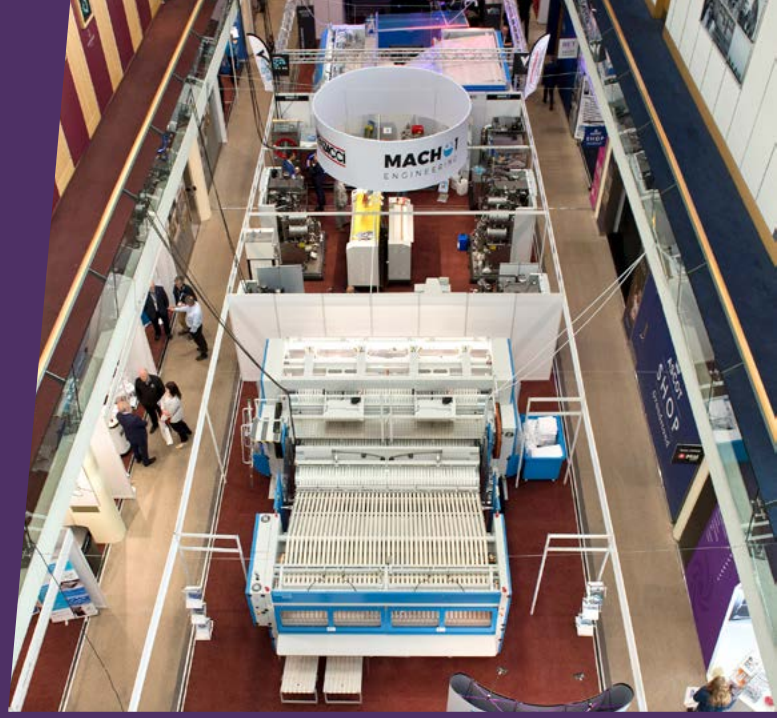
Show Manual

CLEANEX 2024

28th & 29th April 2024

The only exhibition for laundry, drycleaning and textile care specialists in the UK

Welcome to CleanEx 2024



CleanEx is the only UK exhibition dedicated to the laundry, drycleaning and textile care industry.

Whether you're new to the industry or an old hand, CleanEx is the event that provides the opportunity to compare everything from washing powders to the largest washing machines, from drycleaning chemicals to the newest innovations in machinery. With opportunities to see, first hand, all types of machinery in action.

CleanEx 2024 Event Times

- Sunday 28 April 2024, 9:30am – 5pm
- Monday 29 April 2024, 10am – 4pm

Almost 100 per cent of visitors to CleanEx hold senior positions within their companies giving the purchasing power.

- Launderers – Owners and Managers
- Drycleaners – Owners and Managers
- Hotels – Head Housekeepers and Managers
- Care Home – Owners
- Guest House – Owners
- Launderette – Owners
- Private Schools and Hospitals
- Dedicated Buyers

Register Now - cleanex.ecreg.uk/reg/general/home.asp

Organisers' details:

MEG Events Ltd
+44 (0)118 901 4471
megevents@laundryandcleaningtoday.co.uk
megevents.co.uk/clean-ex

MEG EVENTS

Why visit

Access 1000's of the latest products and services from leading suppliers helping your budget expand your business.

Network with over 2000 leading professionals in the textile care sector.

Key information

Visitors

- Launderers
- Drycleaners - owners and managers
- Hotels - owners and managers
- Head housekeepers/managers
- Care home owners
- Guest houses
- Launderette owners
- Private schools and hospitals

Dedicated Buyers

Almost 100 per cent of visitors to CleanEx hold senior positions within their companies giving them purchasing power

Marketing Campaign

Key buyers are targeted by comprehensive and professional marketing campaigns

- Advertising within the leading trade publications
- Online adverts on relevant trade websites
- Email campaigns
- Exhibition website
- Social media via Twitter, Facebook and LinkedIn
- Via trade associations
- Online registration

Why exhibit

As an exhibitor, CleanEx provides you with a unique chance to generate a brand-new client base within the growing textile care industry.

The event brings together key decision makers that are keen to source new products and services to enhance their businesses.

The exhibition offers a relaxed and personal environment for you to utilise the most effective sales technique; face-to-face contact.

CleanEx allows you to network with a vast array of potential buyers and existing clients at this two-day event.

- Collect high quality leads and create new business opportunities
- Raise your profile in this competitive market before, during and after the show
- Meet with senior decision makers from leading organisations
- Launch new products or services direct to the market
- Showcase products and services to a targeted audience of thousands of professionals

Extra info

SCAM Warnings

Fictitious registration lists, announcements or solicitations may be circulated on the Internet. The purpose of these announcements is to obtain privileged information from individuals, or to induce people to pay a fee for services related to registrations.

Please note that all genuine notices are announced on the MEG Events Ltd website. MEG Events advises its clients in unconditional terms that it does not authorise or sponsor any consultants, agencies or organisations which, through website postings or unsolicited emails, claim to be charging a fee or offering registration lists for payment. MEG Events Ltd does not share any information relating to client details and assumes no responsibility for any announcements or activities of such consultants, agencies or organisations.

Should you have any doubts about the authenticity of an email, letter or telephone communication purportedly from, for, or on behalf of MEG Events Ltd, please send us an email query before taking any further action in relation to the correspondence.

Emergency Services

Health & Safety Executive - Construction
Rose Court, 2 Southwark Bridge, London SE1 9HS
Fax: 020 7556 2109

Health & Safety Executive
Priestley House, Priestley Road, Basingstoke RG24 9NW

Fire Authority
Royal Berkshire Fire and Rescue
Ascot Fire Station, Station Hill, Ascot SL5 7HF
01344 455288

St Peters Hospital
Accident and emergency (A&E) Open: 07:30 - 19:30
Guildford Road, Chertsey, Surrey KT16 0PZ
01932 872000

Ascot Medical Centre
Redoor House, 25 London Road, Ascot SL5 7EN
01344 874011

Green Meadows Surgery
Winkfield Road, Ascot SL5 7LS
01344 621628

Bracknell Urgent Care Centre
Royal Berkshire Bracknell Healthspace, Eastern Gate, Bracknell
RG12 9BG
01344 662900

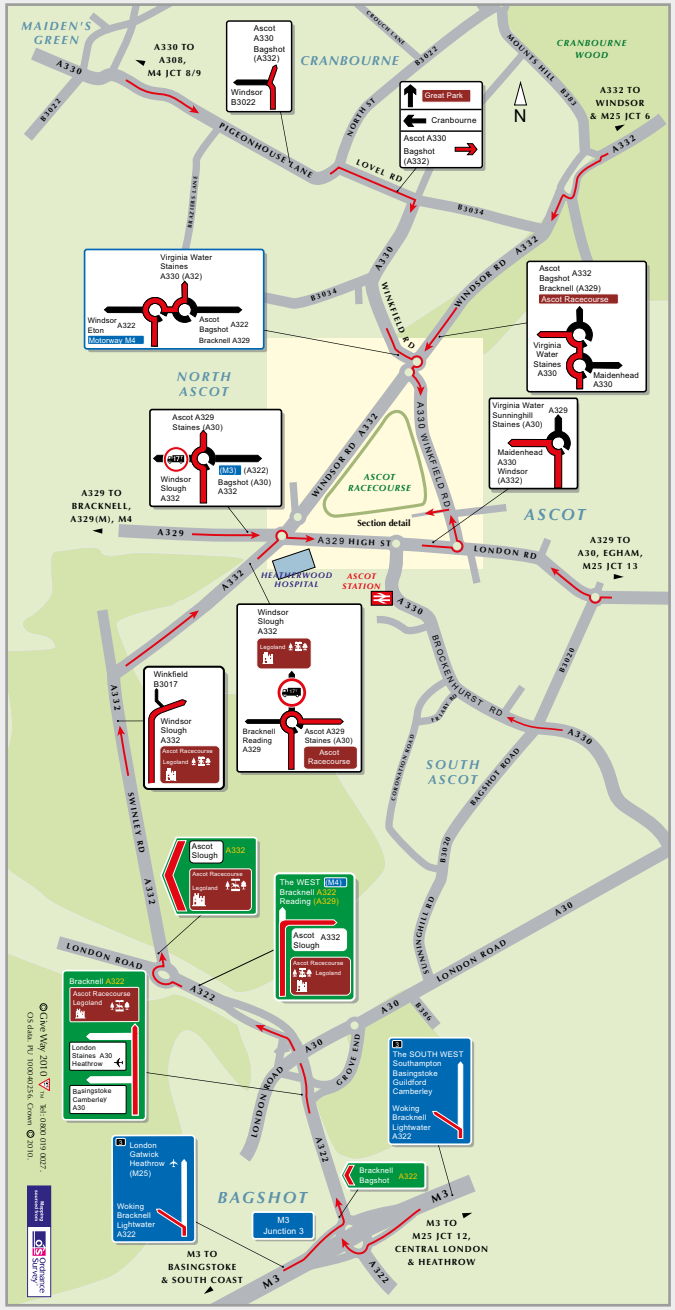
Ascot
THE WORLD'S MOST FAMOUS RACECOURSE

