### CATERING ORDER FORM

Order a variety of catering directly to your stand.



#### CLEANING ORDER FORM

Book your cleaning solutions to save you time on the day.



#### EVENT SERVICES ORDER FORM

Order additional event services like furniture and bins.



#### HEALTH AND SAFETY FORM

Order health and safety equipment for your stand.



#### IT ORDER FORM

Make sure you're connected during your event.



#### DAY-OF ORDERS

Order goods and services during your tenancy.



#### INTENT TO SUPPLY FORM

Please fill this out if you intend to supply food and/or beverage.

# HTA National Plant Show Exhibitor Manual

**DURA-ID**  
HORTICULTURE

Find us on stands

**350/351**

**358/359**



“Dura-ID is proud to be recognised as an ambassador for the National Plant Show. Right from the very early days we have followed and championed the maturing of this show, watching it grow into the industry-recognised event it deserves to be.”

- Justine Newman, Horticultural Manager

Labels ◆ Printers ◆ Software ◆ Applicators ◆ Technical Support



  
HTA  
NATIONAL  
PLANT  
SHOW

**T: +44 (0) 1480 274 230**  
**E: horticulture@dura-id.com**  
**W: www.dura-id.com**

# HTA National Plant Show Exhibitor Manual

## 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 Wednesday and that no dismantling commences before 4pm on Thursday. **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 any 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:

- to provide a disabled person with the service that it provides to others
- the service must be provided on the same terms
- 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 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

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

Direct Gov - Disability  
[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 the Blind  
[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. Objects encroaching on gangways will be removed.

## 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 the Team by emailing [events@hta.org.uk](mailto:events@hta.org.uk)

### 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 do not 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 site, exhibitors are asked to dispose of cigarette ends thoughtfully and use the designated smoking areas.

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## 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:

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 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 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

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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.



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## EVENT TIMETABLE

Build	Schedule	Timings
	Exhibitors stand build	<b>From 10.00</b>
	New Plant Awards, spon RHS - entry presentation deadline	<b>14.00</b>
<b>TUESDAY</b>	New Plant Awards, spon RHS – judging commences	<b>15.00</b>
	Stand completion deadline	
	Hall closes	<b>18.00</b>

Show Day	Schedule	Timings
	Hall opens	<b>08.00</b>
	Media Preview	<b>08.30</b>
	New Plant Awards, <i>spon RHS</i> - presentation	
	Show opens	<b>09.00</b>
	Visitor Vote Awards, <i>spon Floramedia</i> - voting opens	
	SEMINAR - New Plant Award Winners with Pippa Greenwood & The NPA Judges	<b>10.30</b>
<b>WEDNESDAY</b>	SEMINAR – Trade & Borders	<b>11.15</b>
	SEMINAR – Life beyond Peat – Workshop with Wayne Brough and RHS.	<b>14.00</b>
	Visitor Vote Awards, <i>spon Floramedia</i> – voting closes	<b>17.00</b>
	Show closes	<b>17.00</b>
	Exhibitor drinks reception on the HTA Village	<b>17:15</b>
	<b>Hosted by HTA &amp; Dura ID, Show Ambassador</b>	
	Hall closes	<b>19.00</b>

Show Day	Schedule	Timings
	Hall opens	<b>08.00</b>
	Show opens	<b>09.00</b>
	Visitor Vote Awards, <i>spon Floramedia</i> – presentation	<b>09.15</b>
<b>THURSDAY</b>	SEMINAR – <b>tba</b>	<b>10.00</b>
	SEMINAR – MorePeople, Careers & Growing your team	<b>14.00</b>
	Show closes	<b>16.00</b>

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**Hall 1 & 2 NAEC Stoneleigh, Warwickshire, CV8 2LZ**

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Break-down	Schedule	Timings
	Stand breakdown begins	16.00
THURSDAY	Stand breakdown completion deadline	19.00
	<b>HALLS MUST BE CLEAR OF ALL EXHIBITORS AND STANDS</b>	

