

2019 Exhibitor Manual

Cenex Events 2019

Cenex-LCV and Cenex-Connected Automated Mobility



Ride & Drive



Seminars



Technology Exhibition

Millbrook, Bedford | 4th - 5th September 2019

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TimeTable

Build Up

31st August 2019	1200 - 1800hrs	Space only stands
1st September 2019	0800 - 1800hrs	Space only stands
2nd September 2019	0800 - 2000hrs	Space only stands
3rd September 2019	0800 - 2000hrs	All stands available

All stands must be completed by **2000hrs** on **3rd September 2019**

Show Timetable

	Visitor Access	Exhibitor Access	Track Access*
4th September 2019	0900 - 1700hrs	0800 - 1800hrs	0900 -1700hrs
5th September 2019	0900 - 1630hrs	0800 - 2000hrs	0900 -1630hrs

* Last drive will be at **1630hrs** on the **4th September** and **1600hrs** on the **5th September 2019**

Breakdown

5th September 2019	1800 - 2000hrs	Tear down for all shell scheme stands
	1800 - 2000hrs	Tear down for all space only stands and other equipment
6th September 2019	0800 - 1600hrs	Continuation of tear down for space only stands
	0800 - 1600hrs	Continuation of tear down for external exhibitors

Form Deadlines

F1 - External Electrics Mains Supply - 16th August

F2 - Electrics Internal - 16th August

Orders received after **9th August 2019** will be subject to a 20% surcharge.

F3 - External Electrics Additional Distribution - 16th August

F4 - Audio Visual - 16th August

F5 - Health & Safety - 12th August

Please note your show passes cannot be released until this form has been returned

F6 - Risk Assessment - 12th August

F7 - Nameboards Internal - 16th August

If we do not receive your Nameboard details by **16th August 2019**, the company name details as stated on your contract will be used.

F8 - Shell Scheme Options - 16th August

Orders received after **16th August 2019** will be subject to a 20% surcharge.

F9 - Space Only Plans - 12th August

F10 - Catering - 12th August

F11 - Furniture - 16th August

F12 - Floral Services - 16th August

F13 - Freight Forwarding, Lifting & Storage - 16th August

F14 - Hospitality Units/Freebuild Structures - 12th August

F15 - Vehicle List - 12th August

Show Guide Exhibitor Entry (Found on Main Exhibitor Portal) - 2nd August

Contact Information

Cenex Sales Team

Holywell Building,
Holywell Park,
Ashby Road,
Loughborough,
Leicestershire, LE11 3UZ
+44 (0)1509 642 500
lcvsales@cenex.co.uk

Hall 1 Manager

Poppy Brady

Office: +44 (0)1525 842 731
Mobile: 07971 472 886
poppy.brady@millbrook.co.uk

Hall 2 Manager

Poppy Brady

Office: +44 (0)1525 842 731
Mobile: 07971 472 886
poppy.brady@millbrook.co.uk

Hall 3 & 4 Manager

Poppy Brady

Office: +44 (0)1525 842 731
Mobile: 07971 472 886
poppy.brady@millbrook.co.uk

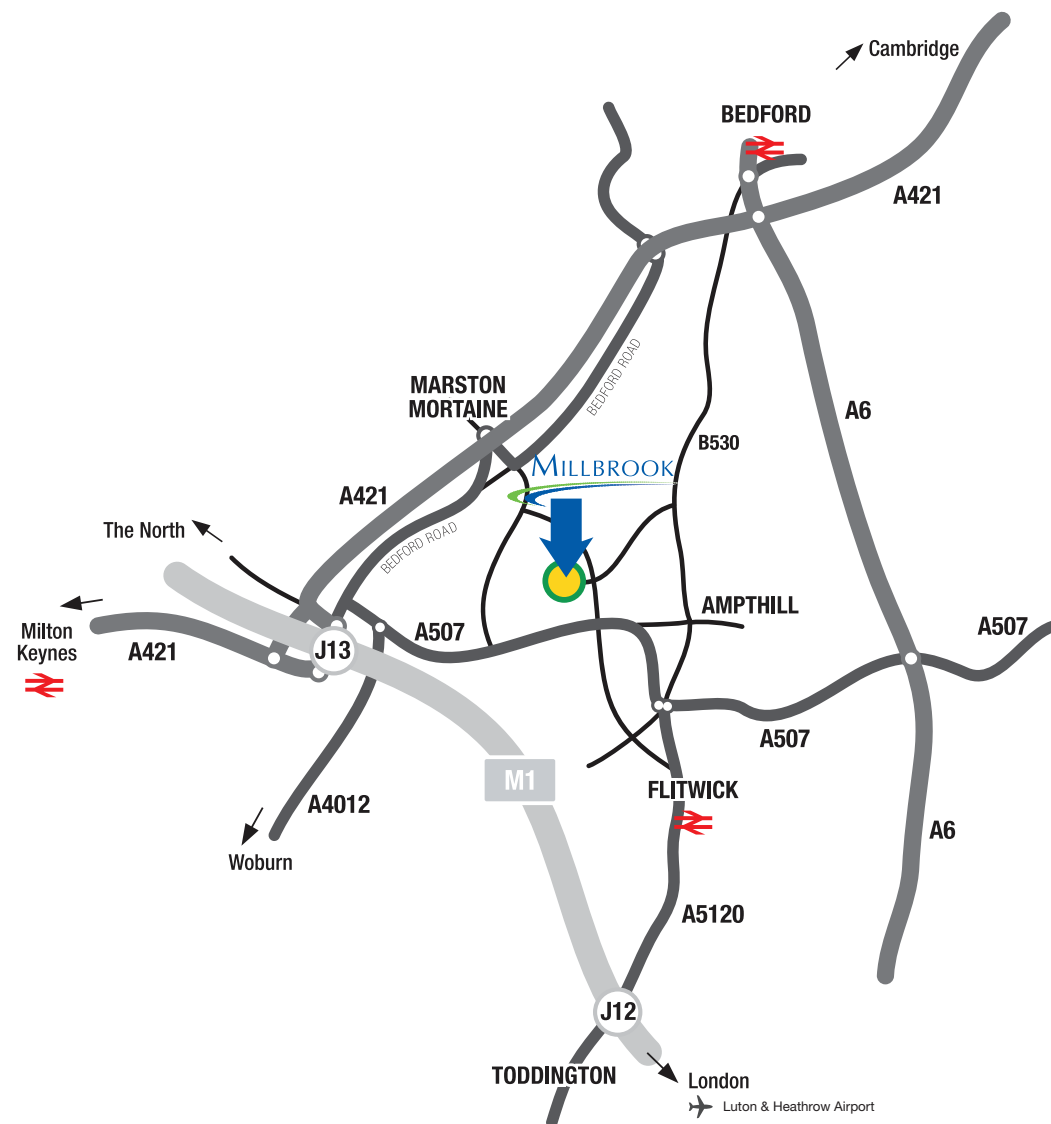
Steering Pad Manager

Amy Clarke

Office: +44 (0)1525 408 497
amy.clarke@millbrook.co.uk



Getting There



By Car

Route from all directions:

- Take A421 to Marston Moretaine (between Bedford and M1 Junction 13)
- Leave Marstone Moretaine exit
- Follow signs into Marstone Moretaine
- At T-junction, turn left then immediately right
- Proceed through village and turn left after Forest Centre towards Millbrook
- Visitor and exhibitor entrance is approx. 0.8 miles on the right
- For Sat Nav and access to visitor and exhibitor entrance please use the postcode MK45 2JH

By LGV

Route from all directions:

- From A1 Black Cat Roundabout, follow A421 towards Bedford
- Exit at A6 and turn onto A6 towards Bedford
- Cross traffic lights then filter left at roundabout onto B530 (Amphill Road)
- Continue straight over next roundabout (first exit) to remain on B530
- Turn right into unnamed road signposted 'Millbrook'
- Follow this road for 2 miles
- Millbrook entrance is immediately after village on left

By Train

- The nearest railway station is **Flitwick Station**, Steppingley Road, Flitwick, Bedford, MK45 1AJ.
- This is serviced by the **Thameslink Line**.
- The Proving Ground is just a 5 minute car journey away.
- A1 Station Taxis operate from Flitwick Station. **Tel: +44 (0)1525 757 575**

Internal Exhibitors

Halls 1 – 5

Shell Scheme

Description

The EESL Sodem shell scheme system is a modular system of silver aluminium poles and beams holding 3mm thick white infill panels. These panels form the walls of the stands. You cannot fix anything to the wall panels using nails, staples or screws. Lightweight poly-board or card panels can be fixed with Velcro or Blu-tac. Heavier items can be displayed but support brackets and chains packs need to be used. These can be obtained by EESL. Each stand will include a 240v, 13 amp, 500w socket and a 4' lighting track with 3 spotlights.