DIRECTIONS TO ASCOT RACECOURSE SERVICE YARD

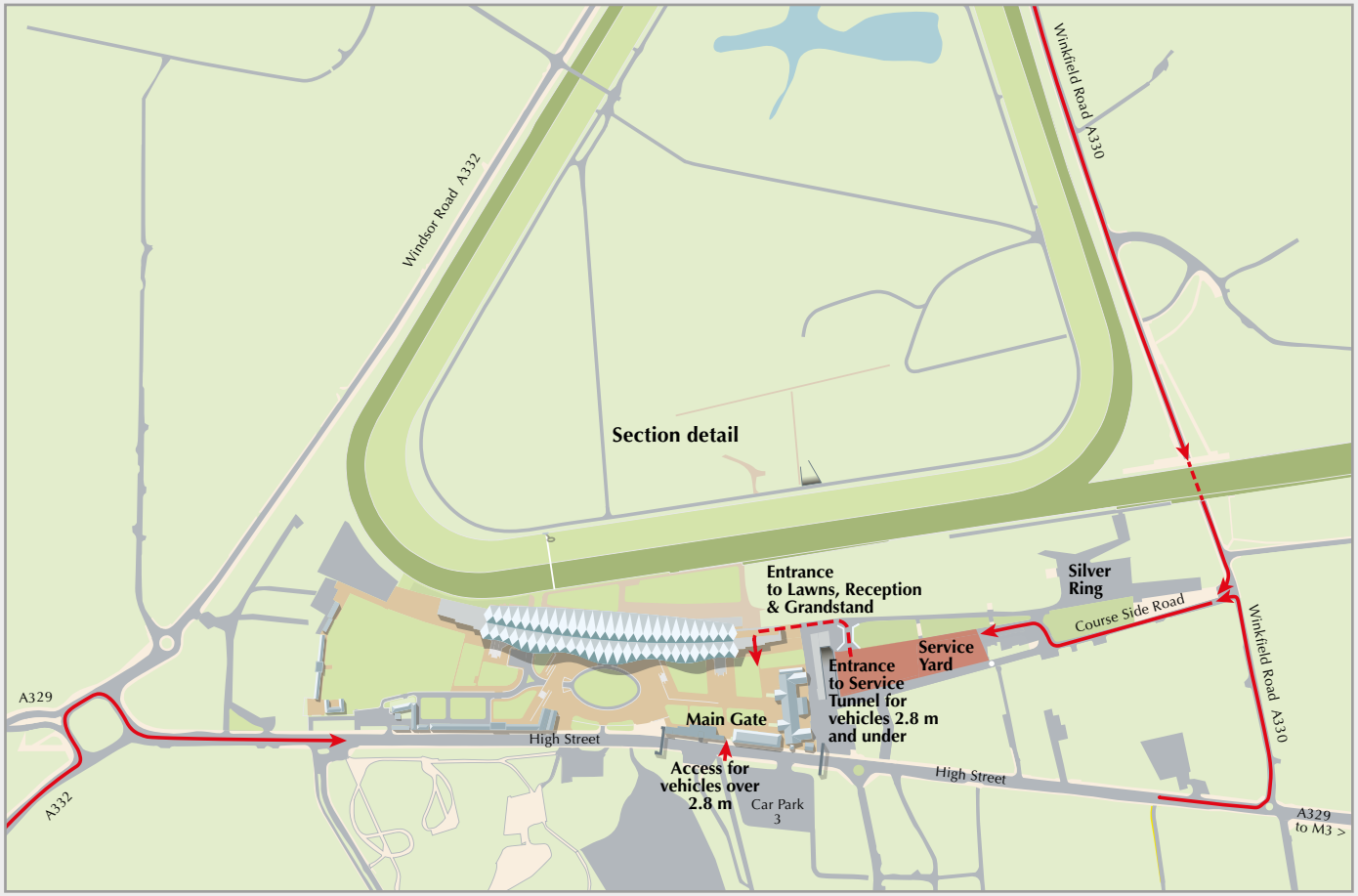
The Service Yard & Service Tunnel are accessible via Course Side Road situated off Winkfield Road. Vehicles that need to access the internal part of the Racecourse via the Service Tunnel must be under 2.8 m in height.

Any vehicle that is over 2.8 m in height will need to access through the Main Gate, situated on Ascot High Street diagonally opposite Car Park 3 (prior notice is requested).

If access is required to other points of the Racecourse, please arrange this with your contact at Ascot prior to your arrival.



Ascot Racecourse Ltd
Ascot
Berkshire SL5 7JX
tel +44 (0)844 346 3000
www.ascot.co.uk



TRAVELLING TO ASCOT

Ascot Racecourse is ideally situated in beautiful wooded countryside adjoining Windsor Great Park and about 50 minutes drive or train journey from London. Located close to the M3, M4, M40 and M25 motorways and to London Heathrow for international visitors, Ascot offers easy access for all delegates, wherever their departure point.

BY ROAD

From London and the North

M4 Junction 6 onto the A332Windsor by-pass and follow the signs to Ascot.

From the West

M4 Junction 10 to the A329(M) signed to Bracknell and follow the signs to Ascot.

From the South and East

M3 Junction 3 onto the A332 signed to Bracknell and follow the signs to Ascot.

From the Midlands

M40 southbound, Junction 4. Take the A404 towards the M4 (Junction 8/9). On the M4 head towards Heathrow / London. Leave M4 at Junction 6 and follow A332 Windsor by-pass to Ascot All visitors are advised to arrive as early as possible and before 12.00 midday at the latest during Royal Ascot week to avoid delays.

