



**PLANTWORX**

13th-15th JUNE **2023**

**YOUR CONSTRUCTION SHOW**

East of England Arena & Events Centre  
Peterborough PE2 6SH

# EXHIBITOR MANUAL

**2023**

v1-3

## Hello, and welcome to PLANTWORX 2023

As it will be 4 years since our previous event may I draw your attention to some of the key aspects of exhibiting at PLANTWORX 2023. In addition to what is mentioned here, there is much more detail in this Exhibitor Manual – please do familiarise yourself (and indeed your staff and contractors) with its content before you/they arrive on site.

### ACCESS TO THE VENUE

Throughout the time that we will be on site (build, event days and breakdown) access to the site will be through the **Dunblane Gate** (otherwise known as the **Orton Southgate Entrance**) and NOT the usual North Entrance – appropriate directional signage will be in place. The postcode for the Dunblane Gate is **PE2 6SH** and the what3words code is **vibe.honey.spite**

This will avoid any conflict with other activities that will be taking place at the venue while we are there, including the annual UCI Tour of Cambridgeshire cycling event over the period 1st – 4th June 2023.

### WORKING DAY ON SITE

Access to the site will be granted to Exhibitors from 12:00 on Tuesday 30th May. During build-up and breakdown the working day on site will be 07:00 – 19:00. Any Exhibitor or Contractor who wishes to work outside of these hours is to have prior approval from the Organisers' Office at least 7 days in advance.

### EXPECTED DELIVERIES

With the relatively short amount of time that is available for build-up together with the limited number of access points to the site we will need a degree of traffic control to prevent unnecessary congestion and to ensure that deliveries etc are not kept waiting. If you have large or abnormal loads, please use FORM 4 to warn the Organisers as to when you would like to arrive on site.

### NIGHT-TIME DELIVERIES / COLLECTIONS

Deliveries and/or Collections will not be permitted between the hours of 19:00 and 07:00. Any vehicles arriving at the site between these times will be denied access.

### THE PLANTWORX WEB-APP

The PLANTWORX web-app is embedded in the Plantworx website – it replaces the traditional Showguide. It is through the web-app that Exhibitors and Visitors will be able to register their attendance at the event, find the Exhibitor directory and site plans, arrange appointments and much more.

### STAND CONSTRUCTION & WORKING DEMONSTRATIONS

As the Event Organisers we have to submit to the Venue no less than 2 months prior to the event a list of all Exhibitors who are proposing to have a Complex Stand Structure – this includes any structure that will exceed 4m in height (see section 4.3). Relevant details must therefore be submitted to the Event Organisers by Monday 10th April 2023.

Likewise, risk assessments and safety paperwork relating to demonstrations must be received by the Venue at least 28 days before the event, and then the activity must be approved by the Venue. Relevant details must therefore be submitted to the Event Organisers by Monday 8th May 2023.

Further details are included Section 4 of this Manual.

### CAT SCANS

Because of the presence of many underground services across the site all Exhibitors (and/or their Contractors) who will be penetrating the ground in any way through digging or driving posts or pins into the ground on their stands must submit a completed FORM 3A to the Organisers' Office before the penetration takes place – Section 4.4 refers.

### EQUALITY & DIVERSITY

While Health & Safety legislation has primacy over the Equality Act, Exhibitors must ensure that disabled people are not treated less favourably than non-disabled people and that the same standard of access is available to all.

### CATERING

The rules on catering and alcohol on stands are at Section 7.0. Should Exhibitors wish to provide their own catering other than light refreshments then permission to do so must be obtained from the Organisers' Office using FORM 12 by Friday 12th May.

### BREAKDOWN

The breakdown period is relatively short – please refer to Sections 4.5 – 4.12 for specific details.

As always, the team are on hand to help!



**Simon Frere-Cook MBE**  
PLANTWORX Event Director

## Welcome to PLANTWORX...

This manual is in two parts, please be sure to read it thoroughly as it contains important information that will relate to the construction and conduct of your stand. Exhibitors who will be using contractors to build their stands must please ensure that those contractors are aware of the contents of this manual prior to their arrival on site.

Throughout this manual, the term PLANTWORX refers to PLANTWORX 2023.

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## PART 2: FORMS

| FORM          | CONTENT  | LATEST DATE FOR SUBMISSION |
|---------------|--|----------------------------|
| 1, 1A, 1B, 1C | Exhibitor's Risk Assessment and Method Statement                     | Friday 14th April 2023     |
| 2, 2A         | Exhibitor's Stand Plans  | Friday 14th April 2023     |
| 2B            | Exhibitor's Contractors/Sub-Contractors                              | Friday 14th April 2023     |
| 3             | Ground Penetration   | Friday 14th April 2023     |
| 3A            | CAT scans  | N/A                        |
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| 10            | Exhibitor Noise  | Friday 14th April 2023     |
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| 12            | On-stand Catering Request  | Friday 12th May 2023       |
| 13            | Stand Replenishment Passes   | Friday 14th April 2023     |
| 14            | Spare  | -                          |
| 15            | Primary Engineer & Student Trail                                     | Friday 14th April 2023     |
| 16            | Exhibitor's Public Liability   | Friday 12th May 2023       |

### Disclaimer

The Organisers reserve the right to change content where necessary and will keep all Exhibitors informed of any changes. Document last updates 5 June 2023 1:40 PM

## 1.0 PLANTWORX TEAM / CONTACT / CONTRACTORS

**Exhibitor Enquiries:** Karen Edwards | tel: +44 (0)7434 900403 | email: karen.edwards@plantworx.co.uk

**On site Organisers' Office:** +44 (0)7434 900403 (Open from 30th May – 20th June, 08:00-19:00 hrs)

### 1.1 PLANTWORX TEAM

| TITLE                                   | KEY RESPONSIBILITIES  | NAME   | CONTACT DETAILS   |
|---|---|--|---|
| Executive Director                      | Executive Director  | Rob Oliver MBE   | rob.oliver@plantworx.co.uk<br>+44 (0)7771 910127  |
| Event Director                          | Overall Delivery, Operations, Infrastructure & Health & Safety                      | Simon Frere-Cook MBE   | simon.frerecook@plantworx.co.uk<br>+44 (0)7729 241070   |
| Site Manager                            | On-site Operations Manager  | Stuart Favill  | stuart.favill@plantworx.co.uk<br>+44 (0)7970 534664   |
| Administration                          | Event Administration, Exhibitor Queries, Website, APP, & On-site Organisers' Office | Karen Edwards  | karen.edwards@plantworx.co.uk<br>+44 (0)7434 900403   |
| Sales Manager                           | Stand Sales   | Angela Spink   | angela.spink@plantworx.co.uk<br>+44 (0)208 253 4517<br>+44 (0)7807 623640   |
| Marketing                               | Event Marketing and Promotion   | Re:VAMP Marketing Ltd<br>Ellan Campbell-Swann<br>Pamela Hopkinson<br>Beth Kent | ellan@revamp-marketing.co.uk<br>+44 (0)7977 903684<br>pamela@revamp-marketing.co.uk<br>+44 (0)7758 2322379<br>beth@revamp-marketing.co.uk<br>+44 (0)7977 903684 |
| Press / PR Manager                      | PR and Publicity, Awards, Student Trail and Primary Engineer                        | Louise Carney  | louise.carney@plantworx.co.uk<br>+44 (0)7730 617258<br>+44 (0)20 8661 0511  |
| Advertising & Sponsorship Opportunities | Advertising & Sponsorship   | Nicky Hunt   | nicky.hunt@plantworx.co.uk<br>+44 (0)7482 453311  |
| External Liaison                        | External Liaison  | Joanna Oliver MBE  | joanna.oliver@thecea.org<br>+44 (0)7747 063869  |
| Finance Manager                         | Accounts  | Suzanne Hugill   | suzanne.hugill@admin.co.uk<br>+44 (0)208 253 4517   |

## 1.2 APPOINTED AND RECOMMENDED\* CONTRACTORS' LIST

| AREA   | COMPANY                                    | CONTACT NAME      | CONTACT DETAILS   |
|--|--|-------------------|---|
| Accommodation  | Event Express                              | tbc               | <a href="https://www.eventexpressuk.com/e/plantworx-2023/reservations@eventexpressuk.com">https://www.eventexpressuk.com/e/plantworx-2023/reservations@eventexpressuk.com</a><br>+44 (0)1905 732737 |
| AV Equipment   | Hawk Audio Visual                          | Marcus Lawday     | hawksales@hawkav.co.uk<br>+44 (0)1733 239977<br>www.hawkav.co.uk  |
| Cabins   | Nixon Hire                                 | James Morrison    | JMorrison@nixonhire.com<br>0333 003 7518<br>sbutcher@bosscabins.co.uk   |
|  | Boss Cabins                                | Sarah Butcher     | +44 (0)7976 221722  |
| Indoor and Outdoor Catering, and Stand Supplies (FORM 12)                    | Abbots Events                              | Michelle Sergeant | michelle@abbotsevents.co.uk<br>+44 (0)7745 525662   |
| CAT Scans (FORM 3A)  | Circle Fire                                | Craig Sells       | craigsells@circlefire.co.uk<br>+44 (0)7540 872601   |
| Cleaning and Waste Disposal  | TDL – waste disposal                       | Andrew Taylor     | andrew@tdlwaste.co.uk<br>+44 (0)7872 414400   |
|  | EESS – cleaning (including stand cleaning) | Nicole Hankins    | nicole.hankins@eastofenglandarena.com<br>+44 (0)7834 868558   |
| Communications: Radios and PA  | Roadphone NRB                              | Matthew Bostock   | matthewbostock@radiohire.com<br>+44 (0)1778 393938<br>+44 (0)7415 784085  |
| Crane, Lifting and Storage Services (FORM 9)                                 | GES Logistics                              | Danny Jackson     | DJackson@ges.com<br>+44 (0)7971 981560  |
| Electrics – outside stands (FORM 6)  | Flying Hire Limited                        | Ed Nearn          | plantworx@flyinghireevents.co.uk<br>+44 (0)1522 778899  |
| Electrics Indoor Arena stands (FORM 5)                                       | nf-x                                       | Sarah Forman      | sarah.forman@nf-x.co.uk<br>+44 (0)1788 834671   |
| Exhibition Services (including AV and Audio equipment, staging and lighting) | Pearce Hire                                | Jamie Lumsdon     | Jamie.lumsdon@pearcehire.co.uk<br>+44 (0)1733 554950  |

| AREA   | COMPANY                      | CONTACT NAME     | CONTACT DETAILS   |
|--|------------------------------|------------------|---|
| Exhibition Vehicles for Exhibitors' Stands   | Brewco Marketing Group Ltd * | John Aldridge    | jaldridge@brewcouk.co.uk<br>www.brewcouk.co.uk<br>+44 (0)7901 670569<br>+44 (0)203 600 1025                       |
| Fencing  | Altrad Generation Hire       | Karl Maskell     | karl.maskell@altradgeneration.com<br>+44 (0)7813 942607   |
| Fire Extinguishers   | Oak Valley                   | Dave Ogden       | eventfireservices@gmail.com   |
| Flagpoles  | Fuchsia Exhibition Services  | Nick Coleman     | nick@fuchsiaevents.co.uk<br>+44 (0)7966 909925<br>+44 (0)1371 874800  |
| Fuel   | New Era Fuels                | Dalton Gray      | dalton.gray@newerafuels.co.uk<br>+44 (0)1279 425757 (Ext 221)   |
| Furniture Hire   | Xpect Furniture              | Stuart Wilson    | stuart.wilson@xpectfurniture.co.uk<br>+44 (0)1923 954 875   |
| Furniture Hire for Outdoor Stands<br><a href="https://form.jotform.com/230683621938361">https://form.jotform.com/230683621938361</a> | Ability Hire *               | Brittany Edwards | brittany.edwards@abilityhire.co.uk<br>www.abilityfurniturehire.co.uk<br>+44 (0)7385 362597<br>+44 (0)208 311 2800 |
| Grass Cutting (FORM 11)  | Fuchsia Exhibition Services  | Nick Coleman     | nick@fuchsiaevents.co.uk<br>+44 (0)7966 909925<br>+44 (0)1371 874800  |
| Health & Safety General  | PLANTWORX Operations         | Simon Frere-Cook | healthandsafety@plantworx.co.uk<br>+44 (0)20 8253 4507  |
| Health & Safety On site  | Harrier Health & Safety      | Eddie Doherty    | plantworxsafety@harriersafety.com<br>+44 (0)1332 460 703  |
| Indoor Arena (FORM 5)<br>Shell scheme, furniture etc   | nf-x                         | Sarah Forman     | sarah.forman@nf-x.co.uk<br>+44 (0)1788 834671   |
| International Visitors   | CEA                          | Joanna Oliver    | joanna.oliver@thecea.org<br>+44 (0)7747 063869  |
| Internet / Temporary Wifi/<br>CCTV services (FORM 8)   | RedBox Events                | Morgan Denton    | info@redboxevents.co.uk<br>+44 (0)333 242 7910  |
| Marquees   | G Mudford & Sons             | Jonty Wallace    | jonty@mudfordmarquees.co.uk<br>+44 (0)7968 163167   |

