Thank you for booking space at Tip-ex and Tank-ex 17, the UK’s only dedicated event for the tipper, bulk transport and tanker sectors.

We want you to maximise your sales potential with your target audience at this unique event while at the same time having a thoroughly enjoyable stay in the beautiful spa town of Harrogate.

To help you achieve these aims, we have put together this easy to use, exhibitor manual that we believe will answer all your questions and queries.

Please take time to read it and familiarise yourself with the contents, and fill in and return all relevant forms by the due dates. To access downloadable forms, visit the Exhibitor zone at www.tip-ex.co.uk, or www.tank-ex.co.uk.

However if there is anything you are unsure about or you need further clarification, please don’t hesitate to contact us on 07889 823060 or by emailing richard.bennett@roadtransport.com.

We look forward to welcoming you to Tip-ex and Tank-ex 17 and sincerely hope you have an enjoyable and profitable show.

Best wishes

Richard Bennett
Exhibition Manager
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**EXHIBITOR CHECK LIST**

This check list is for your convenience and to keep for your own records.

Please ensure that any facilities are ordered by the deadlines stated.

To access downloadable forms, visit the Exhibitor zone at [www.tip-ex.co.uk](http://www.tip-ex.co.uk), or [www.tank-ex.co.uk](http://www.tank-ex.co.uk).

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Useful contacts:

**Organisers**
Richard Bennett, Exhibition Manager,
Tel: 07889 823060
Email: richard.bennett@roadtransport.com

**Exhibitor co-ordinator/general enquiries**
Jane Smith
10 Meadow Drive, Gressenhall, Dereham, Norfolk, NR20 4LR
Tel: 01362 861055
Email: jsmith38@toucansurf.com

**Audio Visual Hire:**
Peter Gilbert
Crusade Exhibition Services Limited
Tel: 07875 632573 or 01423 701005
Email: peter@crusade-ex.co.uk

**Catering:**
Kudos Hospitality (exhibition halls)
Tel: 01423 537334
Email: kirsten rolph@hicyorkshire.co.uk
Order forms available on website in the exhibitor zone.

**Electrics & Lighting:**
Joe Manby Limited
Paul Grahamslaw
Tel: 01423 814730
Email: paul@joemanby.co.uk
Order form available on website in the exhibitor zone.

**Exhibitor Badges:**
Live Buzz
Email: exhibitors@livebuzz.co.uk
Exhibitors will be sent a link to order their exhibitor badges prior to the show.

**Floral Displays:**
Harrogate Borough Council Parks Division
[http://www.harrogate.gov.uk/pos/Pages/Exhibitionplantdisplays.aspx](http://www.harrogate.gov.uk/pos/Pages/Exhibitionplantdisplays.aspx)

**Internet Connections & IT**
Harrogate International Centre
Tel: 01423 500500
Email: Exhibitionservices@hicyorkshire.co.uk
Order form available on website in the exhibitor zone.
Lead Capture Scanners:
LiveBuzz
Email: exhibitors@livebuzz.co.uk
Exhibitors will be sent a link to order lead capture scanners prior to the show.

Photography / Video
Simon Meyer LBIPP at SIRA Studios, Harrogate
Tel: 01423 546440
Email: hello@sirastudio.com

Ram Clamping
Jost-Edbro Ltd          Hyva (UK) Ltd
Peter Naylor            Mike Taylor
Tel: 07551 151836        Tel: 01617 766600
Email: peter.naylor@jost-world.com Email: m.taylor@hyva.co.uk

Stand Fascia Board and Stand Graphics
Joe Manby Limited
Tel: 01423 814730
Email: paul@joemanby.co.uk
Order form available on website in the exhibitor zone.

Stand Fitting (furniture, carpets, electrics, lighting, etc)
Joe Manby Limited
Email: paul@joemanby.co.uk
Tel: 01423 814730
Order form available on website in the exhibitor zone.

