

Crafts for All

Thursday 8th – Saturday 10th September 2011

UWE Conference and Exhibition Centre



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EXHIBITION TIMINGS

SETTING UP ARRANGEMENTS

The exhibition hall will be open and available for the setting up and dressing of stands on:

Wednesday 7th Sept 2011 09.00 – 19.00
Thursday 8th Sept 2011 07.30 – 09.30

NOTE: If you wish to set up on the Friday this must be pre-arranged with the organisers. Please email call 0117 907 1000 to inform the team.

OPENING TIMES OF THE SHOW

The exhibition is open to the public and trade on:

Thursday 8th September 2011 10.00 – 17.00
Friday 9th September 2011 10.00 – 17.00
Saturday 10th September 2011 10.00 – 16.00

PULL OUT

Removal of exhibits and equipment from the exhibition halls should be as follows:

Saturday 10th September 2011 16.00 – 20.00

(when all members of the general public have left the venue)

NOTE: Everything must be removed by 20.00 - nothing may stay overnight.

RESTOCKING

The exhibition floor will open before the opening of the show to allow for exhibitors to restock.

Friday 9th September 2011 08.00 – 09.30
Saturday 10th September 2011 08.00 – 09.30

STAND INFORMATION

SHELL SCHEME STAND

Your shell scheme stand will include

- Grey cloth walled panels
- Fascia board to open sides
- Carpeted floor
- 1 x name board to front fascia.

A number of useful extras are available from the shell scheme contractor call the team on 0117 9071000.

STAND NAMEBOARD

A stand name board is included as part of your stand package. This will include your stand number and company name and will be placed on the fascia of the stand. Please complete and return form 9 by the 26th August 2011 so that have the correct company name and spelling, as amendments cannot be made on the day of exhibition.

SECURITY

There will be overnight security. During the opening hours of the show exhibitors are responsible for their own stands but there will be security in operation within the exhibition.

EXHIBITOR AND CAR PARKING PASSES

Every member of your staff who will be entering or working within the Venue at any time will require an exhibitor pass to obtain access past security. Passes will be issued on the setting up day Friday 26th August 2011 from the Organisers Office.

Each stand is issued 2 exhibitor passes and 1 car park pass. Passes will be strictly monitored and we reserve the right to issue the number of passes we feel is reasonable. Traders will be able to park their vehicle in the exhibitor's car park free of charge provided you display a pass in the windscreen of your vehicle. These passes will be collected along with your exhibitor passes on the set up day. Please follow the marshals and signposts for the exhibitor car park. If you require extra passes please call the team on 0117 907 1000.

DELIVERIES

All parcels or mail to be delivered to the exhibition should be addressed as follows:

**Your Company Name & Stand No, c/o The Organisers Office,
Crafts for All
UWE Exhibition and Conference Centre
North Entrance
Frenchay Campus
Filton Road, Bristol
BS34 8QZ**

We will accept and sign for any parcel/mail delivered to the show in your absence; however we cannot accept responsibility for them. Please do not send anything to the venue before Friday 26th August 2011 or after Saturday 10th September 2011 as no one will be there to accept delivery.

ONSITE CATERING

There is a restaurant on the exhibition floor serving hot and cold food and a variety of drinks.

STAND CLEANING

All stands, aisle and common areas will be cleaned as a free service. Any large rubbish, black plastic bags or empty boxes are to be placed in the aisles at the end of each day for removal. Please break down any cardboard boxes.

LOCAL HOTELS & B&BS

Please visit the website under 'Exhibitor Info' for full list of locals accommodation or call Debbie Bailey on 0117 9071000 for list to be sent directly to you.

ELECTRICS

Please see page 9 for your electrics and furniture order form.

THE ORGANISERS OFFICE

The Organisers Office is located on the exhibition floor and will be signposted.

The Public Address System is located in the Organisers Office. It is reserved for Organisers' Announcements, Police and Security messages only. This therefore precludes its use for messages from or to exhibitors and visitors except in an emergency.

