

GENERAL INFORMATION

1.1 Venue

Four Oaks Nurseries
Farm Lane
Lower Withington
Macclesfield
Cheshire SK11 9DU
United Kingdom

Tel: +44 (0) 1477 571392

Email: info@fouroaks-tradeshows.com

Website: www.fouroaks-tradeshows.com

Contact: **Christina Walker, Karen Kelly**

The exhibition takes place under glass with outside plots around the perimeter.

1.2 Timetable

Set-Up	Friday September 1st to Monday September 4 th
Exhibition Open	Tuesday September 5 th 9.00am to 5.00pm
Exhibition Open	Wednesday September 6 th 9.00am to 4.00pm
Exhibition Breakdown	Wednesday September 6 th 4.00pm onwards
Exhibitor Supper	Tuesday September 5 th 5.15pm onwards

1.3 Set-up / Breakdown

Setting-up will take place between 8.00am and 5pm on Friday September 1st and over the weekend. The site will open for exhibitors at 8am until 9pm on Monday September 4th with security in operation. Please note all exhibitors and stand contractors must leave at 9pm due to light restrictions on-site. We welcome setting up over the weekend, wherever possible, to ease the inevitable congestion on the Monday. If you require forklift assistance at the weekend we request prior notification. Please ensure that all deliveries arrive with paperwork in order, particularly for split loads. **Note that lorries are not able to park overnight on the showground under any circumstances and inform drivers.**

Goods may be delivered to the site in the preceding week between 8am and 5pm provided that they are clearly marked with the name of the exhibiting company and stand number. They will be kept in secure storage.

Breakdown will commence no earlier than 4.00pm on Wednesday September 6th – exhibitors breaking down stands or moving trolleys before this time are in breach of health & safety guidance and will be putting visitors and other exhibitors at risk.

Exhibits may be left on-site until the following day if preferred, but it must be at the exhibitors' own risk. We strongly suggest that portable items are not left on stands (Secure storage facilities are available on request free of charge). Stands sold to exhibitors for later collection should be secured and notified to organisers, with full details of when and who will collect them.

EXHIBITS MAY NOT BE DISMANTLED UNTIL THE SHOW HAS CLOSED.

This will be strictly enforced, and offending companies refused access until 5.00pm.

1.4 Vehicle Access & Parking

The exhibition area will be open to vehicles delivering goods from 8.00am - 5pm on Friday September 1st and through the weekend. The site will open at 8am and close at 9pm on Monday September 4th.

We recommend that companies bringing heavy machinery requiring forklift assistance, deliver in the week before the show or over the weekend, arriving between the hours of 9am and 3pm (please make prior arrangements with organisers).

Please follow the one-way traffic system on-site - see Build-up & Breakdown Guide, 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.**

Houses A, B, C & T	Entrance 2 - Farm Lane
Houses D & E	Main nursery entrance 1 - Farm Lane

Parking on exhibition open days:

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

Access at breakdown – See also Build-up and Breakdown Guide.

Cars and light vehicles only will have access to the site until deemed safe to allow heavy goods vehicles on-site, estimated at around 5pm. HGVs will be held in the vehicle parks until this time. Please advise drivers accordingly.

MOVEMENT OF GOODS WILL NOT BE PERMITTED UNTIL THE SHOW HAS CLOSED.

It is strictly forbidden to bring/move trolleys in the exhibition area until 4.00pm. Anyone doing so before this time is causing an unacceptable risk to the health & safety of visitors and will be refused vehicle access until 5.00pm. Please respect everyone's safety and our legal responsibility as organisers.

Trolley access to car park 2 will be through the glasshouse beside the display in dispatch (where the seminar marquee was in previous years). The cash & carry will be open for business and must not be used as an exit.

The exhibition area will be closed to all vehicles during the show.

1.5 Organisers Office

The Organisers Office is located within the office block by the main nursery entrance.

1.6 Vehicle Passes / Exhibitor Badges

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.

***Everyone attending the show must be individually registered and is asked to pre-print their badge.** This includes exhibitor staff. You will be able to register and print badges via your exhibitor manual portal. Additional or replacement badges can be printed at the registration marquees at both entrances or at the organisers office. There is no charge. An exhibitor email closer to the show will explain the process in more detail. Please note that this part of the portal will not be accessible until August.

1.7 Disabled Access

Disabled access during show open hours is via Exhibitor Park 1 entrance, located on hardstanding, and will be clearly marked.