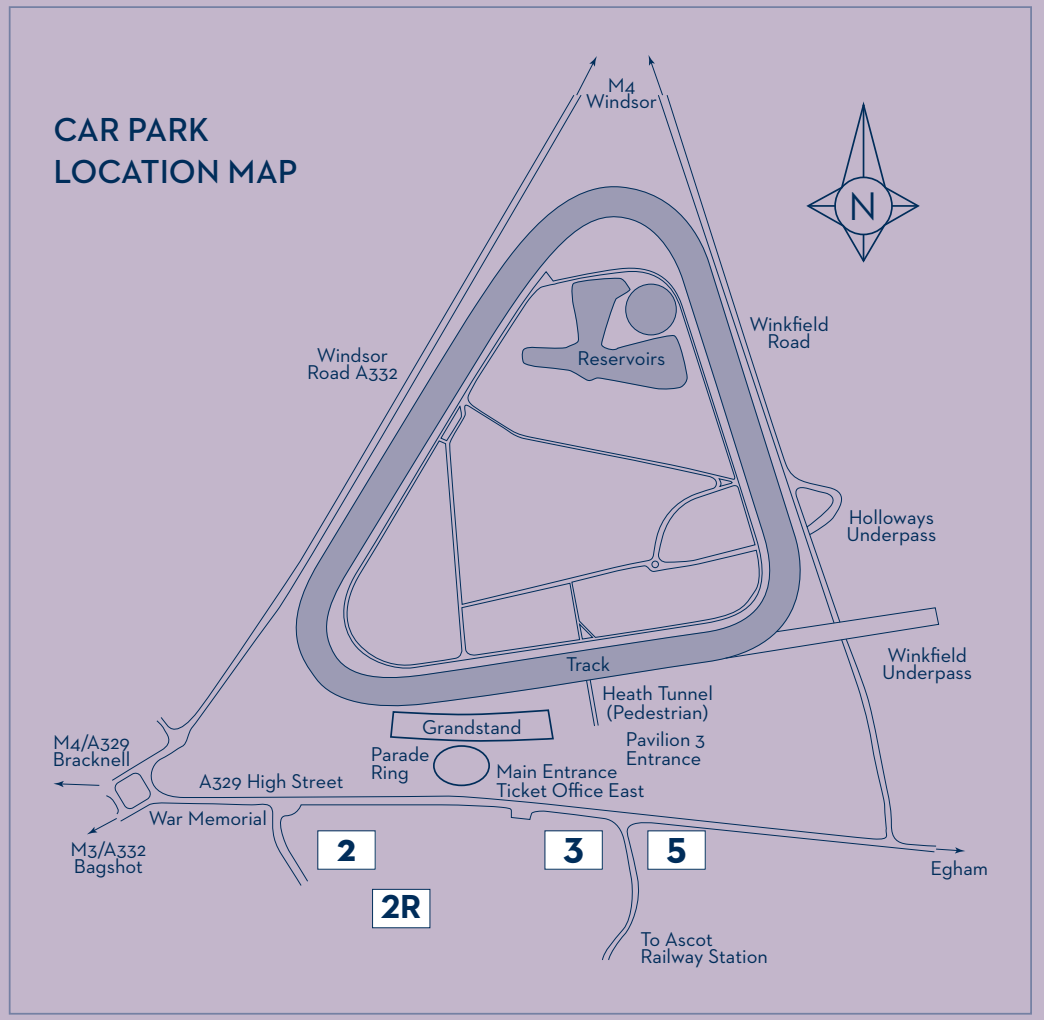
BY RAIL

There is a frequent service to Ascot from both Reading and London Waterloo. The average journey time is 28 minutes from Reading and 52 minutes fromWaterloo. Regular services also run from Guildford. The railway station is a seven-minute walk from the Racecourse.

For more details, please call National Rail Enquiries on 08457 484 950.

PARKING AT ASCOT

On your arrival please park in [illegible]rk 3 located across from Ascot Racecourse.
Parking here is free of charge and is only reserved for box holders during race meetings



All information correct at time of going to print (February 2016) and may be liable to change.

Artwork & Exhibtion stands

Preferred Suppliers

Graphics

Access Displays Ltd
Direct - 01793 489985 jhimple@accessdisplays.co.uk
Office - 01793 613088 www.accessdisplays.co.uk

Blue Moose Graphic Company
Mike Gleeson - 0118 934 5016 mike2@thebmgc.com

Compressed air

BCAS Ltd
Helen Pritchard - 01491 821741 helen@bcaslimited.co.uk

Furniture/Lighting/Extension leads

Access Displays Ltd
Direct - 01793 489985 jhimple@accessdisplays.co.uk
Office - 01793 613088 www.accessdisplays.co.uk

Artwork setup guidelines

This is a general artwork set up guide for all of our products.

Artwork file type

Please send all artwork in a high resolution PDF format with a minimum of 72dpi at final output size.

Please ensure that:

- You have supplied the artwork either at a scale of the final output size (1/4 is fine) or to the actual output size.
- Any images within your artwork are 72dpi at final output size.
- All fonts have been embedded or outlined.
- You have added a 4mm bleed to your artwork with crop marks at final output size.

Stand Build Regulations

Audio Visual Frequency Interference

Audio visual equipment of all types has the ability to cause disrupting interference to communications services. To ensure the quality of experience for all exhibitor and attendees, and general services within the Event, exhibitors are required to eliminate any possible source of interference from within their stand space.

The Organisers or its designated representatives may check that video wall installations have the relevant CE marking, as well as if the equipment is radiating across in any protected, licensed or requested band, causing detrimental interference to others. In all cases the exhibitor will be required to take immediate action to rectify.

Recommendations to reduce interference:

- Use of superior quality cables and wiring/installation methods
- The shielding of cables and power sources of any equipment that may cause interference to communication services, such a power sources of video walls, computers, etc.
- Non-modification of any electrical equipment as this can lead to generation of interference and invalidate the CE certification.

The Organiser reserves the right to measure and evaluate signal emissions from any equipment and if found to be causing interference, even if carrying a CE mark, will require immediate rectification or the shutdown of the source of interference.

Build Height Restrictions

The maximum build height at the Event is 2.4m, there are however variable height limits throughout the venue, and some halls have a maximum height limit of 6m. All exhibitors must refer to the Technical Floorplans for details of height limits within their stand space, as well as the locations of any services, pillars and any other relevant technical information.

The below table shows the maximum height limit achievable in each Hall. Height limits within each hall will also vary.

Grandstand Hall	Maximum Build Height
Hall 1	6m

Technical trusses for lighting or suspending structures are allowed up to 6m height, ground level to top of truss. Although this is possible in most areas, there are some locations where 6m height may not be available. Please check this with the official rigging supplier when you order your rigging points. Branding, logos or banners are not allowed above 6m. Black or white unbranded fabric, stretched across the technical truss in order to improve the visual aspect from above, is allowed. Please note that the technical floorplans do not consider the permitted height of trusses. All rigging heights must be checked with the official rigging supplier.

Ceiling / Roof Installations – Visibility

Exhibitors may cover their stands with a ceiling structure provided that they observe the material specifications and health & safety regulations, particularly regarding smoke detectors.

Ceilings and roof installations can be seen from higher floors, in particular from the upper walkway and therefore must be finished to the same aesthetic standard as the rest of the stand.

Electricity - Power Supply

The organisers will supply single or 3 phase power supply to each stand as complimentary as per the booking agreement.

All extensions by the exhibitor must have the latest PAT test dated stickers.

Continues

Stand Build Regulations

Fabric & Decorative Coverings / Materials

Fabrics and other decorative materials used for stand dressing must be flame-proofed or purchased already treated by use of an approved chemical. Suitable samples of materials shall be submitted for approval or documentary evidence provided. Materials may be tested on site to ensure that they comply.

Untreated wallpaper and similar thin surface finishes, not exceeding 1mm in thickness, may be accepted, provided they are fixed firmly with an approved adhesive.

Artificial silk flowers are acceptable providing they have been fireproofed and are marked as such or are accompanied with supporting documentation.

Materials must comply with the following standards:

- British Standards: BS 5438 or BS EN ISO 6940 and 6941

Fixtures

- It is strictly prohibited to make any fixtures to the hall installations, walls, floors, ceilings or columns.
- All connection panels set in the hall floors must always be accessible.
- The exhibition surface area may not be covered with either paint or glue. The only permitted covering for the exhibition space is a platform or carpeting which must be removed by the exhibitor at the end of the event including the removal of any adhesive tape.
- Any damage incurred to the venue infrastructure or installation, by exhibitors, their contractors or visitors, will be repaired by Ascot Racecourse and charged to the exhibitor.

Floor Covering

Floor coverings must be secured and maintained so that they do not cause a hazard. Exhibitors must take adequate precautions to protect the venue floor from damage.

