



Liberal Democrats

Spring Conference | York

13 - 15 March 2020

EXHIBITION HANDBOOK

Friday 13 March – Sunday 15 March 2020

York Barbican
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- Appendix 1: Exhibition floorplan
- Appendix 2: Deliveries - label template
- Appendix 3: Map of York (including parking)

1 Introduction

Thank you for exhibiting at the Liberal Democrat Spring Conference on 13-15 March 2020 at the York Barbican.


This handbook is designed to help you make the most of your time at the Liberal Democrats Spring Conference. It is not exhaustive but will give you a good foundation.

Please read this handbook carefully and share it with the rest of your team. If you have any questions or feedback on what you would like to see included in this manual, email Elisabeth Pugh at elisabeth.pugh@libdems.org.uk

1.1 Exhibitor checklist

Deadline			
6 March	AV (Audiovisual)	AZTEC Alternatively email to sales@aztecuk.com	<u>AV equipment must be ordered by 6th March</u>

1.2 Useful contacts

Liberal Democrats	Elisabeth Pugh Exhibition & Fringe Events	elisabeth.pugh@libdems.org.uk T: 020 7227 1233 (before conference) M: 07467 443 128 (On-site)
Exhibition steward General queries (on-site only)	Sue Close Liberal Democrat Stewarding Team (Volunteer) Sue will be in or around the exhibition most of the time. Please ask her if you require assistance.	
Registration queries (General)	Conference Registration Liberal Democrats	E: conferences@libdems.org.uk T: 020 7022 0988 On-site please go the box office of the York Barbican during the advertised opening hours.
Audio Visual Equipment	Aztec Event Services	E: sales@aztecuk.com T: 020 7803 4000
Accommodation	VisitYork	E: conference@visityork.org T: 01904 550080

1.3 Exhibition build-up, breakdown & opening times

Build-up times are:

Friday	13 March	10.00 – 16.00
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Exhibition opening times:

	Main entrance opens for Exhibitors (with pass)	Exhibition opening times
Friday 13 March	10.00	16.30 – 18.15
Saturday 14 March	08.00	09.00 – 18.00
Sunday 15 March	08.00	09.00 – 13.00

Please note:

- Exhibitors must have staff on their stand at all times while the Exhibition is open
- Stands must be open for business in accordance with the published daily hours of the Exhibition and remain open continuously until the close of business each day

Breakdown and clearance times are:

Sunday	15 March	13.00 – 15.00
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- Breakdown will be announced on the Sunday of conference. You may begin packing up your stand materials and banners at midday (12.00)
- The exhibition must be cleared by 15.00. You will be responsible for any associated costs if you go past this time.

