

LITTLEPORT HARLEY 2003

Littleport Leisure Centre

July 18, 19 & 20, 2003

**EXHIBITORS INFORMATION
HANDBOOK**

Notes

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July 18-20, 2003

**Littleport Leisure Centre
Camel Road
Littleport**

The information contained in this manual will provide you with everything you need for a successful show. The manual has been compiled in the belief that it will remove the majority of pre-show problems and help you enjoy a smooth and trouble free run-up to the show.

If you have any queries or require special assistance, please do not hesitate to contact us on 01733 371789 or Finditat Ltd on 01353 865363.

**Esprit Promotions Ltd.
On behalf of Littleport Harley 2003**

EVENT TIMETABLE

The event will be open as follows:-

Build Up	Monday, July 14	14.00 – 18.00
	Tuesday, July 15	08.00 – 18.00
	Wednesday, July 16	08.00 – 18.00
	Thursday, July 17	08.00 – 20.00
	Friday, July 18	08.00 – 14.00
Open Days	Friday, July 18	17.00 – 23.30
	Saturday, July 19	10.00 – 23.30
	Sunday, July 20	10.00 – 14.30
Breakdown	Sunday, July 20	15.00 – 21.00

All exhibits must be removed from the event area by 12.00 Tuesday, July 22.

There will be no security from this time onwards.

During the open hours of the event trade stand holders will have access for re-stocking purposes between 08.00 – 09.00 on both Saturday and Sunday.

NO VEHICLE MOVEMENT WILL BE ALLOWED OTHER THAN EMERGENCY SERVICES.

Security will be on site from Monday, July 14 till Tuesday, July 22 at 12 noon.

INSURANCE

INSURANCE INDEMNITY & CLAIMS

- 1. Each Exhibitor exhibits entirely at his/her own risk.**
- 2. The organisers will take such precautions as they may consider advisable for the precaution of all articles exhibited, but will not at any time be responsible for the loss of, or damage to, or safety of any exhibit, empty cases, tools or other property of the exhibitor or any other person under any circumstances whatsoever.**
- 3. All exhibitors will be expected to effect their own insurance against fire and loss.**
- 4. Each exhibitor must hold a General Third Party policy of insurance to cover his legal liability for negligence for an indemnity of at least £1,000,000.**

FIRE PRECAUTIONS

Exhibitors are requested to ensure they are aware of the location of fire points around the event area site.

HEALTH & SAFETY continued

- f) **The Health & Safety Policy will be reviewed as necessary. Communication of any such changes will be made to all our people. It will be the responsibility of each individual operating company to provide, in consultation with their people, details of appropriate Health & Safety arrangements.**

It is the duty of all our people:

- a) **To take reasonable steps for the health and safety of themselves and other persons who may be affected by their acts or omissions at work;**
- b) **To co-operate with the Company in the compliance of recommended health and safety disciplines and codes of practice.**

SECURITY

Littleport Harley 2003 committee will provide a basic level of security within the event area throughout build-up, the open period and breakdown. However, the Littleport Harley 2003 committee, nor the Littleport Leisure Centre will accept any responsibility for the loss or damage of any goods, exhibits or personal effects. Exhibitors are advised not to leave valuable items unattended at any time.

If the exhibitor wishes, arrangements can be made for attendants to man his stand during the build-up and open period. Please contact the organiser in the first instance.

EVENT TEAM

Andrew Mason	Trade Stands Co-ordinator
Rob Sigley	Head of Security
David Porter	Littleport Co-ordinator
Michael Gillett/ John Drake	Entertainment/Programme Co-ordinators
Will Hoather	Event Planning Officer/H.O.G. Contact
Tess Hoather	Event Merchandiser / H.O.G. Contact
Frank Brown	H&S Adviser
Nick Pollington	Accountant
Michael Anthony	Local P.R. Co-ordinator
Andy Rutterford	Littleport Leisure Centre Manager
Ivan Coussell	I.T. Consultant
Gill Chown	Event Administrator
Roger Chown	Event Manager
Mike Clarke	Event Chairman

All the above can be contacted via the Organiser's Office on site.

ADMISSION

Exhibitors vehicles must display their vehicle pass at all times.

Only one vehicle is permitted to park behind each allotted trade stand area unless prior permission has been agreed.

Additional exhibitors parking is available in the area allocated.

Exhibitors must wear their weekend admission wristband/hand stamp at all times.

CLEANING

It is the standholders responsibility to dispose of any rubbish they generate whilst at the event. Adequate waste disposal containers will be available on site.

DAMAGE AND LOSS

Neither the organisers, the site owner nor the sponsors accept any responsibility for damage or loss of any properties introduced by the Exhibitors and/or their agents/contractors. Exhibitors are especially warned that the exhibits are the sole responsibility of the exhibitor to whom they belong. Exhibitors should effect their own insurance against all risks. The strongest possible precautions against pilferage should be taken at all times.

HEALTH & SAFETY

HEALTH AND SAFETY POLICY STATEMENT

Littleport Harley 2003 organising committee, so far as is reasonably practicable, will ensure that:

- a) The working environment of all our people is safe, without risk to their health and adequate provisions are made with regard to the facilities and arrangements for their welfare at work.**
- b) The provision of plant and work procedures are safe and without risks to health. The maintenance of all plant, machinery and equipment at all premises and operations under our control are safe to our people, contractors, visitors and any other persons who may be affected.**
- c) Arrangements for handling, storage and transport of articles and substances for use at work are safe without risks to health.**
- d) There is provision of information, instruction, training and supervision as is necessary to secure the health and safety at work of all our people.**
- e) Measures that need to be taken to reduce the likely hazards will be determined by a process of systematic risk assessments that will be carried out and recorded for the job function, equipment and premises. Resultant action will be taken to reduce potential hazards to the lowest extent practical. Risk assessment and the effectiveness of measures taken will be monitored and reviewed. Health surveillance will be employed as required; and**