



**WILDLIFE
& SAFARI**
TRAVEL SHOW

12-13 OCTOBER 2019
HARROGATE CONVENTION CENTRE
WILDLIFESAFARISHOW.COM

EXHIBITOR MANUAL



Supported by:



Conservation Partner:

360 VR Travel Experience sponsored by:



Destination Partner:



Park your Coat sponsored by:



ORGANISED BY

CONVERGE
EXHIBITIONS

Dear Exhibitor,

We are delighted to have your support for the 2019 Wildlife & Safari Travel Show.

This manual should provide you with all the information and contacts you'll need for a successful exhibition. Please take time to read it and complete all the relevant forms to avoid any last-minute inconvenience and expense. Please be aware also of other exhibitors around you and take notice of instructions so we may all enjoy the exhibition and reap the necessary benefits.

Should you require any additional information please do not hesitate to contact any of the organising staff who will be only too pleased to help.

ORGANISER CONTACT INFORMATION

Chris Erasmus
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chris@convergeexhibitions.com

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Media Liaison and PR: Cicada Communications
+44 (0) 1423 567111
[e] info@cicada-comms.com

PLEASE CAN YOU HELP US TO SUPPORT OUR CONSERVATION PARTNER?



The Marine Conservation Society is the UK's leading charity for the protection of our seas, shores and wildlife.

Our Conservation Partner for the 2019 Wildlife & Safari Travel Show is the Marine Conservation Society. After their presentation on Saturday afternoon, we are running an exciting visitor attraction to raise funds and awareness for their work. Last year we raised £4,000 in the charity auction for TUSK. Sponsors and exhibitors very kindly donated some amazing lots to make this happen. We would be grateful if you can support us again by donating lots (holidays – artwork – product) for the MSC Charity auction for this please!

If you have not already, but would like make a donation for the auction, please contact chris@convergeexhibitions.com or call on 0774 0409808 to discuss.

GET INVOLVED! PR ACTIVITY SURROUNDING THE EVENT

PR Contact

Please ensure we have the best contact for editorial requests - a named individual in your company or your PR agency.

Press Releases & Company Information:

We will be distributing regular round-up releases of exhibitor activity and visitor attractions taking place at the show.

It would be helpful if we could be kept updated on what your company will be promoting and please forward us any press releases you may be issuing yourself. If not already submitted we need paragraph of background information about your company to have ready on file, also a few images and your web address. Please forward this information to chris@convergeexhibitions.com

Show competitions and offers:

Do keep us updated with any show offers and competitions you may be running as we can promote these for you wherever possible.

Social Media:

We're social! Please do join us on Instagram, Facebook and Twitter feeds so that we can cross promote. If there is anything particular you would like us to share with our visitors and followers regarding your company then please do not hesitate to ask.

Instagram <https://www.instagram.com/wildlifesafaritravelshow>

Twitter <https://twitter.com/WildSafariShow>

Facebook <https://www.facebook.com/WildlifeSafariTravelShow>

Please use hashtag **#wsts19**

Showing off your business

In travel good shows can be exceptional for your brand awareness, and sales too. There is nothing more motivating for a customer than seeing and being part of an "event" that brings their holiday aspirations to life, connecting with travel specialist who can book them the holiday of their dreams. Please do get involved and explain what you hope to achieve from the event and provide us with information about your organisation. This way there's a good chance we'll include you in show pre-show PR and marketing.

Tell your clients you're exhibiting

Let existing and potential customers know you'll be exhibiting. Give them an excuse to visit the stand or attend your speaking slot. It could be a prize draw a new product launch or the chance to meet an industry celebrity as well as focusing on the features of the show. Whatever it is, make sure they know you'll be there and have something interesting for them to see, otherwise you may get passed by. Use social and digital media to create a buzz around your stand. Follow the show Twitter stream so you can add comments and re-tweet. Keep your own social media sites up to date and link-in with any new contacts you make at the show.

Promote your involvement with our SEE US AT banners. Perfect for social media and newsletters!



When promoting your involvement, please ensure you use your exhibitor discount codes! If you don't already have these SEE US AT banners, please contact Chris to get them. And please do tag us so we can repost your posts.

ACCESS INFORMATION - BUILD UP & BREAKDOWN TIMETABLE

BUILD UP: Space Only

Thursday 10 October 2019 from 10.00 to 21.00

Friday 11 October 2019 from 10.00 to 21.00

BUILD UP: Shell Scheme

Friday 11 October 2019 from 10.00 to 21.00

DELIVERIES DURING THE SHOW

On the Saturday and Sunday exhibitors can access the building from 08.00 – 09:15 to replenish stands and 18.00 – 19.00 on Saturday evening for deliveries.

SHOW OPEN HOURS FOR PUBLIC

Saturday 12 October 2019. **10:00 to 17:30**

Sunday 13 October 2019. **10:00 to 16:30**

BREAKDOWN

Sunday 13 October from **16.45 – 23.00**

Venue Address

Harrogate Convention Centre, Kings Road, Harrogate, HG1 5LA

01423 500500 (main reception)

Web: www.harrogateconventioncentre.co.uk

Using Sat Nav

If you are using Sat Nav you can use the postcodes below:

Jubilee Car Park HG1 1DJ

Victoria Car Park HG1 5LQ

Harrogate Convention Centre HG1 2HR

Underground car park HG1 5LA

Please remember to check the closing times of your car park if you intend to stay late as vehicles locked in will be charged a release fee.

More information here <https://www.harrogateconventioncentre.co.uk/visitors/parking>



360 VR Travel Experience

We are delighted to welcome back Avis again as sponsor for the 360 VR Travel Experience at the show. This is where our visitors will get right into the centre of the action with our amazing 360 degree wildlife and safari video content in the Virtual Reality Theatre experience. From land based to underwater wildlife encounters, this attraction presents an unrivalled sense of immersion to get visitors one step closer to their next holiday.

Please click [here](#) for more information. If you are interested to feature content as part of the programme for this exciting visitor attraction, please contact [Chris Erasmus](#) or call 0774 0409808 to discuss.

Accommodation – Hotels

White Hart Hotel & Apartments <https://www.whiteharthotelharrogate.com>

We have secured a limited number of rooms with White Hart Hotel & Apartments at £79 Per Room Per Night on a Room Only Basis based on a two-night stay. Please contact Rachel or Fran on T: 01423 505681 or email office@whiteharthotelharrogate.com and mention you are exhibiting at the 2019 Wildlife & Safari Travel Show when you book.

You'll also find more options on the Harrogate Convention Centre website [here](#)

EXHIBITION SCAMS

In particular, please be aware of organisations such as Event Fair, FairGuide.com, Construct Data Verlag, Expo Guide (Mexico) and International Fairs Directory (Portugal) who target exhibitors with their misleading directory services. Unsuspecting exhibitors who sign and return correspondence with such companies are contracted into a three-year, non-retractable agreement, which could cost a significant amount of money.

Please note, such practices are not limited to directories. We understand exhibitors at other shows have also been targeted by alleged hotel companies and show contractors too.

Please remain vigilant when signing documents seemingly related to the Wildlife & Safari Travel Show. If you are unsure about anything, please do not hesitate to contact our team.