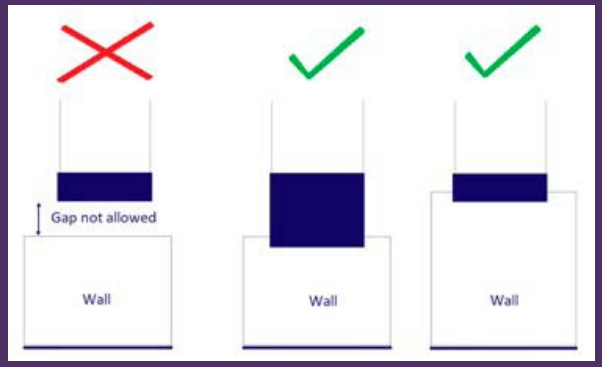
- Bolting, fixing, or screwing to the hall floor is prohibited.
- Paint or plaster must not be used on the floor.
- Only double-sided adhesive tape may be used to fix floor coverings, which must be removed at the end of the event.
- All costs relating to damage or cleaning of the venue floor will be charged directly to the exhibitor
- Fitted carpets, other textile floor coverings and under-lay must comply with British Standards BS 4790. Documentary evidence or labelling is required.
- Hall floor covering will be supplied by the organiser.

Gangways / Aisles

- All gangways must always remain unobstructed and accessible.
- Under no circumstances will any part of a stand, furniture, exhibits or displays be allowed to project beyond the boundary of your stand.
- Night sheets must be tied securely and neatly throughout the day and avoid obstruction to gangways.
- Building across gangways is not permitted.

Hanging Banner / Ceiling Policy

All banners and ceilings that are hung from the exhibition hall roof must form an integral part of the stand design and must be detailed, with measurements, in the official stand plan submission. Simple banners are strictly not allowed to be hung above stands. All rigging requests will be monitored.



Late Work

Contractors have the opportunity to apply for late working during build-up and dismantling.

Continues

Stand Build Regulations

Lifting / Forklifts

Forklifts are permitted within the halls. This may be hired to help unloading and loading of your vehicle in the loading areas as well as movement inside the halls. Forklifts must be booked prior to the show with the organisers. Logistic to ensure the required safety checks are carried out. For safety reasons you cannot use your own forklift on the venue premises without prior permission from the organiser.

Paint & Surface Treatments

- Only water-based paints or adhesives may be used on site. Protective measures must be taken to ensure that no paint or adhesive is spilt or sprayed on to the fabric of the building.
- Fabrics and materials treated with fire resistant solutions should not be over painted with water-based paints.

Pillars (columns) & Wall Services

Some exhibition spaces contain pillars within the stand perimeter. These pillars may be decorated in accordance with the permitted regulations. Coverings must not be applied directly to the pillar but should be separated from it by means of an empty space or a soft material such as felt or insulating material placed against the pillar. The repair of any damage to the pillar will be charged to the exhibitor.

- The cladding has to be done by the exhibitor's stand builder in accordance the rules laid out in this manual.
- The height of this type of cladding should not exceed the highest build element of the Exhibitor's stand.
- The cladding must be approved in accordance with our Stand Plan Submission rules.
- The cladding must flush against the pillar in order to minimize the impact on the public gangway. Cladding should not exceed 100mm surrounding the footprint of the pillar.
- It is not permitted to create extra space for storage, etc.
- Where pillars are touching a stand boundary or they are located part on the gangway and part on one or more stands, the affected stands only have the right to clad the pillar and come to an agreement who can brand which side.
- The Organiser always has the right to refuse proposals of cladding.

In some cases, the Organisers will permit the cladding of pillars located on the gangway in front of stands. If there is a pillar on a gangway between stands, the stands facing that pillar need to be in agreement about who can brand this pillar. The affected exhibitors can propose a plan to each dress one side, for example, providing that all parties agree in writing.

Plastics Materials

All materials such as plastic, including plastic plants and materials used for vision panels, etc, must be non-flammable and comply with the following standards:

- British Standards: Plastics must conform to the requirements of BS 476-Part-7-Class 1 Fire Regulation. Plastic plants, trees, etc. must also conform to this standard. Polycarbonate materials such as Lexan and Macrolon are acceptable.

Plumbing

- There are water and drainage outlets in the grandstand hall.
- The Organiser takes no responsibility for interruptions or irregularities in the water supply.
- Without exception the basic regulations governing internal installations to supply water must be complied.

Rigging

RIGGING LIMITATIONS:

- The minimum distance permitted between rigging points for hanging elements is one metre.
- The allowed maximum hanging weight of rigging elements is 15 kg/m2 calculated by the ratio between the total weight of the suspended elements and the contracted stand surface.
- It is not permitted to lift up one truss grid with more than 6 manual chain hoists.
- Please check with the organiser for maximum load.

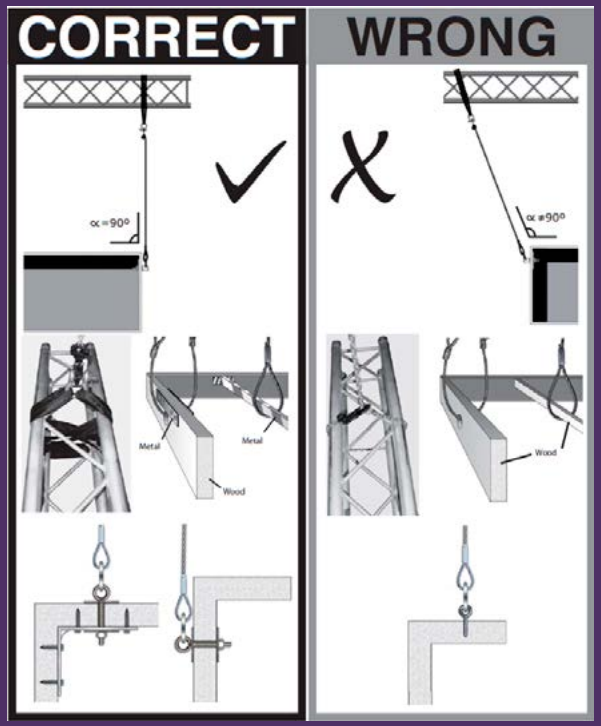
Continues

Stand Build Regulations

Hanging Connections:

Before lifting any rigged elements, Exhibitors or their contractors must advise the organisers to have the hanging connections inspected, otherwise additional costs for inspecting connections at height will be charged to the Exhibitor.

Rigging points are provided with a ring or a hook, modifying any part of these fittings is not allowed.



Stand Partitions

All Space Only stands must provide their own self-supportive back walling, where backing onto a neighbouring stand or perimeter walling with the minimum height being 2.5m. Any partition wall above 2.5m in height that is overlooking neighbour stands must be dressed from the rear using a plain white finish, without logos or branding.

Where there is no neighbouring stand adjoining the back-wall, as a result of neighbouring stand movements with little notice or other similar reason, exhibitor must finish all of the back wall down to the ground and may be, at the discretion of the Organiser, permitted to apply branding.

Waste Removal

It is crucial to ensure a clean and environmentally responsible environment. Therefore, we have outlined the waste management guidelines and procedures that exhibitors and contractors must follow during the build-up and dismantling phases.

Exhibitors and appointed contractors who are responsible for building and decorating stands must maintain cleanliness by removing all waste and debris from the stand and its surroundings every day during build-up and dismantling.

Exhibitors must provide information on how they plan to manage waste removal during build-up and dismantling.

It is the responsibility of the Exhibitor to ensure their Contractor includes recycling and waste removal within their stand build planning.

Important Guidelines:

a. Sharp items must be properly wrapped and disposed of safely.

b. All carpet tape must be removed from the floor to prevent damage.

