

ALLIANCE
AUTOMOTIVE GROUP

UK



EXHIBITOR INFORMATION PACK (EIP)

THE MOTOR FACTOR TRADE SHOW & THE GARAGE TRADE SHOW 2018

Tuesday 2nd - Friday 5th October 2018
Exhibition Centre Liverpool (ECL)

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

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

The Motor Factor Trade Show 2018 is Thursday 4th October 2018 0900hrs – 1530hrs (exhibitor personnel access from 0830hrs for an 0900hrs start) in Exhibition Centre Liverpool (ECL). Please note that the loading bay will NOT be open on Thursday.

The Garage Trade Show 2018 is Friday 5th October 2018 0900-1530hrs in Exhibition Centre Liverpool, following on from the Motor Factor Show 2018. Breakdown commences when all delegates have departed Friday afternoon after 1600hrs.

The Motor Factor and Garage Networks Gala Dinner 2018 will take place Friday 5th October 2018 on-site at the ACC Liverpool with pre-dinner drinks commencing at 1900hrs. The hotels selected by GROUPAUTO & UAN are all within walking distance of the venue.

Showing a vehicle? When to arrive...

Exhibitors bringing show vehicles need to arrive on **Tuesday 2nd October 2018**. Installation of vehicles on exhibitor stands commences after 12 noon. Please see '*Showing a Vehicle*' page 13. Vehicles need to be in position for 12 noon ready to be called into the Exhibition Centre Liverpool, ECL.

Exhibitors Preparation Day (for both the Motor Factor and Garage Trade Shows) **will be on Wednesday 3rd October 2018** between the hours of 0800-1900hrs, please note that it is not possible to load anything in on Thursday 4th or Friday 5th October 2018 as these are live show days. Load in will be via the Loading Bay 3 of Exhibition Centre Liverpool (ECL). No deliveries after 1900hrs please without prior arrangement. A traffic management system is in place.

Exhibition Centre Liverpool (ECL)

Hall A&B via Loading Bay 3
ACC Liverpool
Kings Dock
Liverpool Waterfront
L3 4FP

Load in and Pull Out

A traffic management system is in place at ECL for deliveries and collections of mainstream products (as opposed to show vehicles).

LOAD IN: Wednesday 3rd October 2018 (0800hrs-1900hrs): On arrival, all vehicles are asked to go to **Loading Bay 3** to the **Vehicle Holding Area**. Once in this area delivery vehicles will be held in a queue system until space is available closer to the building and the entrance doors. Exhibitors will be given 30mins to unload and to move their vehicle to an adjacent car park for parking.

PULL OUT: Show close 15:30 Friday 5th October (pull out, 1600hrs - 2145hrs):

Exhibitors/contractors are given two separate time slots based on their vehicle size/stand size/load out requirements:

- Loading Bay 3 will open from 1530hrs to allow smaller vehicles to park (such as cars and vans) ready for pull out to start at 1600hrs
- Any large contractors will be able to drop off tools/empties ready for breakdown in designated areas from 1600hrs. However, this is conditional on contractor vehicles being removed straight after a drop of tools and/or empties
- NO ACCESS TO THE HALLS UNTIL PULL OUT IS CALLED OVER THE PA SYSTEM
- Larger vehicles (17.5 and above) will be asked to arrive after 1600hrs. This will allow the majority of the vehicles out of the bay before the larger contractors' access

Exhibitors are asked to co-operate with the Traffic Management Stewards. Please ensure ALL your merchandise is removed between 1600-2145hrs Friday 5th October 2018. There is another show booked in for Saturday.