EXHIBITING RESOURCES

FaceTime

FaceTime provide expertise and guidance for marketers and businesses, explaining why and how face-to-face marketing works and how to get the very best out of it. FaceTime is regarded as one of the leading exhibitor training tools in the industry with a mission to enhance exhibitor performance and supercharge the ROI of businesses using exhibitions as a marketing and sales platform. In all, FaceTime aims to transform your exhibitor performance with easy to digest guides, training and expert advice.

For more details, please visit <http://www.facetime.org.uk>

STAND ORDERS

Please note some orders are date sensitive, so do ensure you process orders with **Early Booking Rates** to avoid penalties. Converge Exhibition have appointed the below listed companies as official suppliers for the 2019 Wildlife & Safari Travel Show. Please be vigilant about companies, not listed as official suppliers, making contact to try sell their services.

**** FORMS TO BE SENT TO ORGANISERS – CONVERGE EXHIBITIONS ****

CHECK LIST: Order forms to be returned to Converge Exhibitions by 31 August 2019

1. Exhibitors Passes Order Form (**All Exhibitors**) **PAGE 17**
2. Health & Safety Declaration (**All Exhibitors**) **PAGE 18**
3. Proof of Insurance Document – Public Liability (**All Stands**) **PAGE 19**
4. Stand Build Height (**Space Only Stands**) **PAGE 20**
5. Stand Contractor Information (**Space Only Stands**) **PAGE 21**

PLEASE EMAIL COMPLETED FORMS TO: admin@convergeexhibitions.com

Joe Manby Limited

Joe Manby is the official Shell Scheme, Electrical Services and Furniture contractor for the Wildlife & Safari Travel Show. Please register at <https://www.manbyshop.co.uk> and select **Wildlife and Safari Travel 2019** then you can order standfitting extras, electricity, lighting and your stand Name Board ONLINE. Alternatively, complete the relevant forms and return to Joe Manby.

CHECK LIST: Orders to be returned to Joe Manby Limited ASAP

- Standfitting Order Form **PAGE 23**
- Electrical + Lighting Order Form **PAGE 24**
- Shell Scheme Fascia Name Board **PAGE 26**
- Furniture – please order furniture at <https://www.manbyshop.co.uk>

AV Matrix

With their local base and years of experience working with Harrogate Convention Centre, AV Matrix are well placed to provide whatever you might need.

CHECK LIST: Orders to be returned to AV Matrix ASAP

1. Audio Visual Hire <http://www.av-matrix.com> **PAGE 29**

Harrogate Convention Centre

The venue provide Internet connectivity and catering services.

CHECK LIST: Orders to be returned to HARROGATE CONVENTION CENTRE ASAP

1. Internet & Telephone **PLEASE [CLICK HERE](#)**
2. Stand Catering **PAGE 9**

For IT & Wi-Fi download your order form [HERE](#) or call 01423 537448 [CLICK HERE](#)

For Stand Catering information, please click [HERE](#) or 01423 537325 **PAGE 8**

De-Signs Signs & Graphics

Stand out! Get your brand noticed. **PAGE 28**

GENERAL INFORMATION

AISLES

Aisles must be kept clear at all times; exhibits may not project into gangways. All items must be kept within the boundaries of your stand.

ANIMALS

Under no circumstances may live animals be used as a stand attraction or demonstration - without prior written consent from the organiser.

CAR PARKING

The Convention Centre has its own car park underneath Auditorium with around 158 spaces and a number of spaces for Blue Badge holders. The entrance is on Springfield Avenue and perfect for events using Entrances 1, 2 and 3. A further 1200 spaces are available at Jubilee and Victoria car parks in the centre of Harrogate and just a few minutes' walk from the Convention Centre and Royal Hall. Jubilee car park is the closest at just three minutes' walk from Entrance 4 (Hall M), Royal Hall and Entrance 5 (Hall A). Walking from Victoria Car Park next to the Railway Station will take around ten minutes' to Entrances 4, 5 and Royal Hall or twelve minutes' from West Park Car Park.

CARPETING

Carpeting is provided for **Shell Scheme** stands. The gangways are also carpeted. ***Space Only stands will responsible for their own floor covering.***

CATERING

CH&CO is a nationally renowned caterer for quality driven and impeccable service, boasting close to 30 years' experience of working with some of the UK's most prestigious venues, including the Historic Royal Palaces, The Royal Botanical Gardens at Kew and ZSL London Zoo. They are also exclusive Royal Warrant holders for catering services to HM The Queen. If you want to find out more about them as a business, visit www.chandcogroup.com

To find out more, contact Deanna now on 01423 537325 or email Deanna.Wilkinson@harrogateconventioncentre.co.uk

COMPLETION OF THE TENANCY

It is the responsibility of the Exhibitor to ensure all exhibits, stand materials, and other items relating to their stand at the exhibition are removed by completion of tenancy – 23:00 Sunday 13 October 2019. Should Exhibitors leave any goods or property in the Venue after Completion of Tenancy, the Organiser and Harrogate Convention Centre may place such goods or property in store and the cost of doing this will be charged to the Exhibitor as an Additional Service Charge. All items placed in storage will be at the Exhibitor's sole risk. Alternatively, the Organiser may remove all goods or property in the Venue after Completion of Tenancy and treat them as refuse and dispose of such items as seen fit. The cost of disposal will be met by the Exhibitor as an Additional Service Charge. The Exhibitor accepts and authorises the Organiser to treat all materials left in the Venue after the Completion of Tenancy as refuse. The Exhibitor will keep the Organiser fully indemnified in respect of claims brought against the Organiser for the disposal of such items.

DATA PROTECTION

In line with the current legislation and the new GDPR from May 2018 we confirm to all regulation and ask that you ensure that you do the same. We will not share your data and if you are collecting data from visitors at the show please ensure that you comply to the GDPR. The ICO have a guide if you are unsure. <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/>

DELIVERIES DURING THE SHOW

On Saturday and Sunday exhibitors can access the building from 08.00 until 09.15 to stock stands. Or from 18.00 – 19.00 for deliveries on Saturday evening. **No deliveries are allowed during open period to the public.**

DELIVERY OF EXHIBITS

All goods must be marked:

Exhibitor's name & stand number

Wildlife & Safari Travel Show
Harrogate Convention Centre
Kings Road
Harrogate
HG1 5LA

A representative must be on site to receive the goods, as it is impossible for the Organisers to accept delivery on the Exhibitor's behalf.

Exhibitors should note that delivery and movement of goods during the hours that the exhibition is open to the public is prohibited by the licence granted for the exhibition. Please make sure you make your own arrangements for trolleys etc. Vehicles entering and leaving the Loading Bay will be under the overall control of the traffic marshals. To avoid congestion, Exhibitors must off-load or load their vehicles and remove them within 45 minutes. For the benefit of all users, waiting time in these areas is limited and all drivers must take heed of the Traffic Marshal's instructions. No vehicles are permitted in the Loading Bay area overnight.

NOTE: Unless instructed otherwise, the entrance foyer must not be used at any time for the delivery and/or collection of exhibits.

DILAPIDATIONS & CHARGES

The Organisers will pass on any charges to the Exhibitor for damage to the exhibition halls, caused by exhibitors, their staff, contractors and agents. This includes the removal of any building rubbish left behind and any damage in any way to the venue i.e. walls, floor etc. Please remember that you are responsible for making good any damage caused to the fabric of the exhibition halls by you, your agents or contractors. In your own interests you should satisfy yourselves as to the condition of your stand site before the building of your stand and after its clearance.

