



Have you:

- Read and understood the guidance on safety standards (tinted pages)*
- Read and understood the terms & conditions (tinted pages)*
- Completed the exhibitor booking form (page 2)*
- Completed the exhibitor risk assessment (page 3 and 4)*
- Completed the exhibitor insurance declaration (page 5)*
- Attached proof of insurance (additional)*
- Emailed chloe.francis@micropress.co.uk details of your free Confor Woodland Show Guide listing (page 6)*
- Booked your discounted advertising in the Confor Woodland Show Guide — eighth pages start from £200 + VAT (page 6)
- Told us if you require electric hook up — £125+VAT (page 2)

*Items marked with * must be completed*

Email to: chloe.francis@micropress.co.uk
Post to: Chloe Francis, Countrywide Publications,
Fountain Way, Reydon, Suffolk IP18 6SZ.

All exhibitors must complete and return this exhibitors booking form.

Company name		Address	
Stand name		Postcode	
Contact name		Purchase order no.	
Position in company		Invoice name and address if different from above	
Tel	Mob		
Email			
Confor member Yes <input type="checkbox"/> No <input type="checkbox"/> CWS17/APF18 Exhibitor Yes <input type="checkbox"/> No <input type="checkbox"/> Sponsors Gold sponsor <input type="checkbox"/> Silver sponsor <input type="checkbox"/> Bronze sponsor <input type="checkbox"/> 			

REQUIREMENTS • SEE RATE CARD FOR PRICES AND DISCOUNTS

Item(s) required	Number	Subtotal	VAT @ 20%	Total
Woodland demo pitch (marked dark green on map) (size: 12m x 12m; 5 exhibitor passes included)				
Arena demo pitch (marked light blue on map) (size: 12m x 12m; 5 exhibitor passes included)				
Woodland and Arena standard pitch (marked yellow on map) (size: 9m frontage x 6m depth; 3 exhibitor passes included)				
Mini pitch (marked dark blue on map) (size 4.5m frontage x 6m depth; 2 exhibitor passes included)				
Covered pitch (marked pink on map) (size 3m x 3m; 2 exhibitor passes included)				
Electric hook-up (availability on request)				
Trestle table(s)				
Chair(s)				
Extra exhibitor passes (price inc. VAT)			N/A	

TOTAL

Please make cheques payable to Countrywide Publications

CONFIRMATION

I/we confirm that I/we:

have read the **Terms and conditions** and **Guidance on safety standards** and agree to be bound by them and attach completed **Risk assessment** and **Insurance** declarations and **Catalogue entry**.

Signed:

Date:

IMPORTANT INFORMATION

BOOKINGS CLOSE 1 JULY 2019. Your enclosed remittance covers your site fee. Without payment of this fee no steps will be taken to reserve your space. Sites will not be deemed booked until the full site fee is received along with (a) Risk Assessment and (b) Insurance details that meet Confor's requirements. You have the right to cancel before 1 July 2019.

Site visits can be arranged. Please contact Nick Hoare on 01747 445004.

Irrespective of plot type all exhibitions and demonstrations will only be permitted with the Safety Officer's permission.

Unless previously agreed, exhibitors are responsible for their own tents or marquees, and can book their tent or marquee requirements through our contacts, or alternatively, arrange their own. Marquee contractors in the area are:

W Shipsey & Sons (T: 01722 322645; E: sales@shipseys.co.uk; www.shipseys.co.uk)

South West Marquees (T: 01373 836999; E: info@southwestmarquees.co.uk; www.southwestmarquees.co.uk)

Overnight security patrols (from 6.00pm on Wednesday 4th until midday on Saturday 7th September 2019) are included within these prices but this does not guarantee that anything left on your stand will be secure.

Wood and/or brash is available for purchase directly from the Longleat forest office. Please contact 01985 213507 to discuss requirements. Exhibitors may bring their own material but they must remove it from site after use.

For those wishing to place banners please contact Laura Munnings (T: 01502 725835; E: laura.munnings@micropress.co.uk)

Confor reserves the right to adjust the site layout.

All exhibitors must complete, copy and return one copy of this Risk Assessment with the booking form. A copy of this risk assessment and any additional assessment must be available on the stand during the show. Demonstrating exhibitors must complete a separate comprehensive Risk Assessment.
PLEASE REFER TO STAND RISK ASSESSMENT GUIDANCE (TINTED PAGES) WHEN COMPLETING THIS FORM.

