

ALLIANCE  
AUTOMOTIVE GROUP

UK



## **CONTRACTOR INFORMATION PACK (CIP)**

### **THE MOTOR FACTOR TRADE SHOW & THE GARAGE TRADE SHOW 2018**

#### **Tuesday 2<sup>nd</sup> October 2018**

**Show vehicle load in and Construction phase (1300hrs-2145hrs)**

#### **Wednesday 3<sup>rd</sup> October 2018**

**Exhibitor load in of show merchandise (0830hrs- 1900hrs)**

#### **Thursday 4<sup>th</sup> October 2018**

**The Motor Factor Trade Show open day (0900hrs-1530hrs)**

#### **Friday 5<sup>th</sup> October 2018**

**The Garage Trade Show open day (0830hrs-1530hrs / breakdown 1600-2145hrs)**

### **Exhibition Centre Liverpool**

Halls A, B & C - Exhibition Centre Liverpool  
Loading Bay 3, ACC Liverpool, Kings Dock,  
Liverpool Waterfront, L3 4FP (Sat Nav Postcode L3 4BX)

EVENT WEBSITE [www.thetradeshow2018.co.uk](http://www.thetradeshow2018.co.uk)

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## **DEADLINES**

### **Bespoke designed stand build**

In accordance with Construction and Design Management (CDM2015) regulations it is the exhibitor's responsibility to appoint a competent contractor. Please ensure that your client submits your details below by the deadline.

#### *(A) Approval of the stand build contractor*

You only need approval for your stand if it's been specially designed and constructed i.e. not a regular shell scheme unit. If you opt to have open space and/or your own stand designer and builder, you will first need to ensure that your designer /stand builder is **APPROVED**. We recommend that you obtain approval before you engage your designer /stand builder.

To obtain approval please email [Stacey.dockerty@groupauto.co.uk](mailto:Stacey.dockerty@groupauto.co.uk) with the following points:

- Name and address of the designer and stand building contractor
- Website domain address of the designer and stand building contractor
- Please mention any previous work the contractor/s have done for you
- The contractor must be able to supply a risk assessment, method statement, Public by the deadline below
- Any membership of exhibition industry bodies

The deadline for approval of a bespoke stand designer and contractor is **Friday 27<sup>th</sup> July 2018**. Please note that approval of a stand designer and stand building contractor is different from approval of a design.

#### *(B) Approval of a design*

On behalf of your client, please submit your design and plans for approval. Designs should be submitted in colour with accurate measurements (L x W x H expressed in metric) including internal measurements along with your lighting and power socket requirements. Detailed scale drawings, including plan views and elevations of all space only stands must be submitted to [Stacey.dockerty@groupauto.co.uk](mailto:Stacey.dockerty@groupauto.co.uk) so that they may ensure that the plans comply with the venue's regulations. Deadline for approval of design is **Friday 24<sup>th</sup> August 2018**.

A reminder that **no wall, panel or door can be above 3.9m in height**. Details of time needed to safely construct the design and to safely break it down must be included in the submission. Contact details should accompany the submission. Please submit to [stacey.dockerty@groupauto.co.uk](mailto:stacey.dockerty@groupauto.co.uk) by **Friday 24<sup>th</sup> August 2018**.

*Deadline for the submission of the following is **Tuesday 4<sup>th</sup> September 2018***

- Risk assessment
- Method statement (to include how you will construct and dismantle the stand in the allocated time)
- Materials to be used
- Public and Employers Liability Insurance certificate
- Construction Phase Plan (CPP/CDM)

### **Construction Phase**

We intend to limit the construction phase to Tuesday 2<sup>nd</sup> October 2018 (13:00hrs-21:45hrs). We ask contractors to keep in mind the construction phase when quoting clients regarding the safe construction of the stand in terms of staffing and time parameters. Your individual access time will be notified to you well before the event, we hope this will be as near to 13:00hrs as possible, but circumstances may mean a safe working environment calls for a delay in the admission of contractors.

### **Construction Phase Plan, CPP document.**

You may choose to use a CDM template in submitting your CPP, although use of the template is not essential. You can find the CPP template on [www.cdm4events.org.uk](http://www.cdm4events.org.uk) The deadline for submission of your CPP is **Tuesday 4<sup>th</sup> September 2018**.

**Electrical and power**

The deadline for ordering power is **Tuesday 4<sup>th</sup> September 2018**.

**Fork lift truck**

Requests for fork lift truck assistance need to be emailed to [marketing@groupauto.co.uk](mailto:marketing@groupauto.co.uk) by **Tuesday 4<sup>th</sup> September 2018**.

**Hot Working**

Any requests for a Hot Working Permit, for activities such as a welding display need to be emailed to [marketing@groupauto.co.uk](mailto:marketing@groupauto.co.uk) by **Tuesday 4<sup>th</sup> September 2018**.

**Rigging and suspension**

Any requests for rigging should email [marketing@groupauto.co.uk](mailto:marketing@groupauto.co.uk) by **Friday 27<sup>th</sup> July 2018**.

