



EXHIBITOR MANUAL

Dear Exhibitor

Your Modern Railways Expo exhibitor manual provides you with everything you need to prepare for a successful event. Please take time to read the manual and ensure that any necessary forms are completed and returned.

Exhibitor forms and information can be found at www.modernrailways.com/expo/exhibitor

If you have any questions or require further assistance, please feel free to email myself at julie.hawes@keypublishing.com or Dave Lane at david.lane@keypublishing.com and we will be happy to help.

I would like to wish you every success with the event. If you have any queries, please get in touch.

Best regards,

Julie Hawes

Events Manager
Key Publishing Ltd
Tel. 01780 663011 ext 137



OFFICIAL CONTACT NUMBERS

Organisers

Key Publishing Ltd
P O Box 100
Stamford
Lincolnshire.
PE9 1XQ

Tel: 01780 755131 | Fax: 01780 757261

Contacts during show: Julie Hawes (07917 424591) and Dave Lane (07795 031051)

David Lane, James Farrell, Julie Hawes, together with other members of the Key Publishing team will be on hand throughout the exhibition should you need any assistance. Please feel free to speak to us .. we are here to help you.

Show Venue

Marshall Arena
Stadium MK,
Stadium Way West,
Bletchley,
Milton Keynes
MK1 1ST

The stadium is 7 minutes from Junction 13 of the M1, and 10 minutes from Junction 14. Follow the brown road signs for Stadium MK when using the A5 or A421 (H8 Standing Way). Milton Keynes is built on a grid system of H Roads (horizontal) and V roads (vertical), we are between V6 Grafton Street and V7 Saxon Street.

MODERN railways

expo

22-23 NOV 2022
MILTON KEYNES

EXHIBITION TIMETABLE

Date	Hall Open Times	Access For
Build Up		
Monday, November 21 st	12:00 – 20:00	All Exhibitors
Tuesday, November 22 nd	07:30 – 09.15	All Exhibitors
Show Open		
Tuesday, November 22 nd	09:30 – 17:00	Registered visitors Registration will be available on the day
Wednesday, November 23 rd	09:30 – 16:00	
Breakdown		
Wednesday, November 23 rd	16:30 – 22:00	All exhibitors/stand builders

CHECKLIST AND DEADLINES

Please return the following forms and information by the dates specified – this will help us to help you avoid last-minute inconvenience and expense. Thank you.

FORM	RETURN BY	RETURN TO
Proof of Public Liability Insurance	Nov 11th	geena@nimblemedia.co.uk
Risk Assessment	Nov 11 th	geena@nimblemedia.co.uk

RISK ASSESSMENT FORMS CAN BE DOWNLOADED FROM THE EXHIBITOR AREA AT www.modernrailways.com/expo/exhibitor

Exhibitor Badges Nov 11th www.modernrailways.com/expo/exhibitor



Insurance

Please note that our Exhibitors' Contract requires you to have **Public Liability Insurance** and a copy of your certificate (covering the date of the event) should be sent to geena@nimblemedia.co.uk

Risk Assessment

There is a legal requirement under the Management of Health and Safety at Work Regulations for all exhibitors and stand builders to carry out a 'suitable and sufficient' risk assessment. This means that it must identify all 'significant risk'. The form is available from the Exhibitor Area tab of the website www.modernrailways.com/expo/exhibitor and should be returned to geena@nimblemedia.co.uk

Stand Furniture

Each stand will be provided with a power supply, 6ft trestle table and chairs for exhibitor use.

Exhibitor/Contractor Badges

Exhibitor badges will only be issued to bona fide exhibitors, or their stand builders and you can order these from the Exhibitor Area tab of the website www.modernrailways.com/expo/exhibitor

If you would like your customers to visit you on your stand, please direct them to the online ticket registration page on the Modern Railways Expo website. www.modernrailways.com/expo (Please do not order exhibitor passes for this purpose).



GENERAL INFORMATION #1

Conduct of Exhibitors

Any reports of unacceptable behaviour or abusive conduct will be investigated by the Organisers and appropriate action taken

Organisers Office

The organisers can be contacted either at the entry desk or via the Modern Railways magazine stand at the entrance to the show.

Reporting Procedures

On arrival, Exhibitors should report to the Event Control station inside the main entrance to the Marshall Arena and inform the staff of their stand name in order to be advised of their location within the hall.

Exhibitors are required to act on the instructions given at this time as this will assist stewards in directing Exhibitor Vehicles to the correct door for unloading.

Collection of Exhibitor Arrival Pack

Prior to entry to the hall all exhibitors will be issued with their Exhibitor Arrival Pack containing information relevant to their involvement in the event.