Contact name Mobile no. Company name	Stand description (e.g. static display of chippers, stump grinders; College display; Climbing equipment sales)
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Please complete this form placing a 'Y' to indicate acceptance of the guidance provided in Section 2. Place 'NA' where it is not applicable or 'A' to indicate that it applies but you have submitted an alternative or additional risk assessment which differs from the supplied guidance.

Please answer the following questions:	Y / A / NA	Additional Information
I have read the Exhibitor Safety Guide and I will comply with the requirements stated within it.		
Machinery, equipment and/or techniques will be demonstrated on the stand and a separate risk assessment has been submitted as attached.		If Y or A please ensure you attach your detailed risk assessment.
The stand is static with no machinery or equipment being demonstrated at any time.		

The exhibitor safety guidance MUST be complied with for the following key hazard area: (see Appendix – Guidance on Safety Standards for Exhibitors for detail)

The exhibitor safety guidance will be complied with for the following key hazard areas:	Y / A / NA	Additional Information
1. General Safety (Compliance with site rules whilst onsite)		
2. Demonstration safety precautions		
3a. Tents/Marquee provided by the Confor Woodland Show		
3b. Tents Marquees supplied by Marquee Hirers (3b & 3c i-v)		
3c. Your own tent, marquee, gazebo or awning (3c 1-v)		
3d. Display Vehicle or Trailer		
4. Slips, trips & falls		
5. Tables, Seating, Stands, Exhibits, Signs & Display Boards		
6. Static non demonstration Machines & Vehicles		
7. Manual Handling		
8. First Aid		
9. Fire Safety & Smoking		
10. Vehicle or Machinery Movement		
11. Hazardous Substances (Flammable, corrosive, toxic etc)		
12. Cranes, Hoists (MEWPS), Forklifts and Grabs		
13. Personal Protective Equipment		
14a. Generators (note Petrol & LPG Generators are NOT permitted & diesel generators at the organisers discretion)		
14b. Electrical Equipment (Laptops etc)		
15. Timber & Materials stacks		
16. Set Up & Take Down of your exhibit		
17. Vehicles, Machines & Equipment		

continued on next page

The exhibitor safety guidance will be complied with for the following key hazard areas:	Y / A / NA	Additional Information
18. Noise		
19. Fumes, Dust, Smoke, Arisings & Rubbish		
20. Working At Height, Ladders, Steps & Tree Climbing		
21. Food, Catering & On Stand Hospitality		
21a. Are you using gas? (If Y note that ALL fixed installations in show trailers or vehicles MUST have a valid Gas Safety cert.		
22. Staging, scaffolding, frames or other built structures.		You will be required to provide additional information under CDM.
23. Flags, Banners, tethered Balloons & Blimps		
Additional hazards have been identified in our risk assessment to those stated above and an additional risk assessment has been attached.		Compulsory for demonstrating exhibitors.

Check the attached Exhibitor Safety Guidance and ensure where you have indicated compliance that you are able to. Failure to meet the agreed guidance may result in your stand being closed.

If you have answered YES to demonstrating equipment or machinery or NO to any of the guidance compliance YOU MUST ATTACH your comprehensive risk assessment. Failure to do so will forfeit your booking.

A detailed risk assessment MUST cover the set up, demonstration and take down of the exhibit and must identify Hazards, Risk and Control Measures. (see HSE guidance below).

For an electronic version of this document please email chloe.hine@micropress.co.uk. Exhibitors may submit their additional risk assessment to the above email address in Word, Excel or Adobe pdf format.

I the undersigned am authorised to complete this risk assessment and have done so to the best of my knowledge and understanding.

Signed:

Date:

Print Name:

Position in Company:

EXHIBITOR INSURANCE DECLARATION

All exhibitors must complete and return this Insurance Declaration with the booking form.

Company name

Please indicate which of the following insurance provisions applies to your exhibit (please tick)

- Demonstration of machinery = minimum of £5,000,000 Public Liability Insurance
- Static display exhibitors = minimum of £2,000,000 Public Liability Insurance

Please ensure you attach a copy of your Public Liability and Employers Liability (if applicable) insurance certificates valid for the date of the event or a current certificate if it runs out before the event. Certificates to cover the dates of the event will be required before set up can proceed.