1.4 Table top package details

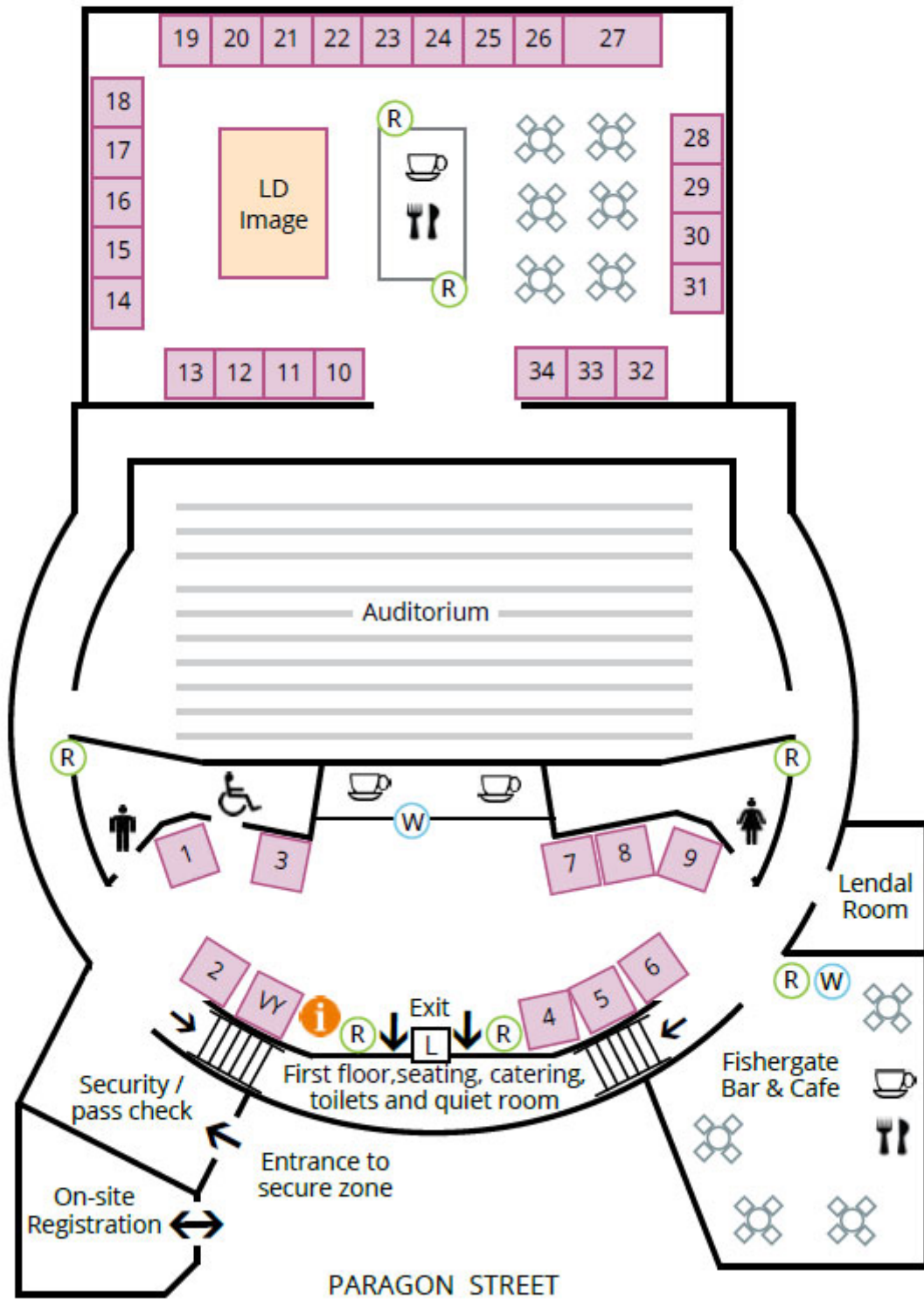
- This is a table top exhibition: bookings include a 6ft trestle table with tablecloth and two chairs
- There is limited access to power sockets and they are subject to availability
- Please bring pull up banners etc. to brand your stand as required
- No shell scheme will be provided

1.5 Internet / audio visual (AV) equipment

Free wifi is available within York Barbican – no password is required. Network name: **Barbican Free**

If you require audio visual (AV) equipment for your stand contact our AV suppliers Aztec on sales@aztecuk.com or T: 020 7803 4000. Orders must be placed prior to 6th March.

Conference venue plan York Barbican



The exhibition

The exhibition will be open at the following times:

Friday	13 March	16.30–18.15
Saturday	14 March	09.00–18.00
Sunday	15 March	09.00–13.00

Exhibitors listed by stand number

1	National Education Union	16	<i>Prospect Magazine</i>
2	Parliamentary Candidates Association	17	LGBT+ Liberal Democrats
3	Green Liberal Democrats	18	Social Liberal Forum
4	Liberal Democrat History Group	19	National Liberal Club
5	Liberal Democrat Friends of Palestine	20	<i>Liberator Magazine</i>
6	Rights-Liberties-Justice (LDLA)	21	Association of Liberal Democrat Engineers and Scientists
7	Transport for the North	22	Liberal Democrat Women
8	Unity Trust Bank	23	Liberal Democrat Education Association
9	Social Media Focus Group – Lib Dem	24	Prater Raines Ltd
10	Liberal Democrats for Electoral Reform	25 & 26	ALDC – Liberal Democrat Campaigners & Councillors and LGA Liberal Democrats
11	VisitBrighton	27	RISO UK Ltd / Midshire Business Systems
12	Social Democrat Group	28	ALTER
13	Liberal Democrats for Seekers of Sanctuary	29	Young Liberals
14	Liberal Democrat Christian Forum	30	Liberal Democrat European Group
15	Liberal Reform	31	Liberal Democrat Disability Association (LDDA)
		32	Liberal Democrat Friends of Kashmir
		33	Election Workshop
		34	Humanist & Secularist Liberal Democrats
		LD	Liberal Democrat Image
		Image	
		VY	Visit York

Key to venue plan

 Information desk	 Female toilet	 Seating area
 Stairs	 Male toilet	 Refreshments
 Lift	 Disabled toilet	 Catering
 Exhibition stand – key to stand numbers above.		 Water point
Access routes shown are fully accessible.		 Recycling

2. General information

2.1 Security / access (setup)

Exhibitors need to enter via the front entrance of the York Barbican on Paragon Street. All items must be brought through the security channel and carried items to the back of the building.

