



## **EXHIBITION PACKAGE**

Each package includes a 6 foot trestle table and x 2 chairs. Electricity is available only upon request.

## **SET-UP AND BREAK-DOWN**

Unloading and loading will be available on site, however parking is not available. We advise that you park in a nearby car park, however parking permits are not included. Exhibitors can arrive from 7.00am to set up and should be ready by 15 mins prior to opening time of 10.00am. Vehicles must be off site by 9am. All equipment must be contained within the space allocated. Stand space will be allocated at the discretion of FSB to ensure a varied mix and balanced exhibition. Stands may not be broken down until the closing time at 3.00pm. The marquee must be cleared by 5.00pm (as vehicles can't be brought on site until 4.00pm onwards)

## **ELECTRICITY**

All exhibitors and their staff that use any type of an electrical appliance whilst on site must comply with the PAT test ruling. If requested, you should be able to show the certified PAT tested label on the appliance along with a valid PAT test certificate for each appliance.

If you have booked and paid for electricity prior to attending the event, please bring an extension lead.

## **LEAFLETS**

Leaflets can be placed on the stand for the public/businesses to pick up if they so wish, however the flyering of leaflets is prohibited at this event.

## **SECURITY**

Limited general security will be on site at the event. Exhibitors are responsible for the insurance and safekeeping of all equipment or articles brought onto the site and no responsibility is accepted by FSB.

## **HEALTH AND SAFETY**

Exhibitors must take responsibility for health and safety and abide by the appropriate regulations and codes of practice. Exhibitors are responsible for keeping stands tidy and clear of rubbish and for the removal of any waste created during the day.

Amplified music and PA systems are not permitted unless this is crucial to your stall. If so please specify this when booking.