



INTERNATIONAL FOREST MACHINERY EXHIBITION LTD

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APF 2018

September 20/21/22 2018

Ragley Estate, Alcester, Warwickshire

Terms and Conditions

The Exhibition is organised by the APF International Forest Machinery Exhibition Ltd (hereafter referred to as APF Ltd)

The following conditions form part of the contract between APF Ltd and your company (hereafter referred to as the exhibitor). The exhibitor, by signing the booking form, confirms that they have read and accepted all of the terms and conditions which follow. Exhibitors must ensure that all of their staff, contractors or agents including delivery drivers whether directly employed or not, are familiar with the terms and conditions of booking. Bulletins are sent out to all exhibitors in the build up to the event and these must be read, complied with and passed on to all staff, agents and contractors.

The exhibition site is on private estate land and may only be accessed by exhibitors during official exhibitor site meetings. EXHIBITORS ARE NOT PERMITTED TO VISIT THE SITE OUTSIDE THESE DATES. Exhibitors MUST NOT contact Ragley Estate directly to arrange visits outside these dates.

1. DATE

The Exhibition will be held on 20/21/22nd September 2018

2. HOURS OF OPENING

9am to 6pm (subject to confirmation)

3. SITE LAYOUT

Your site will be confirmed on a map sent to you on booking. APF Ltd reserves the right to alter the layout if necessary. Maps showing traffic flow and the internal one way system will be made available on the website.

4. BOOKING

The exhibitor's site will only be deemed booked when the signed booking form and the full site fee has been received by the Exhibition Secretary. The site fee is payable in full at the time of the booking. APF Ltd reserves the right to re-let a site if the exhibitor has not paid in full within 30 days from date of invoice. No exhibitor will be allowed to set up on site if their site fee has not been paid in full. Any 2016 Exhibitors who wish to book the same site they had in 2016 may do so providing they have booked and paid for their site by August 30th 2017. Any 2016 Exhibitors wishing to change their demonstration site will have to attend a site meeting. After August 30th 2017 any sites not booked and paid for by 2016 exhibitors will be made available to other exhibitors. Exhibitors wishing to book a static display site do not have to visit the site prior to booking, but are strongly encouraged to do so. APF Ltd take no responsibility for the suitability of the site booked by an exhibitor. If, prior to the 1st June 2018, an exhibitor notifies the Exhibition Secretary, in writing, that they wish to cancel their booking, they will be entitled to a refund equivalent to 80% of the

booking fee. There will be no refunds for cancellations received after 1st June 2018.

5. BRIEFING

All exhibitors must receive a pre-show briefing. Details of this are on the website. Exhibitors must confirm that they have received the briefing and are required to pass this information on to all staff, contractors, agents and delivery drivers. New exhibitors wishing to book a demonstration site must attend a site meeting to inspect their site prior to booking and to receive a full briefing. Exhibitors should ensure that they, their employees, agents and contractors regularly review the APF Ltd website for updates on safety, set-up, takedown, traffic flow management etc.

6. CANCELLATION

If APF Ltd deems it necessary to cancel or terminate the Exhibition for any reason, it shall be under no obligation to refund any site fees in whole or in part. Exhibitors are advised to consider taking out their own cancellation insurance.

7. STATIC AREA SITES

Full stand size 15m frontage, half site 7.5m frontage, third site 5m frontage (all by 12m depth). All static sites can be supplied with electricity by prior booking. Static sites are generally grass but may have some degree of slope and other vegetation present. No portable generators are permitted on any site on any designated static area. No working machinery, vehicle movement or demonstrations are allowed on the static area during opening hours.

8. DEMONSTRATION AREA SITES

Demonstration sites vary between open field sites, partially wooded and scrubby terrain to fully wooded (either hardwood or softwood). Demonstration sites are sold in multiples of 40m frontage, with 20m and 10m frontages also available in selected situations. Depth of all sites varies depending on location around the circuit, but is generally not less than 25m. Exact depth should be determined at the site meeting. New exhibitors wishing to book a demonstration site must attend a site meeting to inspect their site prior to booking and to receive a full briefing. Any 2016 Exhibitors wishing to change their demonstration site will have to attend a site meeting. Exhibitors will only be permitted to use their own generators on the demonstration circuit if, in the opinion of APF Ltd, this will not infringe manufacturers information or the exhibition's safety rules and they are acceptable to neighbouring exhibitors. APF Ltd reserves the right to limit booking of felling or thinning sites to those companies actually wishing to harvest timber.