From 10.00 on Friday 13 March, and for the duration of conference, everyone entering the conference venue will be subject to a security search process.

Please note that only Exhibitor passes will have access to the York Barbican for set-up before doors open to general conference attendees. **A Member or Observer pass will not suffice.**

If you have not received your conference pass by Monday 9 March, please contact the team on 020 7227 1349 or by email on conferences@libdems.org.uk so they can advise.

2.2 Loading & unloading

Exhibitors that need to bring equipment into the York Barbican should park in a nearby car park and bring any items in on foot (→ section 2.3)

There is no direct vehicle access to the venue therefore we recommend delivering equipment in advance (→ section 2.4).

- Porters will NOT be available to assist with unloading (however there may be Liberal Democrat stewards who can assist)
- Exhibitors are advised to bring their own trolleys to move their goods from vehicle to stand if this is required

2.3 Parking

The nearest car park is **Q Park, Kent Street, YO10 4AH** (just behind York Barbican) – a height restriction of 1.90m applies.

Q Park has 5 dedicated disabled parking spaces – these are NOT blue badge parking.

- For information on blue badge parking in York visit - <http://bit.ly/1nMYIZu>
- For information about disabled access to the city centre visit - <http://bit.ly/2jJhbot>

Please see **Appendix 3** for a map of the conference venues including local car parks.

2.4 Deliveries

If you need to deliver to the York Barbican, ensure the delivery is made on **Wednesday 11 March**. DO NOT send anything to arrive before this date, as deliveries will not be accepted by the venue.

Please use the delivery label provided in **Appendix 2** on each item being delivered – items WILL NOT be accepted without this label.

All items must be cleared and removed from site on Sunday 15 March by 15:00. No items can be left for collection after this date unless a different arrangement has been agreed with the York Barbican directly in advance.

2.5 Storage

There is NO dedicated exhibitor storage area. Goods should be stored on your stand and any empty cardboard boxes should be disposed of – there are recycling facilities within the venue.

2.6 Televisions / microphones / demonstrations

Exhibitors must contact the Conference Office (elisabeth.pugh@libdems.org.uk) with details of the planned activity for approval prior to the conference if they intend to:

- 1- Use televisions
- 2- Play music
- 3- Use any potentially loud appliances for stand demonstrations
- 4- Hold live demonstrations

2.7 Cleaning

The area around your exhibition stand will be cleaned and hoovered daily. This service is included in the cost of your exhibition stand. Any additional stand requirements must be arranged with the venue. It is the exhibitor's responsibility to ensure their stand area is kept clean, safe and tidy.

2.8 Damage & loss

Neither the Organisers, nor the York Barbican, accept any responsibility for damage or loss of any properties introduced by the Exhibitors or their agents/contractors. Exhibitors are especially warned that the exhibits are the sole responsibility of the exhibitors to whom they belong. Exhibitors should affect their own insurance against all risks. The strongest possible precautions against pilferage should be taken.

2.9 Personal items / security

The Organisers will provide general security within the conference venue. However, the individual security of the stands and exhibits lies within the responsibility of each exhibitor.

Valuables should be locked away overnight and additional care should be taken during exhibition build & breakdown, as this is a vulnerable time. In the unlikely event of a theft, please report to a member of the security team immediately.

Exhibitors are warned not to leave valuables unattended on their stand at any time.

2.10 Emergency procedures

There will be a Duty Manager present at all times during the conference. In the event of an alarm activation or emergency situation, the Customer Service Team will direct exhibitors and attendees.

2.11 Dilapidation

You are reminded that you will be charged for making good any damage to the stand area, including the floor, caused by your staff or contractors. All tape used to secure carpets must be removed at the end of the exhibition. Under no circumstances can stand construction, graphics, displays etc. be attached to the fabric of the building.

