



EXHIBITOR MANUAL

Plant Based World Europe 2022

Wednesday 30th November – Thursday 1st December

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1. Essential Information

1.1 Event Team

Operations:

Ella Bailey admin@opssquad.co.uk 01293 401051

Marketing:

Abigail Stevens abigail@jdevents.com 07360 072496

Sales:

Angus Morley angus@jdevents.com 07710 991866

Project Manager:

Lisa Felix lisa@jdevents.com 07517 108951

Managing Director:

Jonathan Morley jonathan@jdevents.com 07818 458626

1.2 Venue & Delivery Address

Delivery address

(Insert your stand name, stand number and contact details)

Plant Based World Europe 2022

National Hall

Olympia

Hammersmith Road

Kensington

W14 8UX

Please note deliveries cannot be made before build-up on Monday 28th November.

All exhibitors should bring their own trolleys. Alternatively, book a forklift for the transfer of materials through Exhibit3sixty - Please advise couriers to bring their own trolleys.

We cannot take responsibility for any items left unattended in the halls.

1.3 Contractor Details

Accommodation

Event Express 01905 732737 Click [here](#) to book

Audio Visual

Aztec 020 7803 4000 Click [here](#) to order

Catering

Host Olympia 020 4558 3144 Click [here](#) to order

Carpet & Flooring

WhitespaceXpo 0330 1705 761 Click [here](#) to order

Electrics & Lighting

WhitespaceXpo 0330 1705 761 Click [here](#) to order (Shell)
Click [here](#) to order (Space)

Furniture

Thorns 0208 801 4444 Click [here](#) to order

Graphics

WhitespaceXpo 0330 1705 761 Click [here](#) to order

Refrigeration & Catering Equipment

Lowe Refrigeration 028 9260 4619 Click [here](#) to order

Shell Scheme Accessories

WhitespaceXpo 0330 1705 761 Click [here](#) to order

Stock Logistics & Dry Storage

Exhibit3sixty 02476 573663 Click [here](#) to order

Rigging

Outback Rigging 020 8993 0066 Click [here](#) to order

Water & Waste

ATD electrical 01279 507890 Click [here](#) to order

Wifi & Internet Access

EForce 020 7598 2600 Click [here](#) to order

1.4 Travel & Access

Please click [here](#) for travel and car parking details. Due to limited car parking we encourage the use of public transport if you do wish to park we advise pre-booking to secure a safe. <https://olympia.london/visiting/parking/book-parking>.

If you need to unload a vehicle during build-up and breakdown, please refer to section 3.2 as you will need to book a slot through Voyage Control.

2. Schedule

2.1 Overview Timetable

Build up for space only stands	Monday 28 th November	08.00 – 20.00hrs
Build up for all exhibitors	Tuesday 29 th November	08.00 – 20.00hrs
Exhibition Open	Wednesday 30 th November	10.00 – 17.00hrs
	Thursday 1 st December	10.00 – 16.00hrs

*Please note exhibitor access is from 08.00hrs on open days

Breakdown for all exhibitor	Thursday 1 st December	16.15 – 20.00hrs
Breakdown for space only stands	Friday 2 nd December	08.00 – 12.00hrs

2.2 Voyage Control

When you're arriving to the venue to unload or load your vehicle, we require you to book a time slot through an online vehicle booking system called Voyage Control. This will ensure your build-up and breakdown process is quicker and smoother for you.

On the day of arrival to the venue, please note there is only access from Hammersmith Road turning left into Olympia Way. There is no right turn from Kensington High Street.

For more information and access details, see our [loading and unloading map](#).

Important things to consider when booking your slot:

- The maximum height for all logistics vehicles arriving at site is 4.4 metres. We cannot accommodate taller vehicles.
- Bookings will normally be available from **Monday 31st October**
- Ensure the correct vehicle type is booked.
- Stick to your time slot and do not arrive in advance.
- Consecutive or multiple bookings for the same vehicle are not permitted.
- Print your pass and display clearly in your vehicle ready for pass check by Olympia London traffic staff.
- Loading / unloading slots are only valid for the period booked. When the booked slot has ended you will be asked to remove your vehicle from the marshalling area.
- If you wish to book a car parking space, please [pre-book parking online](#) in advance as spaces are limited.
- Please follow Olympia London traffic staff instructions.

2.3 Setting Up of Heavy Equipment (use of forklift and Mechanical Handling)

Please note that the use of heavy machinery takes place as early as possible on Monday 28th November. If you require a forklift service this must be booked with Exhibit3sixty. For further details please see contact details in section 2.6.

2.4 Lighting & Electrics

WhitespaceXpo are the official electrical contractor for this exhibition. Orders for electrics should be placed directly with them using the order form no later than Friday 28th October.

Please note that if the electrical order form is received after this date then you may incur late order charges.

Power **is not on a 24-hour supply** and will be terminated 30 minutes after the close of the show each day. If you require 24-hour power (for freezers, fridges, etc) please contact WhitespaceXpo to order this in advance of the event.

It is important to note that power to your stand may require a mains box and cable to be located within your stand space. Wherever possible this will be positioned in the top corner or in a void.

2.5 Breakdown Period

Under no circumstances may any goods be removed or packed away on stands before 16.15hrs on Thursday 1st December.

Please note that any items left unattended in the hall from 16.15hrs on Thursday 1st December could be deemed as rubbish and thrown away, any items left after 12.00hrs on Friday 2nd December **will** be deemed as rubbish and disposed of. Exhibitors will be charged for any excess waste left including any stand flooring, carpet, excess literature, graphic panels, items of furniture, excess stock, etc.

THE ORGANISERS WILL NOT TAKE RESPONSIBILITY FOR ANY ITEM LEFT UNATTENDED AT ANY TIME.

2.6 Freight, Handling & Logistics Company

Exhibit3sixty are the official freight handler for this event and no other lifting or handling contractors can operate machinery such as forklift trucks in the hall for reasons of safety. If you require their services please complete the [order form](#) or contact Exhibit3sixty directly via Tel: 02476 473663 number Email: logistics@exhibit3sixty.co.uk.

Please note that you are not permitted to store any items or empties in the void areas behind the show walls or your stand. If you require storage, please contact Exhibit3sixty.

3. Stand Information

3.1 General Stand Rules

Advertising and logos must not be sited on the back of dividing walls, especially where they overhang an adjoining stand.