**Show vehicles (when to arrive)**

Exhibitors bringing show vehicles need to arrive on **Tuesday 2<sup>nd</sup> October 2018**. Installation of vehicles on exhibitor stands commences after 12 noon. Please see 'Showing a Vehicle' page 15. Vehicles need to be in position for 12 noon ready to be called into the Exhibition Centre Liverpool, ECL.

**Simulators and rides**

If you intend to bring a simulator or ride that is 'passenger carrying' and/or has moving mechanical parts you need to email [marketing@groupauto.co.uk](mailto:marketing@groupauto.co.uk) by **Friday 27<sup>th</sup> July 2018**. Please see the A-Z under 'Simulators and rides'.

**Waste removal**

There will be a skip on site in the Service Yard, however, if you anticipate generating more than minimal waste, please be considerate to GROUPAUTO & UAN TRADE SHOW 2016 and get in touch by **Wednesday 19<sup>th</sup> September 2018**.

**Working at heights** – requests by **Friday 27<sup>th</sup> July 2018** to [marketing@groupauto.co.uk](mailto:marketing@groupauto.co.uk)

## **STAND CONTRACTORS DESIGN APPROVAL CRITERIA**

### **PLEASE READ CAREFULLY....**

The following is a guide to the elements of a space only stand plan which should be checked before submitting your design for approval:

- Documentation – Is it ‘complex’ or not and are all the required plans and documents included?
- Dimensions – Does it fit the space and is the orientation correct?
- Height – Does it conform to the venue’s maximum construction height? 3.9m
- Stability – Is the stand self-supporting?
- Dividing walls (if applicable) – Are they shown? Are they self-supporting?
- Construction materials – Have they been identified and do they comply?
- Floor covering – Is it indicated?
- Ceiling – What material?
- Columns (where applicable) – If there is a building column on the stand area, has it been shown and if being clad, is the cladding self-supporting? Has access been allowed to any services which may be provided from the column?
- Fire points – Is the stand adjacent to a fire point? Will the fire point be kept completely clear?
- Services – Is the stand accessible to services/over a hall service duct? If services are required, is a platform to be built?
- Platform – If there is a platform how high is it? Has the height been included in the overall height of the stand? Are the edges highlighted? Do the corners comply? Has a ramp been incorporated? Are the vertical sides in-filled?
- Enclosed areas – Are there any store rooms or offices? Is a secondary means of escape required? Is fire detection required? Is the travel distance from any part of the enclosed area compliant with guidance in the stand construction section of this document?
- Doors – Have vision panels been incorporated? Do they provide a zone of visibility spanning from 500mm to 1500mm above the floor? If the door is a concertina has a vision panel been incorporated adjacent to the door; do they open outwards without encroaching into gangways?
- Rigging – Is anything to be rigged, e.g. banners, lighting?
- Turntables/rotating signs – Are there any?
- Steps – Are the risers and treads compliant and consistent? Are edges highlighted?
- Handrails & balustrades – Are they at the correct height? Do they have anti-climb rails?
- Lighting – Is there any low-level lighting? Any neon lighting?
- Travel distances to exit routes – Are they within maximum permitted?
- Special risks – Are there any items or proposed activities of special risk?
- Demonstrations – Check positioning on stand. Is there space for an audience?
- Seating – If seating is provided, does it comply?
- Kitchens & bars – Have all relevant details been supplied?
- Water features – not permitted

## **WHEN DO THE 2018 MOTOR FACTOR AND GARAGE TRADE SHOWS TAKE PLACE?**

The **MOTOR FACTOR TRADE SHOW** and **THE GARAGE TRADE SHOW 2018** take place on Thursday 4<sup>th</sup> October 2018 (Motor Factor Trade Show, 0900-1530hrs) and Friday 5<sup>th</sup> October 2018 (Garage Trade Show 0900hrs – 1530hrs) with exhibitor access from 0830hrs in Exhibition Centre Liverpool, (ECL). Breakdown commences Friday 5<sup>th</sup> October 2018 from 1600hrs, only after the safe departure of all delegates.

### **If your client is bringing a show vehicle...**

If your client is bringing a show vehicle they need to email [marketing@groupauto.co.uk](mailto:marketing@groupauto.co.uk) by **Friday 27<sup>th</sup> July 2018**. Show vehicles need to arrive on **Tuesday 2<sup>nd</sup> October 2018**. Please see the deadlines above and 'Showing a Vehicle' on page 15. Vehicles need to be ready, with their nominated driver before 12 noon ready to be called into the ECL. Your client's nominated driver must stay with the vehicle. The dumping of keys with venue staff will not be tolerated.