3. Exhibition package and benefits

3.1 Exhibitor & contractor passes

Anyone requiring access to the York Barbican (exhibitor or contractor) should register well in advance to ensure the application is processed in time.

- Exhibitor registration codes will be sent to you by email
- Visit <https://www.eventsforce.net/libdems/77/register> to complete your registration
- The deadline for free exhibitor pass registrations is **Friday 7 February**. After this date a **late fee of £95** will apply to all registrations
- Passes will be sent to the mailing address given at the time of registration
- Email conferences@libdems.org.uk if you have any problems registering
- Lanyards will be available on-site

3.2 Exhibitor listing

The Conference Agenda & Directory will be available online early February and can be viewed at <https://www.libdems.org.uk/spring-conference>

4. Stand regulations

- All exhibitors must comply with the following terms and conditions, set variously by the Local Authority, The York Barbican, the Party and its suppliers
- Exhibitors are responsible for their contractors

Definitions: The term “Exhibitor” means any person, company or organisation and their staff or agents to whom space has been allocated for the purpose of the Exhibition. The term “Premises” means The York Barbican. The term “Owner” means The York Barbican. The term “Organisers” refers to the Headquarters of the Liberal Democrats and any Party Staff concerned with the Exhibition.

Liability: While the Organisers will endeavour to protect the Exhibitor’s property whilst on display, the Owners and the Organisers cannot accept liability for loss, damage, or injury sustained or occasioned from any cause whatsoever. Exhibitors will be responsible for all damage to property and for any loss or injury caused by them or their agent or employees and will indemnify the Organisers against all claims and expenses arising thereof. The Organisers shall further not be liable for any loss that the Exhibitor or Exhibition contractor may incur owing to the intervention of any authority that prevents or restricts the use of the premises or any party thereof for any reason whatsoever.

Insurance: Each Exhibitor is responsible for the security and insurance of their stand. They are advised to consult their advisors or brokers to cover themselves against all risks, including damage to stand fixtures and liability. Under no circumstances will the Organisers or The York Barbican accept responsibility for any loss or damage whatsoever or howsoever arising.

4.1 Stand space

Completion of the official order form shall be taken to mean the acceptance of the terms and conditions. The Organisers will seek to meet the preferences for stand location but reserve the right to alter the position of stands if necessary. This will be done as far as reasonably possible in consultation with the Exhibitor. The Organisers reserve the right to cancel the agreement with the Exhibitor at any time without giving reasons, in which case a full refund of any monies paid will be made. The Organisers also reserve the right to refuse any application or prohibit or cover up any part of any exhibit, without giving reasons for such prohibition or refusal. In the event of an application being refused by the Organisers, any monies paid will be returned in full to the applicant.

4.2 Stand details

All materials used in the stand must be non-flammable or fireproofed to comply with fire and safety regulations and any height restrictions where applicable. The Exhibitor is not permitted to exceed or overhang the space allocated. Displays must not, in the opinion of the Organisers, interfere with the lighting, impede the view of other stands, or inconvenience the public or other Exhibitors. All cases, packing materials etc., must be removed from the premises whilst the Exhibition is open.

4.3 Sale of goods / distribution of literature

No second-hand goods shall be sold from any exhibition stand without the prior written permission of the Organisers. Exhibitors may not distribute literature from any location in the premises except their own stand.

4.4 Electrical

All electrical installations on every stand feature or exhibit shall comply with the following:

BS7671 1992 The IEE Wiring Regulations and any amendments thereto
IEC60364-7-711 Requirements for special locations - Exhibition, Shows and Stands
The Electricity at Work Regulations 1989 and any amendments thereto
The Exhibition Venues Association (EVA) Regulations for stand electrical installations
The Health & Safety at Work Act 1974
The Local Authorities and applicable acts
Any particular requirements deemed necessary by the Local Authority/Venue

All electrical work must comply with the EVA Regulations.

1. All electrical current whether for lighting or power consumed on the premises must be obtained through the venue.
2. DC and other non-standard voltages, currents and frequencies may be available by negotiation, subject to approval. Neutrals are earthed at the venue's sub-stations.

