

TIP EX TANK EX

30 September - 2 October 2021
Harrogate Convention Centre

EXHIBITOR MANUAL

tipextankex.co.uk

Exhibitor enquiries, please contact Vic Bunby
Tel: 07771 812990 | Email: tiptank@roadtransport.com

WELCOME

Thank you for booking space at Tip-Ex Tank-Ex 2021, the UK's only dedicated event for the tipper, bulk transport and tanker sectors.

We want you to maximise the business 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 07771 812990 or by emailing vic.bunby@roadtransport.com

We look forward to welcoming you to Tip-Ex Tank-Ex 2021 and sincerely hope you have an enjoyable and profitable show.

Best wishes



Vic Bunby
Divisional Director
Road Transport Media

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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 page on the Tip-Ex Tank-Ex 2021 website here: <https://www.tip-ex.co.uk/tipextankex2021/en/page/exhibitor-zone>

ITEM	DEADLINE DATE	TICK WHEN COMPLETED
Furniture Hire (page 5)	ASAP	<input type="checkbox"/>
Ram Clamping (page 5)	ASAP	<input type="checkbox"/>
Awards & Champagne Breakfast (page 5)	ASAP	<input type="checkbox"/>
Health & Safety Declaration (page 19)	6 August	<input type="checkbox"/>
Risk Assessment Form (page 21)	6 August	<input type="checkbox"/>
Method Statement Form (page 23)	6 August	<input type="checkbox"/>
<u>Showguide</u> Entry (page 26)	10 August	<input type="checkbox"/>
Vehicle Exhibit List (page 25)	13 August	<input type="checkbox"/>
Electrics and Lighting (page 4)	20 August	<input type="checkbox"/>
Stand Fascia Board (page 5)	27 August	<input type="checkbox"/>
Stand Graphics (page 5)	27 August	<input type="checkbox"/>
Stand Fitting (page 5)	27 August	<input type="checkbox"/>
<u>Showguide</u> Advertising (page 27)	30 August	<input type="checkbox"/>
Vehicle Wash (page 5)	3 September	<input type="checkbox"/>
Catering (page 4)	3 September	<input type="checkbox"/>
Internet Connections & IT (page 4)	3 September	<input type="checkbox"/>
Audio-Visual Hire (page 4)	3 September	<input type="checkbox"/>
Photography / Video (page 5)	10 September	<input type="checkbox"/>
Lead Capture Scanner Hire (page 5)	10 September	<input type="checkbox"/>
Exhibitor Badges (page 4)	10 September	<input type="checkbox"/>

Useful contacts:

Exhibitor co-ordinator/general enquiries:

Steve Cox
Tel: 07982 194513

Email: steve.cox@roadtransport.com

Meagan Bloom

Email: tiptank@roadtransport.com

Sales:

Vic Bunby, Divisional Director
Tel: 020 8912 2121 | 07771 812990

Email: vic.bunby@roadtransport.com

David Dennison, Sales Manager

Tel: 07818 094724

Email: david.dennison@roadtransport.com

Audio Visual Hire:

FT Audio Visual Ltd

Tel: 0800 531 6715

Email: info@ftav.co.uk

Order form available on the show website in the Exhibitor Zone.

Catering:

CH & Co Group (exhibition halls)

Tel: 01423 500500

Email: Simon.Wilkinson@chandcogroup.com

Electrics & Lighting:

Full Circle Events & Exhibitions Ltd

Tel: 0161 393 3949

Email: Exhibit@Fullcircleeventsltd.co.uk

Order form available on the show website in the Exhibitor Zone.

Exhibitor Badges & Lead Capture Scanners:

Live Buzz

Email: exhibitors@livebuzz.co.uk

Exhibitors will be sent a link to order their exhibitor badges and lead capture scanners prior to the show.

Floral Displays:

Dodsworths the Plant Display People

Tel: 07940 540 428

Email: julie@dodsworths.com or visit www.dodsworths.com

Fork Lift Assistance:

Mark Haynes

Email: crusade.eventtraffic@gmail.com

Tel: 0754 023 6601

Order form available on the show website in the Exhibitor Zone.

