

Rules and Regulations

Ordering a space and payment of the deposit for the above exhibition binds exhibitors and their contractors to these rules and regulations.

- 1) The event – The event will be called Euro Bus Expo 2012 (hereinafter 'The Exhibition').
- 2) Organisers – The exhibition will be organised by the Confederation of Passenger Transport UK (CPT), Drury House, 34-43 Russell Street, London WC2B 5HA. (Hereinafter 'The Organisers').
- 3) Dates and opening times – The exhibition will be held on 6-8 November 2012, Hall 5 at The National Exhibition Centre, Birmingham. Opening times are Tuesday 6 November 0930 – 1700, Wednesday 7 November 0930 – 1700, Thursday 8 November 0930 – 1700.
- 4) Exhibitor eligibility – The exhibition is open to any company or organisation directly involved in the manufacture, supply, operation or maintenance of buses, coaches, rapid transit systems and welfare vehicles for the carriage of seated passengers. It is open to any company or organisation which provides equipment or services to the industry. It is open to any company or organisation engaged in travel or tourism involving the use of buses or coaches. It is also open to any company or organisation which welcomes coach tours and excursions.

The organisers reserve the right to refuse participation to any company or organisation which, in their view, does not meet these criteria. The term exhibitor(s) in these rules and regulations and any other documentation issued in connection with the exhibition refers to any company or organisation which has requested space at the exhibition and paid the deposit on that space and has had that booking formally accepted in writing by the organisers.

5) Visitors – Visitor entrance is restricted to persons directly involved with the industry. All visitors will have to register and official badges will be issued. Children will not be permitted on site. The general public will not be admitted. Charges will be made in respect of car parking by The NEC, Birmingham, United Kingdom.

6) Space types – Space is available in a variety of forms:

- a) Vehicle sites – designated sites only. Site consists of a carpeted area and one overhead banner site.
- b) Minibus sites – designated sites only. Site consists of a carpeted area.
- c) Open site – designated sites only. Site consists of carpeted area.
- d) Shell site – standard: Up to three 2.5m high walls, front fascia with standard name sign, carpet and fascia mounted lighting. If you do not wish to have the fascia this can be deleted. Such deletion could affect the location of your stand. Deletion also means fascia mounted lighting is forfeited. Any structure built within a shell stand should be no more than 2.5m high and will be subject to a fee of £60.00 + VAT for a stand safety certificate.

Any stand over 4m high including any raised platform or floor area above 600mm is classed as a complex stand and as such full structural calculations need to be submitted. There will be a cost of £260.00 plus VAT for ALL stands whose stand designs are complex structures. Complex structures require a structural engineers report. Cheques must accompany all plans in order for a Certificate of Structural Integrity to be issued. A second Certificate of Structural Integrity (construction stage) will be issued onsite. (A cost of £350.00 in total + VAT applies to sign off of any double decker stands). Cheques made payable to The EEP Safety Team.

NOTE: VEHICLES MAY NOT BE EXHIBITED ON OPEN SITES OR SHELL SCHEME SITES UNLESS AUTHORISED BY THE EVENT MANAGER.

7) Payment schedule – 25% INCLUDING VAT with order (no booking will be accepted without the full deposit including VAT). Full balance including FULL VAT is due by 15 June 2012 at the latest. Overseas exhibitors please note all payments to be made in sterling either by cheque drawn on a British based bank or by direct bank transfer.

8) Cancellation by an exhibitor – An exhibitor cancelling its space booking after space has been allocated will be liable for 50% of the total cost of the space, including VAT. Exhibitors cancelling after 1 April 2012 will be liable for the full space cost including VAT, even if it is resold.

9) Cancellation of the exhibition – In the unlikely event that the organisers decide not to hold the exhibition, they will be entitled to retain such funds as required to cover costs incurred up to the date of the announcement of cancellation and for the period of two calendar months following the announcement.

10) Insurance - Neither the organisers, their contractors nor the National Exhibition Centre are responsible for any loss or damage to the property of exhibitors or their contractors or for the injury to any persons within the boundary of The NEC. Exhibitors are reminded that they are required to accept third party liability and produce evidence of suitable cover if required.