## HOW TO GET TO STONELEIGH PARK

**ADDRESS – NAEC Stoneleigh, Stoneleigh Park, Warwickshire, CV8 2LZ**

### BY ROAD

**From the North West:** Leave the M6 at J2; follow signs for Warwick (A46). Join the A46 from the A45, then take the exit signposted Stoneleigh National Agricultural Centre

**From the North:** Leave the M1 at J21; follow signs for Coventry (M69). At the end of the M69, follow signs for Warwick. Join the A46 from the A45, then take the exit signposted Stoneleigh National Agricultural Centre

**From the South:** Leave the M40 at J15; follow signs for Coventry (A46). After approximately 8 miles on the A46 take the exit signposted Stoneleigh National Agricultural Centre. Then follow the roadside signage to the Stoneleigh Park Showground.

**BY RAIL** - Royal Leamington Spa, Warwick and Warwick Parkway rail stations are all situated on the main London Marylebone-Birmingham line whilst Coventry is a regular stop for the Virgin West Coast Mainline.

**BY BUS** - Coventry bus station is 6 miles away and Warwick bus station is 9 miles away from Stoneleigh Park.

**BY AIR** - Stoneleigh Park is within 30 minutes' drive of Birmingham International Airport.

**BY COACH** - HTA National Plant Show will be running a courtesy shuttle bus on the days of the show. **Schedule will be available to view on website shortly.**

## FLOORPLAN

**Available to view on website.**

### STAND NUMBER

Your stand number will have been sent out to the booker in an email. If you have any queries about the floor plan or your stand requirements, please contact the HTA National Plant Show Team by emailing [events@hta.org.uk](mailto:events@hta.org.uk).

### SHELL SCHEME

Please note stands automatically come with shell scheme and lighting unless you expressly request us not to provide this. If you opt out of the shell scheme you may be placed with other exhibitors who have made the same request. If you put your own walls/backing up, you will need to ensure they are finished on the back to ensure they do not have a negative effect on the exhibitor behind you. See pages FAQ's for further information on shell scheme. **If you would like to opt out of shell scheme, please let us know as soon as possible** by emailing [events@hta.org.uk](mailto:events@hta.org.uk).

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## Maximum Build Height (Space Only Stands)

The maximum build height for space only stands rear walling is 3m. We also ask that any space only stands submit their plans along with a risk assessment and method statement in advance of the show for sign off. This is at the discretion of the organisers, and we will try to be flexible where possible. **Should your stand exceed 3m and we need to instruct a structural engineer all costs incurred will be charged directly to the exhibitor.**

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## EMERGENCY PROCEDURE

During this event there is a possibility of an emergency arising in any part of the venue. This could be a fire alarm or a bomb threat. The following action must be taken immediately. It is important that your staff are familiar with these emergency procedures and the location of the nearest hand fire extinguisher and emergency exit from the hall. Be prepared - please brief staff and display the following notices for their reference.

### MEDICAL EMERGENCY & FIRST AID

Trained event medical technicians will be in attendance at all times during the exhibition open period. The Medical Centre is situated in the Foyer area of Exhibition Hall 2 and is run by fully trained staff. Please note that First Aid is the point of contact in any medical emergency, including the arranging of ambulances.

possible, please also alert the Organisers Office who will assist you. Please alert the organisers of any near misses so they can record this.

### FIRE

The Fire Alarm system in Hall 2 is a combination of manual detection and smoke/heat sensors. You will be alerted by a pre-recorded voice announcement (“*Staff call 200*”). Any person discovering a fire should:

1. Sound the alarm by activating the nearest Alarm Call Point (the following message will be announced “*Staff call 200*”)
2. Alert the Organisers Office, giving any information on the location/severity of the fire. If you cannot contact the Organisers Office immediately contact the Fire Brigade by dialling 999 or (9)999 if using an internal line giving your location on the postcode **CV8 2LZ**
3. Evacuate the building and go to the open-air grass area opposite Hall 1 or in the Warwick Car Park, close doors behind you where possible

Fire extinguishers will be set out throughout the halls. Please ensure that you are familiar with their use and are aware of the position of the nearest fire alarm point and exit.

