



## RULES & REGULATIONS

**Ordering of space and payment of the deposit for the above Exhibition binds Exhibitors and their Contractors to these Rules and Regulations.**

- 1) **The Event** The Event will be called Coach & Bus Live 2011 (Hereinafter 'The Exhibition').
- 2) **Organisers** The Exhibition will be organised by the Confederation of Passenger Transport UK (CPT), Drury House, 34-43 Russell Street, London, WC2B 5HA (Hereinafter 'The Organisers').
- 3) **Dates and Opening Times** The Exhibition will be held on October 5<sup>th</sup> & 6<sup>th</sup> 2011, Halls 17 and 18 at The National Exhibition Centre, Birmingham. Opening times are: Wednesday October 5<sup>th</sup> 0930 – 1700 hrs, Thursday October 6<sup>th</sup> 0930 – 1700 hrs.
- 4) **Exhibitor Eligibility** The Exhibition is open to any Company or Organisation directly involved in the manufacture, supply, operation or maintenance of buses, coaches, rapid transit systems and welfare vehicles for the carriage of seated passengers. It is open to any Company or Organisation, which provides equipment or services to the industry. It is open to any Company or Organisation engaged in travel or tourism involving the use of buses or coaches. It is also open to any Company or Organisation, which welcomes coach tours and excursions. The Organisers reserve the right to refuse participation to any Company or Organisation which in their view does not meet these criteria. The term Exhibitor(s) in these Rules and Regulations and any other documentation issued in connection with the Exhibition refers to any Company or organisation which has requested space at the exhibition and paid the deposit on that space and has had that booking formally accepted in writing by the Organisers.
- 5) **Visitors** The Visitor entrance is restricted to persons directly involved with the industry. All visitors will have to register and official badges will be issued. Children will not be permitted on site. The general public will not be admitted. Charges will be made in respect of car parking by The NEC.
- 6) **Demonstration Park** The availability of the Demonstration Park will be announced to exhibitors in April 2011.
- 7) **Payment Schedule** 25% INCLUDING VAT with order (No booking will be accepted without deposit). Full balance including FULL VAT by 20<sup>th</sup> May 2011 at the latest. Overseas exhibitors please note all payments to be made in Sterling either by cheque drawn on a British based bank or by direct bank transfer.
- 8) **Cancellation by an Exhibitor** An Exhibitor cancelling its space booking after space has been allocated will be liable for 50% of the total cost of the space including VAT. Exhibitors cancelling after 30<sup>th</sup> March 2011 will be liable for the FULL space cost even if it is resold.
- 9) **Cancellation of the Exhibition** In the unlikely event that the Organisers decide not to hold the Exhibition, they will be entitled to retain such funds as required to cover costs incurred up to the date of announcement of cancellation and for the period of two calendar months following the announcement.
- 10) **Insurance** Neither the Organisers, their Contractors nor the National Exhibition Centre are responsible for any loss or damage to the property of Exhibitors or their Contractors or for injury to any persons within the boundary of The NEC. Exhibitors are reminded that they are required to accept third party liability and produce evidence of suitable cover if required.
- 11) **Subletting of Space** Subletting of any part of an Exhibitor's space, irrespective of whether a charge has been made, to another Company, which itself is not an Exhibitor in its own right is STRICTLY FORBIDDEN. Such action will result in the Exhibitor being immediately banned from the Exhibition and all monies paid will be forfeited. A company which is an Exhibitor in its own right may sublet part of its stand to another Company or Group which is either 100% owned by the Exhibitor or which itself is the 100% owner of the Exhibition. Such subletting arrangements must be notified in writing to the Event Manager by 4<sup>th</sup> July 2011. An approval notice will be issued. Only if such a notice is issued will subletting be permitted. Such subletting means that the Company to whom space has been sublet is bound by these Rules and Regulations. Further, this Company may not make any direct approaches to the Event Manager, the Organisers, their Contractors or the NEC. All approaches MUST be directed through the principal Exhibitor.
- 12) **Negotiations with NEC** No exhibitor may enter into separate negotiations with the NEC with regard to this event. Any Subsidiary Company or Parent Company of an Exhibitor which does not have a stand of its own in the Exhibition and which hires separate facilities outside of Halls 17 and 18 WILL NOT BE ENTITLED TO USE THE FACILITIES OF, OR TRADE WITHIN 17 and 18.
- 13) **Revision of layout** The Organisers reserve the right to revise the layout of the Exhibition at any time. Further, the Organisers retain the right to re-allocate an Exhibitor to another site. No such action will be taken without consultation, but such decisions are final and non-negotiable.
- 14) **NEC Fire, Health and Safety and Working Regulations** Exhibitors MUST abide by the National, West Midlands CC, NEC and the Organisers' fire, health and safety and working regulations and are reminded that these extend to the material used in stand construction and labour working on the Exhibitors behalf within the Halls. Remember that you are bound by the Health and Safety at Work Act of 1974 in respect of any direct employee or sub contractor working on your stand during build-up the show open period or breakdown. The onus is on the Exhibitor and its Contractors to acquaint themselves fully with these Regulations. Copies may be obtained from the Operations and Planning Dept of NEC.
- 15) **Gangways, Fire Protection Areas and Exits** All gangways, fire protection equipment access areas and exits MUST be kept clear at all times. No one may open or shut any of the main vehicle access doors.
- 16) **Annoyance to Other Exhibitors or Visitors** The Organisers reserve the right to prohibit any activity, which in their opinion is causing annoyance to other Exhibitors or Visitors. This includes the use of microphones, buzzers, sirens, bells, video film, music (live or recorded) flashing lights, over bright lights, lasers or smoke machines. It also includes the use of personnel roaming the exhibition on behalf of an Exhibitor distributing literature of any promotional items. Such activities must only take place within the boundary of an Exhibitor's stand. Where neighbouring stands cannot mutually agree on a satisfactory level for such activities the Event Manager will act as an arbiter. Their decision is final and non-negotiable.