Vehicle Wash
Carcraft Services
Tel: 07771 522580 / 07908 180148
Email: howard@carcraftservices.wanadoo.co.uk

Andy Annat BBQ Crackerjack
The famous Jost/Edbro sponsored Barbecue will once again be back in 2017 and if exhibitors wish to book food vouchers for staff and guests please contact Andy Annat directly on 07586 262753 or by email at info@crackerjackbbq.co.uk

Press Releases:
Tell visitors what products and services you are exhibiting at the show. Please send all press releases and photography to christopher.walton@roadtransport.com

Gala Dinner
The 2017 Awards and Gala Dinner will take place at the Majestic Hotel on Friday 2 June. In addition to the awards, guests will enjoy a champagne reception, three course dinner, top class entertainment and a charity casino. To book your place at this prestigious event go to http://www.tip-ex.co.uk/tipextankex2017/en/page/awards-gala-dinner
Stand Types and Height Restrictions

**Hall A:**
Designated for new vehicles and large exhibits.

**Stand Types**
This area is for exhibitors to erect ‘free build’ stands ie all floor covering, dividing walls etc being the responsibility of the Exhibitor. All walkways will be carpeted by the Organisers. The maximum height of any dividing walls or structures between stands is 1 metre.

**Height Restrictions**
There are stanchions every 6 metres along the building which restrict the height at the wall to 2.8m. However, at 1.5m in from the wall the height under the stanchion rises to 3.5m and continues to rise towards the centre of the building with 4m clearance under ducting outlets. Vehicles may therefore need to be placed approximately 1.5m away from the wall. Between the stanchions the height is 3.8m at the wall and rises towards the centre of the building. The access doors are 4m wide and 4.1m high.

**Hall B:**
Designated for new vehicles and large exhibits.

**Stand Types**
This area is for exhibitors to erect ‘free build’ stands ie all floor covering, dividing walls etc being the responsibility of the Exhibitor. All walkways will be carpeted by the Organisers. The maximum height of any dividing walls or structures between stands is 1 metre.

**Height Restrictions**
There are stanchions every 6m along the building which restrict the height at the wall to 2.8m. Similarly, ductwork between the stanchions on stand B23 also restricts the height at the wall to 2.8m. However, at 1.5m in from the wall the height under the stanchion and at 2.25m in from the wall the height on stand B23 rises to 3.4m and continues to rise towards the centre of the building with 4.1m clearance under ducting outlets. Vehicles may therefore need to be placed approximately 1.0m away from the wall (2m on B23). Between the stanchions the height is 3.8m at the wall and rises towards the centre of the building. The access doors are 4.8m wide and 4.3m high.

**Hall C:**
Designated for vehicles less than 7.5 tonnes GVW, components, services & accessories.

**Stand Types**
Modular Shell Scheme stands 2.5m high to include cord carpet, fascia board and name showing Exhibitor’s name and stand number and one fluorescent light tube behind the fascia board for all
stands up to 12m², two light tubes for all stands up to 22m², three tubes for all stands up to 30m² and four tubes for stands above 30m². The Organiser will be responsible for carpeting all walkways.

**Height Restrictions**
There is a 2.5m height restriction on all stands adjacent to the outside walls and 4m height restriction on all central 'island' stands.

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**Hall G**
**Designated for new vehicles and large exhibits.**

**Stand type**
This area is for exhibitors to erect ‘free build’ stands, i.e. all floor covering, dividing walls etc being the responsibility of the exhibitor. All walkways will be carpeted by the Organisers. The maximum height of any dividing walls or structures between stands is 1 metre.

**Height restrictions**
There are two rows of stanchions which run the length of the Hall which fall either in the main gangway or on the edge of stands G8 and G9. The overall height limit is 5 metres except for stand G1/G2 and part of stands G3, G4, G5 / G6 which is restricted to 4.35 metres under ductwork and lights, whilst part of G9/G9a is restricted to 4.6 metres under ductwork. These restricted areas are highlighted on the ‘Hall G Ducting’ plan attached. The access doors are 5.9 metres wide and 4.4 metres high.

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**Hall M:**
**Designated for semi-trailer manufacturers or combined semi-trailers and rigids.**

**Stand Types**
This area is for Exhibitors to erect ‘free build’ stands i.e all floor covering, dividing walls etc being the responsibility of the Exhibitor. All walkways will be carpeted by the Organisers. The maximum height of any dividing walls or structures between stands is 1 metre.

Note: There is no provision for fittings to be suspended from the roof. All additional stand lighting therefore needs to be fixed to its own free standing structure.