Insurance Terms and Conditions for attending the Confor Woodland Show

Condition 1 - Third Party Liability

The exhibitor is responsible for all claims arising from personal injury or damage to property arising in connection with the erection and dismantling of the exhibitor's stand and anything permitted, omitted or done thereon or therefrom during the period of the exhibition or the construction or dismantling periods caused directly or indirectly by the exhibitor or any contractor, sub-contractor, servant, agent, licensee or invitee of his or the act omission or neglect of any such person or by any exhibit, machinery, or other article or thing of the exhibitor or in the possession of or use of the exhibitor or any servant or agent of his. The exhibitor will indemnify the organisers in respect of each and every claim and all actions, proceedings, costs, claims and demands in respect thereof. The exhibitor must take out a minimum of £5 million or £2 million Public Liability Insurance in respect of all such claims.

Condition 2 - Insurance of exhibits

The organisers do not accept responsibility for any loss or damage from any cause whatever, in respect of any property brought to the Confor Woodland Show, by exhibitors or stand holders or their servants, agents, sub-contractors or any other persons, and the exhibitor or stand holder is required to indemnify the organisers in respect of any such loss or damage to the exhibitors or any other property brought to the premises whether it is their property or not.

CONFIRMATION

I/we confirm that I/we:

read and agree to abide by the above **Insurance Terms and Conditions**, and copies of our **Public Liability & Employers Liability** (if applicable) **insurance certificate(s)** are attached

Signed:

Print name:

Date:

Safety Information

LOCATED AT

Longleat Estate:
BEARING: 51.606674, -2.218675.

Nearest Postcode: Longleat Forestry Office,
Picket Post, Warminster, BA12 7JS
Access via the woodland entrance
(500mm South of the Forestry Office)

NEAREST CASUALTY DEPARTMENT:

The Royal United Hospital, Combe Park, Bath
T: 01225 428331

General

It is the Confor Woodland Show's aim to lead by example and set the highest professional standards. Risk Assessment is a necessary part of our legal and moral obligation to ensuring the safety of exhibitors and those visiting The Confor Woodland Show. In order to discharge this duty we require ALL exhibitors to supply a Risk Assessment which must cover the Set Up of the Stand, Time During the Event and Break Down of the Stand.

Please read the enclosed 'Stand & Demonstration Risk Assessment Guidance' (see Appendix) and complete your Risk Assessment accordingly. Copies of your Risk Assessment must be attached to the booking form. A copy of your Risk Assessment must be held on your stand at all times i.e. during the event build up, on the exhibiting days and during take down.

An Exhibitor Risk Assessment proforma can be found overleaf and must be used to assist you in completing your Risk Assessment. If you are demonstrating equipment or techniques you are required to provide an additional risk assessment. Please ensure that your assessment does not omit any relevant items shown on the proforma and that it is specific to your activities at The Confor Woodland Show 2019. A copy of the completed and signed risk assessment must be attached to this booking form.

If in doubt further guidance is available from the Health & Safety Executives free publication 'Five Steps To Risk Assessment' INDG163, Telephone HSE books 01787 881165, or contact your nearest HSE regional office. Advice on COSHH is also available from the HSE website: <http://www.hse.gov.uk/pubns/guidance/index.htm>.

Please note that this event must now comply with the Construction (Design and Management) Regulations 2015. As such further information may be required regarding the design and construction of your exhibit.

If you need further guidance please contact Tony Lane, the Safety Officer for the event, as follows: tony@amlane.co.uk.

1. General Safety

- a) During the show, including the set-up and take down period, you are operating fully under the provisions laid down in the Health & Safety at Work (etc) Act 1974 and associated Regulations to include the Construction (Design and Management) Regulations 2015.
- b) Please obey ALL venue speed limits. Speed limits within the show ground or demonstration area is 5mph. Vehicles moving off road to or within show/demonstration/competition areas MUST proceed with extreme caution to avoid damage to venue property
- c) There is a vehicle height restriction of 4.6 metres at the entrance, and 4.0 metres at places on the site. Please contact the Safety Officer if this may cause problems.
- d) All persons, whether demonstrating or using any machinery, MUST have the appropriate certification of competence or training (as appropriate) and have the certificate available for inspection.
- e) Operators of plant or machinery must be trained and competent to do so. Evidence of competency should be available for inspection.
- f) Fires or barbecues MUST not be lit within the show grounds without the permission of the Safety Officer.
- g) Any area marked and taped off is out of bounds and must not be entered.
- h) Each exhibitor should appoint one person to represent their organisation on safety matters and liaise with the show Safety Officer.
- i) Exhibitors & Event Organisers MUST carry out a risk assessment covering their time at the show.