- 17) **Trading** Where an Exhibitor wishes members of a dealer or agent to staff or work from their stand, these persons are considered by the Show to be temporary staff of the Exhibitor and are therefore bound by the Rules and Regulations of the Show. The Exhibitor MUST issue them with an Exhibitor's Pass. They may only trade from the stand of the Exhibitor who has provided them with a pass. ANYONE FOUND TRADING NOT IN POSSESSION OF AN EXHIBITOR'S PASS, OR TRADING ANYWHERE OTHER THAN THE NOMINATING EXHIBITOR'S STAND, WILL BE REMOVED FROM THE EXHIBITION.
- 18) **Security** Although the Halls are covered 24 hours per day by security personnel, Exhibitors are reminded that neither the Organisers, their Contractors or the NEC can be held liable for any theft or damage to any Exhibitors stand, exhibits or property. Any instances of theft or damage MUST be reported to the Event Manager immediately.
- 19) **Rubbish** Any items of rubbish must be placed in the gangways and clearly identified as rubbish. No rubbish may be placed in a gangway during the period commencing one hour before the show opens until it closes each day. No responsibility can be taken for material which is inadvertently removed as rubbish. The costs of removing excess quantities of rubbish will be re-charged.
- 20) **Music and Performing Rights** The use of recorded or published music or video requires licences by the Performing Right Society and Phonographic Performance Limited. This is a legal requirement. A copy of the regulations relating to this and an application form is available within the Exhibitors' Manual. A signed copy and correct fee must be returned to the Organisers.
- 21) **Space types** Space is available in a variety of forms:
- Vehicle Sites – Designated sites only (minimum of 250m<sup>2</sup>). Site consists of carpeted area, floor mounted sign and one outside vehicle display space (subject to availability).
  - Mini Bus Sites – Designated sites only. Site consists of a carpeted area and one outside vehicle display space (subject to availability).
  - Open Site – Designated sites only. Site consists of carpeted area.
  - Shell Site Standard: 2.5m high fabric walls, front fascia with standard name sign, carpet and fascia mounted lighting. If you do not wish to have the fascia this can be deleted. Such deletion could affect the location of your stand. Deletion also means fascia mounted lighting is forfeited.
  - NOTE: VEHICLES MAY NOT BE EXHIBITED ON OPEN SITES OR SHELL SCHEME SITES UNLESS AUTHORISED BY THE EVENT MANAGER.**