Shell Scheme Height

Any exhibitor wishing to have any part of their exhibit exceed the 2.48m octanorm stand height should first receive written approval from their Hall Manager.

Name Boards

A Name Board will be fitted to the open side of your stand. Unless the relevant form is returned before **Friday, 16th August 2019**, the company name details as stated on your contract will be used. All lettering will be in standard style and please ensure that any abbreviations are correct. Only the main exhibitor's name will be displayed on the Name Board.

Dimensions

The height of the stand to the underside of the ceiling is 2480mm and to the underside of the fascia panel is 2180mm. The wall panel size is 2352mm high x 966mm wide when fitted with poles and beams. The face size of the panels is 2340mm high and 954mm wide. The poles are 46mm in diameter projecting forward 20mm.

Walls or Open Sides

Please note:

- Part island Shell Scheme sites will have one back wall and two side walls where shell is on either side.
- End of run stands or corner sites will have two walls and two open sides.

Electrics

Each stand will include a 240v, 13 amp, 500w socket and a 4' lighting track with 3 spotlights. Please log on to the website using your username and password to fill in the relevant form, highlighting your electrical requirements. This form should be returned before **Friday, 16th August 2019**.

Storage

We strongly advise exhibitors to build storage area on their stand to cope with boxes, merchandise, stock or any other materials not on display, as they should not obstruct or be visible from the aisles. Boxes must not be stored in any recesses behind or beside stands or in areas not easily visible as this could potentially become a fire hazard. Should you require any additional storage space away from your stand please contact Ceva Show Freight with whom appropriate storage can be arranged.

Ceiling Heights

Shell Scheme stands are 2.480m high.

Carpet and Floor Coverings

Halls 1-5 are carpeted throughout. Exhibitors wishing to lay alternative flooring **MUST** lay a wooden platform called floor flaps before any additional floor covering is used. The floor must also be finished with a metal or plastic edging trim. Stand carpet must not be laid directly onto the fitted carpet.

ANY DAMAGE TO THE CARPET WILL BE CHARGED TO THE EXHIBITOR BY THE VENUE.

Floor Loadings

Halls 1, 2 & 3 floor has a UDL of 5kN/m² with a point load of 1.8kN.

Flues

Any exhibit or process which generates noxious or toxic fumes, exhausts or smoke must be so arranged as to have an and be effective exhaust system to the outside air

situated adjacent to an external wall of the hall. Any exhibitor who intends to operate equipment which may come within the category is requested to communicate this to the Hall Manager as soon as possible. Flues, ducting etc. can be arranged if necessary through Millbrook with costs being borne by the exhibitor.

Space Only (Internal)

The term "Space Only" means that an exhibitor has booked only floor space and is therefore responsible for arranging all physical requirements of their own stand, such as design, construction and provision of the floor surface etc. Space Only exhibitors may appoint a stand contractor of their own choice. We recommend that all contractors are aware of the organiser's Health & Safety policy. In particular with regard to the current CDM regulation.

All external exhibitors must work within the following parameters:

Space Only plans (indicating your appointed contractor) must be completed and returned with two copies (four copies if your stand is over 4m) of your proposed dimensional stand drawing for approval by Monday, 12th August 2019. Please log on to the website using your username and password and complete form F9.

All Space Only exhibitors must supply drawings by this date. Failure to do so will result in a delay while permission to build is being given at LCV2019, or proposed plans being condemned and refused building permission.

All Space Only designs must be of a standard deemed acceptable to Millbrook. For the purpose of defining this acceptable standard – please contact your Hall Manager.

1. All electrical installations are to be handled by the official electrical contractor – Hawthorn Theatrical.
2. When designing Space Only stands, please refer to the event timetable at the front of this guide.
3. The overall height of stand fitting (including graphics and cladding of columns) must **NOT EXCEED 4 METRES IN HEIGHT FROM THE FLOOR**, without prior written approval from your Hall Manager. Please note requirements regarding any stands over 4m are as follows:
"All exhibitors constructing a stand of complex nature, i.e. over 4m high, must have the stand plans passed by the organisers structural engineers in conjunction with the venue for which a fee will be charged to the exhibitor".
4. Please note your stand will also be inspected and assessed after construction to ensure it has been built according to the plans and structural calculations provided.
5. Your company name and stand number must be prominently displayed on each corner of the stand.
6. All work must be carried out within the schedule as laid down in the show timetable.
7. All work on stands and displays must be carried out in accordance with the relevant health and safety legislation and guidance.

All major Venues within the UK are now complying with the eGuide which has become the benchmark regulation for all stand build regulations in the industry. A copy of the current eGuide can be downloaded from the ESSA website (www.essa.uk.com). It will be used in conjunction with this exhibition manual.

It is the Stand Holder's and Contractor's responsibility to ensure that the design, any goods, materials, equipment, staff and Contractors comply fully with all relevant laws, health and safety requirements and standfitting regulations.

Stand Holders and Contractors are responsible for the design, structural stability and safe use of the stand, as well as ensuring it can be constructed and dismantled in line with the Organiser's timetable and that all stand build fits within the boundaries of the stand space allocated.

All materials used for construction must be fit for purpose and significant hazards eliminated such as trips, slips and falls. Appropriate fixings, and fixing methods must be used when constructing stands.

Stand Holders or their appointed agents/contractors, must satisfy themselves that the site marked out on the floor conforms to the dimensions shown on the floorplan/contract.

Areas incorporating part of the building structure must be checked for location and measurements, traps, services, openings in floors, fire prevention outlets, etc. to avoid costly adjustments to stand structures caused by any building obstruction which neither Cenex nor Millbrook can accept any responsibility for.

The venue safety signs, emergency rescue routes and safety areas must not be obstructed in any way and access maintained at all times to fire-fighting equipment.

Divides must be a minimum height of 2.5m to a maximum height of 4m. Divides must be solid, freestanding, self-supporting and sit flush on the dividing lines and run for the full length of the closed sides.

Space only stands adjoining another space only stand or venue wall

It is the responsibility of the exhibitor to ensure that any stand erected adjoining a venue wall is located exactly as shown on the venue plans (with particular reference to the distance from the designated stand boundary to the building structure) and that full account is taken of any height restriction caused by the building structure.

On back to back space only sites, neighbouring exhibitors should liaise with one another to ensure divides are being installed and maybe arrange to share the cost.

Where exhibitors are building individual walls, they must liaise with

adjacent space only exhibitors to ensure that if one wall is higher than the other, the over height visible back and/or sides of that wall is finished to a standard acceptable to the Organisers in a plain neutral colour. Such areas must not include graphics or branding. It is advised that the rear of all divide walls are dressed down to 2.5m in height.

Please note receiving a Drawing Inspection Notice does not mean that adjoining stand plans have been checked for compatibility.

Graphics, branding and logos are not to be placed on towers or other structures at the rear of the stand so as to blatantly overshadow an adjoining stand and must be shown on all drawings submitted for approval. The appointed Technical Management Team reserve the right to arbitrate in any dispute and their decision is final.

Pop up structures and walling systems

Pop up structures and walling systems must be fit for purpose and built in line with manufacturer instructions. When using these types of systems for divide walls, each Exhibitor must ensure the following:-

- The structure meets minimum divide height of 2.5m
- The structure runs for the full length of each closed side
- The structure is fully self-supporting
- The structure must sit flush against the dividing line, and sit within the boundaries of the allocated stand space

- Support legs/feet must not protrude into neighbouring stand space or void space

Please ensure you have noted if your stand is positioned within a closed distance of a Venue Exit door or entrance as draft can effect stand stability.

All visible gaps between the structure and the neighbouring divide wall, or any gap between the height of the pop up and the neighbouring divide wall, must be suitably dressed to the satisfaction of the Organiser.

Exhibitors should be aware that should divide walls not be deemed suitable by the Organisers, the Organisers reserve the right to insist upon shell scheme panels, at the expense of the Exhibitor.

Space only stands adjoining a shell scheme stand

Where a space only stand joins a shell scheme stand, the reverse side of the shell scheme wall may not be used and a suitable and acceptable partition must be installed.

The shell scheme contractor will make a charge if a space stand has not constructed a wall. A charge will also be made if the shell wall is used to hang graphics or exhibits.

Any walls that are built above the height of the shell scheme (2.5m) must be finished to an acceptable standard in a plain neutral colour and may not contain branding or logos overlooking neighbouring sites.



If you have any questions relating to any of the exhibition spaces, please contact your corresponding Hall Manager/Steering Pad Manager.