9. PUBLIC & PRODUCT & THIRD PARTY LIABILITY INSURANCE

The exhibitor is solely responsible for any and all public, product or third party claims which may arise consequent to the erection, dismantling, transportation, demonstration and operation of the exhibitor's stand whilst on site. This responsibility extends to the exhibitor's staff, contractors, sub-contractors, servants, agents, licensees or any other person invited by the exhibitor to attend or visit his stand. The Exhibitor shall indemnify APF Ltd in respect of each and every claim and all actions, proceedings, costs, claims and demands in respect thereof. **All Exhibitors must take out a minimum of £5 million Public & Products Liability Insurance** in respect of all such claims to cover the period of the Exhibition including all setting up and dismantling periods. Providing evidence of this insurance is a condition of being allowed to exhibit.

10. MOVEMENT OF VEHICLES & TRAFFIC FLOW SYSTEM

The movement of vehicles is not permitted beyond stand boundaries during opening hours (as specified in 2 above) except when authorised by and/or under the escort of APF Ltd Exhibition staff.

Signage to the site will be provided on all main public roads for exhibitors and visitors. Exhibitors must ensure that their drivers are fully briefed with regard to vehicle access to the site.

Exhibitor entrance and exhibitor car parking will be clearly signed. A strict one-way traffic flow will be in operation. A traffic flow map will be provided to exhibitors and will be available on the website. Exhibitors must make this map available to their staff, contractors, agents and delivery drivers.

11. HI- VIZ

Everyone on site must wear suitable hi-viz clothing during set up and take down periods. At other times the wearing of hi-viz should be in accordance with their risk assessment.

12. STAND SET-UP

Exhibitors with demonstration sites may set up their sites from Monday 10th September 2018 by prior arrangement. Remaining exhibitors with demonstration sites, exhibitors with static sites and tenting contractors may commence setting up from Saturday 15th. Setting up earlier than these dates is not permitted. Stand set up and deliveries should be from the front of exhibitors stands unless by prior

agreement with APF Ltd. All stands must be set up by 7pm on Wednesday 19th. No delivery vehicles or heavy vehicles will be allowed onto site on Thursday 20th and APF Ltd will not be available to unload vehicles after 7pm on the 19th.

13. STAND DISMANTLING

Exhibitors MUST NOT start to take down their stands until the event is closed (as specified in 2 above) on Saturday 22nd September. No vehicles will be allowed onto the site to remove equipment until at least 6pm on Saturday 22nd. All stands must be completely removed from site by 5pm on Wednesday September 26th. APF Ltd will remove any equipment left after this date to facilitate site breakdown and comply with the terms of the APF Ltd lease. APF Ltd staff will be on-site to assist with loading until 7pm latest on Saturday 22nd and this will be on a strictly pre-booked basis.

14. INSURANCE OF EXHIBITS

APF Ltd does not accept responsibility for any loss or damage however caused in respect of any property brought on to the Exhibition site by exhibitors or their contractors, sub-contractors, servants or agents and the exhibitor is required to indemnify APF Ltd in respect of any such loss or damage.

15. SITE CLEARANCE & EARLY DISMANTLING FEE

Exhibitors are expected to leave their site clear of all rubbish and re-instated to its condition prior to the exhibition. Timber to be cut to specifications given and extracted to roadside for collection. Exhibitors MUST NOT begin to dismantle their site or leave before 6pm (subject to confirmation) on Saturday 22nd. The full cost of clearance will be levied on any exhibitor who, in the opinion of APF Ltd, has not left their site clean, tidy and free of rubbish, has cut timber to incorrect specifications, has not extracted cut timber to roadside or who has dismantled their stand early.

16. SITE SELECTION & PREPARATION

The Exhibition takes place within woodland & fields. Ground conditions, slopes, tree cover etc. vary widely. Exhibitors are responsible for satisfying themselves that their chosen site is suitable for their purpose. APF Ltd accepts no responsibility in the event that an exhibitor fails to do so. All sites are sold as seen. Any work required to prepare the site for locating caravans, marquees etc. is the sole responsibility and cost of the exhibitor. Preparation requiring the felling or pruning of trees, digging of holes, erection of flag poles, fencing or movement of soil must be agreed in advance with APF Ltd. The exhibitor has sole responsibility for the reinstatement of any and all damage to the site. All cut timber should be stacked neatly at roadside.