Co-ordination of stand build and installation of a show vehicle should be covered in:

- Risk assessment
- Method statement
- Construction Phase Plan

### **Construction Phase**

Our intention is to limit the construction phase to **Tuesday 2<sup>nd</sup> October 2018, 13:00hrs – 21:45hrs**. In your CPP you should demonstrate that you have considered staffing and the safe construction of the stand in the time allocated. Requests to extend build time into Wednesday 3<sup>rd</sup> October 2018 will only be considered nearer the show date. If the case for extending builds time is accepted, for any request to continue building on Wednesday 3<sup>rd</sup> October 2018 will need you to provide

- Tape to tape off your work area if it involves a gangway
- Another CPP with a commitment to contain the work within the stand parameters and an estimate of hours needed to completion.

**Exhibitors Preparation Day will be on Wednesday 3<sup>rd</sup> October 2018** between the hours of 0800-1900hrs, please note that it is not possible to load in on either Thursday 4<sup>th</sup> or Friday 5<sup>th</sup> October 2018 as these are show live days. No deliveries after 1900hrs on Wednesday 3<sup>rd</sup> October 2018 without prior arrangement with GROUPAUTO/UAN please.

**Please note: Stand designers and builders should have completed their construction phase on Tuesday 2<sup>nd</sup> October 2018. NO build can take place during the Exhibitors Preparation Day on Thursday 4<sup>th</sup> October 2018.**

## TIMELINE

Activity	From	To	Notes
<b>STAND CONTRACTOR SET UP DAY &amp; DELIVERY OF VEHICLE EXHIBITS</b>			
<b>Tuesday 2<sup>nd</sup> October 2018</b>			
No access for exhibitor merchandise deliveries today			
Show vehicles waiting in Loading Bay 3 (excluding low loaders)		Arrival by 12 noon	If showing a vehicle, you must arrive and stay with your vehicle until called into the ECL under the guidance of stewards.
Show vehicles moved into ECL Halls A&B	12 noon		As directed by stewards.
Bespoke stand builders commence/conclude (CDM Construction Phase)	13.00	21.45	Access only by prior request and agreement of GROUPAUTO/UAN. Bespoke stand builders need to have completed by 21:45hrs
<b>EXHIBITOR PREPARATION DAY (NO STAND CONTRACTOR BUILDS PERMITTED ON THIS DAY)</b>			
<b>Wednesday 3<sup>rd</sup> October 2018</b>			
Exhibitor deliveries and merchandise set up	08:30	19:00	No construction of stands today
<b>Thursday 4<sup>th</sup> October 2018</b>			
Exhibitor access	08:30	15:30	No loading possible today.
<b>Friday 5<sup>th</sup> October 2018</b>			
Exhibitor access	08:30	21:45	No loading possible today.
Breakdown of show	16:00	21:45	Delegates must have vacated before breakdown can commence
Out time	21:45	22:00	Charges apply beyond this time

\*Key - Times in green relevant to contractors

## **A-Z POINTS TO NOTE FOR CONTRACTORS**

In order to keep to Health & Safety Regulations, ECL would be grateful if you could read the following information. Please distribute this information to all the relevant parties (e.g. staff, sub-contractors.)

***All stand fitting and electrical work within exhibition halls must be carried out by appointed stand builders unless otherwise agreed.***

1. **ACCESS** – access during build phase (13:00-21:45hrs, Tuesday 2<sup>nd</sup> October 2018) is limited to approved stand designers and builders, along with prior arranged show vehicles deliveries only. During Load-In Phase, (08:30 – 19:00hrs, Wednesday 3<sup>rd</sup> October 2018) exhibitors may load in their merchandise via loading bay doors. On Thursday 4<sup>th</sup> October and Friday 5<sup>th</sup> October 2018 are show open days (from 08:30hrs for exhibitors and 09:00hrs for delegates) no deliveries can be accepted. Contractors must be aware that access is at an agreed time within the times listed above. This is because circumstances may change and safe build up may require you to access later than 13:00hrs.
2. **ACCESS TO DRINKING WATER** – there is a water fountain in the ECL Atrium during build up.
3. **ACCESS TO RETAIL FOOD OUTLETS** – There are several retail food outlets in Albert Dock.
4. **ALCOHOLIC Beverages** – are not permitted to be sold or distributed by exhibitors, at any time during build up, open day or breakdown. There is also a no alcohol policy during construction phase and pull out.
5. **ASSEMBLY POINT** – In case of an emergency evacuation from ECL, the assembly point is outside the Echo Arena on the ACC campus, please see below