| AREA   | COMPANY                                      | CONTACT NAME  | CONTACT DETAILS   |
|--|--|---------------|---|
| Marquees *                                       | GL Events                                    | Tony Bonsor   | tony.bonsor@glevents.co.uk<br>+44 (0)7973 439751                      |
| Medical / First Aid                              | E.F.S. t/a Oak Valley                        | Dave Ogden    | oakvalleyevents@gmail.com<br>+44 (0)1756 802112<br>+44 (0)7973 416718 |
| On site Registrations<br>(Exhibitors & Visitors) | RedBox Events                                | Morgan Denton | info@redboxevents.co.uk<br>+44 (0)333 242 7910                        |
| Security   | Crowdsafe                                    | Lee Wallace   | lee.wallace@crowdsafeuk.com<br>+44 (0)7561 479444                     |
| Stand Design, Build and<br>Management            | Saward Marketing &<br>Events                 | Jack Saward   | jack@saward-me.com<br>+44 (0)7788 660 996                             |
| Taxi   | Peterborough Taxis                           |               | +44 (0) 1733 777000   |
| Temporary Roadways<br>/ Pedestrian Walkways      | Davis Track Hire<br>Limited                  | Rob Palmer    | info@davistrackhire.com<br>+44 (0)1698 352751<br>+44 (0)7881 279395   |
| Tools & Plant hire                               | Through The<br>Organisers' Office            | Karen Edwards | karen.edwards@plantworx.co.uk<br>+44 (0)7434 900403                   |
| Traffic Management<br>(External)                 | Chevron Traffic<br>Management Ltd            | David Abbott  | david.a@traffic.org.uk<br>+44 (0)1777 705053                          |
| Traffic Management<br>Abnormal Loads Unit        | Cambridgeshire Police<br>Abnormal Loads Unit | tbn           | +44 (0)116 248 2442   |
| Traffic Management<br>(Internal / on site)       | Crowdsafe                                    | Lee Wallace   | lee.wallace@crowdsafeuk.com<br>+44 (0)7561 479444                     |
| Water Supply (FORM 7)                            | Through The<br>Organisers' Office            | Karen Edwards | karen.edwards@plantworx.co.uk<br>+44 (0)7434 900403                   |
| Wireless Communication<br>Services (Wi-Fi)       | See Internet / Wifi                          |               |   |
| Wood chippings                                   | Adam Fox Plant Hire &<br>Contractors         | Adam Fox      | addlyn@aol.com<br>+44 (0)1777 870407<br>+44 (0)7973 392772            |

## 2.0 EXHIBITOR DEADLINE DATES

| DATE                           | ACTIVITY   |
|--------------------------------|--|
| <b>Thursday 2nd March 2023</b> | Innovation Awards Entry – last date for submissions – see Section 8.0  |
| <b>Friday 31st March 2023</b>  | Final instalment of stand fees (50%) due to be paid  |
| <b>Monday 10th April 2023</b>  | Details of Complex Stand structures – last date for submissions (see Section 4.2)  |
| <b>Friday 14th April 2023</b>  | Forms 1, 1A, 1B, 1C Exhibitor Risk Assessment and Method Statement<br>Forms 2, 2A Exhibitor Site Plans<br>Form 2B Exhibitor Contractors / Sub-Contractors<br>Form 3 Ground Penetration<br>Form 4 Expected Loads<br>Form 10 Exhibitor Noise<br>Form 13 Stand Replenishment Passes<br>Form 15 Primary Engineer & Student Trail |
| <b>Monday 8th May 2023</b>     | Submission of Risk Assessments, Method Statements and safety paperwork relating to demonstration activities on stands – last date for submissions (see Section 4.6)  |
| <b>Friday 12th May 2023</b>    | Form 5 Indoor Arena stand requirements<br>Form 6 Exhibitor's Electricity supply<br>Form 7 Exhibitor's Water supply<br>Form 9 Freight, Lifting and Storage<br>Form 12 On-stand Catering Request<br>Form 16 Public Liability   |
| <b>Friday 26th May 2023</b>    | Form 11 Grass cutting & Flagpoles  |
| <b>Tuesday 30th May 2023</b>   | Access to site for Exhibitors on open space from 12:00 hrs   |
| <b>Monday 5th June 2023</b>    | Form 8 Exhibitor's wifi/internet connections and Data Scanning/Lead Capture  |
| <b>Friday 9th June 2023</b>    | Last day for large deliveries – access available until 12:00 hrs<br>Access to Indoor Arena for Exhibitors from 09:00 hrs – 19:00 hrs<br>All large mobile units on stands to be in position by 12:00 hrs  |
| <b>Monday 12th June 2023</b>   | By 18:00 hrs, all stands and their exhibits to be completed and signed off/inspected as appropriate  |
| <b>Monday 12th June 2023</b>   | Presentation of Innovation Awards at the CEA Spring Conference at the East of England Arena & Events Centre  |
| <b>13th – 15th June 2023</b>   | <b>PLANTWORX Event</b>   |
| <b>Thursday 15th June 2023</b> | Break-down commences from 16:30 hrs once the site is safe and approval has been given by the Event Safety Adviser  |
| <b>Friday 16th June 2023</b>   | Indoor Arena re-opens at 07:00 hrs. Stands must be cleared by 10:00 hrs  |
| <b>Tuesday 20th June 2023</b>  | All exhibits, hospitality units and materials removed from site by 12:00 hrs   |

## 3.0 STAND INFORMATION

### 3.1 OUTDOOR STANDS

These are space only stands on grass or hardstanding. The Exhibitor is responsible for arranging all physical requirements for their stand such as temporary structures, design, construction, provision of flooring etc. Exhibitors may appoint a stand contractor of their own choice.

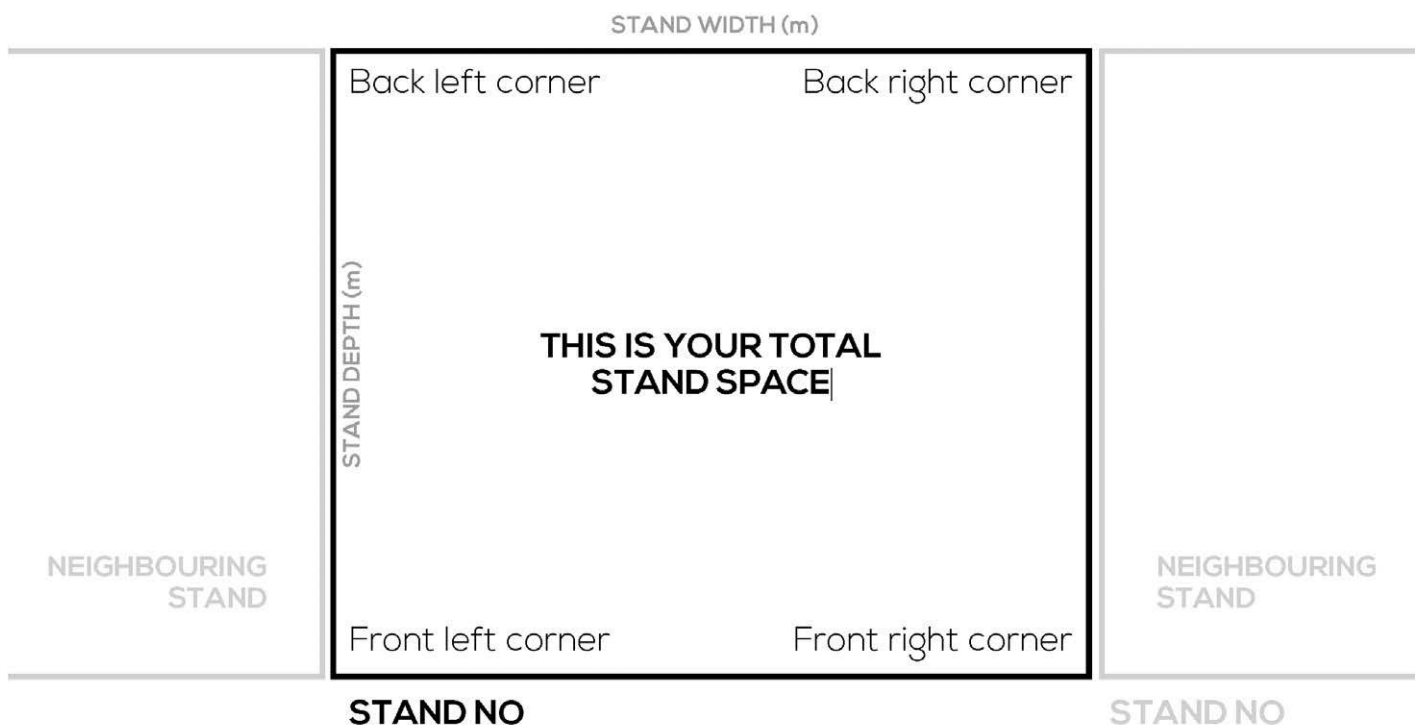
Exhibitors are responsible for ensuring that their stand contractors receive a copy of this manual. All design and construction must comply with the Event Rules and Regulations and, where appropriate, be signed off by a structural engineer.

### 3.2 STAND BOUNDARIES

All stands will be numbered on the ground using white lines and numbered flags to indicate stand boundaries. If these lines and flags are not clearly visible, the Organisers' Office must be contacted for clarification before erection of a stand commences.

Any vehicles that are to be left on a stand must be parked within the stand boundaries and must display a relevant vehicle pass.

All stand displays must be kept within the stand boundaries. Stands will be marked in a manner similar to the following:



### 3.3 INDOOR ARENA STANDS

An Indoor Arena stand includes:

|              |  |
|--------------|--|
| Shell Scheme | White Octanorm metal framework with white infill panels<br>Graphic panels can be fixed to the walls using Velcro (please avoid contact with the metalwork) |
| Electrics    | 3 x Spotlights on a 1.5m lytrack<br>1 x 500W single socket outlet rated at 2 amps  |
| Fascia       | 300mm deep fascia displaying company name & stand number   |
| Carpet       | Cord carpet is fitted as part of stand package   |

Indoor Arena Exhibitors are to complete FORM 5 and return it to nf-x by Friday 12th May 2023.

Exhibitors requiring additional furniture or electronic equipment should liaise with Xpect Furniture or nf-x. (see Appointed and Recommended Contractors' List at Section 1.2).

Each stand will be cleaned daily and waste that can be handled/lifted by one person removed – larger amounts of waste are to be removed by the Exhibitor.

## 4.0 BUILD-UP: OUTDOOR STAND TIMETABLE

| DATE                               | TIME  |       | NOTES   |
|------------------------------------|-------|-------|---|
| <b>Tue 30th May</b>                | 12:00 | 19:00 | Access to the site for Exhibitors and their contractors   |
| <b>Wed 31st May – Sun 11th Jun</b> | 07:00 | 19:00 | Access to the site for Exhibitors and their contractors   |
| <b>Mon 12th Jun</b>                | 07:00 | 18:00 | Restricted access to the site for Exhibitors and their contractors – small vehicles only. The erection of all stands to be completed by 18:00 |

Exhibitors wishing to erect structures on or to deliver equipment to their static or demonstration stands before these dates are to make the necessary arrangements with the Organisers at least 7 days in advance.

### 4.1 BUILD-UP: OUTDOOR STAND INFORMATION

Exhibitors with large mobile units must be in position by 12:00 hrs on Friday 9th June, and all such deliveries should be made in daylight hours. Access dates for large event hospitality units and oversized loads may be allocated by the Organisers to suit the traffic management plan. Exhibitors with such loads are to complete Expected Loads FORM 4.

All large machinery for both static and demonstration plots must be on site by 16:00 hrs on Saturday 10th June. No articulated lorries or low-loaders will be allowed on site after this time or before Break-down commences. Access on Monday 12th June is specifically for Indoor Arena Exhibitors and small deliveries and stand dressing services to other stands. The construction of all stands and their exhibits are to be completed by 18:00 hrs on Monday 12th June 2023.

Your stand must be built with consideration given to neighbouring Exhibitors. Towering edifices, TV screens and media devices should be positioned carefully so as not to cause annoyance or disturbance to other Exhibitors. Please complete FORM 2, 2A, 2B giving full dimensional drawings of your stands by Friday 14th April 2023.

An unloading service will be available on site through the appointed contractor GES. Please complete FORM 9 by Friday 12th May 2023 to order this service. Please note there will be no unloading ramp on site.

### 4.2 COMPLEX STRUCTURES

In accordance with the Licence Agreement that the Organiser have with the Venue, we are required to submit a list of all Exhibitors who are proposing to have a Complex Stand Structure to the Venue no less than 2 months prior to the event taking place. Complex Stand Structures requiring a Certificate of Integrity include:

- A multi-storey stand
- Raised platforms over 600mm high
- A stand where provision is made for a closely seated audience
- Stand fitting exceeding 4m in height
- A stand requiring foundations
- Raised or tiered seating
- Any constructed element suspended from a roof (ie rigging)
- A temporary dismountable structure including temporary grandstands and seating, demountable framed structures, stages and barriers, ancillary special structures, tents and marquees.