#### VEHICLE & MINI BUS SITES

- 22) **Build Up – Vehicle Exhibits – Specific Regulations** Stand construction may take place between 0800 – 2000 hrs Monday 3rd October 2011 and 0700 – 2100 hrs Tuesday 4<sup>th</sup> October 2011. Vehicle exhibits will be brought in to the Halls under a controlled procedure during Monday 3<sup>rd</sup> October. Details of the time and gate through which the vehicle is to enter the Hall will be issued. The vehicle must be available, washed off and ready to enter at the appointed time. At all times the vehicle driver must obey the instructions of the Show Marshals and Security. Failure to adhere to this regulation could mean your exhibits will not be able to enter the Exhibition. Once in the Hall driving must be at 5mph and Regulation 24 applies.
- 23) **Specific Stand Regulations – Vehicle Sites & Mini Vehicle Sites (up to 250m<sup>2</sup>)**
- No hospitality suite, office or structure may occupy more than 40% of the stand area
  - No structure or wall may exceed 4m in height.
  - Any structure, dividing wall or display bordering another stand is subject to specific rules see Regulation 27.
  - No vehicle may be positioned more than 1m above ground level without the authority of the Event Manager. Such requests must be received in writing by 4<sup>th</sup> July 2011. Vehicle lift exhibitors see Regulation 23j. Such displays must ensure that there is no possibility of visitors falling off plinths or access stairs accidentally.
  - No part of any structure, display or vehicle may extend beyond the borders of the stand. This includes mirrors, doors or flaps fitted to a vehicle exhibit.
  - No material may be affixed to any part of the exhibition hall structure including the pillars, the walls, the roof structure or the floor.
  - No display material may be affixed to any structure, display or exhibit above a height of 4m.
  - Any moving display, film or video must be positioned so that visitors can watch the display without blocking the gangways.
  - Any displays which features moving parts must be fitted with protective devices to ensure that no damage or injury to third parties and their property occurs and in accordance with NEC Regulations concerning Fire and Safety.
  - A copy of the regulations relating to exhibitors displaying vehicle lifts is available within the forms section of the manual. A copy must be signed and returned to the Event Manager by the date indicated at the top of the form.
  - Where shell scheme walls form a boundary to your stand you may fix displays to the panels provided such fixing is by means of double sided adhesive tape, Velcro or sticky pads. The use of adhesive, screws, pins, nails etc is prohibited and the costs of repairing damaged panel will be re-charged.
  - All stand designs must be approved by our third party Health & Safety company. FOUR copies of drawings showing plan and elevations must be forwarded to the Event Manager by 4<sup>th</sup> July 2011. Please note all stand designs must be issued a Certificate of Structural Integrity (Design Stage). Should your plans require a Structural Engineers report, a second Certificate of Structural Integrity (Construction Stage) must be issued. A cost will be charged to the Exhibitor for both of the approval certificates where applicable. Details will follow in the Exhibitor Manual.
  - The stand number must be prominently displayed.
  - If sub contractors are being used to design your stand or construct displays on it, full details of the Company must be provided as per regulation 37.
  - Lighting Systems – Suspended High Intensity Lighting Systems will be permitted, but will be subject to rules & regulations issued by the NEC. Please refer to the Exhibitor Manual for further details.
- 24) **Specific Stand Regulations – Vehicle Exhibits**
- Only vehicles for which the Exhibitor is the Manufacturer, Agent or Dealer may be shown. For second hand or re-furbished vehicle exhibits see Regulation 28.
  - All vehicles must be washed off and clean before entry into the Halls.
  - Washing off of vehicles in the Halls is PROHIBITED.
  - All vehicles must be delivered to the site, washed off and be ready for entry at the appointed time. See Regulation 22.
  - No vehicle exhibit may be parked anywhere within the Halls except on the Exhibitors own stand area.
  - No vehicle may run over another Exhibitor's stand to gain access to its own stand.
  - No vehicle may be left in the Halls with the engine running.
  - Once in position on the stand the vehicle batteries MUST be disconnected and the wires taped up safely. This is a stipulation by WEST MIDLANDS COUNTY COUNCIL FIRE REGULATION.
  - Any auxiliary power supplies must be similarly disconnected. (WEST MIDLANDS COUNTY COUNCIL FIRE REGULATION).
  - Fuel fillers on diesel engine vehicles MUST be fitted with locked filler caps or locked access hatches. (WEST MIDLANDS COUNTY COUNCIL FIRE REGULATION)
  - Petrol engine vehicle fuel tanks MUST contain no more than 2 gallons of fuel and the fuel filler MUST be fitted with a locked filler cap or locked access hatch. WEST MIDLANDS COUNTY COUNCIL FIRE REGULATION.
  - No vehicle may be reconnected or started up from 2100 hrs Tuesday 4<sup>th</sup> October to 1700 hrs Thursday 6<sup>th</sup> October 2011
  - No vehicle may be refuelled in the Halls, neither may fuel be stored in the Halls.
  - Those responsible for driving vehicles into or out of the Halls are bound by Regulation 22.