Priority will be given to visitors requiring wheelchair access, and only vehicles bearing a disabled sticker will be admitted. Space in this park is limited.

1.8 Prohibitions

Canvassing by unauthorised persons is prohibited and will incur immediate expulsion.

1.9 Security

Impact Security will be on site 24 hours, from 8.00am on Friday September 1st until 2pm on Thursday September 7th.

Impact Security is responsible for all internal security, internal traffic control, car parking. It is recommended that valuables of a portable nature are not left unattended on your stand.

1.10 Insurance

The Organisers will not be responsible for loss or damage to any exhibit, or property of the exhibitor from any cause whatsoever. All articles placed on the exhibition premises shall be at the exhibitors' own risk. Each exhibitor should adequately insure himself to cover his insurable property and everything loaned or hired to him, including vehicles and contents in the car parks.

Exhibitors must hold Public Liability insurance at a minimum level of indemnity of £1m, and Employers Liability insurance sufficient to comply with the Employers Liability (Compulsory Insurance Act) 1969.

The insurance declaration should be made via the online Exhibitor Manual and a copy of certificate of covers can be uploaded or emailed to organisers.

1.11 Cancellations

Exhibitors who withdraw on or after June 30th, 2023 will be required to pay the total fee for the site booked.

1.12 Exhibitor Catering / Packed Lunches

On show open days, hot and cold beverages and lunches will be delivered to the stands by Four Oaks staff **free of charge**.

On set-up days, catering will be available on a **pay basis** as follows -

Sunday September 3 rd	Fast Food Buffet – by main entrance	11.00am to 3.00pm
Monday September 4 th	Fast Food Buffet – by main entrance	8.00am to 5.00pm

1.13 Courtesy Travel

Courtesy coaches will operate from Manchester Airport on show open days only - 5th & 6th September. Final details are published close to show, please check the website for updates.

A minibus shuttle service will also run from Holmes Chapel railway station, meeting trains from both directions, starting from 8.30am – see Getting to the Show Guide

1.14 P A System / Message Taking

The public address system will be used for emergencies and important organiser messages only during show open hours. The structure of the glasshouses means that the speakers are fixed low down, and the system is therefore disruptive to business discussions. Any messages taken by the Organisers will be delivered to your stand as soon as possible.

1.15 Cleaning

Please ensure that all rubbish is removed from the site to one of the skips provided. Refuse sacks will be placed on every stand for this purpose. It is the responsibility of the exhibitor to maintain his stand in a clean condition and we recommend attention is given to sanitising for both your staff and visitors to your stand.

Gangways and pathways will be machine swept by the Organisers prior to the show opening on both days, and where accessible stands will be hoovered (this is not always possible).

1.16 Children

No children under the age of 12 can be admitted to the exhibition area during the build-up and breakdown periods. During open hours, they must be accompanied by an adult.

1.17 First Aid

First Aid will be administered by Impact Security located in the portacabin at the top of House D (near the main nursery entrance gate)

1.18 Office Services & Wi-Fi

Please bring all printed literature required to the show with you. If you run out or forget something we will help, wherever possible. Please ask in the **Main Office**.

WIFI is available onsite but is limited to general internet browsing and email. Video streaming is not supported.

1.19 Emergency Procedures

Should it become necessary to evacuate the whole or part of the showground, the purpose of the evacuation will be to preserve life and prevent injury to persons. Vehicles and property other than merely personal property will be left in situ.

An announcement will be made over the Public Address System, and everybody will be asked to leave the exhibition area by the nearest exit. All vehicular movement in the car parks will be suspended.

EVACUATION ASSEMBLY POINT (off Showground)
In the event of a total evacuation of the Showground -
PUBLIC CAR PARK 2 and MAIN ENTRANCE FARM LANE

If the nature of the incident is such that this is within the affected area, an alternative area will be designated by Impact Security.

Impact Security will control any unauthorised attempt to re-enter site. The decision on the full evacuation or the re-opening of the site in the event of an all clear, will be taken by the Show Organisers based upon the advice of the Emergency Services.

If permission is granted to re-enter site, all exhibitors in possession of a valid Exhibitor Badge will be allowed entry first to return to their stands.

Copies of the Emergency Procedures will be placed on every stand before the show opens.