2. Demonstration

- a) Ensure that the demonstration area is clear of people before operations start.
- b) All ropes, barriers and other static crowd controls must be clearly visible, firmly fixed and at an adequate distance from working machinery.
- c) Exhibitors must have marshals facing the public to ensure that they keep behind barriers whilst machinery is demonstrating.
- d) All machinery must have correctly fitting guards to the appropriate standards.
- e) Fuels must be stored in approved containers away from the public.
- f) Exhibitor's vehicles, equipment, materials etc., must not obstruct emergency access routes, rides and pathways.
- g) All visitors testing equipment being exhibited must wear appropriate personal protective equipment and be supervised by a competent person.
- h) Exhibitors must have sufficient staff on site to ensure that safety standards are complied with in accordance to FISA, AFAG, HSE or other prevailing codes of best practice.

3. Tentage, Marquees & Display Trailers / Vehicles

- a) Marquees and tents provided by the Show Organiser are subject to the following restrictions:
 - a.i) No cross bracing, guy ropes, pins or other fixings may be removed from the frame or tent structure without the express permission of the safety officer. (With the exception of ground rails for side curtains).
 - a.ii) No flag poles or banner supports or other structures may be attached to the tent structure that project above the roof apex or 1m above eaves edge whichever is the lower. IN all cases the tent must not be subject to excessive additional wind loading by attached structures.
- b) All tentage supplied and erected by outside contractors (marquee hirers) will conform to the MUTA Code Of Practice For Marquee Hirers & Code of Public Safety – Use and Operation of Marquees
- c) Tents, gazebos, awnings, marquees or any other structure within which the public are invited erected by you must meet the following requirements:
 - c.i) Be flame retardant to BS7837 or equivalent EU standard.
 - c.ii) Be structurally sound, free from defect and fit for the purpose.
 - c.iii) Able to withstand normal weather conditions to include high winds especially when unattended.
 - c.iv) Guy ropes will be fitted appropriate to the wind conditions.
 - c.v) Free from sharp edges, protrusions or crush risks.
- d) Display Vehicles & Trailers
 - d.i) Erection and deployment of the vehicle within the allotted stand will be undertaken by the hire company or by a suitably trained and competent operator.
 - d.ii) Access and exits will be stable and free from trip or slip.
 - d.iii) Edge guarding and hand rails will be in place to prevent falls from staging or steps.
 - d.iv) Awnings and raised hoardings will be secure. Gas struts will be propped.
 - d.v) Vehicle braking, chocks or other method of immobilising the vehicle will be in place.
 - d.vi) LPG must be stored outside of the vehicle/trailer, or in a cabinet adequately ventilated to the outside, and secure. Pipe

work must be protected and be in good condition. A gas safety certificate will be required for fixed installations.

4. Slips, trips & falls

- a) Guy ropes, fixing pins, frames and other trip hazards will be clearly marked & protected.
- b) Exhibits, merchandise, stands, exhibits and other items will be positioned to minimise the risk of trip or the obstruction of public walkways.
- c) All low level exhibits, merchandise, stands, exhibits and other items will be marked to minimise the risk of trip.
- d) All surfaces will be slip resistant in all conditions whether wet or dry.
- e) Wires or cables will be buried, placed within a cable protector or routed to avoid walk ways.
- f) Edges of staging or steps must be suitably guarded against accidental falls.

5. Tables, stands, exhibits, signs, shelves & display boards

- a) Free from sharp edges or edges are adequately protected.
- b) Stable and will not collapse or fall over if accidentally knocked or lent on.
- c) Adequate for the loads applied.
- d) Are secure in windy conditions.
- e) Any items likely to cause cuts, penetrating wounds, pinch or crush injuries are suitably masked and/or secured.
- f) All canes or small diameter tree stakes (<12mm) must have end protectors.

6. Static non-demonstration machines & vehicles

- a) Free from sharp edges or protrusions likely to cause injury or area around machine/vehicle is cordoned off.
- b) The machine/vehicle is immobilised and cannot be started by unauthorised personnel.
- c) The machine/vehicle is stable and cannot be tipped or fall if leant against, climbed on or sat on.
- d) Any covers, guards or machine parts that can fall or otherwise cause harm to unsupervised visitors must be adequately propped and/or secured.
- e) All raised bodies, tipper beds, booms or similar must be propped or have an adequate mechanical interlocks to prevent failure or accidental operation.
- f) Exposed machine parts to include knives, flywheels and any other part that might cause cut, crush or other injury MUST be guarded, cordoned off or only accessible under direct supervision of exhibitor staff.