DISABLED FACILITIES

Under the exhibition licence, the admission of wheelchairs for disabled visitors is permitted. They can be either battery or manually operated and, for safety reasons, accompanied by an able-bodied adult. Should you require details on facilities for disabled parking etc. please contact the Organisers.

ELECTRICAL SERVICES

The Organisers have appointed Joe Manby Limited to supply lighting and electrical connections for exhibitors. For more details and regulations please refer to Order Forms. See page 23.

EXHIBITOR'S PASSES

The Organisers will supply Exhibitors with wrist band passes in limited quantities. They **must** only be used by bona fide stand assistants and essential employees, and Exhibitors shall be responsible for ensuring that these passes are only used by the persons working on their stands. See page 16.

EXCESSIVE WASTE

Removal of excessive waste will be charged for by the venue to the Exhibitor. This includes literature and brochures. Please ensure your stand is cleared when you leave the site to avoid penalty charges.

FIRE & SAFETY REGULATIONS

Any goods attached to your stand (other than exhibits) will constitute part of your stand and will be subject to these regulations.

STORAGE

No excess stock, literature or packing cases may be stored on, around or behind your stand.

FIRE EXTINGUISHERS AND FLAMMABLES

Adequate fire extinguishers will be supplied by the venue. Please ensure that at least two members of your staff are familiar with the proper use of the extinguishers and the position of the fire alarms. If you require any assistance on site, please contact the fire marshal.

FIRST AID

A permanent First Aid practice will be onsite. Please go to the Organisers office if you require Medical or First Aid assistance.

FIXING OF GRAPHICS/PHOTOS TO SHELL SCHEME WALLS

Please contact Joe Manby Limited for assistance and enquiries.

HEALTH & SAFETY DETAILS STATEMENT

It is the policy of Converge Exhibitions Limited to endeavour to seek the co-operation of all concerned in order to achieve the highest standards, in all aspects, of health & safety. As an Exhibitor, Contractor or Agent you have a duty under The Health and Safety at Work Act 1974 to ensure that all personnel contracted by you are aware that they have a responsibility, so far as is reasonably practicable, for 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 also that of others working or attending the vicinity. Exhibition stands are considered to be a workplace. It is therefore your responsibility to ensure that all your staff and subcontractors have received sufficient Health and Safety training and are provided with the correct protective clothing and equipment to enable them to carry out their work in a safe manner in accordance with COSHH and the Act. You are also required to have in your possession a copy of your own Health and Safety policy and a copy of the Health and Safety policy document of each contractor employed by you which may be requested during the exhibition. You must also ensure that you have a copy of the Health and Safety Policy for each subcontractor employed by you excluding those appointed by the Organisers.

EXHIBITORS SHOULD BE AWARE OF THE FOLLOWING GENERAL REGULATIONS

- The exhibitor responsible for the stand should ensure that a suitable and sufficient assessment of risks to the health and safety of employees whilst they are at work has been carried out. It should also cover persons not in his employment, arising out of, or in connection with the part the exhibiting company is to play within the exhibition (i.e. during the exhibition build-up, open days & breakdown). Such an assessment should be recorded and reviewed as necessary.
 - A person must be appointed who is responsible for health and safety matters on the stand.
 - Operatives should wear suitable protective clothing relevant to their job which includes eye, hearing, foot and hand protection.
 - During the build-up and breakdown periods your staff and sub-contractors should be constantly reminded by you of the need for vigilance regarding the health and safety of themselves and those working in their vicinity.
 - Any violations or concerns regarding any of the points raised in this section should be reported to the Hall/Floor Managers or to the Organisers Office.
- Internal MEDICAL/FIRE/EMERGENCY:
- All parking restrictions and speed limits must be adhered to.
 - You must ensure that portable power equipment is used for the purpose for which it was designed and that the safety guards and dust collection bags are correctly fitted and used.
 - You must ensure that portable electric tools are used with a minimum length of trailing leads and that such equipment is not left unattended with a live power supply to it.
 - It is your responsibility to ensure that any equipment or pre-wired units comply with the venue regulations before they are installed on site.
 - No electrical cables must be allowed to cross gangways, passageways and fire exits.
 - Any work area must be maintained free from general waste materials which could hazard operatives.
 - That all contractors, particularly from abroad, are aware of the need to identify suitable and sufficient tools and equipment required for the job before coming on-site (with special consideration to general and venue safety requirements). This prevents corner cutting and avoids risk taking.

HEALTH & SAFETY DECLARATION

The exhibitor Health & Safety Declaration is on the Health & Safety Declaration form. These Forms are to be completed and submitted by ALL exhibitors. Contractors should complete a Contractor Undertaking form. If you require any further information regarding health and safety matters, please contact either the HSE, or contact the Organisers. Please see page 17.

INSURANCE

Please note our Exhibitor's Contract requires all exhibitors to have Public Liability Insurance for this event. Although every precaution is taken to protect Exhibitors and their property during the event, the Organisers expressly decline responsibility for any loss or damage, which may befall the person or persons or property of the Exhibitor or his agent from any cause whatsoever. Please see page 18.

Exhibitors are reminded they are responsible for effecting insurance cover in respect of:

- Exhibits and contents of stand
- Public liability and Third Party Risk (**compulsory**)
- Expenses incurred due to abandonment or postponement of the Exhibition (**compulsory**)

It is in your own interest to arrange insurance as early as possible. The insurance company used by the Organisers is: Vantage Insurance Services Limited please contact Nic Wheel

nic.wheele@corkbaysfisher.co.uk quoting "Wildlife Safari Show"

LOGISTICS / LIFTING SERVICES

Please contact Mark Haynes at Crusade for a quote.



MUSIC

All exhibitors who intend having music on stands, even for demonstration purposes, legally require a Performing Rights Society Licence to authorise such use of its international copyright musical repertoire. Licences can be obtained for the duration of the exhibition from: [Performing Rights Society](#).

NIGHT SCREENS

All stands must be uncovered during the hours that the exhibition is open to the public. Night screens must be removed before 09.30 on show open days and stored out of sight until closing time. If you use a night-screen, please ensure the organiser has a key so that the cleaners can clean your stand. Night screens must be fire resistant fabric and can be ordered from Joe Many Limited.

POWER

Power within the hall will be switched off half an hour after the show closes each night.

REMOVAL OF EXHIBITS

Interior fittings and goods belonging to any Exhibitor **MUST** be removed on closing night, Sunday 13 October 2019 by 23:00. Please ensure that all your staff have passes to carry out goods, which will allow entry into the building **FROM 16.45** on 13 October. All goods should be cleared by no later than 23.00 on Sunday 13 October 2019.

SECURITY

Although every reasonable precaution is taken and the Hall is patrolled day and night, the Organisers can accept no responsibility for any loss or damage which may occur to the staff or the property of the exhibitor from any cause. Exhibitors **MUST NOT** leave their stands unmanned during the initial breakdown period, and should ensure that they are adequately insured.