All stand structures, signs, exhibits etc, must be contained within the area allotted and may not project into or over the gangway.

Nothing may be drilled, attached or bolted to the hall floor.

The Organiser may, at the expense of the exhibitor, remove or alter anything in, on or forming any part of the stand if, in their opinion, it is desirable to do so in the interest of the exhibition.

Any door leading to an enclosed area must have a vision panel and must not open directly on to a gangway.

Helium or gas-filled balloons are not allowed without the written permission of the Organisers and **latex balloons will not be permitted.**

Exhibitors are responsible for ensuring their stand contractor employs safe working practices and are aware of their responsibilities under the Health & Safety at Work Act.

During the period of the exhibition, especially during the build and breakdown periods, gangways must be kept clear of obstructions.

During the build and breakdown periods of the exhibition, babies and children under 16 years are not permitted entry into the hall, even in the cab of vehicles.

Banners suspended above stands will only be permitted with written permission from the Organisers and must be shown on all stand plans/drawings.

3.2 Standard Shell Scheme

Your shell scheme stands comes with walls, carpet, and a fascia name board.

Carpet - Your stand will be provided with grey carpet. If you wish to change your carpet colour, you can do so by emailing info@whitespacexpo.com.

Furniture - No furniture is included with your stand, if you wish to hire furniture you can view items and prices here: <https://thorns.co.uk/exhibitions-we-supply/plant-based-world/>. You are, of course, also welcome to bring your own furniture, or use your own contractor.

Name boards - Your exhibitor name is applied to the name panel in **black** vinyl lettering on a white background. A limited number of characters are available – please complete the [nameboard form](#) in this manual.

Power & Lighting - Power and lighting are not provided as part of your basic shell scheme package. If you require any power or electrical fittings you will need to order this using the electrical order form.

Electrical order form - [Space Only](#)

Electrical order form - [Shell Scheme](#)

3.3 Shell Scheme Packages

3x3 Convenient Shell Scheme Package

Applicable for exhibitors who have bought the “convenient shell scheme package” – not general shell scheme.

Carpet - Your stand will be provided with grey carpet. If you wish to change your carpet colour, you can do so by emailing info@whitespacexpo.com.

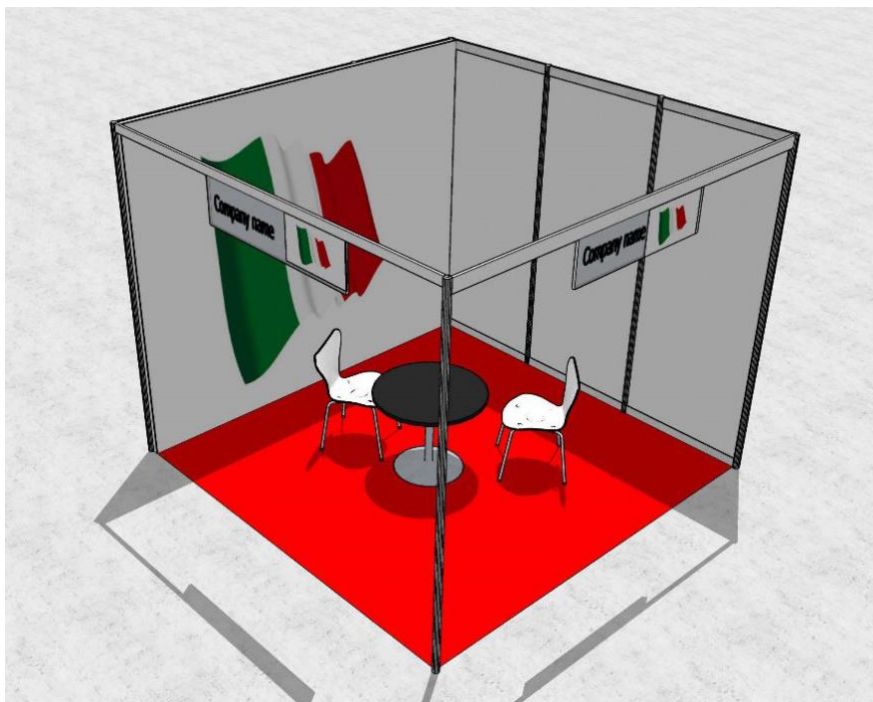
Furniture – Your package includes a low pedestal table & two chairs. If you wish to hire extra furniture you can view items and prices here: <https://thorns.co.uk/exhibitions-we-supply/plant-based-world/>. You are, of course, also welcome to bring your own furniture, or use your own contractor.

Name boards – Your exhibitor name is applied to the name panel in **black** vinyl lettering on a white background. A limited number of characters are available. In addition, you may also include an image (e.g. company logo or country flag). Please complete the [nameboard form](#) in this manual.

Graphics – Your package includes a 3m seamless graphic on the back wall, please email your artwork directly to info@whitespacexpo.com

Power & Lighting – Package includes a 500w electrical socket and two spotlights (including testing). This electrical supply will power a laptop or charge phones and is daytime supply only (not 24 hours). If you need to upgrade your power or electrical fittings you will need to order this using the electrical order form.

Electrical order form - [Shell Scheme](#)



PICTURED – 3x3 Convenient shell scheme package corner booth

3.4 Shell Scheme Visual & Specification

Your stand will look like the below....

Please note that this size is generic and may not be your exact stand size. The stand pictured below is 3m x 3m shell scheme corner stand with 2 sides open.



320 Western Road, Wimbledon, London, England, SW19 2QA



EQUIP is the perfect solution for effective exhibiting, offering a number of opportunities to enhance your presence. **EQUIP** is a modular build system that allows for any size stand to be created in a multitude of configurations using its poles, beams and panels. The **EQUIP** stand will include your fascia nameboard, walls and carpet.

As shown in the image the build includes a minimal ceiling grid in order to give the stand its rigidity. Ceiling beams are also used to attach lighting systems, however if you have any exact requirements we should be aware of which will affect what you are looking to achieve, or if you have anything you would deem heavy, please don't hesitate to get in touch to discuss this.

If you plan on attaching display materials to the shell scheme panels we suggest you use Command Strips or similar, as these will not damage the panels. Please ensure you do not affix anything to the metal structure. All damage to the system will be charged for..

For more information on your stand, or our design and build solutions, please contact us.