External Exhibitions

Steering Pad

Space Only (External)

Outdoor exhibition space is available on the Steering Pad which is located directly outside Hall 3. The Steering Pad is an outside concrete area on which space only stands can be booked. It will be in this location that you will be invited to display both your static and demonstration vehicles. All other larger equipment and displays can also be accommodated in this area.

Temporary structures and hospitality units can be erected but plans will need to be submitted to the Steering Pad Manager for approval in advance of the event. Please be aware that these structures will be on hard-standing concrete and therefore need to have appropriate weighting or tethering for these conditions. However, please note that you **CANNOT drill into the Steering Pad or damage it in any way. Any damage to the Steering Pad surface will be charged to the exhibitor by the Venue.**

Electrics External

The Organisers will appoint an event electrician who will carry out all external electrical work. No other electrician will be allowed on external areas. External stands will be required to provide their own power where required, through the official appointed contractor – Hawthorn Theatrical. Please request your power by logging on to the website using your username and password to complete form **F3**. This will need to be completed by **Friday, 16th August 2019**. Failure to comply with this deadline will result in no connection to the electrical supply.

PLEASE NOTE THAT EXHIBITORS ARE NOT PERMITTED TO BRING THEIR OWN GENERATORS

If you have any questions relating to any of the exhibition spaces, please contact the Steering Pad Manager.

A–Z General Information

IMPORTANT NOTE TO ALL EXHIBITORS

Note that **ALL** materials handling must be carried out by the approved contractor, CEVA, who have a number of services including the storage and return of display boxes etc.

It is imperative that you book prior to the event to ensure that Ceva have the correct machinery required to complete your required service available on site.

All shell scheme exhibitors must have vacated their stands by 2000 hours on **Thursday, 5th September 2019**.

All other internal exhibitors must have vacated their stands by 1400 hours on **Friday, 6th September 2019**.

Please do not leave any brochures, literature or display panels on your Shell Scheme stand after 2000 hrs **Thursday, 5th September 2019** as anything left on your stand will be treated as waste.

Forms

All exhibitor forms can be completed online via the exhibitor area. Please use the following link and enter your login details:

<http://www.cenex-lcv.co.uk/booking/login.asp>

A

Access

During the event open times, access for exhibitors will be available from 0800hrs until 1800hrs except for the last day. Please see the timetable in section 1.0 for further access times. No persons under the age of 18 years or animals will be allowed on site.

Accommodation

For local hotel accommodation, please visit <https://my.cenex-lcv.co.uk/>

Alcohol

There will be no alcoholic beverages permitted on site at Millbrook during LCV2019. All drinks on sale will be non-alcoholic.

Audio Visual

Should you require any audio visual equipment for your stand, please log on to the website to view the relevant forms using your username and password.

B

Badges & Passes

Exhibitor and Contractor Passes are available on the exhibitor website. This will entitle you to gain access to Millbrook.

Exhibitor passes – ALL exhibitors will be required to wear this badge at all times during build up, opening period, and breakdown of the show. Exhibitors will require vehicle passes in advance. These will be issued upon arrival to site. You will receive an email with links to individual e-tickets for the staff registered.

The stand manager can then either download and print the e-ticket for each member of staff they have registered or forward the link to the relevant person to print and bring themselves.

Each exhibitor will bring their e-ticket to the event and scan the barcode at one of the fast track terminals on-site to print their badge.

The Registration Helpdesk will be open during the afternoon of **Tuesday, 3rd September 2019** for you to collect your lanyard and badge holder. Exhibitor badges should be ordered by filling the relevant form online in advance.

Contractor passes – Contractors don't need a separate pass. Contractors will be issued a contractor/vehicle pass upon arrival to site.

Balloons / Inflatables

Permission must be obtained from show management if you wish to use helium balloons in internal exhibition areas. Balloons that float to the roof have to be removed by the rigging team and the cost for this will be passed on to the exhibitor.

Branding / Sponsorship

There are a number of branding and sponsorship opportunities available. Please contact the Cenex Sales team on **+44 (0)1509 642 500** or visit our Sales Website: <https://sales.cenex-lcv.co.uk>

Breakdown

Will not commence until 1800hrs on **Thursday, 5th September 2019** or until all the public are clear of the exhibition and it is safe to do so.

- All vehicles, units and property on Shell Scheme stands must be cleared by 2000hrs on **Thursday, 5th September 2019** as Shell Scheme dismantling will commence at this time.

- All outside exhibitors may breakdown until 2000hrs on **Thursday, 5th September**. Breakdown will continue for these exhibitors from 0800 – 1600hrs on **Friday, 6th September**.

- All internal space only exhibitors may breakdown until 2000hrs on **Thursday, 5th September 2019** and must complete breakdown and be cleared by 1600hrs on **Friday, 5th September 2019**.

Car Parking

During build-up/breakdown – Marshals will direct exhibitors and contractors to the relevant exhibition area. Please be patient when attempting to reach the exhibition area, as it can get very congested. If you are delivering vehicles that can ultimately be driven to your stand, please obey all instructions from the control staff as we need to ensure that no obstruction is caused to the access/exit routes from the site.

During the live days – Each exhibitor will be issued with a specific number of free parking permits (in relation to the size of their stand). We suggest that as many people as possible should travel in these vehicles. For more information on the number of free permits you receive, please visit the exhibitor portal.

If you have any additional vehicles these will require a paid parking permit. These are available to purchase via our website.

On the open days exhibitors must follow the directions to the exhibitor/visitor car park.

Please note that all vehicles must be removed from the car park area and from Millbrook site at the end of each build up, live, and breakdown day. Any vehicles remaining may be towed or lifted and placed in our compound. Charges may apply. No exceptions will be tolerated.

Catering

Catering will be available through the onsite approved outlets only.

Build up Days

2nd - 3rd September 2019

0800 - 1000hrs Breakfast

1200 - 1400hrs Lunch

Drinks and snacks will be served 0800-1700hrs

Catering wristbands will be issued an allocated number to exhibitor stands on a free of charge basis.

Additional wristbands will be available to purchase using form **F10**.

Live Days

4th - 5th September 2019

HALL 2, HALL 3, HALL 4 and CATERING VILLAGE

Live day stand catering can be booked through the exhibitor portal by completing form **F10** by **Monday, 12th August 2019**.

Ceiling Heights

Space Only stands (internal halls) should not exceed 4m in height from the floor without prior written approval from the Organisers. Height restrictions may vary according to your stand location, please contact your Hall Manager for guidance. Shell Scheme stands are 2.480m high.

Common Parts

In the interest of public safety all gangways and public circulation areas must be kept clear at all times.

Contractor Passes

Contractors do not need a pass. A contractor/vehicle pass will be issued upon arrival to site.

Data Scanners

Upon hire of a data scanner, visitors details can be logged and recorded (by swiping the bar code on the visitors badge) and a post event report produced. In this way, you keep a record of all those that you meet at the event. For details of how you can obtain data scanners please contact LiveBuzz (contact details on [page 33](#)).

Delivery of Exhibits

All vehicles delivering exhibits, materials or goods to Millbrook are subject to the control of the Traffic Marshals who manage control points throughout the complex.

Please bring your own trolleys / manpower to transport goods to and from your stand.

It is imperative that vehicles are unloaded as swiftly as possible and then removed before exhibitors return to dress their stand. No vehicles, other than display vehicles are permitted to remain on site overnight.

Please mark your deliveries:

STAND NUMBER & NAME

LCV2019

c/o your "Hall Manager"
Station Lane
Millbrook
Bedfordshire
MK45 2JQ

Please note that Millbrook are unable to sign for deliveries. Ensure a member of your staff is on site to receive your delivery or it will be turned away, apart from any deliveries or logistics handled by the show's approved Materials Handling Contractor, Ceva Logistics.

It is imperative that the drivers of the transporters/LGVs etc are informed of the entry and access restrictions and must follow the prescribed LGV route (which

D

can be found on *pages 7-8*). The police will prosecute any drivers parked on the approach roads to Millbrook or in the local villages.

Dilapidations

Exhibitors are reminded that they will be charged for making good, restoring or renewing any dilapidations to the show areas, for example; marks by or to paint, bolt, screw and nail holes or damage to carpet etc.

Disabled Access

There are facilities at Millbrook for people with disabilities. All building areas are easily accessible and there are disabled toilets available.

A designated disabled parking area will be available close to the venue.

The organisers would like to remind all exhibitors of their obligation relating to the Equality Act, to this end please be advised that your stand should be easily accessible to visitors in wheelchairs.

Distribution of Material

Exhibitors are not permitted to display or hand out any literature or material in any form, from any area within the exhibition area other than within the boundary of your stand unless previously agreed with the organisers in writing.