7. Manual handling

- a) All exhibitors MUST comply with the Manual Handling Operations Regulations 1992.
- b) All personnel engaged in manual handling will be adequately trained for the task.
- c) All manual handling tasks MUST be assessed by a competent person and effective controls put in place.

8. First aid

- a) Each stand is required to have a first aid kit appropriate to the number of staff on the stand and the nature of the activities undertaken.

- b) Each stand MUST have an appointed person aware of the First Aider location at the show and the emergency information.
- c) First aid facilities will be available on the event.
- d) The Show Safety Officer MUST be informed of any accident immediately.

9. Fire Safety & Smoking

- a) SMOKING is prohibited in all enclosed spaces to include tents, marquees.
- b) Exhibitors MUST not obstruct designated fire escape routes or emergency access points.
- c) No fires, barbeques, gas burners, cookers are permitted on the site of the venue without the safety officer's permission.
- d) Fuel and other highly flammable substances will be stored in the correctly marked containers, out of sunlight, away from sources of ignition and secured against accidental spillage or rupture
- e) Storage of highly flammable substances outside will be adequately ventilated to avoid creating potentially explosive atmospheres.
- f) LPG must be stored outside of the vehicle/trailer/tent, or in a cabinet adequately ventilated to the outside, and secure. Pipe work must be protected and be in good condition. A gas safety certificate will be required for fixed installations.
- g) Marquees, tents, trailers and display vehicles MUST have adequate provision for evacuation in case of fire.
- h) All outside exhibitors must have a suitable fire extinguisher on their stand.
- i) In the event of fire:
 - i.i) Raise the alarm.
 - i.ii) Contact the nearest show official.
 - i.iii) Move the public away from the fire.
 - i.iv) Tackle the fire ONLY if it is safe to do so.

10. Vehicle or machinery movement

- a) During the official opening hours of the show no machine or vehicle may be moved outside of the exhibitor's designated stand or demonstration area without the permission of the show safety officer. Any such vehicles and machines movements must be escorted by a member of the show Safety Team.
- b) Machines or vehicles MUST not be parked so as to obstruct EMERGENCY ACCESS routes.

11. Hazardous substances

- a) Exhibitors will comply with the Control of Substances Hazardous to Health Regulations.
- b) Any substance marked with a hazard warning symbol MUST be accompanied by a Material Safety Data Sheet and COSHH assessment.

12. Cranes, hoists (MEWPS), forklifts and grabs

- a) All lifting equipment and operations must be in accordance with the Lifting Operations & Lifting Equipment Regulations.
- b) Operators must hold the relevant Certificate of competence or Training e.g. CITB, CPCS, NPTC (MO) or (FMO), which must be available for inspection.
- c) All lifting equipment must be certificated as checked by a competent person in the last 12 months (or 6 months where lifting people). All lifting equipment must have the Safe Working Load clearly marked.

- d) There must be a clearly marked barrier or banksman posted at a safe distance around both operating machines and loads.

13. Personal Protective Equipment (PPE)

- a) All PPE as specified by industry best practice e.g. FISA, AFAG, CITB, and the exhibitors risk assessment must be worn as appropriate to the task being undertaken.

14. Generators & electricity

- a) **Liquid Propane Gas (LPG) & Petrol powered generators are NOT PERMITTED at this event.**
- b) Diesel powered generators are acceptable where adequate fire precautions are in place and where fumes, noise and location do not present a nuisance to danger to others.
- c) Generators should be of the quiet type. Any generators considered too noisy by the organisers will be turned off.
- d) Fumes from generators must be adequately ventilated away from confined spaces such as marquees, tents or vehicles.
- e) Generators MUST be stopped before refuelling. Refuelling must be from an appropriate container, correctly marked and which reduces the risk of spillage.
- f) All electrical equipment must carry an electrical test certificate (Portable Appliance Testing) in accordance with BS7671:1992.
- g) All generators must be adequately earthed and have a Residual Current Device (RCD) or earth monitoring device that has been tested before use.
- h) All electrical leads, plugs and connections MUST be appropriate for outside use and/or be protected against moisture and accidental spills.
- i) All electrical leads must be protected against accidental damage and causing a trip hazard.