The Organisers must provide to the Venue evidence of competent person or structural engineer sign off in relations to any such structures. On behalf of Exhibitors the Organisers can arrange through the Venue for structural engineers' visits if required – this will be charged to the Exhibitor. Relevant details must therefore be submitted to the Event Organisers by Monday 10th April 2023.

### 4.3 THE EQUALITY ACT

Stand organisers must meet their obligations under the Equality Act: they must ensure that disabled people are not treated less favourably than non-disabled people and that access and the same standard of service is available to all.

### 4.4 GROUND PENETRATION

All Exhibitors (and/or their Contractors) who will be penetrating the ground in any way through digging or driving posts or pins into the ground, are to complete the relevant section of the Ground Penetration FORM 3 by Friday 14th April 2023. Once on site, before the ground is penetrated in any way a CAT Scan is to be conducted by the Venue's Appointed Contractor and a completed Form 3A submitted to the Organisers' Office – this completed Form will indemnify the Exhibitor (and/or his Contractor) should the subsequent penetration of the ground strike an underground service.

Please note that stands on any hardstanding areas are prohibited from penetrating the hardstanding.

### 4.5 DEMONSTRATION PLOTS

In accordance with the Licence Agreement with the Venue, risk assessments and safety paperwork relating to demonstrations must be received by the Venue at least 28 days before the event, and then the activity must be approved by the Venue. Relevant details must therefore be submitted to the Event Organisers by Monday 8th May 2023 – see Section 2 above regarding Exhibitor Deadlines.

There will be No Turf removal by the Organisers.

All removed materials are to be stored on the plot and used to reinstate the ground – what is taken out first should be replaced last, thus ensuring that the top soil is replaced on the top of the plot. No excavation may take place within one metre of the demonstration area boundary.

Any person operating plant/tools or equipment during the PLANTWORX Event must have a valid CSCS Certificate or similar authority.

There is to be no public participation in working demonstrations after 16:00 on any day of the event.

All trade demonstrations are to stop by 17:30 on show days (see Alcohol Policy: Paragraph 7.1).

Sheer-sided excavations must not be left sheer overnight, and no person may enter an unsupported excavation at any time. Water filled excavations must be suitably secured with barriers. Items of plant must be immobilised at the end of each day and left with any tools, buckets and jacks fully down.

Pedestrian Barriers will be supplied to all Demonstration Plots. Exhibitors are permitted to place banners over the barriers. The banner size should be 2090 x 820 mm. Banners need to have eyelets for the cable ties and be made of mesh.

## 4.6 BREAK DOWN: OUTDOOR STAND TIMETABLE

| DATE                | TIME  |       | NOTES   |
|---------------------|-------|-------|---|
| <b>Thu 15th Jun</b> | 16:30 | 21:00 | No movement of vehicles will be permitted until clearance has been given by the Event Safety Advisor. |
| <b>Fri 16th Jun</b> | 07:00 | 19:00 |   |
| <b>Sat 17th Jun</b> | 07:00 | 19:00 |   |
| <b>Sun 18th Jun</b> | 07:00 | 19:00 |   |
| <b>Mon 19th Jun</b> | 07:00 | 19:00 |   |
| <b>Tue 20th Jun</b> | 07:00 | 12:00 | All stands and their contents are to be removed and the ground reinstated by 12:00                    |

## 4.7 BREAK DOWN: OUTDOOR STAND INFORMATION

Access will not be allowed on site before 16:30 hrs on Thursday 15th June.

Thereafter, access to and from the site will be regulated by the Organisers or their appointed traffic management company.

Any exhibits and displays not removed by 12:00 hrs on Tuesday 20th June will incur a charge for late removal.

## 4.8 REINSTATEMENT OF STAND SPACE

Exhibitors are responsible for the full reinstatement of their site to the satisfaction of the Organisers'; otherwise the Organisers reserve the right to have the necessary reinstatement work undertaken and charged to the Exhibitor.

All materials must be completely cleared and the area returned to the state in which it was occupied by the Exhibitor prior to the Event.

All holes from fences, posts, flagpoles etc. must be filled and reinstated. Any damage caused by the erection of temporary structures, the movement of machinery, equipment or vehicles or any other means, must be corrected by reinstatement.

Exhibitors are responsible for ensuring that their contractors comply with these requirements.

## 4.9 BUILD-UP: INDOOR ARENA STANDS TIMETABLE

| DATE                | TIME  |       | NOTES  |
|---------------------|-------|-------|--|
| <b>Fri 9th Jun</b>  | 09:00 | 19:00 |  |
| <b>Sat 10th Jun</b> | 08:00 | 19:00 |  |
| <b>Sun 11th Jun</b> | 08:00 | 19:00 |  |
| <b>Mon 12th Jun</b> | 08:00 | 18:00 | The setting up and signing off of all stands is to be completed by 18:00 |

## 4.10 BUILD-UP: INDOOR ARENA STANDS INFORMATION

Exhibitors in the Indoor Arena can start setting up their stands from 09:00 hrs on Friday 9th June 2023 – under the supervision of the Security and Traffic Stewards access will be allowed from 09:00 to 19:00 from Gate 16.

Access to the Indoor Arena during build-up will be through one of the several entrances to the building, with clear directions for Indoor Arena Only Exhibitors.

All stand dressing must be completed by 18:00 on Monday 12th June for cleaning and security purposes.

## 4.11 BREAK DOWN: INDOOR ARENA STANDS TIMETABLE

| DATE                | TIME  |       | NOTES   |
|---------------------|-------|-------|---|
| <b>Thu 15th Jun</b> | 16:30 | 21:00 | No movement of vehicles will be permitted until clearance has been given by the Event Safety Advisor. |
| <b>Fri 16th Jun</b> | 07:00 | 10:00 |   |

## 4.12 BREAK DOWN: INDOOR ARENA STANDS

The Event will close at 16:00 hrs on Thursday 15th June, after which Visitors will have 30 minutes to leave the site. Indoor Arena Exhibitors will have access to clear their stands once approval is given by the Event Safety Advisor and subject to safety, until the Indoor Arena is closed at 21:00. Access and egress to/from the building will be from the Visitor Car Park as directed by the Security and Traffic Stewards.

The Indoor Arena will be reopened at 07:00 hrs on Friday 16th June. All stands must be cleared by 10:00 at which time nf-x will begin to dismantle the shell scheme infrastructure. Any items remaining in the Indoor Arena after this time are left entirely at the owners' risk.

## 4.13 ACCESS FOR STAND REPLENISHMENT – ALL STANDS

| DATE                | PRE SHOW |       | POST SHOW |       |
|---------------------|----------|-------|-----------|-------|
| <b>Tue 13th Jun</b> | 06:30    | 08:00 | 18:30     | 20:00 |
| <b>Wed 14th Jun</b> | 06:30    | 08:00 | 18:30     | 20:00 |
| <b>Thu 15th Jun</b> | 07:00    | 08:00 | N/A       | N/A   |

See Paragraph 5.3 for Replenishment Passes.

## 4.14 PERSONAL PROTECTIVE EQUIPMENT

High-visibility clothing must be worn at all times on site during Build-up and Break-down. Hard hats must be worn when working in an area where overhead workings are being conducted. Suitable footwear must be worn as identified in your risk assessments. Steel toe-capped boots are recommended for people who are working in outdoor areas of the site. Open toed footwear, sandals and flipflops are not to be worn on site during any phase of the tenancy or in any area.

Please note it is the responsibility of the Contractor/Exhibitor to provide their own PPE.

A stock of high-visibility vests will be held in the Organisers' Office for purchase (cash only) by individuals who arrive on site without one.

## 5.0 TICKETS AND PASSES

The importance of Plant Security is critical, therefore security passes and access will be strict and must be observed. Before entering the site during the build-up and breakdown periods all people are to receive a site induction/safety briefing from the security staff or Stewards. At this briefing they will be issued with a wristband which is to be worn on site – when arriving on subsequent days for either build-up or breakdown, displaying this wristband will excuse them from receiving further site induction briefings.

### 5.1 EXHIBITOR AND CONTRACTOR VEHICLE PASSES

Exhibitors and their Contractors will need to obtain their colour-coded vehicle passes (as explained below) through the Plantworx web-app prior to arriving on site for build-up, show days and breakdown – this can be done at the same time as registration. This vehicle pass will allow the vehicle and its passengers (who have received the site induction/safety briefing and are therefore wearing the wristband referred to above) to gain access onto the site during Build-up and Break-down periods. Having completed the relevant details on the pass, it is to be displayed in the vehicle's windscreen while the vehicle is on site.

On the 3 Show Days all Exhibitors and their Staff will need to have Exhibitor Staff Badges – details of obtaining them are given below in Section 5.2.

For the 3 Show Days, having entered through the Dunblane Gate, those Exhibitors whose stand numbers begin with the letters A (Zone 4) or B (Zone 3) will be directed to the south car park and Entrance 1, while those whose stand numbers begin with the letters C (Zone 1) or D (Zone 2) will be directed to the east car park and Entrance 2.

The Exhibitor Staff Badges will be colour coded (A and B **purple** and **yellow** respectively; C and D **red** and **blue** respectively) and the directional signage and Stewards will direct traffic accordingly.

### 5.2 EXHIBITOR STAFF BADGES

As stated above, all Exhibitor personnel and Contractors must be registered for access into the Event on Show Days – access will only be given to those people who have Exhibitor Staff Badges or Visitor passes.

Registration for Exhibitor Staff Badges can be done on the Plantworx web-app which can be found on the Plantworx website [www.plantworx.co.uk](http://www.plantworx.co.uk) – the instructions for doing this and obtaining the 'print at home' badges are very clear on the web-app. People attending the event are strongly advised to use this service and arrive with their pre-printed badges as this will ensure a smooth passage through the registration services at either Entrance 1 or Entrance 2 – people who arrive without their pre-printed badges will need to go through the registration process.

### 5.3 EXHIBITOR STAND REPLENISHMENT PASSES

Exhibitors may request Stand Replenishment Passes for the replenishment of their stands during Show Days using FORM 13 which must be submitted by Friday 14th April 2023 – passes will need to be collected from the Organisers' Office prior to the event. Small vehicles will be permitted to enter the site through appropriate entrances, as determined by the Organisers, during the mornings and evenings of Show Days. This applies to courier and delivery vehicles as well as Exhibitors' vehicles. The times that such access will be allowed are listed in paragraph 4.14 in this document.

## 6.0 TRAFFIC MANAGEMENT AND PARKING

### 6.1 EXTERNAL TRAFFIC MANAGEMENT

External Traffic management will cover the build-up, show days and break-down periods. This will include the provision of appropriate directional signage, road closures and liaison with relevant agencies and authorities.

Throughout the time that we will be on site (build-up, event days and breakdown) access to the site will be through the **Dunblane Gate** (otherwise known as the **Orton Southgate Entrance**) and NOT the usual North Entrance – appropriate directional signage will be in place. The postcode for the Dunblane Gate is **PE2 6SH** and the what3words code is **vibe.honey.spite**

### ABNORMAL LOADS

You should obtain permission prior to moving any oversized vehicle or load. A police escort may be necessary, or a bridge or structure may need to have its load capacity checked. Movement of high and wide loads should be notified to the police abnormal loads officer (call 101) with at least 2 days' notice.

<https://www.cambridgeshire.gov.uk/residents/travel-roads-and-parking/roads-and-pathways/heavy-or-abnormal-loads-on-the-highway/abnormal-loads-on-the-road>

An abnormal load is one that is greater than 44 tonnes, wider than 3.0 metres or exceeds 18.65 metres in length. It is the haulage contractor's responsibility to make the necessary arrangements with Cambridgeshire Police and the Council for permission to move on approved routes. Loads up to 4.1m wide will be instructed to provide their own escort. Anything wider than 3.5m needs a private escort. If a Police escort is required, then 8 days' notice must be given. Full risk assessments and method statements will be required for all abnormal loads.

### 6.2 INTERNAL TRAFFIC MANAGEMENT

The Internal Traffic Management will be organised by Crowdsafe staff and Stewards for the periods of build-up, show days and break-down. The on-site maximum speed limit is 10 mph.

On Show Days only Emergency vehicles or those with Service Passes will be allowed onto the site during opening hours. Early or late access will be possible using Stand Replenishment Passes, see FORM 13.

During the break-down period access to the site will be strictly controlled to avoid unnecessary congestion and for safety reasons. Vehicles will not be permitted onto the site before 16:30 hrs on Thursday 15th June, and then access will only be granted when it is deemed to be safe by the Event Safety Advisor.

### 6.3 PARKING

During the build-up and breakdown periods all parking will be on the south car park.

For the 3 Show Days, having entered through the Dunblane Gate, those Exhibitors whose stand numbers begin with the letters A (Zone 4) or B (Zone 3) will be directed to the south car park and Entrance 1, while those whose stand numbers begin with the letters C (Zone 1) or D (Zone 2) will be directed to the east car park and Entrance 2.