TIMELINE

Activity	From	To	Notes
STAND CONTRACTOR SET UP DAY & DELIVERY OF VEHICLE EXHIBITS			
Tuesday 2nd October 2018			
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 <u>must</u> complete for 21:45hrs
EXHIBITOR PREPARATION DAY (NO STAND CONTRACTOR BUILDS PERMITTED ON THIS DAY)			
Wednesday 3rd October 2018			
Exhibitor preparation day	08:00	19:00	If you are likely to arrive after 19:00hrs please contact ian@cmmevents.co.uk 07977739335
Pre-dinner drinks, Pam-Am, Albert Dock, Liverpool	19.00	19.30	Pam-Am, Albert Dock, Liverpool
Informal hot fork buffet dinner, Pam-Am, Albert Dock, Liverpool	19.30	21.30	Pam-Am, Albert Dock, Liverpool
MOTOR FACTOR TRADE SHOW 2018			
Thursday 4th October 2018			
Exhibitor access	08:30	15:30	No loading possible today.
Motor Factor Trade Show opens	09:00	15:30	Delegate access Hall A&B
Hot bacon rolls, tea/coffee	09:00	10:00	ECL Exhibition Hall
Buffet lunch (rolling basis)	12:00	14:00	ECL Exhibition Hall
Motor Factor Trade Show closes	15:30		Announcement to confirm
GROUPAUTO & UAN Members Meeting (Members only . Supplier delegates must vacate the halls at 15:30hrs)	16:00	17:30	Hall C, ECL Exhibition Hall Supplier delegates must have vacate at 15:30hrs owing to member only meeting. PLEASE NOTE: NO BREAKDOWN TODAY
Coaches from hotels	19:00	19:15	Coaches to informal dinner at Anfield Liverpool FC
Pre-dinner drinks reception, Anfield Liverpool FC	19.30	20.00	Carlsberg Dugout, Anfield Liverpool FC
Informal buffet dinner, Anfield Liverpool FC	20.00	23.00	Carlsberg Dugout, Anfield Liverpool FC
THE GARAGE TRADE SHOW 2018			
Friday 5th October 2018			
Exhibitor access	08:30	21:45	No loading possible today.
Garage Trade Show opens	09:00	15:30	Delegate access
Hot bacon rolls, tea/coffee	09:00	10:00	ECL Exhibition Hall
Buffet lunch (rolling basis)	12:00	14:00	ECL Exhibition Hall
Garage Trade Show closes	15:30		Announcement to confirm
AutoCare Conference 2018	16:00	17:45	Room 3, ACC (On-site)
United Garage Services Conference 2018	16:00	17:45	Room 12, ACC (On-site)
Top Truck Conference 2018	16:00	17:45	Room 4a, ACC (On-site)
Breakdown of supplier stands	16:00	21:45	ECL Exhibition Hall (once all delegates have left the halls).
Pre-dinner drinks reception	19:00	20:00	ACC Liverpool (On-site)
GROUPAUTO/UAN & Garage Networks Gala Dinner 2018	20:00	01:00	ACC Liverpool (On-site)

Informal buffet dinner – Wednesday 3rd October and Thursday 4th October 2018

- i) **Wednesday 3rd October 2018 at PAN-AM, Albert Dock, Liverpool (L3 4AE) from 1900hrs.** Entry to PAN-AM Bar is via the bar, 22 Britannia Pavilion, Albert Dock, Liverpool, L3 4AD. There is no parking at the venue. You are welcome to attend without charge, please book your place via the event website www.thetradeshows2018.co.uk

- ii) **Thursday 4th October at Anfield Liverpool FC from 1930hrs.** If you have booked a hotel through GROUPAUTO coaches will collect you from your hotel at 1900hrs. Alternatively there is a small amount of parking at the venue. You are welcome to attend without charge, please book your place via the event website www.thetradeshows2018.co.uk

DEADLINES

Electrical and power

Your shell scheme package includes power, fascia board and spotlights in accordance with the Motor Factor Trade Show and Garage Trade Show 2018 stand booking form. However, if you need to reposition spotlights or require additional power please contact us by **Tuesday 4th September 2018.**

Fascia Name boards

A name board is included in your shell scheme package. You should make clear to us the name / brand name you wish to appear above your stand entrance. Changes to your fascia name board must be requested by **Tuesday 4th September 2018.**

Fork lift truck

Requests for fork lift truck assistance need to email marketing@groupauto.co.uk by **Tuesday 4th September 2018**

Hot Working

Any requests for a Hot Working Permit, for activities such as a welding display need to email marketing@groupauto.co.uk by **Tuesday 4th September 2018.**

Rigging and suspension

Any requests for rigging should be emailed to marketing@groupauto.co.uk by **Friday 27th July 2018.**

Stand build by third party contractors

If (and only if) you are having a specially made stand constructed by a third-party contractor

In accordance with Construction and Design Management (CDM2015) regulations it is the exhibitor's responsibility to appoint a competent contractor.

(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 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 Liability (£5m) and Employers Liability Insurance Certificate (£10m) and a Construction Phase Plan by the deadline below
- Any membership of exhibition industry bodies

The deadline for approval of a bespoke stand designer and contractor is **Friday 27th 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

You only need approval of your stand if it's been specially designed and constructed i.e. not a regular shell scheme unit. 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. 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 by **Friday 24th August 2018**.

(C) Deadline for the submission of the following by your bespoke stand builder is Tuesday 4th September 2018

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

Show vehicles

If you intend to show a vehicle at the joint show (Motor Factor Trade Show and The Garage Trade Show 2018) you must complete the Vehicle Exhibits Booking Form and return to email marketing@groupauto.co.uk by **Friday 27th July 2018**. If accepted, you will need to bring the vehicle for **12 noon Tuesday 2nd October 2018**.