6. **CDM** – (Construction & Design Management) ECL is a CDM site on Tuesday 2<sup>nd</sup> October 2018. You will need to submit to [stacey.dockerty@groupauto.co.uk](mailto:stacey.dockerty@groupauto.co.uk) a Construction Phase Plan (CPP) along with a risk assessment, method statement and public and employers liability insurance certificate. The deadline for submissions is **Tuesday 4<sup>th</sup> September 2018**. Breakdown on Friday 5<sup>th</sup> October 2018 from 1600hrs is also CDM.
7. **CDM APP** – contractors are directed to [www.cdm4events.org.uk](http://www.cdm4events.org.uk) for templates and information regarding construction and design management. You do not necessarily need to use the templates in your CPP, risk assessment or method statement submissions.
8. **COMMUNICATIONS** – MOTOR FACTOR TRADE SHOW & THE GARAGE TRADE SHOW 2018 will communicate with you prior to the show. We are here for any questions.
  - Stand approval questions – [Stacey.dockerty@groupauto.co.uk](mailto:Stacey.dockerty@groupauto.co.uk) 01274 654609
  - CDM questions - as above
  - Submitting risk assessment, method statement, public and employers liability insurance, Construction Phase Plan (CPP) – Stacey Dockerty, [stacey.dockerty@groupauto.co.uk](mailto:stacey.dockerty@groupauto.co.uk) 01274 654600
  - Access time and access issues – Stacey Dockerty, GROUPAUTO/UAN
  - Any other questions – [stacey.dockerty@groupauto.co.uk](mailto:stacey.dockerty@groupauto.co.uk)
9. **COMPLEX STRUCTURES** - Definition: A complex structure is any form of construction of any height, which may require input from a structural engineer. If a stand is not constructed from 'shell scheme', it is the responsibility of the stand designer to determine whether the construction is complex or not. Examples of complex structures:
  - Any structure, regardless of its height, which requires structural calculations
  - Multi-storey stands (not permitted)
  - Any part of a stand or exhibit which exceeds 3.9 metres in height (not permitted)
  - Suspended structures (does not include banners) e.g. lighting rigs
  - Sound/lighting towers
  - The venue/CMM reserves the right to deem a structure 'complex' where this has not correctly been determined by the designer.

#### Submission Procedures for complex structures

Full details of all complex structures should reach [stacey.dockerty@groupauto.co.uk](mailto:stacey.dockerty@groupauto.co.uk) by **Friday 27<sup>th</sup> July 2017**.

Permission to build any complex structure will not be given until GROUPAUTO have received 2 copies of the following (written in English):

- Detailed, scaled structural drawings showing:
  - Width and position of gangways within the stand eGuide August 2017
  - Floor and/or roof loading
  - Specifications of materials used
  - Structural calculations
  - Risk assessment (to include fire hazards) and method statement
  - Written confirmation from an independent structural engineer, with adequate professional indemnity cover, that the design is safe for its purpose

Each item of information should state the event name and stand number. Complete sets of information only should be submitted, together with a plan showing the location of the stand within the exhibition.



If any complex structure is modified after the submission of the above information, plans must be re-submitted with details of all modifications and a structural engineer's confirmation that the final overall design is safe for its purpose.

10. **CONSTRUCTION PHASE PLAN (CPP)** – in accordance with CDM2015 regulations you must submit a CPP. The deadline for submissions is **Tuesday 4<sup>th</sup> September 2018**.
11. **DOUBLE DECK STRUCTURES** – are not permitted.
12. **E-GUIDE** – contractors are directed to e-guide for full guidance [www.aeo.org.uk/files/eguide](http://www.aeo.org.uk/files/eguide)
13. **ELECTRICAL EQUIPMENT BROUGHT IN BY EXHIBITORS AND THEIR CONTRACTORS** - Before clients own equipment is connected into ECL electrical systems it must have a current up to date PAT Certificate. Electrical equipment used for build-up and breakdown in line with HSE guidance must be used with a transformer to be operated at 110 Volts or battery operated.
14. **ELECTRICAL POWER SUPPLY** – is from the power supply trenches in the floor.
15. **ELECTRICAL TOOLS & EQUIPMENT** - All portable equipment used on build-ups and breakdowns must be used via a 110volt transformer and must conform to all current regulations. Please do not overload any power points and please ensure that all your electrical equipment has the correct fuses. All electrical equipment must be kept on a secure surface.
16. **FIRST AID** - assistance is in place Wednesday, Thursday and Friday during operative hours via the Duty Management staff. Details will be on the Site Induction Notice displayed at the loading doors during the construction phase. There is a treatment room on request if needed.
17. **FIXING** - Fixing any items to the fabric of the building is strictly prohibited.
18. **FLOOR DAMAGE** - If ornamental pools or gravel are to be used, the floor covering must be fully protected. Any damage to the flooring will be charged to the exhibitor.
19. **FLORAL** - All floral items must be displayed in containers. No direct planting is permitted in the Exhibition Hall.
20. **GANGWAYS** – Exhibitors and contractors are asked to minimise the congestion of gangways in off loading. The storage of crates, exhibition material and display goods in the gangway are not permitted.
21. **HEALTH AND SAFETY FILE** – is located in the Organizer's Office.
22. **HEALTH & SAFETY (YOUNG PERSONS) REGULATIONS** - Children under the minimum school leaving age must not be employed in any industrial work, therefore anyone under the age of 16 years is not allowed on site during build-up or breakdown.
23. **HEIGHT RESTRICTIONS WITHIN EXHIBITION HALL** - A reminder that no structure, wall, panel or door can be more than 3.9 meters in height. See also **WORKING AT HEIGHT**.
24. **HOT WORKING** – is not permitted without written consent of GROUPAUTO & UAN TRADE SHOW 2016. Any application for a *Hot Working Permit* such as welding displays must be made **by Friday 27<sup>th</sup> July 2018**.
25. **INSTALLATION OF TEMPORARY ELECTRICAL SUPPLIES & LIGHTING** - If you are installing any temporary lighting, please ensure that all equipment complies with all current regulations and that the correct fuses have been used. You must email [marketing@groupauto.co.uk](mailto:marketing@groupauto.co.uk) by **Friday 27<sup>th</sup> July 2018** if you intend to install temporary electrical supplies and lighting.

