

EXHIBITOR INFORMATION

AGE RESTRICTIONS

For Health & Safety reasons, children under the age of 16 cannot be admitted to the FPS EXPO 2010, at any time. Anyone suspected of being under the age of 16 will be asked to show ID before being allowed entry.

AUDIO VISUAL EQUIPMENT

Audio Visual equipment can be hired from the FPS approved supplier. Information and an order form can be found in the Forms section. Deadlines for placing orders are detailed on the form.

JNM Electrical Services
Contact: Steve Pickard
Tel: +44 (0)1423 817187
Fax: +44 (0)1423 552512
Mobile: +44 (0)7967 591139

Exhibitors are free to bring their own equipment, or arrange hire from any other company.

BARCODE READER SERVICE

Barcode Readers are available to hire from Showdata Systems, who will be producing all the Exhibitor Passes and Delegate Badges.

The Barcode Scanner order form can be found online at
<http://www.eventdata.co.uk/Scanners/FPS.aspx>

Orders need to be placed by Friday 29 March 2010

BUILD UP & BREAKDOWN

The timetable for build up and breakdown can be found in the General Information section of this manual. It is important that you contact us if you foresee any problems in keeping to this timetable.

On no account may stands be broken down before 1700hrs on Thursday 22 April, a 25% surcharge of the stand cost will be levied to the exhibitor by way of liquidated damages, and will be payable by 31 May 2010.

Any items remaining in the hall after 1130 hrs on Friday 23 April 2010 will be treated as rubbish and disposed of, any additional costs incurred will be passed on to the exhibitor.

CANCELLATION

The FPS reserves the right to cancel a booking in the event of failure by the Exhibitor to pay the space charge by the due date.

No refund shall be made in the event of the Exhibitor being unable, for whatever reason, to occupy their stand, except at the discretion of the FPS. The FPS reserves the right to re-sell the space.

No refund shall be given in the event of the FPS having to cancel the event due to circumstances beyond its control.

CAR PARKING

Harrogate International Centre operates a Pay & Display Car Park.

Please note that vehicles are parked at owner's risk and the car park is locked overnight. The FPS or the HIC accepts no responsibility for any loss or damage to vehicles.

CARPET

Black carpet is included in the cost of space only and shell scheme stands. The walkways will be carpeted in silver grey.

All areas will be carpeted. Should you not require your area carpeted, please email jw@fpsonline.co.uk with your company name and stand number.

Please note that no refunds will be given to exhibitors not requiring carpet.

Different colour stand carpet can be provided at an additional cost. Prices and colours on request, please call the FPS EXPO Team on +44 (0)1565 631313.

CATERING

Exhibitors must not sell or give away in any part of the premises any refreshments other than those supplied by Kudos Hospitality, the HIC appointed agent

The stand catering order form can be found in the Forms section.

CLEANING

Your stand/exhibition area will be vacuumed on the evening before each open day. Any exhibitors/sub-contractors impacting on this service or causing any delay will be charged extra for any additional staff required to complete the clean.

If you require any additional or specialised cleaning, please contact the FPS EXPO Team on +44 (0)1565 631313.

CLEANING – TANKERS & COMMERCIAL VEHICLES

There will be cold water cleaning facility available for the washing of commercial vehicles before entering the exhibition hall. The charge for this service is £35.00 + VAT, per vehicle.

Please note that if you book this service and do not use it, you will still be charged.

The vehicle wash form can be found in the Forms section.

Exhibitors may clean and polish commercial vehicles and exhibits inside the exhibition hall on build up days only. Precautions must be taken to protect the carpeted area around you. Anyone marking or damaging the carpet will be charged for cleaning accordingly.

COMMERCIAL VEHICLES

Tanker exhibitors must ensure that their vehicles have been purged with a buffer load of gasoil/derv immediately prior to departure for the exhibition venue. They must also ensure that, once in position, vehicle batteries are disconnected and that they remain so until the vehicles are ready to be removed from the premises. Drip trays must be provided under all vehicles.

The vehicle keys must be handed into the Organisers Office for the duration of the event, and can be reclaimed after 1500 hrs on Thursday 23 April.

COMMUNICATIONS

Broadband and internet connections are available from the International Centre, but must be booked in advance.

Further information and a booking form can be found in the Forms section.

COMPLAINTS

All complaints must be notified in writing to the Organisers on-site during the open period of the exhibition.