Driver Briefings

Please note that all vehicles must be accompanied by a permitted Instructor/ Technician at all times and all Instructors/ Technicians must attend a driver briefing before being allowed access to Millbrook Tracks. These briefings will take place in a

D / E

Dome during the afternoon **3rd September** and on the morning of **4th September**. Wristbands will be issued to those that have attended the briefing and these will be routinely checked upon entry to the tracks during the live days. No wristband, no access to Tracks. If you hold a valid Millbrook Track permit you will still need to attend the safety briefing in order to obtain a wristband.

Instructors/Drivers at the end of the briefing will be issued with a temporary driving wristband for the event giving them access to the tracks. No wristband, no access. Please note: Full driving licences must be presented before a wristband can be issued. With the removal of conventional paper licences, drivers MUST download a driving licence code that will allow the Organisers to check the drivers driving licence information.

(The code lasts up to 21 days after creation.)

Visit www.gov.uk/view-driving-licence to generate your driving licence code.

Disabled Access

The hazard posed by dust & other airborne contaminants (as defined under COSHH) should be controlled by the provision of suitable engineering controls - for example Local Exhaust Ventilation in the case of power saws. The use of any such tools which produce dust & other airborne contaminants, will not be permitted in the Internal Exhibition Areas without these control measures in place.

Electrics

During the open period of the LCV2019, internal stand mains supply will be switched on half an hour before the Event opens and switched off half an hour after it closes.

E

Please note that external power points will be available 24 hours to allow for vehicle charging.

Electrics – Important Information

Under no circumstances are exhibitors own staff or any non-approved persons permitted to carry out electrical installation work.

All lighting shall be designed and installed to avoid nuisance and discomfort to neighbouring stands and visitors.

Flashing lights or signs are not permitted, but sequenced displays may be used, subject to prior written approval by your Hall Manager.

If a 24 hour supply is required (for overnight parking, refrigeration etc) please contact your Hall Manager.

External exhibitors are obliged to supply, upon request, a current test certificate indicating that their particular mobile exhibition unit complies with the current UK regulations.

All portable appliances contained within these units or on internal stands must also have a certificate stating the last time that they were PAT tested. It is the responsibility of the person bringing such items on-site to make sure that they comply.

The dedicated event electricians will not be held responsible for any portable appliances that have not been MPAT tested. This test can be provided on site for a charge, and certification can be provided.

Electrics External

The organisers will appoint an event electrician who will carry out all external electrical work. No other electrician will be

allowed on external areas. External stands will be required to source their own power & distribution, where required, through the official appointed contractor – Hawthorn Theatrical. Please request your power & distro by logging on the website using your username and password to access form **F3**. This will need to be completed by **Friday, 16th August 2019**, failure to comply with this deadline will result in no connection to the electrical supply.

PLEASE NOTE THAT EXHIBITORS ARE NOT PERMITTED TO BRING THEIR OWN GENERATORS

Electrical Supply - Internal

Millbrook will appoint an event electrician who will carry out all electrical work. No other electrician will be allowed to work on site. Shell scheme stands will include a 240v, 13 amp, 500w socket and a 4' lighting track with 3 spotlights and any additional electrical requirements should be ordered using form **F2** which can be downloaded from the website. Please log on to the website using your username and password to access this information. This will need to be completed by **Friday, 16th August 2019**.

Emergency Procedures

Emergency Procedures will be provided when on site. Please ensure that all staff on your stand are aware of these procedures.

Exhibitor Badges

Each exhibitor will be expected to wear an exhibitor badge to gain access to the event during build-up, open times and breakdown. See under badges for further information.

F

Fire Regulations

There are strict regulations governing the materials, which may be used in the construction of stands and in the demonstration of products.

Millbrook Fire Officers, will inspect stands during build-up. Millbrook retains the right to remove any offending fittings or materials and ultimately to close down a stand if it does not conform. All materials used on exhibitors stands or stored within the event area must be Class 1 (B.S 476) fire retardant. Exhibitors should draw their contractors attention to these requirements. If any exhibitor has any specific fire extinguisher requirements there will be an additional charge, please contact the organisers with your requirements. Lost extinguishers and fire blankets will be chargeable. Exhibitors must ensure that stand personnel are conversant with emergency procedures and that they are aware of the position of the nearest fire alarm.

First Aid

Paramedics and ambulances will be on site for open days. Millbrook first aid staff will be on standby for the build-up and breakdown periods. Further information will be available within your site induction.

Floor Loadings

Halls 1, 2 & 3 have a UDL of 5kN/m² with a point load of 1.8kN. Hall 1 has a UDL of 135kN/m² with a point load of 100kN.

Floral Hire

Please log on to the website using your username and password to access form **F12** by **Friday, 16th August 2019**.

Forklift Trucks

If you require the use of a forklift truck please refer to the website using your username and password to access form **F13** by **Friday, 16th August 2019**. For further information please contact CEVA.

Forms

All forms referred to in this manual can be found on the online [exhibitor portal](#). ALL exhibitors can choose which services they require.

Once you have submitted a form it will be marked as completed. You will receive an e-mail to confirm the submission and inform you that the supplier will contact you about your enquiry soon. Please keep this e-mail as proof of submission.

Fuel

Will be available on the live days at the Millbrook Fuel Station, where a marshal will be available to assist.

Fuel is free of charge.

Fuel Types Available:

Unleaded 95 Diesel Unleaded 97

F

Furniture

Should you require additional furniture for your stand, a catalogue and price list is available online which offers an extensive range of furniture available for hire to exhibitors. Please order your furniture online by completing form **F11** by **Friday, 16th August 2019**.

It is the responsibility of the exhibitor to make sure that all their belongings are safely removed from the hire furniture before the contractor collects it.

H

Health & Safety

Exhibitors are reminded of their responsibilities under UK Health and Safety Legislation, eg the Health and Safety at Work etc Act, the Management of Health and Safety at Work Regulations and the Construction Design and Management Regulations in relation to all of their activities on site ie working exhibits, preparation of exhibits and other materials and rig/de-rig etc.

Millbrook Proving Ground seeks the cooperation of everybody working on their site to comply with all relevant H&S legislation and to maintain high standards of health and safety. All employers have a responsibility, so far as reasonably practicable, for the health, safety and welfare, of their employees and others who may be affected by their acts or omissions. Employees should be provided information, instruction, training and supervision as appropriate, to enable them to carry out their work in a safe manner. To assist in this endeavour, every Exhibitor must complete the H&S Form. (Please log in to the website and complete from **F5** by **Monday, 12th August 2019**.) Additionally, Millbrook Proving Ground requires Exhibitors to have, readily available, at least the following H&S documentation - a copy of their H&S Policy Statement, relevant risk assessments, method statements/RAMS, relevant training/competency records, insurance, equipment certification and, if applicable, such records for Contractors working on their behalf.

Exhibitor Responsibilities

The Exhibitor employs or contracts out the work on their stand, making each stand its own separate 'workplace', subject to all relevant laws and regulations. Exhibitors

have a wider Health & Safety responsibility than that pertaining to their workplace. They have a Duty of Care to each contractor and sub-contractor involved with their stand, and to every person who may come into contact with it. Exhibitors are directly responsible for the safe use and maintenance of every element on their stand and its environs.

It is the Exhibitor's responsibility to define exact areas of responsibility between themselves and their contractors prior to coming on site. They must especially check that their contractors are competent and have undertaken a suitable and sufficient Risk Assessment, along with a Method Statement for complex stands – usually undertaken with the Exhibitor. It is the Exhibitors responsibility to ensure such documents are accurate, valid and control measures are in place throughout tenancy. Exhibitors must take reasonable steps to ensure that the contractors are operating to a safe system of work, including access and egress to and from that stand.

Contractor Responsibilities

Contractors must ensure the health, safety and welfare of any persons that their (or their sub-contractors) work practices affect, including those on adjacent stands, aisles, or areas when erecting structures, stands, offices, storage areas, temporary seating, stages, temporary toilets, feature areas; and using facilities, plant, material, machinery or equipment. This includes demonstrations and displays and all other elements and materials that they or their agents use at, hire or bring in to any exhibition/event.

The condition, maintenance and correct use of tools, plant and machinery, training, supervision and competence of staff are also the responsibility of the individual Contractors as required by health and safety legislation.

Principal contractors must supply their client, with suitable and sufficient Risk Assessments and Method Statements whenever necessary. These should be supplied to the organisers, prior to the Event and may also need the input of the stand designer and other specialists as deemed necessary by the contractors.

