

## EXHIBITOR MANUAL USEFUL INFORMATION.

- **SHOWGROUND ADDRESS:** NEWBURY SHOWGROUND, PRIORS COURT ROAD , HERMITAGE, BERKSHIRE RG18 9QZ
- You may deliver equipment or start erecting your stand from 9am on Monday 12th October. Stands must be cleared by 5pm on Monday 26th October. If you have any other problems concerning your stand please let Jeremy know, his mobile no. is 07866 635121.
- **A limited number of Extra External Direction signs to Newbury Showground will be erected by the AA. If you are travelling from the South on the A34 please be aware of the junction to Chieveley (The Showground) just before the M4 as it can be confusing. On reaching the showground please use the tarmac or the temporary roads where possible and if the weather goes against us, please ask your drivers to wait before driving over the grass and to take great care when so doing. A clearly signed "ONE WAY" system will be in operation.**
- **PLEASE DO NOT PARK ON STAND SPACE NOT ALLOCATED TO YOU. PLEASE REMOVE ANY VEHICLES TO THE CAR PARK THAT ARE NOT REQUIRED FOR THE PURPOSES OF ERECTING YOUR STAND.**
- **Telephones** - Our telephone and fax numbers will be automatically transferred to temporary lines at Newbury and the numbers remain as below.
- **Deliveries** - Please ensure that you provide all companies making deliveries to your stand with your company name, **stand number** and avenue.
- **Broadband Internet** - Ethnet are offering to provide wireless broadband at the Show. Please contact Barry Lieberman on 01763 250418 if you are interested.
- **Caravans** - parking of caravans is free.
- **Crew Catering** — Stephen P Bord Associates will be providing catering from Monday 12th October through to Monday 26th. This can be found at the corner of Lew Spencer and E Avenues.
- **Exhibition Stand Competition** - Judging will take place from 9.30am on 21st October and awards made during the afternoon. Trevor Barratt of The Ocean Media Group, has agreed to judge the Outside Stands, Duncan Reid from Confex has agreed to judge the Exhibition Hall and Marion Falchi-Pereira of Falchi Interiors has agreed to judge the Best Interior award.  
Three awards will be made in the following categories:
  - Exhibition stand up to and including 10 metres frontage
  - Exhibition stand above 10 metres frontage to below 20 metres
  - Exhibition stand of 20 metres frontage to below 30 metres
  - Exhibition stand of 30 metres frontage and above to include large double fronted stands
  - Exhibition Hall stand
  - Exhibition stand of any dimension with the best Interior
- **Electricity and Water** - If you have booked power and require internal wiring, lights or other fittings, please contact Basil Hutchins - tel: 01635 43034 fax: 01635 524241. Work done by The Lighting Centre for exhibitors will be invoiced direct. Power will be on from Monday 19th and will be turned off late on Thursday 22nd. Exhibitors in the Exhibition Hall requiring lighting in addition to the 2 spotlights provided please contact Helen of Excell Electrical Event Solutions, tel 07837 372549. Any internal plumbing will be done by John Foster, contacted through ourselves and charged direct to you.
- **EXHIBITORS REQUIRING PEDESTRIAN PATHWAY OR TRACK FOR VEHICLES TO STAND ON SHOULD CONTACT ONE OF THE FOLLOWING WHO ARE EXHIBITING:**
  - Trax Portable Access Ltd 0870 2402381; TRAC 01483 768485; Eve Trakway 01246 858648;
  - PRIMA Direct (International) Ltd 0116 244 0142; Rola-Trac Ltd 01493 750200; Woodhouse Event Services 0115 989 9898; TPA Portable Roadways 0870 240 2381; Autotrak Portable Roadways

01869 248952

- **Fire Precautions** - The Fire Precautions (Workplace Regs) make it a requirement that risk assessments to cover fire precautions are available in writing. Please ensure that any structure you erect or have involvement with at the Showman's Show has sufficient written information to comply with these new requirements. The Showman's Show cannot accept any responsibility for the preparation or production of such documentation should enforcement officers require it to be produced.
- **Flowers & Plants** - Karen Price of EFG will be happy to take any show bookings - tel: 01789 470847 ext 230 or karen.price@efg-europe.com
- **PLANT HIRE** - (Forklifts & Cranes) Ashtead Plant Hire tel: 01925 281055 (forklifts) and from Hewden Plant Hire tel 0117 938 4777 (cranes).
- **Restaurant & Licensed Bars** - will be operated in Avenue G by Hughes Caterers Ltd, this is provided for the use of yourselves and your clients. Tables may be reserved in advance from Jenny Morris - tel: 01938 553366.
- **Security** - 24 hr security from 8am on Monday 12th October until midday on Monday 26th October.
- **Shell Scheme** - Exhibitors in the Exhibition Hall requiring extra items such as shelving, base units, other fittings or signwriting please contact Bill Ford - tel: 01623 551120. **For furniture please contact** Nicola of City Furniture, tel 0845 300 5455. Exhibitors in the Exhibition Hall requiring lighting in addition to the 2 spotlights provided please contact Helen of Excell Electrical Event Solutions, tel 07837 372549.
- **Show Photographer** is Anthony Mosley — tel/fax: 01822 833204 mob: 07831 837360.
- **Show Opening & Closing** - The show will open on Wednesday 21st & Thursday 22nd at 9.30am and close at 5.00pm on Wednesday and 4.30pm on Thursday.
- **Toilets and Showers** - These are available for use by your staff from October 12th in the Newbury Building Society Building adjacent to the caravan park.
- **Office Services** - Photocopying, Fax & Email facilities will be available from Tuesday October 20th in the **Reception area**.
- **QRS** - our registration company are offering a data pen service and details of this are enclosed.

**EXHIBITOR & STAFF BADGES** – You can register your staff online at [www.onlineregistration2.co.uk/exhiitors](http://www.onlineregistration2.co.uk/exhiitors) (enter showman/09 at the password prompt). If not sent to you in advance badges may be collected from the show reception on Tuesday afternoon 20th October.