Waste Penalties:

a. A 'clean up' fee based on the stand size will be charged to exhibitors for any materials remaining at the stand after the dismantling period. This fee is applicable regardless of the quantity of material left behind.

b. Exhibitors will be charged a 'waste abandonment fee, in addition to the cost of removing abandoned materials within the venue.

c. Please note that CCTV surveillance is in operation within the venue to ensure compliance.

Stand Build Safety

FIRE SAFETY

Hot work & naked flames

Hot work is any process that can be a source of ignition when flammable material is present or can be a fire hazard regardless of the presence of flammable material in the workplace. Common hot work processes are any work involving oxyacetylene cutting/welding, gas/oil blowlamps, grinders, tar boilers, LPG burners, soldering.

When flammable materials are present, processes such as grinding and drilling become hot work, processes which requires a hot work permit issued by the venue prior to the commencement of work.

- Exhibitors and their contractors are to indicate any hot work taking place on the stand.

Continues

Stand Build Regulations

- Hot work must be carried out on concrete or on ground protected by heat resistant material at the cost of the exhibitor.
- All safety measures should be provided to ensure that persons are exposed to any danger or risks from the hot work fire extinguishers are be provided and readily available for use for this area. Exhibitors must abide by any other recommendations made by the Venue, the Organisers and the Fire Safety authorities.
- The immediate area must be clear of other persons and vehicles. No other persons or vehicles should be able to pass under hot works.
- The immediate area must be clear of any combustible items.
- The operative and others must be suitably protected from risk of burns and damage to eyes.
- A suitable fire extinguisher must be provided close to the location of hot works.
- A second operative is required to monitor the operation, to keep other people clear, watch for signs of a fire, and use the fire extinguisher if necessary.

Fire exits & escape routes

Access to safety equipment & signage

- Exit door lighting, fire signage and safety equipment signs must not be obstructed unless permission has been given by the Organiser and alternative arrangements made.
- Stands must be set out in such a way that they do not interfere with access to any firefighting devices.
- If firefighting devices are located inside the stand perimeter, they must always remain visible and accessible.
- It is strictly forbidden to custom build cupboards or doors in front of venue firefighting equipment such as fire alarm buttons, fire hoses or fire extinguishers.
- It is possible to build cupboards or doors in front of firefighting equipment with the following conditions:
  - Fire hoses, fire extinguishers and alarm button must be easily accessible. Note that fire hoses are provided with a glass door that must be easily open and hose must be pull out of its cabinet.
  - Fire hoses, fire extinguishers and alarm buttons must be properly signposted with normalised signs.
  - Door must be easily open without any lock.
- **Please note**, these regulations apply for all periods, build-up, event days and dismantl[illegible]

Capacity of exits

- The number, capacity and distribution of exits must be sufficient to allow visitors safe access and egress to ensure effective means of escape in the event of an emergency.
- The exits must always be kept available and unobstructed and should generally be arranged so that there are alternative escape routes from any point within the event.

General Health & Safety

Electrical safety & electrical equipment

- The installation of electrical power onto stands and other temporary structures and facilities, must be undertaken by the venue appointed electrical contractor. The nominated contractor will liaise with the exhibitor or contractor to ensure that the installation is verified as safe prior to it being connected.
- Exhibitors requiring a larger power supply may arrange this with the organiser at an additional cost, up to a maximum rating as specified in the Electrical Rules. Because of the obvious fire and electrical danger, the rating of the supply must not be exceeded.
- Contractors working at the venue must ensure that all power tools in use are suitable for use with the local supply.
- Exhibitors and contractors are required to provide their own extension leads or adaptors and are responsible for them being properly wired and electrically tested. All electrical equipment and extension leads used must have been subject to combined inspection and test by a qualified electrician, including insulation and earth bonding tests, and must not be o[illegible]aded
- 'Daisy Chaining', the joining together of two or more multi-way extensions or plug-in adaptors, is strictly not allowed. This practice overloads circuits and can be a source of fire. Any 'daisy chained' units will be disconnected; removed and electrical power to the stand will be disconnected until the electrical contractor is satisfied that the installation is safe. The use of a multi-way plug-in adaptors and e[illegible]sion leads is restricted to one unit per fixed socket o[illegible]et
- Inspected equipment must be clearly labelled with inspection labels [illegible] certificate of inspection must be available on the st[illegible]d
- Any electrical equipment on the stand must be in good

Continues

Stand Build Regulations

condition with live conductors enclosed and inaccessible, and cables properly protected against damage. Where an electrical installation is being wired or installed on site by the exhibitor, such work must be undertaken by a qualified electrician in accordance with the electrical safety rules and local wiring codes. As detailed in the rules, the electrical installation of each stand will have to be tested and certified before the stand is energised and will be disconnected if it is not properly installed and s

- Any portable handheld electrical equipment used outdoors by contractors must be of double insulated standard and supplied from a circuit protected by a R
- Exhibitors and contractors are not permitted to carry out work on the venue's electrical installation without written permission by the venue.
- Electrical supplies to the stands must be isolated prior to dismantling.
- The Organiser, the venue and their agents reserve the right to remove or disconnect any electrical equipment which either ars defective or has inadequate evidence of electrical inspection
- Flexible leads for static appliances must not exceed
- Appliances must have been tested by competent persons before energising. The person bringing the equipment into the hall is responsible for the test being carried out
- conductor catenary low voltage systems are not permitted
- Electrical installations that do not comply with the Regulations will not be er ed
- The Organiser reserves the right to disconnect the electrical supply to any installation that in its opinion, the opinion of the electrical contractor or the venue, is dangerous or likely to cause annoyance to visitors or other ex itors

Personal Protective Equipment (PPE)

Important: All exhibitors and contractors in the halls during build-up and dismantling must wear appropriate Personal Protecti quipment (PPE)

helmets (hard hats) and h visibility vests (high-vis vests) are required in order to gain entry to the venue during build-up and dismantling, except for the Sunday before the event starts. helmets and visibility vests must always be worn by all personnel.

Exhibitors are responsible for ensuring that the appropriate PPE is always worn by all personnel working for or on behalf of the exhibitor. Exhibiors must ensure that all personnel working for or on behalf of the exhibitor, always cooperate with the organiser and the organiser's appointed safety staff regarding health and safety.

Other PPE

- Safety – preferably steel toe cap boots: when handling
- Gloves: when handling
- Safety goggles: in activities i g cutting and that otherwise pose a projection h
- Safety harness: in any task d t a height of more than 2 meters that entails a risk of f
- Any other protecti quipment stipulated in the activity's own risk ass ent

This is not an exhaustive list of items. It is the Exhibitors duty of care to assess that the correct type of PPE is applied to a work situation during build up, show days and dismantling.

Flat shoes, pumps, heels of any kind (including trainer heels), wedges and open toed shoes such as sandals and flip-flops – are NOT permitted during build up and dismantling.

Continues

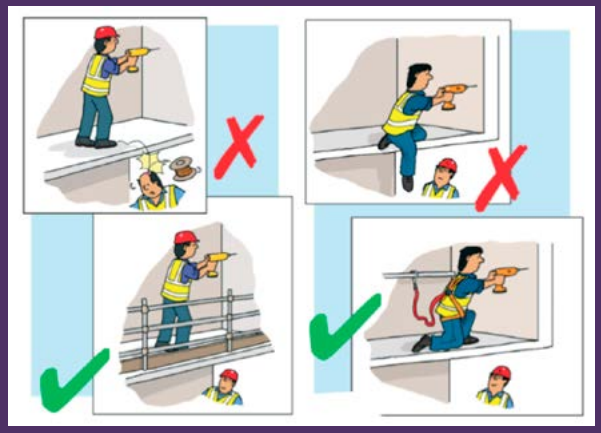
Stand Build Regulations

Working at height

A person is working 'at height' if there is a possibility of their being injured from falling, even if they are working at or below ground level. Generally, this means above 2m.