- o) One set of keys for each vehicle MUST be logged with the Organising Office throughout the show.
- p) Each vehicle exhibited in the demonstration fleet is done so at the owning company's risk. There is no liability on the Show.
- q) The driver insurance for the vehicles in the demonstration fleet is the responsibility of the vehicle owner.

#### OPEN SITES

- 25) Build Up – Open Site specific regulations** Open sites over 50 sqm: 0800 – 2000 hrs Monday 3<sup>rd</sup> October and 0700 – 2100 hrs Tuesday 4<sup>th</sup> October. Open Sites under 50 sqm: 0700 – 2100 hrs Tuesday 4<sup>th</sup> October 2011
- 26) Specific Regulations – Open Sites**
- a) No hospitality suite or structure may occupy more than 50% of the stand area.
  - b) No structure or wall may exceed 4m in height. If the stand is bordered by 2.5m high Shell Scheme walling any structure which can be seen above the 2.5m height must be fully furnished as for walls (see Regulation 27).
  - c) Any structure, dividing wall or display bordering another stand is subject to the specific rules see Regulation 27.
  - d) No large exhibit may be positioned more than 1m above ground level without the authority of the Event Manager. Such requests must be received in writing by 4<sup>th</sup> July 2011. Such display must ensure that there is no possibility of visitors falling off plinths or access stairs accidentally.
  - e) No part of any structure display or exhibit may extend beyond the borders of the stand.
  - f) No material may be affixed to any part of the Hall's structure including the pillars the walls of the roof structure or the floor.
  - g) No display material may be affixed to any structure, display or exhibit above a height of 4m.
  - h) Any moving display film or video must be positioned so that visitors can watch the display without blocking the gangways.
  - i) Any display which features moving parts must be fitted with protection devices to ensure that no damage or injury to third parties and their property occurs and in accordance with NEC Regulations concerning fire and safety.
  - j) Exhibitors' of vehicle lifting equipment in the raised position with a vehicle exhibit in position is permitted provided no display material is attached to the Exhibit vehicle. The vehicle exhibit must also comply with all Regulations relating to Vehicle Exhibits (REGULATIONS: 22 to 24). Operation of the lift must conform to Regulation 26i.
  - k) Where shell scheme walls form a boundary to your stand you may affix displays to the panels provided such fixing is by means of double sided adhesive tape, Velcro or sticky pads. The use of adhesives, screws, pins, nails etc. is prohibited and the costs of repairing damaged panels will be re-charged.
  - l) All stand designs must be approved by our 3<sup>rd</sup> party Health & Safety company. FOUR copies of drawings showing plan and elevations must be forwarded to the Event Manager by 4<sup>th</sup> July 2011. Please note all stand designs must be issued a Certificate of Structural Integrity (Design Stage). Should your plans require a Structural Engineers report, a second Certificate of Structural Integrity (Construction Stage) must be issued. A cost will be charged to the Exhibitor for both of the approval certificates where applicable.
  - m) The stand number must be prominently displayed
  - n) If sub contractors are being used to design your stand or construct displays on it, full details of the Company must be provided as per Regulation 37
- 27) Specific Regulations – Walls, Structures, Display Bordering another Exhibitor or Gangway** Where an Exhibitor decides to build a wall, structure or display (hereinafter "the wall") against the boundary edge of its stand and that of another Exhibitor, or next to a gangway, the following regulations apply:
- a) The wall must be no more than 4m high and must be designed and constructed in such a manner that it is entirely self supported and cannot collapse or be moved accidentally. No support for the wall may encroach onto another Exhibitor's stand or gangway.
  - b) The side of the wall FACING another Exhibitor or gangway must be FULLY finished. Minimum standard is subdued colours of artfelf or dense emulsion paint.
  - c) Plans of the wall and its construction together with the name etc of the Contractor MUST be forwarded for approval to the Event Manager by 4<sup>th</sup> July 2011.
  - d) A letter must be written to the Exhibitor(s) against whose stand wall will be built informing them of the intention to erect a wall. A copy of the drawing and details of the finish, which will be applied to the side facing the Exhibitor, must be included. A copy of this letter must also be logged with the Event Manager.
  - e) Where two adjacent Exhibitors decide to jointly build a wall between their stands one of the Exhibitors must be nominated as responsible for the wall to be fully finished to a high standard. Any sole exhibitor building a wall where it does not sit adjacent to any other wall, must make good the rear of the wall to the floor, on the height of the adjoining stand's wall.
- 28) Specific Regulations – Second-hand or Refurbished Vehicles**
- a) Regulation 24b to apply: In addition: b) Vehicles must be in good condition both externally and internally.
  - b) A set of photographs showing front, rear, both sides and interior must be forwarded to the Event Manager by 19<sup>th</sup> August 2011.
  - c) A notice must be displayed in the windscreen of the vehicle which clearly states the age of the vehicle, or age of the chassis in the case of a re-body or refurbishment and if the vehicle is for sale, the price.

