



Thank you for taking the time to read this manual for the forthcoming event No-Dig Live 2026 on 29 September to the 1 October 2026 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 which are [all located here](#). Most of the arrangements for your stand will be made either via the **Stoneleigh Park exhibitor hub or the online platform for Anchor Exhibitions.**

Westrade Group Ltd are pleased to announce the [UKSTT Annual Dinner & Awards Ceremony](#) with a Masquerade theme, drinks reception, after dinner DJ and much more! Taking place on Wednesday 30 September in Hall 3 NAEC Stoneleigh Park.

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 2026!

Yours sincerely

The No-Dig Live Team
Westrade Group Ltd

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**
- **Rigging**
- **Bins / Skips**
- **Health & Safety**
- **Additional stand services**

SHELL SCHEME, FURNITURE AND ALL ELECTRICAL REQUIREMENT (INDOOR AND OUTDOOR)

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

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 5 September 2026**

AUDIO VISUAL / EQUIPMENT

To hire TV screens or other AV requirements for your stand please contact:

RED EVENT PRODUCTIONS

E: TrumanG@redeventproduction.co.uk

T: 01234 430368

W: www.redeventproduction.co.uk

FLORAL DECORATIONS

Local florists:

www.wildfigflowers.co.uk

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: Ian Hickman

Email: ian@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

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

THE WARWICKSHIRE HOTEL

Leek Wootton, Warwick, Warwickshire, CV35 7QT

Tel: 01926 409 409

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

List of other local hotels is available within this manual

WATER/WASTE/BUILDING SERVICES

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

1.0 GENERAL INFORMATION - INTRODUCTION

This manual is designed to inform and assist exhibitors in preparation for NO-DIG LIVE 2026. 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. All forms are [located online HERE](#) please complete by **Friday 28 August**

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 28 September

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

HARD STANDING OUTDOOR AREA 2

Build up from 12.00 – 16.30 Saturday 26 September

Build up from 08.00 – 16.30 Sunday 27 September

Build up from 08.00 – 20.00 Monday 28 September

HARD STANDING OUTDOOR AREA 3

Build up from 12.00 – 16.30 Saturday 26 September

Build up from 08.00 – 16.30 Sunday 27 September

Build up from 08.00 – 20.00 Monday 28 September

GRASS OUTDOOR AREA

Build up from 12.00 – 16.30 Saturday 26 September

Build up from 08.00 – 16.30 Sunday 27 September

Build up from 08.00 – 20.00 Monday 28 September

EXHIBITION HALL 2 & SEMINARS - Installation

SPACE ONLY

Build up from 05.00 – 20.30 Monday 28 September

Early access for exhibitors 06.00 – 08.30 Tuesday 29 September

SHELL SCHEME

Build up from 11.30 – 20.30 Monday 28 September

Early access for exhibitors 06.00 – 08.30 Tuesday 29 September

All stand fitting & interiors must be completed by 20:30 Monday 28 September

OPENING TIMES	Tuesday 29 September	10:00 – 17:00
	Wednesday 30 September	10:00 – 17:00
	Thursday 1 October	10.00 – 16:30

DISMANTLING:

ALL INDOOR STANDS - Breakdown 16:30 – 23.59 Thursday 1 October

OUTDOOR AREA 1 - Breakdown by 23.59 Thursday 1 October

OUTDOOR AREA 2 - Breakdown by 16.30 Friday 2 October

OUTDOOR AREA 3 - Breakdown by 16.30 Friday 2 October

OUTDOOR GRASS AREA - Breakdown by 16.30 Friday 2 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 Annual Awards Dinner in Association with Westrade are being held at NAEC Stoneleigh Park on Wednesday 30 September with a Masquerade theme. This event promises to be a great evening for everyone involved as we celebrate everything trenchless! Further information and [tickets are available on the website here.](#)

2.0 Venue

NO-DIG LIVE 2026 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**. Please let us know what you are planning to bring for your stand – email kboi@westrade.co.uk

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**.