All work must be in accordance with Millbrook H&S procedures. It is the contractor's responsibility to make themselves aware of these; a non-exhaustive list of requirements follows:-

Health & Safety Requirements

Method Statements

Method Statements are not required by law but they compliment Risk Assessments, as they refer to the risks and control measures highlighted within the Risk Assessment and how you are to control, plan and remedy those risks within your activities. They detail in a logical sequence exactly how the job is going to be undertaken in a safe manner and without risk to people's health and safety. Method Statements are usually required by Clients within the Construction Sector, as they help provide information to all parties on the how the work should be undertaken and the precautions that will be taken. They also help to provide the Principal Contractor with information to develop the Construction Phase Plan. If Method Statements are not used or available then another suitable system should be in place to demonstrate how the risks are to be controlled. If you do not implement Method Statements then it is acceptable to submit your Safe System of Work ie the process how you will complete your activities and control the risks associated with such activities.

Risk Assessments

The Law requires every employer to undertake a Risk Assessment. A Risk Assessment is quite simply a means to assess, record and devise control measures against all the significant risks that may be present onsite. Each party associated with an event must undertake a suitable and sufficient RA for their involvement with the event. Copies should be made available as requested. A sample Risk Assessment is available by clicking on the Risk Assessment link online.

Working at Height Definitions

Working at height – Work in any place where, if there were no precautions in place, a person could fall a distance liable to cause personal injury. For example working on a ladder; fall through a fragile surface; fall into an opening in a floor/hole.

Work platform – There are many access systems available ranging from tower and general scaffold, mobile and suspended access equipment (cherry pickers) and mobile elevating work platforms (MEWPs). The working platform is the part upon which people stand while working. A ladder should be treated as a means of access not a work platform. For short duration work, a ladder may be reasonably practicable. If this is such it may be a class 1 and should be appropriately footed and tied. Your risk assessment will decide if it is appropriate for the task.

Working at Height Requirements

Prior to commencing, and as part of the planning of the work, a suitable and sufficient risk assessment should be carried out.

Do not work at height unless it is absolutely unavoidable. Plan to do as much work as possible at ground level.

Ensure that you have a secure work platform.

All equipment should be checked before use to make sure it is safe, in good condition and properly maintained. **Only those competent to use the equipment should do so.**

Safety Zone

Ensure that a safety-zone is created in the area to protect passers-by against materials accidentally falling. During build up and break down hi-vis and safety footwear is compulsory for all. Hard hats are required whilst working at height, where overhead works are being undertaken or your risk assessment details the requirement.

Scaffolding

All riggers must be experienced and competent in the use of access equipment and make available any certification.

Lifting

All lifting operations must be in accordance with LOLER.

1. Ensure that all persons you employ to carry out Lifting Operations are suitably competent, and make available any certification to prove as such if requested.
2. Ensure all Lifting Equipment you hire in is accompanied by adequate LOLER documentation. Keep this with the hired-in equipment;
3. Ensure that a written Risk Assessment is carried out for all Lifting Operations and is available for inspection;
4. Ensure that Safe Systems of Work are in place.

Complex Structures & Structural Calculations

It is the exhibitor's responsibility to ensure that both safety and stability is built in at their exhibition. Complex Structures are stands and structures that require bracing and as such must have Structural Calculations produced by a qualified, competent and insured structural engineer. The structural calculations should be submitted along with copies of the stand drawings. Risk assessments and method statements should be provided to the venue.

Construction Materials

Materials used in the construction and decoration of structures etc should have a low surface spread of flame rating with a minimum Class 1.

'Non combustible' materials should be tested to BS476: p4.

Impregnated materials should be tested to BS476: p7. These will be marked to show compliance.

Plastic materials should be in accordance with BS2782: p1. The use of plastics should be kept to a minimum.

Hazardous Substances

The Control of Substances Hazardous to Health Regulations (COSHH) must be complied with at all times. A suitable and sufficient risk assessment along with any SDSs must be provided if requested containing as a minimum the following information;

- Storage (at the Venue and on the stand if applicable);
- Usage (how, when, what, where, why);
- Emission (fumes and vapours);
- Waste removal

Manual Handling

You should ensure that your staff, so far as is reasonably practicable:

- **Avoid the need to manually handle;**
- **Assess the risk of injury from any hazardous manual handling that can't be avoided;**
- **Reduce the risk of injury from hazardous manual handling.**

Employees also have duties. They must:

- Follow appropriate systems of work laid down for their safety;
- Make proper use of equipment provided for their safety;
- Co-operate with their employer on health & safety issues;
- Apply the duties of employers, as appropriate, to their own manual handling activities
- Ensure that their activities do not put others at risk.

Hot Work

Hot work is prohibited. If you need to undertake hot works then please speak to your Hall Manager who will advise you accordingly.

Static Vehicles

All petrol-fuelled motor vehicles or other petrol engine equipment fitted with a fuel tank, including exhibits, plant or machinery, must comply with the following;

- The fuel tanks of motor vehicles manufactured prior to 1984 must contain only sufficient fuel to move the vehicle in and out of the hall, due to the absence of safety features which prevent leakage.

- Fuel tanks of motor vehicles manufactured from 1984 onwards may contain fuel.
- Fuel tanks on all other petrol engine equipment must be empty.
- The fuel tank must be sealed, wherever possible with a lockable cap.
- Vehicles may require a drip tray and must be positioned within the boundaries of the stand so that any protrusions, doors, tail lifts etc, do not infringe the stand perimeter.
- The running of engines during the open period of an exhibition is strictly prohibited.
- For vehicles required to operate as part of a moving demonstration, "pit" positions must be clearly defined and agreed with the venue. Suitable fire extinguisher(s) must be provided.
- Filling or emptying of fuel tanks inside the hall is strictly prohibited at all times.
- Any and all batteries must be fully disconnected and made safe.
N.B. For the specific occasions where it is a requirement for electrical equipment to be demonstrated on a vehicle, and the battery and cabling systems are part of the demonstration, or where it would otherwise damage electronic systems on the vehicle, it may be impractical to have all batteries disconnected. Where this is the case, the clients must adopt and agree a Code of Practice with Millbrook whereby safety standards can be maintained. This may involve separating ignition circuits and the fusing, charging and venting for any such battery, along with stricter fire and crowd controls.

Personal Protective Equipment (PPE)

It is compulsory for all contractors/personnel on site during build up and breakdown **must** wear a hi-vis vest with company logo displayed, and safety footwear. There are no exceptions and none will be available on site for use or purchase.

Please ensure you complete and return the appropriate forms which can be accessed on-line using your username and password. No show passes will be released until these forms are received.

Internal Height Limits

Space only stands:

The overall height of stands (including graphics and cladding of any columns) must **NOT EXCEED 4 METRES IN HEIGHT** from the floor (where possible), without prior written approval from the Organisers.

The stability and safety of all complex structures must satisfy the Organisers and application must be made for approval in respect of each such structure before it may be installed at the show.

Examples of complex structures:

- Stands over 4m in height
- Multi-storey stands
- Viewing/service platforms
- Suspended items, e.g. Lighting rigs
- Raised walkways
- Sound/lighting towers
- Temporary tiered seating

Any of the above will require an examination by an Independent Structural Engineer; the cost will be borne by the individual exhibitor and depends on the nature of the construction. Please log-on to the website using your username and password and complete form **F9** by **Monday, 12th August 2019**.

H / I

Shell-scheme stands:

Any exhibitors wishing to have any part of their exhibit exceed the 2.5m octanorm stand height should first receive written approval from your Hall Manager.

Hotels

If you should require accommodation please go to <https://my.cenex-lcv.co.uk/> for details.

Insurance

Millbrook, whilst taking every reasonable precaution, expressly declines responsibility for any loss or damage which may befall the person or the property of exhibitors, their contractors or visitors from any cause whatsoever. The exhibitor must insure their legal liability as stated in our Terms & Conditions.

Exhibitors are required to insure their liability under a Public Liability Policy for a minimum indemnity of £2,500,000. Exhibitors are further recommended to effect insurance cover in respect of:

1. Exhibits and contents of stand whilst on display, whilst being erected / dismantled and whilst in transit.
1. Expenses incurred due to abandonment or postponement of LCV2019.

L / M

Licensing

Please note that licences may be required for the following activities: entertainment, lasers, pyrotechnics, smoke machines & special treatment.

Location

See location on *pages 7 and 8* of this guide.

Lost Property

Any items found should be handed in to either security or at the information point in Hall 1.

Music

The organisers reserve the right to alter the sound level of music being played on stands, should the noise level be deemed to be a nuisance. A relevant PRS licence will be required by the exhibitor.

N / O

Naked Flames

Naked flames are not allowed in the venue without prior written permission and compliance.

