

Thank you for taking the time to read this important manual, it has been created with you in mind, to assist you with practical preparation and organisation for the forthcoming event No-Dig Live 2024 on 1-3 October 2024 at **NAEC Stoneleigh Park, Kenilworth, Warwickshire, CV8 2LZ**.

There are various services and order forms to complete which are compulsory so please use the details provided to complete the forms. Most of the arrangements for your stand will be made either via the Stoneleigh Park exhibitor hub or the online platform for Anchor Exhibitions.

UKSTT Awards

Westrade Group Ltd are pleased to announce the [UKSTT Annual Dinner & Awards Ceremony](#) with a drinks reception, live entertainment and much more! Taking place on Wednesday 2 October in Hall 1 NAEC Stoneleigh Park.

If like us you believe that recognition for innovation, technology and product installation in our trenchless society deserves to be celebrated in style, make sure you are there!

We recommend that you take a few minutes to read through this manual and familiarise yourself with the contents.

In the meantime, should you have any queries please do not hesitate to contact us.

Wishing you a successful Exhibition at No-Dig Live 2024!

Yours sincerely

The NO-DIG LIVE Team
Westrade Group Ltd

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SUPPLIER CONTACTS:

VENUE

NAEC STONELEIGH PARK

Kenilworth, Warwickshire, CV8 2LZ

Web: www.naecstoneleigh.co.uk

Contact: Lisa Aggett

Email: LisaA@stoneleighevents.com

T: 02476 858 314

M: 07973 741 593

To book all services supplied by the venue – please log onto the [Stoneleigh Park Exhibitor Hub](#)

1. Go to <https://www.naecstoneleigh.co.uk/>

2. Go to the top right of the page, click the navy circle profile button, and click register now.

Please find attached the PDF instructions for setting up your account.

You must complete the online Exhibitor Form.

Services to order via the hub:

- Catering services
- Bars / Alcohol
- IT Services
- Additional stand cleaning
- Forklift hire
- Bins / Skips
- Health & Safety
- Additional stand services

ELECTRICAL (OUTDOOR)

NATIONAL ELECTRIC EXHIBITIONS

First Street, National Agricultural Centre,

Stoneleigh Park,

Coventry CV8 2LZ

Email: enquiries@nee.co.uk

Website: www.nee.co.uk

Contact: Sarah Baskerville

Tel: +44 [0] 2476 696601

SHELL SCHEME, FURNITURE & ELECTRICAL (INDOOR)

ANCHOR EXHIBITIONS LIMITED

2 Cedar Court, Grove Road Burbage

Leicestershire, LE10 2AE

Email: admin@anchor-exhibitions.co.uk

Tel: 01455 612341

Website: www.anchor-exhibitions.co.uk/

Contact: Jane Wheeler

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To book all services supplied by the shell scheme contractor – please log onto the [Anchor Exhibitions website](#) and register – choosing the No-Dig Live option on the drop down menu.

1. Go to www.anchor-exhibitions.co.uk/online-ordering/
2. Register on the left side using your email address and chosen password.

Services to book via Anchor Exhibition Services

- Shell scheme extras
- Additional electric requirements
- Furniture hire
- Stand graphics
- Additional carpet requirements

Please complete your fascia name board form by 7 September 2024

AV

Universal Live:

Website: www.universal-live.com

email: naecstoneleigh@universal-live.com

Tel: 0845 302 5470

FLORAL DECORATIONS

Local florists:

www.budsandbows-flowers.co.uk

www.flowers-coventry.co.uk

LIFTING & SHIPPING

INTERNATIONAL LIFTING AND SHIPPING

International House, Colonnade Point, Central Boulevard, Prologis Park, Coventry CV6 4BU

Tel: +44 (0) 24 7633 7955

Contact: John Lawson

Email: jl@i-l-s.co.uk

Website: www.ils-logisticslive.co.uk

HOSPITALITY UNITS – OUTDOOR STANDS

GL EVENTS LTD

Station Road, Castle Donnington

Derbyshire, DE74 2NL

Tel: +44 1733 294604

Mobile: +44 7973 834368

Email: keith.bishop@glevents.co.uk

Website: www.glevents.co.uk/request-a-quote

Contact: Keith Bishop

XPECT – Suppliers of Exhibition furniture, and carpet

Unit A Ventura Park, Old Parkbury Ln

Colney Street, St Albans AL2 2DB

Tel: + 44 1923 381254

Website: www.xpectfurniture.co.uk

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WT EXHIBITION TRAILERS

Jubilee Park, Honeypot Lane, Colsterworth, Lincs, NG33 5LZ

Tel: 01476 860 833

Contact: Pip Wilson

Email: pip@dwt-exhibitions.co.uk

Website: www.dwt-exhibitions.co.uk

HEADQUARTER HOTEL

CHESFORD GRANGE HOTEL

Kenilworth CV8 2LD

Tel: 0330 107 1599.

Web: www.chesfordgrange.com/

Please book your hotel rooms direct with the hotel as soon as possible.