The Exhibitor Staff Badges will be colour coded (A and B **purple** and **yellow** respectively; C and D **red** and **blue** respectively) and the directional signage and Stewards will direct traffic accordingly.

## 6.4 TRAIN STATION

Peterborough is located on the East Coast Main Line running from London King's Cross to Edinburgh. A number of fast trains run on this network, making London accessible in 45 minutes on specific trains.

The station has its own taxi rank, which means reaching East of England Arena in approximately 15 minutes.

## 6.5 AIRPORT

The East of England Arena's location makes it central for London Stansted, London Luton, East Midlands and Birmingham airports – all four are approximately 60 – 90 minutes away by car.

## 6.6 HELICOPTER ARRIVALS

Helicopters are permitted to land at East of England Arena and passengers can be collected and taken to the Event. A helicopter landing submission form is available on request from the Organisers [karen.edwards@plantworx.co.uk](mailto:karen.edwards@plantworx.co.uk) or **00 44 (0)7434 900 403**

The Grid Reference for the Helicopter Landing Site (HLS) at East of England Arena is:

|                 |              |
|-----------------|--------------|
| Grid Reference: | TL 1348 9526 |
| Longitude:      | -0.3280 8244 |
| Latitude:       | 52.54 3340   |

## 7.0 CATERING AND ALCOHOL

Catering falls into one of 4 categories:

- **On-stand catering** – organised by the Exhibitor for their visitors and staff at no charge. Exhibitors may organise their own light refreshments (eg tea, coffee, biscuits) but, because of the permanent catering contracts that are in place on the site and to comply with Food Safety Standards, should they wish to offer more substantial hospitality (eg hog roast or fish & chips) then they are to
- Either arrange this through the Organisers' Office using FORM 12 (latest submission date is 12th May 2023)
- Or arrange it through the site's contractors Abbots Events for all indoor and outdoor stands (see Appointed Contractors' List at Section 1.2 above)
- **Restaurant Facility** – providing breakfast, lunch and tea for Visitors and Exhibitors, this service will be available in the Peterborough Suite on event days and be provided by the on-site caterers, Abbots Events.
- **Concessionaires** – Abbots Events will have pre-positioned catering units around the site, serving Exhibitors and Visitors during Show Days.
- **Crew Catering** – An on-site mobile catering facility will be available the Organisers' Office during the Build-up (30th May – 12th June) and Breakdown (16th – 19th June) for site crew and contractors.

## 7.1 ALCOHOL

PLANTWORX is a designated 'dry' Event.

The sale or supply of alcohol anywhere on the Event site is not permitted prior to 16:30 hrs on show days.

Please note – there is to be no public participation in working demonstrations after 16:00 hrs.

Exhibitors wishing to offer hospitality on their stands to visitors and guests that will involve alcohol can do so after 16:30hrs on show days. Alcohol may be offered free of charge only.

## 8.0 PLANTWORX AWARDS

Nothing can set a company up for exhibiting its new products or services at a show better than winning an award that recognises that the product is a 'cut above the rest'.

### INNOVATION AWARDS

The PLANTWORX Innovation Awards will once again be an opportunity for winning exhibitors to push their products up above their competitors having convinced the independent panel of judges that the product is a worthy winner. Extensive pre-show and post show publicity will surround the awards supporting the winners by ensuring that news of their win reaches the widest possible audience.

#### AWARD CATEGORIES

- |                           |  |
|---------------------------|--|
| 1. Environmental          | 5. Training and Skills Development Programme             |
| 2. Safety                 | 6. Non-Operated Plant and Support Programmes             |
| 3. Security               | 7. Best use of Technology – including Digital Innovation |
| 4. Engineering and Design | 8. Young Apprentice of the Year – Leaders of the Future  |

#### DEADLINES

Please enter online or email your entry to [louise.carney@plantworx.co.uk](mailto:louise.carney@plantworx.co.uk) with accompanying documents, 500 words plus High Res Image of new product / machine. The deadline for entries is Thursday 2nd March 2023.

#### PRE-SHOW AWARDS' PRESENTATIONS

The presentation of the Innovation Awards will take place on Monday 12th June 2023 after the CEA Spring Conference and Dinner which will be held at the East of England Arena.

### ON-SITE AWARDS

#### AWARD CATEGORIES

- Best Indoor Stand (Judged on the First Day)
- Best Static Stand (Judged on the First Day)
- Best Live Demonstration – (Announced on the Final Day)
- Best Operator – (Announced on the Final Day)
- Best Contractor Award (Judged on the First Day)

On-site awards will be presented at the Exhibitors Reception on the first day of the show – with the exception of Best Operator and Best Live Demonstration. No Submissions are required for the On-site awards – these are judged by the PLANTWORX management team. Earthmovers Magazine will be judging the Best Operator & Best Live Demonstration at the show.

There are sponsorship opportunities surrounding all the awards – for more details on the Awards please contact Louise Carney on +44 (0)7730 617258 [louise.carney@plantworx.co.uk](mailto:louise.carney@plantworx.co.uk)

## 9.0 ADVERTISING AND SPONSORSHIP OPPORTUNITIES

### ADVERTISING AND SPONSORSHIP OPPORTUNITIES FOR CONFIRMED EXHIBITORS

**RAISE YOUR PROFILE AND BENEFIT FROM INCREASED EXPOSURE  
BEFORE, DURING AND AFTER PLANTWORX 2023.  
WE HAVE A WIDE RANGE OF OPTIONS TO SUIT ALL BUDGETS....**

### THE PLANTWORX WEB APP – NEW FOR 2023

Accessible to everyone attending PLANTWORX our brand new online PWX Web APP will be the information source for show registrants. With an interactive site map, show programme, full Exhibitor listing and stand locator – plus a meeting booking facility and much more. Accessible to all show visitors from the moment they register and throughout the duration of the show.

- **Headline Sponsor:** An exclusive opportunity to have your full-colour logo and link on the opening homepage of the online app – visible the many thousands of times the PWX APP is opened.  
Logo size: Square, minimum 600px x 600px  
Logo format: image file as a transparent PNG or GIF
- **Standard Exhibitor Profile:** The standard (50 word) Exhibitor Profile is free of charge for all exhibitors. To enhance your entry we can offer;
  - **Enhanced Exhibitor profile** – your full colour company logo, a 100-word profile, contact and social media links – plus a hot link to your stand location on the site map.  
Logo size;  
Logo format: image file JPG, PNG or GIF
  - **Featured Exhibitor profile** – the Enhanced Exhibitor Package plus your highlighted entry featured at the top of the relevant “in App” search list.  
Logo size;  
Logo format: image file JPG, PNG or GIF  
MAX 8

### DIGITAL BANNER ADVERTS

A restricted number of digital banner advertising spaces are available. Your banner advert will appear on the PWX Web APP and, at no extra charge, on the PLANTWORX website – providing you with exposure via our two most viewed communications sites.

Banner size: Minimum 600px x 200px  
Banner format: Image file JPG, PNG or GIF  
MAX 20

## PLANTWORX IN YOUR POCKET SHOWGUIDE

Our printed Pocket Showguide will be made available to all PLANTWORX visitors – including our VIP guests. It provides an opportunity to showcase your business and make sure your name is known right across the showground.  
MAX 6

## BADGE LANYARDS

An exclusive opportunity to provide a branded lanyard to every visitor, on which to hang their name badge. Everyone at the show will be wearing your logo!

## SOLUS EMAILS AND SOCIAL MEDIA POSTS

We are offering a limited number of opportunities to take advantage of solus emails sent to our entire database of industry contacts plus social media posts. Added together these will represent some 50,000 named contacts. There are three options from which to choose:

- **Early Bird** – a monthly email and social media post (on up to two platforms) every month (up to and including May 2023).  
Text (Word file) and images (JPG or PNG files)  
Social Media account. Hashtags (optional)  
MAX 20
- **Countdown** – an email and social media post (on up to two platforms) during the countdown period to the event 1st to 11th June.  
Text (Word file) and images (JPG or PNG files)  
Social Media account. Hashtags (optional)  
MAX 10
- **After the Show** – a solus email to be sent to our database during the six-week period immediately following PLANTWORX. This includes contact data captured at the show too!  
Text (Word file) and images (JPG or PNG files)  
Social Media account. Hashtags (optional)  
MAX 12

## ON-SITE PROMOTION

PLANTWORX takes place across the East of England Arena & Events Centre. It incorporates a whole host of different areas, zones and facilities, all of which offer fabulous opportunities for increased brand exposure:

- **Visitor Entrances – Sponsorship:** there will be two visitor entrances to PLANTWORX. To make a lasting first impression, your company can provide your welcome at the registration and entry points via your branded signage. Sponsorship is limited to one company per entrance.
- **Catering – the Peterborough Suite Restaurant:** the main seated restaurant at the venue is available for sponsorship – with your branded signage on each table and at the entrance and exits to the restaurant.
- **Catering – the Inside Arena Coffee Shop:** opportunity to supply your branded coffee cups at this popular catering outlet – plus your free-standing advertising banners.
- **Restroom A4 Poster Frames** – a limited number of opportunities are available to advertise in the restrooms around the showground. The promotional package guarantees you at least 15 posters in and around the show facilities.
- **Water stations** – Sponsor the 25+ water stations across the showground. Each water station will display a 500 x 500 board with “Kindly sponsored by [your logo]”.
- **Fencing banners** – Various opportunities are available to display a banner on fencing and barriers around the showground.
- **Show Signage** – Have your logo and stand number included with up to five others on our “You Are Here” signage throughout the showground.

## SHOW EVENTS

Raise your profile by sponsoring one of our popular on-site events.

- **Exhibitors’ Reception** – Sponsor the refreshments at our popular Exhibitors’ Reception at the close of Day 1 (13th June). A relaxed meeting and refreshment point exclusive to PLANTWORX exhibitors and invited guests. Also features the Show Awards.
- **Primary Engineer** – Back by popular demand, Primary Engineer invites local schools to come along and get involved. Taking place on Thursday 15th June, we capture the imagination of the next generation of our fabulous industry, sending them on the Student Trail throughout the exhibition and encouraging them to participate in demos. Be part of this exciting event now. Further details are at Section 10 below.

## PRICE LIST

|  |                    |
|--|--------------------|
| <b>The PLANTWORX Web APP</b>                           |                    |
| Headline sponsor (exclusive)                           | £3,950             |
| Enhanced Exhibitor profile                             | £90                |
| Featured Exhibitor profile                             | <b>SOLD</b>        |
| Banner advert (App & Website)                          | £625               |
| <b>On-site Promotion</b>                               |                    |
| PLANTWORX in your Pocket Showguide (Principal Sponsor) | <b>SOLD</b>        |
| PLANTWORX in your Pocket Showguide (max. 6 adverts)    | <b>SOLD</b>        |
| Badge lanyards   | <b>SOLD</b>        |
| Visitor entrance sponsor (per entrance)                | <b>SOLD</b>        |
| Catering facility sponsor (Peterborough Suite)         | £975               |
| Catering facility sponsor (Inside Arena)               | <b>SOLD</b>        |
| Restroom advertising (all facilities)                  | <b>SOLD</b>        |
| Water stations sponsor                                 | <b>SOLD</b>        |
| Fencing banner space (not including banner supply)     | £195               |
| Show signage (on all "you are here" boards)            | £550               |
| <b>PLANTWORX events</b>                                |                    |
| Exhibitors' Reception – drinks sponsor                 | <b>SOLD</b>        |
| Exhibitors' Reception – food sponsor                   | <b>UNDER OFFER</b> |
| Exhibitors' Reception – exhibitor award sponsor        | £650               |
| Primary Engineer / Student Trail sponsor               | £600               |
| <b>Email blasts and Social Media</b>                   |                    |
| Early bird message package (up to 31.05.23.) per month | £650               |
| Countdown message package (June 2023)                  | £1,300             |
| After the show message package (shared)                | £475               |

Email: [promotions@plantworx.co.uk](mailto:promotions@plantworx.co.uk) for further details or to confirm your selection.

## 10.0 PRIMARY ENGINEER AND THE STUDENT TRAIL

### 10.1 PRIMARY ENGINEER

The CEA and PLANTWORX have teamed up with educational organisation Primary Engineer to work with more than 25 primary and secondary schools in the Peterborough area on an exciting STEM (science, technology, engineering and maths) vehicle engineering project.

This new initiative forms part of the CEA Skills Council programme – all part of the drive to engage young people in STEM projects as a means of inspiring careers in the sector.

This PLANTWORX in-school initiative started in September 2016 and will continue through to the Event in June 2023 and beyond. We are asking PLANTWORX Exhibitors and CEA members to support our effort to address these skills' shortages in our industry.

### HOW IT WORKS

- Primary Engineer invites local schools to take part in the STEM project 'PLANTWORX in Schools'.
- A 'Training Day' is organised in a suitable location.
- Two teachers are trained from each school on how to deliver the STEM project.
- The pupils work with their teachers on the vehicle design or lifting challenge.
- Throughout the project the schools have the support of the Primary Engineer Team.
- The best teams from each school are invited along to the celebration which will be held at PLANTWORX on the final day of the show.
- The winning teams will be celebrated and winners go on to the Primary Engineer National Finals.