### BOMB THREAT

Such an alert will probably be received through the main switchboard. If, however, you take a call, please observe the following procedures:

1. Keep the person talking. Note the time, whether male or female voice and accent. Note exact message, location of caller (if given), and whether the call comes from a public phone box
2. Alert the Organisers Office or dial 999

Nothing should be said to other exhibitors or visitors until specific instructions are issued. If evacuation is considered necessary, further public address announcements will be made instructing people to leave the building. By strict adherence to these instructions, panic and unnecessary alarm can be avoided.

### EMERGENCY ANNOUNCEMENTS

In the event of an emergency, there will be a coded Public Address announcements as follows:

*“Ladies & Gentlemen Your Attention Please – Due to Circumstances Beyond Our Control It Has Become Necessary to Evacuate the Building”*

### BADGES & PASSES

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**Exhibitor badges** will need to be collected from the registration desk in the afternoon on Tuesday, you can also order any additional badges required.

**Exhibitor Badges** are valid throughout build-up, break-down and Show periods and should be issued only to personnel working on your stand. **These badges should be carried/worn at all times, even if you have a company name badge. FORM COMING SOON DIRECTLY FROM LIVEBUZZ**

**Contractor Badges** are valid during build-up/break-down periods only. These are NOT valid during the show-open period. Please indicate the number you require when registering your staff online.

**SHOW PACKS** will be sent out closer to the event.

## Notification of Own Contractor

If you are employing an external organisation to build your stand, please email the following details to [events@hta.org.uk](mailto:events@hta.org.uk):

Contractor company name and address (including post code)

Contact name at contractor, phone number and mobile number (for build and break down times)

Email address and whether we need to send them an additional copy of the exhibitor manual to them

## DELIVERY & TRAFFIC INFORMATION

### Build-Up and Breakdown

Please note that stands **MUST** be built on **Tuesday between 10am and 6pm**.

Please ensure that you have read the build-up and breakdown times detailed on the Exhibition Timetable.

All vehicles travelling to the venue for the purpose of build-up or breakdown should kindly note the following:

The venue marshals will have full control of traffic flow and parking

Vehicles need to display a valid vehicle pass clearly at all times

To avoid unnecessary traffic congestion during the build-up and break-down **please move your vehicles from the vicinity of the hall to the exhibitor car park as soon as you finish unloading/loading.**

**A Loading Bay Schedule will be in effect, you will be sent details of this in April.**

### Exhibitor Parking

The car parks at the venue are free to use and are well signed; exhibitors should park in the exhibitor car park indicated on their car park pass.

Lorries should be parked towards the back of the car parks to avoid blocking the hall entrances.

### Deliveries

We cannot accept deliveries on your behalf - please ensure deliveries are planned to arrive **after 10am on Tuesday** and you have someone on-site to take delivery **otherwise it will be turned away.**

Deliveries for your stand should be addressed as follows:

**Exhibitor Name**

**Exhibitor Contact Name, Mobile Number (for person taking delivery)**

**Stand Number**

C/O HTA National Plant Show

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NAEC Stoneleigh  
Stoneleigh Park  
Warwickshire  
CV8 2LZ

## Collections

If you are arranging for goods to be collected after the Show closes, please do not leave them unattended on your stand at any time before they are collected. The HTA cannot accept responsibility for damage or loss to any stands or goods in transit to and from the Show. **Please ensure all collections are made before 6pm on Thursday.**

## ACCOMMODATION

OBJ:

### Hotel Name & Contact Details

**Stoneleigh Park Lodge** - Budget Hotel (on site)

Stoneleigh Park, Nr Coventry

Warwickshire

CV8 2LZ

T: 02476 690123

W: [www.stoneleighparklodge.com](http://www.stoneleighparklodge.com)