WATER/WASTE/BUILDING SERVICES

These services are booked via Stoneleigh Park – please log onto the [Stoneleigh Park Exhibitor Hub](#)

NO-DIG LIVE 2024 – EXHIBITOR MANUAL

1.0 GENERAL INFORMATION - INTRODUCTION

This manual is designed to inform and assist exhibitors in preparation for NO-DIG LIVE 2024. It covers all practical points for participation in the show and gives full details of official contractors appointed for this event. Although this information is correct at the time of going to press, in the interests of keeping up to date, or to cope with circumstances as they occur, certain items in this manual may be subject to alteration.

Organiser's Forms

Completion of Form 5 (Health & Safety) and Form 6 (Risk Assessment) is mandatory for all exhibitors. Completion of all other forms is optional depending on your own individual stand. Please only fill in Form 1 if you will have other companies represented on your stand, these could be your agents, principals, owners, subsidiaries, dealers or distributors. Please only complete Form 2 if the items listed are relevant to your display. Completion of Form 3 is only required if you intend to carry out demonstrations on your stand. Please complete Form 4 for any contractor who will be working on site to assist with the installation of your company's stand. Please send the relevant forms to Annabelle Keatley akeatley@westrade.co.uk - all forms below are located at the end of this document.

Form 1 Represented Companies
Form 2 Exhibit Information
Form 3 Demonstrations
Form 4 Contractors
Form 5 Health and Safety
Form 6 Risk Assessment

1.2 Payment

The rent of stand space contracted by exhibitors is payable to the organisers in accordance with the payment schedule detailed on the exhibitor's space contract. In all cases, space costs must be fully paid prior to the opening of the exhibition. Any exhibitor who has not paid in full will not be allowed to occupy stand space.

1.3 Exhibition

OUTDOOR EXHIBITORS - Installation

HARD STANDING OUTDOOR AREA 1

Build up from 06.00 Monday 30 September

To discuss exact timings please contact tdorrell@westrade.co.uk

HARD STANDING OUTDOOR AREA 2

Build up from 12.00 – 16.30 Saturday 28 September

Build up from 08.00 – 16.30 Sunday 29 September

Build up from 08.00 – 20.00 Monday 30 September

GRASS OUTDOOR AREA 3

Build up from 12.00 – 16.30 Saturday 28 September

Build up from 08.00 – 16.30 Sunday 29 September

Build up from 08.00 – 20.00 Monday 30 September



EXHIBITION HALL 2 & SEMINARS - Installation

SPACE ONLY

Build up from 05.00 – 20.30 Monday 30 September

Build up from 06.00 – 08.30 Tuesday 1 October

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SHELL SCHEME

Build up from 11.30 – 20.30 Monday 30 September

Build up from 06.00 – 08.30 Tuesday 1 October

All stand fitting & interiors must be completed by 20:30 Monday 30 September

Opening Times	Tuesday 1 October	10:00 – 17:00
	Wednesday 2 October	10:00 – 17:00
	Thursday 3 October	10.00 – 16:30

Dismantling:

ALL INDOOR STANDS - Breakdown 16:30 – 23.59 Thursday 3 October

HARD STANDING OUTDOOR AREA 1 - to be confirmed

HARD STANDING OUTDOOR AREA 2 - Breakdown by 16.30 Friday 4 October

GRASS OUTDOOR AREA 3 - Breakdown by 16.30 Friday 4 October

1.4 Insurance

Exhibitors are strongly advised to insure exhibits whilst at the event - including display material, personal effects and items on hire including video and computer equipment. Please also refer to the notes regarding insurance contained in item 21 of the Terms & Conditions. As a minimum, exhibitors are required to have £1million Public Liability cover. For advice on this, and other insurances that would be of value, please talk to an Insurance Broker regulated by the FSA (Financial Services Authority) for professional advice.

1.5 UKSTT Awards Ceremony

The UKSTT Awards and Gala Dinner in Association with Westrade are being held at NAEC Stoneleigh Park on Wednesday 2 October. This event promises to be a great evening for everyone involved as we celebrate everything Trenchless! Further information will be available soon via our website and show communications.

2.0 Venue

NO-DIG LIVE 2024 will be held at NAEC Stoneleigh Park. Any exhibitors wishing to view the facilities in advance of the exhibition should contact the organisers.

2.1 Access

Access to the inside halls is at ground level through the main freight entry doors which offer 5.6m max width and 5m max height.

2.2 Car Parking

Ample free car parking is available for exhibitors and visitors. Please follow the signage upon arrival.

2.3 Catering

As with most major exhibition venues in the UK, NAEC Stoneleigh Park has in-house caterers from which all catering must be obtained. For stand catering please order via the **Stoneleigh Park hub**.

Intent to supply:

Please note all exhibitors serving any food or alcohol on their stands not organised via the in-house catering company must complete the Intent to supply forms on the **Stoneleigh Park Hub**.

2.4 Fire & Security

The halls will be equipped with a number of fire points as recommended by the local fire departments and exhibitors are advised to locate these on arrival at the site. Additional fire prevention services can be booked via the **Stoneleigh park hub**.

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2.5 Exhibition Hall Height Restrictions

The maximum ceiling height is 8 meters. Exhibitors should contact the organisers if further information is required.

2.6 Medical & First Aid

First Aid assistance will be available throughout the exhibition.

2.7 Pillars

There are pillars in the front entrance area of the exhibition hall however this does not affect any of the access or stand space agreed on the floor plan.