### PLANTWORX EXHIBITORS – GET INVOLVED

PLANTWORX and CEA are seeking sponsorship from Exhibitors and CEA member companies who want to join this initiative.

- **Primary Sponsor:** Exhibitors can fund Primary school teacher training and the project delivery. Cost of £500.00
- **Secondary Sponsor:** Exhibitors can fund Secondary school teacher training and project delivery. Cost of £750.00

All sponsoring companies involved will receive extensive publicity and an invitation to the 'Celebration Event' at PLANTWORX on Thursday 15th June 2023.

**To find out how your company can get involved talk to Louise Carney on +44 (0)7730 617258 or [louise.carney@plantworx.co.uk](mailto:louise.carney@plantworx.co.uk)**

## 10.2 THE STUDENT TRAIL

All Primary Engineer Exhibitors will be part of the Student Trail at PLANTWORX.

On day three of PLANTWORX (Thursday 15th June) we are actively inviting the future generations to come along and take a good look at our industry.

We are looking for 20 or more Exhibitors to join in the PLANTWORX Student Trail. The Student Trail and participating exhibitors will get maximum pre-show publicity for actively taking part in the campaign to attract future employees into the sector.

The aim is to find Exhibitors who are keen to position their companies as leading Jobs Ambassadors for the Industry, Potential Employers and Skills Leaders and Ambassadors.

**Exhibitors wanting to sponsor and participate, please get in touch to discuss how you can get involved. Talk to Louise Carney +44 (0)7730 617258 or [louise.carney@plantworx.co.uk](mailto:louise.carney@plantworx.co.uk) or alternatively express your interest using FORM 15 by 14th April 2023.**

## 11.0 GENERAL INFORMATION (A-Z)

### ABNORMAL LOADS

See Section 6.1

### ACCOMMODATION

See Section 1.2

### ADVERTISING BANNERS / PROMOTIONAL OPPORTUNITIES

See Section 9

### AV EQUIPMENT

See Section 1.2

### ALCOHOL

See Section 7.1

All Visitors will be made aware that a ZERO TOLERANCE policy for drugs/alcohol will be in force for Visitors wishing to operate machinery or equipment.

This message will be given prominence when people register on line, on printed tickets, at entrances to PLANTWORX, at all demonstration areas and across the site including in refreshment and catering areas.

ZERO TOLERANCE signage will be available for all machine demonstration areas from the Organisers' Office.

### AWARDS

See Section 8.0

### BANKING

There are NO CASH MACHINES on site.

## BANNERS

Exhibitors are not permitted for health and safety reasons to attach any banners or promotional material to any perimeter fence unless they have permission from the Organisers.

Exhibitors are permitted to place banners on any crowd control barriers on their stands; these must be Mesh Type Banners for safety reasons due to strong winds. Please check the precise dimensions of the barriers with the Organisers before having your banners made – this will ensure that the banners fit the barriers properly.

## CAMPING AND CARAVANNING (OVERNIGHT)

For site security reasons NO camping or caravanning will be permitted on site.

Delivery drivers will also not be permitted to remain on-site overnight during build and breakdown periods. Suitable HGV parking can be found at:

A1 Northbound: Kate's Cabin PE7 3UJ 07749 83 00 44

A1 Southbound: Stibbington Diner PE8 6LR 01780 782 891

## CAT SCANS ON OPEN GROUND SPACE

See Section 4.5

## CATERING

See Section 7.0

## CELEBRITY / VIP APPEARANCES

The Organisers' would be grateful if Exhibitors who may be visited by any celebrities or VIPs inform them of such so that appropriate marketing/PR opportunities are maximised.

## CHILD RESTRICTIONS

No Children under 16 will be allowed on site during build-up and break-down. On show days, children between 12 years and 16 years will be admitted as long as they are accompanied by a responsible adult.

However, we highly recommend that children attend on Day 3, the Student Day, as it will much more beneficial and enjoyable for them, with lots of activities and interaction to encourage them to join our industry. On this day children under 12 years will be allowed full access but they must be accompanied by an adult.

## CLEANING SERVICES

The Organisers' appointed waste disposal contractor is TDL and the appointed cleaning contractor is East of England Showground Services Ltd (EESS Ltd) (see Appointed Contractors' List at Section 1.2).

To book cleaning services for your stand please contact EESS Ltd. (Note: all stands in the Indoor Arena will be cleaned daily).

## CRANEAGE & LIFTING SERVICE

See Section 4.2

## DATA SCANNING & LEAD CAPTURE

While Exhibitors and Visitors entering the event will have their badges scanned by Registration Staff, should Exhibitors wish to scan the badges of people who visit their stands then this will need to be done by their staff using the Plantworx web-app – You do not need to purchase a scanner.

Scanning a badge successfully using the web-app will be dependent on either the wifi/internet connection at the stand or the 4G mobile phone signal (which may be variable). Exhibitors are therefore strongly advised to book a suitable wifi/internet connection for their stands using Form 8.

## DEMONSTRATION PLOTS

See Section 4.4

## DIGGING DEMONSTRATION PLOTS

See Section 4.4

## CROWD PROTECTION

The designated demonstration plots will be marked out with crowd barriers by the Organisers. Other Demonstration areas must be marked out with post and ropes/barriers by the exhibitor. Anyone entering a demonstration area must be wearing appropriate PPE.

Visitors entering demonstration areas must be accompanied by appointed Exhibitor Staff managing the demonstration area, and the number of people entering a demonstration area at any one time must be reasonably controlled.

PLANTWORX Safety Officers will be in attendance throughout the Event and are empowered to halt immediately any practice which they consider to be unsafe.

## DIRECTIONS TO SITE

PLANTWORX 2023 is centrally located in England and easily accessible from the major road networks. The address of the venue is East of England Arena and Events Centre, Peterborough **PE2 6SH**.

If you are using a satellite navigation system please enter **PE2 6SH** and then follow the PLANTWORX signs as soon as you see them. Alternatively use What 3 Words **vibe.honey.spite**

## ELECTRICAL SERVICES

See Section 1.2. The Appointed Electrical Contractors, operating on behalf of the Organisers, have the responsibility to ensure that all electrical equipment, generators and connections used throughout the site conform to current British standards, including up-to-date PAT testing.

## ELECTRICAL VEHICLES

There are NO Electric Vehicle charging points on site.

Please visit [www.zap-map.com/locations/peterborough-charging-points](https://www.zap-map.com/locations/peterborough-charging-points) to locate a charging point.

## DISABLED ACCESS

Disabled Car Parking spaces will be at the front of each Visitors Car Park.

All outdoor stands will be situated on grass but they will be accessible either from tarmac roadways, aluminium/plastic trackway or pedestrian walkways so disabled visitors should make appropriate allowance for this. There will be no on-site facilities to hire mobility scooters.

For mobility scooter hire, contact <https://www.mobilityequipmentthiredirect.com/mobility-equipment-hire/c5220-mobility-scooter-hire-in-peterborough-england/>

## FIRE REGULATIONS

It is the Exhibitor's responsibility to ensure that his stand complies with current Fire Regulations and that appropriate fire-fighting equipment is placed on his stand.

## FIRST AID

Medical cover will be available throughout the whole Event period. Medical orderlies will be situated close to the Organisers' Office and can be contacted through any member of the security staff or site team. An ambulance will be on site from Monday 12th – Friday 16th June. Only dial 999 in an emergency. The nearest hospital is Peterborough City Hospital, Edith Cavell Campus, Bretton Gate, Bretton, Peterborough. PE3 9GZ

## FORK LIFT CONTRACTOR

See Section 1.2 (Craneage, Lifting and Storage Services)

## FUEL

Any Exhibitor requiring a replenishment of fuel or lubricants during the Event should order this from the Organisers' Office on site or directly with New Era Fuels. See Appointed Contractors' List at Section 1.2.

## GENERATORS

Exhibitors are encouraged to use the service of the PLANTWORX Appointed Electrical Contractor (see Appointed Contractors' List at Section 1.2) for all their electrical requirements. If Exhibitors wish to use their own generators during Show Days, then these generators must be Super Silent, and if not the Organisers reserve the right to prevent their use. Exhibitors may use their own generators during the periods of build-up and breakdown.

With the exception of the Appointed Contractor's generators, all generators must be placed within the Exhibitors' stand space.

## GRASS CUTTING

All exhibition areas will be regularly mown until Sunday 28th May 2023. After this date, Exhibitors must make their own arrangements. Fuchsia Exhibition Services offer a Grass Cutting service on site using FORM 11.

## GROUND PENETRATION

See Section 4.5

## HEALTH & SAFETY RESPONSIBILITIES

All Exhibitors have a legal responsibility to take reasonable care for the health and safety of themselves and anybody else who may be affected by what they do or fail to do at the event. All Exhibitors must cooperate with the Organisers' management to achieve a healthy and safe event site. In particular they must:

- Follow the showground's health and safety rules and procedures
- Carry out their stand activities in a safe and proper manner
- Cooperate, so far as is necessary, to enable any relevant legal duty or requirement to be complied with
- Not intentionally or recklessly interfere with or misuse anything provided on the event site in the interests of health, safety or welfare
- Display constant vigilance in the identification and control of risks. Any health and safety problem which cannot be put right must be notified immediately to the Organisers.

Failure to comply with these requirements could lead to a person's removal from the event site and/or prosecution by the Health & Safety Executive (HSE).

## INSURANCE

Exhibitors are to ensure that their property is adequately insured at all times whilst on the PLANTWORX site. Further details, including the Organisers' non acceptance of responsibility, are at Section 1.13 – Terms & Conditions. Exhibitors are also responsible for insuring against any legal liability incurred in respect of injury or damage to property belonging to third parties. Public Liability should be for no less than £5m. In addition, Exhibitors should protect their expenditure against Abandonment and Cancellation or curtailment of the Event due to reasons beyond the control of the Organisers. Please confirm your company's Public Liability Insurance using FORM 16 by Friday 12th May 2023.

## LOST PROPERTY

All lost property will be dealt with through the Organisers' Office.

## MUSIC LICENCES

The Organisers have not obtained a licence from Phonographic Performance Limited (PPL) authorising any public use of sound recording. Should Exhibitors intend to play any kind of music on their stands then the appropriate licence must be secured in advance through the Organisers' Office in order to prevent infringement of copyright.

## OFFICIAL DELEGATES

The attendance of any official delegates or delegations will be notified as appropriate to Exhibitors through the Organisers' Office.

## ORGANISERS' OFFICE

Located adjacent to the Event Arena in the middle of the site. The Office will be on site from Tuesday 30th May 2023. The hours of opening will be published on the office door. The contact telephone number is 07710 713 417. All the PLANTWORX team will be contactable throughout the Event using the Organisers' Office telephone number.

## PERSONAL PROTECTIVE EQUIPMENT

See Section 4.15

## POSTAL SERVICE/DELIVERIES TO STAND

Goods and packages can be received by the Organisers addressed to; The PLANTWORX Organisers' Office, Exhibitor Name and Stand No, c/o PLANTWORX, East of England Arena and Events Centre, Peterborough. PE2 6XE. Essential deliveries will be permitted during the Event opening hours to the PLANTWORX Organisers' Office.

## PRESS OFFICE

A Press Office will be established in the Bedford Suite under the main grandstand – it will be organised and run by Louise Carney, [louise.carney@plantworx.co.uk](mailto:louise.carney@plantworx.co.uk) or 07730 617258.

## RAMP

There will be NO RAMP on site for the unloading / loading of equipment.

## RISK ASSESSMENTS & METHOD STATEMENTS

Risk Assessments and Method Statements must be submitted by 14th April 2023 by all Exhibitors and approved by the Organisers – see FORMS 1,1A, 1B and 1C. Any further advice with regard to these Risk Assessment Forms can be obtained from the Organisers Tel 020 8253 4507 or email [healthandsafety@plantworx.co.uk](mailto:healthandsafety@plantworx.co.uk)

## SECURITY

The importance of plant security is critical to PLANTWORX, therefore security passes and access will be strict and must be observed. An appropriate vehicle pass will be required for any vehicle wishing to enter the site at any time during build-up, open period and break-down and must be displayed in the vehicle's windscreen at all times while the vehicle is on site. All Exhibitor personnel and Contractors must be registered for access into the Event on Show Days.

The East of England Arena venue is a secure 24/7 site with limited access. All site security will be conducted in conjunction with the permanent East of England Arena site security team.

Although every reasonable security precaution is taken throughout the build-up, open period and break-down, the Organisers cannot be held responsible or liable for any loss, damage, injury or accidents which occur to any Exhibitor (or contractor) property or personnel. The Organisers strongly recommend that all small or attractive items are kept under constant supervision by their owners and removed each evening. Exhibitors are encouraged to remain vigilant at all times.