Telephone: +44 (0) 345 260 5440 Email: confex@whitespaceexpo.com
Company (Whitespace XPO Ltd) registered in England and Wales No. 13229379

3.5 Shell Scheme Stand Regulations

The shell scheme is only on hire to exhibitors and should not be painted, nailed or screwed into. Please note that appropriate fixings are velcro (hook and loop) or sticky fixers which do not damage the panels. Other appropriate fixings and components are available from Full Circle.

Health & Safety and CDM

If you intend on carrying out any construction within your shell scheme stand (i.e. build within your shell scheme). Please ensure you read the Health & Safety and CDM section of this manual (section 4) and comply with all the regulations and advice. Please ensure this information is also passed across to all staff and temporary staff you are using. **Please note stand dressing, posters, placing display cases, freestanding furniture etc. do not constitute construction.**

3.6 Space Only Stand Regulations & Approval Construction

All stand construction must comply with the regulations contained in the eGuide, which can be viewed at www.aev.org.uk/e-guide. These regulations are common to the UK's main exhibition venues and are based on Building Regulations and British Standards.

There is a maximum build height of 4m

Vehicles

If you are intending to exhibit any kind of vehicle on your stand (including trucks/ trailers etc) you **must** notify the Operations Team admin@opssquad.co.uk or call 01293 401 051.

Stand Plans

You must submit your stand plans to Ops Squad as soon as possible so they may be checked to ensure that they comply with the venue and local authority regulations detailed later in this section.

The deadline date for all plan submissions is **Friday 28th October** to admin@opssquad.co.uk or call 01293 401 051

These plans must include detailed drawings of your stand with the following:

- Stand plans must include all dimensions, detail build materials, include at minimum a ground plan and elevation drawing, include any inflatables or rigged elements, prove the structural stability, be specifically for this exhibition
- Your stand constructor's public liability insurance
- A detailed Risk Assessment which must include details of any unusual exhibits or activities on the stand (any machinery, working kitchens, moving visitor attractions) A Method Statement
- A Health & Safety Declaration
- A Construction Phase Plan
- All documents must be submitted in English and should clearly state the exhibiting company's name, stand number and the contact name and company of the person responsible for the stand build.
- Approval must not be assumed until written approval is received. Once approval has been received no alteration may be made to the approved design without further approval being sought.

Stand Construction Regulations

- A minimum of 50% of the stand is to remain open
- On divided sites it is the responsibility of each exhibitor to erect and decorate walls on their closed sides.
- Space only stands building over 2500mm should decorate both the front and the back panels. However, no advertising material, logos etc. may be displayed above or onto neighbouring stands.
- All construction and displays must be made from fireproofed materials and installed to the satisfaction of the authorities.
- Exhibitors will be charged for making good any damage to the hall such as paint marks, tape, bolt/screw/nail holes etc.
- You are responsible for examining your allotted space and building your stand within the correct floor markings – if you are in any doubt, please see the Organisers Office.

Complex Stands

Complex Stands are defined as:

- Stand designs that contain any part of the stand which is over 4000mm in height
- Stand designs including a platform of over 600mm above floor level

- Stand designs or equipment that contains steps

In all COMPLEX cases, structural calculations providing the strength and stability of the complex structure will be required. If complex, fees are applicable, invoices for complex fees will be paid for in advance of the stand being approved. The exhibitor will be liable for all costs and charges relating to this.

Rigging & Banners

All rigging must be approved by the Organiser. Please contact admin@opssquad.co.uk in the first instance with details of what you would like to rig. Once this has been approved, please complete the rigging order form or alternatively, you can contact Outback Rigging directly by emailing georgina@outbackrigging.com or calling 020 8993 0066.

Health & Safety and CDM

Please ensure you read the Health & Safety and CDM section of this manual (section 4) and comply with all the regulations and advice. Please ensure this information is also passed across to any stand Contractors and all staff and temporary staff you are using.

Contractors

Please ensure that your Contractor receives a copy of this Exhibitor Manual and apply for the appropriate passes.

Please note:

- Exhibitors will be charged for making good any damage to the hall such as paint marks, tape, bolt/screw/nail/staple holes etc.
- Any construction that backs onto a gangway must be finished on the reverse
- You are responsible for examining your allotted stand space
- You are responsible for ensuring that your stand is built on the correct floor markings. If you are in any doubt, please see the Organisers Office onsite
- You are not allowed to fix to the fabric of the building
- All stand construction must be completely self-supporting
- The construction material for all stands, signs and fascia's must be non-combustible material, inherently non-flammable or durably flame proofed

3.7 Electricity

WhitespaceXpo are the official Contractor for the exhibition; they are responsible for and will carry out all work on the stands. Pre-fabrication is permitted but connection to the mains and all on-site wiring must be carried out by WhitespaceXpo electricians.

- Power connections are made as soon as possible to each stand. If you intend to dress your stand on the Tuesday morning, please note that electricity may not be available immediately.
- Power to all stands will be switched off each night 30 minutes after the show closes, unless a 24hr supply has been ordered in advance.

Electrical Requirements

It is very important that you purchase the correct electrical requirements for your stand appliances. This will ensure that you have no electrical issues or delays during the open period of the event. Below we have put together a table which shows what appliances require what power.

If your appliances are not listed below, please contact WhitespaceXpo directly for a quote. E: info@whitespacexpo.com

T: 0330 1705 761

All sockets provided are; standard 3-pin English 13 amp, but come in two power ratings, on daytime power only unless 24-hour continuous power is requested.

500w Switch Socket (2 amp)

Can supply:

- one computer (or 2 x laptops)
- small domestic fridge
- four USB chargers (such as mobile phone or tablet)
- television
- lighting up to 500w

or any combination of the above using a single 4-way extension (maximum length 2m) subject to a total load of 500w

1000w (1kw) Switch Socket (4 amp)

Can supply:

- domestic units (750w - 1,000w) such as
 - microwave cooker
 - freezer
- lighting up to 1,000w (1kw)

4. Health & Safety

4.1 Statement

It is the policy of JD Events to endeavour to seek the co-operation of all concerned in order to achieve the highest standards, in all aspects, of health & safety. JD Events and Olympia London, within the scope of their own laid down Policies have a responsibility to ensure that safe working practices are maintained at all times, which includes ensuring that provision is made whereby persons other than Olympia London or JD Events employees are reminded of their responsibilities whilst working at the Centre.