HEALTH & SAFETY INFORMATION

HEALTH & SAFETY AT WORK

We would draw your attention to your responsibilities in respect of The Health & Safety at Work Act 1974. All exhibitors and contractors must work within the guidelines of the Act; see pages 6 for details. In the event of an emergency during the show please contact Andrew Thorpe in the Organisers Office.

FIRST AID

Please go to the Organisers Office and we will contact the First Aid for you by direct radio link.

FIRE EVACUATION PROCEDURES

In the event that the fire alarm is activated we may hear one of two sounds:

A continuous sound means evacuation:

Please leave the building immediately. Follow the nearest exit route until you are out of the building. Please then assemble in a safe place – well away from the building's exits, in a car park or open space. Do not re-enter the building until told it is safe to do so – do not take the silencing of the alarm as a signal to re-enter.

If the sound is intermittent this is the alert signal:

This means we are safe to stay where we are but that an adjacent building is evacuating. The alarm sound may subsequently change to a continuous sound to indicate that it is our turn to evacuate. Alternatively the alarm may stop, indicating that the cause of the alarm no longer represents a risk.

When you need to evacuate please do not delay, but do not rush or use any lifts

Please help anyone who's impairment mean that they need assistance – staff will specifically help those with mobility impairment.

Any person, whether exhibitor, staff, contractor, or worker, discovering an outbreak of fire, however slight, should endeavour to quench the fire by use of extinguishers. The exhibition Organisers Office should be notified immediately.

ELECTRICS

Please contact Operations for all you electrical requirements. We recommend that you only use fittings supplied by the contractor (which have been pre-tested and are the responsibility of the contractor to maintain on site) rather than using your own fittings. If you do wish to use your own fittings they must be approved and installed by the contractor. A 24-hour power supply is available from the contractor on request.

Please also note the following electrical regulations which apply to all exhibitors:

- ◆ All electrical connections must be enclosed (no strip connectors).
- ◆ Only one extension block lead of not more than 2m long to be used in each socket.
- ◆ Adaptors and reel type extensions shall not be used.
- ◆ Leads on exhibitors' equipment must be not more than 2m long.
- ◆ All exhibitors own fittings must have a covered earth wire.
- ◆ All metal fittings and equipment must be earthed.
- ◆ If you use your own equipment it must comply with all regulations and is subject to testing and spot checks.
- ◆ Not more than one flex to one plug top.
- ◆ Sockets must not be overloaded, i.e. 500w sockets only 500w max.
- ◆ There are stringent mains tests carried out by the hall owners; it is therefore advisable for all Exhibitors to thoroughly check their own fittings before bringing onto site as a further charge may be incurred by the nominated electricians for the rectification of any electrical work necessary.

HEALTH & SAFETY

EXHIBITION BUILD-UPS, OPEN DAYS AND BREAKDOWNS

THE HEALTH AND SAFETY AT WORK.ETC.ACT 1974

All personnel, whether stand staff or contractors, should be aware that they have a responsibility to ensure, so far as is reasonably practicable, the health, safety and welfare of all employees, and that any plant or systems of work which may be used are, so far as is reasonably practicable, safe and without risks to health. This includes that all employees are provided with information, instruction, training and supervision to ensure not only their own health and safety but others working or attending the vicinity.

HEALTH & SAFETY POLICY STATEMENT- COMPANY RESPONSIBILITIES

We are satisfied that establishing and enforcing appropriate measures to control and monitor Health & Safety procedures is a vital part of running the business as an efficient and successful operation. To this end we will:

1. Ensure that all plant and working practices are safe and offer no risk to health.
2. Ensure that all necessary precautions are taken in respect of the safe use, handling, storage and transport of materials and substances.
3. Provide such information, instruction, training and supervision as is necessary to ensure the health and safety at work of all employees.
4. Maintain all places of work, equipment and transport under our control in a safe condition, free from risk to health.
5. Provide adequate facilities for the welfare of employees.
6. Safeguard the health and safety of visitors and of any members of the general public who could be affected by our activities.
7. Provide all necessary information relating to health and safety in respect of processes, products and services.

It is necessary for ALL exhibitors to complete the separate Health and Safety Form/Risk Assessment. You will not gain access to the halls without this requirement having been completed. Please return the form on page 8.