3. The venue cannot be held responsible for variations in voltage or frequency interruptions or loss of supplies attributable to Electricity Supply Undertaking.
4. The mains contractor reserves the right to limit the power rating of a supply where it is felt that the nature of the load may have an adverse effect on supplies to other exhibitors.
5. UNDER NO CIRCUMSTANCES are exhibitor's own staff or any other electrical contractor to make lighting or power connections.
6. All lighting shall be designed and installed to avoid nuisance and discomfort to neighbouring exhibitors and visitors.
7. Flashing lights or electrical signs are not permitted, but sequence display may be used subject to the Organisers approval.
8. No hanging electrical signs of any type will be permitted.
9. Power supply to stands will be switched off half an hour after final closing. Exhibitors requiring power after that time must apply to the Organiser. Requests will be subject to availability under safety requirements.
10. If a 24-Hour Supply is required, please notify the venue.
11. Under present Electrical Regulations each stand must be able to accommodate a mains switch, which must be visible and accessible at all times. In addition, certain stands will have to accommodate the venue mains cable and switch.
12. The electrical contractor will take all reasonable steps and precautions to ensure that any inconvenience is kept to a minimum.
13. In many cases the official contractor's supply cable may be required to be installed before, or early in the erection of a stand or exhibit and it is the exhibitor's responsibility to ensure that his/her programme allows for this. The official contractor can arrange for its supply cable to run on the first day of tenancy, but should be given notice of this requirement.
14. All electrical installations pre-wired outside the exhibition halls and Exhibitor's own lighting fittings must comply with the Electrical Regulations stated in paragraph 1.
15. Under the EVA Regulations exhibitors and/or their agents must be able to produce a test certificate stating that their fittings etc. have been tested and comply with current regulations and the Organisers/Owners may well request proof of this.
16. Under the Electricity At Work Regulations 1989 it is a criminal offence to allow persons not competent by training/qualifications to carry out electrical work.
17. Any exhibitor making lamp changes, fitting any attachments or overloading his installations lighting or in any way interfering with it, is liable to the immediate disconnection of supply.
18. The Organisers reserve the right to withhold electricity supply from any exhibitor who has not complied with such regulations.
19. Flexible cord shall be of circular section, fully insulated and sheathed, and its use shall be restricted to pendants and small portable appliances. It shall not be concealed and joints shall not be made. For static appliances, its length shall not exceed 2m and for mobile appliances the length shall be kept to a minimum.
20. Flexible cord will not be accepted for circuit wiring.
21. Not more than one flexible cord shall be connected to a plug top.
22. Multi-way 'Plug in' socket adaptors are prohibited
23. 'Trailing block' multiple outlet units for purpose made display systems such as 'MarlerHayley' are subject to the following:
 24. Not more than one trailing block per fixed socket outlet with a maximum load of 500 watts.
 25. Length of flex from plug-top to trailing block must not exceed 2m.
 26. Flexes trailing across open areas of stands or in a 'coiled-up' or untidy state are prohibited. The use of extension leads for stand/exhibit supplies is prohibited.
 27. To prevent risk of injury to persons or materials light fittings mounted below 2m from floor level must be securely fixed and guarded
 28. Lighting circuits serving more than one fitting shall not carry more than 1200 VA and all sections of wiring system shall be capable of carrying its circuit full load current.
 29. All apparatus over 1000 VA shall be individually fused.

4.5 General conditions

The Organisers shall be responsible for the control of the Exhibition area. Exhibitors are responsible for the supervision of their stands. The decision of the Organisers is final and decisive on any questions not covered in the foregoing terms and conditions. Exhibitors must comply in all respects with the requirements of every appropriate authority; the Terms of Agreement by which the Organisers may occupy the premises; and the Policies of Insurance affected by the Organisers of the Exhibition.

- a. Exhibitors are responsible for all actions of any contractors they employ to work for them at the event. Any damage caused by contractors will be charged directly back to the employing exhibitor. Likewise, we hold exhibitors responsible for any misconduct by employed contractors while at the show.
- b. Exhibitors should take into account when planning their stand to allow access for wheelchairs onto their stand.