**Height Restrictions**
The first 5.5m inside the entrance to the hall (affecting stands M1 and M17 only) is restricted to 4.2m height by an overhead balcony. All remaining areas provide 8m height limit, thereby allowing vehicle bodies to be tipped. The access doors are 4.25m wide and 4.6m high.
Majestic Lawns: (ML)
Designated for new and used vehicles and large exhibits

This lawn area is protected by aluminium 'trackway' system panels designed for both light and heavy vehicles.

Stand Types
Open space designated for tankers, free standing chassis cabs, rigid trucks, semi trailers and similar exhibits.

Outside Display Area: (Crescent Road area)
Designated for new and used vehicles and large exhibits.

Stand Types
Open space for free standing chassis cabs, rigid trucks, semi trailers and similar exhibits.

Outside Display Area: (Outside Hall G)
Designated for new and used vehicles and large exhibits.

Height Restrictions
The height of the under hang beneath Hall H and outside Hall G is approximately 4.4 metres high.
Ducting model Halls A, B & C
Hall G ducting information
Build up & breakdown

**Build up:** All stands with their exhibits must be completed by 8pm on Wednesday 31 May 2017. Although some congestion and blocking of aisles is inevitable and unavoidable during build up, Exhibitors are expected to try to keep this to a minimum. Once an exhibit or the stand material has been delivered, the delivery vehicle must be removed immediately. Exhibitors using an outside contractor other than Joe Manby Ltd should make them aware of this prior to the build up days. Exhibitors must remove all packaging and packing material plus any other waste or rubbish at the end of each build up day and dispose of it in an environmentally sound way.

Vehicular exhibits in Halls A, B, C, G and M and on the Crescent Gardens, Majestic Lawns and Montpellier areas will be allocated definitive arrival times/set up times and muster points on 30 and 31 May. Similarly, exhibits requiring vehicular transportation into any of the Halls or outside areas will be allocated definitive slots that must be adhered to.

Vehicles will be marshalled by the Organisers at the Dragon Road car park prior to despatch to their respective exhibition areas. Under no circumstances will vehicles go direct to the exhibition site. All drivers, including contract and delivery, must remain with their vehicles during assembly and build up. A spare set of keys, suitably marked for identification, for vehicles and auxiliary engines and equipment must be deposited with the exhibition office staff immediately on arrival and must remain available to the Organisers throughout the whole period of the exhibition.

**Breakdown:** Exhibits must not be removed nor displays dismantled, either partially or totally, before 5.00pm on Saturday 3 June 2017 and until all visitors have cleared the halls. All exhibits and display material must be removed as soon as possible after this time and in any case by 10pm on Saturday 3 June 2017. During breakdown, collection vehicles will be marshalled by the Organisers at the Dragon Road car park prior to despatch to their respective exhibition areas and must not go direct to the exhibition site. Each Exhibitor is responsible for leaving their space as clean, clear and tidy as they find it. Failure to do so by the stated deadline may incur charges for clearance, reparation and storage.

It is essential that exhibitors give full instructions to collecting drivers so that they know where to report and are able to identify the exhibit they have come to collect. Vehicles and equipment not collected will be removed to the Dragon Road car park and the Organisers accept no liability for loss or damage howsoever caused.

**Accidents and emergencies**

*These instructions must be adhered to. Failure to do so will almost certainly result in the exhibit being excluded from the exhibition without compensation or refund of any kind.*

All accidents involving personal injury, no matter how minor, must be reported to the Organisers’ office immediately, either in person or by telephoning. Similarly in the event of fire or a bomb threat or other emergency, the organiser’s office must be informed at once. Security and First Aid personnel will be on site during build up, the show itself and during breakdown.
Stand fitting and other regulations

All Exhibitors must comply with the stand fitting and exhibit regulations and restrictions as defined below. Exhibitors are permitted to fix modular walling systems provided that these are within the stand allocated to the Exhibitor. Should stand fitting work be undertaken by contractors other than the Organisers’ official Contractors it is essential that they are fully conversant with these rules and regulations, and that they fully comply with the Local Authority regulations governing the construction of exhibition stands in Harrogate.

If an Exhibitor or contractor is in any doubt regarding Local Authority regulations they should contact the Organisers’ Contractors (contact details are shown at the back of this manual) for clarification. All contractors and their operations must be included in the Health and Safety Declaration that must be submitted by each Exhibitor. (See Useful Contacts).