17. LOADING & UNLOADING

Equipment for unloading any machine or equipment exceeding 3 tonnes or requiring specialist handling equipment is the responsibility of the Exhibitor, who must contact APF Ltd to inform them of their plans and subject to APF Ltd agreement. APF Ltd machine operators are equipped with tested and approved chains and strops and will only lift machinery using clearly marked lift points and pallet fork recesses. Any strops or chains provided by exhibitors must be fully tested and comply with all current regulations. Exhibitors requiring APF Ltd assistance for loading, unloading or placing of any equipment onto their stand must discuss the method, hazards and controls with APF Ltd before commencing. APF Ltd reserve the right to refuse to lift if, in their opinion, any of the above are not complied with. Machinery including 3T forklifts, JCB and mini diggers will be available on a pre-booked basis for set up and takedown. Exhibitors who require, but have not pre-booked machinery, will be treated on a first come – first served basis, when and if, machinery is available, but assistance cannot be guaranteed unless pre-booked.

18. SECURITY

There will be overnight security from 1900 hrs on Monday 10th September until 0700 hrs on Monday 24th inclusive. There will be NO site security outside these times. Exhibitors are expected to take their own precautions and take out suitable insurance. APF Ltd accepts no responsibility for the loss of any equipment. Exhibitors wishing to stay overnight on their stand must obtain the prior permission of APF Ltd.

19. SAFETY STANDARDS & RISK ASSESSMENTS

All exhibitors are expected to ensure suitable compliance with all health and safety related laws, regulations, codes of practice, circulars, guidance notes and the like in force or issued from time to time, and shall comply with any other safety standards that may be stipulated by APF Ltd. A risk assessment and competence questionnaire is required from all exhibitors pre-exhibition. It should cover set-up and dismantling as well as exhibition day activities. No exhibitor will be issued passes or be allowed onto site until a suitable risk assessment and competence questionnaire has been received. All exhibitors must cooperate and comply with the Exhibition Outline Risk Assessment.

20. GENERAL POINTS

Demonstration areas must be clear of the public before demonstrations start. The public must be kept back by clearly roped/barriers/fencing etc. at the appropriate distance for the type of machinery being demonstrated. Exhibitors must be able to ensure the public remain behind the barriers. This should include side and rear of stands where necessary. Working methods and protective clothing must be as detailed in the relevant HSE AFAG/FISA Guide or equivalent. Exhibitor's vehicles must be parked within the confines of their own stands or within exhibitor or public car parks during opening hours. Vehicles, equipment or stands must not block pathways or exceed stand boundaries and the main route around the demonstration circuit must have a minimum 4m clearway. No machinery or equipment may be moved outside an exhibitor's stand area during opening hours. Each stand must appoint one member of staff to liaise with the APF Safety Officer/APF Co-ordinator. All exhibitors must comply with APF Safety Officers and officials. APF Ltd reserves the right to close down a stand on safety grounds.

21. MACHINERY & EQUIPMENT

All machinery and equipment must comply with all current health and safety requirements and carry the relevant CE marking or equivalent. Compliance must be with the relevant AFAG Guides, FISA Guides or equivalent. All guards must be fitted and used. The APF Safety Officer may require that any machinery or equipment which, in his opinion, does not comply with health and safety requirements or is not being operated correctly be stopped from working and/or requested to be removed from site. . All machines discharging sawdust, woodchips, brash etc. must be operated in such a way that discharge is directed away from visitors. Signs displaying wording such as 'WARNING - FOREST OPERATIONS' and 'NO UNAUTHORISED PERSONS BEYOND THIS POINT' must be used where and when appropriate. Only trained and competent operators may operate any equipment on display and they must wear PPE as indicated by mandatory labelling. Relevant risk zones must be observed.

22. TIMBER STACKS

Exhibitors must ensure that all timber stacks are stable and chocked if necessary. Stack height must be no greater than 2m. Public must not be allowed to climb on stacked timber. Safety tape and/or signs with the words 'DO NOT CLIMB ON TIMBER STACKS' or similar must be in place.