**Chesford Grange** - Luxury Hotel (2.3 Miles)

Chesford Bridge

Kenilworth

Warwickshire

CV8 2LD

T: 01926 859331

W: [www.qhotels.co.uk](http://www.qhotels.co.uk)

**Holiday Inn Kenilworth** - Luxury Hotel (3.6 Miles)

212 Abbey End

Kenilworth

Warwickshire

CV8 1ED

T: 0871 423 4896

W: [www.holidayinn.com](http://www.holidayinn.com)

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## FREQUENTLY ASKED QUESTIONS

### **Q: When can I start setting up my stand?**

**A:** You can start building your stand from **10am on Tuesday**.

### **Q: When must I finish setting up my stand?**

**A:** You must finish building your stand by **6pm on Tuesday**

### **Q: Will my stand be cleaned?**

**A:** The Halls will be vacuumed each evening. Exhibitors are responsible for their own stands. All rubbish must be in the aisles by 6pm each evening. Access routes to the rubbish skip must be kept clear at all times. On the afternoon of build-up, please keep aisles clear to allow cleaners to circulate in the aisles. If you have any concerns or questions pop into the organisers office.

### **Q: How do I water the plants on my stand?**

**A:** Two water pipes will be brought up outside the service doors which will be indicated on the map in the SHOW PACK given sent out prior to the show in June. Exhibitors must bring watering cans to carry the water to their plants. Please be considerate to all exhibitors around you and for health and safety reasons **please ensure there are no spillages or overflows**. If any spill please let the organisers know immediately.

### **Q: Is there internet available at the Show?**

**A:** Yes, there is free wireless internet access available throughout the Show. You do not require a password to connect, simply connect through your normal internet browser via Wi-Fi. If you require specific speed Wi-Fi then we can put you in touch with the venue who will be able to provide your company access for a fee.

### **Q: Where can I store my empty trolleys and spare equipment during the Show?**

**A:** Empty trolleys and spare equipment can be stored in the signed area at the back of **HALL 1**; this can be accessed by rolling doors at the back of **HALL 1**. Please ensure all items are clearly labelled with your company name. The organisers and venue do not take responsibility for any loss/damage - anything left in this area is left at your own risk.

### **Q: What refreshments will be available during the Show build day and Show days?**

**A:** As an exhibitor you will also receive 2 x packed lunches per day which you will be able to collect at lunch time. During Show build days there will be sandwiches and snacks available in Stroller's Restaurant. During Show days there will also be a trolley moving around the Show twice daily serving refreshments. Stroller's Restaurant and the Coffee Pod will also be open during Show days. You can also order packed lunches to be delivered to your stand each day from Stoneleigh.

### **Q: When do exhibitors have access to the Hall on the Show days?**

**A:** Exhibitors will have access to the halls at 8am on both Show days.

# HTA National Plant Show Exhibitor Manual

## Stand Information

This is a back to basics Show where the plants and products do the talking so only floor space, plus backing and overhead lighting are included with your stand. There are **NO** electric points or carpet included on your stand. There are three different stand layouts; measurements are included in stand plan drawings.

### Q: Can I opt out of the shell scheme and lighting you provide?

**A:** Yes. Please note if you opt out of the shell scheme you will be placed with other exhibitors who have made the same request. If you put your own walls/backing up you will need to ensure they are finished on the back to ensure they do not have a negative effect on the exhibitor behind you. **If you would like to opt out of shell scheme, please let us know as soon as possible by emailing [events@hta.org.uk](mailto:events@hta.org.uk).**

### Q: Is there a maximum height for my stand?

**A:** Exhibitors are advised that if you have shell scheme the maximum height of a stand is restricted to 2.5m high. However, if you opt out of the shell scheme, the maximum height will be 3m high.