Name Boards/Fascias

All shell scheme stands will be provided with a name board and stand number in uniform style. Please complete form **F7** by **Friday, 16th August 2019** using your username and password with your required wording. In the event of non-receipt of the form the company details as stated on your contract will be used.

Neon

Any exhibitors using neon lighting must inform the Hall Manager. All neon installations must incorporate a fireman's switch.

Noise and Odours

No noisy construction work or work producing objectionable odours will be permitted within the hall. Any music or other systems in use must be properly licensed and kept to a level of volume that does not cause disturbance to other exhibitors. In the case of a dispute, the decision of show management is final. Also see 'Music'.

Opening Hours

Please see section 1 – *Timetable*

P

Parking

All vehicles must be removed from the car park area and from the Millbrook site at the end of each build up, live and breakdown day. Any vehicles remaining may be towed or lifted and placed in our compound. Charges may apply.

Each exhibitor has a dedicated number of parking permits, dependent on the size of their stand. To view the number of permits available to your stand, please see your contract via the exhibitor portal:

<http://booking.cenex-lcv.co.uk/login.asp>

If you require more permits than identified in your contract, these will need to be purchased via the website.

Photography

Cameras will be allowed on site on the live event days only. Cameras are strictly prohibited at all other times.

Cenex-LCV, their legal representatives and assigns (including any agency, client, or publication), retain irrevocable permission to publish any photographs taken by the official event photographer. These images may be published in any manner, including advertising, marketing.

Press & PR

The press area will be situated in a dedicated section of Hall 2. We would be delighted to hold up to 20 press packs for you in the press area. Please deliver them to the press area on **Tuesday, 3rd September 2019**. Media enquiries should be addressed to Sue Glanville (sue@catalystcomms.co.uk).

Should you have any noteworthy activities or launches planned at LCV2019 that you would like to publicise, please contact Sue Glanville.

Pyrotechnics

Should you wish to make use of special effects, fireworks etc. of a pyrotechnic nature, consent must first be obtained from the organisers and then the venue. **28 days notice is required for this.** Please contact your Hall Manager as soon as possible. Information will be required as to safety data sheets, purpose and area to be discharged.

Registration Procedure

Please refer to the *registration page* on the website.

Security

Millbrook is a secure site, and security is maintained on a 24 hour basis both within the complex and at the main entrance. Security is maintained at the exhibition area and personnel will experience difficulty in gaining entry to the site if they are not in possession of the necessary security pass.

During the closed period continual surveillance of the exhibition areas will be maintained. No exhibitor, his agents or any other person acting on behalf of the exhibitor will be allowed in Millbrook after the show has closed.

However, neither Millbrook nor security will be responsible or liable for theft, damage or injury – please see insurance in this section. Exhibitors are reminded to be particularly vigilant during the following periods; the last night of build-up, the first half an hour after the show closes each day and the first two hours of breakdown.

The following points need to be carefully noted:

During Build-Up

Once your exhibits have been placed on your stand, it is essential that the stand is manned or secured at all times. Though Millbrook will do all it can to minimise risk, you are advised to take precautions yourself.

During Open Hours

All exhibitors and visitors, in the interest of their own safety and security may be searched and their bags searched on entering and leaving the building. We ask that you co-operate and insist that your staff carry badges or passes at all times.

During Breakdown

Please do not leave your stand unattended at any time during the first few hours of breakdown, and not until all valuable exhibits or graphics etc. have been removed.

Please do not leave any valuables on your stand overnight. If you require a security guard for your stand please contact your Hall Manager.

Show Guide

A Visitor Guide will be produced for the event and will be distributed free of charge to visitors. Each exhibitor will be given a guide on entry which is included in the cost of their stand. The entry will consist of:

Company name, telephone number, e-mail address, web site, stand number and up to a maximum of **520 characters**.

Please complete your show guide entry through the exhibitor portal, by **Friday 2nd August 2019**. If the form is not returned by the deadline, your entry will consist of the company name used on your original application and your stand number only.

Smoking

Please note within Millbrook buildings there is a non-smoking policy, smoking is allowed in designated outside areas.

Stand Share Arrangements

Companies wishing to share their stand with other organisations to jointly exhibit should alert the Cenex Sales Team so arrangements can be made for all exhibitors to be identified. Organisations operating from another company's stand are actively encouraged to purchase a guest exhibitor show guide listing (contact Cenex Sales on 01509 635 750). **Please note that stand sharing is NOT permitted for 3m x 2m stands.** Only the main exhibitor's name will be displayed on the Nameboard unless individual stands are purchased.

Storage

Storage is available to exhibitors at the Event – Please contact CEVA for further details on this. Their contact details are available on the website. This offer does not apply to vehicles. Please note that the venue is unable to provide any storage.

Temporary Staff

Temporary staff can be provided for your stand. Please refer to the suppliers list on *page 33* for more information.

Timetable

A complete listing of the build-up, open period and breakdown times can be found in section 1 of this guide.

Track Times

Access to tracks will be 0900 - 1700hrs on the **4th September** and 0900 - 1630hrs on the **5th September**.

Please note: Last drive will be at 1630hrs on the **4th September** and 1600hrs on the **5th September**.

Vehicles

All exhibitors bringing vehicles onsite whether for demonstration or static display; must provide a list of those vehicles to Millbrook using the relevant form online. Please access this by using your username and password. LCV2019 ID numbers will be issued to identify Exhibitors' demonstration vehicles. Delivery of all show vehicles (static or demonstration) need to be made by prior arrangement with the Hall Manager or Steering Pad Manager. When loading / off-loading vehicles, please proceed as per directions from Event Staff.

All vehicles must be removed from the car park area and from the Millbrook site at the end of each build up, live and breakdown. Any vehicles remaining may be towed or lifted and placed in our compound. Charges may apply. Show vehicles may be left on the exhibitor's stand space.

Visitors

Visitors will be allowed on site from 0730 hours on each live day. They will drive their vehicles to a dedicated event entrance gate where they will show their pre-registration tickets. They will then follow directions to the parking area.

From there visitors will be taken by shuttle bus to Hall 2 where they will register.

After registering, the visitor can take advantage of the full seminar programme and ride and drive.

V

Seminar programme – Please refer to website for a full seminar programme.

Ride & Drive – The visitor may visit any of the exhibitor stands to book the vehicle they wish to drive. Each drive comprises of one circuit of each of the relevant track facilities. An instructor needs to be present in every ride and drive vehicle. This should take approximately 15 minutes to complete.

Please ensure that all visitors are accompanied by permitted instructors at all times.

Vehicle Cleaning

An official Valet will be appointed for the event and these will be the only Valeters allowed to operate prior to and during the event.

W

Waste

Wheelie bins will be provided for general waste throughout the life-cycle of the event. Bulk waste must be removed by the exhibitor or their contractors. A waste-removal charge will be made by the venue to the exhibitor, should any bulk waste be left in their stand areas.

If you have any questions relating to LCV2019, please contact your corresponding Hall Manager/Steering Pad Manager.



Contract Services

Audio Visual Ryan Grant

Hawthorn Theatrical Limited
Crown Business Park
Old Dalby, Nr. Melton Mowbray
Leicestershire. LE14 3NQ
T: 01664 821 133
F: 01664 821 119
E: lcv@hawthorn.biz

Catering Angela Edlin

Millbrook Events Catering
Millbrook
Bedfordshire
MK45 2JQ
T: 01525 408 498
E: angela.edlin@millbrook.co.uk

Data Scanners LiveBuzz

T: 02476 711493
E: lcv-2019@livebuzz.co.uk

Electrics External Ryan Grant

Hawthorn Theatrical Limited
Crown Business Park
Old Dalby, Nr. Melton Mowbray
Leicestershire. LE14 3NQ
T: 01664 821 133
F: 01664 821 119
E: lcv@hawthorn.biz

Electrics Internal Sophie Howe

Unit SP1, Bellman Gate
Holcot Lane
Sywell Aerodrome Business Park
Sywell, Northants
NN6 0BL
T: 01933 224 127
F: 01933 275 502
E: orders@eventexhibitions.co.uk

Exhibitor & Visitor Passes LiveBuzz

T: 02476 711493
E: lcv-2019@livebuzz.co.uk

Contract Services

Floral

Chris Bridgman

Bridgman & Bridgman
T: 01908 579080
E: chris@bridgmanlandscapes.co.uk

Furniture

Tracey Copson

Unit 23-25
Bilton Industrial Estate
Humber Avenue
Coventry
CV3 1JL
T: 02476 457474
E: info@3rdelement.co.uk