As an Exhibitor, Contractor or Agent you have a duty under The Health and Safety at Work Act 1974, and all of its component parts, to ensure that all personnel contracted by you are aware that they have a responsibility, so far as is reasonably practicable, for the health, safety and welfare of all employees, and that any plant or systems of work which may be used are, so far as is reasonably practicable, safe and without risks to health. This includes that all employees are provided with information, instruction, training and supervision to ensure not only their own health and safety but also that of others working or attending the vicinity.

Under the current COSHH Regulations (Control of Substances Hazardous to Health), exhibition stands are considered to be a workplace. It is therefore your responsibility to ensure that all your staff and subcontractors have received sufficient Health and Safety training and are provided with the correct protective clothing and equipment to enable them to carry out their work in a safe manner in accordance with COSHH and the Act.

You are also required to have in your possession a copy of your own Health and Safety policy, a Risk Assessment and certificate of Liability Insurance and a copy of the Health and Safety policy document of each contractor employed by you which may be requested during the exhibition. You must also ensure that you have a copy of the Health and Safety Policy for each subcontractor employed by you excluding those appointed by the Organisers.

Following are some of the principal areas, which need to be brought to your attention. If you have any queries, please contact: HSE National Information line on 08701 545 500.

4.2 General Regulations

- The exhibitor responsible for the stand should ensure that a suitable and sufficient assessment of risks to the health and safety of employees whilst they are at work has been carried out. It should also cover persons not in his employment, arising out of, or in connection with the part the exhibiting company is to play within the exhibition (i.e. during the exhibition build-up, open days & breakdown). Such an assessment should be recorded and reviewed as necessary.
- A person must be appointed who is responsible for health and safety matters on the stand. Their contact details should be detailed in your risk assessment.
- Operatives should wear suitable protective clothing relevant to their job which includes eye, hearing, foot and hand protection.
- During the build-up and breakdown periods your staff and sub-contractors should be constantly reminded by you of the need for vigilance regarding the health and safety of themselves and those working in their vicinity.
- You must ensure that portable power equipment is used for the purpose for which it was designed and that the safety guards and dust collection bags are correctly fitted and used.

- It is your responsibility to ensure that all equipment is PAT tested and pre-wired units comply with venue regulations before they are installed on site.
- You must ensure that portable electric tools are used with a minimum length of trailing leads and that such equipment is not left unattended with a live power supply to it.
- No electrical cables must be allowed to cross gangways, passageways and fire exits. Any work area must be maintained free from general waste materials that could present a hazard to operatives.

Any equipment being demonstrated (i.e.: operated as part of an exhibit) on the stand must be inherently safe and not create a hazard to staff or visitors at any time. Moving parts of machinery and other working equipment must be efficiently guarded to the UK Health & Safety standards, which is normal for its operation in an industrial setting.

CDM Regulations (Construction, Design, Management Regulations 2015)

Exhibitors need to ensure that their participation at an event is carried out safely.

The Construction, Design & Management (CDM) Regulations do not replace any existing law but are intended to provide a framework to help you ensure that your stand is constructed safely and help you understand your obligations.

4.3 Food Hygiene & Sampling Guidance

All food businesses must comply with current food safety legislation details of which can be found using the following link:

www.food.gov.uk/business-industry/caterers/food-hygiene

Sampling (Food)

There are strict controls relating to food sampling. Food sampling must be carried out in such a way that customers do not touch food that other people will eat, in order to minimize the risk of cross-contamination.

Sampling (Drink)

In compliance with current legislation both the sale and supply of alcohol, including sampling, must be licensed under The Licensing Act (2003).

The following information must be provided when sampling or serving alcohol:

- Copy of your Personal License.
- Copy of your Public Liability Insurance
- List of products that you intend to sample.
- Authority letter if the Personal License holder will not be present for all the hours of the event.

The following signage is mandatory for serving and sampling alcohol:

Challenge 25 poster

Allergen signage (if appropriate)

The only acceptable sampling for food and beverages are as follows:

- Bite-sized portions (no more than two mouthfuls)
- Individually wrapped items

- Soft & Hot Drinks 50ml (1.75fl oz)
- Beers/Ciders 50ml (1.75fl oz)
- Wine/Fortified Wine, etc. 25ml (0.9fl oz)
- Spirits, etc. 5ml (0.18fl oz)

Food Safety

Stands will not be permitted to process or serve food if they are in poor hygienic condition or pose an imminent risk of contamination to food or an imminent risk to health.

Any live preparation or cooking involving the mixing of ingredients for consumption will require the appropriate documentation for the activity. All preparation, handling and distribution of food for sampling must be carried out in a hygienic manner at all times.

Any foods likely to support the growth of pathogenic micro-organisms or toxins should be maintained at a temperature of 5°C or below. Cooked food which is kept hot must be kept above 63°C. Reheating of cooked food must be carried out at a temperature of at least 75°C. Frozen food must be kept at -18°C or below.

Refrigeration temperatures must be measured with a suitable thermometer and recorded hourly, and open foods must not be placed less than 18 inches (45cm) from the ground in rodent proof food grade containers.

Sneeze Guards are required for All Open Foods, this includes food for onsite consumption, bread products, cakes, fudge, olives, nuts, cheese, etc. All display open foods must be sealed overnight.

Knives must not be left unattended or in an exposed position. Display knives must be supervised at all times and require sneeze guard protection.

Stand Design

Ensure that your design fits within your stand area, make sure you allow a gap to enter/exit. You must think about positioning of equipment such as ensuring fridges have a back wall to protect the public and hot equipment is not within public reach or is protected with a guard. You may not trade from the gangway, so you must ensure that you have adequate space within your stand to serve from.

Stands with food preparation must provide food grade washable surfaces including non-slip washable floor covering (carpets or bare flooring are not suitable).

Ensure if you are using fridges and freezers that you have booked 24-hour power.

Paperwork required

All sampling activities must comply with UK Food Standard and Law as food & drink is supplied to the public and can be a risk to public health.

Before sampling activities can be approved, exhibitors will be asked to provide the following information:

- Standard operating Food Safety Management System (HACCP)
- HACCP based risk assessment bespoke to your operation at the show
- Method statement bespoke to your operation at the show. (Method of food preparation to include cooking times and temperatures)

- Up to date Food Hygiene Certificate for food handlers
- Allergen Information Chart

Allergies and Intolerances

Enquiries from customers regarding the content of food can be related to allergies and intolerances. As some food allergies and intolerances i.e., nuts can be **life threatening**, it is very important that accurate information including a full list of ingredients is displayed.