Pre-opening Inspection

On Tuesday 22 November, before opening time an inspection will be carried out by Marshall Arena staff and the organisers to check that all stands are in place and the Exhibition complies with requirements.

Exhibitors must have their stand fully set up no later than 09:15am on Tuesday 22 November.

Young Persons

No person under the age of 16 is permitted to be in the Hall during the setting up or breaking down of the Exhibition.

Exhibitors should take care to ensure that their goods are safeguarded, particularly during build-up and breakdown, as these are extremely vulnerable times.

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



GENERAL INFORMATION #2

Aisles

It is essential that exhibitors do not spread beyond the confines of their stands.

To comply with health and safety regulations, walkways must be kept clear. Please ensure that you have booked enough space for your needs.

Break Down

No exhibits or stand fittings are to be removed before 16:30 hours on Wednesday, November 23rd or until the visitors are clear of the Hall. Please note that any items left unattended in the hall from 16:30 hours could be deemed as rubbish and thrown away. Any items left in the hall after 22:00 hrs on Wednesday, November 23rd will be deemed as rubbish and thrown away. Any costs for disposal will be charged to the exhibitor.

Note: The electrical supply will be disconnected 30 minutes after the close of the exhibition.

Cleaning

The Arena's official cleaning contractors carry out the cleaning of the hall at the end of the day on Tuesday.

Waste should be left in the aisles after the close of event and any items left in the aisles will be deemed as rubbish and disposed of.

Please note also that the cleaning contractors are not responsible for disposing of large quantities of litter produced by exhibitors.

If disposal of any specialist materials or chemicals is required please notify the Event organisers prior to the event.



GENERAL INFORMATION #3

Communications – Internet & Data

Complimentary Wi-Fi is available within the halls. However, the volume of exhibitors/visitors using the service could mean that for data critical operations, a wired service or bespoke Wi-Fi service might be preferable.

Delivery of Goods

Deliveries to stands must be completed 15 minutes before the event opens. Companies using couriers to deliver goods to their stands are advised to inform their handling agents that neither trolleys nor porters are available for their use. Please note that the use of trolleys is not permitted during event open hours. If you are intending to have any goods delivered to your stand by a courier it is important that they are provided with a contact name and telephone number of a representative of your company at the stand who can receive them.

Please ensure that no deliveries are made to the hall before 1pm on Monday, November 21st as any deliveries made before this date could be turned away.

THE ORGANISER WILL NOT ACCEPT RESPONSIBILITY FOR ANY GOODS DELIVERED TO UNMANNED STANDS.

Postal packages should be addressed to:

Contact Name & Mobile Number

Exhibitor's Stand Name & Stand Number

Modern Railways Expo

Marshall Arena, Stadium MK,

Stadium Way West,

Bletchley,

Milton Keynes MK1 1ST

Disabled Facilities

The venue affords very good access for disabled attendees - please refer to www.stadiummk.com/visit/accessibility/ for details.



GENERAL INFORMATION #4

Distribution of Promotional Material

Exhibitors are not permitted to hand out leaflets, etc., at the entrance, in the gangways or any other part of the hall unless written consent from the Organiser is obtained. Solicitation or canvassing of any visitors or exhibitors by representatives of any organisation not exhibiting will be deemed to be in breach of the show terms and conditions. Any persons engaging in such activities will be asked to leave the premises immediately.

Videotaping and photography are not allowed on the exhibition hall floor without prior written approval of the Organisers. The Organiser reserves the right to refuse entry to any person at their discretion.

Dogs

Dogs, other than guide dogs and hearing dogs, are not permitted in the venue.

Fire Instructions

In the event of a fire, exhibitors must follow all instructions given by Marshall Arena staff and via the PA system and leave the Hall using the nearest emergency exit or as otherwise directed.

Manual Handling

Lifting and handling injuries are a major risk at events such as The Modern Railways Expo and exhibitors should exercise care when setting up or dismantling their stand.

First Aid

In the event of an accident or sudden illness exhibitors should contact the nearest Organiser or Marshall Arena steward for assistance.

Evacuation

If for any reason an emergency occurs during the exhibition which requires the evacuation of the Hall, exhibitors must follow all instructions given by Marshall Arena staff or broadcast over the PA system.



GENERAL INFORMATION #5

Exhibition Flooring

The exhibition floor – stand areas and aisles - will be covered with carpet.

Stand Security

To prevent theft we would be grateful if you would assist by always being on your guard, and by not leaving your stand unattended during show hours.

Official members of our security team will be easily identifiable by their uniforms and are there to make your time at the show go as smoothly as possible.