Press & PR

Sue Glanville/Cate Bonthuys

Catalyst Communications
T: 0771 581 7589
0774 654 6773
E: sue@catalystcomms.co.uk
cate@catalystcomms.co.uk

Rigging

Ryan Grant

Hawthorn Theatrical Limited
Crown Business Park
Old Dalby, Nr. Melton Mowbray
Leicestershire. LE14 3NQ
T: 01664 821 133
F: 01664 821 119
E: lcw@hawthorn.biz

Health & Safety

Beckie Staincliffe

European Health & Safety Consultants Ltd
17 Diamond Court
Fox Milne
Milton Keynes
MK15 0DU
T: 01908 411919
E: beckie@ehsc.co.uk

Instructors

Amy Clarke

Millbrook Events
Millbrook
Bedfordshire
MK45 2JQ
T: 01525 408497
E: Amy.clarke@millbrook.co.uk

Shell Scheme

Sophie Howe

Unit SP1, Bellman Gate
Holcot Lane
Sywell Aerodrome Business Park
Sywell, Northants
NN6 0BL
T: 01933 224 127
F: 01933 275 502
E: orders@eventexhibitions.co.uk

Show Guide

Keely Winfield-O'Hare

PDC Ltd
Common Farm, Barton Road Carlton,
Warks, CV13 0RL
T: 01455 290 222
E: keely@pdc.is

Materials Handling

Amanda Carrett

CEVA Showfreight
Unit 3A, Perimeter Way
NEC, Birmingham
B40 1PJ
T: 0330 58 77776
E: amanda.carrett@cevalogistics.com

Name Boards

Sophie Howe

Unit SP1, Bellman Gate
Holcot Lane
Sywell Aerodrome Business Park
Sywell, Northants
NN6 0BL
T: 01933 224 127
F: 01933 275 502
E: orders@eventexhibitions.co.uk

Storage

Amanda Carrett

CEVA Showfreight
Unit 3A, Perimeter Way
NEC, Birmingham
B40 1PJ
T: 0330 58 77776
E: amanda.carrett@cevalogistics.com

Temporary Stand Staff

Carey Coleman

Cosmic Events
16 Folders Gate
Amphill
Bedford
T: 07971 558 828
E: careyjb@aol.com

If you have any questions,
please contact your Hall/
Steering Pad Manager



Exhibitor Terms and Conditions

CENEX LIMITED TERMS AND CONDITIONS FOR SUPPLY OF SERVICES/ EXHIBITION STAND SPACE IN RESPECT TO CENEX-LCV AND CENEX-CONNECT AUTOMATED MOBILITY EVENT, 4TH - 5TH SEPTEMBER 2019 TO BE HELD AT MILLBROOK.

1 Definitions

The parties referred to in these terms and conditions are as follows:

1.1 "Services" means services to be provided by the "Company" as detailed in the "Confirmation of Order to attend".

1.2 "Additional Services" means services which are not detailed within the "Confirmation of Order to attend", for example, AV equipment, Furniture, Graphics etc or other specific services required by the "Client" to support their attendance at which are agreed after completion of the online "Exhibitor Registration" and exhibition space booking form.

1.3 "Agreement" means the agreement between the "Company" and "Client" for the supply of services in accordance with these terms and conditions and the "Confirmation of Order to attend".

1.4 "Balance" means the "Consideration" less the "Deposit" previously paid by the "Client".

1.5 "Confirmation of Order to attend" means summary of facilities, services and terms and conditions to be provided under this agreement.

1.6 "Client" means the contracting Company or person.

1.7 "Company" means Cenex Ltd, Holywell Building, Holywell Park, Ashby Road, Loughborough, Leicestershire, LE11 3UZ, England. Registration number 05371158. Registered at 55 Colmore Row, Birmingham B3 2AS.

1.8 "Consideration" means the consideration payable by the "Client" to the "Company" as stated in the "Agreement".

1.9 "Contract" means a booking made electronically through the Exhibitor Portal by pressing the "confirm booking" button

1.10 "Deposit" means initial payment due on completion of the online exhibitor booking form as detailed in the "Confirmation of Order to attend".

1.11 "Event Date" means the date stated within the "Agreement" on which "Services" will be provided by the "Company" to the "Client".

1.12 "Facility/Facilities" means the use of Millbrook's Concept Centre and/or Concept 2 buildings and any other buildings; structures or other facilities of Millbrook from time to time in respect to a particular event (including but not limited to marquee or 'pavilion') and/or the track at Millbrook and/or other areas referred to by the Company as the Steering Pad, Off Road Reception and of the Pod structure as the Company may determine and/or the allocation by the Company of Stand Space there to and the return of those facilities in the same condition/ state of repair at the end of the Contract or earlier termination or cancellation.

1.13 "Participant" means all or any Invitees or guests of the "Client".

1.14 "Payment Dates" means the dates upon which the "Deposit" and the "Balance" are due and payable to the "Company".

1.15 "Representative" means any person or persons acting as servants or agents of the "Company" or independent contractors employed by the "Company".

1.16 "Event" means the Cenex-LCV and Cenex-Connected Automated Mobility event at Millbrook, Bedfordshire on the 4th & 5th September 2019 and as detailed in the "Confirmation of Order to attend".

1.17 'Millbrook' means the Millbrook Proving Ground at Millbrook, Bedfordshire and/or any of its Facility/Facilities as hereinafter defined.

2. Application of Terms and Conditions

2.1 These terms and conditions apply in respect of all Services and Additional Services supplied or contacted out by the Company under this Agreement on the Event date and no modification thereof is binding unless in writing and signed by a duly authorised officer of the Company.

2.2 These terms and conditions override any other terms and conditions stipulated, incorporated or referred to by the Client.

2.3 The Agreement to which these terms and conditions apply shall not be assignable.

2.4 By completing the Booking Form which incorporates these Terms and Conditions, you agree on behalf of the Client to be bound by them in their entirety.

3. Price and Payment

3.1 The price of a booking will be the price stated on the Confirmation of Order to attend ("Price"). Any subsequent variation in the Price agreed by the Company will only be valid if confirmed in writing to you.

3.2 The Price is payable as follows: The total cost shown on the booking form will be required to be paid in full upon signing the contract (ie. confirmation of booking made electronically) unless otherwise agreed between company and client and confirmed on the Confirmation of Order.

3.3 Payment may be made in BACS or by any debit or credit card we accept at the time you make payment.

3.4 Interest will be chargeable at the rate of 2% above the current base rate at the time of Bank of Scotland on any payment not received by us from you in accordance with Clause 3.2.

3.5 The Contract Price shall, unless expressly specified, be exclusive of all duties and taxes whatsoever in respect of the provision of the Services and all such duties and taxes shall be by the Client/Exhibitor. Unless specified therein, quotations exclude Value Added Tax at the prevailing rate on the date of supply of the service.

4. Cancellation Terms

4.1 The following cancellation charges will apply in the event the Client cancels the Event booking: More than 90 days before any Event – 50% of the Price. From 90 days to 45 days before any Event – 75% of the Price. Less than 45 days up to the Event date – 100% of the Price.

4.2 All cancellations must be received in writing to Cenex Ltd, Holywell Building, Holywell Park, Ashby Road, Loughborough, Leicestershire, LE11 3UZ, England, or by email to lcvsales@cenex.co.uk and will be deemed to take effect from the date of receipt by the Company.

4.3 Cancellation charges which relate to Additional Services hired in by the Company for the event, as requested by the Client, will be charged 100% of the cost.

4.4 In the event of any dispute concerning the provision of the Services by the Company hereunder to the Client/Exhibitor, the Client shall not be entitled to withhold payment in respect of other aspects of the services not in dispute or otherwise delay payment of the Company's invoice.

5. Booking Conditions

You agree on behalf of the Client and all and any other Participants that:

5.1 No warranty, expressed or implied, is given by the Company that Millbrook or any part of it will prove adequate in all respects for any use contemplated by the Client/Exhibitor.

5.2 The Client shall, at all times, comply with all reasonable general rules, regulations procedures and requirements of the Company notified to the Client whilst on the Facility (meaning Millbrook and/ or the Facility/Facilities) relating in particular to any prohibition against smoking (in specified areas) and adherence to speed limits and ensure that its personnel comply with security procedures (including but not limited to searching vehicles, cases and bags) and checks laid down or required by the Company. The Company expressly reserves the right at any time to decline to permit any individual to drive any vehicle pursuant to paragraph 5.6 hereto, refuse access to or order the removal of any individual or vehicle from the Facility upon reasonable grounds and without notice, although reasonable notice will be given whenever possible. Such a refusal of access or exclusion shall be without prejudice to the rights of the Company to charge the Client in respect of the Facility/ Facilities and/or Services already supplied.