Personal Hygiene

All food handlers working with open food must:

- Keep their hands clean
- Keep their clothing clean
- Clean Corporate clothing or apron required.
- Cover all cuts, etc., with a blue waterproof dressing/plasters
- Keep personal clothing out of areas where open food is handled, unless it is stored in appropriate accommodation, i.e. lockers/cupboards
- Not handle open food when suffering and within 48 hours of suffering from gastroenteritis, dysentery, any infection, boils or septic cuts, etc, likely to cause food poisoning
- Must not wear jewellery (including necklaces and piercings) other than a plain wedding band
- Wear gloves when serving food products

Training

All staff engaged in food handling must be properly trained, commensurate with their duties, and supervised to ensure they work hygienically. Certificates must be in date and are required to be submitted before the event, any additional or alternative staff must have a copy of their certificate hardcopy or electronically available for inspection.

Waste Facilities

Suitable consideration for the disposal of food waste must be put in place.

Waste oils and fats are categorized as hazardous waste and as such have to be disposed of under strict conditions. Each company is responsible for removing its own waste oils and fats from the venue.

Cleaning/disposal charges will be incurred if any such products are left on site.

Cooking likely to create a high concentration of smoke or airborne fats e.g. grilling; frying, is prohibited.

Hygiene check list

Provision of ALL hygiene items are required for stands unless the samples are pre-wrapped off-site:

**Gloves/Antibacterial Wipes/Antibacterial Spray/Hand Gel/Paper towel
Antibacterial Hand Wash/Washing up liquid.**

Washing Facilities

If serving low-risk pre-packaged products not requiring temperature control – e.g. crisps or soft drinks only antibacterial hand wipes are required (Please note baby wipes are NOT antibacterial).

If you are serving unpackaged items such as bread, cakes, pastries, fudge including serving pre-prepared and pre-packaged (sealed) foods requiring heating-up e.g. ready-to-eat foods, pre-packaged sauces, ready meals. You are required to provide an on stand hot running water hand wash facility. Your hand wash facility must be within 3m of your activity. The size of the facility must be in keeping with the require use. Small size tabletop portable teal style units are ideal for unpackaged items, however if you are preparing food then a commercial size portable teal unit would be a minimum requirement.



This is a Tasty Trotter Hand wash portable suite – available via Amazon - Thermos style



Handyman Xtra from www.tealwash.com a Thermos style and electrical style available



Floor size catering handwash unit – requires electricity.

Alternative formulations are acceptable provided hand washing takes place under hot running water however a kettle and bowl with standing water is NOT an acceptable alternative.

A Communal Utensil wash-up area will be provided by the organisers, location TBC. This will provide access to Hot water for utensil washing and hot water to fill Teal Style portable hand wash units. You will need to provide your own washing up liquid.

Equipment

Any equipment, including food containers, which is likely to come into contact with food must be kept clean and be constructed of materials that are not absorbent and can easily and properly be cleaned.

Cookers, ranges and hobs must operate on electricity. The use of Liquefied Petroleum Gas (LPG) and Butane Canisters are not permitted (the use of Induction Hobs is advised). Any grills or deep fat fryers must be electric.

Ventilation

The main hall is ventilated however, if an exhibitor is going to produce high amount of smoke whilst cooking, then they would need to provide their own ventilation system. It is also advised that the exhibitors who will be cooking should be located on the main show floor.

Cooking Oil

Any exhibitor using oil would need to note that this can't stay onsite and would need to be taken with them after the show, as we are unable dispose of this. Failure to adhere to this will result in a charge.

Fire Protection

All stands grilling or using fat fryers **Must** provide a fire blanket & Wet Chemical Extinguishers equivalent to the size of their operation. Small grills and tabletop fat fryers require a 2kg size of extinguisher per unit, floor standing fat fryers require a 6kg size extinguisher.

4.4 Heavy Lifting

- If you have large items being delivered please ensure that you are able to move them, either by contacting Exhibit3sixty to book a forklift to unload and/or deliver the item to your stand, or by providing your own trolley to move items to your own stand. You may not bring your own forklift.
- Please ensure that any of your staff that will be moving items have been trained in manual handling procedures.
- If an item is too heavy do not lift it, ask for help.

4.5 Site rules and induction

CDM places duties on the Principal Client, Principal Contractor & Principal Designer, as well as all contractors on site to apply the following safety principles;

- Eliminate or control risks so far as is reasonably practicable.
- Ensure work is effectively planned.
- Appoint the right people and organization(s) at the right time.
- Make sure everyone has the right information, instruction, training and supervision to carry out their work safely and without risk to health.
- Have systems in place to cooperate and communicate with other contractors/persons onsite.
- Consult workers with a view to securing effective health, safety, and welfare measures.
- Any actions required should always be sensible and proportionate to the risk.

Why have site rules & induction?

- It is a stated requirement under CDM.
- The law requires all of us to work safely.
- We are each responsible for our own actions. Anyone can be prosecuted, fined, even imprisoned for not working safely.
- Everyone has the right to expect to work in a safe environment and go home without injury.

Site Phases

The event period (tenancy) is from Monday 28th November and is split into three clear phases. Be aware of what phase the site is in when you are working on site:

Red: Monday 28th November – 08.00 – 20.00hrs

Amber: Tuesday 29th November – 08.00 – 20.00hrs

Green: Wednesday 30th November – Thursday 1st December

Amber: Thursday 1st December 16.15 – 20.00hrs

Red: Friday 2nd December – 08.00 – 12.00hrs

First: be aware of the types accidents most likely to happen on the Exhibition site. For example:

- Vehicle and mobile plant accidents
- Falls from height/ being struck by falling objects
- Accidents with hand and power tools

Second: be aware of your own employer's inductions & risk assessments

Your employer should provide you with a task specific induction / toolbox talk on arrival at work. You need to know what your employer's risk assessment says – and apply them to the work you do

Third: be aware of the Exhibition site safety rules

As well as your employer's assessments, you need to comply with the following site safety rules:

Follow the Contractors' & Employers' Code of Conduct

- Be mindful of your behaviour at all times.
- Do not smoke: Smoking is not permitted, including E-Cigarettes.
- Hi-vis vests and appropriate footwear to be worn at all times.
- You must ensure the utmost care & consideration is taken when working.
- Do not drink alcohol: Alcohol on site is not permitted.