15. Timber stacks

- a) These must not exceed 1m high unless supported, be stable and if necessary be checked.
- b) Stacks must be positioned so that neither the public nor the operators are at risk if material should fall.
- c) The public must not be permitted to stand on stacked timber and stacks must be clearly signed: **DO NOT CLIMB ON TIMBER STACKS**

16. Set up & take down

- a) Show set up and taken down will only occur during the times specified in the booking form.
- b) All personnel operating machinery MUST wear HI VIS clothing.
- c) The site speed limit of 5mph MUST be obeyed at all times.
- d) Before setting up or taking down a stand the exhibitor MUST liaise with adjoining stands to ensure health & safety is maintained at all times.
- e) Machines may not be demonstrated until the stand is set up and the safety barriers are in place.

17. Vehicles, machines & equipment

- a) All road vehicles MUST comply with Department for Transport & VOSA requirements. A valid Road Tax Disc should be displayed where appropriate and proof of roadworthiness either as a valid MOT certificate or other maintenance/service records must be available.
- b) Drivers must hold the requisite DVLA licence for the vehicle they are operating on site.

- c) All used equipment or machines MUST have proof of adequate safety checks in the form of a log book, safety test certificate or periodic inspection record.
- d) Machines being exhibited or demonstrated MUST comply with the relevant EU safety standards and be CE marked or EN approved.
- e) Operators MUST be adequately trained and hold the requisite proof of competency (CITB, LANTRA, NPTC, DVLC, etc.) for the vehicle or machine that they are operating.

18. Noise

- a) Exhibitors MUST ensure that adequate Ear Protection Zones are set when using machinery on site. This will require the use of appropriate PPE within the EPZ, the liaison with adjoining stands and the exclusion of unauthorised personnel from the zone during operation.
- b) Periods of high noise output should not exceed 10 minutes with a minimum break of 20 minutes between such demonstrations. Sound levels MUST NOT exceed 140dBI.

19. Fumes, Dust, Smoke, Arisings & Rubbish

- a) Fumes, dust, smoke or other arisings e.g. woodchip or saw dust must be directed away from visitors and other stands so as not to cause a hazard or nuisance.
- b) All arisings MUST remain within the stand area, be left in a safe state and/or cleared as required in the terms and conditions.
- c) All rubbish and packaging generated by the stand MUST either be taken away by the exhibitor or deposited in the designated exhibitor rubbish skips.

20. Working at height, ladders, steps & tree climbing

- a) All work at any height must be in accord with the Working At Height Regulations.
- b) All ladders, step ups and scaffolds must be fit for use and inspected by a competent person certified by PASMA.
- c) Scaffolds MUST be inspected before use and after use on each day or prior to use on the following day. A record of inspection MUST be available for inspection.
- d) Any tree climbing activity MUST conform to industry best practice (Guide to Good Climbing Practice, AFAG).

21. Food, Catering & On Stand Hospitality

- a) Only food and drink vendors authorised by the organisers may provide food to visitors to the show.
- b) Cold and hot drinks may be served as part of stand hospitality together with pre-packaged cold food items such as sandwiches, crisps etc. Items must not be sold.
- c) All cooking and heating appliances MUST conform to the safety standards above.
- d) All Gas appliances must be secured, fitted with safety valves and adequately ventilated. Under NO circumstances may gas cylinders be stored within a tent or marquee.
- e) All free standing gas cylinders MUST be firmly secured to prevent them falling over.
- f) The maximum size of LPG gas cylinder onsite is 15KG.
- g) Food handling and storage MUST conform to Food Hygiene Best Practice.
- h) ALL food waste must be disposed of in a closed bag in the skips provided