The following points should be carefully noted:

- **During Build-up** – the Organisers will do all they can to minimise the risk, but Exhibitors are advised to take their own precautions too. Access to the site will be controlled.
- **During Open Hours** – in the interests of Event safety and security, Exhibitors and Visitors may be searched and their bags searched on entering or leaving the site. Badges must be worn by Exhibitors and Visitors throughout their time on the site.
- **During Break-down** – stands must not be left unattended at any time during the break-down period; particularly during the first few hours after the Event's closure or until all valuable items have been removed. Should Exhibitors wish to leave valuable items on their stands overnight they should inform the Organisers accordingly, but the Organisers will not accept responsibility for such items.

Exhibitors wishing to have their own security guards must liaise with the official site security contractor and the Organisers' Office.

## SEMINAR/MEETING ROOMS

Should an Exhibitor require seminar/meeting rooms at the Event, please contact the Event Director to discuss available options.

## SHOW DATES & TIMES

**Tuesday 13th June 2023 08:30-17:30hrs**

**Wednesday 14th June 2023 08:30-17:30hrs**

**Thursday 15th June 2023 08:30-16:00hrs**

## SHELL SCHEME

See Section 3.3

## SMOKING – INCLUDING E-CIGARETTES

It is illegal to smoke in all public enclosed or substantially enclosed areas; therefore we have a No Smoking policy in the pavilions, marquees, toilets and Event offices on site.

## SPONSORSHIP OPPORTUNITIES

See Section 9.0

## TELEPHONE, INTERNET & WI-FI

There will be no landline telephone facility on the PLANTWORX site.

Wi-Fi will be available for Exhibitors to order from RedBox Events (see the Appointed Contractors' List at Section 1.2) using FORM 8. The order closing date is Friday 12th May 2023. The price list can be viewed on FORM 8.

Wi-Fi Hotspots will be located around the site, generally co-located at the outdoor catering areas but the Organisers cannot guarantee a full working system at all times.

## TICKETS AND PASSES

See Section 5.

## WASTE MANAGEMENT/RE-CYCLING

The Organisers are very pro-active in the re-cycling of all appropriate materials, and thus they encourage the careful disposal of all waste. Full details will be available from the Organisers' Office.

Rubbish that can be manhandled by one person will be removed free of charge from the site. Such rubbish should be bagged appropriately and left in the Walkways – rubbish left on stands will not be removed. Cardboard boxes should be flat-packed for removal.

It is the exhibitors' responsibility to remove all waste and rubbish that cannot be manhandled by one person.

## WATER POINTS

Standpipes from which potable water may be obtained are positioned throughout the site. Exhibitors requiring a fixed water supply to their stands should complete FORM 7. Exhibitors must collect their waste water and dispose of it in an appropriate drain.

## WINDSCREEN PROMOTIONAL LITERATURE

The placing of promotional literature on windscreens or elsewhere on vehicles in car parks is strictly prohibited.

## WOOD CHIPPINGS

A supply of wood chippings will be available from the Organisers' Office on site for Exhibitors who wish to use them to dress their stands.



**PLANTWORX**

13th-15th JUNE **2023**

**YOUR CONSTRUCTION SHOW**

East of England Arena & Events Centre  
Peterborough PE2 6SH

# EXHIBITOR FORMS

## HOW TO SUBMIT YOUR FORMS

Most of the following forms require you to print out, fill in the form as required, scan it and send to us at [karen.edwards@plantworx.co.uk](mailto:karen.edwards@plantworx.co.uk).

Some of the forms require other methods of submission, and this is clearly marked on the relevant forms.

# 2023

All parts of this Risk Assessment and Method Statement Form (FORM 1 – General Risk Assessment, FORM 1A – Fire Risk Assessment and FORM 1B - Method Statement) are to be completed by all Exhibitors in relation to operations by themselves and any stand contractor (except those in The Indoor Arena who may use the Trivial Risk Declaration- FORM 1C). **Please return completed forms by Friday 14th April 2023**

**Please ensure you have visited the Plantworx web-app and ordered your exhibitor badges and vehicles passes.**

## EXHIBITOR INFORMATION

**EXHIBITOR NAME:** .....

**STAND NUMBER:** .....

**BUILD CONTRACTOR NAME:** .....

Appointed Stand Build contractor, if applicable

## RESPONSIBLE PERSON

**Exhibitor: Person(s) responsible for Health and Safety**

**Please name the person or persons responsible for Health & Safety who will be present.**

| DURING BUILD-UP | DURING EVENT DAYS<br>13 / 14 / 15 June 2023 | DURING BREAK-DOWN |
|-----------------|---|-------------------|
| Name:           | Name:                                       | Name:             |
| Tel:            | Tel:  | Tel:              |
| Email:          | Email:                                      | Email:            |

## GENERAL RISK ASSESSMENT

**EXHIBITOR NAME:** .....

**STAND NUMBER:** .....

**BUILD CONTRACTOR NAME:** .....

Appointed Stand Build contractor, if applicable

**ASSESSMENT COMPLETED BY:** ..... **DATE:** .....

*Duplicate this form if you need more than one. FORM: ..... OF .....*

| SECTION  | RISK                                |                                 |                                     |
|--|-------------------------------------|---------------------------------|-------------------------------------|
| Hazards identified during Build-Up, Open Days and Break-Down |                                     |                                 |                                     |
| Possible outcomes: personal injuries or equipment damage     |                                     |                                 |                                     |
| People or equipment at risk                                  |                                     |                                 |                                     |
| Probable severity without controls                           | <b>HIGH</b><br>Fatal / major injury | <b>MEDIUM</b><br>Injury, damage | <b>LOW</b><br>First Aid, lost time  |
| Likelihood to occur without controls                         | <b>HIGH</b><br>Very likely          | <b>MEDIUM</b><br>Likely         | <b>LOW</b><br>Possible but unlikely |

## FIRE RISK ASSESSMENT

**EXHIBITOR NAME:** .....

**STAND NUMBER:** .....

**BUILD CONTRACTOR NAME:** .....

Appointed Stand Build contractor, if applicable

**ASSESSMENT COMPLETED BY:** ..... **DATE:** .....

*Duplicate this form if you need more than one. FORM: ..... OF .....*

| SECTION  | RISK |
|--|------|
| Sources of Ignition  |      |
| Sources of Fuel  |      |
| People or equipment at risk<br>(e.g. visitors, exhibitors, contractors, staff)       |      |
| Control measures (precautions) that will be used to eliminate or minimise fire risks |      |
| Type/s of fire extinguishers on the stand, with size and number of type/s            |      |

## METHOD STATEMENT

**EXHIBITOR NAME:** .....

**STAND NUMBER:** .....

**BUILD CONTRACTOR NAME:** .....

Appointed Stand Build contractor, if applicable

**ASSESSMENT COMPLETED BY:** ..... **DATE:** .....

*Duplicate this form if you need more than one. FORM: ..... OF .....*

Please explain including the use of sketches if required, how the exhibit will be built on the build-up to the Event, controlled during the Event and taken down post Event, including any plant or equipment required during this process.

| SECTION           | RISK |
|-------------------|------|
| Build-up:         |      |
| During the Event: |      |
| Break-down:       |      |

## EXHIBITOR TRIVIAL RISK DECLARATION

This Trivial Risk Declaration Form is for use by Exhibitors in The Indoor Arena and may be used instead of the General and Fire Risk Assessment Forms 1 & 1A. It is to be used ONLY when the Exhibitor has assessed that all the risks associated with the work that is to be carried out in connection with the stand are trivial.

Declaration by the Exhibitor representative (initial each box) – I confirm the following information concerning my stand in The Indoor Arena

**EXHIBITOR NAME:** ..... **STAND NUMBER:** .....

**REPRESENTATIVE NAME:** ..... **POSITION / JOB TITLE:** .....

**TEL / MOBILE:** ..... **EMAIL:** .....

**SIGNATURE:** ..... **DATE:** .....

Declaration by the Exhibitor representative (initial each box) – I confirm the following information concerning my stand in The Indoor Arena:

| I CONFIRM THAT... |  | Initial |
|-------------------|--|---------|
| 1.                | Setting up, demonstrating and removal of items from the stand will not require mechanical handling equipment (i.e. cranes, lorry loaders, fork lifts, telescopic material handlers etc.).      |         |
| 2.                | Setting up, demonstrating and removal of items from the stand will not require manual handling (i.e. manual lifting, carrying, supporting, pushing or pulling) that involves significant risk. |         |
| 3.                | There will be no work at height that will involve significant risk.  |         |
| 4.                | There will be no parts of machines moving under power.   |         |
| 5.                | Electricity (if provided) will be used only for lighting, IT and telecommunications equipment.   |         |
| 6.                | There will be no hazardous substances, unless these are in secure sealed containers that remain sealed.  |         |
| 7.                | There will be no flammable liquids or gases, pyrotechnics, other explosives or oxidising substances etc., open flames or other ignition sources on the stand.                                  |         |
| 8.                | I am not aware of any other activity, equipment, article or substance that will create a significant risk.   |         |

## STAND PLAN: OPEN SPACE EXHIBITOR – STATIC STAND

All open space - static stand Exhibitors, are to complete this form and return it online by Friday 14th April 2023 with full dimensional drawings showing all constructional details. Please complete FORM 2A for your demonstration plot. Should any aspects of the plans change after submission, the Organisers must be informed in writing. Please include:

- stand size and height in metres (the below diagram is 36m wide x 24m high)
- location of any temporary structures within the stand (i.e. marquees, flagpoles, banner frames, steps, ramps etc.)
- location of catering/ hospitality
- signage/display boards
- locations of electricity points and sockets and wires to electricity points and sockets
- location of water points
- demonstration machinery, working exhibits etc.

[illegible]

**EXHIBITOR NAME:** ..... **STAND NUMBER:** .....

**REPRESENTATIVE NAME:** ..... **POSITION / JOB TITLE:** .....

**TEL / MOBILE:** ..... **EMAIL:** .....

**SIGNATURE:** ..... **DATE:** .....

## STAND PLAN: OPEN SPACE EXHIBITOR – DEMO STAND

Exhibitors with demonstration plots are to complete this form with dimensions and all details of demonstrations. Where digging, please also complete **FORM 3 Ground Penetration**.

Please include:

- stand size and height in metres
- location of any temporary structures within the stand (i.e.marquees, flagpoles, banner frames, steps, ramps etc.)
- location of the demo machine activity

Should any aspects of the plans change after submission, please inform the Organisers in writing.

**Please describe the demo activity taking place:**

[illegible]

**EXHIBITOR NAME:** ..... **STAND NUMBER:** .....

**REPRESENTATIVE NAME:** ..... **POSITION / JOB TITLE:** .....

TEL / MOBILE: ..... EMAIL: .....

**SIGNATURE:** ..... **DATE:** .....

## EXHIBITOR'S CONTRACTORS / SUB CONTRACTORS

Please submit all contractor details.

- Appointed Stand Build Contractors
- Appointed Exhibition Trailer Suppliers
- Appointed Stand Sub Contractors
- All Contractors (appointed right up to the Event) must be detailed on this Form so that the Organisers can liaise with them as necessary and correct Vehicle passes issued.

**Please return by Friday 14th April 2023.**

**EXHIBITOR NAME:** ..... **STAND NUMBER:** .....

| Name of Contractor   | Supplying |
|--|-----------|
| Contractor:.....<br>Contact:.....<br>Tel: ..... Email: ..... |           |
| Contractor:.....<br>Contact:.....<br>Tel: ..... Email: ..... |           |
| Contractor:.....<br>Contact:.....<br>Tel: ..... Email: ..... |           |
| Contractor:.....<br>Contact:.....<br>Tel: ..... Email: ..... |           |

The Organising team will coordinate with appointed Stand Contractors on stand build, delivery times and any special requirements. **Please copy appropriate FORMS to your appointed Contractor.**

## GROUND PENETRATION

**IMPORTANT INFORMATION** – The East of England Arena has a network of underground services including electricity cables, water pipes and drains. Contact with these services may cause serious injury to yourself and/or others.

It is therefore **essential that this form is completed** by the Exhibitor or Contractor if on the stand there will be any:

- Digging either by hand or mechanically
- Driving posts or pins into the ground
- Penetration of the ground in any way

Exhibitor attention is drawn to Paragraph 4.3 in Section 1 - Ground Penetration. PLEASE READ THESE NOTES CAREFULLY.

If you are intending to DIG or PENETRATE the ground, Exhibitors are reminded of their duties under Health & Safety Law with regard to site safety and Form 3 must be completed and signed off before any ground is disturbed.

**Please return this form by Friday 12th May 2023.**

**EXHIBITOR NAME:** ..... **STAND NUMBER:** .....

**CONTRACTOR NAME:** ..... **CONTACT TELEPHONE:** .....

### Description Of Work:

Please give details here of ground penetration. Include digging depth, trench size, description of demonstration/operator competition etc. This should reflect the stand layout as given in Forms 2 & 2A

**APPROVED BY:** .....

## CAT SCANS

**DIGGING, GROUND BREAKING AND EXCAVATIONS - IMPORTANT INFORMATION** – As there are live underground services running throughout the site, for all operations involving breaking ground, digging, excavations or penetrating the ground in any way this FORM is to be completed by the Organisers' Appointed Contractor and handed to the Organisers' Office BEFORE ANY GROUND PENETRATION OR BREAKING WORKS TAKE PLACE.