23. CHEMICAL WEED CONTROL AREAS

Treated areas must display suitable warning signs. All operators must hold the appropriate NPTC/Lantra certificates of competence and abide by FISA/AFAG guide 202

24. CHAINSAWS

Operators must abide by the relevant FISA/AFAG Guide and hold the appropriate NPTC/Lantra certificates of competence or equivalent (with updating as necessary) which should be available for inspection.

25. TREE FELLING

Public are not permitted within risk zones of felling operations. Only competent exhibitor's staff are permitted to fell trees. Visitors are not permitted to fell trees. Signs displaying the words 'WARNING - FOREST OPERATIONS' and 'NO UNAUTHORISED PERSONS BEYOND THIS POINT' must be used where appropriate. Only trees marked by APF Ltd may be felled. Any exhibitor wishing to fell trees must notify APF Ltd in advance. Terms and conditions for felling trees together with prices for felling timber or using timber and arisings from felling timber will be confirmed in bulletins leading up to the Exhibition. The cost of any tree felling and use of timber is NOT included in the site fee. An Exhibitor found to have felled any unmarked trees will be charged ten times the commercial value of those trees and may be stopped from Exhibiting and asked to leave site.

26. TREE SURGERY

Operators must hold the appropriate NPTC certificate of competence which should be available for inspection. The relevant FISA/AFAG guide must be complied with. Visitors must be kept back at a safe distance behind barriers. Visitors are not allowed to climb or carry out tree work. Suitable signage must be used where appropriate. Exhibitors wishing to carry out tree surgery work for stand set up or demonstration purposes must notify APF Ltd beforehand and may not carry out such work until such permission has been received.

27. FIRE

No fires or barbecues are permitted without the prior permission of APF Ltd. All exhibitors must have fire extinguishers on their stand suitable for the materials and equipment it contains. In the event of fire :- i) Move public and staff away from fire. ii) Dial 999 and contact APF HQ. iii) Tackle the fire only if it is small and safe to do so.

28. FIRST AID

All exhibitors are required to have considered their first aid provision and to have a suitable first aid kit and trained first aider(s) as appropriate. A First Aid tent is situated next to the APF HQ. Any accidents must be reported immediately to the APF HQ or APF Co-ordinators. First Aid staff will be on site from Monday 17th September until Monday 24th.

29. ELECTRICITY

Any stand that has pre-booked electricity on the static display area will be connected to their supply by 3pm on Wednesday 19th September. No earlier connection can be guaranteed. Electricity will be disconnected on Saturday 22nd September after 7.30pm. Exhibitors will be supplied with either a 13A square socket or a 16A round connection as standard. Exhibitors needing a higher rating of supply will be charged extra depending on the size of supply needed. Any electricity booked after Friday 7th September will be subject to a £60 + VAT late booking fee and no guarantee of connection can be given for late bookings. All electrical equipment must be fit for purpose and competently installed. All equipment must be used, guarded, wired and fused to manufacturers recommendations and comply with all Health & Safety requirements.

30. ALL TERRAIN VEHICLES

These must be operated only by trained/competent staff and comply with FISA/AFAG guides 701 & 702. They may only be used on the exhibitors stand and are not allowed to be driven around the site within opening hours. Visitors are not permitted to drive these. Operators must hold a relevant certificate of competence in their use.

31. SITE SPEED LIMIT

Exhibitors must comply with site speed limits which will be clearly signed

32. TEMPORARY TRACKING

APF Ltd must be informed by exhibitors of any vehicles that exceed standard public road legal weights. The speed limit on all temporary tracking is 5 mph

33. COUNTRYSIDE STEWARDSHIP STRIPS

Arable fields surrounding and forming part of the site are bounded by 6m countryside stewardship strips. These **MUST NOT** be used under any circumstances and exhibitors may not park, drive over, store equipment or use these for any purpose. The strips will be marked out on site with barrier tape or similar and their location shown on maps provided to exhibitors. APF Ltd reserve the right to ask any exhibitor who ignores this instruction to leave the site.

34. PUBLIC RIGHTS OF WAY

Exhibitors should be aware of and take account of Public Rights of Way that cross the site. These will be clearly marked out onsite

35. IMPORTED TIMBER

Timber brought onto site by exhibitors must not include Larch or Ash. Other species may also be prohibited due to plant health regulations. Updates will be available on the website.