All reasonable steps should be taken to eliminate or minimise work at height. Working at height should be properly planned and supervised and the correct equipment selected. The following guidelines must also be followed:

- Always consider measures that protect everyone who is at risk (collective protection) before measures that protect only the individual (personal protection).
- Collective protection is equipment that does not require the person working at height to act to be effective, for example a temporary guard rail or a net.
- Personal protection is equipment that requires the individual to act to be effective. An example is putting on a safety harness correctly and connecting it via an energy-absorbing lanyard, to a suitable anchor p
- No work is to be performed at height if it is safe and practical to avoid
- All work at height must take account of conditions that could endanger safety, such as high winds or slippery ground
- Those working at height must be protected by a guardrail or be equipped with a fall arrest harness (except when using a r)
- Those involved in work at height must be trained and competent
- Equipment for work at height is appropriately inspected and free from safety defects
- The risks from falling objects are properly controlled. Working platforms must have a toe board to prevent items falling
- Access is controlled to prevent other persons working or walking beneath work at height
- Plans are in place for emergencies and rescue from height



Working close to an unprotected edge will not be tolerated. Free-walking on any structure is prohibited. All work conducted at height must be properly risk-assessed and suitable Personal Protective Equipment must be used. Upper levels must be properly guarded and, where assessed as appropriate, fall-arrest PPE used continuously.

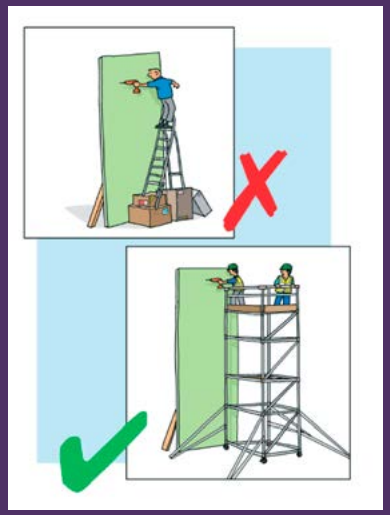
Work Access Equipment

(Ladders, scaffold towers, scissor lifts)

When selecting equipment for work at height, Exhibitors and their contractors must:

- Provide the most suitable equipment appropriate for the w
- Ensure all the equipment complies with the European regulation
- Always follow the manufacturer's instructions for work equipment
- Only use equipment on firm level ground
- Ensure equipment for work at height is appropriately inspected
- The risk of falling objects is properly controlled

Defective Equipment: the Organiser reserves the right to require defective equipment to be removed from the halls.



Continues

Stand Build Regulations

Work Machinery & Woodcutting

All tools must be in good working condition and safe to use. The Organiser reserves the right to prevent the use of any equipment which is unsafe.

- Operatives must be competent to operate the equipment in use.
- Work equipment used in build-up and dismantling must bear the CE mark and be in a perfect working order.
- Powered tools must not be left unattended whilst operating or connected to the power supply. All dangerous parts such as saw blades must be guarded.
- Protective devices must be used in the cutting areas and mobile elements.

Operatives must wear suitable Personal Protective Equipment (PPE)

Dust

- Please ensure all relevant machinery that generates dust is used with a dust bag. All contractors operating machinery without a dust bag will receive a warning. Repeated noncompliance with this regulation will result in construction activity being stopped a period of time.
- Under no circumstances shall such machinery be used inside the halls within 48 hours of [illegible]ing

Workplace Housekeeping

Effective housekeeping can eliminate many workplace hazards as well as ensuring safe work practises. Poor housekeeping creates hazards which can lead to various accidents such as slips, trips and falls which can easily be avoided.

Contractors must ensure:

- Work areas are maintained in a neat and tidy fashion, to ensure a safe work environment.
- Halls and floors are kept free of slip and trip hazards.
- Waste materials are removed daily.
- Tools, equipment and materials are stored accordingly.
- Gangways and fire exits are always kept clear.

Important: the fire prevention policy prohibits the accumulation of waste in the stand and their storage areas, as well as in the corridors and common areas.

Stand Plan Submission

All Exhibitors with 'Space-Only' stands must submit detailed stand plans to be independently inspected for compliance with the rules and regulation set forth in this Event Manual, as well as the prevailing building and safety regulations.

Exhibitors are responsible for ensuring that their stand designers and contractors fully understand the requirements and regulations set forth in this Event Manual, and are following all applicable regulations and legal requirements.

The stand plan submission process also includes the submission of certain mandatory safety documents which collectively make up the 'stand plan submission'. The full 'stand plan submission includes:

- Detailed plans and designs
- Safety Risk Assessment
- Method Statement
- Double Deck Method Statement *
- Waste Removal Form

The deadline for ALL plans and documents to be submitted is Monday 1st April 2024

Shell Scheme Graphics

Shell scheme graphics should be set up to incorporate the loss between beams, when spreading imagery across panels, the loss should be considered in order to create consistent artwork.

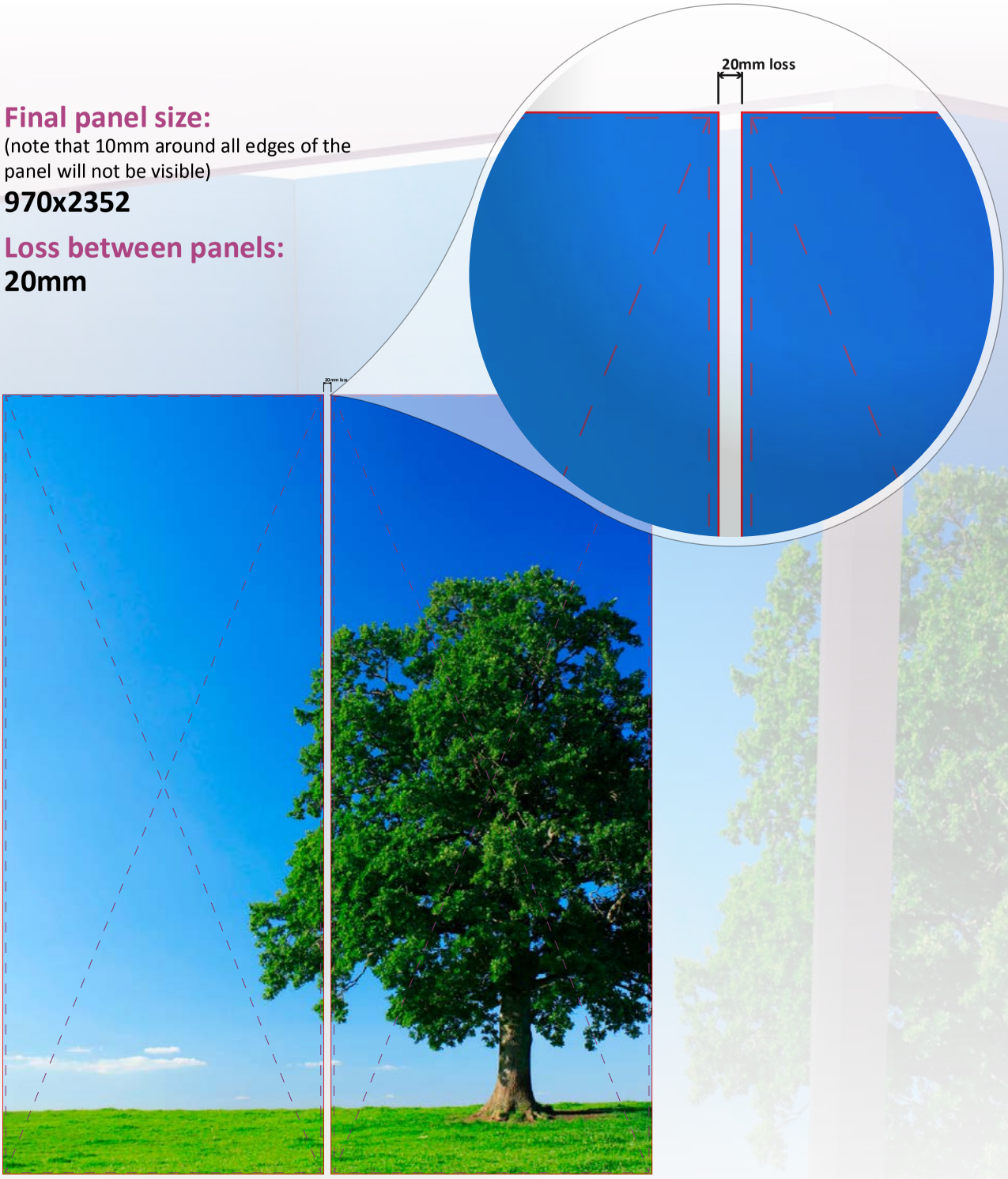
Final panel size:

(note that 10mm around all edges of the panel will not be visible)

970x2352

Loss between panels:

20mm



Please supply your artwork tiled in separate pages to the panel sizes provided on this drawing.
Please save your artwork as a High Res PDF file with crop marks and 3mm bleed all around.