2.8 Rail Services

Royal Leamington Spa, Warwick and Warwick Parkway rail stations are situated on the main London Marylebone line. The Birmingham line stop for the Virgin West Coast Mainline.

London Euston – Coventry services every 30 minutes weekdays.

London Marylebone – Warwick Parkway services every 30 minutes.

Birmingham – Coventry frequent services from Birmingham New Street, Birmingham International and Coventry.

From these mainline stations you will need to take a short taxi ride. Taxi ranks are based at both Warwick Parkway and Coventry stations, which are approximately 5 miles from Stoneleigh Park.

2.9 Weight Restrictions

The floor loading in the indoor exhibition hall is 3.5km/m². Restrictions do apply over the floor electric pods/covers and would need to be avoided for any heavy equipment – any exhibitor who might be affected will be contacted by the Organisers. Please note heavy machinery with metal tracks must have floor protection.

3.0 Shell Scheme

The appointed shell scheme contractor is Anchor Exhibitions. All additional services are booked online. Full specification details are provided in this manual. Anchor Exhibitions may be contacted as follows;

ANCHOR EXHIBITIONS LIMITED

2 Cedar Court, Grove Road Burbage

Leicestershire, LE10 2AE

Email: admin@anchor-exhibitions.co.uk

Tel: 01455 612341

Website: www.anchor-exhibitions.co.uk

Contact: Jane Wheeler

3.1 Shell Scheme Packages

Exhibitors taking advantage of the shell scheme packages will have the following included:

- Walls
- Slate Grey Cord Carpet
- Fascia Name Board
- Lighting & electrical package:

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9m2 Shell Scheme Stand

Built in lighting track with 2 x 50w spotlights & 1 x 500w socket

12m2 Shell Scheme Stand

Built in lighting track with 2 x 50w spotlights & 1 x 500w socket

18m2 Shell Scheme Stand

Built in lighting track with 4 x 50w spotlights & 2 x 500w sockets

Shell Scheme stands over 18m2 will need to order any additional lighting or power required via Anchor Exhibitions.

Additional electrical fittings, wall panels, shelving etc may be ordered direct from Anchor Exhibitions. The price list and order form can be found on their online ordering system.

N.B Please ensure you complete the **Shell Scheme Fascia Name Board** form supplied by Anchor Exhibitions and return it to lisa@anchor-exhibitions.co.uk by 7 September 2024

Positioning of Electrical Package Items

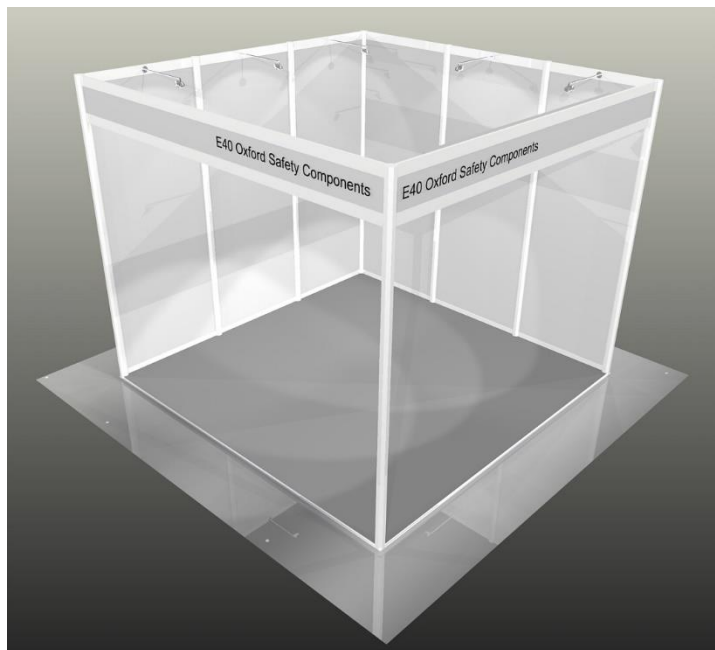
Spotlights & Power Socket

2 x 50w spotlights & 1 x 500w socket are provided as above.

Please refer to the electrical guidance form in Section 5.3 for more information on power socket ratings and usage.

If there is a particular requirement for the positioning of light tracks or sockets on your stand, please complete the **electrical grid position form** and return to forms@anchor-exhibitions.co.uk. Items which require moving on site will be charged accordingly by 7 September 2024

Example Shell Scheme Stand



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3.2 Carpet

Shell Scheme stands will be laid with carpet. Changes of colour are available at exhibitor's own cost. Space only exhibitors and exhibitors with specific carpet requirements can book via Anchor Exhibitions online ordering platform.

3.3 Furniture

Furniture is not included in the shell scheme package. Exhibitors are at liberty to bring their own furniture or select items on hire through Anchor Exhibitions online ordering platform.

3.4 Fixing Methods

Velcro tabs (Hook & Loop) or double sided sticky tabs can be used to attach graphics and other display material to shell scheme walls:

Screws and nails are not acceptable. Any damage caused to wall panels will be charged to the individual exhibitor.

Graphic Panels - Details of graphic panel options are available here through [Anchor Exhibitions](#). Please see the website for more details or an alternate option is also below:

Contour Digital

Unit 40, Halifax Road, Metropolitan Park, Greenford, UB6 8XU

0208 575 8989

james@contourdigital.com

www.contourdigital.com

At Contour we specialise in large format graphics for events, exhibitions, window and in-store displays. We work across all sectors, producing, building and installing whatever our clients dream up. No matter how technically challenging the brief, we can work with you to realise your project.