First aid arrangements

- Bring a first aid kit.
- If you need help please speak to venue Security, positioned throughout the hall.

General safety requirements:

- Keep the place you are working tidy – avoid slips, trip and falls.
- See something unsafe? – deal with it yourself if you can or report it to the Organisers Office.
- Report accidents – even minor ones – it could prevent a more serious one.
- If you see someone acting unsafely, it is your duty to stop it and report to your supervisor.
- If in doubt, stop and ask your supervisor.

General site requirements

- Use the toilets and hand-wash facilities provided throughout the venue.
- The use of alcohol or drugs is strictly prohibited onsite. Random testing may be carried out.
- Check any equipment you are using before you start and report any concerns immediately.
- You are responsible for removing your own waste and disposing of it safely.
- Liquid waste must not be poured into either rainwater, foul water sewers or drains.

Site rules for use of vehicles, and operation of mobile plant:

- Valid full driving license for the type of vehicle used.
- Evidence of training for the type of vehicle/plant used, as well as employer's authorisation to drive.
- Mph speed limit on site.
- Seat belts used if fitted.
- No passengers carried, unless a proper seat is fitted for each person.
- All reversing vehicles have a banksman.
- Plant and Site vehicles (including forklifts, pickers, and site vehicles) may only be driven by people who have supplied a relevant, in date license to the Operations team.
- Safety reversing alarms used on all vehicles operated in reverse, if applicable.
- Passengers **MUST NOT** be carried on forklifts or vehicles if there is no provision for a passenger. Authorisation to drive may be removed by organiser for repeated breaking of these rules

Site rules for work at height:

- Avoid working at height where possible.
- Suitable towers, ladders and stepladders are fit for purpose, in good condition, and used

safely.

Site rules for use of power tools:

- Training and your employer's authorisation are required for the use any type of power tool.
- Use of eye, hearing or other Personal Protective Equipment (PPE) is used where appropriate.

All hot work activities that may generate enough heat to cause ignition are prohibited. This may include gas or electric arc welding; use of LPG torches or blowlamps; hot air paint strippers; lead welding; angle grinding; If in doubt, ask!

Site rules for basic PPE:

- Hi-vis (worn properly) & safety footwear to be worn at all times.
- Other PPE: e.g. safety helmet, are worn as required by your own risk assessment

Disciplinary action in relation to safety

Safety is in the same category as work performance, and other disciplinary issues. Breaking safety rules will result in a warning to the person concerned and to the company employing them. Repeated breaches of the safety rules may result in the Principal Contactor requiring the removal of a contractor from site.

5. General Information

5.1 Children

No one under the age of 16 years old will be allowed in the halls during build up and breakdown. There are no exceptions.

5.2 First Aid/Medical

In case of emergency it is imperative that you do not call an ambulance directly but contact the Organisers to request medical attention as they will then be able to direct help and/or an ambulance to the correct location and this prevents confusion.

5.3 Security

There will be constant security cover at the exhibition. However, Exhibitors should remember that exhibition halls are very vulnerable places and should take appropriate precautions against theft.

Any incidents of theft must be reported immediately to the Organisers so that security can be informed, and incident reports can be written. Please note the following security advice regarding exhibiting at shows:

- **Build-up and breakdown:** These are the most vulnerable times for theft. Ensure that there are at least two representatives setting up or dismantling your stand so that the stand is never left unattended. It is important that all products and portable items should be removed from your stand on the first evening of breakdown.
- **Sufficient staffing:** Be sure to have enough staff to man your stand at all times. Never ask a neighbouring Exhibitor to watch your stand. They may become busy and leave your stand unattended.

Avoid leaving your stand each evening before all visitors have cleared the exhibition hall, and ensure your stand is staffed prior to the show opening (remember the exhibition hall will be open from 8am for other Exhibitors and maintenance staff).

- **Lockable Cabinets:** We recommend you have somewhere to lock away briefcases, mobile phones, handbags and laptops etc. during the day – even when you are on the stand. If you are busy, you may not notice if they are taken.

Please note - most hired cabinets have common locks and should not be regarded as completely secure units.

NB: Please make sure adequate arrangements have been made to insure your goods, as JD Events are not liable for any Exhibitor goods (hired or purchased).

5.4 Licensing – Music, Special Treatments, etc

- **Music -** Please ensure that music and commentary for demonstrations, video, DVD and other presentations are kept to a level that will not interfere with neighboring exhibitors. The recommended level is not more than 80dBa. Exhibitors who consistently cause nuisance may have the power to their stand terminated.

Please be aware that you have by law to hold the relevant PRS (Performing Rights Society) or pre-recorded and live music, as they collect royalties on behalf of the composers & PPL (Phonographic Performance Ltd) license for pre-recorded music as they collect royalties on behalf of the copyright holders. You can find further information on this license on their website www.pplprs.co.uk.

To apply for a PRS & PPL license please contact our Operations Team by emailing admin@opssquad.co.uk who will then apply for this on your behalf.

- Hands on treatments include massage, reflexology, finger prick blood testing, etc where direct contact is made with the patient/client.

Any exhibitor wishing to carry out any type of hands-on treatment must notify the Operations Team on admin@opssquad.co.uk at least 28 days prior to the event. Local Authority approval is required for many treatments and a fee may be payable (approximately £60 per therapist) for the relevant license if the necessary pre-requirements are not in place.

Late submission of information may result in practitioners being unable to carry out treatments at the event.

5.5 Registration – Exhibitor, Contractor Passes, etc

Your primary contact will be notified when exhibitor registration opens and they then have access to the exhibitor registration portal. You are required to pre-register your booth staff in advance of the event and bring printed copies of badges to avoid delays onsite. Exhibitor badges are valid during the build-up, open period and breakdown - please ensure that your team wear their badges when they are in the halls.

Contractor Passes – these will be issued for build and breakdown on all entrances to the halls.

5.6 Internet & Wi-Fi

Olympia London offer a complimentary Wi-Fi across the whole venue. This service is recommended for light internet and office usage and is not recommended for business-critical connections.

