

## EXHIBITOR MANUAL USEFUL INFORMATION

Listed below is some **VERY IMPORTANT** information you should be aware of:

- **Showground Address:** Newbury Showground, Priors Court Road, Hermitage, Berkshire RG18 9QZ
- You may deliver equipment or start erecting your stand from 9am on Monday 11<sup>th</sup> October. Stands must be cleared by 5pm on Monday 25<sup>th</sup> 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 doing so. 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 11<sup>th</sup> October through to Monday 25<sup>th</sup>. This can be found at the corner of Lew Spencer and E Avenues.
- **Exhibition Stand Competition** - Judging will take place from 9:30am on 20<sup>th</sup> October and awards made during the afternoon. Caroline Clift - editor of Stand Out magazine, has agreed to judge the Outside Stands, James Barratt – deputy editor of Exhibiting has agreed to judge the Exhibition Hall and Ian Rudge – founder of 100% Design & Tent London has agreed to judge the Best Interior award.

Lance Show & Publications Limited, The Courtyard, Parsons Pool, Shaftesbury, Dorset SP7 8AP  
Tel: 01747 854099 Fax: 01747 854634 email: info@showmans-directory.co.uk

**[www.showmans-directory.co.uk](http://www.showmans-directory.co.uk)**

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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: 524241. Work done by The Lighting Centre for the exhibitors will be invoiced direct. Power will be on from Monday 18<sup>th</sup> and will be turned off late on Thursday 21<sup>st</sup>. Exhibitors in the Exhibition Hall requiring 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 EXHIBITION:**  
TRAC 01483 768485; Eve Trakway 01246 858648  
PRIMA Direct (International) Ltd 01455 553700  
Rola-Trac Ltd 01493 750200  
Woodhouse Event Services 0115 989 9898  
TPA portable Roadways 0870 240 2381
  - **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.
  - **Flower & Plants** - Karen Price of 360 Creative Event Services will be happy to take any show bookings – tel: 08451 360360 or [karen@360ces.com](mailto:karen@360ces.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 H H Clark (Caterers) Ltd, this is provided for the use of yourselves can your clients. Tables may be reserved in advance from Andrew Clark – tel: 01252 514217.
  - **Security** - 24 hr security from 8am on Monday 11<sup>th</sup> October until midday on Monday 25<sup>th</sup> October.

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- **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 20<sup>th</sup> & Thursday 21<sup>st</sup> 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 11<sup>th</sup> in the Newbury Building Society adjacent to the caravan park.
- **Office Services** - Photocopying, Fax & Email facilities will be available from Tuesday October 19<sup>th</sup> in the Reception area.
- **QRS** - our registration company are offering a data pen service and details of this are enclosed.

**EXHIBITOR & STAFF BADGES** - please complete and return the form that was mailed to you to QRS by fax or post straight away. If not sent to you in advance may be collected from the show reception on Tuesday afternoon 19<sup>th</sup> October.

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