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 by **Friday 27th 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 and get in touch by **Wednesday 19th September 2018**

Working at heights

Any request to work at heights during the construction phase needs to be emailed to marketing@groupauto.co.uk by **Friday 27th July 2018**.

A-Z POINTS TO NOTE FOR EXHIBITORS

In order to keep to Health & Safety Regulations, Exhibition Centre Liverpool (ECL) would be grateful if you could read the following information. Please distribute this information to all the relevant parties (i.e. contractors, representatives, couriers etc.)

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

1. ACCESS

- i) **Tuesday 2nd October** access only for prior arranged show vehicles deliveries only to arrive for 12 noon.
- ii) **Wednesday 3rd October** access for bespoke stand builders from 13:00hrs- 21:45hrs by prior arrangement only. This is the construction phase.
- iii) **Wednesday 3rd October** exhibitors may load in their merchandise via loading bay doors. On Thursday 4th and Friday 5th Oct 2018 (from 08:30hrs for exhibitors and 09:00hrs for delegates) no deliveries can be accepted.

2. **ACCOMMODATION** - Accommodation is being assigned by GROUPAUTO/UAN across a number of conveniently located hotels. Details of your hotel accommodation will be forwarded nearer the date of the event. A great deal of association with GROUPAUTO and UAN members and suppliers occurs at the assigned hotels and we encourage you to reserve your room with us as soon as you can. The stock of rooms is limited, first come, first served basis. Book your place via the event website. www.thetradeshows2018.co.uk

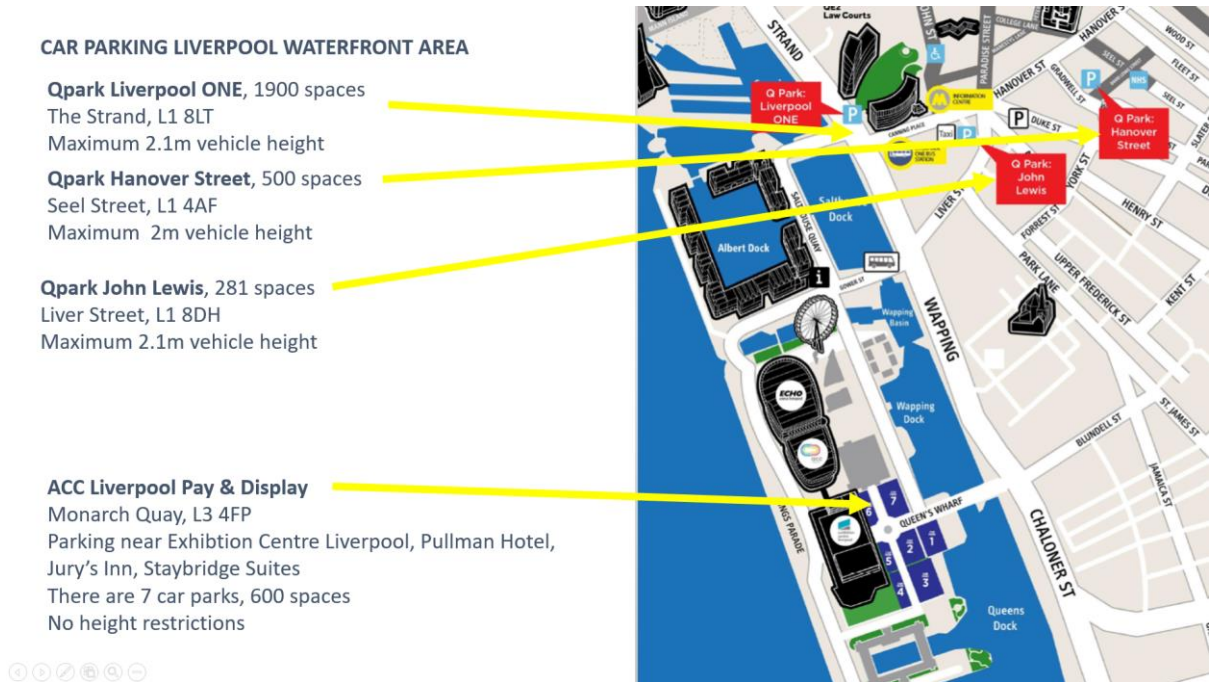
3. **ALCOHOLIC Beverages** – are not permitted to be sold or distributed by exhibitors on the stands.

4. **APPROVED PRODUCTS** – Please note, you may only display and promote GROUPAUTO / UAN approved products/services.