Due to the high number of visitors to the venue, Olympia staff are unable to offer assistance to any user having difficulty in connecting to this complimentary service. If you wish to purchase internet for your stand, please order via the **order form** or alternatively contact EForce directly:

T: 020 7598 2400

E: sales@eforce.co.uk

5.7 Cleaning & Waste Disposal

Practical cleaning of your stand will automatically be carried out by the venue overnight. If you have a night sheet protecting your stand, please supply the Organisers Office with a key to enable the cleaners to access your stand.

Any items left in the aisles overnight will be considered rubbish and will be disposed of by the cleaners.

All sacks of waste should be left in the aisle beside your stand at the close of each day. Please ensure that food waste is separated from other waste.

Please note also that the cleaning contractors are not responsible for disposing of large quantities of litter produced by exhibitors as a result of giveaways, etc.

5.8 Catering

Please note that exhibitors are not permitted to bring their own catering contractor onsite. Host Olympia are the sole stand catering contractor at Olympia London and, as such, catering requirements must be purchased from them.

Exhibitors are not permitted to supply their own catering unless by written agreement under special circumstances. Failure to comply with this venue regulation may result in the venue choosing to prevent the serving of food or alcohol by the exhibitor concerned.

To order catering for your stand please visit: <https://host-olympia.london/events>.

5.9 Water & Waste

If you require water and waste then please contact the Operations Team on admin@opssquad.co.uk in the first instance.

Food Waste

Olympia London is signed up to WRAP's food waste reduction campaign 'Guardians of Grub' and work closely with their catering partner to ensure that waste is kept to a minimum and that any left-over edible food is redistributed within the community to those who need it.

There will be a food charity onsite at the show for any leftover food items. Further information regarding this will be communicated nearer to the show.

Any unavoidable inedible food waste must be separated to ensure that it can be sent for anaerobic digestion and that it does not contaminate other waste, rendering it unrecyclable; dedicated bins will be provided for this on the exhibition floor.

5.10 Cold & Frozen Storage

There will be a limited amount of both frozen, cold and dry storage available on site. A charge will be made for the provision of these services and a requirement for this space must be booked in advance of the event. The charges can be found on the **Chilled & Frozen order form** in this manual. For dry storage charges please visit the dry storage order form in this manual.

Please note that when ordering storage, we only work in cubic meters. A cubic meter is NOT a pallet. We will NOT accept orders with pallet sizes.

Cubic meter = 1m x 1m x 1m

Half cubic meter = 1m x 1m x 0.5m

Your storage order(s) must be completed by Friday 28th October without fail, and your advance order must be 100% accurate with regards to volume. Due to the limited space we will reject any orders after this deadline date.

5.11 Insurance

Although every precaution is taken to protect your property during the event the Organisers are not responsible for any loss or damage. The Organisers recommend that you insure any property you are bringing with you to the event.

Exhibitors are also responsible for insuring against any legal liability incurred in respect of injury or damage to property belonging to third parties. In addition to this, exhibitors should protect their expenditure against abandonment, cancellation or curtailment of the event due to reasons beyond our control.

All exhibitors should ensure and will be asked to prove that they have adequate insurance protection when attending one of our events. As a minimum at this show, the venue state (within our tenancy contract) that you are required to hold no less than £5,000,000 public liability cover and £5,000,000 employer's liability cover. For professional advice on this and other insurances available please talk to an insurance broker regulated by the Financial Services Authority.

Please note that all exhibitors must submit the Public Liability Insurance Form by Friday 28th October.

Failure to do so may result in delays onsite.



6.1
 Health & Safety Stand Activity
 TO BE COMPLETED BY ALL EXHIBITORS
 Return Deadline: Friday 28th October 2022

The current Management of Health & Safety at Work Regulations require co-operation and co-ordination with all parties whilst sharing a workplace. It is a condition of entry into the event 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. In order to enable this, please complete and return this form affirming your commitment to co-operation (as required by Reg. 9 MHSWR92) with the organisers and venue.

This declaration is to be signed by a senior person within the exhibiting company.

'I can confirm that the named contact has authority to make decisions on behalf of our company with regards to safety matters at Plant Based World Europe 2022.

My company's risk assessment for this event and health & safety policy is endorsed with this form and all our personnel are sufficiently trained in matters relating to health & safety in order to carry out their tasks competently. I have ensured so far as it is reasonably practicable that our principal stand contractor and all other agents working on behalf of Plant Based World Europe 2022 are fully aware of their responsibilities under the Health & Safety at Work, etc. Act 1974 and they have satisfied us as to their competence to carry out their tasks and I am receipt of their risk assessment/s, as necessary.

Please indicate if any of the following will form part of your participation at Plant Based World Europe 2022.

- | | | | |
|---|--------------------------|--------------------------------|--------------------------|
| Stand fitting over 4m in height: | <input type="checkbox"/> | Any form of bottled gas | <input type="checkbox"/> |
| Musical performance (live or recorded): | <input type="checkbox"/> | Working mechanical exhibits | <input type="checkbox"/> |
| Food preparation: | <input type="checkbox"/> | Platforms over 600mm in height | <input type="checkbox"/> |
| Hazardous substances (under COSHH) | <input type="checkbox"/> | Other – items of special risk | <input type="checkbox"/> |
| Vehicles/trailers/trucks of any description | <input type="checkbox"/> | | |

Company Name: _____

Stand No: _____

Contact Name: _____

Email _____

Address: _____

Tel No: _____

Signed: _____ Date: _____

Please complete and return to: admin@opssquad.co.uk

Please use this page as a guide to help you complete your risk assessment. All exhibitors must complete a risk assessment and those who are building their own stands (without employing contractors) should submit a copy along with their stand plans.

This assessment is for exhibiting companies to complete relating to the part they are to play within the exhibition. Any stand contractors for space only sites will complete a separate risk assessment for the stand build and breakdown.

A risk assessment is a careful examination of what, during the build-up, exhibition open period and breakdown of your stand could cause harm to other people. Weigh up whether you have taken enough precautions or if you need to take further actions to prevent harm. The important aspect is if a hazard is significant and if you have covered it by satisfactory precautions to lower the risk as far as possible.