26. **LADDERS** - All reasonable steps should be taken to eliminate or minimise the risks associated with work at height through efficient work planning and selection and use of safe working platforms or other suitable equipment, including ladders and stepladders. Where work at height cannot be avoided, safe means of access and safe systems of working must be used. As far as steps and ladders in particular are concerned, the following should be considered:

- What they are to be used for
- Industrial quality and not domestic
- Duration of the work
- Training and abilities of users

Ladders can be used as working platforms when it is not reasonably practicable to use alternative means and a risk assessment identifies the activity to be undertaken is low risk. However, we would like to see alternatives to ladders considered e.g. cherry pickers, tower scaffolding.

Ladders must be used in accordance with manufacturer's instructions at all times. Additionally, the following guidelines must be followed:

- Leaning ladders must be placed at the correct angle
- Ladders should only be used on level ground and must be secure e.g. suitably tied or, as a last resort, footed
- The top treads or steps must not be used as a platform for work
- Users should face the ladder at all times whilst climbing or dismounting
- Stepladders should not be used sideways-on where sideways loads are applied
- Only one person should climb or work from a ladder or a stepladder
- Users should not overreach
- Steps and ladders should be checked for suitability and defects each time they are used

27. **LOADING VEHICLES** - Please ensure that all loads are secure before they are loaded into vehicles. Take care when moving materials and ensure that a safe amount is transported at one time

28. **LPG CANNISTERS** are not permitted in ECL.

29. **MOVEMENT OF CONTRACTORS MATERIALS** - Please move only a safe and manageable amount of material at any one time. If anything falls on the floor please pick it up as soon as possible so not to obstruct the gangways.

30. **OBSTRUCTION TO GANGWAYS & EMERGENCY EXITS** - Please do not leave anything in front of fire exits or in the gangways.

31. **PAINTING** – If pre-fabricated parts of a stand require painting, contractors are asked to do so before arriving on site.

32. **PAINTING BY SPRAYING** - Under no circumstances is painting by spraying permitted in the exhibition hall.

33. **PARKING** – Loading Bay 3 is for holding show display vehicles only on Tuesday 2<sup>nd</sup> October 2018. Stewards in high visible jackets will direct you to contractor vehicle parking on pay and display areas close by.

**PARKING (delivery vehicles)** - Parking for Exhibition Centre Liverpool (ECL) for **delivery vehicles** is in the pay and display located near the venue.

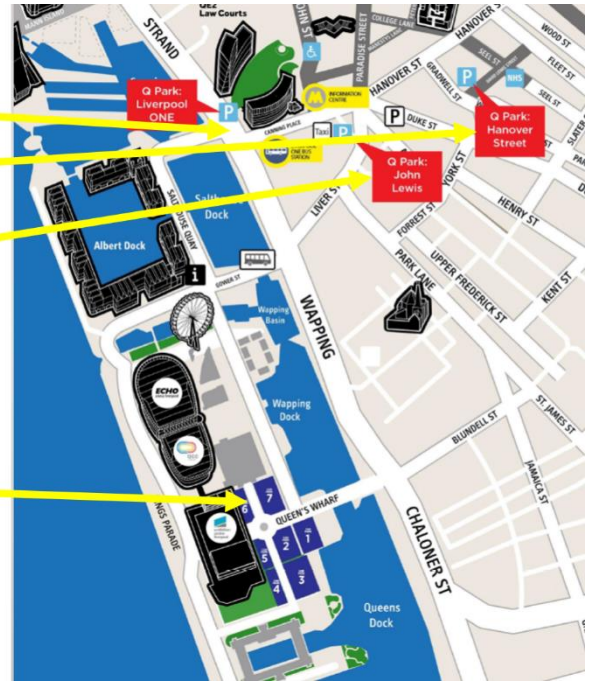
**CAR PARKING LIVERPOOL WATERFRONT AREA**

**Qpark Liverpool ONE**, 1900 spaces  
The Strand, L1 8LT  
Maximum 2.1m vehicle height

**Qpark Hanover Street**, 500 spaces  
Seel Street, L1 4AF  
Maximum 2m vehicle height

**Qpark John Lewis**, 281 spaces  
Liver Street, L1 8DH  
Maximum 2.1m vehicle height

**ACC Liverpool Pay & Display**  
Monarch Quay, L3 4FP  
Parking near Exhibition Centre Liverpool, Pullman Hotel,  
Jury's Inn, Staybridge Suites  
There are 7 car parks, 600 spaces  
No height restrictions



Vans and lorries, we recommend use the **ACC Liverpool Pay & Display** outside the Exhibition Centre Liverpool (ECL) as there are no height restrictions.