STAND FITTINGS
SHOW NAME: CleanEx 2024
DATE AND VENUE: Ascot Racecourse - 28th to 29th April 2024
All items are for the duration of the event/show, delivered and collected

CODE	DESCRIPTION	PRICE	QUANTITY	TOTAL £
	FURNITURE			
	Please call to discuss options			
	GRAPHICS			
SPI1	Single panel infill – full print (per panel)	£160.00		
NBP1	Branded nameboard – full print and logo per 1m	£40.00		
	STAND FITTINGS AND ELECTRICS			
AN	Additional wall panel 2.5m (h) x 1m (w)	£116.00		
S	Slatted wall panel with hooks	£160.00		
M	MDF White painted panel	£180.00		
B	Lockable Door	£240.00		
C	Curtained entrance (grey)	£160.00		
D	Hat & Coat rack- 1m	£54.00		
E	Flat shelf – 990mm x 300mm	£60.00		
F	Angled shelf – 990mm x 300mm	£62.00		
G	Garment rail – 1m	£58.00		
L	Muslin ceiling – per sqm	£26.00		
NBP1	Raised platform – per sqm	£50.00		
R	Carpet – per sqm	£8.00		
2	2ft lighting track with 2 spotlights	£84.00		
4	4ft lighting track with 4 spotlights	£168.00		
6	6ft lighting track with 6 spotlights	£253.00		
			TOTAL	£0.00
			VAT @ 20%	£0.00
			GRAND TOTAL	£0.00

PLEASE RETURN NO LATER THAN:

Monday 15th April 2024

Company Name:	Stand Number	
Address:		
Postcode:		
Telephone/Mobile:		
Contact Name:	Date:	
Email address:		
PO Number:		

NO ORDERS WILL BE UNDERTAKEN UNTIL PAYMENT IS RECEIVED.

RETURN TO:
Jonathan Himple | Client Relationship Manager
Access Displays Ltd
dd: 01793 489985 | email: jhimple@accessdisplays.co.uk
office: 01793 613088 | web: www.accessdisplays.co.uk

Company registered in England & Wales. Company registration number: 02528447
Registered office: Access Displays Ltd, Unit 38, Whitehill Industrial Estate, Whitehill Lane, Royal Wootton Bassett, Swindon, SN4 7DB

EXHIBITOR TERMS AND CONDITIONS

Allocation of Stand Space
Application for Stand space must be made on the Stand Reservation Form provided by the Organisers. Applications will be dealt with in strict order of receipt save that in the event of a conflict regarding space or other imperative conditions (including without limit a need for the utilities' services), the Organisers shall have the right to allocate space to the Exhibitor, re-arrange the floor plan, and/or relocate any stand at any time before or during the period of the Exhibition. The Organisers shall reserve the right to refuse any application. The Stand Reservation Form must list all firms being represented by the Exhibitor. The Organisers undertake to give the fullest sympathetic consideration to the interests of the Exhibitor provided that any question arises which is not provided for within the terms of these Terms and Conditions. The Organisers' decision must be accepted as final.

Upon the issue by the Organisers of their Confirmation of Stand Application (which allocates the stand space to the Exhibitor) a contract shall be made for the stand space so allocated between the Organisers and the Exhibitor whose entire terms shall be contained in these Terms and Conditions, the Stand Reservation Form, the Confirmation of Stand Application and the Exhibitor's Manual as issued by the Organisers (which the Organisers may amend from time to time).

Charges for Stand Space
The price per stand (net of tax) is shown on the Stand Reservation Form and in the Exhibition Information, Additional requirements may be obtained on request to the Organisers and will incur additional charges. It is essential that the Organisers be advised of these requirements as early as possible as and not later than **26 January 2024.**

Payment for Stand Space
The Exhibitor shall pay **25 per cent** deposit on booking with a further **50 per cent by 29 September 2023** and a final payment of total cost of the stand(s) allocated by **16 February 2024**. If payment is not made by this date the Organisers may re-allocate the booth space to another Company without any liability to the Exhibitor.

Payments must be made by bank transfer or by cheque. All the Organisers' charges are exclusive of any applicable Value Added Tax, for which the Exhibitor shall be additionally liable.

The Organisers shall have the right to refuse to permit the Exhibitor to occupy or use the stand until all sums due to the Organisers from the Exhibitor have been paid.

Cancellation or reduction of space
Notice of cancellation of allocated stand space must be given to the MEG Events Ltd accounts office in writing at the address on the Stand Reservation Form. A cancellation charge of 25 per cent of the total charge for the stand will be made and a refund of any charges already paid in excess of this amount will be made to the Exhibitor.

Cancellations received after **20 October 2023** will be liable to the total charge for the stand. The Organisers will endeavour to re-let the stand space not required by the Exhibitor, but if they shall be unable to do so, the Exhibitor shall remain liable to pay the full charge for the .stand space allocated.

Alteration to Stand Space
The Organisers shall be entitled to alter the layout if, in their opinion, this is in the general interest of the Exhibition.

Bankruptcy or Liquidation
In the event of the Exhibitor becoming bankrupt or (being a company) entering into liquidation other than for the purpose of reconstruction or amalgamation, or having a receiver, administrator, or trustee appointed over any of its assets, or entering into any composition or compromise with its creditors, the Organisers shall be at liberty to terminate forthwith the contract with such an Exhibitor and to cancel the allotment of' stand space to the Exhibitor, and all sums paid by the Exhibitor under the contract shall be forfeited.

Installation of Exhibits
The Exhibitor will be notified of the hours of installation of exhibits, removal of exhibits and the official opening hours of the Exhibition in the Exhibitor's guide. All stands must be complete and ready for inspection one hour prior to the official opening time. All stands must be open for viewing and staffed during the official opening hours. Removal of exhibits and dismantling of stands may not commence until the official closing time of the Exhibition. The Exhibitor shall remove by the time stated in the Exhibitor's guide all exhibits, displays, stand fittings, materials and other items brought into the Exhibition Hall by the Exhibitor.

Conduct of Exhibitors
Upon being required to do so by the Organisers, the Exhibitor shall cease to employ at the Exhibition any servant or agents of the Exhibitor who shall be guilty of any conduct, Which in the opinion of the Organisers, is prejudicial to the proper management of the Exhibition.

Canvassing
No Exhibitor shall place signs or distribute promotional material in any area not designated for such purposes by the Organisers. Any such materials placed in non-designated areas shall be removed. No Exhibitor may conduct surveys or distribute print items, promotional samples or other materials in the exhibit hall unless it is within the parameters of his own booth space.

Stand Construction and Arrangement
The Exhibitor shall submit plans of his stand(s) to the Organisers no later than **12 January 2023** for approval by the venue. No display, stand fitting, or exhibit shall exceed the height specified the Exhibitor's Manual, without the prior consent of the Organisers.