- c. Exhibitors are reminded that it is their responsibility to ensure their nominated contractor(s) abide by all the regulations as contained in this exhibitor manual and local authority regulations together with all requirements that are relevant to their operation, in particular:

The Construction (General Provisions) Regulations 1961
The Construction (Lifting Operations) Regulations 1961
The Construction (Working Places) Regulations 1966
The Construction (Health & Welfare) Regulations 1996
The Construction (Head Protection) Regulations 1989
The Health and Safety at Work, etc. Act 1974
The Management of Health and Safety at Work Regulations 1992
The Health and Safety (Display Screen) Equipment Regulations 1992
The Manual Handling Operations Regulations 1992
The Personal Protective Equipment at Work Regulations 1992
The Workplace (Health, Safety and Welfare) Regulations 1996
The Provision of Use of Work Equipment Regulations 1998
The Control of Substances Hazardous to Health Regulations 1999
The Report of Injuries, Diseases and Dangerous Occurrences Regulations 1995
The Workplace (Fire Precautions) Regulations 1997 as amended 1999
The Health & Safety (Young Persons) Regulations 1997
The Working Time Regulations 1998
The Health & Safety (Consultation with Employees) Regulations 1996

At all times, Local Authority decisions are final.

- d. The choice of stand fitting contractor is at the discretion of the exhibitor, however the Organisers must be notified of any such contractors.
- e. All work must be carried out in compliance with the regulations of the Local Authority and venue.
- f. Platforms – the provision of a platform may be regarded as necessary in order to cover some electrical installations and is the responsibility of the exhibitor. The general height of platforms should be 100mm. Platforms must be of a strength and stability sufficient to carry and distribute the weight of stand fittings and exhibits with regard to the loading limits of the floors. Traps must be cut in platforms to provide access to the electricity and other service boxes in the floors building. Particular areas on the stand may be elevated above 100mm provided approval is obtained from the Organisers. Platforms higher than 600 mm, to which persons have access, may need approval from the local authorities via the Organisers. Any damage or discolouration to the exhibition hall will be invoiced to the Exhibitor concerned. Partitions separating stands may be erected up to 2.8m high but where a wall abuts an adjoining stand and projects above the partition it must be clad and decorated.

It is the responsibility of Exhibitors who have taken "SPACE ONLY" sites to supply, erect and decorate, free standing single clad partitioning to the periphery of their sites where they adjoin an adjacent stand. On dividing sites, under no circumstances will exhibitors be permitted to display company names, logos or lettering on the rear of part walls overlooking neighbouring stands.

- g. All stand structures, signs, exhibits, etc. must be confined within the area allotted and must not project into or over the public gangway unless approval has been obtained from the Organisers. Under no circumstances will any items be allowed to project into or over the gangway below a height of 2.4m. This ruling includes such stand fittings as window boxes, bay windows etc. Exhibitors should also be aware that gangways must not be used for selling purposes and all discussions concerning exhibits must take place within the stand space allotted.
- h. It is the responsibility of the exhibitor to examine the site allotted in order to avoid costly adjustments to stand structures such as minor obstructions for which the Organisers cannot accept responsibility.
- i. All work must be carried out using non-flammable material.
- j. The design of the stand must be such that it can be erected and dismantled within the time available.
- k. Only in exceptional circumstances will working within the halls outside the published timetable be permitted. There may be an hourly charge for late working.
- l. If an exhibitor causes to be erected a stand which does not conform fully and in all respects to the requirements of the Organisers and Local Authorities, the Organisers shall be at liberty to enter on the

exhibitors stand and alter, demolish and/or reconstruct the said stand so as to make it conform to the regulations and requirements. The exhibitors shall, on demand, repay the Organisers all expenses incurred by them in respect of such alterations, demolition and reconstruction. Local Authority decisions are final.

- m. It is essential that all stand construction, especially when of a prefabricated nature, shall commence at the earliest possible moment. While the Organisers will do everything possible to ensure that the allocated area is clear to build on they cannot guarantee this availability once other stands are on the way to completion.
- n. It is important clearance is received from the Organisers, if a vehicle is to be used on your stand as an exhibit.
- o. Compressed gas, lighting rigs and naked flames are not permitted in the Exhibition Hall.
- p. It is the responsibility of the exhibitor to ensure the stand is being built to the correct marks. If there is any doubt regarding the allotted floor space, please check with the Organiser before commencing any building work.
- q. Please be considerate to other exhibitors when unloading your goods in the halls and ensure you do not use neighbouring stands to store goods or work on or block gangways. Please also ensure that you place any rubbish in the gangways rather than on other stands. Wherever possible rubbish should always be put into rubbish bags to minimise trip hazards.
- r. Textile fabrics – unless flame retardant – may not be used for partitioning stands or for forming offices or the back or sides and so far as they may be used for decorative treatment of such portions, the fabric must be backed with materials similar to that required for the construction of the stands.
- s. The means of escape from a stand must give an uninterrupted path to safety.