1.20 Health & Safety Arrangements – Re: Shows & Demonstrations

Both primary and secondary Health and Safety Legislation i.e. The Health and Safety at Work etc Act 1974 (HSWA), and the Management of Health and Safety Regulations 1999 place a legal duty upon Four Oaks Horticulture Ltd to:

The Health and Safety at Work Act 1974

- Ensure the health and safety of employees
It shall be the duty of every employer to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all his employees (Section 2 of HSWA)
- Duties to non-employees e.g. Exhibitors, visitors and members of the public.
It shall be the duty of every employer to conduct his undertaking in such a way as to ensure, so far as is reasonably practicable, that persons not in his employment who may be affected thereby are not thereby exposed to risks to their health or safety (Section 3 of HSWA)
- General duties of employees at work.
It shall be the duty of every employee while at work—
 - (a) to take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work; and
 - (b) as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with (Section 7 of HSWA)
- Duty not to interfere with or misuse things provided pursuant to certain provisions.
No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions. (Section 8 of HSWA)

We discharge our duties in this regard by implementing suitable health and safety arrangements to ensure the health and safety of all concerned. A number of these arrangements are set-out within the Four Oaks Trade Show Risk Assessment and this Exhibitor Manual 2022 along with the processes that will be applied during the course of the Trade Show.

Management of Health and Safety Regulations 1999 (MHSWR)

As an employer, Four Oaks Horticulture Ltd are required by law to protect our employees, and others, from harm.

Under the Management of Health and Safety at Work Regulations 1999, the minimum we must do is:

- Identify what could cause injury or illness in our business (hazards)
- Decide how likely it is that someone could be harmed and how seriously (the risk)
- Take action to eliminate the hazard, or if this isn't possible, control the risk

To comply with this statutory duty Four Oaks Horticulture Ltd have produced a suitable and sufficient risk assessment (Regulation 3 of MHSWR) for the Four Oaks Trade Show 2023. Please see numbered document 2. You are required to read this document and complete the Exhibitors - Risk Assessment Acknowledgement located towards the rear of the document (Part 1).

A suitable and sufficient risk assessment must be completed by all exhibitors. A copy of which must be presented to the Four Oaks team. Should you not have an existing risk assessment document, please complete and return the risk assessment template (Part 2). Please see numbered document 3.

* PAT TESTING OF ELECTRICAL APPLIANCES - The law requires an employer to ensure that their electrical equipment is maintained in order to prevent danger. For the safety of everyone and smooth running of the event please ensure that electrical equipment has been recently checked over and is PAT Tested, with evidence of this (usually a dated sticker/certificate). There will be a free service on-site on Monday 4th run by John Potts, show electricians, for any items you are not sure about or are aware have not been tested.

<https://www.hse.gov.uk/electricity/faq-portable-appliance-testing.htm>

Health and Safety Executive (HSE)

Redgrave Court
Merton Road
Bootle L20 7HS

www.hse.gov.uk

Tel: 0300 003 1747 (Head Office - Bootle)

Numbered Documents

1. Four Oaks Health & Safety Policy Statement 2023
2. Four Oaks Trade Show Risk Assessment
3. Four Oaks Trade Show – Exhibitor Point of Work Risk Assessment (PoWRA)
4. Exhibitor Manual 2023
5. 5-5c – John Potts Electrical Contractors Ltd, Electrical Installation Certificates

DELIVERY / LIFTING & HANDLING

2.1 Delivery of Goods

Goods may be delivered to site between 8am and 5pm in the week preceding the show.

All packages should be clearly labelled with the exhibitor's name and stand number.

Palletised goods and heavy items will be forklifted to your stand.

Small parcels and letters will be delivered to the nursery offices and held until personnel arrives on site.

2.2 Lifting & Handling

Forklift facilities are available on-site throughout and are free of charge. For deliveries requiring assistance during the preceding week and over the weekend please make prior arrangements with organisers. Drivers will be on-site from 9.00 am until 4.00 pm. For heavy machinery or multiple loads, please ensure arrival is before 3pm.

On the final build-up day, Monday September 4th and during breakdown on Wednesday September 6th, facilities will be available from 8am until 6.00 pm. No advance notice is required. Exhibitors needing a forklift driver should ask at the Organiser's Office if the drivers are not apparent around site.

Loads being collected on 7th and 8th, if requiring forklift assistance, should be pre-arranged and drivers must arrive between the hours of 9am and 3pm on Thursday 7th and 9am to 2pm on Friday 8th.

2.3 Storage

As we are both Organisers and site owners, we can offer an exceptional level of service and support. Goods can be held in secure storage **free of charge** during the week prior to the show and also after breakdown if required.