3.5 Dilapidations

Exhibitors are responsible for any damage caused by their staff or contractors to the fabric of the exhibition stands, carpets, furniture (and all items on hire), the exhibition hall, or to the site in general.

3.6 Stand Numbers

Exhibitors' stand numbers will be as stated on the organisers' Space Contract Form unless otherwise agreed with the organisers. Only one number will be used.

3.7 Exhibition Layout

As the organisers endeavour to accommodate as many individual dimension requirements as possible, the exhibition floor plan may be subject to alteration at any time up to the opening of the exhibition. All exhibitors affected by layout changes will be notified (see Clause 4 in the Terms & Conditions).

3.8 Space Only Sites/Stand Design

The organisers require plans of free design stands, showing the ground plan and elevation (preferably drawn on a 1:200 scale). Exhibitors should see that such plans are submitted at least six weeks prior to show opening (deadline 13 August), by themselves or any designer or contractor they may appoint. Exhibitors are at liberty to employ any contractor they see fit and whose name should be submitted to the organisers on Form 4. The following conditions apply: [Please complete Form 4](#)

- a. Stands and/or displays must be constructed in accordance with regulations laid down by the Authorities in the Exhibition Terms & Conditions.
- b. The height of any solid wall must not exceed 8m. Any space only stands that would like to build above 4m will need structural paperwork and sign off.
- c. Existing signs must be left visible and access left free for fire-fighting equipment.

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- d. All stand fitting should be backed-up, where necessary, to present a clean appearance from the gangways and adjoining stands. In the case of part-island sites, exhibitors are required to erect dividing walls to the height of 2.4m and it is suggested that they liaise with neighbouring exhibitors with regard to the construction and finishing of dividing walls.
- e. All stand fitting must be completed by 18.00 Monday 30 September 2024.
- f. All exhibits, display and waste material must be removed as follows:

ALL INDOOR STANDS - Breakdown by 23.59 Thursday 3 October

OUTDOOR AREA 1 - to be confirmed

OUTDOOR AREA 2 - Breakdown by 16.30 Friday 4 October

OUTDOOR AREA 3 - Breakdown by 16.30 Friday 4 October

3.9 Exhibit Information

Exhibitors are requested to respond to the questions provided in Form 2 if applicable and return this to the organisers no later than Monday 2 September 2024

[Please complete Form 2](#)

4.0 Logistics

All demonstration sites will be situated on the grass block areas outside the exhibition hall, unless specifically notified to exhibitors.

4.1 Preparation of Site & Reinstatement

Please indicate your requirements on Form 3. Under no circumstances may exhibitors carry out any form of excavation outside the boundaries of their clearly marked demonstration sites. All work undertaken must be performed in accordance with good site practice. This includes the removal and reinstatement of topsoil and where local excavations are undertaken, appropriate measures must be taken to ensure the safety of other exhibitors and visitors.

All materials placed in the ground must be removed by exhibitors before vacating the site. Uncovered land/field drains must be reinstated in working order. Any reinstatement work found necessary after vacation of sites will be charged to the exhibitor responsible. NAEC Stoneleigh Park is covered by a network of underground services. Therefore, you **MUST** complete the **ground penetration application form** if you are planning to penetrate the ground in any way.

4.2 Demonstration Times

To maximise the opportunities available to visitors to see equipment of special interest in action, a programme of demonstrations will be published on the show website and in the official show guide. Please complete Form 3 at the earliest opportunity, listing the demonstrations you propose, the approximate duration and how many you will be presenting each day. The sooner you send this information, the more publicity you will receive.

[Please complete Form 3](#)

4.3 Site Services

Electrics: - Exhibitors are required to obtain all electrical services, including generators from the relevant official contractor. Details for indoor and outdoor electrical requirements are provided in Section 5.3.

4.4 Health & Safety – Machinery Safety

It is recognised that there are inherent risks associated with this industry, however, it is expected that all machinery and practices to abide by the law and best practice. Machinery must comply with:

The Supply of Machinery Safety Regulations 1992

Provision and Use of Work Equipment Regulations 1998 (PUWER)

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Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)

In addition, the use of chemicals must comply with the Control of Substances Hazardous to Health Regulations 1999 (COSH)

Exhibited equipment must be secure and stable with any dangerous parts guarded.

4.5 Health & Safety – General

Appropriate Personal Protective Equipment should be selected and worn by Operators and spectators deemed at risk.

Appropriate levels of exclusion by means of barriers or similar should be employed to prevent access to unauthorised persons to machinery and/or demonstration areas.

A good level of housekeeping should be employed by all exhibitors to maintain areas free from trip hazards and other obstacles or hazardous materials.

Note: Please also refer to the Health and Safety section for comprehensive Health & Safety requirements.

4.6 Indemnity

Exhibitors with field demonstration sites are required to indemnify the organisers (Westrade Group Ltd), the supporters (United Kingdom Society for Trenchless Technology) and the landlords (NAEC Stoneleigh Park), against all losses and claims for injury or damage to any person or property, which may arise out of and in consequence of their field demonstrations, to the minimum sum of £1 million. This clause overrides Item 21 of the Exhibition Terms & Conditions.