Exhibitors' attention is drawn to Paragraph 4.5 in Section 1 - Ground Penetration. PLEASE READ THESE NOTES CAREFULLY.

**Validity** – this permit is valid only for the job described and the timescales provided below.

| DETAILS OF PROPOSED WORKS:   |            |                                       |              |
|--|------------|---------------------------------------|--------------|
| Stand No:  |            | Exhibitor's Name:                     |              |
| Description of Works:  |            |                                       |              |
| Date and Time of Commencement of Works:  |            | Date and Time of Completion of Works: |              |
| EXHIBITOR'S CONTACT DETAILS:   |            |                                       |              |
| Principal Contact:   | Name:      | Mobile Phone No:                      |              |
| Alternative Contact:   | Name:      | Mobile Phone No:                      |              |
| GROUND SURVEYED BY:  |            |                                       |              |
| Electrical Services:   | Name:      | Signature:                            | Date & Time: |
| Other Services:  | Name:      | Signature:                            | Date & Time: |
| CONDITIONS OF PERMIT:  |            |                                       | ✓            |
| The work area has been surveyed by the competent people mentioned above using appropriate equipment to confirm the exact locations of any underground services, and these locations have been made known to the Exhibitor's Contact(s) listed above. |            |                                       |              |
| EXHIBITOR'S CONFIRMATION:  |            |                                       |              |
| I confirm that the site rules in the Exhibitor Manual will be complied with at all times and that no work will commence until this permit has been authorised by the Organisers of Plantworx 2023.   |            |                                       |              |
| Name:  | Signature: | Date & Time:                          |              |
| AUTHORISATION OF THE PERMIT: to be signed by a competent person from the Plantworx 2023 Organisers' Office – one copy is to be returned to the Exhibitor and a second copy is to be retained in the Organisers' Office.                              |            |                                       |              |
| Name:  | Signature: | Date & Time:                          |              |

## EXPECTED LOADS / DELIVERIES

Please indicate below your type and expected number of delivery vehicles. Your information will allow Plantworx Organisers to coordinate deliveries effectively in the build-up to the Event. A delivery schedule will be coordinated across the Event site. Please return this form online by Friday 14th April 2023.

Large plant and equipment deliveries can have access to the site from Tuesday 30th May to Sunday 11th June. Only light vans (under 3500kg) and cars will be able to access the site on Monday 12th June.

All deliveries are to be between 07:00 and 19:00. Should Exhibitors need any alternative access to stands then arrangements must be made with the Organisers at least 7 days in advance.

**EXHIBITOR NAME:** ..... **STAND NUMBERS:** .....

### STAND BUILDER

### DELIVERY / HAULAGE COMPANY

**COMPANY:** ..... **COMPANY:** .....

**CONTACT TEL:** ..... **CONTACT TEL:** .....

Please indicate your expected loads and if any lifting will be required.  
If applicable, please send to your Contractor / Stand Builder to complete entries as well.

| Delivery No. | Contractor / or own vehicle | Date of delivery | Vehicle type / size (transit, rigid, artic) | Description / requirements |
|--------------|-----------------------------|------------------|---|----------------------------|
| 1.           |                             |                  |   |                            |
| 2.           |                             |                  |   |                            |
| 3.           |                             |                  |   |                            |
| 4.           |                             |                  |   |                            |
| 5.           |                             |                  |   |                            |

## INDOOR ARENA STAND REQUIREMENTS

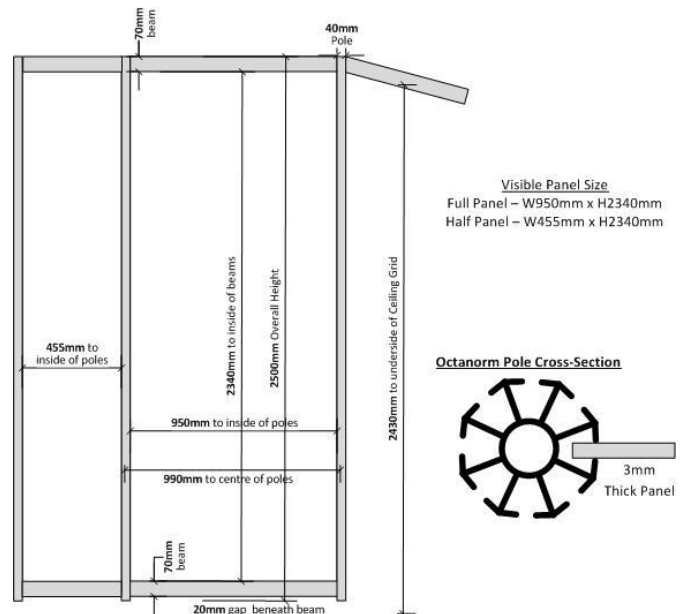


Nf-x Ltd  
Tel: +44(0) 1788 834671  
Email: info@nf-x.co.uk

### Your Stand Package



**\*\*Please note visual shows sample 3m x 3m corner stand – counter not included with stand package\*\***




### Structure

- Walls:**
- White Octanorm metal framework with white infill panels
  - Graphic panels can be fixed to the walls using Velcro (please avoid contact with the metalwork)
- Electrics:**
- 1.5m LED tube lighting & 1 x 500W single socket outlet rated at 2 amps
- Fascia:**
- 300mm deep fascia displaying company name & stand number – **please return this form with your completed details to info@nf-x.co.uk by Friday 19<sup>th</sup> May 2023.**
- Carpet:**
- Grey cord carpet is fitted as part of stand package

### Your Details

|               |  |
|---------------|--|
| Company Name  |  |
| Contact Name  |  |
| Email Address |  |
| NAME YOU WIS  |  |



**DOWNLOAD  
PDF BOOKING FORM**

## EXHIBITOR'S ELECTRICITY SUPPLY

***Flying Hire***

The application form must be returned to:

**Flying Hire Limited, Merlin House, Wigsley Road, North Scarle, LN6 9HD**

**No later than Friday 12<sup>th</sup> May 2023 with FULL PAYMENT.** Late applications *will incur a surcharge of 25%.*

Please give some indication of the type of equipment requiring power:

Computer ☐

Fridge ☐

Coffee Machine ☐

Video ☐

Lighting ☐

Heater ☐

TV ☐

Kettle ☐

EV Plant ☐

Till ☐

Water Boiler ☐

Other (please specify) \_\_\_\_\_

If an exhibitor intends to bring a piece of **EV plant**, please ensure it **arrives fully charged** as there will be **no power** available pre or post show.

|  | UNIT RATE                            | QTY | TOTAL |
|--|--------------------------------------|-----|-------|
| <b>Single-phase supply terminating at:</b>   |                                      |     |       |
| 13amp Single Socket (13amps Max)   | £298.00                              |     |       |
| Additional Single Socket   | £70.00                               |     |       |
| 13amp Twin Socket (20amps max)   | £385.00                              |     |       |
| 16amp Blue Ceeform Socket  | £324.00                              |     |       |
| 32amp Blue Ceeform Socket  | £411.00                              |     |       |
| 63amp Blue Ceeform Socket  | £613.00                              |     |       |
| <b>Three-phase supply terminating at:</b>  |                                      |     |       |
| 16amp Red Ceeform Socket   | £490.00                              |     |       |
| 32amp Red Ceeform Socket   | £665.00                              |     |       |
| 63amp Red Ceeform Socket   | £971.00                              |     |       |
| Power will be available from 1530 hrs Monday 12 <sup>th</sup> June 2023 until 1800 hrs 15 <sup>th</sup> June 2023.<br><br>Should any service or supply be required that is not listed above, please contact Flying Hire Limited for a quotation. | SUBTOTAL                             |     |       |
|  | 25% SURCHARGE (if applicable)        |     |       |
|  | VAT @ 20%                            |     |       |
|  | INVOICE TOTAL (DUE WITH APPLICATION) |     |       |

Connections in respect of 13amp single sockets; maximum of 2no sockets per first single socket Total load not to exceed 3000watts.

**Trade Stand Name**

**BACK**

**Plan of Stand**

**FRONT**

Please provide a dimensional drawing of electrical points required to your stand.

All prices include service charges but exclude VAT which must be added at the appropriate rate in the box above.

F  
Exhibitor's Name



**DOWNLOAD  
PDF BOOKING FORM**

## EXHIBITOR'S WATER SUPPLY

This form is to be used by any Exhibitor requiring a fixed water supply at their stand. Standpipes from which potable water may be obtained will be established throughout the site.

### Waste Water

To conform to current regulations, waste water can only be discharged into a drain or an approved sump or container. Discharging onto open areas is not permitted. Accordingly Exhibitors must collect their waste and dispose of it appropriately.

### Payments & Orders

The PLANTWORX Organisers will invoice the Exhibitor (or his Contractor) directly on receipt of this Order form. The Order will not be processed until full payment has been received.

**All orders to be placed direct to PLANTWORX by 12th May 2023.**

**EXHIBITOR NAME:** ..... **STAND NUMBER:** .....

**CONTACT NAME:** ..... **POSITION / JOB TITLE:** .....

**TEL / MOBILE:** ..... **EMAIL:** .....

**PO NUMBER:** ..... **SIGNATURE:** .....

**INVOICE ADDRESS:** .....

### Supply requirements

| Items  | Quantity Required | Cost / item<br>£ | Qty x cost<br>£ |
|--|-------------------|------------------|-----------------|
| Water connection to the stand from the ring main (per free-standing tap) |                   | £80.00           | £               |
| Total basic charge   |                   |                  | £               |
| Add VAT @ 20%  |                   |                  | £               |
| Total amount due   |                   |                  | £               |

## EXHIBITOR'S WIFI / INTERNET CONNECTIONS AND DATA SCANNERS

For all connectivity and PDQ requirements please click the following link, if you have any questions about which package is best for your needs or have bespoke requirements please call us on **0333 242 7920**.



### Exhibitor Wi-Fi Services Early Bird Prices end on 5th June 2023

All orders after this time will need to be booked over the phone. Please call 0333 242 7920 to discuss the possibilities of having a connection, a late booking fee will apply.

Please select the services required

[Back](#)
Select

#### Basic Packages

[hide](#)

**Basic WiFi connection**

Individual Basic Wi-Fi connections are designed for light browsing, emails and your own payment solutions like "PayPal Here" or "iZettle". Remain connected during the event. These packages are not suitable for demonstrating services on stand as there is no guarantee of speed. This type of connection is non transferable across different devices.

| Description            | Price   | VAT    | Quantity |
|------------------------|---------|--------|----------|
| First Device £150 +Vat | £150.00 | £30.00 | 0        |

**Basic Wifi with PDQ connection**

PDQ's will be provisioned to the merchant bank and pre configured to the WIFI network

| Description   | Price   | VAT    | Quantity |
|---|---------|--------|----------|
| <a href="#">info</a> First PDQ Rental £250.00 + VAT | £250.00 | £50.00 | 0        |

#### Shared Packages

[hide](#)

Shared packages provide an assignment of contended bandwidth to speeds up to the level you choose. You can connect up to 13 devices. The bandwidth package is divided between the devices you connect. These packages are more suitable for demonstrating company websites to visitors and for stands requiring many staff to operate while remote from the office.

**Additional Ethernet**

Please select the internet connection type you require. If you require more than one connection, please select the appropriate package.

| Section                   | Quantity |
|---------------------------|----------|
| Shared Internet Bandwidth | 0        |

**COMPLETE YOUR APPLICATION**

## FREIGHT, LIFTING AND STORAGE

Please complete the following form in Excel format and email the completed form to [event.logistics@ges.com](mailto:event.logistics@ges.com) by 16th May 2023.

GES Logistics  
Units 27 & 29  
Exhibition Way, NEC Birmingham  
B40 1PA  
+44(0) 121 782 4433 [event.logistics@ges.com](mailto:event.logistics@ges.com)

# LOGISTICS ORDER FORM




| PLEASE COMPLETE THE FOLLOWING FORM IN EXCEL FORMAT AND RETURN TO THE ABOVE EMAIL ADDRESS BY: 16th May 2023 |                            |                           |  |
|--|----------------------------|---------------------------|--|
| Event Name:  | PLANTWORX 2023             | Hall Number:              |  |
| Venue:   | East of England Showground | Zone:                     |  |
| Event Dates:   | 13th-15th June 2023        | Stand Number:             |  |
| Stand Name:  |                            | Date required on stand*   |  |
| Billing Company:   |                            | Time required on stand*   |  |
| Billing Address:   |                            | Contact Name and number*  |  |
| Email Address:   |                            | Date collect from stand** |  |
| Print Name:  |                            | Time collect on stand**   |  |
| Telephone Number:  |                            | Purchase Order Number:    |  |
|  |                            | VAT Number:               |  |

\* This is for guideline purposes only, GES will confirm timings available for unloading, delivery to stand in our order confirmation.

\*\*This is for guideline purposes only, GES are not responsible for any goods left unattended on stands.