1. Fencing or barriers may be placed on the front and side boundaries of each bay in all Halls but must not be more than 1 metre high.

2. Open lattice type pillars i.e. Tri-Lite, Tri-Mesh, Tri-Scan, may be used to carry lighting rigs provided that:
   - The foremost pillars are at least 1 metre back from the gangway.
   - Not more than 4 pillars in total are erected.
   - The pillars allow not less than 50% through vision. This does not alter in any way the provisions contained in 5 & 6 below.

3. No floor covering other than carpet or carpet tiles may be used without the prior written permission of the Organisers.

4. Stand furniture can be ordered by contacting Joe Manby Limited.

5. Signs, banners or other structures or exhibits must be erected in a manner that fully meets Health and Safety requirements and must be contained within the allocated stand area.

6. Under no circumstances must any exhibit or stand fitting project into or over any gangway or cause any obstruction to other exhibitors. The flying of gas-or air-filled balloons is prohibited.

7. No nails, screws, pins, adhesives, wires, ropes or other fixing devices of any kind may be affixed to, or suspended from, any part of the Hall structure. Photographs, posters, signs and any other visual material must be confined to the Exhibitor’s own area.

8. Video, audio equipment and exhibits or other devices that emit sound may be used but must be operated and controlled so that they do not cause disruption or annoyance to other Exhibitors or to
visitors. The Organisers reserve the right to prohibit any unsuitable display feature, sales aid or demonstration that in their opinion impinges on other exhibitors.

9. It is the responsibility of all exhibitors in all Halls to protect the floor surfaces from damage.

10. Inflammable materials or substances and noxious substances are strictly banned from the Exhibition Halls (see Health & Safety section).

11. All vehicle batteries must be disconnected or isolation switches used before the exhibition opens.

12. Shell scheme stands consist of white 2.5 metre (approx) high walls, red painted fascia, name board, strip lighting and carpeting and will be erected by the official stand contractors.

13. With the exception of shell scheme stand stands all carpeting on internal stands is the responsibility of the exhibitor.

Unless specifically instructed by the Halls Manager, Exhibitors and/or their stand contractors may not commence stand building in any exhibition areas until the vehicles have been correctly positioned in the allocated area.

Exhibitors are solely and totally responsible for the clearance of their own stands within the period designated as breakdown days. Failure to complete clearance within the specified time may incur a financial penalty.

In order to ensure the smooth running of the exhibition, Exhibitors and their contractors must adhere to the instructions given by the Organisers for the delivery and removal of exhibits, including explicit instructions to delivery drivers not to leave their vehicles unattended at the Dragon Road car park.
Terms & conditions:

1. **Definitions**
In this agreement:
"Exhibitor" includes all employees or agents of the exhibitor.
"Organiser" shall mean Road Transport Media Limited or any employee or agent of that company.

2. **Duration of Exhibition**
The exhibition will be open from Thursday 1 June to Saturday 3 June 2017.

3. **Permitted exhibits**
Exhibitors are permitted to display goods, materials, equipment and related display or advertising material that are, in the sole opinion of the Organisers, consistent with the theme of the Show, i.e. bulk transport and related services. All exhibits must comply with current EC legislation and carry the relevant CE marking.

4. **Standfitting and other regulations**
Exhibitors must comply with all standfitting and exhibit regulations and restrictions as defined in the Exhibitors Manual. All Exhibitors shall comply with the Show rules set out within the Exhibitor Manual.

5. **Space allocation and terms of payment**
Space will be allocated in order of receipt of application and the Organisers will make every effort to allocate space as close as possible to that requested by the applicant. By accepting the application, and by paying the deposit, both the Organiser and the Exhibitor accepts these terms and conditions in their entirety.

A non-refundable deposit of 20% of the agreed total stand cost is payable within 30 days of booking, with the balance payable by two equal instalments by 30 November 2016 and 28 February 2017. For bookings after 28 February 2017, the whole of the stand cost will be payable within 7 days of the space allocation. Failure to pay any of the instalments by the dates stipulated will mean that the organisers reserve the right to reallocate the space to another exhibitor and retain any amounts already paid, cancellation fees as per paragraph 18 will be applied.