5. **ASSEMBLY POINT** – in the case of an emergency evacuation, the assembly area is outside the Echo Arena on the ACC campus



6. **BADGES (Exhibitors)** – Exhibitor badges **must** be worn by exhibitors. Please collect your badge from the Trade Show InfoPoint. Badges can be collected during the exhibitor preparation day on Wednesday 3rd October.
7. **BADGES (member delegates)** –GROUPAUTO and UAN delegates will be provided with delegate badges. These can be collected on arrival at the ECL from the Trade Show InfoPoint.
8. **CAR PARKING for delegates** - The Liverpool Waterfront Car Park is closed until further notice following a fire which was contained within the Car Park on New Year’s Eve. ACC Liverpool has made alternative parking arrangements. Delegates can park at any of the car parks shown below.



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 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.

9. **CDM** – (Construction & Design Management) if you are having a specially designed and built stand (i.e. not a regular shell scheme stand) your stand builder should be made aware that ECL is a CDM site. Your stand builder will need to submit to Stacey.dockerty@grouputo.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 4th September 2018**. It is the responsibility of the exhibitor to pass this information on to the stand builder.

10. **CONSTRUCTION PHASE PLAN (CPP)** – in accordance with CDM2015 regulations your stand builder contractor must submit a CPP. The deadline for submissions is **Tuesday 4th September 2018**. It is the responsibility of the exhibitor to pass this information on to the stand builder if it's being built especially for your organization.
11. **CONSTRUCTION WITHIN YOUR SHELL SCHEME STAND** – If you intend to construct within your shell scheme unit, you will need to adhere to CDM Regulations – please see **CDM** and **CONSTRUCTION PHASE PLAN** sections. However, stand dressing, posters, placing display cases etc do not constitute construction.
12. **DOUBLE DECK STRUCTURES** – are not permitted in the ECL for either or both Trade Shows
13. **DRIP TRAY** – A drip tray is needed where appropriate, (confirm by email please 7 days prior)
14. **DRIVING DIRECTIONS (See also 'SAT NAV')**
 - i) **From the South** - approaching from the south, leave the M6 at junction 21A and take the M62 to Liverpool. Continue to the end of the M62 and follow signs for Liverpool City Centre, this will take you along Edge Lane. Follow the signs to the Waterfront.
 - ii) **From the North** - approaching from the north, leave the M6 at junction 26, following signs for the M58 Liverpool. Drive to the end of M58 and then follow signs for A59 Liverpool. Continue to follow Liverpool City Centre until picking up signs for the Waterfront.
 - iii) **From the Wirral, Wales and the M53**, leave the M53 motorway at Junction 3 signposted Birkenhead and take the A552 for the Birkenhead (Queensway) Tunnel and Liverpool City Centre. Follow signs for the Waterfront.
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. **ELECTRICAL EQUIPMENT BROUGHT IN BY EXHIBITORS** - Before own equipment is connected into Exhibition Centre Liverpool (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.
17. **EXHIBITOR SHOW VEHICLES PARKING TUESDAY 2nd OCTOBER 2018** - Parking for your vehicles is provided in Loading Bay 3. You must arrive for 12 noon, stay with your vehicle and see it onto your stand. Please do not dump keys with venue or event staff. If bringing a low loader, you must remove the low loader from the site when depositing the show vehicle.
18. **FIRST AID** - assistance is in place Tuesday, Wednesday, Thursday and Friday during operative hours. There is a First Aid Room in the ECL.
19. **FIXING** - Fixing any items to the fabric of the building is strictly prohibited.
20. **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.
21. **FLORAL** - All floral items must be displayed in containers. No direct planting is permitted in the Exhibition Hall.

22. **FORK LIFT** - A fork lift truck is booked for the exhibition. If you are bringing merchandise on pallets please let us know by emailing Stacey Dockerty - Stacey.dockerty@groupauto.co.uk

Please note - A fork lift truck incurs an extra charge, details on request. Requests for fork lift assistance should reach us by **Tuesday 4th September 2018**. We also have pump/pallet trucks which do not incur a charge. The best vehicles for delivery are those with tailgates that lower for pump trucks.

23. **FURTHER INFORMATION: For information regarding the trade shows and gala dinner 2018 including accommodation please contact:**

GROUPAUTO: Stacey Dockerty - Stacey.dockerty@groupauto.co.uk or

Chris Chaplin chris.chaplin@groupauto.co.uk

UAN: Sally Nightingale SallyNightingale@unitedaftermarket.net

24. **GALA DINNER** – The Motor Factor Trade Show & The Garage Trade Show Gala Dinner 2018 is at ACC Liverpool (on-site) on Friday 5th October commencing at 19:00hrs with a drinks reception. The event is the highpoint of the GROUPAUTO / UAN year and you are advised to book early. Book your place via the event website. www.thetradeshow2018.co.uk

25. **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.