Please click in the below boxes and use the drop down menu to indicate which services you require:

| ONSITE & COURIER SERVICES:  |                              |  |                                    |
|---|------------------------------|--|------------------------------------|
| Unload to stand (upto 3 tonne forklift)   | <input type="checkbox"/>     | £23.00                                   | *per cbm, Min: £23.00              |
| Empty Case Handling, <small>please contact GES if you have Priority Case, Full Goods or Accessible Product requirements</small> | <input type="checkbox"/>     | £42.00                                   | per cbm, Min: £126.00              |
| Reload from stand (upto 3 tonne forklift)   | <input type="checkbox"/>     | £23.00                                   | *per cbm, Min: £23.00              |
| Trailer rate for unloading / reloading  | <input type="checkbox"/>     |  | Please contact for quote           |
| Do you require a crane or heaving lifting equipment   | <input type="checkbox"/>     |  | Please contact for quote           |
| Do you require a ramp to offload  | <input type="checkbox"/>     |  | Please contact for quote           |
| File Processing fee of:   | £36.00 applies to all orders |  | * Subject to 50% overtime handling |
| PRE / POST EVENT WAREHOUSE SERVICES:  |                              |  |                                    |
| Exhibitor will deliver to Advanced GES Warehouse  | <input type="checkbox"/>     | £75.00                                   | per cbm, Min: £150.00              |
| Return to GES Warehouse after event   | <input type="checkbox"/>     | £75.00                                   | per cbm, Min: £150.00              |
| TRANSPORT / CUSTOMS SERVICES - QUOTATIONS UPON REQUEST  |                              |  |                                    |
| Is collection from the address mentioned above?   | <input type="checkbox"/>     | Please confirm collection address below: |                                    |
| Collection Address:   |                              |  |                                    |
| Do you have Forklift or loading facilities at your premises   | <input type="checkbox"/>     |  |                                    |
| Collection from exhibitor premises (as per the above address):  | <input type="checkbox"/>     |  |                                    |
| (Please confirm what date)  | <input type="checkbox"/>     |  |                                    |
| Return delivery to exhibi   | <input type="checkbox"/>     |  |                                    |
| (Please advise what dat   | <input type="checkbox"/>     |  |                                    |
| Customs Clearance assi  | <input type="checkbox"/>     |  |                                    |



**DOWNLOAD  
EXCEL ORDER FORM**

## EXHIBITOR NOISE

This form is to be used by any Exhibitor intending to make noise exceeding a level of 80 db(A) on his stand that may be an inconvenience to other Exhibitors or to Visitors during Show Days – this includes the intended use of generators.

Should, in the opinion of the Organisers, any such noise be an inconvenience beyond that which has been approved by this Form or is deemed to be reasonable, the Organisers reserve the right to order the Exhibitor to reduce or stop the noise.

Failure to comply with any such order may result in the Organisers stopping all or some of the activity on the stand, or insisting on the removal of the stand from the Event.

In completing this Form, the Exhibitor is to give as much detail as possible to assist the Organisers in accommodating the request.

**Generators** – the rules for the use of generators on stands are given in the Exhibitor Manual.

Exhibitors are encouraged to use the services of the PLANTWORX approved electrical contractor.

**Please return completed form by Friday 14th April 2023.**

**EXHIBITOR NAME:** ..... **STAND NUMBER:** .....

**REPRESENTATIVE NAME:** ..... **POSITION / JOB TITLE:** .....

**TEL / MOBILE:** ..... **EMAIL:** .....

**SIGNATURE:** ..... **DATE:** .....

### DETAILS OF NOISE FOR WHICH PERMISSION IS REQUESTED.

Please give description of noise, frequency, timings etc...

## GRASS CUTTING & FLAGPOLES

Please download the following PDF form and email the completed file to [info@fuchsiaevents.co.uk](mailto:info@fuchsiaevents.co.uk) by **26th May 2023**.

# FUCHSIA

EXHIBITION & CONFERENCE SERVICES  
EST.  
1978

|       |  |              |  |
|-------|--|--------------|--|
| Event |  | Stand number |  |
| Venue |  | Stand Size   |  |

| Company |  |
|---------|--|
| Name    |  |
| Address |  |
|         |  |
|         |  |
|         |  |

| Contact |  |
|---------|--|
| Name    |  |
| Tel     |  |
| Mobile  |  |
| Email   |  |
|         |  |

| Flagpoles  |          |           | Quantity | Value | Date required |
|--|----------|-----------|----------|-------|---------------|
| 8m white aluminium. Price includes: installation and breakdown |          |           |          |       |               |
| Standard   | £ 109.00 | Each      |          | £ -   |               |
| Banner Arm   | £ 7.50   | Each      |          | £ -   |               |
| Concrete bases   | £ 50.00  | Each      |          | £ -   |               |
|  |          | Sub-total |          | £ -   |               |

| Flags       |          |           | Quantity | Value | Date required |
|-------------|----------|-----------|----------|-------|---------------|
| Flags       | £ 109.00 | Each      |          | £ -   |               |
| Banners     | £ 7.50   | Each      |          | £ -   |               |
| Origination | £ 50.00  | Each      |          | £ -   |               |
|             |          | Sub-total |          | £ -   |               |

| Grass cutting                               | Date required  |
|---|--|
| Price includes: Grass cut, maintained until | Initial cut will be carried out at start of build up |



**DOWNLOAD  
PDF BOOKING FORM**

## ON STAND CATERING REQUEST

Exhibitors wishing to serve anything more substantial than light refreshments (eg Tea, Coffee, Biscuits etc) on their stand must obtain the Organisers' permission to do so by submitting this form to the organisers by **12th May 2023** and paying an administration fee of £45.00 + VAT on receipt of an invoice from the Organisers.

Please provide a Purchase Order Number against which an invoice will be raised .....

This Form is to be accompanied by relevant food quality documentation, food safety certificates, star rating certificate, COSHH, Risk Assessments, insurances, etc for checking and approval by the venue before permission is granted.

**EXHIBITOR NAME:** ..... **STAND NUMBER:** .....

**REPRESENTATIVE NAME:** ..... **POSITION / JOB TITLE:** .....

**TEL / MOBILE:** ..... **EMAIL:** .....

**SIGNATURE:** ..... **DATE:** .....

### DETAILS OF PROPOSED HOSPITALITY (eg Hog Roast, Fish & Chips etc and how it will be cooked)

|  |
|--|
|  |
|--|

### ON WHICH DAYS? (tick all that apply)

|                   |  |                     |  |                    |  |
|-------------------|--|---------------------|--|--------------------|--|
| Tuesday 13th June |  | Wednesday 14th June |  | Thursday 15th June |  |
|-------------------|--|---------------------|--|--------------------|--|

### WHO WILL PROVIDE THE FOOD?

Name of Provider:

Name of Provider's Local Authority:

Attach relevant food quality documentation, food safety certificates, star rating certificate, COSHH, Risk Assessments, insurances, etc for checking and approval by the venue.

FOR OFFICE USE:

| DATE FORM RECEIVED | DATE TO EoE | EoE APPROVED? Y/N | EXHIBITOR INFORMED |
|--------------------|-------------|-------------------|--------------------|
|                    |             |                   |                    |

## STAND REPLENISHMENT PASSES

Listed below are the Vehicle Passes required for PLANTWORX 2023. Please return online by **Friday 13th April 2023**.  
Site Rule 'No Vehicle Pass, No Access'.

PLEASE NOTE that in advance of the event you will need to register your stand staff and contractors for entry to the event on show days through the web-app that at [app.plantworx.co.uk](http://app.plantworx.co.uk)

**EXHIBITOR NAME:** ..... **STAND NUMBER:** .....

**REPRESENTATIVE NAME:** ..... **POSITION / JOB TITLE:** .....

**TEL / MOBILE:** ..... **EMAIL:** .....

**SIGNATURE:** ..... **DATE:** .....

| VEHICLE / PASS  | PURPOSE  | REMARKS   |
|---|--|---|
| <b>Vehicle Build-up &amp; Breakdown Pass and on-stand Static Vehicle Pass</b> | To permit vehicles onto the site during build-up and break-down and for static vehicles that will remain in the stand during the event. .                                | These vehicle passes will be available for collection from the CDM briefing point as people arrive on site for build-up / breakdown   |
| <b>Exhibitor Car Park Pass</b>  | No such passes are required for Plantworx 2023.<br>Exhibitors' Staff Badges will be colour coded according to Zones and these will act as car park passes on event days. | Registration for Exhibitors' Staff Badges is to be done in advance of the event through the web-app – details are available at Sections 5.2 and 6.3 in Part 1 of this Manual. |
| <b>Replenishment Pass</b>   | For vehicular access to replenish the stand on event days.   | See Section 5.3 in Part 1 of this Manual.<br>To be collected from the Organisers' Office prior to the event.  |

**SPARE**

SPARE

## PRIMARY ENGINEER AND STUDENT TRAIL

### INSPIRING OUR FUTURE ENGINEERS TODAY!

The CEA and PLANTWORX have teamed up with educational organisation Primary Engineer to work with primary and secondary schools in the Peterborough area on an exciting STEM (science, technology, engineering and maths) vehicle engineering project.

### PLANTWORX EXHIBITORS - GET INVOLVED

PLANTWORX and CEA are seeking sponsorship from Exhibitors and CEA member companies who want to join this initiative.

- **Primary Sponsor:** Exhibitors can fund Primary school teacher training and the project delivery. Cost of £500.00
- **Secondary Sponsor:** Exhibitors can fund Secondary school teacher training and project delivery. Cost of £750.00

**All Primary Engineer Exhibitors will be part of the Student Trail at PLANTWORX**



On day three of PLANTWORX we are actively inviting the future generations to come along and take a good look at our industry.

We are looking for 20 or more Exhibitors to actively join in the PLANTWORX Student Trail.

The Student Trail and participating Exhibitors will get maximum pre-show publicity for actively taking part in the campaign to attract future employees into the sector.

The aim is to find Exhibitors who are keen to position their companies as leading Jobs Ambassadors for the Industry, Potential Employers and Skills Leaders.

Exhibitors interested in taking part, please get in touch to discuss how you can get involved. Talk to Louise Carney 0208 661 0511 or send in an email: [louise.carney@plantworx.co.uk](mailto:louise.carney@plantworx.co.uk)

**Submit this form to express an interest. Please return by Friday 14th April 2023.**

**EXHIBITOR NAME:** ..... **STAND NUMBER:** .....

**REPRESENTATIVE NAME:** ..... **POSITION / JOB TITLE:** .....

**TEL / MOBILE:** ..... **EMAIL:** .....

## PUBLIC LIABILITY INSURANCE

All Exhibitors must have public liability insurance for no less than £5m and provide a copy of a validated public liability insurance certificate with relevant cover details – insurer and value. Exhibitors are also responsible for insuring against any legal liability incurred in respect of injury or damage to property belonging to third parties. In addition, Exhibitors should protect their expenditure against Abandonment and Cancellation or curtailment of the Event due to reasons beyond the control of the Organisers.

### TERMS AND CONDITIONS - SECTION 1.13 INSURANCE LIABILITY - RESPONSIBILITIES

Every participating Exhibitor(s) accepts liability for all acts or omissions of himself, his servants, contractors, agents and visitors and undertakes to indemnify the Organisers and keep them indemnified against all liability in respect thereof and against all actions, suits, proceedings, claims, demands, costs and expenses whatsoever which may be taken or made against the Organisers and including any legal costs and expenses and any compensation costs disbursements paid by the Organisers on advice of Counsel to compromise or settle any such claims.

Notwithstanding the indemnity hereby given, the participating exhibitor undertakes to arrange the appropriate insurance with a level and extent of cover that shall be approved by the Organisers (including without limitation, normal product and public liability and employee liability insurance) and shall on demand produce to the Organisers a copy of the policy and evidence that it is in force and the insurers are not entitled to exercise subrogation rights against the Organisers.

It is the participating Exhibitor's responsibility to effect insurance on his own exhibits and property.

Loss, damage, injury or death: The Organisers do not accept any responsibility from any cause whatsoever for damage to stands or loss of any property or vehicles on any stand or anywhere else in the Exhibition or in the course of its delivery or removal, or injury or death to any individuals howsoever caused.

Please complete the following information and upload a copy of your company's public liability insurance certificate with this form by **Friday 14th April 2023**.

**EXHIBITOR NAME:** ..... **STAND NUMBER:** .....

**REPRESENTATIVE NAME:** ..... **POSITION / JOB TITLE:** .....

**TEL / MOBILE:** ..... **EMAIL:** .....

**SIGNATURE** ..... **INSURANCE COMPANY** .....





# PLANTWORX

13th-15th JUNE **2023**

YOUR CONSTRUCTION SHOW

**PLANTWORX 2023** Venue  
East of England Arena & Events Centre  
Peterborough  
PE2 6SH

**PLANTWORX**  
Construction Equipment Events Ltd  
Unit 19, Omega Business Village  
Thurston Road Northallerton  
North Yorkshire DL6 2NJ

Tel 020 8253 4517  
Email [info@plantworx.co.uk](mailto:info@plantworx.co.uk)  
[www.plantworx.co.uk](http://www.plantworx.co.uk)



**CEA**  
Construction Equipment Association