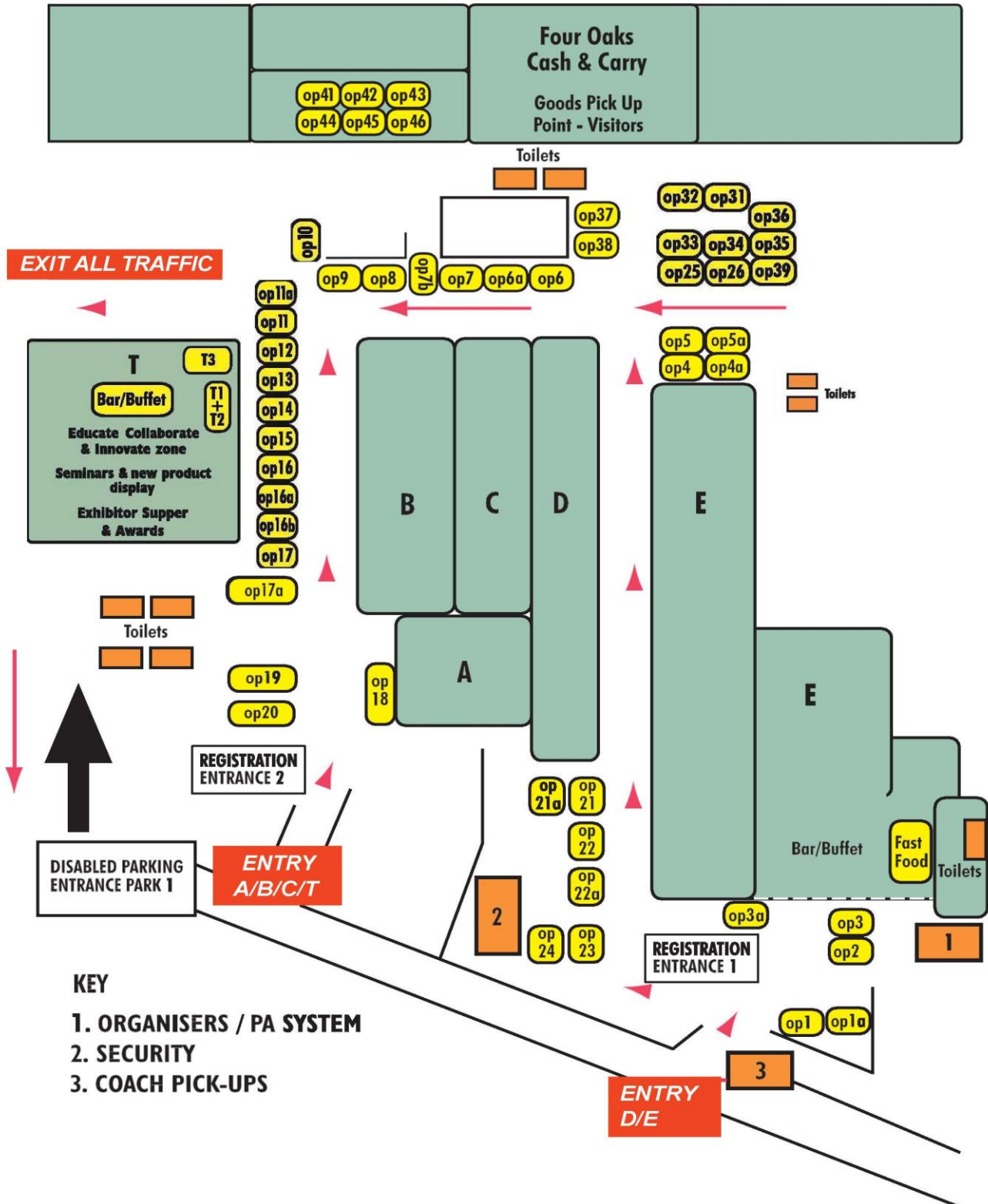


BUILD-UP INSTRUCTIONS – MONDAY 4TH SEPTEMBER

Colour-coded passes with stand numbers will be placed on vehicles at the entry points for build-up. Impact Security will ensure every vehicle has a named pass on entering site.



Please follow the one-way traffic system - using the appropriate entrance below. Exhibitors are asked to off-load as quickly as possible and move their vehicles onto the adjacent parks. Other exhibitors will be queuing on the road at peak times and showground access is strictly for unloading only.