5.3 The Client shall only make use of that part of Millbrook, or the Facility/Facilities referred to, designated by the Company as being available for use by the Client and during such hours and using such procedures as may be specified by the Company. The Client shall not enter any other part of Millbrook's premises other than those to which they have been given access in connection with the Contract. Security restrictions must be adhered to.

5.4 Vehicles provided by the Client for use at Millbrook or the Facility/Facilities referred to shall be provided with silencing to such standards as may be required by the Company at its reasonable discretion.

5.5 The Client shall immediately notify the Company of any incident or matter coming to the attention of the Client during its use of Millbrook or the Facility/Facilities referred to which may be a contravention of these Conditions. Such notification may be verbal at first instance but shall be confirmed in writing to the Company giving all relevant detail within 48 hours of such incident or matter.

5.6 The Client shall ensure to the satisfaction of the Company that each individual who is in control of a vehicle (or instructing others

in the use of the vehicle) using Millbrook, or the Facility/ Facilities referred to on behalf of the Client, is in possession of a valid United Kingdom driving licence (or such overseas driving licence as is recognised in the United Kingdom as being equivalent thereto) in respect of the class of vehicle concerned, is medically fit to drive that vehicle and is not under the influence of alcohol or drugs, and shall provide upon demand such reasonable proof of fitness as may be required by the Company.

5.7 The Client shall ensure that any employees, servants, agents, representatives and guests or other individual who is in control of any vehicle, is familiar with and capable in all respects of driving such vehicles in a safe and controlled fashion. Where he/she is to be accompanied by an instructor, the Client is required to ensure that such employees, servants, agents, representatives and guests or other individual, must comply with any instructions/signals given by any instructors or track marshals.

5.8 The Company expressly reserves the right to remove any vehicle of the Client deemed by the Company as having been rendered disabled or causing an obstruction or a potential danger to other drivers or other persons, from Millbrook or the Facility/ Facilities referred to in whatever reasonable and proper fashion it deems appropriate at the sole cost of the Client/ Exhibitor.

5.9 The Client will at all times observe the requirements of the Health and Safety at Work Act 1974 and any amendment thereto.

5.10 The Client shall fully and effectively indemnify the Company against all costs, claims, expenses and other liability, howsoever arising, whether in respect of damage to property or otherwise and whether suffered by the Company or any other third party, so far as the same arises directly or indirectly in consequence of the negligent or improper use of Millbrook and the Facility/ Facilities by the Client/Exhibitor.

5.11 The Client shall maintain a policy(s) of insurance against all liabilities which may attach to the Client for any death, injury, loss or damage to any person or property arising out of or in connection with the Client's/Exhibitor's use of Millbrook. This insurance shall be effected in such sum as may be agreed but in any event for not less than an indemnity of £2,500,000 in respect of any one accident or series of accidents arising out of one event.

5.12 Minors (under the age of 18) or animals are not permitted on Millbrook's Facility/Facilities as defined above.

5.13 The Client acknowledges that the Company and Millbrook Facility provides services on behalf of other clients of a highly confidential nature and therefore the Client shall advise its employees, servants, agents, representatives, and guests that the use of cameras or video equipment (including digital) are not permitted outside of the Cenex-LCV showground within the Millbrook Facility without the Company's prior written consent, and that the Company reserves the right to confiscate the same if the client is discovered breaking this confidentiality.

5.14 If the Company has reason to believe that the Client is engaged in any activities which the Company believes are illegal or contrary to the best interests of the Company and or the Event (including but not limited to the distribution of literature which is either potentially libellous or racist in nature), the Company reserves the right to cancel the Stand/Stand Space and any other use of the Facility/Facilities by the Client without being liable for refunding any amount of the Contract Price and require the Client to vacate such Stand/Stand Space and any other use of the Facility/ Facilities.

5.15 All Clients / Exhibitors will observe and comply with all circuit rules and regulations and any advice, instruction, request or decision made by the Company whether on the grounds of the safety of the Participants or any other person or for any other reason at all;

5.16 The Company's opinion on all matters regarding safety will be final.

5.17 That any Participants acting in a manner which in the Company's opinion is dangerous or may interfere with or disrupt the Event will at the Company's request and without further liability immediately leave the Event venue until after the end of the Event booking and the Company shall be entitled at our sole discretion to suspend the Event until the Company's request is complied with by any Participant.

5.18 The Company will be entitled at the time of any Event to prevent a Participant from driving who is not legally entitled to drive or in the Company's opinion is not fit and proper to drive (due to mental state of mind or may be under the influence of drugs, alcohol etc) or in the Company's opinion represents, in any way, a risk to the health and safety of other participants or Clients.

5.19 No Client will be allowed to take part in the Ride and Drive Event unless they have attended the full safety briefing preceding the Event.

5.20 Where required by the Company, all Participants must wear a crash helmet and any other safety equipment/ clothing as deemed necessary by the Company on the grounds of health and safety.

5.21 In the interest of health and safety and to protect the quality of the Event, the Company reserves the right at their sole discretion to alter or amend the content of the Event.

6. Liability

6.1 It is a condition of this Agreement that in order for a Participant to take part in the ride and drive Event the Participant must be in a fit medical condition to do so. It is also the Clients responsibility to ensure that the Participant signs the Company's disclaimer of liability agreement (will be provided by the Company on the day of the event and is attached to these terms and condition) prior to driving any vehicle.

6.2 Any Participant failing to sign the disclaimer of liability agreement will not be permitted to take part in the ride and drive Event.

6.3 If a Participant is allowed to participate in the ride and drive event or drive a vehicle, by the Client, without a signed disclaimer of liability agreement, the Company will hold the Client responsible for any consequential liability and losses. Indeed, the Company may cease the activity for the Participant and / or the Client on the grounds of safety.

6.4 The Client is responsible for ensuring all Participants are sufficiently capable of understanding instructions given to them in the English Language on safety or whilst driving. The Company will not be liable in any way for any consequences arising from the Client's failure to do so. Indeed, the Company may cease the activity for the Participant and or the Client on the grounds of safety.

6.5 Force Majeure - If the Company is unable to perform any of its obligations under this Agreement by reason of any circumstances, cause or event outside its control including (without limitation of the generality of this Clause) any governmental restrictions, adverse weather, riot, commotion, acts of God, industrial action, breakdown of plant or any failure of gas, water service, electricity etc., the Company shall be entitled to be relieved of its obligations hereunder to the extent to which performance of the obligations is prevented, frustrated or suspended. In such circumstances non-performance of the obligations of the Company hereunder shall not entitle the Client to claim damages of any kind whatsoever whether direct, indirect or consequential.

6.6 The Company has Public Liability insurance cover up to a limit of £20,000,000 for any one event and unlimited aggregate cover in

the period for all events.

6.7 The Client shall be liable for any damage caused by the Participants to the facilities and property owned by the Company except to the extent it is deemed fair wear and tear.

7. General

7.1 No variation of this Agreement shall be binding upon the parties to this Agreement unless it is in writing and signed by the parties.

7.2 The Company has a preferred suppliers list for all outside suppliers, including but not limited to catering, AV, signage, marquees and entertainments. Clients are not permitted to bring in outside contractors without the express written consent of the Company.

8. Hazardous Substances

8.1 With regard to the Control of Substances Hazardous to Health Regulations (1988) ('COSHH') and any amendment there to the Client will provide the Company with handling and storage data for any relevant material and will provide updated data as it becomes available. Where the Client leaves on site after the Event any such hazardous material, whereupon the Company incurs costs relating to the disposal thereof, or the Client causes any contamination by waste; effluent or release of fluids or substances, then Millbrook will recharge such costs to the Client, together with an administration charge of 15% there on which Millbrook reserve the right to levy.

9. Equipment brought on to site

9.1 The Client/Exhibitor warrants that all equipment and instrumentation brought on to Millbrook premises by the Client/ Exhibitor fully comply with relevant safety standards. This includes portable electric appliances which must have been tested, certified as safe (PAT Certificate) and identified as such by a competent person as defined by the 1989 Electricity at Work Regulations and any amendment thereto.

9.2 The Company reserves the right to inspect such equipment and instrumentation and to refuse entry or to undertake the appropriate certification at the Client's/Exhibitor's expense. The Company shall not be liable for any delays or costs to the Contract resulting from any action under this condition.

10. Jurisdiction

10.1 This contract shall be governed by and construed in all respect in accordance with the laws of England.

11. Photography & Videography

11.1 Cenex-LCV, their legal representatives and assigns (including any agency, client, or publication), retain irrevocable permission to publish any photographs or videos taken by the official event photographer/videographer. These images may be published in any manner, including advertising, marketing.