5.0 Services and Contractors

The following information is intended to cover all the services which are likely to be required while on site for NO-DIG LIVE 2024. Details of contractors appointed to assist with the event are listed in this section and in useful contacts. Services supplied are not included in space rates unless specified otherwise and exhibitors should contact each contractor direct for details of their charges.

5.1 Badges & Passes

Exhibitor personnel badges will be valid during build-up, open and dismantling periods. A badge link will be provided. Badges will be available for collection on site at the show.

5.2 Catering

As with most major exhibition venues in the UK, Stoneleigh Park have in-house caterers from which all catering must be obtained. For stand catering please book via the **Stoneleigh Park Hub**.

Intent to supply:

Please note all exhibitors serving any food or alcohol on their stands not organised via the in-house catering company must complete the Intent to supply forms on the **Stoneleigh Park Hub**.

5.3 Electrical Contractor

Shell scheme & Space only

All connections to electrical supplies must be made by the official contractor. For any special requirements needed over and above the shell scheme package, please contact Anchor Exhibitions.

Outdoor electrics

For any special requirements needed for outside electrics, please contact the venue as below. If a 24-hour supply is required, special arrangements must be made with the official contractor.

These must be provided by NAEC Stoneleigh Park. Please use the contact details below:

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NATIONAL ELECTRIC EXHIBITIONS

First Street, National Agricultural Centre,
Stoneleigh Park,
Coventry CV8 2LZ
Email: enquiries@nee.co.uk
Website: www.nee.co.uk
Contact: Sarah Baskerville
Tel: +44 [0] 2476 696601

5.4 Furniture

Exhibitors are invited to rent furniture via **Anchor Exhibitions** online ordering platform. An online brochure is available showing the full range of furniture available, along with an online order form.

5.5 AV Requirements

For any AV requirements, please contact Universal Live:

www.universal-live.com | naecstoneleigh@universal-live.com | 0845 302 5470

5.6 Floral Decorations

We advise you contact local florists for displays.

www.budsandbows-flowers.co.uk

www.flowers-coventry.co.uk

5.7 Handling, Lifting, Freight Forwarding, Customs Clearance

For organisational and safety reasons all mechanical lifting on site must be handled by the official contractor, ILS. This company also offers an 'advance warehouse' service, to assist with taking deliveries from couriers in advance of the show. Full information is included with the ILS order form (see Contractors Forms). Overseas exhibitors are advised to contact ILS for information and quotations for shipping and customs clearance services.

INTERNATIONAL LIFTING AND SHIPPING (ILS)

Tel: +44 (0) 24 7633 7955
Contact: John Lawson
Email: jl@i-l-s.co.uk
Online Booking:
[No-Dig Live 2024 - ILS Logistics Live \(ils-logisticslive.co.uk\)](http://No-Dig Live 2024 - ILS Logistics Live (ils-logisticslive.co.uk))
Password: NODIG24

5.8 Hospitality Units, Patio Furniture, Flags, Gazebos

Selections of mobile hospitality units are available for hire from the following contractors who have supplied No-Dig Live exhibitors in the past.

GL EVENTS LTD

Station Road, Castle Donington
Derbyshire, DE74 2NL
Tel: +44 1733 294604
Mobile: +44 7973 834368
Email: keith.bishop@glevents.co.uk
Website: www.glevents.co.uk/
Contact: Keith Bishop

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DWT EXHIBITION TRAILERS

Jubilee Park, Honeyput Lane, Colsterworth, Lincs, NG33 5LZ

Tel: 01476 860 333

Contact: Pip Wilson

Email: pip@dwt-exhibitions.co.uk

Website: www.dwt-exhibitions.co.uk

Exhibition & Hospitality Trailers are available on hire from DWT delivered & branded ready for No-Dig Live. Choose from 30 units of varying sizes and configurations to suit your stand. Also available are corporate flags, LCD screens and stands, patio sets etc.

5.9 Hotel Accommodation

There is a range of accommodation close to the venue. Some options are shown below:

Headquarter Hotel

[Chesford Grange](#) – 205 rooms – 3.3miles

A list of other nearby hotels is available here:

[Holiday Inn Kenilworth](#) – 115 rooms – 4.8miles

[Woodland Grange](#) – 114 rooms – 2.6miles

[Hotel Ibis Coventry South](#) – 52 rooms – 5.2miles

[Brandon Hall Hotel & Spa](#) – 120 rooms – 9.6miles

[Coombe Abbey](#) – 120 rooms – 10.6miles

[Stratford Manor](#) – 104 rooms – 12.6miles

[Ardencote Manor Hotel](#) – 110 rooms – 13.8miles

[Eden Hotel](#) – 43 rooms – 15.2miles

Please book direct with each hotel and book early to avoid disappointment.

5.10 Internet Access

There is FREE public Wi-Fi access across exhibition halls however the only way to guarantee internet services is via your own personalized wireless SSID or a hardwired connection. This connection provides up to 10mb download and 5mb upload capacity.

Please complete the form on the **Stoneleigh Park Hub** and the Service Location Grid to book additional IT items/services and to guarantee correct positioning.