22. Staging, scaffolding, steps, ramps or other built structures (Temporary Demountable Structure [TDS])

- a) TDS structures include stages >200mm in height, any scaffolding including portable load bearing frames assembled onsite (excluding shelving), lighting gantries, radio masts or towers, timber structures or any other structure assembled and installed for use at the event. This excludes shelving for shop goods as listed above, flagpoles <4m in height but includes banner frames mounted above 3m from ground level.
- b) TDS will be subject to a design and construction statement outlining the design limits for the TDS e.g. load bearing calculations, a plan showing the location of the TDS on stand and a method statement for the construction as well as the break down post event of the TDS, this will be submitted not less than 28 days prior to the event opening.
- c) A complex structure is defined as the following.
 - i) Any stand over 4 metres in height (this limit includes the overall height of the stand fitting, any branding and all raised platforms as measured from ground level).
 - ii) Any structure regardless of its height which requires structural calculations.
 - iii) Any part of a stand or exhibit which exceeds 4 metres.
 - iv) Multi-storey stands.
 - v) Platforms and stages over 600mm high and all platforms and stages which are accessed by the public for viewing purposes (not including stand floor flats and platforms) will need to be signed off by an independent structural engineer..
 - vi) Temporary raised or tiered seating.
 - vii) A stand requiring foundations.
 - viii) Sound/lighting towers.
- d) All complex structures listed above and as deemed by the organiser will conform to The Institution of Structural Engineers - Temporary Demountable Structures Guidance (Third Edition April 2007), available from The Institution of Structural Engineers, 11 Upper Belgrave Street, London SW1X 8BH.
- e) All temporary scaffold structures will be installed by a competent contractor and where accessible to contractors, exhibitors or the public signed off by as safe to use prior to first use. Scaffold structures will be subject to a daily inspection by a competent person once erected. Reference should be made to NASC guidance.

23. Flags, Banners, tethered Balloons & Blimps

- a) Flags to include feather flags must be stable and fixed to ensure they remain stable especially in high winds.
- b) Guy ropes are not permitted without the permission of the safety officer and then only where they do not cause obstruction or trip hazard.
- c) Flag poles may not exceed 4m in height.
- d) Flags and banners attached to structures such as marquees, fencing or other structures MUST not cause that structure to become unstable in high winds.
- e) The bottom edge of the flag must be above 1.8m from ground level or be below 0.5m from ground level, otherwise tethered at the bottom to reduce the risk of eye injury in windy conditions.
- f) All balloons (helium or other large tethered type) and tethered blimps are only permissible with the permission by the Safety Officer.

Summary

The Confor Woodland Show will take place at Longleat Estate, Warminster, Wiltshire BA12 7JW (Map Reference: ST795435) on Thursday 5th and Friday 6th September 2019 from 9.00am to 6.00pm by kind permission of The Marquess of Bath.

The show site

Exhibitors' attention is drawn to the dimensions of their booked plot. Any exhibits outside of the permitted area may be removed.

Field demonstration area

Tentage is the responsibility of the exhibitor (other than covered pitches). The site will be grass.

Standard and mini pitches

Tentage is the responsibility of the exhibitor (other than covered pitches). The site will be grass.

Demonstration area woodland demo

Tentage is the responsibility of the exhibitor. The site will be woodland with some hard standing. Ask for details about your stand.

Tentage

Marquee contractors in the area are:
W Shipsey & Sons T: 01722 322645
E: sales@shipseys.co.uk www.shipseys.co.uk
South West Marquees T: 01373 836999
E: info@southwestmarquees.co.uk www.southwestmarquees.co.uk

Site visits

Exhibitor site meetings can be arranged to enable exhibitors to assess for themselves its suitability for their products/services. Please contact Nick Hoare on 01747 445004.

Site services

Water

Water will be provided at a stand pipe. Containers are the responsibility of the exhibitor.

Electricity

Electricity will be provided to those who have booked it in the static area (rows A to J) and on the covered stands (rows R1-13) from a 13amp caravan hook-up. **LPG and petrol powered generators are not allowed on site and diesel generators are only allowed if they conform to noise standards.** See attached Guidance on Safety Standards for Exhibitors.

Catering

General catering facilities will be available. Exhibitors hospitality catering remains their own responsibility. The name of the main catering contractor can be supplied.

Toilets

Toilets will be available on site.

Telephones

There are no public telephones on the site. Orange mobile network coverage is very poor/non-existent.

Overnight accommodation

Exhibitors may sleep on site during the nights of 3rd, 4th, 5th, 6th and 7th September 2019 only.

Lists of local accommodation can be obtained from Longleat Estate at www.longleat.co.uk/your-visit/accommodation.html or Wiltshire Accommodation Booking Service at www.visitwiltshire.co.uk

Site preparation/break down

The site will be available to exhibitors from Tuesday 3rd September 2019.

All exhibits must be in position on their allocated stand sites/demo areas by dusk on Wednesday 4th September 2019, or be set up between dawn and 8am on Thursday 5th. Exhibitors arriving after dusk will not be allowed to set-up their stands or run any machinery until the following morning.

No movement of vehicles or machinery will be allowed outside stand areas on the day of the show.

All exhibits must be clear by 6.00pm on Sunday 8th September 2019.