### Q: What if I require lighting or electrics?

**A:** Lighting is provided with your stand unless you have opted out of the shell scheme. There is one light per backboard of your stand. If you require additional lighting or electrics, they are available from Anchor Exhibitions which can be ordered online.

### Q: What is included in the shell scheme?

**A:** Simple white back panels (950mm wide by 2500mm high) with 1m supporting panels on each side. There is no ceiling or carpet on stands at this event, however there will be a name board on every stand. To ensure your name board is correct please specify the correct company name you would like on the board. Please complete this on **Show Guide Entry** to let us know if you have a specific name you would like included on your name board before **Friday 31 March 2024**.

### Q: Do I need to finish the back of my walls?

**A:** No, unless you have opted out of the shell scheme. If the back of your walls can be seen, then they must be dressed so that no unfinished walls are exposed. If you are backing onto a stand with the backing and lighting, the walls are 2.5m in height.

### Q: Can I attach graphics to my walls?

**A:** Yes, we recommend using double-sided Velcro. You must not damage the walls. If you are in any doubt, please contact Anchor Exhibitions for advice. Please note you are not allowed to paint or wallpaper walls.

### Q: What happens if I damage the shell scheme?

**A:** We would be grateful if you would observe the Do's and Don'ts associated with the shell scheme, as any damage will be charged directly to the exhibitor:

**Do** use Velcro (hook and loop), double-sided tape, Sellotape, and blue tack on the panels

**Do not** use nails, staples, pins or glue on the panels, screw into or paint the panels.

### Q: Can I hang banners / graphics above my stand?

**A: No**, exhibitors cannot hang banners above their stand.

### Q: Can I bring in my own furniture?

**A: Yes**, you can bring in furniture from any source as long as it fits within your stand.



# HTA National Plant Show Exhibitor Manual

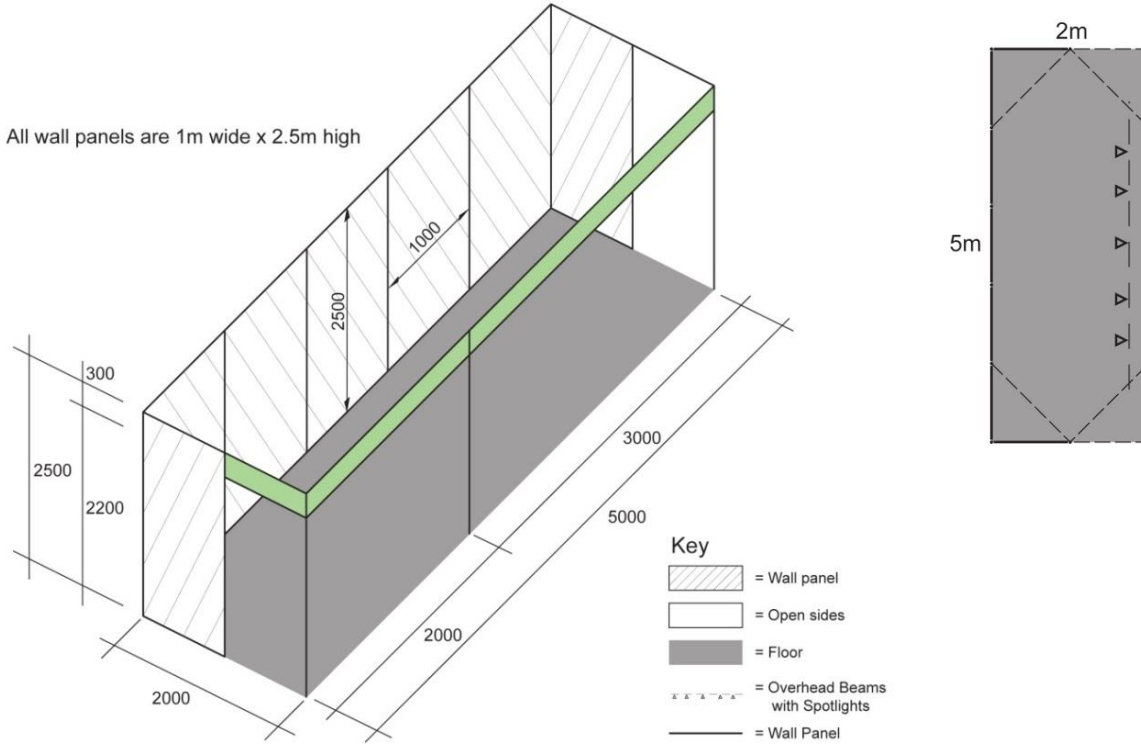
## Q: What will my stand look like?