DANGEROUS SUBSTANCES

Exhibitors shall not bring or permit to be brought onto the premises any combustible explosive, inflammable material or compressed cylinders or use any naked lights, matches or fuses.

DELEGATE INFORMATION

Delegate information will be available to purchase after the event.

The Data Order Form can be found in the Forms section.

DELEGATE PACKS

One piece of promotional literature or business gift, per exhibitor, can be placed in the Delegate Packs, free of charge. The overall size of the item must not exceed one A4 sheet and weigh more than 150g. The FPS reserves the right, in its absolute discretion, to refuse the use of any promotional material, at any time, without any reason.

Promotional material for delegate packs must be delivered to the FPS office no later than **Friday 5 March 2010.**

DELIVERIES

Any small items being sent by post or courier must not arrive before 0900 hrs on Monday 19 April 2010, and should be addressed as follows:

FPS Reception – Hall M
FPS EXPO 2010 (Stand No: *your stand number here*)
Harrogate International Centre
Kings Road
Harrogate
HG1 5LA

The FPS Organisers will sign for deliveries in the absence of an exhibitor, but accept no responsibility for any damage or missing items.

DEPOSITS

Deposits are non-refundable.

DOWNSTREAM MAGAZINE – FPS EXPO 2010 VISITOR GUIDE

The FPS EXPO 2010 Visitor Guide will be published as part of the Spring edition of Downstream Magazine. The deadline for this year's guide is Friday 5 February 2010, inclusion of copy received after that date cannot be guaranteed. Entries may be edited and proofs are not available prior to publication

The entry, plus one photograph or logo (jpeg format), is free of charge; copy should be a maximum of 200 words and should include a contact name, telephone number, email and website address. Entries should be emailed to jw@fpsonline.co.uk.

All entries will be acknowledged, if you have not received an acknowledgement within 4 days of sending your entry, please contact the FPS office on +44 (0)1565 631313.

Please note that 'Downstream' magazine has no connection with any other industry trade magazine, and is published by the Federation of Petroleum Suppliers Ltd.

Conditions of Acceptance for Downstream – Every effort is made to publish your information correctly, however the FPS do not accept liability for any inaccuracy in the printing of your entry or for any exhibitor missing the deadline.

ELECTRICS

The FPS approved sub-contractor must carry out all electrical work. Unauthorised personnel found carrying out any electrical work will be asked to leave the building and refused re-entry.

JNM Electrical Services
Contact: Steve Pickard
Tel: +44 (0)1423 817187
Fax: +44 (0)1423 552512
Mobile: +44 (0)7967 591139

The Electrical Services order form can be found in the Forms section.

EXHIBITOR PASSES

Exhibitor Passes will be issued to all your staff working on your stand. They will only carry the FPS logo and must not be defaced in any way.

Passes must be worn at all times for security purposes; anyone not doing so will be refused entry.

The Exhibitor Passes can be ordered online at
<http://www.showdata.com/exhibitor/fps2010.asp>

EXHIBITORS PROMOTIONAL MATERIAL

Price lists, advertisements or any other promotional material, in any format, may only be distributed from the Exhibitors' own stand and not in the public gangways or any other area.

Exhibitors are only allowed to display and distribute their own material and not that of any other company.

Any other company displaying or distributing material, but not exhibiting, will be charged accordingly.

FIRE EXTINGUISHERS

Exhibitors displaying moving demonstrations must provide fire extinguishers for each of their stands, either CO₂ to deal with electrical installations or water type for anything other than electrics or both where necessary.

FIXTURES AND FITTINGS

Exhibitors shall not affix to the premises, or another exhibitors stand, or any part thereof any fixtures or fittings likely to cause injury to anyone or defacement or damage to the premises.

FLOOR PLAN

The FPS and Harrogate International Centre reserve the right to amend the floor plan for this event at anytime and without prior consultation with exhibitors.

FORK LIFT TRUCKS

Any Exhibitor requiring the services of a fork lift truck must use the FPS approved contractor YES Exhibition Services Ltd.

Fork lift trucks can only operate around the halls on Monday 19 April, movements are restricted on Tuesday 20 April. No fork lifts will be allowed inside the halls on 21 and 22 April.

The Fork Lift booking form can be found in the Forms section.

FURNITURE

Stand furniture can be hired from the FPS approved supplier. The catalogue, price list, information on furniture packages and order form can be found in the Forms section. Deadlines for placing orders are detailed on the form.