You can work you the risk level using this table

Worse Case Outcome		Probability Rating	
HIGH – certain to cause death	4	PROBABLE	4
MEDIUM – likely to cause injury	3	POSSIBLE	3
LOW – possible need for 1 st aid	2	UNLIKELY	2
VERY LOW – unlikely to cause injury	1	REMOTE	1

STEP 1	LIST HAZARDS: 1. 2. 3. 4.
STEP 2	WHO MIGHT BE HARMED: 1. 2. 3. 4.
STEP 3	LIST THE CONTROL MEASURES: 1. 2. 3. 4.
STEP 4	WHAT FURTHER ACTION IS NECESSARY TO CONTROL THE RISKS: 1. 2. 3. 4.

Signed:

Company Name:

Stand Number:

NB: As an exhibitor you have a legal requirement to assess risk appertaining to your participation in any exhibition. This form is intended as a guide only and completion does not absolve you from your legal responsibilities or transfer them to the venue or organisers of Plant Based World Europe 2022.

Please complete and return to: admin@opssquad.co.uk



6.3

Public Liability Insurance

TO BE COMPLETED BY ALL EXHIBITORS

Return Deadline: Friday 28th October 2022

It is a requirement of the exhibition and venue that each exhibitor has a minimum of £5 million Public Liability insurance cover and exhibitors must provide evidence of this.

If you have adequate insurance cover in place, please provide details of the insurers and policy number below:

Exhibitor/ Company Name	
Show name and year	
Stand Number	
Contact Name	
Insurance Policy Number	
Insurer	
Expiry Date	
Limit of indemnity	

No Insurance/ Need Advice

Please contact our Operations team by emailing admin@opssquad.co.uk.

Please complete and return to: admin@opssquad.co.uk

Please keep a copy for your records.



6.4
 Food & Drink Sampling & Preparation
 TO BE COMPLETED BY ALL EXHIBITORS
 Return Deadline: Friday 28th October 2022

To be completed by all exhibitors who are:

- cooking on their stand as a demonstration AND/OR
- offering their food and/or drink products as samples to visitors.

Exhibitors may give away tasting samples of their products subject to the following conditions, exhibitors may only give away samples no larger than:

Soft drinks, tea and coffee	50ml (1.75fl oz)
Beer & Cider	50ml (1.75fl oz)
Wine/Fortified Wine, etc.	25ml (0.9fl oz)3
Spirits	5ml (0.18fl oz)
Unwrapped food	Bite size portions only
Individually wrapped items	

Rules to Sample Food:

- **Please make sure you read the Food Safety Guidelines to make sure you are well equipped to sample onsite.**
- **Please note that all stands will be visited by the Environmental Health Officer and they have the power to close your stand.**
- Food should be placed to be sampled where it can be supervised at all times
- Where possible, samples should be offered to customers from plates or small bowls
- If food items such as biscuits are being used for sampling of dips, etc., only items that will not break off into the sample must be used (to prevent customers putting fingers into the food to retrieve the biscuit)
- Large bowls or piles of food for sampling must be avoided
- Customers should not be allowed to “double dip” biscuits/sampling sticks/spoons, etc.
- Bowls, dishes or plates should not be topped up unless they have been properly cleaned after use
- Waste facilities must be provided for customers

Please give a description of the cooking and/or sampling your stand will be doing (i.e. What will you be sampling? Is it cold food, ambient food or hot food:

Is your business registered with a local authority and if so which one?	
Please give your Food Premises Approval Number if available	

What type of waste will your cooking/sampling produce?	
If you are prepping, heating, or cooking food you will require a hand wash facility on your stand. Please tick yes in the box to the right if you have arranged this either by hiring something from one of our contractors or bringing your own. If you require some further information, please contact admin@opssquad.co.uk .	Yes/No
What type of equipment will you be using on your stand? e.g. Electric cooker/hotplate etc.	

Please tick here that you agree to carry out <u>Temperature Control Measurements</u> where appropriate on your stand. Temperature Control Measurement Sheets must be used to prove this when onsite. Please email admin@opssquad.co.uk for a template	
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Please tick that you have attached the following documents to the form. All of these documents are required to ensure you can cook and/or sample on your stand:	
1. HACCP (Standard operating Food Safety Management System) . This should detail in particular the control and monitoring of the preparation, storage and serving of foods. See template	
2. Up to date Food Hygiene Certificates for each Food Handler/ Evidence of Food Hygiene Training by food handlers	
3. Risk assessment and method statement bespoke to activities on your stand	
4. Allergen Information Chart – specific to the food/ drink being sampled	
5. Public Liability Insurance	

Company Name: _____

Stand No: _____

Contact Name: _____

Email _____

Address: _____

Tel No: _____

Signed: _____ Date: _____

Please complete and return to: admin@opssquad.co.uk

6.6
 Cold & Frozen Storage
 TO BE COMPLETED BY ALL EXHIBITORS
Return Deadline: Friday 28th October 2022

Cold Storage	£285.00 per cubic meter or £180.00 per half cubic meter plus VAT
Frozen Storage	£305.00 per cubic meter or £200.00 per half cubic meter plus VAT

All cold & frozen storage will be invoiced and must be paid for in advance of the show. A surcharge of 25% will be added to any orders placed after Friday 28th October 2022.

Description
 - L X W X H (cms)
 - Weight (Kgs)

Description
 - L X W X H (cms)
 - Weight (Kgs)

Description
 - L X W X H (cms)
 - Weight (Kgs)

Description
 - L X W X H (cms)
 - Weight (Kgs)

Description
 - L X W X H (cms)
 - Weight (Kgs)

Cubic meter size for cold/frozen storage area:

A cubic meter is to be not more than 1.0m x 1.0m x 1.0m and a half cubic meter not more than 1.0m x 0.5m x 1.0m.

All goods will be measured on arrival any excess will be charged for. Depending on availability any excess stock may be turned away.

The storage area will be manned but the exhibitor is responsible for moving their goods in and out of the fridges and freezers.

The storage area is manned on the build day (29th November) from 1200 – 2000 hours (no storage will be allowed prior to this point) and throughout the show from 0800 hours each day until 30 minutes

after show close. Daily deliveries will be accepted from 0800 hours each morning until 15 minutes prior to show opening.

PLEASE NOTE STORAGE FACILITIES ARE LIMITED AND FAILURE TO PRE-BOOK YOUR SLOT MAY RESULT IN THE ORGANISERS BEING UNABLE TO ACCOMMODATE YOUR REQUIREMENTS

Company Name: _____

Stand No: _____

Contact Name: _____

Email _____

Address: _____

Tel No: _____

Signed: _____ Date: _____

Please complete and return to: admin@opssquad.co.uk