Crafts for All Ltd - Company Code of Safe Practice for External Exhibition Venues

1. Emergency gangways must always be maintained through and to the centre of halls in build-up and breakdown situations.
2. Hard hats must be used when working beneath or near overhead working or if this is impracticable access must be restricted to such areas.
3. Operatives must wear suitable protective clothing relevant to their job, including eye, hearing, feet and hand protection.
4. Flammable liquids and substances must be used and stored safely and segregated from waste and other risk areas.
5. Portable power equipment must be used only for the purpose for which it was designed, and safety guards must be correctly fitted and used.
6. Portable electric tools must be used with the minimum length of trailing leads. Such equipment must not be left unattended with a live power supply to it.
7. Electrical and telephone cables must not be allowed to lie uncovered on the floor and must be taped down.
8. Stacker trucks must only be used by fully trained personnel.
9. Disused fluorescent type lighting tubes must be disposed of safely and properly.
10. Chemicals and flammable liquids must be removed from venues by the user or, in exceptional circumstances, brought to the attention of the relevant clearing department for safe and proper disposal. These products must not be placed in general rubbish bins or skips.
11. All work areas must be maintained free from general waste materials which could hazard operatives
12. Proper scaffolding must be used during the construction of stands. The scaffolding must be used in accordance with industry guidelines and any tower scaffold in use must be properly stabilised and propped.
13. All electrical work within venues must be carried out by the Company's nominated contractor.

INSURANCE

Although every reasonable precaution has been taken - including adequate patrolling of the venue - the Organisers expressly decline responsibility for any loss or damage which befalls the personnel or property of any exhibitor however caused. It is therefore essential that Exhibitors insure (on an "All Risks" basis)

exhibits and equipment brought to the stand, including property hired or borrowed for which they are responsible. Cover should include transit to and from the venue. Public liability insurance is also necessary in respect of damage to third party property or bodily injury.

As your overall expenditure could be lost if the event was curtailed or cancelled - or your exhibits were destroyed en route to the event, resulting in an empty stand - it is prudent to cover these risks too. Consult your insurance adviser about suitable cover or take advantage of the Plan offered by Footman James & Co Ltd.

The Exhibition and Conference Centre has a suspended floor that could be damaged if its maximum load capacity of 500kg per square metre is exceeded. The client must plan their operations and select work equipment so as not to exceed this weight limit (N.B. to include both load and trolley carrying load). For this reason only hand pallet trucks will be permitted within this building.

To ensure this is achieved, clients must provide their risk assessments and method statement to the UWE conference office for review 14 days in advance of arrival, detailing their arrangements for protecting the floor. This will require details of the loaded weight of mobile work equipment. If the client contravenes these requirements and damages the floor they will be held liable for full costs of repair.

Candles or any other item with a live flame are not permitted within the Exhibition and Conference Centre.

OFFICIAL CONTRACTORS

INSURANCE

Footman James & Co Ltd
Waterfall Lane
Cradley Heath
Warley
West Midlands
B64 6PU
Tel: 0121 561 4196
Fax: 0121 559 9203

OPERATIONS

Crafts for All
Pinnacle House
166a Gloucester Road North
Patchway
Bristol
BS34 5BG
Tel: 0117 907 1000
Fax: 0117 097 1001

MARKETING INFORMATION

DEMONSTRATIONS/WORKSHOPS/SEMINARS

Please return form page 11 if you would like to hold an on stand demonstrations or a workshop so we can advertise on our website.

PROMOTIONAL MATERIAL

If you require any leaflets to send to your members, in mail outs or online orders please contact the team on 0117 9071000. We can also send logos and banners for you to place on your website to show you will be exhibiting at Crafts for All 2011.

ADVANCE TICKETS

You can buy tickets for the show from us at a discounted rate. Just visit our website www.craftsforall.co.uk and use the discount code **CFAM** to save £2.00.

PROMOTIONAL ACTIVITIES

For the good of all exhibitors the following promotional activities may only be undertaken within the exhibition if the written permission of the Organisers has been obtained:

- conducting surveys (other than on your stand),
- handing out stickers and badges (other than on your stand),
- handing out promotional literature or material (other than on your stand).