The contractors appointed by the Organisers are the only persons authorised to carry out movement of, and fixtures to, the shell scheme hired from the Organisers and to carry out any electrical installations and connections.

No exhibit shall exceed a floor loading of **0.5 tonne** per square metre without the prior written consent of the Organisers.

All structures and materials, including signs, shall conform to the requirements of the Organisers as laid down by the regulations of the venue and of the event. Carpet flooring installed by the Exhibitor must be laid directly on the floor and securely taped at the edges.

No storage for packing cases or packing materials is provided within the Exhibition Hall. All such cases and materials must be removed from the premises before the Exhibition opens and not brought back before the official closing time.

The Organisers and the venue reserve the right to examine and exclude any exhibit. No Exhibitor will be permitted to install display materials or exhibits, which contravene safety or security regulations as laid down by the Organisers. Gangways must be kept clear and free for passage and must not be littered or obstructed,

Trade Union Labour
It is recommended that all Exhibitors, contractors and sub-contractors within the halls conduct their industrial relations in accordance with good practice and observe Codes of Practice issued from time to time by the relevant authorities. Any person carrying out work contrary to the requirements of the venue and the local regulatory authorities, and of any other competent authority, will be required to stop immediately and may be directed to leave the Exhibition Hall.

Freight and Transport
Exhibits must be addressed to the appropriate booth of the exhibiting company at the Exhibition Hall. Exhibits must not be delivered to the venue before the time and date specified In the Exhibitor's guide.

Electrical Requirements
The Organisers have no responsibility for providing electrical, lighting or power services or for any failure to provide these. However sufficient power sockets are provided throughout the venue An Exhibitor may provide his own electrical fittings, where such fittings are in the form of made-up units, (including showcases and signs) complete and ready for connection to mains supply. All electrical installations must comply with the relevant regulations and are subject to inspection and test.

Stand Cleaning
Stand cleaning is not included in the charge for stand space, but the Exhibitor is responsible to the Organisers for seeing that his stand is maintained in a clean and orderly state. Should goods be left, they will be disposed of or stored by the Organisers who will have the right to charge for such storage.

Dangerous Exhibits and Substances
No exhibit, working demonstration, or special display, such as lasers, which involve substances of a dangerous, explosive or objectionable nature, may be brought onto the premises without prior written consent. The Exhibitor, if granted permission, must indemnify the Organisers against any claims, costs or liabilities arising from the use of such materials and must comply with all local laws, ordinances and regulations concerning the handling and disposal of such materials and bear all costs incurred in the removal and disposal of

EXHIBITOR TERMS AND CONDITIONS

such materials. Written consent will not be granted unless the Organiser are provided with copies of an insurance policy which provides adequate cover for any claims which may be made by the Organisers under the indemnity in this clause. Oily or dirty exhibits are not permitted unless specifically cleared with the Organisers prior to the Exhibition opening.

Noisy Exhibits/ Obstructions
Electrical, mechanical apparatus, video or musical/voice sound must be inaudible to neighbouring booths. Objectionable audible or visual attention-seeking devices or effects and offensive odours from exhibits are .strictly prohibited.

No Exhibitor will be permitted to install his display or exhibits in such a manner as, in the opinion of the Organisers, obstructs the light or impedes the view along the open spaces or gangways of the Exhibition Hall. All projection screens and video monitors must be sited a minimum of 1 metre from the aisles or gangways of the Exhibition Hall.

Fire Precautions
The Exhibitor must comply with any instructions given by the venue and the Organisers to avoid the risk of fire. All materials in constructional work and displays must be effectively fire-proofed.

Damage to Exhibition Buildings, Fixtures and Fittings and Shell Scheme
No painting is to be carried out in the Exhibition Halls. The fixing of display material(s) to the shell scheme will be permitted only by methods laid down by the Organisers. No nails, screws, or other fixtures may be driven into any part of the Exhibition building, including floors; nor may any part of the Exhibition Building be damaged or disfigured in any way. Should any damage occur, the Exhibitor shall be liable for reparation charges Incurred.

Security
The Venue will provide a site security service during the period the Exhibitor is permitted access to the Exhibition site but shall be under no liability for theft of or loss or damage to any property equipment or materials brought onto the Exhibition site. For the purposes of security, Exhibitor lapel badges will be supplied. Badges must be worn at all times by exhibiting personnel whilst within the venue.

Sub Letting
Sub-letting or licensing the use of stand space is not permitted, neither may the products or services of firms not exhibiting in their own rights be promoted or displayed as exhibits, except where the Exhibitor is the SOLE selling agent for such products or firms, or express written permission has been obtained from the Organisers.

Public Liability
The Organisers shall not be liable for any claims arising from death or bodily injury or damage to property arising in connection with the erection and dismantling of the Exhibitor's booth and anything permitted, omitted or done thereon or there from during the period of the Exhibition or the construction and dismantling periods caused directly or indirectly by the Exhibitor or any contractor, sub contractor, servant, agent, licensee or invitee of his or the act, omission or neglect of any such person or by any exhibit, machinery, or other article of the Exhibitor or in the possession of or use of the Exhibitor or any servant or agent of his. The Exhibitor will indemnify the Organisers in respect of each and every such claim and all actions, proceedings, costs, claims and demands in respect thereof. The Exhibitor shall effect adequate insurance in respect of all such claims, and the liability therefore assumed by the Exhibitor. Nothing in these Terms and Conditions shall exclude the Organisers' liability for death or personal injury caused by the negligence of the Organisers, its employees, sub-contractors or agents.

Insurance
'The Organisers do not accept responsibility for any theft, loss or damage from any cause whatsoever, in respect of any property brought to the Exhibition premises by the Exhibitor.

The Exhibitor releases from and Indemnifies the Organisers against any liabilities in respect of any loss or damage to the exhibits or any other property brought to the venue and the Exhibitor shall effect insurance on a full 'All Risks' basis for a sum insured equivalent to the full value of all exhibits and other property brought to the Exhibition. The Exhibitor shall provide proof of adequate cover to meet the insurance requirements of the clauses concerning Public Liability Insurance of Exhibits, Postponement or Abandonment, and Failure to Vacate.

Postponement or Abandonment
If the Exhibition is postponed, cancelled or abandoned by reason of war, fire, storm, explosion, pandemic national emergency, labour dispute, strike, lock-out, civil disturbance, actual or threatened violence by any terrorist group, the non-availability, either wholly or partially, of the Exhibition premises, or any other cause not within the control of the Organisers, the Organisers shall be under no liability to the Exhibitor for non performance or delay in performance of its obligations .under this contract or otherwise in respect of any actions, claims, losses (including consequential losses) costs or expenses whatsoever which may be brought against or suffered or incurred by the Exhibitor, as the result of the happening of any such events. If, by re arrangement or postponement of the period of the Exhibition, or by substitution of other premises, or in any other reasonable manner, the Exhibition can be carried through, (save that in those circumstances the Organisers shall not be obliged to take any of such actions) the contracts for space shall be binding upon all parties, except as to the size and position, as to which any modification, substitution or rearrangements considered necessary by the Organisers shall be determined.

Failure to Vacate
If the Exhibitor, should fail to remove all his property or otherwise fail to vacate the Exhibition premises by the official move-out time, due to any cause whatsoever, the Exhibitor shall be fully responsible for any penalties imposed by the venue or any other losses and costs incurred by the Organisers as a result of the Exhibitor failing to vacate the premises by the agreed time and without prejudice to any other right or remedy of the Organisers. The Organisers will remove and may then store any property of the Exhibitor left at the Exhibition Hall by the Exhibitor after the said time and the Exhibitor shall be liable for the costs of such removal and storage and any other incidental costs incurred by the Organisers or their agents. Any such removal and storage will be at the risk of the Exhibitor.

Governing Law
This contract shall be governed by and construed in ·accordance with English Law.