6. **Revision of layout**
Should it be necessary to revise the layout of the exhibition for any reason, the Organisers reserve the right to transfer an Exhibitor to an alternative site. In this case the Organisers will work with the Exhibitor to ensure that the alternative site is as suitable as possible.

7. **Setting up of stand exhibits**
All stands and their exhibits must be completed by 8.00pm on Wednesday 31 May 2017. Vehicular exhibits will be allocated definitive arrival / set up times and muster points on 30 or 31 May. These instructions must be adhered to. Failure to do so will normally result in the exhibit being excluded.
from the exhibition without any compensation or refund of any kind. Similarly, exhibits requiring vehicular transportation into any of the Halls or outside areas will be allocated definitive arrival slots which must be adhered to.

8. **Clearance of stands and exhibits**
Exhibits must not be removed nor displays dismantled, either partially or totally, before 5.00pm on Saturday 3 June 2017 and until all visitors have cleared the halls. All exhibits and display material must be removed as soon as possible after this time, and in any case by 10.00 pm on Saturday 3 June 2017. The Exhibitor is responsible for leaving their space as clear as they find it. Failure to do so by the declared deadline may incur a charge for clearance, reparation and storage.

9. **Prohibition of sub letting**
Exhibitors must not loan, sub-let or grant licences in respect of the whole or any part of the space allotted to them without the express permission of the Organisers. Nor may any Exhibitor display any product that it normally does not sell or represent without the express permission of the Organisers.

10. **Protection of exhibits**
All exhibits must be properly protected so as to comply with current Health and Safety legislation and to afford visitors, or any persons whosoever, a safe environment in which to view the exhibits. The organisers shall be indemnified by the Exhibitor against any claim or action on account of any injury or damage being caused or occasioned by any exhibit or to any person or persons whatsoever.

11. **Insurance**
Every participating Exhibitor hereby accepts liability for all acts of omissions of himself, his servants, contractors, agents and visitors and undertakes to indemnify the Organisers and keep them indemnified against all liability in respect thereof and against all actions, suits, proceedings, claims, demands, costs and expenses whatsoever that may be taken or made against the Organiser. Notwithstanding the indemnity hereby given, the Exhibitor undertakes to arrange the appropriate third party liability insurance for a minimum sum of £10,000,000. It is the Exhibitor’s responsibility to effect insurance on his own property and exhibits. The Organisers do not accept any responsibility for damage to stands or loss of any property or vehicles on any stand or anywhere else in the exhibition or in the course of its delivery or removal there from any cause whatsoever.

12. **Bankruptcy**
In the event of an Exhibitor becoming bankrupt or making any arrangement or composition with its creditors or suffering the service of a Winding Up petition or Winding Up Order or it passing a Winding Up resolution or Notice of Dissolution, then the Organiser may by written notice to the Exhibitor determine the contract and all monies paid shall be forfeited to the Organiser who may in its sole discretion re-let or otherwise deal with the defaulting Exhibitor’s site.
13. **Abandonment or interruption of exhibition**
If for any reason beyond the control and not resulting from any act or default of the Organiser it shall become impracticable to hold the exhibition or necessary to interrupt it or close it prematurely, the Organiser may take such action as it deems necessary giving such notice to Exhibitors as is possible. In any such case the decision of the Organiser shall be final and the Exhibitor shall not be entitled to any compensation or to return of any monies paid or deposited. If the exhibition be abandoned, interrupted or prematurely closed for any reason other than the above, then the Exhibitors shall be entitled to the return of all deposits paid to the Organiser but to no other compensation.

14. **Advertising material**
Under no circumstances will exhibitors be allowed to distribute advertising and printed material from anywhere other than their stand, nor in any manner as to cause annoyance or disturbance to other Exhibitors. In the event of complaints, the matter shall be referred to the Organiser for the decision. Exhibits or other devices that emit sound must be operated and controlled so that there is no disturbance to other Exhibitors. The flying of gas-or air-filled balloons is prohibited. The Organisers reserve the right to prohibit as unsuitable or as annoying to visitors or other participants any display feature or sales method or demonstration as it, in its sole discretion, determines to be potentially of annoyance or disturbance.

15. **Exhibition Services**
The Organisers undertake to make all reasonable attempts to provide necessary services for the smooth operation of the exhibition but accept no responsibility for breakdown or failure of such services or for any delays during the delivery and collection periods.

16. **Admission**
Admission to the exhibition will be restricted to the persons who, in the opinion of the Organisers, have a legitimate, professional interest in the subject of the exhibition. The Organisers reserve the right to refuse admission to any person or persons to the exhibition without assigning any reason.

17. **Right of Rejection**
Exhibits are admitted to the exhibition, and shall remain there, solely on strict compliance with these terms and conditions. The Organisers reserve the right to prohibit in whole or in part, and reject any Exhibitor or his representatives in the case of failure to comply with these terms and conditions and all site rules and regulations as specified in the Exhibitor Manual. There shall be no return of payment if such rejection or prohibition is deemed necessary by the Organisers. If the deposit is not received within 7 days of the application the Organisers reserve the right to reject the application.
18. **Cancellation of Space**

A request for cancellation must be submitted by registered post. In order to compensate the Organisers for its costs as a consequence of the cancellation, the Exhibitor agrees that the Organisers shall retain 50% of the space charge if the cancellation is accepted before 1 October 2016, 75% of the space charge if the cancellation is accepted before 1 January 2017 and 100% of the space charge if the cancellation is accepted after 1 January 2017.

19. **Disputes**

Any dispute or difference arising between the Organisers and an Exhibitor relating to rights, duties or obligations of either party (other than in relation to payment of any money) shall be referred to the arbitration of a single arbitrator who shall, in default of agreement, be nominated by the President of the Law Society and the decision of the said arbitrator shall be final and binding on all parties.
Harrogate Convention Centre Rules:

- Contractors must sign in at Security or Reception before accessing the site.
- All staff, contractors and drivers must follow instructions given by the traffic marshalling & security personnel.
- The maximum speed limit is 10mph on the service road and 5mph within the halls.
- Be aware of pedestrians, fork lift trucks and other moving vehicles at all times.
- Vehicles should follow the one way system, unless instructed by the traffic marshalling & security personnel and all reversing vehicles must be guided by a banksman.
- No parking is allowed on paths, pedestrian walkways, yellow lined or hatched areas or in front of fire exit doors.
- Fork lift trucks must only be operated by personnel who have received appropriate training and are licenced.
- Pedestrians are required to keep to the marked walkways and crossing points on the service road.
- Use of hand held mobile phones whilst driving any vehicle is strictly forbidden.
- All personnel are required to wear high visibility clothing and appropriate footwear during event build up and breakdown periods.
- Aisles, gangways, fire exit routes and doorways must be kept free from obstruction at all times.
- Smoking, including e-cigarettes, is only permitted in the designated smoking areas adjacent to cigarette bins.
- CCTV is in operation in this area.
Exhibitor forms:

1. Health & safety declaration
2. Risk assessment
3. Exhibit list

Exhibitor forms can also be downloaded from the exhibitor zone.
Tip-ex and Tank-ex 17 Health & Safety

The organisers of Tip-ex and Tank-ex 17 are fully committed to ensuring that all the relevant Health & Safety Regulations are applied and adhered to during the Tip-ex and Tank-ex 17 exhibitions. The Management of Health & Safety At Work Regulations 1999 require that all those involved in the exhibition work in unison and to co-operate and co-ordinate their activities to minimise the risks.

It is therefore a condition of entry to the show that all exhibitors, their staff, suppliers, agents, contractors and subcontractors comply fully with the 1974 Health & Safety at Work Act and all other legislation appertaining to the exhibition site.

It is also essential that Exhibitors accept that it is their moral responsibility to ensure that neither their own health and safety nor that of others is put at risk by their actions or lack of action throughout the whole duration of the show.

To ensure compliance, exhibitors must download their Health & Safety declaration and Risk Assessment form from the Exhibitor Zone on the event website. These must be completed and signed by a responsible person.