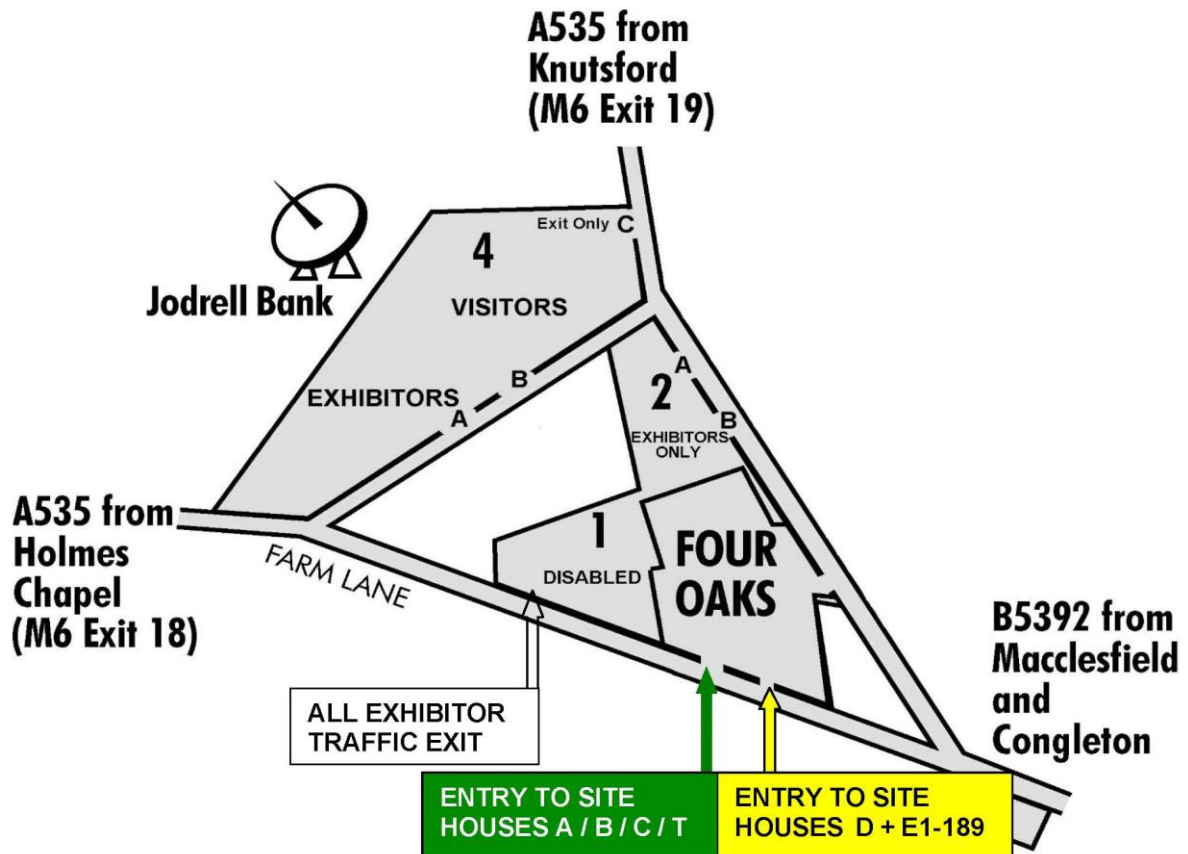


Site Plan & Internal Traffic – One-Way System

VEHICLE ACCESS & PARKING

Parking on exhibition open days, including Wednesday 6th September

PARK 1	Disabled Parking
PARK 2	Houses D & E
PARK 4	Houses A, B, C & T (+ all visitors)



Exits at show close Wednesday 6th September:

HOUSES D + E - PARK 2

Gate A – Quick exit – left turn only – no site access

Gate B – Queue for access to site

HOUSES A, B, C + T - PARK 4

Gate A – Queue for access to site

Gate B – M6 South - no site access

Gate C – M6 North - no site access

Impact Security will manage traffic, with cars & light vans only on site until there is space for lorries, estimated at around 5pm

BREAKDOWN INSTRUCTIONS

Breakdown starts at 4pm Wednesday 6th when the show closes – **no breaking down of stands or movement of goods before this.**

Cars and light vehicles only will have access to the site until safe for HGVs - estimated at around 5pm. Until such time they will be held in the vehicle parks. Please advise drivers accordingly.

The last shuttle bus to Car Park 4 will be at 5pm.

Anyone moving trolleys from stands prior to the show closing is causing an unacceptable risk to health & safety and will be refused vehicle access until 5.00pm.

Trolley access to Car Park 2 is through dispatch (where the seminar marquee was in previous years and by the side of Impulse Plants). Cash & Carry will be open for business and must not be used as an exit.

The Trolley stores will be unlocked at 4pm by Four Oaks staff. Please be sure to check you are taking your own materials and not anything else.

We strongly suggest that portable and valuable items are not left on stands unattended during breakdown or if being left on-site (Secure storage facilities are available on request free of charge).

Exhibits may be left on-site until the following day for collection between 8am and 4pm or Friday until 2pm, if preferred, but it must be emphasised that it is at the exhibitors' own risk.

Stands sold to exhibitors for later collection should be secured – plants palletised if appropriate and/or taped together with trolleys and everything marked up. You must notify organisers, provide accompanying paperwork and full details of when and who will collect them. Buyers or their agent must supervise loading – we can only provide forklift assistance and cannot be responsible for any damage.

THERE WILL BE 320 + EXHIBITORS BREAKING DOWN, SO PLEASE TAKE EXTRA CARE OF YOUR OWN & OTHERS' HEALTH & SAFETY