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:

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 **5 September 2026**

Positioning of Electrical Package Items

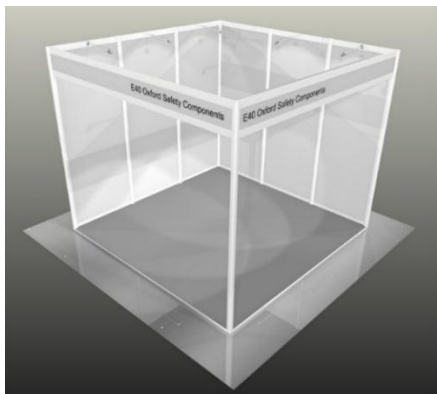
Spotlights & Power Socket

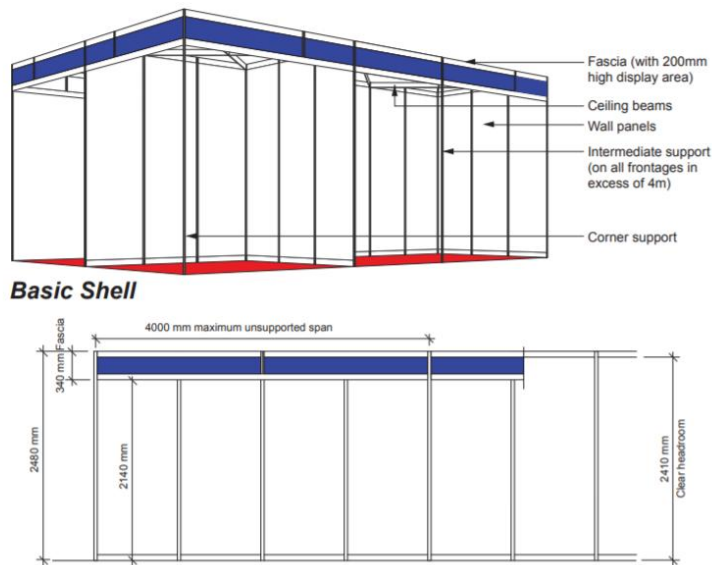
2 x 50w spotlights & 1 x 500w socket are provided as above.

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 **5 September 2026**

Example Shell Scheme Stand





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](#).

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 - **by 18 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:

- 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.
- 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 28 September 2026.
- f. All exhibits, display and waste material must be removed as follows:

ALL INDOOR STANDS - Breakdown by 23.59 [Thursday 1 October](#)

OUTDOOR AREA 1 - Breakdown by 23.59 [Thursday 1 October](#)

OUTDOOR AREA 2 - Breakdown by 16.30 [Friday 2 October](#)

OUTDOOR AREA 3 - Breakdown by 16.30 [Friday 2 October](#)

OUTDOOR GRASS AREA - Breakdown by 16.30 [Friday 2 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 **31 August 2026**

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 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.

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)
- 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 2026. 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 **Exhibitor Badges**

Exhibitor Registration is open – [please use this link](#) to register all your staff attending onsite. Badges will be available for collection on site at the registration desk on the afternoon of **Monday 28 September**.

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](#) also found on the **Stoneleigh Park Hub**. Please ensure you read this and comply with all Health and Safety requirements.

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 Anchor 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:

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

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 equipment requirements including hire of TV screens, please contact **Red Event Productions**

RED EVENT PRODUCTIONS

Contact: Truman Gough
E: TrumanG@redeventproduction.co.uk
T: 01234 430368
W: www.redeventproduction.co.uk

5.6 Floral Decorations

We advise you contact local florists for displays.
www.wildfigflowers.co.uk
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: Ian Hickman
Email: lan@i-l-s.co.uk

Email: jl@i-l-s.co.uk
Online Booking:
<https://www.ils-logisticslive.co.uk/ils-shows/no-dig-live-2026/>
Password: NODIG2026

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

DWT EXHIBITION TRAILERS

Jubilee Park, Honey Pot 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 – WESTRADE

[THE WARWICKSHIRE HOTEL](#)

A list of other nearby hotels is available here:

[Abbeyfields Hotel](#) 2.4 miles

[The Old Bakery](#) 2.4 miles

[Holiday Inn Abbey End](#) 2.4 miles

[Woodland Grange](#) 2.6 miles

[The Angel Hotel](#) 3.6 miles

[Holiday Inn Kenilworth](#) 4.8 miles

[Premier Inn Leamington](#) 4.8 miles

[Hotel Ibis Coventry South](#) 5.2 miles

Please book direct with the 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**.

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 2026 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.

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](#) 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.

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.

6.3 **Outdoor Exhibitors**

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

7.0 **Trenchless Works**

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 floor plan and exhibitor profiles. 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:

- **Company profile** - this will be included in the showguide, please ensure that your entry is completed by no later than **Friday 31 July 2026**, 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 2026 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. Please note that any names submitted must conform with our Clause 8 of the exhibition Terms & Conditions.

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

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