Graphics

Full Circle Events & Exhibitions Ltd

Tel: 0161 393 3949

Email: Exhibit@FullcircleeventsLtd.co.uk

Order forms available on the show website in the Exhibitor Zone.

Internet Connections & IT:

Harrogate Convention Centre

Tel: 01423 500500

Email: exhibitionsservices@harrogateconventioncentre.co.uk

Free WiFi is available to exhibitors and visitors in the venue. However, please note that if you require the internet for anything more than basic browsing we strongly recommend that you order a dedicated internet connection via the form in the Exhibitor Zone.

Photography / Video:

SIRA Studio, Harrogate

Simon Meyer

Tel: 01423 546440

Email: hello@sirastudio.com

Ram Clamping:

Jost-Edbro Ltd

Peter Naylor

Tel: 07551 151836

Email: peter.naylor@jost-world.com

Hyva (UK) Ltd

Mike Taylor

Tel: 01617 766600

Email: m.taylor@hyva.co.uk

Stand Furniture:

Dzine Furnishing Solutions Ltd

Tel: 01299 824 100

Email: info@dzinefurniture.com

Order form available on the show website in the Exhibitor Zone.

Stand Personnel:

Mark Haynes

Email: crusade.eventtraffic@gmail.com

Tel: 0754 023 6601

Order form available on the show website in the Exhibitor Zone.

Vehicle Wash:

If you would like your vehicle exhibit washed please contact Matt or Jef at Autoclean.

E: Matt@autoclean.eu.com T: 07595 844018 / E: jef@autoclean.eu.com T: 07785 290630.

Press Releases:

Tell visitors what products and services you are exhibiting at the show. Please send all press releases and photography to hayley.pink@roadtransport.com

Transport News Northern Rewards 2021

The inaugural Transport News Northern Rewards champagne breakfast will be held alongside this year's Tip-Ex and Tank-Ex at the Royal Hall on the morning of Friday 1 October.

The awards recognise and reward the achievements of road haulage related companies and individuals based in the geographical areas stretching from the Scottish Borders to the south side of the M62 corridor, in 15 categories.

Guests will enjoy a celebration breakfast and prestigious awards ceremony including comedian and entertainment.

To enter the Transport News Northern Rewards 2021 please visit:

<https://www.tip-ex.co.uk/tipextankex2021/en/page/transport-news-northern-rewards-nominate-now>

Please note **nominations close at 5pm on Tuesday 31 August 2021.**

To attend the awards breakfast please visit:

<https://www.tip-ex.co.uk/tipextankex2021/en/page/tn-northern-rewards-book-now>

For any other enquiries or for further information please Katy Court at tiptank@roadtransport.com.

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 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 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 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 stanchions every 6m along the building which restrict the height at the wall to 2.8m. Similarly, ductwork between the stanchions on stand B21 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 B21 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 approx. 1.0m away from the wall (2m on B21). 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 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.

Hall M - Designated for new vehicles and large exhibits.

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 M14 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) Tanker Village - Designated for new and used tankers and associated products.

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

Stand Types

Open space designated for tankers, and similar exhibits.

Crescent Road area – Outside area designated for new and used vehicles and large exhibits.

