

## **Introduction**

Thank you for booking a stand at the International Trade Open Day to be held at the Leeds Civic Hall, Leeds on Tuesday 16 September 2008.

This guide contains everything you need to know in order to plan your exhibition effectively.

## **Advertising, publicity and press information**

An extensive advertising, promotion and publicity campaign has been building up to ensure that, with all exhibitors' full co-operation, the exhibition is an exciting, action-packed and well attended event.

## **Admission**

Admission to the International Trade Open Day is free of charge. Exhibitors are welcome to register their guests on-line at [www.chamber-international.co.uk/openday](http://www.chamber-international.co.uk/openday).

Should you have any queries regarding the content of this guide or if you can offer assistance in promoting this event to your clients, please contact Nikki Cunningham.

## **Enquiries**

All enquires should be addressed to:

Nikki Cunningham  
International Trade Executive  
Chamber International  
Devere House  
Vicar Lane  
Little Germany  
Bradford BD1 5AH

Tel: 01274 230058  
Mobile: 07827 318687  
Fax: 01274 771587

E-mail: [nikkic@cms.yorks.com](mailto:nikkic@cms.yorks.com)  
[www.chamber-international.co.uk/openday](http://www.chamber-international.co.uk/openday)

## **Important Information**

### **Exhibitor Access and Times**

Build Up:	You can gain access to the venue from 7.45 am – all stands <b>must</b> be completed by 10.00 am – anyone arriving after 9.30 am will not be able to gain entry to the exhibition hall to build stands
Exhibition Open Hours:	11.00 am – 5.00 pm
Breakdown:	stands <b>must not</b> be dismantled before 5.00 pm
Completion	6.00 pm

It is important that you contact us if you foresee any problems keeping to this schedule. We will try our best to make alternative arrangements.

### **Visitor Promotion Campaign**

An extensive, carefully targeted visitor promotion campaign has been planned for the show to ensure that the greatest numbers of potential visitors are encouraged to visit the event.

### **Before the Exhibition**

We have and will continue to be issuing regular press releases on a variety of aspects concerning the exhibition and would appreciate your help in promoting the exhibition. If your company is planning to carry out a mail shot campaign please let us know and we could help by supplying literature and other information.

### **Promotional Opportunities**

We would like to remind exhibitors that only the confines of your stand may be used for advertising purposes.

The use of persons for publicity as well as the distribution of leaflets, posters, undertaking of surveys etc will not be permitted outside the boundary of your stand and nothing may be fixed to the venue walls by any method.

### **Completions of Stands**

All stands must be dressed and completed by 10.00 am on Tuesday 16 September.

### **Car Parking**

No on-site parking is available at Leeds Civic Hall.

Parking can be found nearby at either Woodhouse Lane multi-storey or The Light NCP.

### **Organisers**

The Organiser of this event is Chamber International herein referred to as 'the Organisers'. The Organisers can be found at the registration area, if you have any questions, concerns or queries.

Chamber International, preferred supplier of international trade services to  
Bradford, Leeds, York & North Yorkshire Chambers of Commerce

Tel: 01274 772777 Fax: 01274 771587  
e-mail: [sales@chamber-international.com](mailto:sales@chamber-international.com) [www.chamber-international.com](http://www.chamber-international.com)

**Stand Details**

Exhibitors are entitled to:

One trestle table measuring 6' x 2'4"

Tablecloth and 2 chairs

**Catering**

Refreshments will be available on arrival for all exhibitors and delegates.

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## **General Information**

### **Directions to the Leeds Civic Hall**

15-20 minute walk from Leeds Bus Station  
5 minute walk from Leeds Railway Station  
Location map attached at Appendix A

### **Less Able Visitors**

Access for less able visitors is via Portland Crescent. Toilets are situated on the ground and first floors. There are lifts to all levels of the building.

### **Public Address System**

Organisers reserve the public address system for official announcements, police and security messages only. It will not be used for messages from exhibitors or visitors and will not be available for publicity purposes or individual messages.

### **Public Broadcast/Noise Levels**

Please remember if you wish to use audio visual equipment for the purposes of playing sound recordings, showing films, and receiving visual images or sounds conveyed by electronic means, or where the exhibitor proposes live performances, it is the personal responsibility of the exhibitor to obtain a licence from the Performing Rights Society. They can be contacted at:

Performing Rights Society  
29-33 Berners Street  
London W1P 4AA  
Tel: 020 7580 5544  
Fax: 020 7631 4138

Phonographic Performance Ltd.  
Ganton House  
14-22 Ganton Street  
London W1V 1LB  
Tel: 020 7534 1000  
Fax: 020 7734 2986

If music is played to an unaccepted level for neighbouring exhibitors or visitors during the Exhibition, the Organisers reserve the right to prevent the music from continuing to be played.