- All vehicle bodies shown in the “tipped” position must be properly lifted, secured and lowered
- Safety collars must be fitted if and when the vehicle or trailer is in the “tipped” position and must not be moved under any circumstances before closing time on the last day of the exhibition.
- Petrol-fuelled exhibits are not permitted in the Halls.
- Gangways must at all times be kept clear of any obstructions and any floor covering secured properly
- Any protruding or potentially hazardous part of an exhibit must be clearly marked to ensure no injury or damage can be caused to any person.
- Any signs displayed must not obscure any exit, emergency exit or directional signs that form part of the exhibition site.
- All batteries must be disconnected.
Tip-ex and Tank-ex 17 Health & Safety Declaration

Company name:........................................................................................................ Stand No:.............
Address:.........................................................................................................................
........................................................................................................................................
........................................................................................................................................
Postcode:..........................................................................................................................
Phone number:..................................................................................................................
Mobile number:.................................................................................................................
Email:.................................................................................................................................
Fax:.....................................................................................................................................
Signed by (authorising director/manager):.......................................................................... Position in exhibiting company:.................................................................................... Date:..............................................................................................................................

Please complete and return by 31 March 2017 to:

Jane Smith, 10 Meadow Drive, Gressenhall, Dereham, Norfolk, NR20 4LR
Tel: 01362 861055
Email: jsmith38@toucansurf.com
## Tip-ex and Tank-ex 17 Risk Assessment

**Exhibitor:**

**Stand No.:**

**Address:**

**Postcode:**

**Show period (Build up, open and breakdown):**

**Assessors name:**

**Job title:**

**Contact number:**

**Email:**

**Stand H&S representative:**

**Date RA undertaken:**

**Assessors signature:**

<table>
<thead>
<tr>
<th>Task</th>
<th>Perceived hazard</th>
<th>Who is at risk</th>
<th>Risk level</th>
<th>Precautions taken</th>
<th>Residual risk</th>
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<tbody>
<tr>
<td>i.e Erection of stand fittings, manual handling during build up and carpet fitting</td>
<td>i.e Slips/trips/falls, crushing, sprains, back strain, cuts and abrasions</td>
<td>i.e Exhibitors, contractors, Tip-ex and HIC staff</td>
<td>i.e High</td>
<td>i.e Stand construction being carried out by stand contractor under generic RA</td>
<td>i.e Medium</td>
</tr>
</tbody>
</table>
Complete and return by 31 March 2017 to:

Jane Smith, 10 Meadow Drive, Gressenhall, Dereham, Norfolk, NR20 4LR
Tel: 01362 861055
Email: jsmith38@toucansurf.com
### Tip-ex & Tank-ex 17 Exhibit List

- **Company name:** ……………………………………………………………
- **Stand No(s):** ………………………………………………………
- **Stand manager:** ……………………………………………………………
- **Telephone No:** ……………………………………………………………
- **Email:** ……………………………………………………………………………
- **Website:** ………………………………………………………………………

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<th>STAND NO.</th>
<th>Vehicle Livery (name):</th>
<th>Exhibit Description (*)</th>
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(*) Please provide as much detail as possible about the vehicle being exhibited ie Trailer, Rigid, etc.,

- **Have you booked a Vehicle Wash with Carcraft:** YES/NO
- **Do you require Forklift Assistance:** YES/NO

**Comments:**
…... ……………………………………………………………………………………………………………………………………………………………………………………………

Please complete and return by 28 April 2017 to: J Smith, 10 Meadow Drive, Gressenhall, Dereham, Norfolk, NR20 4LR
Tel: 01362 861055 Email: jsmith38@toucansurf.com
Show Guide:
Entrance to Tip-ex and Tank-ex 17 is free. Show guides will be issued free on the door.

Deadline for entries is 7 April 2017. Entries received later than this date may not be included.

To ensure you receive your entry in the guide please provide the following information:

- Company Name
- Stand Number
- 150 words telling visitors why they should visit your stand
- Full address
- Telephone number
- Email address
- Website URL

Each exhibitor is entitled to a 150 word entry. To ensure your entry is published in the guide please respond to justine.bollen@roadtransport.com.

Show guide advertising rates:
Special rates are available to all exhibitors. Exhibitors will naturally be given priority with regard to advertising in the show guide, but to be fair to all, each company or group of companies will be restricted to one ‘premium’ position only. Advertising show guide deadline 2 May 2017.

For more information, please contact:
Barnaby Goodman-Smith, Tel: 020 8912 2128
Email: barnaby.goodman-smith@roadtransport.com

Show previews:
Commercial Motor and Motor Transport will both be previewing the shows.

Please send all press releases and photography to christopher.walton@roadtransport.com