#### SHELL SCHEME STANDS

- 29) Stand Regulations – Shell Scheme**
- a) No hospitality suite, office or structure may occupy more than 25% of the stand area.
  - b) No structure or wall may exceed 2.5m in height. No large exhibit may be positioned more than 0.5m above ground level without the authority of the Event Manager. Such requests must be received in writing by 4<sup>th</sup> July 2011.
  - c) No part of any structure, display or exhibit may extend beyond the borders of the stand.
  - d) No material may be affixed to any part of the hall's structure including the pillars, the walls, the roof structure or the floor.
  - e) No material may be affixed to any structure, display or exhibit above a height of 2.5m.
  - f) Any moving display, film or video must be positioned so that visitors can watch the display without blocking the gangways.
  - g) Any display which features moving parts must be fitted with protection devices to ensure that no damage or injury to third parties and their property occurs and in accordance with the NEC Regulations concerning fire and safety.
  - h) Where shell scheme walls form a boundary to your stand you may fix displays to the panels provided such fixing is by means of double sided adhesive tape, Velcro or sticky pads. The use of adhesives, screws, pins, nails etc. prohibited and the costs of repairing damaged panels will be re-charged.
  - i) If sub contractors are being used to design your stand or construct displays on it fully details of the Company must be provided as per Regulation 37.
- 30) Shell Scheme Site – Build Up – Specific Regulations** Build up is from 0700 – 2100 hrs Tuesday 4<sup>th</sup> October 2011. Stands of 12 sq m or less may dress their stand between 0700 – 0900 hrs 4<sup>th</sup> October, 2011 (see Regulation 31).
- 31) Completion of Stands** All stands must be capable of installation and completion within the specified build-up times which are:  
 Vehicle, Mini and Open sites of more than 50 sqm 0800 – 2000 hrs Monday 3<sup>rd</sup> October 2011 and 0700 – 2100 hrs Tuesday 4<sup>th</sup> October,  
 Open sites under 50 sqm and all Shell Scheme 0700 – 2100 hrs. Tuesday 4<sup>th</sup> October, 2011.  
 Stands of 12 sqm or less can be dressed between 0700 – 0900 hrs, Wednesday 5<sup>th</sup> October 2011.