11) Subletting of space – Subletting of any part of an exhibitor's space, irrespective of whether a charge has been made to another company, which itself is not an exhibitor in its own right is STRICTLY FORBIDDEN. Such action will result in the exhibitor being immediately banned from the exhibition and all monies paid will be forfeited. A company which is an exhibitor in its own right may sublet part of its stand area to another company or group with is either 100% owned by the exhibitor or which itself is the 100% owner of the exhibition. Such subletting arrangements must be notified in writing to the show manager by 2 July 2012. An approval notice will be issued. Only if such a notice is issued will sub-letting be permitted. Such subletting means that the company to whom space has been sublet is bound by these rules and regulations. Further, this company may not make any direct approaches to the event manager, the organisers, their contractors or the NEC. All approaches MUST be directed through the principal exhibitor.

12) Negotiations with NEC – No exhibitor may enter into separate negotiations with the NEC with regard to this event. Any subsidiary company or parent company of an exhibitor which does not have a stand of its own in the exhibition and which hires separate facilities outside of Hall 5 WILL NOT BE ENTITLED TO USE THE FACILITIES OF, OR TRADE WITHIN HALL 5.

- 13) Revision of layout – The organisers reserve the right to revise the layout of the exhibition at any time. Further, the organisers regain the right to re-allocate an exhibitor to another site. No such action will be taken without consultation, but such decisions are final and non-negotiable.
- 14) NEC Fire, Health and Safety and Working Regulations – Exhibitors MUST abide by the National, West Midlands CC, NEC and the organisers' fire, health and safety and working regulations and are reminded that these extend to the material used in stand construction and labour working on the exhibitors behalf within the Halls. Remember that you are bound by the Health and Safety at Work Act of 1974 in respect of any direct employee or sub contractor working on your stand during build-up of the show, open period or breakdown. Copies can be obtained from the NEC Group website at www.thenec.co.uk/aboutus/healthandsafety
- 15) Gangways, fire protection areas and exits – All gangways, fire protection equipment access areas and exits MUST be kept clear at all times. No one may open or shut any of the main vehicle access doors.
- 16) Use of live music/lighting – The organisers reserve the right to prohibit any activity which, in their opinion, is causing annoyance to other exhibitors or visitors. Under certain circumstances the use of live music within the show will only be permitted (approved within 30 days of the show opening) with written permission of the event manager. All applications must be dated and contain details of the suggested plan of when and where the music will be played. This includes the use of microphones, buzzers, sirens, bells, video film, music (live or recorded), flashing lights, over bright lights, lasers or smoke machines. It also includes the use of personnel roaming the exhibition on behalf of an exhibitor distributing literature of any promotional items. Such activities must only take place within the boundary of an exhibitor's stand. Where neighbouring stands cannot mutually agree on a satisfactory level for such activities the show manager will act as an arbiter. His/her decision is final and non-negotiable. All unauthorised music being played within the show may be stopped immediately without the written consent of the organisers.
- 17) Trading – When an exhibitor wishes members of a dealer or agent to staff or work from their stand, these persons are considered by the show to be temporary staff of the exhibitor and are therefore bound by the rules and regulations of the show. The exhibitor MUST issue them with an exhibitor's pass. They may only trade from the stand of the exhibitor who has provided them with a pass. **ANYONE FOUND TRADING NOT IN POSSESSION OF AN EXHIBITOR'S PASS, OR TRADING ANYWHERE OTHER THAN THE NOMINATING EXHIBITOR'S STAND, WILL BE REMOVED FROM THE EXHIBITION.**
- 18) Security – Although the halls are covered 24 hours per day by NEC security personnel, exhibitors are reminded that neither the organisers, their contractors or the NEC can be held liable for any theft or damage to any exhibitors stand, exhibits or property. Any instances of theft or damage MUST be reported to the event manager immediately.
- 19) Rubbish – Any items of rubbish must be placed in the gangways and clearly identified as rubbish. No rubbish may be placed in a gangway during the period commencing one hour before the show opens until it closes each day. No responsibility can be taken for material which is inadvertently removed as rubbish. The costs of removing excess quantities of rubbish will be re-charged.
- 20) Music and performing rights – The use of recorded or published music or video requires licences by the Performing Right Society and Phonographic Performance Limited. This is a legal requirement. A copy of the regulations relating to this and an application form is available within this manual. A signed copy and correct fee must be returned to the organisers.
- 21) Completion of stands – Stands must be capable of installation and completion within the specified build-up times which are: Vehicle sites and open sites of more than 50sqm 0800 – 2200 4 November 2012 and 0700 – 2200 5 November 2012. Open sites under 50sqm and all shell scheme 0700 – 2200 4 November 2012. Stands of 12sqm or less can be dressed between 0700 – 0900 6 November 2012. **ALL STANDS MUST BE COMPLETED BY 0900 6 November 2012.** Exhibitors whose stands are not complete by the due time will be surcharged for not complying with this rule. No vehicles will be allowed into the halls on during the period the show is open.
- 22) Removal of stands – All stands must be completely removed between the period 1700 – 2200 8 November and 0700 – 1200 on 9 November 2012.
- 23) Stand construction and labour – Stand construction should be carried out by members of BECA and all labour must conform to the NEC working regulations. The name, address, telephone number and contact person of the contractor(s) must be notified to the show manager by 2 July 2012. Entry passes will **ONLY** be issued to companies so registered. The principle contractor is responsible for providing official passes to any sub-contractors, which they engage to carry out work on their behalf.
- 24) Specific stand regulations – vehicle sites (over 200sqm)
- a) No hospitality suite, office or structure may occupy more the 40% of the stand area.
 - b) NO structure or wall may exceed 6m in height on a vehicle site which sits in a perimeter position. Vehicle stands which are island sites may not have any structure or wall over 4m.
 - c) Any structure, dividing wall or display bordering another stand is subject to specific rules - see regulation 31.
 - d) No vehicle may be positioned more than 1m above ground level without the authority of the event manager. Such requests must be received in writing by 2 July 2012. Vehicle lift exhibitors – see regulation 24j. Such displays must ensure that there is no possibility of visitors falling off plinths or access stairs accidentally.
 - e) No part of any structure, display or vehicle may extend beyond the borders of the stand. This includes mirrors, doors or flaps fitted to a vehicle exhibit.
 - f) No material may be affixed to any part of the exhibition hall structure including the pillars, the walls, the roof structure of the floor.
 - g) No display material may be affixed to any structure, display or exhibit above a height of 6m.
 - h) Any moving display, film or video must be positioned so that visitors can watch the display without blocking the gangways.
 - i) Any displays which feature moving parts must be fitted with protective devices to ensure that no damage or injury to third parties and their property occurs and in accordance with NEC regulations concerning fire and safety.
 - j) A copy of the regulations relating to exhibitors displaying vehicle lifts is available within the exhibitor manual.

- k) Where shell scheme walls form a boundary to your stand you may fix displays to the panels provided such fixing is by means of double sided adhesive tape, velcro or sticky pads. The use of adhesive, screws, pins, nails etc. is prohibited and the cost of repairing damaged panels will be re-charged.
- l) All stand designs must be approved by the event manager. THREE copies of drawings showing plan and elevations must be forwarded to the event manager by 2 July 2012. Where structures above the 4m height limit are being used, these MUST be approved by our officially appointed health and safety person. Full technical specification of any structure over 4m must also be provided by 2 July 2012. Plans being returned after this date may result in exhibitors only being permitted to build 4m in height.
- m) The stand number must be prominently displayed.
- n) If sub contractors are being used to design your stand, or construct displays on it, full details of the company must be provided as per regulation 23.

25) Specific stand regulations – vehicle exhibits

- a) Only vehicles for which the exhibitor is the manufacturer, agent or dealer may be shown. For second hand or refurbished vehicle exhibits see regulation 26.
- b) All vehicles must be washed off and clean before entry into the halls.
- c) Washing off of vehicles in the halls is PROHIBITED.
- d) All vehicles must be delivered to the site, washed off and be ready for entry at the appointed time. See regulation 27.
- e) No vehicle exhibit may be parked anywhere within the halls except on the exhibitors own stand area.
- f) No vehicle may run over another Exhibitor's stand to gain access to its own stand.
- g) No vehicle may be left in the halls with the engine running.
- h) Once in position on the stand the vehicle batteries MUST be disconnected and the wires taped up safely. WEST MIDLANDS COUNTY COUNCIL FIRE REGULATION.
- i) Any auxiliary power supplies must be similarly disconnected. WEST MIDLANDS COUNTY COUNCIL FIRE REGULATION.
- j) Fuel fillers on diesel engine vehicles MUST be fitted with locked filler caps or locked access hatches. WEST MIDLANDS COUNTY COUNCIL FIRE REGULATION.
- k) Petrol engine vehicle fuel tanks MUST contain no more than 2 gallons of fuel and the fuel filler MUST be fitted with a locked filler cap or locked access hatch. WEST MIDLANDS COUNTY COUNCIL FIRE REGULATION.
- l) No vehicle may be reconnected or started up from 2200hrs 5 November 2012 to 1700 hrs 8 November 2012 to 1700 hrs 8 November 2012.
- m) All vehicle exhibits must come equipped with a drip tray per vehicle
- n) No vehicle may be refuelled in the halls, neither may fuel be stored in the halls.
- o) Those responsible for driving vehicles into or out of the halls are bound by regulation 27.
- p) One set of keys for each vehicle MUST be lodged with the show office throughout the show.
- q) Each vehicle exhibited in the demonstration fleet is done so at the owning company's risk. There is no liability on the show organiser for any damage incurred during a test run.
- r) The driver insurance for the vehicles in the demonstration fleet is the responsibility of the vehicle owner.

26) Specific regulations – second-hand or refurbished vehicles

- a) Regulations 25 to apply, in addition
- b) Vehicles must be in good condition, both externally and internally.

27) Build up – vehicle exhibits – specific regulations – Vehicle exhibits will be brought in to the halls under a controlled procedure during 4 November. Details of the time and gate through which the vehicle is to enter the hall will be issued. The vehicle must be available, washed off and ready to enter at the appointed time. At all times the vehicle driver must obey the instructions of the show marshals and security team. Failure to adhere to this regulation could mean your exhibits will not be able to enter the exhibition. Once in the hall, driving must be at 5mph and regulation 25 applies.

28) Specific regulations – open sites

- a) No hospitality suite or structure may occupy more than 50% of the stand area.
- b) No structure or wall may exceed 4m in height. If the stand is bordered by 2.5m high shell scheme wall, any structure or wall which can be seen above the 2.5m height must be fully finished as for walls. See regulation 31.
- c) Any structure, dividing wall or display bordering another stand is subject to the specific rules. See regulation 31.
- d) No large exhibit may be positioned more than 1m above ground level without the authority of the event manager. Such requests must be received in writing by 2 July 2012. Such display must ensure that there is no possibility of visitors falling off plinths or accessing stairs accidentally.
- e) No part of any structure display or exhibit may extend beyond the borders of the stand.
- f) No material may be affixed to any part of the hall's structure including the pillars, the walls of the roof structure or the floor.
- g) No display material may be affixed to any structure, display or exhibit above a height of 4m.
- h) Any moving display film or video must be positioned so that visitors can watch the display without blocking the gangways.
- i) Any display which features moving parts must be fitted with protection devices to ensure that no damage of injury to third parties and their property occurs and in accordance with NEC regulations concerning fire and safety.
- j) Any exhibitor with a vehicle raised on lifting equipment must not raise or lower the lift during the open hours of the show without prior consent of the official health and safety officer.
- k) Where shell scheme walls form a boundary to your stand, you may affix displays to the panels provided such fixing is by means of double sided adhesive tape, velcro or sticky pads. The use of adhesives, screws, pins, nails etc. is prohibited and the costs of repairing damaged panels will be re-charged.
- l) All stand designs must be approved by the event manager. THREE copies of drawings showing plan and elevations must be forwarded to the event manager by 2 July 2012. Full technical specification of any structure over 4m must also be provided by 2 July 2012.
- m) If sub contractors are being used to design your stand or construct displays on it, full details of the company must be provided as per regulation 23.

29) Stand regulations – shell scheme (ALL TYPES)

- a) No hospitality suite, office or structure may occupy more than 25% of the stand area.
- b) No structure or wall may exceed 2.5m in height.
- c) No large exhibits may be positioned more than 0.5m above ground level without the authority of the event manager. Such requests must be received in writing by 2 July 2012.
- d) No part of any structure, display or exhibit may extend beyond the borders of the stand.

- e) No material may be affixed to any part of the hall's structure including the pillars, the walls, the roof structure or the floor.
- f) No material may be affixed to any structure display or exhibit above a height of 2.5m.
- g) Any moving display, film or video must be positioned so that visitors can watch the display without blocking the gangway.
- h) Any display which features moving parts must be fitted with protection devices to ensure that no damage or injury to third parties and their property occurs and in accordance with the NEC regulations concerning fire and safety.
- i) Where shell scheme walls form a boundary to your stand you may fix displays to the panels provided such fixing is by means of double sided adhesive tape, velcro or sticky pads. The use of adhesives, screws, pins, nails etc. is prohibited and the costs of repairing damaged panels will be re-charged.
- j) If sub contractors are being used to design your stand or construct displays on it, full details of the company must be provided as per regulation 23.

30) Specific regulations – all stands

- a) No one is allowed to interfere or amend any shell scheme structure, carpeting, electric, water and waste services. Any such work must be carried out by the official contractor appointed by the organisers for the exhibition.
- b) Exhibitors whose stands are not complete by 0900 6 November 2012 will be surcharged.

31) Specific regulations – walls, structures, display bordering another exhibitor or gangway – Where an exhibitor decides to build a wall, structure or display (hereinafter “the wall”) against the boundary edge of its stand and that of another exhibitor, or next to a gangway, the following regulations apply:

- a) The wall must be no more than 4m high and must be designed and constructed in such a manner that it is entirely self supported and cannot collapse or be moved accidentally. No support for the wall may encroach onto another exhibitor's stand or gangway.
- b) The side of the wall FACING another exhibitor or gangway must be FULLY finished. Minimum standard is subdued colours of artfelt or dense emulsion paint.
- c) Plans of the wall and its construction together with the name etc. of the contractor MUST be forwarded for approval to the event manager by 2 July 2012.
- d) A letter must be written to the exhibitor(s) against whose stand wall will be built informing them of the intention to erect a wall. A copy of the drawing and details of the finish, which will be applied to the side facing the exhibitor, must be included. A copy of this letter must also be lodged with the event manager.
- e) Where two adjacent exhibitors decide to jointly build a wall between their stands, one of the exhibitors must be nominated as responsible for the wall and must carry out regulation 31.

32) Display of equipment/services produced or provided by another company – You may only display products/services which are products/provided by another company provided you are on an official dealer for those products/services or where those products/services are incorporated into your products.

The following rules apply:

- a) Vehicles – unless the vehicle is a second-hand re-bodied or refurbished vehicle (regulation 26) it must be manufactured (body and chassis) by companies for whom the exhibitor is a franchised dealer.
- b) Components – components such as gearboxes, engines and axles may be shown on the stands of vehicle exhibitors provided they are published as being available in that Exhibitor's stand display.
- c) Dealers – no dealer may set up a display on any stand other than their own, or be publicised in any stand unless such publicity forms an integral part of that Exhibitor's stand display
- d) Exhibitors must advise the organisers in writing 3 months prior to the show of any exhibit, which will be shown and is not available for purchase/use in the UK. Permission to exhibit such vehicles/products will be at the discretion of the organisers. Failure to comply with this regulation may result in your vehicle/product not being able to be displayed in the exhibition.

33) Supply services – Where the Organisers have appointed official contractors for the supply of services to the Exhibition ONLY these suppliers should be used. Lifting of equipment in the hall may only be carried out by the appointed contractor

34) Support and contractor's vehicles – Support and contractor's vehicles will be allowed to enter the hall during build up provided they have the official pass prominently displayed. Vehicle entry is subject to contract. Such vehicles are subject to the following rules:

- a) Maximum unloading time in hall – 1 hour
- b) No vehicle may be parked with the engine running
- c) No vehicle may be parked blocking any gangway, aisle or another exhibitor's stand.
- d) The driver of the vehicle must remain with the vehicle at all times whilst it is in the hall and must comply with any instructions issued by the show marshals or security team.
- e) The keys must be left in the ignition and the driver's door left unlocked so the vehicle can be moved in emergencies.

35) Breakdown – No exhibitor may remove items on display from their stands before 1700 on the 8 November 2012. Breakdown commences at 1700 after the close of the show. The halls will be open until 2200. Halls must be cleared for securing by 2200 on the 8 November 2012. Contractors/support vehicles will not be allowed in the hall on 8 November until approx 1900 hrs. Breakdown on 9 November is 0700 – 1200. All stands must be removed by this time.

36) Exhibitors manual – An exhibitor's manual will be published and forwarded to you. Extracts from the manual, where applicable, will also be supplied to appointed designers and contractors. Instructions contained within the exhibitor's manual form part of these rules and regulations and are being binding on all exhibitors and their contractors.

37) Queries on regulations – Any queries on the regulations should be addressed to the event manager.

38) Changes to the regulations – The organisers reserve the right to change these rules and regulations without notice and on any matters arising, whether covered by the rules and regulations or not, their decision is final.