Security

Overnight security patrols will be provided from 6.00pm Wednesday 4th September 2019 through till noon Saturday 7th September 2019. This does not guarantee that anything left on your stand will be secure.

Unloading

A JCB/or similar will be available to assist with unloading on site. The operator reserves the right to refuse to lift. Any special lifting requirements will need to be discussed with the organisers prior to arriving at the event. **See attached Guidance on Safety Standards for Exhibitors.**

Timber requirements

Wood and or brash is available for purchase (see booking form) and prices include removal of material after the show. As an alternative exhibitors may bring their own material but they must remove it from site after use. www.longleat.co.uk/about/forestry

Machinery delivery

Machinery delivered to the site must be accompanied by the exhibitor, or their representative.

Show break down

No stands may be dismantled before 5.00pm on Friday 6th September 2019. All material/machinery/pallets must be removed, holes filled in and ground levelled. Skips will be provided for litter. Any work done by the show to make good an area after an exhibitor has left will be charged.

Banners

All banner sites must be applied for and agreed with Laura Munnings prior to the show. For those wishing to place banners, contact Laura Munnings T: 01502 725835 E: laura.munnings@micropress.co.uk. The erection and correct location of the banners are the responsibility of the exhibitor. The banner size must not exceed 3m x 1m. The banner location must be confirmed with Chloe prior to the erection of the banner and must be in place before the show begins at 9.00am on 5th September 2019. The organisers reserve the right to remove the banner at any time.

Exhibitor's vehicles

Arena exhibitors (excluding rows K and Q) are permitted to park one vehicle behind their stand. Where behind stand parking is not available (including all woodland stands) all vehicles/machinery must be within the confines of the stand or exhibitor car park.

Vehicle passes will be sent to exhibitors prior to the show.

Vehicles will not be permitted to move on site from 9.00am until 6.00pm on the days of the show. The permitted vehicle must be on site by 8.30am on the day of the show. Thereafter all vehicles must use the main car park.

Booking

A Booking Form is attached. BOOKINGS CLOSE 1st JULY 2019. Without payment of the booking fee no steps will be taken to reserve your space. Sites will not be deemed booked until the full site fee is received along with (a) Risk Assessment and (b) Insurance details that meet Confor's requirements. You have the right to cancel before 1st July 2019.

Intending exhibitors should book early as some demonstration facilities are limited and initial interest has been high.

Insurance

Public Liability Insurance

Exhibitors involved in machinery and/or equipment demonstrations on the woodland site must have cover of at least £5 million pounds for their period on the site.

All other exhibitors must have cover of at least £2 million pounds for their period on site.

Evidence of this insurance will be required prior to 1 July 2019.

Employers Liability

Evidence of this insurance will be required prior to 1 July 2019.

Insurance of exhibits

The organisers do not accept responsibility for any loss or damage from any cause whatever, in respect of any property brought to the exhibition, by exhibitors, or stand holders or their servants, agents, sub-contractors or any other persons, and the exhibitor or stand holder is required to indemnify the organisers in respect of any such loss or damage to the exhibitors or any other property brought to the premises whether it is their property or not.

Health & Safety

All exhibitors are expected to comply with the Health & Safety at Work (Etc) Act 1974. Health & Safety notes are attached and these must be adhered to. See attached Guidance on Safety Standards for Exhibitors.

A Risk Assessment will be carried out. Exhibitors are reminded they should carry out their own Risk Assessments, which must be available for inspection whilst the exhibitor, their employees or agent are on site.

Static exhibits (those not involving any machinery demonstration) may complete, copy and return the attached Risk Assessment Form. Stands demonstrating machines or equipment must forward a comprehensive Risk Assessment prior to 1 July 2017.

First Aid cover will be available from the day preceding the show until the end of the show.

Exhibitor passes

Exhibitors will be allocated five free passes per demo pitch (three for standard pitches and two for mini and covered pitches and covered pitches) which exhibitors and their staff must wear at all times. Any additional exhibitor passes will be charged for at £11.00 inc. VAT (£10.00 inc. VAT Confor members) each.

Admission to the show for the general public and customers will be by ticket attached to a catalogue. Exhibitors may order advance catalogues for distribution to customers at a reduced rate of £8.50. Each exhibitor will be sent a free (non entry) catalogue for information.

Postponement or abandonment

Exhibitors shall not have any claim against the organisers in respect of any loss or damage whatsoever consequent upon the show, or any part of it failing, for whatever reason, to be held or having to be abandoned.