SPECIAL/VEHICLE EXHIBITS

If you are displaying a car, bus, motorbike, any vehicle or balloons (especially helium filled balloons) etc. on your stand, you must advise the organisers, in writing (e-mail) by no later than 01 October 2019. There are specific rules which apply to the display of vehicles on your stand including: the battery must be disconnected, a drip tray should be positioned beneath the engine and a minimal amount of fuel (sufficient to position and remove the vehicle only) should be left in the tank. Agreement on delivery and removal times/dates must be discussed with and approved by the Organisers.

CONTACT: Chris Erasmus 0774 0409808 or chris@convergeexhibitions.com

STAND/SHOW CLEANING

Staff are employed to clean the public gangways throughout the Exhibition and stands before 9.00am each open day, the charges for these services is included in your hire fee. Exhibitors should deposit any rubbish or waste material from their stands in the gangways each evening. Cartons, boxes, etc. should be folded flat and stacked in the gangways.

STAND CONSTRUCTION SPACE ONLY AND SHELL SCHEME STANDS

All construction must be carried out in conformity with the rules and regulations of the Local Authority, the venue and the Organisers. A copy of the venue regulations can be sent to you on request. As an exhibitor at the show you have a duty under the Health and Safety at Work Act 1974 to ensure that all personnel working for your company are aware that they have a responsibility for the health, safety and welfare of all employees and that plant or systems of work which may be used are, so far as is reasonably practicable, safe and without risks to health. All employees should have the desired training and supervision to ensure complete health and safety.

SPACE ONLY SITES

The Exhibitor is at liberty to employ a contractor of his choice to carry out the construction and erection of the interior of his shell, or for the complete stand if "Space Only" has been reserved, provided that:

- a) The name, address and telephone number of the proposed contractor is submitted in writing to the Organisers by 02 September 2019.
- b) Fully dimensioned drawings showing all constructional details are submitted in duplicate to the Organisers office before any work is put in hand and in any case no later than 02 September 2019.
- c) Electrical installations are handled only by the officially appointed electrical contractor to the exhibition.
- d) Stands and/or displays are constructed in accordance with the authorities' regulations as laid down in the Exhibition Rules & Regulations.
- e) Maximum build heights vary in the hall depending on location so please check maximum build heights with the Organiser.
- f) The Exhibitor's name and stand number are prominently displayed.
- g) Exit signs are left visible and access left to switch gear, fire-fighting equipment, alarms and fire doors.
- h) The Contractors apply for passes.

SPACE ONLY SITES PLAN SUBMISSION & APPROVAL

The Organisers reserve the right to reject or insist on alterations being made to any stand design. All stand designs must be submitted for approval prior to construction. Please forward FULL working drawings by 02 September 2019 to: Chris Erasmus by email: chris@convergeexhibitions.com Under no circumstances will permission to build over 4 metres in height or a complex build be granted unless this deadline is met.

The requirements for plan submission of stands over 4m including Double Decker Stands:

1. Three copies of the plan view, showing the dimensions and positions of walling, features, major exhibits and demonstration areas.
2. Three copies of each elevation, showing all dimensions.
3. Three copies of structural calculations/drawings proving structural stability, showing weight loading etc in English.
4. A Risk Assessment and Method Statement. All plans, calculations and documentation must be in English and should clearly state the Exhibiting Company's name, Stand Number and the name and contact number of the responsible contractor. Please note: exhibitors submitting plans for stands over 4 metres will be invoiced **£250 (+ VAT)**. This cost is for the additional work involved for the appointed Structural Engineer who will sign off your stand plans and attend your stand on-site to sign off your stand build. This also covers the work undertaken by our Health & Safety Consultant who is charged with checking plans, calculations and the relevant approval and certification.

4 METRES OR UNDER BUILD – The requirement for plan submission of stands under 4 metres: If your build in no way exceeds 4 metres or is not a complex structure i.e. platform over 600mm high:
Deadline for receipt of stand plans: 03 September 2019.

1. One copy of the plan view, showing the dimensions and positions of audio-visual equipment, walling, features, major (working) exhibits and demonstration areas.
2. One copy of each elevation, showing all dimensions.
3. A Risk Assessment and Method Statement.

** The Organisers reserve the right to reject or insist on alterations being made to any stand design.

STANDS - SHELL SCHEME

Shell Scheme stands will be erected for Exhibitors by a contractor employed by the Exhibition Organisers, but the INTERIOR treatment and decoration of the stand and the appointment of a contractor to carry out this work is the responsibility of the individual Exhibitor. Shell stands will be ready for interior treatment by 10.00am Friday 11 October 2019.

White melamine wall panels, 2500mm high, 2435mm to the underside of the ceiling beams, matt finished aluminium post and rail frames. Fascia to each open side, 300mm deep, matt finished aluminium top and bottom rails with loop-nylon coloured infill panels in a colour choice from the standard range. A 1200mm x 200mm standard style nameboard panel, letter style and colour and background colour in a choice from the standard range and fitted to each open side of the shell stand construction.

Furniture, lighting and electrics are not included with Shell Scheme stands and must be ordered through Joe Manby Limited. All materials used in the interiors of stands must be thoroughly fireproofed to the satisfaction of the Local Authority (see Fire Safety regulations). Stands must be complete in every detail in readiness by 9.00 Saturday 12 October 2019.

For more information on the Shell Scheme with detailed dimensions, please see the Tech Spec on page 25

STORAGE OF EQUIPMENT

There are no storage facilities, although valuables may be deposited overnight with security. However, Converge Exhibitions, the organisers, will not accept responsibility for any loss or damage caused. Anything valuable and portable should be removed.

TRANSPORT AND TRAVEL

If you are using Sat Nav you can use the postcodes below, or click on the name of each car park below for more information, including opening and closing times. Jubilee Car Park – HG1 1DJ Victoria Car Park – HG1 5LQ Harrogate Convention Centre – HG1 2HR. Please remember to check the closing times of your car park if you intend to stay late as vehicles locked in will be charged a release fee. Harrogate Convention Centre is linked to all major UK cities via Leeds (34 minutes) and York (33 minutes) including a direct, daily connection to London (3 hours 1 minute). At 12 miles (20 minutes) the closest airport to Harrogate Convention Centre is Leeds/Bradford International (LBA). British Airways run daily flights between LBA and Heathrow (1 hour), and there are regular flights from many connections worldwide, including Paris (1 hour 30 minutes), Amsterdam (1 hour 10 minutes), Dublin (1 hour). To get from LBA to Harrogate, take the Airport Direct 747 bus which runs hourly and will drop you off at Harrogate's main bus station, from there it's a five minute walk to the Convention Centre. Alternatively a taxi will take about 20 minutes.

VENUE ADDRESS

Harrogate Convention Centre, Kings Road, Harrogate, HG1 5LA

WASTE AND RECYCLING

Harrogate Convention Centre takes its responsibility for the environment very seriously and has launched a recycling programme for all waste leaving the venue. To assist in meeting environmental targets, all exhibitors are asked to consider waste from their stands before they come to the event and Reduce, Re-use and Recycle where possible.

Exhibitors or their contractors leaving excessive or Hazardous waste at the end of the event will be charged for its removal.

Hazardous waste is classified by the 2005 Hazardous Waste Regulations as: light bulbs and fluorescent tubes, electrical equipment and fittings, gloss and emulsion paint and their containers, cooking oils and their containers, aerosols both full or empty, oils and lubricants and oily rags (this includes rags for cleaning shell scheme) Excess waste is described as: more than 1 boxes of literature, stand fitting material, pallets, material packaging and quantities of unsold stock or 'give-aways'.