**PHONE AND PAY**

To avoid having to re-new tickets on a pre-paid basis, you should download and use the **phoneandpay** app. Please log onto the website and download the parking instructions, [www.thetradeshows2018.co.uk](http://www.thetradeshows2018.co.uk) in the form of a pdf "Car Parking App Instructions ESSENTIAL" you will need to choose your anticipated duration. You'll need to give the app your vehicle registration number and credit card number.

- 34. **PERSONAL PROTECTIVE EQUIPMENT (PPE)** refers to protective clothing, helmets, goggles, or other garments or equipment designed to protect the wearer's body from injury. The hazards addressed by protective equipment include physical, electrical, heat, chemicals. During construction phase, high visibility vests should be worn by stand designers and builders. High visibility jackets should be worn by exhibitors moving vehicles into position under the guidance of banksmen. Please consider what PPE your employees might need during the construction and dismantle phase.

Stand builders are required to adhere to their own PPE submitted in RAMS/CPP.  
High visibility clothing is recommended to be worn when working in the load in/out area of the ECL

- 35. **POWER OFF** – During the breakdown phase an announcement will be made warning of power off. Requests for additional power during this time should be made by **Monday 1<sup>st</sup> October 2018**. Charges may apply.
- 36. **PUMP TRUCKS** - Two pump trucks are booked for contractor / exhibitors to use in loading in Wednesday, Thursday and pulling out Friday late afternoon, early evening.

37. **REMOVE ALL BELONGINGS** - Contractors are advised that any merchandise left in the exhibition hall will be disposed of by the venue management beyond Friday 5<sup>th</sup> October 21:45hrs. Please be advised that the hall is booked for another show on Saturday. Additionally, the venue does not accept liability for anything you bring in should it be lost or stolen.
38. **RIGGING / SUSPENSION** – Please contact us if you have any rigging/ suspension in mind **by Friday 27<sup>th</sup> July 2018**. All rigging and suspension is undertaken by the venue’s own rigging contractor.
39. **SHOW CLOSURE ANNOUNCEMENT** - At 15:30hrs on Thursday 4<sup>th</sup> and Friday 5<sup>th</sup> October 2018 an announcement will be made via the ECL PA system that the show is closing. On Friday, we appeal to exhibitors not to start breaking down before this time. Breakdown is unlikely to commence before 16:00hrs on Friday owing to departing of all delegates.
40. **SIMULATORS AND RIDES** – must comply with the Amusement Devices Inspection Procedures Scheme (ADIPS). They will only be permitted if a valid Declaration of Operational Compliance (DOC), copies of annual inspection certificates and a full risk assessment are emailed to [marketing@groupauto.co.uk](mailto:marketing@groupauto.co.uk) by **Friday 27<sup>th</sup> July 2018**. All rides with mechanically moving parts that are ‘passenger carrying’ must comply with the HSE’s *HSG175 Fairgrounds and Amusement Parks: Guidance on safe practice*. Simulators and rides shall be under the control of a competent and experienced person, who is able to recognise any dangers associated with the apparatus and is authorised to take immediate and necessary action to prevent danger. During build up the exhibitor shall submit a document to confirm in writing that the devices are indeed those applied for by the above deadline and that each ride has been tested daily by a competent person and is safe for public use, prior to event opening.
41. **SITE INDUCTION NOTICE** – will be displayed prominently at the loading doors during the construction phase Tuesday 2<sup>nd</sup> October 2018 in accordance with CDM2015 regulations. Stand builders and vehicle exhibitors should read the Site Induction Notice BEFORE commencing work on the site. In case of queries please contact Ian Whiteley 07977739335. Please note there is no access on Tuesday 2<sup>nd</sup> October 2018 unless building a stand or delivering a show vehicles both by prior consent of MOTOR FACTOR TRADE SHOW and GARAGE TRADE SHOW.
42. **SITE RULES** – please see below ‘Site Rules, MOTOR FACTOR & GARAGE TRADE SHOW 2018’
43. **SPACE ONLY/BESPOKE BUILD STANDS:** exhibitors or their designers/contractors must submit detailed scale drawings, including plan views, and elevations of all space only stand by the deadline (**Friday 24<sup>th</sup> August 2018**). If you have booked a regular shell scheme unit, there is no need to submit plans.
44. **SMOKING** – Is not permitted in any area of ECL. This ban includes e-cigarettes. There is a smoking area at the front of the ECL.
45. **STAFF COMPETENCE** – contractors are required to consider the competence and experience of staff engaged in the construction and particularly in the dismantling of stands. Unsafe working practices may result in a ban from future events.
46. **STAND CONSTRUCTION** - Please do not use equipment that may pose hazardous to anyone inside the exhibition halls. If you would like to use any specialist equipment, please consult with us and we can liaise with the venue.
47. **STORAGE** – Please note that there is **NO storage facilities** at Exhibition Centre Liverpool (ECL), the venue for the show. We therefore advise that you store non-show articles on your lorry/van.
48. **TRADE SHOW FLOOR PLAN** - A copy of the shell scheme plan will be available in large print on display at the load in doors from Tuesday 2<sup>nd</sup> October 2018.