If goods sold at the show are to be left on site for collection by the customer, it is essential that the Organisers are aware of the arrangement. Please notify the Organiser's Office before leaving site giving full customer particulars and a detailed list of goods. It is the responsibility of the exhibitor to move goods of a portable nature to the secure warehouse. Buyers or their agents must supervise loading on collection, if the exhibitor is not going to be present. Four Oaks staff can only assist with the fork lifting and take no responsibility for damage or omissions.

SITES & SERVICES

3.1 Sites

All sites are sold as space only. No shell schemes or display fittings are provided by the Organisers. All inside sites are in glasshouses with concrete floors throughout. Exhibitors may erect any type of shell scheme or structure on their sites **subject to the following height restrictions:**

	Height	Door Heights
HOUSE A	2.7m to lattice girder	4.25m (Roller Door)
HOUSE B	2.6m to lattice girder	2.7m
HOUSE C	2.6m to lattice girder	2.7m
HOUSE D	2.6m to lattice girder	2.7m
HOUSE E	2.6m to lattice girder	2.7m
HOUSE T	3.5m maximum (screens in operation)	2.7m

Outside plots as indicated on the site plan are all on hardstanding.

No vehicles are permitted inside the glasshouses.

3.2 Stand Panelling

A low-cost package is available from **Hirerequirements Ltd**, offering a modular display system for only £8.00 per running foot.

The panels are Velcro compatible and are 2.1metres high. A basic shell scheme or individual display panels can be provided as required. Any configuration can be supplied. Carpet, spotlights and furniture for your stand can all be provided as well.

Contacts: Graham or Peter Roberts – Email: sales@hrhire.co.uk or Tel: +44 (0)161 848 7208.

3.3 Carpet

Exhibition cord carpet is available from **Hirerequirements Ltd** in a choice of colours (Charcoal/Dark Blue/Dark Green) as an outright purchase

3.4 Furniture / Accessories

A range of furniture and accessories may be hired from **Hirerequirements Ltd**. The selection offered is modestly priced and well suited to the glasshouse venue. It is advisable to order in advance to secure your desired items.

Hirerequirements sales desk will be located in the House T for last minute orders the day before the show but they will carry a limited stock.

3.5 Branded stand materials & literature

ASG Design offers a quick efficient turnaround service for Design, Artwork, Leaflets and Brochures. A wide range of Displays Graphics, Exhibition Stands and Pop-ups (Full brochure supplied upon request)

Contact: Andy Swinson Email: info@asg-design.co.uk or Tel: [+44 \(0\)7775 734756](tel:+44(0)7775734756)

3.6 Audio Visual Equipment

Fisher AV Ltd - will provide all PA and AV equipment on site

Contact: Email hire@fisherav.co.uk

3.7 Electrical Installations

Where requested, an unmetered supply of electricity will be provided. The standard charge of £95 is for the installation and a double 13-amp socket (2 x sockets). Additional sockets can be provided at a cost of £50 each. *Three phase power* can be installed to certain locations.

All electrical installations are undertaken by our contract **electrician John Potts Electrical Contractors Ltd.**, who can be contacted through the Organiser's Office at the show. Late requests for a power supply must be made through the Organiser's Office.

For the safety of everyone and smooth running of the event please ensure that electrical equipment has been recently checked over and is PAT Tested, with evidence of this (usually a dated sticker/certificate). There will be a free service on-site on Monday 4th run by John Potts, for any items you are not sure about or are aware have not been tested.

3.8 Roof Shading

The glasshouse roofs will be shaded with Redusol to keep the temperature more comfortable (Thermal screens cannot be drawn once construction is underway). House T screens will be closed during the show.

3.9 Compressed Air

Compressed air can be made available to certain sites.

3.10 Water

Water points in the glasshouses are for plant watering only – see Guide to Site Layout. If you have any requirements whatsoever for water/plumbing, please call us beforehand and discuss with our site plumber **Ray Fithon**.

3.11 Planted Containers & bark

Planted containers and bark will be available to order from Four Oaks Cash & Carry for stand decoration. Containers will be terracotta-coloured plastic and planted with seasonal flowering & foliage plants as available. Bark is sold in bags.

3.12 Timber Products

Timber products either as panelling or for stand decoration – seats, trellis or planters made to your own design, can be purchased or hired from **Country Rustics – Tel: +44 (0)1260 224909 Alan or Helen Gregory**.