WILDLIFE & SAFARI
TRAVEL SHOW

CONVERGE
EXHIBITIONS

EXHIBITORS PASSES ORDER FORM

The Organiser's security staff will not permit Exhibitors or member of staff to enter the exhibition without a valid Exhibitor Pass.

Exhibitors are allocated limited quantities of passed, based on the area of the stand:

Stands up to 10 sq. 6 passes
Stands up to 20 sq. 10 passes
Stands up to 50 sq. 12 passes

(NB: Exhibitor Passes will only be sent once full payment has been received)

Exhibitor passes are for use by bona fide stand assistants only. Exhibitors will be responsible for their correct distribution. In the event of a change of staff during the course of the exhibition new passes will be issued only in exchange for existing passes. Under no circumstances must a pass be changed or defaced in any way.

Please complete and return to admin@convergeexhibitions.com

Please indicate number of passed required: _____

Contact: _____

Company: _____

Telephone _____

Stand No _____

Signed _____ Date _____



HEALTH & SAFETY DECLARATION

TO BE COMPLETED BY ALL EXHIBITORS' HEALTH & SAFETY OFFICER

We have read and understood our Health & Safety responsibilities as laid out in the Health & Safety section, and taken note of the most common areas of risk and will ensure all reasonable precautions are taken to eliminate or reduce such risks. We accept our responsibilities as laid out in the Health and Safety at Work Act 1974 and all other legislation covering the Harrogate Convention Centre.

If the below person is not on the stand at the exhibition then a principal Health & Safety representative must be accepted, briefed and trained regarding their responsibility.

Complete and return to admin@convergeexhibitions.com

Name and Position:
Exhibiting Company:
Contact mobile phone no:
Principal Health & Safety Representative for stand:
Address:
Telephone:
Email:
Signed:

The principal Health and Safety representative for your stand should understand they may need to produce a copy of your own Health & Safety Policy, and the Health & Safety Policies of your contractors and sub-contractors upon request.



INSURANCE - GUIDANCE FOR OUR EXHIBITORS

Please note that our terms and conditions require you to carry a £2m limit of Public Liability Insurance. This is not the same as Employers' Liability insurance, which is mandatory in the UK and other EU countries. You may already have Public Liability cover, however it is important to note that not all business policies offer cover for organised events taking place outside your business premises. If in doubt you should consult your insurance provider.

Exhibitors are reminded they are responsible for effecting insurance cover in respect of:

- a. Exhibits and contents of stand
- b. Public liability and Third Party Risk **(compulsory)**
- c. Expenses incurred due to abandonment or postponement of the Exhibition **(compulsory)**

It is in your own interest to arrange insurance as early as possible. The insurance company used by the Organisers is: Vantage Insurance Services Limited please contact Nic Wheele nic.wheele@corkbaysfisher.co.uk or 020 7655 8086 quoting "Wildlife Safari Show"



SPACE ONLY STANDS – STAND CONTRACTOR

ONLY COMPLETE THIS FORM IF YOU ARE OCCUPYING A SPACE ONLY SITE

Part A

We are a SPACE ONLY stand and we are intending to construct our stand area ourselves, without the use of an external contractor. I understand that I must forward a copy of my Risk Assessment and Method Statement for the build, along with my stand plans to the Organiser by 02 September 2019.

ONLY COMPLETE PART B IF YOU HAVE NOT TICKED THE BOX IN PART A

Part B

Your Stand Fitting Contractor:
Contact Name:
Tel:
Email:

It is the responsibility of the exhibitor to ensure that his contractor complies with the exhibition regulations, which includes sending the Organisers 3 copies of detailed stand plans (together with structural calculations of any build OVER 4 METRES in height) by 02 September 2019 in order to receive approval for stand building. Failure to submit plans in time could result in the Harrogate Convention Centre and the Local Authority failing to grant approval of your stand build - no stand construction can take place unless written confirmation from the Organisers has been received by the contractor.

Company name & Stand Number:
Contact:
Tel:
Email:
Signed:

Please complete and return to chris@convergeexhibitions.com



STAND BUILD HEIGHT. ONLY COMPLETE THIS FORM IF YOU ARE OCCUPYING A SPACE ONLY SITE

Maximum build heights vary in the hall depending on location so please check maximum build heights with the Organiser. Hall height guidance as below.

Hall M Heights: 2.79m - 4m Hall C Heights: 2.79m - 4m

1. Under no circumstances may wall build exceed 4m metres in height without prior approval from the Organiser
2. A risk assessment and method statement covering the build-up and breakdown of your stand must be submitted with your plans.
3. Companies intending to build over 4 metres in height or of a complex nature will incur a cost of £250 + VAT for structural engineer approval.
4. Plans for stands exceeding 4 metres in height must be submitted with structural calculations (in English). The deadline for the receipt of stand plans over 4 metres is 02 September 2019. This is the absolute deadline and no plans for stands over 4 metres in height will be accepted after this date. Under no circumstances will permission to build over 4 metres in height be granted unless the deadline is met.

Our company intends to erect a stand, which exceeds 4 metres in height <input type="checkbox"/>
We understand that a charge of £250.00 + VAT will be invoiced to my company to cover structural engineer fees to ensure stability of build, on-site inspection and certification <input type="checkbox"/>
Our plans are not complete at present but we may consider a structure, which exceeds 4 metres in height <input type="checkbox"/>
It is our intention to have a Double Decker stand over 4 metres in height <input type="checkbox"/>
We do not intend to erect any structure, which exceeds 4 metres in height <input type="checkbox"/>
We note the deadline date for stands plans is 02 September 2019 <input type="checkbox"/>
Company Name & Stand Number:
Contact:
Tel:
Email:
Signed:

Please complete and return to chris@convergeexhibitions.com

Wildlife & Safari Travel Show
Harrogate Convention Centre
12th – 13th October 2019



STANDFITTING ORDER FORM

EXHIBITOR NAME AND INVOICE ADDRESS	CONTACT NAME
	CONTACT TELEPHONE
	CONTACT EMAIL
STAND NUMBER	ACCOUNTS EMAIL FOR INVOICE
VAT REG. NUMBER (Non-UK EU Customers)	SIGNATURE <small>I agree to Joe Manby Limited's terms and conditions of sale.</small>

PLEASE RETURN
By: 11th September 2019

Joe Manby Limited
 Hookstone Park
 Harrogate
 HG2 7DB, UK
Email: ops@joemanby.co.uk

Tel: +44 (0) 1423 814730
Fax: +44 (0) 1423 814760

EARLY BOOKING PRICES ARE AVAILABLE ONLY ON ORDERS RECEIVED AND PAID FOR BY 11th SEPTEMBER 2019
 STANDARD PRICES WILL APPLY TO ORDERS RECEIVED OR REMAINING UNPAID AFTER THIS DATE, INCREASING YOUR COSTS BY 20%.