Indisplay Ltd
Tel: +44 (0)870 224 1640
Fax: +44 (0)870 224 1650
www.indisplay.co.uk

Exhibitors are free to bring their own furniture, or arrange hire from any other company.

HEALTH & SAFETY

Exhibitors undertake to safeguard insofar as is reasonably practicable the health, safety and welfare of all their employees, agents, contractors and sub-contractors, servants etc and duly accept their responsibilities under the Health & Safety at Work Act 1974. See the Health & Safety section.

HOTELS & ACCOMMODATION

A list of hotels and a booking form can be found in General Information section.

INSURANCE

Whilst every reasonable precaution is taken, The Organisers expressly decline responsibility for any loss or damage, which may befall the person or property of the Exhibitor or his agent from any cause whatsoever.

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

- a. Exhibits and contents of stand
- b. Public Liability (compulsory)
- c. All Risks

Exhibitors requiring policies for any of the above can contact OAMPS (UK) Ltd, Tel: +44 (0)1372 467266.

- d. Expenses incurred due to abandonment or postponement of the Exhibition.

Expo-Sure, Insurex Ltd, offer a policy especially for Exhibitors. You can contact Expo-Sure on Tel: 01892 511500.

The Public Liability Statement must be completed by each Exhibitor and returned to the FPS no later than **Thursday 1 April 2010**. Please note that any Exhibitor not returning a completed Public Liability section will be unable to exhibit.

LIABILITY DAMAGE AND INDEMNITY

The FPS shall not be responsible for death or personal injury to the Exhibitor or any of their agents, contractors or sub-contractors, servants or employees save in the case of the FPS negligence.

All exhibits, fittings and all other items brought into the exhibition premises by Exhibitors or by their agents, contractors, sub-contractors, servants or employees shall be at the sole risk of the Exhibitor. The FPS will not be responsible for any loss or damage occurring to any exhibit or any property of the Exhibitors from any cause whatsoever. Exhibitors are advised to insure their exhibits against loss or damage, including risk of fire.

The Exhibitor is responsible for and will indemnify and keep indemnified the FPS against death, all injury, loss or damage arising in connection with the erection, use and dismantling of the stand and anything done on or from the stand caused directly and indirectly by the Exhibitor or any agents, contractors, sub-contractors, servants or employees of the Exhibitor or any visitor to the stand or by any exhibit or machinery or other item belonging to or introduced by any such person.

The Exhibitor shall indemnify and keep indemnified the FPS against all loss, damages, costs, charges and expenses (including contingent or consequential loss of profit) whatsoever arising from or in consequence of: -

Any breach by the Exhibitor of any of these Terms & Conditions or other Rules or Regulations issued by the FPS; or

Any loss suffered by the FPS as a result of fault or negligence of the Exhibitor or any of their agents, contractors, sub-contractors, servants or employees; or

Any liability to or claim by any third party (including the agents, contractors, sub-contractors, servants or employees of the Exhibitor) for any breach by the Exhibitor of these Terms & Conditions or other Rules and Regulations issued by the FPS or for any default or negligence of the Exhibitor or any of their agents, contractors, sub-contractors, servants or employees.

The Exhibitor must make good at their own expense damage done by them or any of their agents, contractors, sub-contractors, servants or employees whether to the exhibition premises or the appurtenances, or properties of the FPS or their contractors or properties of other Exhibitors.

MUSIC AND VIDEO PERFORMANCES

Exhibitors are advised that both the Phonographic Performance Ltd and the Performing Rights Society Ltd require royalties to be paid on all musical performance made at the Exhibition.

If you wish to broadcast music, whether from sound recordings, video, live or otherwise, you must obtain a licence from both the Phonographic Performance Ltd and The Performing Rights Society at the addresses below.

Phonographic Performance Ltd
1 Upper James Street
London

W1R 3HG

Tel: +44 (0)207 534 1000

Website: www.ppluk.com

The Performing Rights Society Ltd

Copyright House
29-33 Berners Street
London

W1F 9DE

Tel: +44 (0)020 7580 5544

Website: www.prs.co.uk

Exhibitors must make available for inspection, on request, the PPL and PRS licence if required to do so by the FPS or their appointed agents.

NOISE

The FPS or their appointed agents are empowered to order the permanent cessation if two or more adjacent Exhibitors make serious objection to any noise. Should the offender take no action, the power supply will be terminated.

General background noise must not exceed 70dB from the edge of the stand. Entertainment features may exceed the above regulation to a maximum of 80dB for no longer than 15 minutes in any one given hour, again measured from any edge of the stand boundary.