ADDITIONAL SERVICES

4.1 Accommodation

There is an excellent choice of accommodation in the area – hotels, guest houses and farmhouses. See [Visit Chester & Cheshire - The Official Chester & Cheshire Tourist Information Site \(visitcheeshire.com\)](http://www.visitchesterandcheshire.com) and the Accommodation Guide.

Welltrough Hall Caravan site is close to Four Oaks and welcomes Touring caravans and Motorhomes, with dogs allowed. Contact 07734 605965

<https://www.welltroughcaravansite.co.uk/>

** Strawberry Wood, the site directly across from Four Oaks is no longer operating.*

4.2 Catering Equipment Hire

5 Star Catering Equipment Hire offer a full range of equipment for stand catering, from refrigeration to beverage equipment, glassware and crockery, which can be delivered to site during build-up. Contact Email: info@5starhire.co.uk

A complete list of products and prices available on website www.5starhire.co.uk

4.3 On-stand Catering

Fresh 5 is the local company that provides the trade show catering both for visitors and exhibitors alike. They are able to offer a range of on-stand catering which would be delivered to your stand on show days. Tel: 0161 928 2299 Email: fouroaks@fresh5.co.uk

PUBLICITY

5.1 Awards sponsored by HortWeek

Nominations for the **Pat Coutts Awards for Excellence must be submitted by 1st August** at the latest, to allow time for permissions to be gained from nominees.

Entries for the New Plant & New Product Awards must be submitted by 28th August, to be included in the judging packs for initial assessment before the show. All products to be entered should be delivered to the display area by 3.00 pm on the Monday. Final judging will take place on the morning of Tuesday September 5th.

A NEW OPPORTUNITY FOR 2023 IS FOR PLANTS & PRODUCTS ENTERED INTO THE AWARDS TO HAVE THE IMAGE SUPPLIED INCLUDED IN A SPECIAL FEATURE WITHIN THE CATALOGUE – ONLY THOSE RECEIVED BY 7TH JULY CAN BE INCLUDED, DUE TO PRINT DEADLINES

Awards will be presented between 5.15pm and 5.45pm on Tuesday 5th in House T, followed by an **Exhibitor Supper**. The supper is **free of charge**, courtesy of sponsors HortWeek.

5.2 Exhibition Guide / Show Catalogue

The Exhibition Guide/ Show Catalogue will again be published by HortWeek. It will be available at both entrances on-site free of charge and mailed to HortWeek subscribers ahead of the event. All exhibitors, including stand sharers, will receive a **free A - Z listing of contact details + 15 word description and Buyers Guide categories**.

If you are sharing a stand, please complete an entry for every participating company.

Entries are submitted electronically by exhibitors and should be checked carefully for accuracy. Your email will act as your proof.

If you notice any mistakes or need to make changes to your free entry, before the deadline, please contact us directly as soon as possible.

5.3 Exhibition Guide Advertising

HortWeek will be selling upgraded entries (logo + 150 words), as well as display and online microsite advertising on an e-commerce site: <https://www.hortweek.com/four-oaks-trade-show-guide-packages> and by emailing gregory.varghese@haymarket.com

5.4 Invitation

Visitor promotion will include insertion of an invitation (with exhibitor list and floor plan), to be included in the major UK trade publications – HortWeek, Commercial Greenhouse Grower, Garden Trade News, Garden Retail Centre, The Horticulturist, Professional Gardeners Guild newsletter and ProLandscaper. Electronic invitations will also be sent and made available for distribution by exhibitors and sharing on social media.

Organisers are also working with a wide range of trade associations to invite their memberships.

5.5 Show Press Campaign

The advertising campaign began in December with yearbooks, followed by regular advertisements, and press releases in the major UK trade magazines and social media activity which will pick up closer to the show. We encourage every exhibitor to publicise its presence using every method available and have emailed a list of the free marketing and paid sponsorship opportunities available.

5.6 Free Exhibitor Marketing Opportunities

In the online Exhibitor Manual there are marketing materials such as logos, template press releases and links to marketing guides. We will add more resources to this area throughout the year.

We are launching a new website in April and there will be an opportunity for free News blogs for exhibitors.

We will also be including exhibitor stories in emails to the registered database and via some third-party industry mailing lists. Contact info@fouroaks-tradeshows.com to apply.

New for 2023 will be a New Plant & new Product Award feature in the catalogue which will include an image and stand number for every item entered into the awards before the print deadline of 7th July.

5.7 Paid-For marketing / sponsorships

There is a range of opportunities both pre and at the show – see the Marketing Information section in the online Exhibitor Manual or email info@fouroaks-tradeshows.com for further information.