DESCRIPTION	QTY	EARLY BOOKING PRICE	STANDARD PRICE		TOTAL
WALL PANEL		91.00	109.20	Per/m	
GLASS WALL PANEL		118.00	141.60	Per/m	
DWARF WALL PANEL		51.50	61.80	Per/m	
LOCKABLE DOOR ENTRANCE (ONLY)	Note: Wall panels are required to form cubicles, offices, stores etc.	107.00	128.40	Each	
CURTAINED ENTRANCE (ONLY)		88.00	105.60	Each	
300mm WIDE SLOPING SHELF (fixed at high from floor)		41.00	49.20	Per/m	
300mm WIDE FLAT SHELF (fixed at high from floor)		41.00	49.20	Per/m	
GARMENT RAIL (fixed at high from floor)		41.00	49.20	Per/m	
WATERFALL GARMENT RAIL		41.00	49.20	Each	
HAT AND COAT HOOKS (SET OF 3)		34.50	41.40	Each	
MELAMINE WORKTOP (500mm WIDE)		62.00	74.40	Per/m	
LITERATURE DISPENSER		62.00	74.40	Each	
WHITE MUSLIN CEILING		13.25	15.90	Per/m ²	
RAISED PLATFORM (UNFINISHED)		33.50	40.20	Per/m ²	
FLOORING FLATS (UNFINISHED)		24.25	29.10	Per/m ²	
SLAT WALL (WHITE MELAMINE)		73.00	87.60	Per/m	
NIGHT SHEET (INCLUDING PADLOCKS)		21.00	25.20	Per/m	
LOOP NYLON TO WALL PANELS (MODULAR SHELL STANDS ONLY)		66.50	79.80	Per/m	
				Each	

YOU **MUST** INDICATE ON THE GRAPH OVERLEAF THE REQUIRED POSITION OF FITTINGS ORDERED

SITE ORDERS AND ALTERATIONS WILL INCUR A SURCHARGE

ALL ITEMS ARE ON HIRE UNLESS STATED OTHERWISE

SUB TOTAL	£	
VAT @ 20%	£	
TOTAL	£	

FULL PAYMENT INCLUDING VAT AT 20% IS DUE WITH ORDER - PLEASE NOTE OUR CANCELLATION POLICY OVERLEAF

<input type="checkbox"/> CHEQUE ENCLOSED (PAYABLE TO Joe Manby Limited)		<input type="checkbox"/> BANK TRANSFER/BACS PAYMENT	
PLEASE CHARGE THE FOLLOWING CREDIT/DEBIT CARD		BANK DETAILS	
<input type="checkbox"/> CREDIT CARD		<input type="checkbox"/> DEBIT CARD	
CARD NO:		Bank Name:	NATWEST, HARROGATE
SECURITY CODE:		Account No:	36611913
VALID FROM:		Bank Sort Code:	53-50-21
NAME ON CARD:		IBAN Number:	GB28NWBK53502136611913
SIGNATURE OF CARDHOLDER:		Swift Number:	NWBKGB2L
		Account Name:	JOE MANBY LIMITED
		Value date:

VAT reg. no. GB 171 5637 59

PLEASE KEEP A COPY OF THIS FORM FOR YOUR RECORDS

Wildlife & Safari Travel Show
Harrogate Convention Centre
12th – 13th October 2019



ELECTRICAL ORDER FORM

EXHIBITOR NAME AND INVOICE ADDRESS	CONTACT NAME
	CONTACT TELEPHONE
	CONTACT EMAIL
STAND NUMBER	ACCOUNTS EMAIL FOR INVOICE
VAT REG. NUMBER (Non-UK EU Customers)	SIGNATURE

I agree to Joe Manby Limited's terms and conditions of sale.

PLEASE RETURN
By: 11th September 2019

Joe Manby Limited
 Hookstone Park
 Harrogate
 HG2 7DB, UK
Email: ops@joemanby.co.uk

Tel: +44 (0) 1423 814730
Fax: +44 (0) 1423 814760

EARLY BOOKING PRICES ARE AVAILABLE ONLY ON ORDERS RECEIVED AND PAID FOR BY 11th SEPTEMBER 2019
 STANDARD PRICES WILL APPLY TO ORDERS RECEIVED OR REMAINING UNPAID AFTER THIS DATE, INCREASING YOUR COSTS BY 20%.

DESCRIPTION ALL ITEMS ARE ON HIRE UNLESS STATED OTHERWISE	EARLY BOOKING PRICE	STANDARD PRICE	QTY	TOTAL
500W SOCKET OUTLET	97.60	117.12		
1000W SOCKET OUTLET	129.80	155.76		
2000W SOCKET OUTLET (not permitted for lighting purposes)	211.05	253.26		
3000W SOCKET OUTLET (not permitted for lighting purposes)	273.45	328.14		
500W SOCKET OUTLET 24 hr (Fridge)	178.00	213.60		
1.5m LED LIGHT BATTEN (LED replacement for a Fluorescent Fitting)	68.00	81.60		
LED SPOTLIGHT	67.50	81.00		
LOW VOLTAGE SPOTLIGHT	67.50	81.00		
HALOGEN FLOODLIGHT – 300W	91.75	110.10		
METAL HALIDE – 70W	91.75	110.10		
SOFT WIND FANS	70.05	84.06		
LONG ARM LED FLOODLIGHT	124.30	149.16		
CONNECTION TO CLIENTS OWN FITTING – See note below	-	-		
CEILING BATTENS	10.15 per m	12.18 per m		

YOU **MUST** INDICATE ON THE GRAPH OVERLEAF THE REQUIRED POSITION OF FITTINGS ORDERED AND YOUR PREFERRED POSITION OF MAINS OR THESE WILL BE FITTED AT OUR DISCRETION

EXHIBITORS REQUIRING CONNECTIONS TO THEIR OWN FITTINGS SHOULD ORDER THE APPROPRIATE SOCKET OUTLET AND HAVE A PLUG TOP FITTED TO THEIR EQUIPMENT PRIOR TO THE EVENT

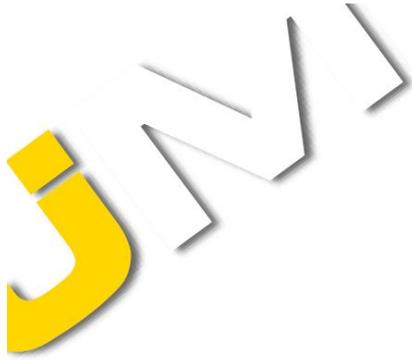
SUB TOTAL	£	
VAT @ 20%	£	
TOTAL	£	

FULL PAYMENT INCLUDING VAT AT 20% IS DUE WITH ORDER - PLEASE NOTE OUR CANCELLATION POLICY OVERLEAF

<input type="checkbox"/> CHEQUE ENCLOSED (PAYABLE TO Joe Manby Limited)		<input type="checkbox"/> BANK TRANSFER/BACS PAYMENT	
PLEASE CHARGE THE FOLLOWING CREDIT/DEBIT CARD		BANK DETAILS	
<input type="checkbox"/> CREDIT CARD		<input type="checkbox"/> DEBIT CARD	
CARD NO:		Bank Name:	NATWEST, HARROGATE
SECURITY CODE:		Account No:	36611913
VALID FROM:		Bank Sort Code:	53-50-21
NAME ON CARD:		IBAN Number:	GB28NWBK53502136611913
SIGNATURE OF CARDHOLDER:		Swift Number:	NWBKGB2L
		Account Name:	JOE MANBY LIMITED
		Value date:

VAT reg. no. GB 171 5637 59

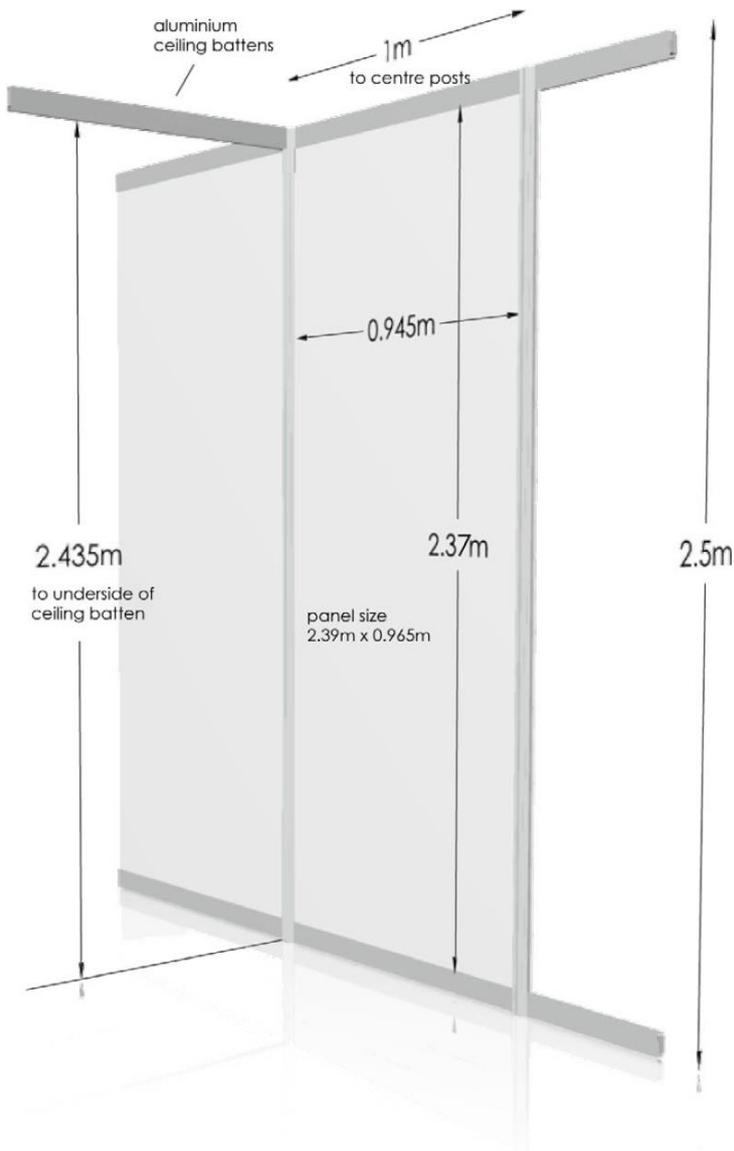
PLEASE KEEP A COPY OF THIS FORM FOR YOUR RECORDS



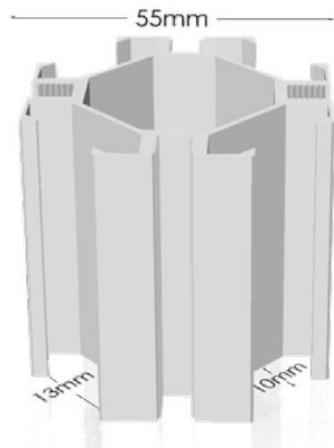
JOE MANBY LIMITED
EVENT SERVICES

MODULAR SHELL SCHEME

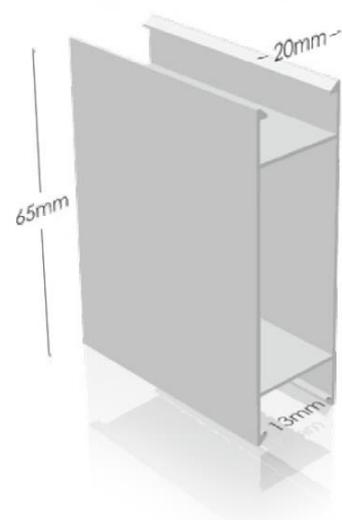
Technical Specification



POSTS



RAILS



SHELL SCHEME GRAPHICS

Get your brand noticed at exhibitions and events, where passers-by form a perception of your company based on your visual representation. High quality shell scheme graphics will ensure that your message is clearly conveyed to anyone who views your display stand.

Working with De-Signs gives you access to our design team. We'll work with you to create graphics that meet your demands and are visually stunning. We'll then supply and install the graphics, so you can focus on getting the smaller details on your exhibition stand right.

Shell Scheme Graphics - Unique printed designs. [Click here](#) for details.

Flexi Stands - Visually stunning, versatile and tailor-made. [Click here](#) for details.

Pop-Up Stands - Affordable and designed to last. [Click here](#) for details.

Roller Banners - Grab the attention of those passing your stand or display. [Click here](#) for details.

SAMPLE COSTS – please make sure you mention you are exhibiting at the Wildlife & Safari Travel Show when you speak to De-Signs to ensure you get a preferential rate!

- Shell Scheme INFILL PANEL with printed graphics on front face size 945mm x 2370mm @ £80 plus VAT
- Shell Scheme SEAMLESS PANELS with printed graphics on front face, with batons on back size 1000mm x 2500mm @ £91.00 plus VAT
- 5mm printed foamex panels, single sided @ £36 + VAT per sqm.
- Roller Banners - 800mm x 2000mm. For 1 or 2 cost is £89 + VAT each, 3 to 5 are £83 + VAT each, 6 or more is £78 + VAT each. They also offer other roller banner models, and other sizes.
-



T:01423 873 555

www.designsharrogate.co.uk

Click here to see
our new website! 

Beech Avenue, Harrogate, HG2 8DS

Audio Visual Booking Form: 2019 Wildlife & Safari Travel Show

AV Matrix is the official audio-visual contractor for the Wildlife & Safari Travel Show. With our local base and years of experience working with Harrogate Convention Centre, we are well placed to provide whatever you might need. Whether it's a simple AV display or a fully bespoke package, we're here to make things simple and hassle free. We have helped many exhibitors enhance their presence and deliver their message at several events, and are delighted to be able to extend our offering and preferential rates to you. To assist with your requirements we have listed some of our most popular packages below.

To order any items please indicate the number required, complete your contact details on the rear of this form and return to us via post or email.

If you need any further information please don't hesitate to get in touch or visit <http://www.av-matrix.com> to see our full product range.

Item	Price (Plus VAT)	Number Required
Small PA System complete with two handheld and two lavalier radio microphones.	£118.00	
LED Coloured Uplighters (x 8)	£96.00	
40" LCD Display with Parabella stand	£100.00	
55" LCD Display with Parabella stand	£115.00	
65" LCD Display with Parabella stand	£175.00	
75" LCD Display with Parabella stand	£257.00	

Company Name	
Stand Number	
Contact Name	
Address	
Email	
Telephone	

Please complete the above and return to:

Jordan Castlehouse
AV Matrix Ltd
Unit 120
Street 7
Thorp Arch Trading Estate
Wetherby
LS23 7FL

Or email jordan@av-matrix.com

***Please note that all indicated prices are excluding VAT. Rates are for duration of the show.
Exhibitors are responsible for arranging power to stands as required.***

EMERGENCY PROCEDURES - EXHIBITOR/ DELEGATE INSTRUCTIONS

BOMB THREAT PROCEDURES – ALL VENUES

If you find an unattended package/ bag etc. do not touch it. Inform Harrogate Convention Centre Management and Event Organisers.