5.11 Public Address System

The public address system will be used for messages during the build-up and break-down periods only. Whilst the exhibition is open, the use of this facility will be restricted to organisational and emergency announcements only. The understanding of this restriction by exhibitors and their visitors is much appreciated.

5.12 Security

Although the organisers will be providing adequate security, they cannot be held responsible for any loss, damage or accident which may occur to the property of either exhibitors or their personnel whilst at the Exhibition Centre. Never leave equipment or displays of value unattended, most particularly during the installation and dismantling periods when it is impossible to check ownership of items of equipment being carried into and out of the hall.

5.13 Stand Cleaning

The cleaning contractors will vacuum carpets and clean public areas, but are not responsible for cleaning exhibits or display material. Additional stand cleaning can be ordered via the **Stoneleigh Park Hub**.

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5.14 Waste

Contractors should remove waste from their stands and not leave it in the gangways. They are responsible for disposing of their own rubbish. A skip is available for disposing of waste.

6.0 Exhibitor - need to know

The Organisers of NO-DIG LIVE 2024 takes its responsibilities seriously as laid out in accordance with the Health & Safety at Work Act 1974. All exhibiting companies must note that they are responsible for their staff, their contractors, sub-contractors and visitors on and around their stand throughout the tenancy period. Therefore you are requested to pay special attention to the notes in this section.

6.1 Exhibitors' Responsibilities

All exhibitors must complete the Health & Safety Declaration – Form 5 and also undertake a Risk Assessment. It is the responsibility of each exhibitor to ensure that all aspects of their attendance comply with the Health & Safety at Work Act 1974. This includes briefing all individuals attending the event to ensure that consideration is given to health, safety and welfare throughout the event and that their actions, or inactions, do not give rise to accidents, injuries or an unsafe working environment so far as is reasonably practical. This also applies to all aspects of the stand decoration and management, such as materials, exhibits and special features.

[Please complete Form 5](#)

6.2 Risk Assessments

All exhibitors are required to undertake a Risk Assessment prior to the exhibition. The assessment should identify the hazards present on-site - during build-up, open days and break-down - and set out ways in which these hazards can be controlled. Form 6 provided below may be used for submitting your Assessment. However, exhibitors building a complex structure are also required to complete a full Method Statement and send to the organisers at the same time as your stand design, Risk Assessment and Structural Calculations. Exhibitors requiring further guidance on what should be included in the Method Statement should contact the organisers.

[Please complete Form 6](#)

The following list is an indication of the areas you should consider in undertaking your Risk Assessment:

Build-up/Break-Down: Unloading and loading of plant and equipment to and from transport. Positioning or erection of temporary buildings, hospitality units. Use of cranes and forklifts. Excavation or other earth moving. Scaffolding or any other work at height. Laying temporary pathways or spreading chippings. Contact with paints, thinners, oils or hazardous substances. Handling and use of flammable liquids. Electrical work and welding.

Open Days: Plant moving on demonstration areas. All exhibits with moving parts. Stability of items on display. Tripping and striking against hazards. Preparation and serving of food and drinks. Use of electrical equipment. Any work involving manual handling.

If you have no hazards or risks present, mark NO RISKS clearly on your Risk Assessment.

Send your completed Risk Assessment to the organisers and ensure that all employees and contractors who will be doing the work covered are made aware of the Assessment and ensure that they understand it will fully implement the control measures specified.

NO-DIG LIVE 2024 – EXHIBITOR MANUAL

6.3 Outdoor Exhibitors

Exhibitors occupying outdoor sites are also requested to note the comments contained in Item 4.6

7.0 Exhibitor profile

Partnership marketing is key to reaching your target markets on the day, the more face to face interactions you have the more sales and business leads are generated and a well thought out media plan ensures we work collaboratively to publicise and promote the event. Trenchless Works is well positioned to help deliver complex media plans, using all available routes to market, including several social media platforms, video content marketing, magazine, website and online advertising. We will help you to promote your company using our networks and connections and associated bodies linking industry networks. For further information please contact Leigh Abbott labbott@westrade.co.uk

7.1 Event Website

Exhibitors are offered free publicity opportunities on the show website www.nodiglive.co.uk via our interactive Floor Plan. Each exhibitor will be provided their own login via our online system Map Dynamics.

Please see notes below. Once registered you can log in at your convenience to complete your exhibitor profile, your company logo and any additional video or social media links. Essential requirements are:

- **Editorial entry** - this is what will be included in the showguide, please ensure that your entry is completed on the portal by no later than Friday 2 August 2024, to ensure that you are included in the show guide.
- **Company logo**

7.2 Exhibition Show Preview

We will be producing a Show Preview for No-Dig Live 2024 in the digital version of Trenchless Works and invite you to contact Leigh Abbott labbott@westrade.co.uk for further details and to be included.

7.3 Exhibition Show Guide

The information you provide to us via your online profile will be used for your showguide exhibitor listing. Further information about our showguide will follow.

There are a number of promotional opportunities within Trenchless Works magazine available to enhance your publicity in the lead up to the event, please contact tdorrell@westrade.co.uk for more information.

7.4 Represented Companies

Make sure you complete Form 1 and list your agents, principals, subsidiaries or distributors who will be represented on your stand. They will also appear in the 'Quick Reference Exhibitor List'. Please note that any names submitted must conform with our Clause 8 of the exhibition Terms & Conditions.