### **Copyright of Music**

Exhibitors who play recorded music, i.e. from records, cassettes, compact discs, etc., in public, are required by law to apply for a licence from Phonographic Performance Limited (PPL). PPL controls the copyright for the public performance and broadcasting of sound recordings on behalf of the record companies and the appropriate licence must be secured in advance to prevent infringement of copyright. It is the responsibility of Licensees/Organisers/Exhibitors to contact Phonographic Performances Limited.

For further information, please contact: General Licensing Department, Phonographic Performances Limited, Ganton House, 14-22 Ganton Street, London, W1V 1LB. Tel: 020 7534 1000 Fax: 020 7734 2986. Please note that the dubbing (re-recording) of recorded music is illegal without permission of the copyright owner.

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### **The Performing Rights Society Limited**

Licensees/Organisers/Exhibitors wishing to play music, by means of TV, video, slide/tape presentation, record/tape player or live musician must hold a licence, issued by The Performing Right Society Limited (PRS). Charges to cover the public performance of copyright music at shows by Licensees/Organisers/Exhibitors are payable in advance and are at a rate determined by the PRS.

### **Water and Waste**

There are no water or waste facilities. Bin bags will be provided to each stand and it is the responsibility of each exhibitor to dispose of their own rubbish.

### **Cloakroom**

A free cloakroom facility will be available throughout the opening hours of the exhibition. This service is free of charge and will be manned at all times during exhibition opening times.

### **Dress Code**

Whilst not prescriptive, exhibitors are expected to dress in a business like manner.

### **Exhibitor Access**

Access to Leeds Civic Hall is via Portland Crescent or Calverley Street. To avoid congestion exhibitors must off-load or load their vehicles and remove them within ten minutes.

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## **Security and safety**

### **Badges**

Exhibitor Badges - during set-up and throughout the show, all exhibitors must wear their badges, please make sure your pass is visible at all times. Badges will be ready for you to collect on the day of the exhibition from the registration desk.

### **Fire Extinguishers**

Fire extinguishers are situated by all main fire exits.

### **Fire & Safety**

All exhibitors and visitors must adhere to Leeds Civic Hall fire evacuation procedures. Should such an occurrence arise, the fire exit for the Banqueting Hall is via the grand staircase through the front doors and out on to Millennium Square, to meet up outside the Leeds Museum.

For guests who cannot use the stairs they would make their way through to the ante chamber and exit through the door and onto the courtyard using the ramp.

### **First Aid**

The point of call for first aiders would be Mike Powell, head porter, contactable via Portland Crescent reception on 74008

There will be a first aider on site during the exhibition. For emergencies First Aid can be located by going to the registration area that will then make arrangements for the first aider to attend to the problem.

### **Food**

Exhibitors may not bring any food into the exhibition area.

### **Health & Safety/Trade Description Act**

The Organisers and Leeds City Council are committed to operating in compliance with all the relevant legislation and guidelines covering Health and Safety at Work. It is a requirement that all exhibitors, contractors and visitors comply with the law and the regulations of the venue at all times. Anyone infringing any relevant legislation and/or any venue regulations, will be asked to leave.

Any electrical equipment coming onto the site that is to be plugged in directly to the Civic Hall's supply must have a current portable appliance certificate (PAT) with it. Any equipment that does not comply with this will not be permitted to be used.

Any accidents or near misses must be reported to the organisers situated at the registration area.

It is the responsibility of exhibitors to ensure that equipment is displayed and stored in as safe a manner as possible, at all times addressing risks of safety towards all attending the exhibition.

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## **Insurance**

Whilst we take every precaution to protect your property during the event, the Organisers and Leeds City Council cannot be held responsible for any loss or damage that may befall any person or property of the exhibitor from any cause whatsoever.

We would recommend that such cover includes, as a minimum, legal liability for personal injury and damage to third party property based on a limit of indemnity of £5 million. It is also prudent to extend cover to include abandonment and cancellation or curtailment of the event due to circumstances beyond your control.

## **Care**

All valuable portable equipment such as portable PCs and the like should be kept under supervision at all times.

## **Security**

Whilst the Organisers and Leeds City Council take every reasonable precaution throughout the event, they cannot be held responsible for any loss, damage or accident which may occur to any exhibitor's property or personnel. You are advised to take out a separate insurance policy for anything of particular value.

## **Code of practice**

Please ensure your stand is always staffed while the exhibition is open. In consideration for last-minute visitors to the exhibition, we ask that exhibitors do not commence dismantling any displays before the end of the show.

## **Completion of stands**

All stands **must be** completed by 10.00am on Tuesday 16 September.

## **Discrepancies**

If you experience any problems with your stand, please inform the Organisers at the earliest convenience.

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