Crafts for All - Compulsory Health & Safety & Risk Assessment Form

Please return by the 26th September 2011 by fax to 0117 907 1001 or post. Every exhibitor, contractor, supplier and agent must comply with the Health & Safety at Work Act 1974 and its subordinate legislation. They must acknowledge the Health & Safety Policy Statement of Crafts For All Limited as outlined in the Health & Safety section of the manual and confirm that it will be complied with. Every exhibitor accepts that it is their legal and moral relationship to ensure that their own and others' health & safety is not put at risk by their actions (or in-actions) throughout the tenancy. Please read the following and sign the declaration below.

Exhibiting Company Name			
Contact Name			
Stand No		Phone No	
Address			

Health and Safety - Your responsibilities

I/ We/Our Contractors enclose a show and fire risk assessment for the build up, show open days and breakdown of our stand.

I/ We are satisfied that our staff have been given sufficient fire related information, instruction and training to carry out their tasks in a competent and safe manner and are aware of the emergency evacuation plan.

I/ We confirm that the following insurance/ policies are current and valid: 1. Public Liability Insurance Extent of Public Liability Cover (must be a £2,000,000 minimum) 2. Employers Liability Insurance 3. Health & Safety Policy (*if you employ more than 5 permanent members of staff*)

I/ We agree to liaise with Crafts for All Ltd on all matters regarding health & safety prior to and during the event where necessary to ensure the health & safety of all parties who may be affected by our actions/ instructions. Our risk assessment including a fire assessment will be available for inspection throughout the event.

I/ We accept Crafts for All Ltd reserve the right to prohibit an exhibit or activity where there is contravention of the Health & Safety rules of Crafts for All Ltd and/or statutory provisions where they consider that the health & safety or welfare of personnel is at risk.

Risk Assessment – your Responsibilities

Hazard Identified	Person at Risk	WORST CASE OUTCOME	0	PROBABILITY RATING	0	Control Measures
		HIGH – Certain to cause death	4	Probably	4	
		MEDIUM – Probable to cause serious injury	3	Possibly	3	
		LOW – Possible to cause first aid injury	2	Unlikely	2	
		VERY LOW – Unlikely to cause injury / damage	1	Remotely	1	
Hazard Identified	Person at Risk	WORST CASE OUTCOME	0	PROBABILITY RATING	0	Control Measures
		HIGH	4	Probably	4	
		MEDIUM	3	Possibly	3	
		LOW	2	Unlikely	2	
		VERY LOW	1	Remotely	1	
Hazard Identified	Person at Risk	WORST CASE OUTCOME	0	PROBABILITY RATING	0	Control Measures
		HIGH	4	Probably	4	
		MEDIUM	3	Possibly	3	
		LOW	2	Unlikely	2	
		VERY LOW	1	Remotely	1	

Signature:	Date:
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Return details: Crafts for All Ltd, Pinnacle House, 166a, Gloucester Road North, Patchway, Bristol, **BS34 5BG**
Telephone 0117 9071000 Fax 0117 9071001

Crafts for All - Demonstration, Workshops & Seminar Form

If you are interested in holding a demonstration, workshop or seminar then please complete this form and return by fax to to 0117 907 1001 ASAP or to the address below. **Please provide as with as much information as possible, if your application is successful we will be in contact to arrange further details.**

Contact Name	
Company Name	
Contact Telephone Number	
Email Address	

Please indicate which show you wish to carry out your workshop at (feel free to select more than one)	
Craft4Crafters – Feb 2012 <input type="checkbox"/>	Crafts for All – Sept <input type="checkbox"/>

WORKSHOPS & SEMINARS – Please complete the table below for seminar and workshop opportunities. Talks will be 30 - 45 minutes long if you have any questions please call 0117 9071000.

Name of Speaker			
Title of workshop/Seminar			
Workshop/Seminar description			
Preferred Day?		Preferred Time of Day?	
Is there a cost for materials?		Cost of materials?	
Maximum no. of participants?			
Any Special Requirements?			

Return details: Crafts for All, Pinnacle House, 166a, Gloucester Road North, Patchway, Bristol, BS34 5BG Telephone 0117 9071000 Fax 0117 9071001