NOMINATED REPRESENTATIVE

Exhibitors must nominate one person who shall be present throughout the Exhibition and who shall thereby be authorised to speak for and receive directions from the FPS on behalf of the Exhibitor.

OBSTRUCTION OF GANGWAYS

Exhibitors will not be allowed to display exhibits in such a manner as to obstruct the light or impede or project over the gangways, or affect the display of neighbouring Exhibitors. Gangways must at all times be left clear and free for passage. Any Exhibitor who continues to cause obstruction after notice has been given will be liable to have their goods removed by the FPS at the Exhibitor's expense and risk.

OCCUPATION OF STAND

An Exhibitor must occupy the space allotted to them no later than **0800hrs on Wednesday 21 April 2010**; otherwise the FPS may deal with such space at their discretion and require the forfeiture of the space money.

PLANT DISPLAY HIRE & FLOWERS

Plant and flower displays can be hired from the Harrogate Borough Council. A price list and order form can be found in the Forms section. Deadlines for placing orders are detailed on the form.

Exhibitors are free to bring their own plants and flowers, or arrange hire from any other company.

Plastic Plants/Flowers – especially those made in Hong Kong, are highly flammable and give off toxic fumes; these must not be used for stand dressing.

PHOTOGRAPHER

The official photographer for this event is:

Paul Watkins
Tel: +44 (0)1952 252370
Mobile: +44 (0)7970 559982

Exhibitors requiring photographs should contact Paul Watkins direct.

IMPORTANT INFORMATION: All other photographers need permission from the Organisers to take photos during FPS EXPO 2010 including build up and breakdown, 18 to 23 April inclusive.

REFUSAL OF EXHIBITS

The FPS reserves the right, in its absolute discretion, to refuse the display of any exhibit, at any time, without any reason.

REFUSE

Any large amounts of rubbish, exhibition stand etc, left by any exhibitor or sub-contractor after the event will be disposed of. The exhibitor or sub-contractor will be charged accordingly.

SECURITY

The Organisers security service will operate within the exhibition hall throughout the tenancy, but neither the Organisers, their appointed security company or Harrogate International Centre can be held responsible for any loss or damage to exhibitors' property.

It is strongly advised that Exhibitors' ensure that they have adequate insurance and ensure that they do not leave their stand unattended.

Portable items should be removed and secured overnight, and removed immediately the exhibition closes.

STAND PERSONNEL

All Exhibitors stand personnel and visiting staff must be registered with the FPS Organiser and display their Exhibitor Pass, as provided, at all times.

Exhibitors or their staff must not register as delegates; anyone doing so will only be allowed access during the exhibition opening times, and not during build up or breakdown.

STICKERS/BADGES

The issuing of stickers or badges to visitors, other than those issued by the FPS, is not permitted.

STORAGE

No excess stock and literature or packing cases may be stored on, around or behind stands. Any storage areas must be built into your stand design or arrangements made for it to be held by a third party off site.

SUB-LICENCE OR TRANSFER

Exhibitors may not share, sub-licence or transfer the whole or any part of the space allotted to them. Exchanges of space can only be made with the consent of the FPS. All applications must be made in writing to the FPS no later than **Friday 19 February 2010**

SUB CONTRACTORS

The Sub Contractors Notification Form must be completed by the exhibitor and returned to the FPS no later than **Friday 5 March 2010**, for any sub contractor building or installing any part of an exhibition stand.

TRANSPORTATION OF GOODS

Any Exhibitor requiring transportation of goods should contact:

Yorkshire Exhibition Services Ltd
Tel: +44 (0)121 782 4626

Exhibitors are free to arrange transport with any other company.

UNLOADING & LOADING OF VEHICLES

All Exhibitors and Sub-contractors wishing to unload or load vehicles near the exhibition halls must report to Dragon Road Park.

Further details, a map and directions can be found in the General Information section.

VEHICLE PASSES

Vehicle passes for the unloading and loading of vehicles will be issued on arrival at Dragon Road Park.

Please see 'UNLOADING & LOADING OF VEHICLES' above.

WASTE & WATER CONNECTIONS

Water and waste connections must be kept within the stand area booked. They cannot be sited outside of the stand.

Should you require water and waste connections for your stand, please contact the Harrogate International Centre's approved contractor.

Jonathon Moverley
Tel: +44 (0) 7767 265671