**ALL STANDS MUST BE COMPLETE** by 0900, 5<sup>th</sup> October 2011. Exhibitors whose stands are not complete by the due time will be surcharged for not complying with this rule. No vehicles will be allowed into the Halls on 5<sup>th</sup> October 2011 or at anytime during the period the show is open.

**32) Specific Regulations – ALL STANDS**

- a) No one is allowed to interfere or amend any Shell Scheme structure, carpeting, electric, water and waste services. Any such work must be carried out by the Official Contractor appointed by the Organisers for this Exhibition.
- b) Exhibitors whose stands are not complete by 0900 hrs 7<sup>th</sup> October will be surcharged.

**33) Removal of Stands** All stands must be completely removed between the period 1700 – 2200 hrs Thursday 6<sup>th</sup> October 2011. **There is no second breakdown day for this show.**

**34) Display of Equipment/Services Produced or Provided by another Company** You may only display products/services which are products/provided by another Company provided you are an official dealer for those products/services or where those products/services are incorporated into your products. The following rules apply:

- a) **Vehicles.** Unless the vehicle is a second-hand re-bodied or refurbished vehicle (Regulation 28) it must be manufactured (Body and chassis) by Companies for whom the Exhibitor is a franchised dealer.
- b) **Components.** Components such as gearboxes, engines and axles may be shown on the stands of Vehicle Exhibitors provided they are published as being available in that Exhibitors products.
- c) **Dealers.** No dealer may set up a display on any stand other than their own or be publicised in any stand unless such publicity forms an integral part of that Exhibitor's stand display
- d) Exhibitors must advise the organisers in writing 3 months prior to the show of any exhibit, which will be shown and is not available for purchase/use in the UK. Permission to exhibit such vehicles/products will be at the discretion of the organisers. **Failure to comply with this regulation may result in your vehicle/product not being able to be displayed in the exhibition.**

**35) Supply Services** Where the Organisers have appointed Official Contractors for the supply of services to the Exhibition ONLY these suppliers should be used. Lifting of equipment in the hall may only be carried out by the appointed Contractor.

**36) Support and Contractors Vehicles** Support and contractors vehicles will be allowed to enter the Hall during build up provided they have the official pass prominently displayed. Vehicle entry is subject to contract. Such vehicles are subject to the following rules:

- a) Maximum unloading time in Hall – 1hour
- b) Articulated vehicles will NOT be allowed into the Halls
- c) No vehicle may be parked with the engine running
- d) No vehicle may be parked blocking any gangway, aisle or another Exhibitor's stand
- e) The driver of the vehicle must remain with the vehicle at all times whilst it is in the Hall and must comply with any instructions issued by the Show Marshals or Security.
- f) The keys must be left in the ignition and the drivers door left unlocked so the vehicle can be moved in emergencies.

**37) Stand Construction – Labour** Stand construction should be carried out by members of BECA and all labour must conform with the NEC working regulations. The name, address, telephone number and contact person of the Contractor(s) must be notified to the Event Manager by 4<sup>th</sup> July 2011. Entry passes will ONLY be issued to Companies so registered. The principle contractor is responsible for providing official passes to any sub-contractors, which they engage to carry out work on their behalf.

**38) Breakdown** No exhibitor may remove items on display from their stands before 1700 hrs on Thursday 6<sup>th</sup> October 2011. Breakdown commences at 1700 hrs after the close of the Show. The halls will be open until 2200 hrs. Stands must be completely removed by 2200 hrs on the 6<sup>th</sup> October 2011. Contractors/support vehicles will not be allowed in the Hall on 6<sup>th</sup> October 2011 until approx. 1800 hrs.

**39) Exhibitors Manual** An Exhibitor's Manual will be published and forwarded onto you. A copy will also be available to download on the show website. Extracts from the manual, where applicable, will also be supplied to appointed designers and contractors. Instructions contained within the Exhibitor's manual form part of these Rules and Regulations and are being binding on all Exhibitors and their Contractors.

**40) Queries on Regulations** Any queries on the Regulations should be addressed to the Event Manager.

**41) Changes to the Regulations** The Organisers reserve the right to change these Rules and Regulations without notice and on any matters arising, whether covered by the Rules and Regulations or not, their decision is final.