5. Health and safety

Both the Health and Safety Declaration Form and a Risk Assessment (both included in the Exhibitor Booking Form) must be completed and returned to the Organisers by ALL exhibitors by Friday 7 February. Please read this section carefully, complete the forms comprehensively (if you haven't when booked a stand) and return to: elisabeth.pugh@libdems.org.uk.

In addition, a risk assessment MUST be carried out independently by ALL exhibitors and must be submitted to the Organisers. All significant hazards caused by your exhibits, demonstrations and work practises to either yourselves or others on-site must be listed as to WHAT constitutes the hazards, WHO could be harmed, WHAT you are doing to MINIMISE RISK, WHAT MORE could be done, and HOW you will put the assessment into action.

If there are no risks there is no need for a risk assessment, but any exhibitors for whom this is the case must confirm this by returning the form with the reference 'no risk' shown on it.

Please use the simple risk assessment form (Appendix 2). Guidelines are available online at www.hse.gov.uk/pubns/indg163.pdf.

5.1 General policy

It is the policy of the Organisers to endeavour to seek the co-operation of all concerned in order to achieve the highest standards, in all aspects, of health and safety. It is the exhibitors' responsibility to ensure that their company personnel and any contractors building their stand are fully compliant with the Health and Safety at Work etc. Act 1974 and that the mandatory requirements are adhered to:

The Health and Safety at Work etc. Act 1974 (HASAW74)
The Management of Health and Safety at Work Regulations 1992 (MHSW)
The Manual Handling Operations Regulations 1992
The Personal Protective Equipment at Work Regulations 1992
The Workplace (Health, Safety and Welfare) Regulations 1992
The Provision and Use of Work Equipment Regulations 1998
The Control of Substances Hazardous to Health Regulations (COSHH) 1999
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995
The Building Regulations 1991 (England & Scotland)
Environmental Protection Act 1990
Greater Manchester Act 1981
Cinematography Acts 1909-1982
Food safety act 1990 and relevant statutory provisions
Food safety (general food hygiene) regulations 1995
Food safety (temperature control) regulations 1995
Health and safety display screen equipment regulations 1992
Personal protective equipment at work regulations 1992
Lifting operations and lifting equipment regulations 1998
Electricity at work regulations 1989
(Full details can be downloaded at www.aeo.org.uk)

Exhibitors and contractors must also comply with the Health and Safety provisions in the Rules and Regulations and Terms and Conditions applying to the exhibition including the venue owners' requirements.

It is our general duty as the Exhibition Organiser – as well as our specific duty under the above regulations – that we request your co-operation by complying with the requirements that are described in this section of the exhibition handbook.

5.2 Statutory health and safety requirements

Exhibitors are reminded that among the statutory duties which they have under health and safety law, the following are most important and could be subject to verification either when booking space or during the exhibition.

A written company Health and Safety Policy should exist if the company employs five or more employees – see HASAW74. One or more competent safety advisers must be appointed by an employer to assist them in discharging their health and safety responsibilities (Regulation 6 – MHSW).

Every employer has a duty to co-operate with other employers, e.g. exhibitors when sharing a workplace, whether temporarily or permanently (Regulation 9 – MHSW).

Every employer (exhibitor) must provide appropriate information to the principle of any outside contracting company the employer uses on the risks associated with the work they will be doing, and details of their health and safety policy (Regulation 10 – MHSW).

Exhibitors must also ensure that any appointed contractor(s) and subcontractor(s) abide by all regulations in the exhibition handbook together with all legal regulations under HASAW74, and any other relevant legislation.

Since July 7 2007, smoking has been illegal in all enclosed public spaces – The York Barbican is no exception. Please obey any notices you may see, and if you must smoke, dispose of your butts safely and tidily.

5.3 Fire and safety regulations

Instructions issued by members of York Barbican personnel must be followed in the event of an emergency. Any accident, incident, or near miss must be reported to the Safety Officer.

In the event of an accident please report to the Duty Manager who will obtain a trained member of staff.

Exhibitors should also include suitable extinguishers on their own stands to deal with any fire involving electrical equipment (water extinguishers are not suitable).

5.4 Portable appliance testing (PAT)

Please note all portable electrical equipment must have been 'PAT' tested to ensure its safety and the safety of those using it.