49. **TRESTLE TABLES AND CHAIRS** - If you need a trestle table, white cover cloth and/or chairs for your stand these can be hired at a cost of £10 per item. To request a booking form contact; Stacey Dockerty - [Stacey.dockerty@grouppauto.co.uk](mailto:Stacey.dockerty@grouppauto.co.uk)
50. **UNLOADING EXHIBITION MATERIALS INSIDE EXHIBITION HALL** - When unloading your materials in the exhibition hall please try to keep everything inside your stand area, ensure gangways are kept clear area and any wires outside the stand area are noticeable to people walking past.
51. **URGENT ASSISTANCE** - for urgent assistance on the day call Ian Whiteley (CMM Events) 0797 77 39 335
52. **VEHICLES AND PEDESTRIAN ROUTES** - It is difficult to completely separate vehicle and pedestrian routes during an event build-up and breakdown. Please be clear with any staff that you are bringing on site that care should be taken at all times. If your teams are operating in loading areas they should be aware of the movement of traffic and should wear **hi-visibility clothing** as a minimum. Where you are able to drive a vehicle within the event perimeter your driver should be made aware that pedestrians have right of way AT ALL TIMES and there will be speed restrictions in place. **Speed limit is 5mph under the guidance of stewards.**
53. **VEHICLES CANNOT BE STARTED** – Show vehicles in ECL cannot be started during the show opening hours - Thursday 4<sup>th</sup> and Friday 5<sup>th</sup> October 2018, 0900hrs-1530hrs, all delegates must have vacated the hall before motors can be started. No other vehicles are permitted.
54. **VEHICLES IN THE TRADE SHOWS** - If you/your client are bringing a motor bike, motor car or any other vehicle to be exhibited please see 'DEADLINES' and 'Showing a vehicle' on page 15.
55. **VEHICLE (FOR SHOW DISPLAY) PRE-ARRIVAL DETAILS** - All vehicles in Exhibition Centre Liverpool (ECL) must have written permission. Please email [stacey.dockerty@grouppauto.co.uk](mailto:stacey.dockerty@grouppauto.co.uk) to request the Vehicle Exhibits Booking Form. Please see 'Showing a Vehicle' on page 15 for more information. If your vehicle has already been accepted by GROUPAUTO, there is no need to write.
56. **WASTE REMOVAL** by the venue is limited; if you are likely to generate much waste or need a skip please get in touch by **Wednesday 19<sup>th</sup> September 2018**. The venue provides one skip for the event. Exhibitors and their contractors are required to remove/dispose of their waste. Please consider PPE in disposing of waste.
57. **WELFARE ARRANGEMENTS** – this term is used in CDM2015 regulations to explain briefly to stand builders working during the construction phase access to toilets, drinking water, retail food outlet or alternative sources of meals/breaks along with rest areas. The Site Induction Notice outlines these points with more information being available from the venue or contact Ian Whiteley [ian@cmmevents.co.uk](mailto:ian@cmmevents.co.uk) 07977739335.
58. **WIFI** up to 1mb in the exhibition hall on Tuesday 2<sup>nd</sup>, Wednesday 3<sup>rd</sup>, Thursday 4<sup>th</sup> and Friday 5<sup>th</sup> October 2018. No password required.
59. **WORKING AT HEIGHT** - Where work at height is necessary, a risk assessment must be carried out to identify the appropriate means of access, e.g. step ladders, zarges, mobile tower scaffold or powered access equipment. The contractor is responsible for ensuring that suitable equipment is used. A person is working 'at height' if there is a possibility of their being injured from falling, even if they are working at or below ground level. The Work at Height Regulations refers to 'duty holders': employers, self-employed and employees. This includes all contractors and exhibitors (for example, when accessing areas above floor level to dress stands).

**CONTRACTOR'S RESPONSIBILITIES ARE TO ENSURE THAT:**

- No work is done at height if it is safe and reasonably practicable to do it other than at height
- The work is properly planned and organised, appropriately supervised and carried out in as safe a way as is reasonably practicable
- Plans are in place for emergencies and rescue
- Account is taken of the risk assessment carried out for the activity
- They do all that is reasonably practicable to prevent anyone falling, including preventing live edge working
- All work at height takes account of conditions that could endanger health and safety
- Those involved in work at height are trained and competent
- The place where work at height is done is safe
- Equipment for work at height is appropriately selected
- The risks from fragile surfaces are properly controlled
- The risks from falling objects are properly controlled
- Where ladders are used, these are industrial, not domestic quality