26. **HEIGHTS – working at heights** - If you or your contractor intends to work at heights during the construction phase this needs prior authorization from GROUPAUTO/UAN and the venue. The deadline for requests to work at heights is **Friday 27th July 2018**.

27. **HEIGHT RESTRICTIONS WITHIN EXHIBITION HALL** -

All exhibitor stands will have fascia name boards which are held in position by overhead struts restricting anything higher than the shell wall.

If you have requested a 'Space-only' stand, the height restriction for exhibitors = 3.9m high

For all other stands, the height restriction is 3.9m

Hall A&B, ECL is 10.5m high. Hall C is 18m high.

28. **HOT BACON ROLLS, TEA/COFFEE** - On Thursday 4th and Friday 5th October 2018, there will be complimentary hot bacon (egg alternative) rolls, tea/coffee from 09.00hrs – 10.00hrs.

29. **INTERNET CONNECTIONS** – (please see also **WIFI**) If you require a **hard-wired** connection, please complete the **Exhibitor IT order form** by Friday 7th September. There is free Wi-Fi in the hall (up to 1mb). Any exhibitors showcasing a product or service which is web based are advised to have a **wired internet connection** rather than using the public Wi-Fi. If exhibitors may wish to use iPads, the venue can provide their Premium Wi-Fi network at an additional cost.

30. **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. Power is delivered via the floor trenches.

31. **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

32. **LORRY PARKING** - Parking for Exhibition Centre Liverpool (ECL) for delivery vehicles is on pay and display areas next to the venue. The gatehouse and stewards will direct drivers there if requested.

33. **LPG CANNISTERS** are not permitted in Exhibition Centre Liverpool (ECL).
34. **LUNCH** - A hot fork buffet lunch which is staggered from 1200-1400hrs is provided at both the Motor Factor Trade Show and The Garage Trade Show, Thursday 4th and Friday 5th October 2018 in the exhibition hall. Staff are on hand to direct you. Please let us know if you have any special dietary requirements.
35. **MOVEMENT OF EXHIBITORS 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.
36. **NAMEBOARDS** - Within the shell scheme package, each stand is provided with a name board, detailing the company name and stand number. The choice of style and colour are decided by the Organiser. Please note, open space exhibits do not receive a name board fascia.
37. **OBSTRUCTION TO GANGWAYS & EMERGENCY EXITS** - Please do not leave anything in front of fire exits or in the gangways. For build and breakdown periods ECL will allocate "keep clear" gangways which must be maintained during these times for safety purposes.
38. **OVERNIGHT SECURITY** - Please ensure that all electrical equipment has been turned off before leaving exhibition halls at the end of each day. All items left in the halls are left at owner's risk.
39. **PAINTING OR SPRAYING** - Under no circumstances is painting by spraying permitted in the exhibition hall. For painting with brushes we ask that the floor be protected by covering keeping trip hazards in mind. We discourage the practice of painting on site and ask that parts be painted off site prior to construction if having a bespoke stand, please talk to your contractor.
40. **PARKING (delivery vehicles)** - Parking for Exhibition Centre Liverpool (ECL) for **delivery vehicles** is in the pay and display located near the venue.



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 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.

1. **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. We recommend them for exhibitors moving vehicles into position under the guidance of stewards. Please consider what PPE your employees might need during the construction phase.
2. **PORTER ASSISTANCE** - Please be aware that there is no porter assistance; please advise us if you need any special assistance with your wares. 7 days notice would be ideal.
3. **POWER OFF** – During the breakdown phase (Friday 5th Oct 2016 from 16:00-21:45) an announcement will be made warning of power off. Requests for additional power during this time should be made by **Monday 1st October 2018**. Charges may apply.
4. **PUMP TRUCKS** - Four pump trucks are booked for exhibitors to use in loading in Thursday and pulling out Friday late afternoon, early evening.
5. **RAFFLE PRIZES** - If you are promoting a raffle prize please note that this is confined to your own stand. You are responsible for making the winner known and delivering the prize to the winner. Neither GROUPAUTO & UAN nor CMM Events are involved in the prize process.
6. **REMOVE ALL BELONGINGS** - Exhibitors are advised that any merchandise left in the exhibition hall will be disposed of by the venue management beyond Friday 5th October 22.00hrs. Please be advised that the hall is booked for another show on Saturday.
7. **RIGGING / SUSPENSION** – Please contact us if you have any rigging/ suspension in mind. Any exhibitors requiring rigging will need to submit plans, calculations and weight information to risk assess, sign off and quote for the service
8. **SHELL SCHEME** - The shell scheme is constructed of grey loop nylon covered panels fixed in an aluminium post and rail system, forming walls. Blue Loop Nylon Fascia Panels for GROUPAUTO / UAN.
9. **SAT NAV** - Use the postcode L3 4BX (co-ordinates - LAT:53.396007 LONG:-2.99118). Alternatively, enter the city as 'Liverpool' and the road name as 'Kings Dock'
10. **SPECIAL DIETS** – a buffet lunch is provided on both Thursday 4th October and Friday 5th October 2018 which will include a vegetarian dish. A vegetarian option is also offered at the Gala Dinner 2018. Other special dietary dishes include, but are not limited to halal or gluten free varieties. If you require a vegetarian or special diet, please indicate this on your booking form.
11. **SPOTLIGHTS** - Inclusive within the shell scheme package provided in the exhibition stands, is an allocation of spotlights, dependent on stand size. This allocation is detailed in Exhibitor Booking Pack. Fittings