Do not activate fire alarms.

If the threat is made by telephone the same procedure is to be followed.

FIRE EVACUATION DRILL/PROCEDURE

If you discover a fire or suspect there is a fire, for whatever reason (ie you see smoke):-

RAISE THE ALARM - operate the nearest glass fronted fire alarm call point (located near fire exits, main doors, linkways etc) - this will call the Fire Brigade and sound the alarms.

The sounding of loud alarms/sirens indicates a fire alarm. In The Royal Hall there is a taped voice evacuation statement that asks you leave the building.

Attack the fire with the equipment provided - only if there is no immediate danger to yourself. Be aware of the type of fire you are fighting, ie electrical fires must only be fought with green/black/blue extinguishers, or those displaying the appropriate markings. If possible inform a member of Harrogate Convention Centre Staff/Duty Manager of the area the fire is in.

EVACUATION

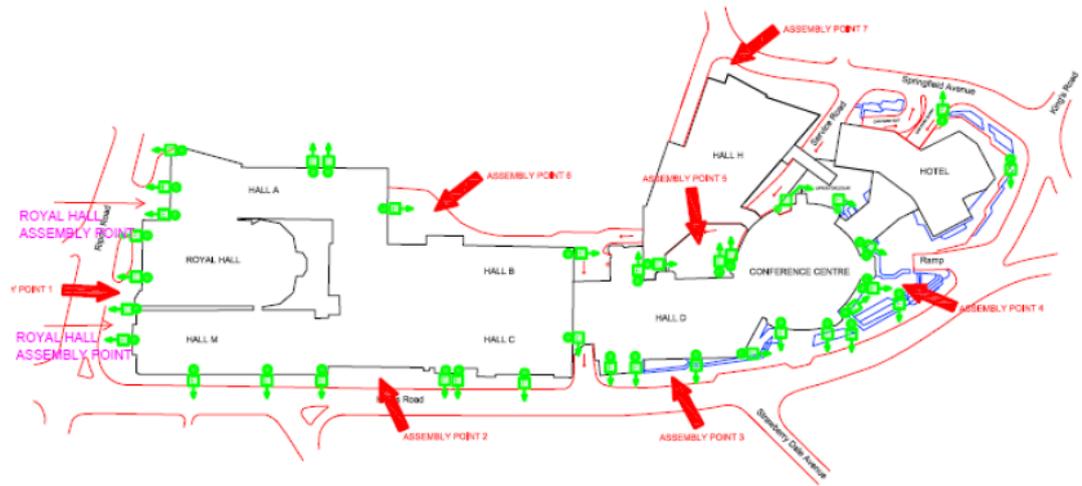
If you should hear the alarm, evacuate immediately by the nearest exit and make your way to the appropriate assembly point (PTO for location plan):-

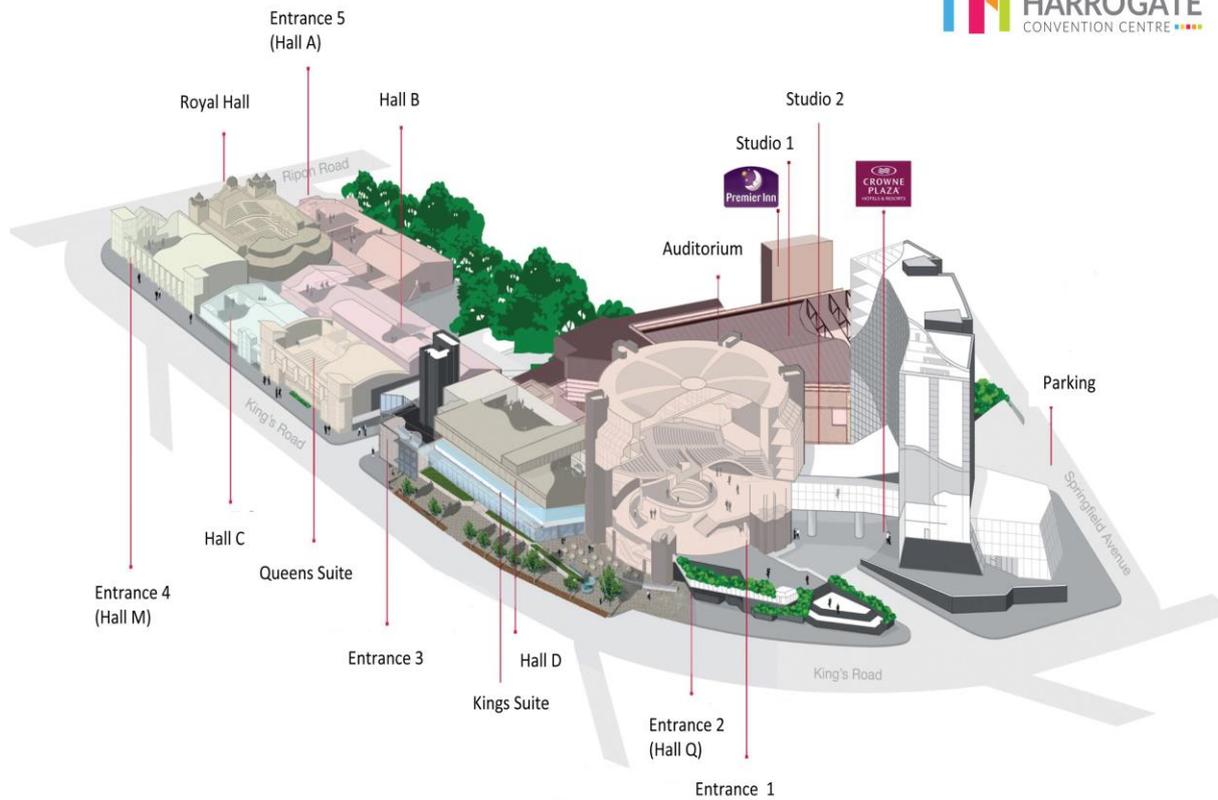
Exhibition Halls A, B, C, M, E and F.	Crescent Gardens opposite the front of the Royal Hall, adjacent to the St George Hotel.
Royal Hall	Crescent Gardens opposite the front of the Royal Hall, adjacent to the St George Hotel.
Exhibition Halls D, H, G, Q, Kings Suite, Queens Suite & Conference Centre	The green on the opposite side of the road to the Conference Centre main doors.

If you are a stand holder, do not try to remove your goods from the halls. Leave the halls immediately by the nearest emergency exit. Do not use lifts if fire alarm sounds.

You will be informed of the situation at your assembly point. Permission to re-enter the halls may only be given by the Fire Officer in charge.

ASSEMBLY POINTS





Venue Address

Harrogate Convention Centre, Kings Road, Harrogate, HG1 5LA

01423 500500 (main reception)

Web: www.harrogateconventioncentre.co.uk

Using Sat Nav

If you are using Sat Nav you can use the postcodes below:

Jubilee Car Park – HG1 1DJ Victoria Car Park – HG1 5LQ Harrogate Convention Centre – HG1 2HR.

Please remember to check the closing times of your car park if you intend to stay late as vehicles locked in will be charged a release fee.