[Please Complete Form 1](#)

7.5 Pre-Event Promotion

Marketing collateral will be sent to all exhibitors for use on your media platforms to promote the event. This will include bespoke graphics, general event promotion, flyers and digital content. You may require additional marketing to suit your campaign efforts, if you are setting up longer more in depth campaigns to support and promote No-Dig Live, this can be discussed on a consultation basis. We would expect our exhibitors to take a pro-active role in helping promote the event to prospective and existing clients, as this will potentially benefit sales. For more information please contact Leigh Abbott labbott@westrade.co.uk

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7.6 Press Releases

Trenchless Works, published by Westrade Group, will be the official media including the show guide for No-Dig Live. We would ask all exhibitors to share their news to be included in the pre-show marketing.

As part of our commitment to add more value for all No-Dig Live exhibitors our Trenchless Works team will be visiting your stand during the show, filming interviews, stand activity, sound bites, and stand photography. This content will be broadcast across the entire Trenchless Works platform, including Social Media and Trenchless Works TV. Alternatively, there is an option to pre-book a convenient day and time to visit the Trenchless Works stand to discuss your filming requirements and schedule a time for more information contact:

Contact: Leigh Abbott

Email: labbott@westrade.co.uk

Tel: 01923 723990

Map Dynamics step-by-step guide:

As an Exhibitor, you will receive an invitation to the email address you booked with, to set up an account & profile from account-invitation@mg.map-dynamics.com which will resemble the below;

Dear Exhibitor

You have been invited to set up the "Company Name" exhibitor profile for the following event: "Event Name"

Click [here](#) to get started.

If you have any queries, please contact akeatley@westrade.co.uk

Westrade Team

Please follow this link to create a password and log in to that specific events profile (*if you are exhibiting at multiple events, this portal is still specific for each event so please do the same accordingly*). Here you will have the opportunity to upload any content you wish to promote your stand such as videos, links and images.

The obligatory information required by Westrade includes your **editorial and company logo**, which will be used for the Event Showguide, *please adhere to specific event deadlines for these*.

Here you also have the opportunity to add the names of the representatives that will be on site – these will be used for name badges.

To edit your profile anytime, please visit the Event website and the 'Event Floorplan' page where you will find an 'Update Exhibitor Profile' tab, which will take you back to your profile hub.

NO-DIG LIVE 2024 – EXHIBITOR MANUAL



Form 1

Represented Companies

RETURN TO: WESTRADE GROUP LTD

Carotino House
Rickmansworth
Herts WD3 1ED UK
Tel: 01923 723 990
Email: akeatley@westrade.co.uk

COMPANY:		STAND NO.	
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All companies listed below will be included in the quick reference exhibitor list in the showguide and onsite signage. They will also be provided with promotional items (dependant on availability) free of charge. The companies listed should be represented on your stand and comply with clause 8 of the terms and conditions, which allows that they fall into one or more categories as your agents, principals, owners, subsidiaries, dealers or distributors.

(Please continue overleaf if more names apply)

COMPANY	
ADDRESS:	
POSTCODE:	
TELEPHONE:	
FAX:	
CONTACT:	

COMPANY	
ADDRESS:	
POSTCODE:	
TELEPHONE:	
FAX:	
CONTACT:	

COMPANY	
ADDRESS:	
POSTCODE:	
TELEPHONE:	
FAX:	
CONTACT:	

NO-DIG LIVE 2024 – EXHIBITOR MANUAL

SIGNED:

DATE:

NO-DIG LIVE 2024 – EXHIBITOR MANUAL



Form 2

Exhibit Information

RETURN TO: WESTRADE GROUP LTD

Carotino House
Rickmansworth
Herts WD3 1ED UK
Tel: 01923 723 990
Email: akeatley@westrade.co.uk

COMPANY:		STAND NO.	
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ONLY COMPLETE THIS FORM IF ANY OF THE ITEMS BELOW ARE RELEVANT TO YOUR DISPLAY.
Please supply details:

<p>1. HEIGHT INFORMATION: Is any part of your stand-fitting or equipment on display over 2.5m high within the indoor exhibition hall? [N.B. Please refer to Section 15 of Terms & Conditions concerning permissible height of walls]</p>	<p>Details:</p>
<p>2. HEAVY EQUIPMENT: Does any part of your indoor display weigh more than 3.5kn/m²?</p>	<p>Details:</p>
<p>3. MOVING MACHINERY Will you be displaying moving machines normally requiring guards?</p>	<p>Details:</p>
<p>4. COMPRESSED GAS: Will you be using compressed gasses? If so, please give full details</p>	<p>Details:</p>
<p>5. WATER SUPPLY Do you require a water supply for your exhibit? [Note: a water bowser will be available for exhibitors' use, but all other requirements should be ordered through Daly Engineering.]</p>	<p>Details:</p>
<p>6. OUTDOOR EXHIBITS Do you intend to penetrate the ground, either for demonstration purposes or for erection of temporary structures, i.e. marquees? (N.B. If the answer is yes, you MUST complete a Ground Penetration Permit Form provided with this Manual)</p>	<p>Details:</p>
<p>7. EXCAVATION WORK: Do you require any excavation work on your outdoor site? [Please refer to Item 4.3]</p>	<p>Details:</p>

SIGNED:		DATE:	
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NO-DIG LIVE 2024 – EXHIBITOR MANUAL



Form 3

Outdoor Demonstrations

RETURN TO: WESTRADE GROUP LTD

Carotino House
Rickmansworth
Herts WD3 1ED UK
Tel: 01923 723 990

Email: akeatley@westrade.co.uk

COMPANY:		STAND NO.	
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Please complete this form if you are occupying an outdoor site. Exhibitors carrying out demonstrations on indoor stands are also invited to provide details below. The information provided below will be used in pre-show publicity material and included in the daily programme of demonstrations to be published in the Showguide. therefore we would appreciate an editorial style description of the demonstrations. If you intend to give more than one type of demonstration over the three days, please photocopy this form and submit details individually.