A: Please see below and on the following page for full stand dimensions and drawings.

\*These are examples and subject to changes.

## Single Stand

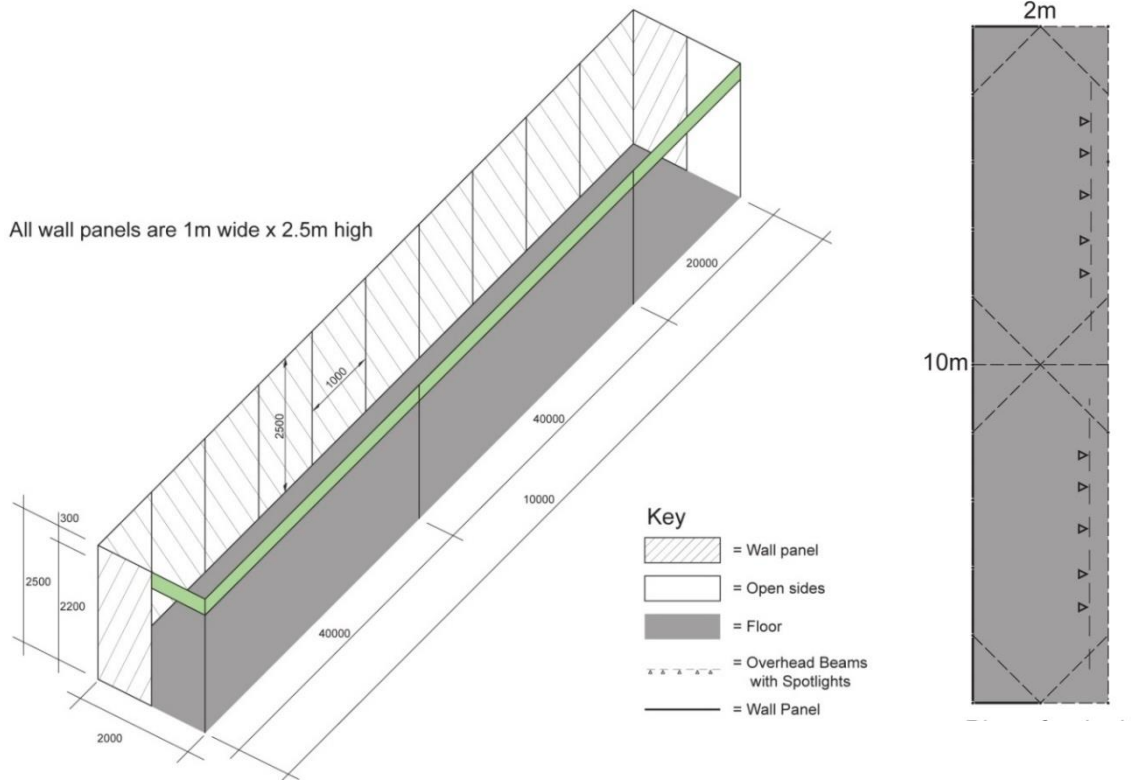
Plan of a single stand – 5m x 2m = 10sqm



# HTA National Plant Show Exhibitor Manual

## Double Stand (side by side)

Plan of a double stand – 10m x 2m = 20sqm



## Double Stand (back-to-back)

Plan of a double stand – 5m x 4m = 20sqm