Stand Types

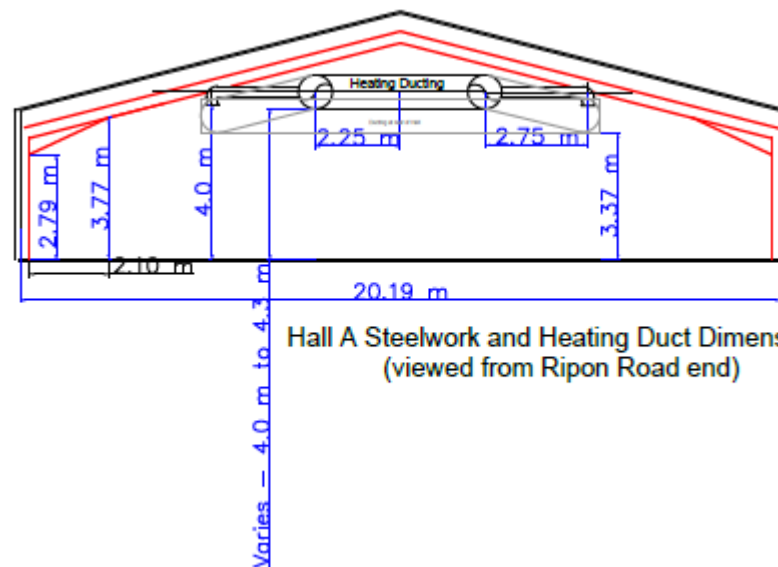
Open space for free standing chassis cabs, rigid trucks, semi trailers and similar exhibits.

4.0m CLEAR HEIGHT AREAS

HALL A

The floor plan shows a long hall with several rooms and areas:

- Offices:** Office 1, Office 2, Office 3, and Office 4 are located along the top wall.
- Waiting Areas:** First Aid Waiting and First Aid Room are located near the top wall.
- Registration / Security Office:** Located at the bottom left.
- Emergency Exits:** Two exits are marked with red arrows and labeled "EMERGENCY EXIT". One is at the top right, and the other is at the bottom right.
- Disabled Access:** A path is marked "DISABLED ACCESS" at the bottom left.
- Stairs:** A staircase is located at the bottom right, labeled "DOWN".
- Signage:** A sign "DOWN TO TOLL P" is located near the bottom left.
- Room Labels:** "EMERGENCY EXIT" is written vertically in a red box near the top right exit.

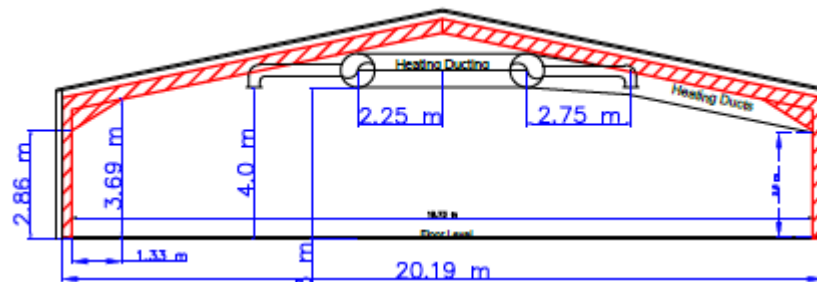
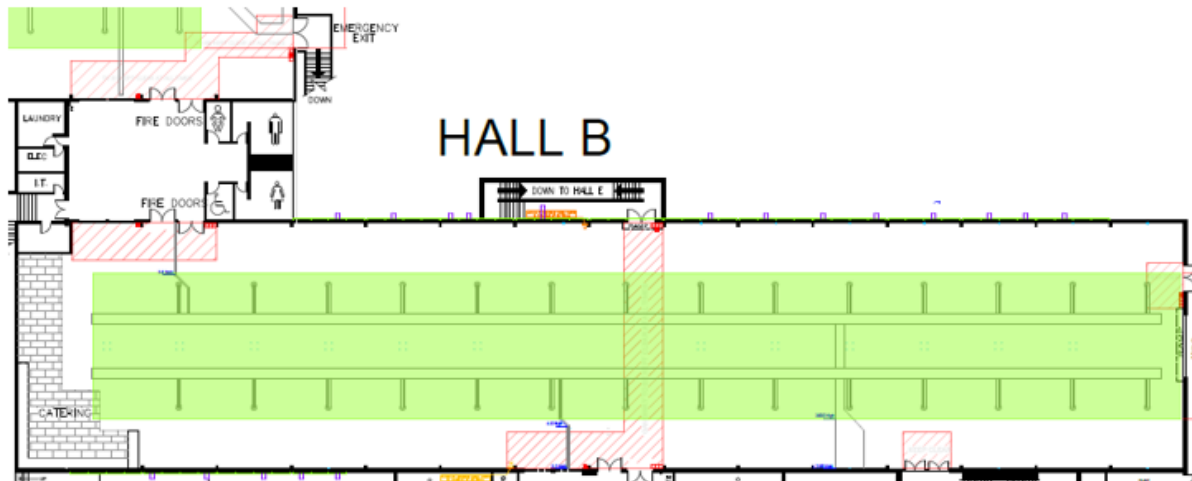




4.0m CLEAR HEIGHT AREAS

XX high

INLET DUCT HEIGHTS



Hall B Steelwork and Heating Duct Dimensions
(viewed from Ripon Road end)

Varies - 4.0 m to 4.3 m

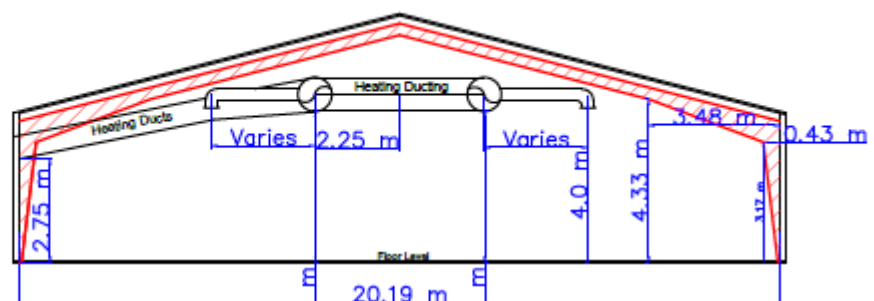
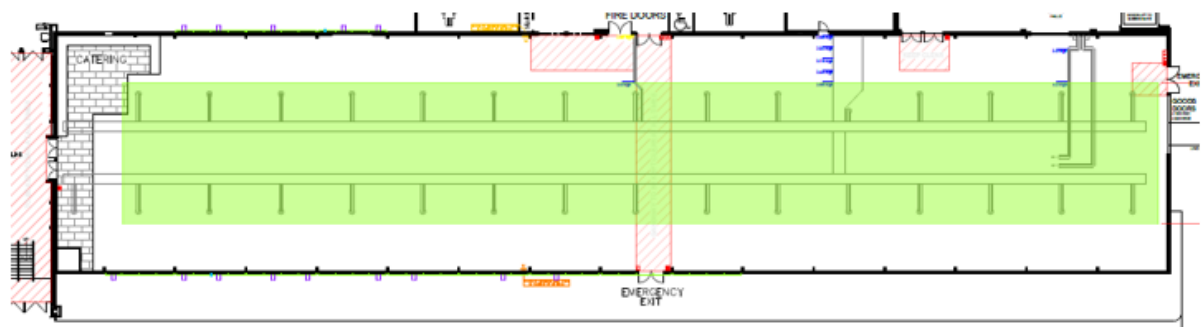


4.0m CLEAR HEIGHT AREAS

XX high

INLET DUCT HEIGHTS

HALL C



Hall C Steelwork and Heating Duct Dimensions
(viewed from Ripon Road end)

Varies 4.0 m to 4.5 m

Varies 4.0 m to 4.5 m

Build-up & breakdown

Build up: All stands with their exhibits must be completed by 8:00pm on Wednesday 9 September 2021. 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 Full Circle Events & Exhibitions 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.

Vehicle exhibits in Halls A, B, C, M, Crescent Gardens, Majestic Lawns and front of halls areas will be allocated definitive arrival times, set-up times and muster points on 28 & 29 September. Similarly, exhibits requiring vehicle 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 unless instructed to do so by the Organisers. 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 4.00pm on Saturday 2 October 2021 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 10.00pm on Saturday 2 October. 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 vehicle 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. **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.**

Accidents and emergencies

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 a fire or 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 (Full Circle Events & Exhibitions Ltd, at Exhibit@Fullcircleeventsltd.co.uk) for clarification. All contractors and their operations must be included in the Health and Safety Declaration that must be submitted by each Exhibitor. (See page 22)

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 Dzine Furnishing Solutions Ltd, Tel: 01299 824 100, Email info@dzinefurniture.com
 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.
- 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.
6. 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 consists of white 2.5 metre (approx) high walls, red painted fascia, name board, strip lighting and carpeting and will be erected by Full Circle Events & Exhibitions Ltd, 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 DVV Media International Limited (Reg. No 07464854) or any employee or agent of that company.

2. **Duration of Exhibition**

The exhibition will be open from Thursday 30 September to Saturday 2 October 2021.

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 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.

For bookings received on or after 31 July full payment must be received prior to stand build commencing on 28 September 2021. Under no circumstances will an exhibitor be allowed to take part in the Exhibition if stand fees are outstanding. Failure to pay by any of the dates stipulated above will mean that the Organisers reserve the right to reallocate the space to another exhibitor. By entering into this agreement the Exhibitor confirms that it is agreeing to indemnify the Organisers and its employees against all claims, losses, charges or expenses arising directly from any act of omission of the Company or any of its employees or agents including any claim in respect of damage, injury, accident or loss arising from the display of goods at this event.

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 29 September 2021. Vehicle exhibits will be allocated definitive arrival / set-up times and muster points on 28 or 29 September. 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 4.00pm on Saturday 2 October 2021 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 2 October. 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 whatsoever, 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 £5,000,000. 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. **Cancellation or Termination of the Event**

The Organiser's liability to the Exhibitor is limited to the Total Price if the event is cancelled or postponed prior to day one of the event (which includes the period for preparation) due to an event of Force Majeure. If the Organiser cancels, postpones or re-sites the Event, or reduces the planned period for preparation, display or dismantling the Event, due to an event of Force Majeure, subsequent to or on day one of the event, the Organiser shall not be liable to refund any amount paid to the Organiser by the Exhibitor.

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 to the Organisers in writing. In order to compensate the Organisers for its costs the following cancellation charges apply. More than 9 months prior to the first day of the Event 20% of the Total Price. More than 6 months, less than 9 months prior to the first day of the Event 60% of the Total Price. Less than 6 months prior to the first day of the Event 100% of the Total Price.

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:

- All personnel are required to wear high visibility clothing and appropriate footwear during event build-up and breakdown periods.
- 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.
- 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. Method Statement
4. Vehicle Exhibit List
5. Show Guide Entry Form

Exhibitor forms can also be downloaded from the Exhibitor Zone on the show website:

Space only stands - <https://tip-ex.co.uk/2021/en/page/space-only-exhibitors>

Shell scheme stands - <https://tip-ex.co.uk/2021/en/page/shell-scheme-exhibitors>

Health & Safety

The organisers of Tip-Ex and Tank-Ex 2021 are fully committed to ensuring that all the relevant Health & Safety Regulations are applied and adhered to during the Tip-Ex and Tank-Ex 2021 exhibition. 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.

Health & Safety Declaration

Company name:

Stand Number(s):

Address:

.....

.....

.....

Postcode:

Phone number:

Mobile number:

Email:

Fax:

Signed by (authorising director/manager):

Position in exhibiting company:

Date:

Please complete and return by 6 August 2021 to:

Katy Court, First Floor, Chancery House, St Nicholas Way, Sutton, Surrey, SM1 1JB

Email: tiptank@roadtransport.com

Exhibitor: **Stand Number(s):**

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:**

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Please complete and return by 6 August 2021 to:

Katy Court, First Floor, Chancery House, St Nicholas Way, Sutton, Surrey, SM1 1JB

Email: tiptank@roadtransport.com

Method Statement

All space only exhibitors featuring any type of construction must submit a suitable Method Statement with their stand designs, detailing the processes by which the stand will be built and operate. These statements should be followed by all involved parties on-site to ensure that all necessary steps and precautions are taken. If your company is using a contractor or subcontractor to design and build your stand they should supply a Method Statement for you to include with your risk assessment.

Guidance	Answers (complete all sections)
Responsible Person: The employee who will be responsible for construction and breakdown of your stand AND their mobile number.	
Details Of The Stand: Loadings, dimensions, location, unusual stand features.	
Erection: The sequence and schedule in which all the stand elements will be built, including alignment, electrical connections, etc.	
Stability: Methods of ensuring adequate structural support of stand elements requiring cross-bracing, with calculations and inspection certificate from an independent structural engineer.	
Lifting: Specify the equipment(s) to be used, their capacities, weight, locations and floor loadings. Check the operatives current licence or Certificate of Competence. Check machine's inspection certification or maintenance record.	
Scaffolding: Include details of temporary and mobile scaffolds, access towers and other work at height which you intend to carry out. People working close by must be protected.	
COSHH: Any proposed use of hazardous and toxic substances must be advised to the venue. Outline the protection provided for employees and workers on adjacent stands.	
Environment: Consider any abnormal noise that may be present, or work which may create dust or	

fumes. What ventilation and other control measures will be provided?	
Services: State where electrical work will be carried out, welding, gases, compressed air, water or waste services will be brought on-site.	
Safety Features: Identify the safety equipment and precautions you will be providing on-site, including any protective measures, you will be implementing, and areas of risk as highlighted from your Risk Assessment.	
Exhibits: Provide the Organisers with details on exhibits which may present a risk to the public and / or the operator. How will this exhibit be delivered onto your stand? What machine guarding or other special requirements are there? What hazardous waste will be produced, and what measures will be employed to dispose of that waste?	

Exhibiting company		Stand number	
Contractors company name		Person completing the documentation	
Date completed		Signature	

Please complete and return by 6 August 2021 to:

Katy Court, First Floor, Chancery House, St Nicholas Way, Sutton, Surrey, SM1 1JB

Email: tiptank@roadtransport.com

Tip-Ex & Tank-Ex 2021 Vehicle Exhibit List

Company name:..... Stand No(s).....

Stand manager:..... Telephone No:.....

Email:..... Website

STAND NO. **Vehicle Livery (name):**.....

Exhibit Description (*)	Height (m)	Width (m)	Length (m)	Weight (kg)
.....
.....

STAND NO. **Vehicle Livery (name):**.....

Exhibit Description (*)	Height (m)	Width (m)	Length (m)	Weight (kg)
.....
.....

STAND NO. **Vehicle Livery (name):**.....

Exhibit Description (*)	Height (m)	Width (m)	Length (m)	Weight (kg)
.....
.....

(*) Please provide as much detail as possible about the vehicle being exhibited i.e., Trailer, Rigid...

Have you booked a Vehicle Wash with Autoclean? YES/NO

Do you require Forklift assistance? YES/NO

Comments:

.....

.....

Please complete and return by 13 August 2021 to: Katy Court, First Floor, Chancery House, St Nicholas Way, Sutton, Surrey, SM1 1JB, Email: tiptank@roadtransport.com

Show Guide:

All exhibitors are entitled to a standard entry in the show guide. This will be distributed to visitors for free on entry to the show.

Deadline for entries **10 August 2021**. Entries received later than this date may not be included.

To ensure your entry is published in the guide please complete the form below and return to tiptank@roadtransport.com

Show Guide Entry Form

Company Name:

Stand Number(s) :

Show guide entry (max 50 words):

Company address:

Telephone number:

Email address:

Website url:

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 30 August 2021.

For more information, please contact:

Barnaby Goodman-Smith

Tel: 07581 376 612

Email: barnaby.goodman-smith@roadtransport.com

The show guide will also be available in the 23 September edition of Commercial Motor.

Show previews:

Commercial Motor and Motor Transport will both be previewing the shows.

Please send all press releases and photography to hayley.pink@roadtransport.com