## **SITE RULES, MOTOR FACTOR TRADE SHOW & GARAGE TRADE SHOW 2018**

- Everyone must consider the safety of themselves and others at all times
- Be aware of moving traffic – in the loading bays and forklifts in the exhibition hall and show vehicles coming in and exiting
- Speed limit in the exhibition hall is 5mph under the direction of stewards for show vehicles only
- PPE – contractors must ensure that appropriate PPE is worn
- Hot work will be subject to a Hot Work Permit
- Appropriate and safe methods of working at height are required at all times
- Excessive late working will result in an hour suspended from the workplace, repeat offenders will be removed from the site
- Contractors must remove their waste from the site
- Contractors on site manager must ensure all his crew is familiar with the Site Induction Notice BEFORE commencing work and the site rules
- No smoking, including e-cigarettes
- No alcoholic beverages
- Contractors must consider the skill level of their staff especially in pull out to ensure safe working practice is maintained throughout the event
- Access to the site is at an agreed time given by CMM
- Contractors are asked to consider Accessible Stand Design as per e-guide when designing and proposing a stand
- Rigging can only be done by the venue's own contractor
- Working hours of your staff need to be considered in the context of welfare and safety



## **SHOWING A VEHICLE AT THE TRADE SHOW?**

### **Moving or static motor vehicles within the venue**

- The deadline for applying to exhibit a vehicle is **Friday 27<sup>th</sup> July 2018**.
- Show vehicles need to be delivered for **12 noon Tuesday 2<sup>nd</sup> October 2018**
- Speed limit is 5mph under supervision of stewards
- You must nominate a person responsible for seeing the vehicle onto to stand or space. That person must stay with the vehicle until on the stand or space. The dumping of keys with venue staff will not be tolerated.
- The person nominated on show open day may not leave the venue while the show is open. The contact must supply a mobile and be available in case of emergency contact during the setup, show open hours and breakdown of the show.
- Changes to contact person and mobiles **MUST** be communicated to GROUPAUTO immediately
- Vehicles shall not enter any building in which an exhibition is taking place during the time that it is open to visitors.
- Motor vehicles used for delivery of materials or exhibits are not permitted in the halls.

### **Petrol-Fuelled Motor Vehicle Exhibits**

- All petrol-fuelled motor vehicles or other petrol engine equipment fitted with a fuel tank, including boats, plant or machinery, must comply with the following:
- The fuel tanks of motor vehicles manufactured prior to 1984 must contain only sufficient fuel to move the vehicle in and out of the hall, due to the absence of safety features which prevent leakage.
- Fuel tanks of motor vehicles manufactured from 1984 onwards may contain fuel.
- Fuel tanks on all other petrol engine equipment must be empty.
- The fuel tank must be sealed, wherever possible with a lockable cap
- Vehicles may require a drip tray and must be positioned within the boundaries of the stand so that any protrusions, doors, tail lifts etc, do not infringe the stand perimeter
- The running of engines during the open period of an exhibition is strictly prohibited
- For vehicles required to operate as part of a moving demonstration, "pit" positions must be clearly defined and agreed with the venue. Suitable fire extinguisher(s) must be provided
- Filling or emptying of fuel tanks inside the hall is strictly prohibited at all times

### **Vehicles in Public Circulation Areas**

- No vehicles, hand propelled or motorised, are permitted to travel within the public circulation areas during the open period of the exhibition.
- The static display of vehicles in the public circulation areas is subject to approval of written details by the venue. Vehicles must be clean including tyres, supplied with a drip tray and pushed into position.
- The venue will agree the maximum number of vehicles permitted in these areas.

### **Vehicles used for speed competitions, racing & stunt events**

- Are not permitted at the MOTOR FACTOR TRADE SHOW and the GARAGE TRADE SHOW event.

### **Refuelling and re-charging**

- Vehicles and plant must be refuelled or re-charged in the open air, away from the building in a position agreed by the venue.



## **MOTOR FACTOR TRADE SHOW AND GARAGE TRADE SHOW 2018**

### **Key Contacts**

#### **GROUPAUTO & UAN Trade Show 2018 – branding and sponsorship enquires**

Chris Chaplin

[chris.chaplin@groupauto.co.uk](mailto:chris.chaplin@groupauto.co.uk)

01274 654609

#### **Stand bookings/accommodation bookings**

Stacey Dockerty

[stacey.dockerty@groupauto.co.uk](mailto:stacey.dockerty@groupauto.co.uk)

01274 654609

#### **Submission of plans for approval**

Stacey Dockerty

[stacey.dockerty@groupauto.co.uk](mailto:stacey.dockerty@groupauto.co.uk)

01274 654609

#### **Hotel accommodation/delegate bookings**

Stacey Dockerty

[stacey.dockerty@groupauto.co.uk](mailto:stacey.dockerty@groupauto.co.uk)

01274 654609

#### **Sponsorship opportunities**

Chris Chaplin

[chris.chaplin@groupauto.co.uk](mailto:chris.chaplin@groupauto.co.uk)

#### **Urgent assistance at the event**

Ian Whiteley

07977739335

### **Resources**

CDM

[www.cdm4events.org.uk](http://www.cdm4events.org.uk)

e-guide

[www.aeo.org.uk/eguide](http://www.aeo.org.uk/eguide)