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provided within the standard package cannot be exchanged; *all spotlights provided on this basis will be fitted to the rear of the stand fascia*. Spotlights provided within the standard package cannot be relocated within the stand area. If additional lights are required, these should be ordered by completing the electrical order form. If these are positioned away from the stand walls or fascia, it would be necessary to order lighting tracks.

12. **SHOW CLOSURE ANNOUNCEMENTS**

i) **MOTOR FACTOR TRADE SHOW** At 15:30hrs on Thursday 4th October 2018 an announcement will be made via the Exhibition Centre Liverpool (ECL) PA system that the show is closing. **A reminder there is no breakdown today.**

ii) **THE GARAGE TRADE SHOW** At 15:30hrs on Friday 5th October 2018 an announcement will be made via the Exhibition Centre Liverpool (ECL) PA system that the show is closing. Breakdown can only commence once delegates have departed, from 4pm.

13. **SMOKING** – is not permitted in any part of ECL. Outside the venue smoking is permitted in the open air.

14. **STAND CARPET** - Please note that your stand space is carpeted in mid grey.

15. **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.

16. **STAND CONTRACTORS (BESPOKE BUILD STANDS)** - Exhibitors appointing a third party stand contractor must submit a floor plan/stand design for approval along with lighting and power socket requirements. Your stand builder must submit to us a risk assessment, method statement and copy of any plans for approval. Please refer to the CIP for more detailed information. This only applies if you have appointed a third party stand build contractor.

17. **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.

18. **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 2nd October 2018.

19. **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@groupauto.co.uk

20. **UAN** – the advice in this Exhibitor Information Pack applies equally to UAN suppliers and exhibitors. The organisation of the event rests with GROUPAUTO Marketing Department who are working closely with UAN.

21. **UNLOADING EXHIBITION MATERIALS INSIDE EXHIBITION HALL** - When unloading your materials in the ECL 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.

22. **URGENT ASSISTANCE** - for urgent assistance on the day call Ian Whiteley (CMM Events) 0797 77 39 335

23. **VEGETARIAN OPTION** - is available on the lunch buffet during the trade show. Vegetarian option is also available at the Gala Dinner 2018 (if you have opted to attend). Please contact us if you require a vegetarian dinner Stacey.dockerty@groupauto.co.uk

24. **VEHICLES CANNOT BE STARTED** - Vehicles in Exhibition Centre Liverpool (ECL) cannot be started during the show opening hours – Thursday 4th & Friday 5th October 2018 0900hrs-1530hrs, all delegates must have vacated the hall before motors can be started.

25. **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.
26. **VEHICLES IN THE TRADE SHOWS** - If you are bringing a motor bike, motor car or any other vehicle to be exhibited please let us know as soon as possible now. Please see below **showing a vehicle at the TRADE SHOW?** Page 13.
27. **VEHICLE (FOR SHOW DISPLAY) PRE-ARRIVAL DETAILS** - All vehicles in Exhibition Centre Liverpool (ECL) must have written permission. Please email stacey.dockerty@groupauto.co.uk to request the Vehicle Exhibits Booking Form. Please see 'Showing a Vehicle' on page 13 for more information. If your vehicle has already been accepted by GROUPAUTO, there is no need to write.
28. **WASTE REMOVAL** is limited; if you are likely to generate much waste or need a skip please get in touch at least 7 days prior to the event. If there is additional waste and provision has not been made the venue reserves the right to book a skip and charge on the cost on the day.
29. **WEBSITE** – the event has its own dedicated website with details of the event, please visit www.thetradeshow2018.co.uk
30. **WIFI** up to 1mb is available in the exhibition hall on Thursday 4th October and Friday 5th October 2018. There is free general Wi-Fi within Exhibition Centre Liverpool which is suitable for general browsing, checking emails and social media. Exhibitors can connect to this via the Free Wi-Fi network for general browsing however this service is not supported. If exhibitors wish to showcase a product or service then we always recommend that they purchase **hardwired** or **dedicated Wi-Fi** which is available through a separate network. See **29. INTERNET CONNECTIONS** for more information.

Connecting to free Wi-Fi

1. Enable the wireless function on your device
2. Connect to the free_Wifi SSID (wireless network)
3. Browse to a web site of your choice e.g. www.groupauto.co.uk
4. You will be re-directed to the ACC Liverpool Landing Page, click on 'free Wi-Fi access.'

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 27th July 2018**.
- Show vehicles need to be delivered for **12 noon Tuesday 2nd 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 set up, 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.

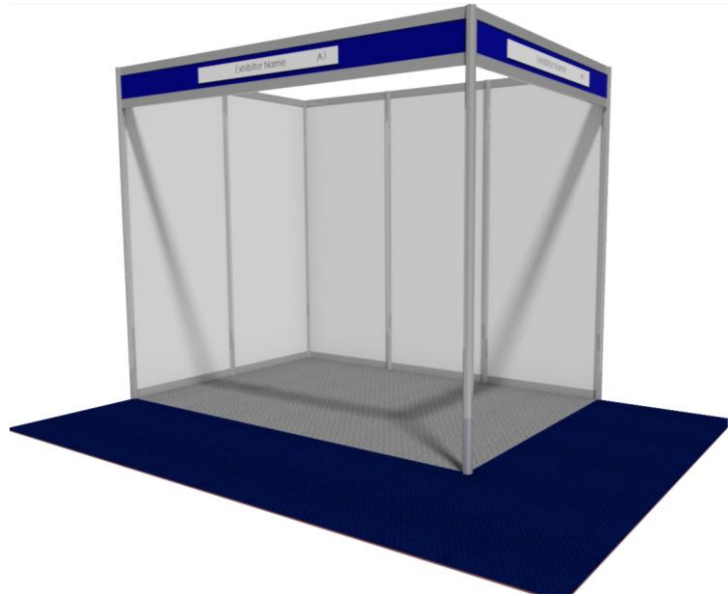
SHELL SCHEME FAQs

Frequently asked questions regarding your shell scheme stand space

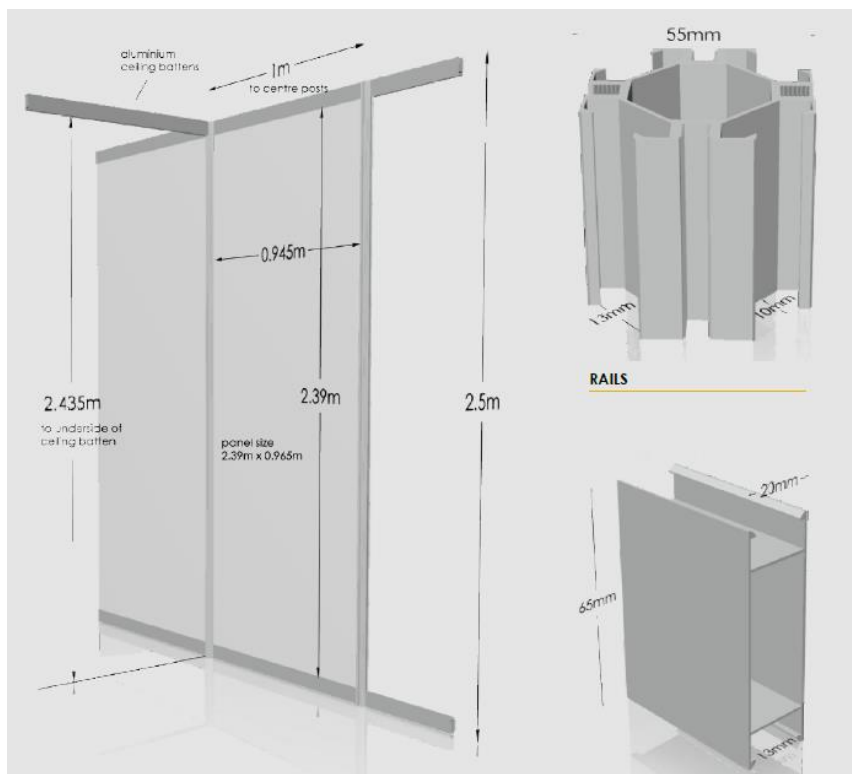
- 1. What is included in the exhibitors' individual stand space?**
A 6m x 3m stand would have 4 x Spotlights and 2 x 500w Socket Outlet; a 4 x 3m stand would have 3 x Spotlights and 1 x 500w Socket Outlet, a 3m x 2m Stand would have 2 x Spotlights and 1 x 500w Socket Outlets. All shell scheme stands have carpeted floor, fascia name board with stand number featured in the show guide.
- 2. What material is the shell scheme?**
The stand walls are white melamine panels in aluminium frames which allows for exhibitors to attach small items by using twin Velcro.
- 3. Do you have a person on hand with Velcro?**
Yes. We do have Velcro available for exhibitors to buy on site.
- 4. What colour are the panels?**
The panels are white in colour
- 5. What height are the panels?**
The overall height of the shell scheme is 2.5 metres – please see page 10 for more details
- 6. What is the latest date you can accept requests for extra power sockets?**
These can be ordered until Monday 4th September 2017 (surcharge applies after this date)
- 7. What size are the fascia boards?**
Fascia width varies dependant on the stand size. However, name panels are standard at 1200mm x 120mm
- 8. What is the latest you can accept changes to fascia board names?**
All name boards are produced from the list provided by GROUPAUTO. Changes are possible until Monday 4th September 2017.
- 9. Will an electrician will be present Thursday and Friday?**
Yes. We will have electrician on standby on both Thursday and Friday, throughout the day.
- 10. Is there a copy of the plan for exhibitors to refer to?**
Yes, we will produce some large copies of the floor plan to place by the goods doors so exhibitors can find their stands
- 11. What size should I make my graphic panels?**
We recommend 2388mm x 960mm on 2mm Foamex to suit standard shell scheme panels. For more information see page 16.

YOUR STAND

Your modular shell scheme stand will be constructed using a **2.5m high Click Modular System** and consist of white melamine wall panels, framed in anodised aluminium at **1m centres** (0.75m, 0.5m and 0.25m centres may be necessary depending on stand layouts). **Fascia** panels will be provided on open sides, supported by aluminium posts at the corners and at mid-points where necessary. The maximum distance between support posts is **4m**. An identification panel with your exhibitor name and stand number will be provided. **Ceiling battens** will be positioned in the stand where necessary to give the structure increased rigidity.



TECHNICAL SPECIFICATION: SHELL SCHEME PANEL DIMENSIONS



FIXING GRAPHIC PANELS TO THE SHELL SCHEME WALLS

Loop Nylon Panels

Fixing is permitted by; velcro hook dots/strips or pendant display panels for heavy exhibits.

Graphic panel size

We recommend 2388mm x 960mm on 2mm Foamex to suit standard shell scheme panels.

The distance over two panels (from inside of one post to inside of the next one) is 1945mm. The post protrudes by approximately 27.5mm

Fixing Option 1

- Create graphics to 2370mm x 945mm
- Fix them to the panel backing using twin Velcro

Fixing Option 2

- Create graphics to 2385mm x 960mm on 2mm foamex
- Our contractors will then fit these into the frames (this has to be done by our contractors under CDM regulations, as the rails have to be taken off which could affect the stability of the shell)
- The cost to install graphic panels this way would be £12.50 (+vat) per graphic panel.

FORBIDDEN FIXING TOOLS AND METHODS

Your attention is drawn to the following fixings which are strictly forbidden on this system:



NO NAILS



NO SCREWS



NO PAINT



NO STAPLES

Further information about the modular shell system can be found at www.joemanby.co.uk/content/modular-shell-scheme.aspx

MOTOR FACTOR TRADE SHOW & THE GARAGE TRADE SHOW 2018

Key Contacts

Trade Show 2018 event - branding and sponsorship opportunities

Chris Chaplin

chris.chaplin@groupauto.co.uk

01274 654609

Stacey Dockerty – stand bookings/submission of plans/accommodation

stacey.dockerty@groupauto.co.uk

01274 654609

Submission of plans for approval

Stacey Dockerty

stacey.dockerty@groupauto.co.uk

01274 654609

Hotel accommodation/delegate bookings

Stacey Dockerty

stacey.dockerty@groupauto.co.uk

01274 654609

Sponsorship opportunities

Trade show refreshments/trade show lunch/gala dinner reception drinks/gala dinner drinks/entertainment

Chris Chaplin

chris.chaplin@groupauto.co.uk

01274 654609

Urgent assistance at the event

Ian Whiteley

07977739335

Resources

CDM

www.cdm4events.org.uk

e-guide

www.aeo.org.uk/eguide