If preferred please supply this information by email

1. DEMONSTRATION DETAILS: Please give a brief description of any demonstration to be carried out on your stand.	Details:
2. FREQUENCY/ TIMETABLE: How often do you propose to stage this demonstration each day? Please provide times if known	Details:
2. DURATION: Approximately how long will the demonstration last?	Details:

SIGNED:		DATE:	
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NO-DIG LIVE 2024 – EXHIBITOR MANUAL



Form 4

Contractors

Ref: 3.8

RETURN TO: WESTRADE GROUP LTD

Carotino House
Rickmansworth
Herts WD3 1ED UK
Tel: 01923 723 990

Email: akeatley@westrade.co.uk

COMPANY:		STAND NO.	
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Please supply below the name of any contractor who will be working on site to assist with the installation of your company's stand. Space Only exhibitors must also supply a detailed plan. Please refer to Section 3 of the Exhibitor Manual.

Shell scheme exhibitors should only complete this form if they are employing services of contractors who are not officially appointed for the show.

COMPANY	
ADDRESS:	
POSTCODE:	
TELEPHONE:	
FAX:	
CONTACT:	

COMPANY	
ADDRESS:	
POSTCODE:	
TELEPHONE:	
FAX:	
CONTACT:	

SIGNED:		DATE:	
----------------	--	--------------	--

NO-DIG LIVE 2024 – EXHIBITOR MANUAL



Form 5

Health & Safety Declaration

RETURN TO: WESTRADE GROUP LTD

Carotino House
Rickmansworth
Herts WD3 1ED UK

Email:akeatley@westrade.co.uk

COMPANY:

STAND
NO.

It is a condition of entry to the Exhibition that every Exhibitor, Contractor, Sub-contractor, Supplier and their Agents comply with The Health & Safety at Work Act 1974 and all other legislation covering the Venue. The Exhibitor accepts that it is their legal and moral responsibility to ensure that their own and others' Health & Safety is not put at risk by their actions, or inactions, throughout the tenancy.

Our Health & Safety representative on the stand will be:

NAME:

POSITION:

MOBILE NUMBER:

(COMPLETE IN BLOCK CAPITALS)

ADDRESS:

POSTCODE

TEL:

FAX:

Tick below as appropriate:

☐ We have booked a **Shell Scheme** Stand. We have undertaken a Risk Assessment and are satisfied that all our personnel are trained and have been made aware of the potential risks while on site at the Exhibition and we will ensure that they receive a copy of all safety bulletins. We are satisfied that our exhibits on display and work practices will cause no hazards to our personnel or to others on site.

☐ We have booked **Space Only** indoor exhibition space. The principal contractor named on Form 4 has undertaken a specific Risk Assessment for this event in accordance with The Health & Safety at Work Act 1974 and he has trained his personnel and sub-contractors in all areas identified as being of risk. The principal contractor named on Form 4 has prepared a comprehensive Method Statement for the Exhibition and I am satisfied that he is sufficiently competent to undertake the work required.

☐ We have booked **Outdoor Space**. We have undertaken a Risk Assessment and a written statement will be supplied to the organisers by 1 August 2024. We are satisfied that all our personnel are trained and have been made aware of the potential risks while on site at the Exhibition and we will ensure that they receive a copy of all safety bulletins. We have also read and understood the notes contained under ref: 4.7 and 4.8 in this exhibitor manual.

☐ A copy of our own company Health & Safety Policy and Risk Assessment will be available for inspection at the Exhibition. We are also satisfied that all our own personnel are trained and have been made aware of the potential risks while on site at the Exhibition and we will ensure that they receive a copy of all safety bulletins.

TO BE SIGNED BY A SENIOR REPRESENTATIVE OF THE EXHIBITING COMPANY: Authorised by:

NAME:

POSITION:

SIGNED:

DATE:

NO-DIG LIVE 2024 – EXHIBITOR MANUAL



Form 6

RISK ASSESSMENT

RETURN TO: WESTRADE GROUP LTD

Carotino House
Rickmansworth
Herts WD3 1ED UK
Tel: 01923 723 990

Email: akeatley@westrade.co.uk

COMPANY:

STAND NO.

Hazards identified	Personnel or equipment at risk	Probable severity of outcome without controls: High: Fatal/Major Medium: Lost time Low: First aid/Minor	Outcome: personal injury or equipment damage	Likelihood to occur without controls High: Very likely Medium: Likely Low: Unlikely	Control measures that will be used to reduce assessed uncontrolled risks to Low levels.

SIGNED:

DATE:

