



HARROGATE CHRISTMAS & GIFT FAIR

SUNDAY 10TH TO WEDNESDAY 13TH JANUARY 2027

EXHIBITOR INFORMATION

HARROGATE CHRISTMAS & GIFT FAIR 2027

ORGANISERS

HITF LTD

ALPHA HOUSE
9 TIPTON STREET
SEDGLEY
DUDLEY
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WEBSITE: <https://www.harrogatefair.com/>

VAT REGISTRATION NO: GB 243 3489 59

ALL PRICES SUBJECT TO VAT

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DATES & OPENING TIMES 2027

Sunday 10 th January	09.00 - 18.00 hrs
Monday 11 th January	09.00 - 18.00 hrs
Tuesday 12 th January	09.00 - 18.00 hrs
Wednesday 13 th January	09.00 - 16.00 hrs

CHILDREN ADMITTED AT THEIR OWN RISK AND MUST BE SUPERVISED AT ALL TIMES

This year all the information for our 2027 show is detailed in this Exhibitors Information and Order manual.

As an exhibitor you are responsible and required to share all relevant information contained within this manual with any contractor under your own stand build contract of employment.

It is produced to assist exhibitors in planning and ordering the facilities and services they require by keeping all the information and copies of orders together.

DELIVERY & VENUE ADDRESSES

CHRISTMAS & GIFT

VENUE ADDRESS

Harrogate Convention Centre
Kings Road
Harrogate
North Yorkshire
HG1 5LA

DELIVERY ADDRESS

Stand _____ Hall _____
Contact Name _____
Company Name _____
Harrogate Christmas & Gift Fair 2027
Harrogate Convention Centre
Kings Road
Harrogate
North Yorkshire
HG1 5LA

N.B. This is not a product delivery address.

N.B. There will have to be someone on your stand to accept delivery.

Delivery can be received from Monday 4th January 2027 9am – 5pm arrange through:

Mark Haynes +44 7540 236601, crusade.eventtraffic@gmail.com

or

Simon Anslow +44 7798 737077, simon@harrogatefair.com

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INTRODUCTION

We hope you will find the manual easy to use. Please read it thoroughly as we have tried to include all relevant information. However, if you have any further queries, please do not hesitate to contact us.

Please ensure that you put the correct stand number on your order forms. It is your responsibility to advise the contractors of any changes.

We trust that you will have a successful show.

GENERAL INFORMATION

This document contains all the rules and regulations for the Harrogate Christmas & Gift Fair 2027 and it is very important that you read and abide by all the rules stated in this document.

Halls in use for the 2027 Fair: A, B, C, D, G, H, M, Q and Queen's Suite.

The Entrance and Registration points for 2027 will be:

Harrogate Convention Centre on Kings Road, Entrance 1

Hall Q on Kings Road at Hall Q, Entrance 2

Hall M on Ripon Road, Entrance 4

Hall A on Ripon Road, Entrance 5

The Fair ORGANISERS OFFICE will be in Hall A

ADMISSION & BADGES

Build-up and Break-down days: NO badges are required for contractors or staff on site during the build-up days. Contractors will be required to be identifiable (Corporate uniform is acceptable) to Security staff on each entrance and should make themselves known to said staff upon entry. It is the responsibility of exhibitors to maintain a list of contractors who will be working on site [* N.B. We highly recommend that all contractors carry badges with their registered name and company name on them. *]

NB- All personnel are required to wear high visibility clothing and appropriate footwear during event build up and breakdown periods.

For security reasons, only persons wearing an officially issued badge will be admitted to the show venues. All exhibitors and their personnel must EACH be in possession of a badge before the opening of their stand and must wear the same throughout the period of the show. Badges, printed with your company name, which must be ordered IN ADVANCE, will be delivered to your stand on the last day of build-up.

Please complete ORDER FORM D and return it to TouchFinder, no later than 5th January 2027.

To avoid exhibitors ordering an excessively large number of badges, we would explain their purpose: Whilst every member of your staff must wear exhibitors' (red) badges, these are NOT intended for distribution to buyers. Buyers are issued with blue badges free of charge at reception points, whilst members of the press will wear green badges; this helps you to identify their status. Entrance to the Exhibition is free of charge.

We try to keep out all but genuine trade visitors and would especially ask that your staff should NOT give or lend red badges to anyone other than those working on your stand. This enables us to assess more accurately the number of buyers for your information.

Badge Demarcation

EXHIBITORS' (RED) badges. Every member of your staff must wear one and these are NOT intended for distribution to buyers.

BUYERS are issued with BLUE badges free of charge at reception points,

PRESS will wear GREEN badges.

VISITOR will wear LIGHT BLUE badges.

PR / MARKETING will wear PURPLE badges.

MANUFACTURER will wear ORANGE badges.

Entrance to the Exhibition is free of charge to TRADE-ONLY visitors.

We will attempt to keep out all but genuine trade visitors and will ask for new registrations to verify their status when registering at the door. We would especially ask that exhibitors should NOT give or lend red badges to anyone other than those working on your stand. This enables us to assess more accurately the number and type of visitor entering the show.

FAIR WEBSITE, DIGITAL SHOW GUIDE AND POCKET PLANNER

Make your show profile really work by using our FREE and cost-effective Marketing Opportunities on five multimedia platforms using FORM A.

The Fair DIGITAL SHOW GUIDE will be produced as an online publication provided by TouchFinder with a link to the it on the Website home page and on the cover of the pocket planner.

TouchFinder provides our Multimedia services throughout the year and during the Fair and can be contacted on 020 8770 3700 or info@touchfinder.co.uk.

Your basic entitlement is one 50-word free entry, and 5 free listings under either your preferred product categories or trade brands on Form A. Only one company name can be entered on each form.

Please complete ORDER FORM A ONLINE BY NO LATER THAN THE below deadline which is dependent upon the type of feature required as follows:

Removal of 2026 Enhancements, if Form A is not Submitted:	02/11/2026
Pocket Planner Sponsorship and Advertising	24/11/2026
Digital Show Guide Entry and Features	01/12/2026
Website Entries and Features	29/12/2026

Any submissions after the cut off dates above risks your entry consisting of only your company name and stand number.

BOMB THREAT PROCEDURE

If you find an unattended package/ bag etc.:

- Do not touch it, inform Harrogate Convention Centre Management and Harrogate Christmas & Gift Fair Organisers
- Do not activate fire alarms
- If the threat is made by telephone the same procedure is to be followed

FIRE EVACUATION PROCEDURE

If you discover a fire or suspect there is a fire, for whatever reason (i.e. you see smoke):

- RAISE THE ALARM - operate the nearest glass fronted fire alarm call point (located near fire exits, main doors, link ways etc.) - this will sound the alarms and result in attendance by the Fire Brigade
- You must inform a member of Convention Centre staff of the area the fire is in
- The sounding of loud alarms/sirens indicates a fire alarm. In The Royal Hall there is a taped voice message to advise of the evacuation
- Only if you have been trained to do so are you to attack the fire with the equipment provided – and only if there is no immediate danger to yourself
- Be aware of the type of fire you are fighting, i.e. electrical fires must only be fought with green/black/blue extinguishers, or those displaying the appropriate markings

EVACUATION

If you should hear the alarm:

- Evacuate immediately by the nearest exit and make your way to the appropriate assembly point
- Exhibitors are advised not to try to remove their goods from the halls or indeed remain with them because they may have significant value
- You will be informed of the situation at your assembly point
- Permission to re-enter the halls may only be given by the Fire Officer in charge

Assembly Points

- Your event assembly point will be advised by way of signage and by following all verbal instructions from venue staff
- There will be more than one assembly point at the event
- Also be aware that the location of the point may change across the course of the event
- A Plan of the evacuation points is available on the [Fair Website](#).

FIRST AID

The First Aid room is located next to the Organiser's office at the front of Hall A.

Anyone seeking assistance can speak to any of the organiser team located at Registration desks and badge scanning staff located at each entrance point. The onsite First Aider will then be summoned to help.

There is a pharmacy in King's Road opposite Harrogate Convention Centre and Harrogate Pharmacy is located on Bower Street. Larger retail shops with pharmacies are available in the town centre.

HCC Site Rules

- Contractors must sign in at Security or Reception before accessing the site.
- All staff; contractors and drivers must follow instructions given by the traffic marshalling & security personnel.
- The maximum speed limit is 10mph on the service road and 5mph within the halls.
- Be aware of pedestrians, fork lift trucks and other moving vehicles at all times.
- Vehicles should follow the one-way system, unless instructed by the traffic marshalling & security personnel and all reversing vehicles must be guided by a banksman.
- No parking is allowed on paths, pedestrian walkways, yellow lined or hatched areas or in front of fire exit doors.
- Fork lift trucks must only be operated by personnel who have received appropriate training and are licenced.
- Pedestrians are required to keep to the marked walkways and crossing points on the service road.
- Use of hand-held mobile phones whilst driving any vehicle is strictly forbidden.
- All personnel are required to wear high visibility clothing and appropriate footwear during event build up and breakdown periods.
- High visibility clothing is required at all times on the service road.
- Aisles, gangways, fire exit routes and doorways must be kept free from obstruction at all times.
- Smoking, including e-cigarettes, is only permitted in the designated smoking areas adjacent to cigarette bins.
- CCTV is in operation in this area.

Deliveries, please telephone 01423 500 500 or the Service Access gatehouse on 07866 382761 for assistance.

OFFICIAL CONTRACTORS

ACCOMMODATION BOOKING

MICE Concierge
Unit 20, The Glover Centre
23 - 25 Bury Mead Road
Hitchin
Hertfordshire
SG5 1RP

Tel: 01438 908777

hello@miceconciierge.com

www.miceconciierge.com/

AUDIO-VISUAL HIRE

Harrogate Convention Centre
Kings Road
Harrogate
North Yorkshire
HG1 5LA

Joshua Hague

Tel: 01423 537209

joshua.hague@harrogateconventioncentre.co.uk

www.harrogateconventioncentre.co.uk

DIGITAL SHOW GUIDE PUBLISHERS, WEBSITE & REGISTRATION SERVICES

TouchFinder
10 Burnell Road
Sutton
Surrey
SM1 4EE

Hanan Samara

Tel: 0208 770 3700

info@touchfinder.co.uk

www.touchfinder.co.uk/

SECURITY/TRAFFIC CONTROL / FORK LIFTING

Crusade Exhibition Services Ltd.
10 Chelmsford Road
Harrogate
North Yorkshire
HG1 5NA

Mark Haynes

Mob: 07540 236601

crusade.eventtraffic@gmail.com

crusadeeventtraffic.co.uk

CONTRACTOR FOR ALL HALLS

Full Circle Events & Exhibitions Ltd.
Engels House
Victoria Mills
Weaste Trading Estate
Liverpool Street
Salford
M5 5HD

Tel: 0161 393 3949

exhibit@fullcircleeventsltd.co.uk

www.fullcircleeventsltd.co.uk

STAND PERSONNEL

Crusade Exhibition Services Ltd.
10 Chelmsford Road
Harrogate
North Yorkshire
HG1 5NA

Mark Haynes

Mob: 07540 236601

crusade.eventtraffic@gmail.com

crusadeeventtraffic.co.uk

FURNITURE

Dzine House
Severn Road
Stourport-on-Severn
Worcestershire
DY13 9EZ

Kimberley Turvey
Tel: 01299 824 100
info@dzinefurniture.com
dzinefurniture.com
Catalogue: dzinefurniture.com/browse-catalogue

SHIPPING/ FREIGHT FORWARDER AGENT

SB Global Logistics Ltd.
The Annex @ The Cottage
Hazel Grove
Hindhead
Surrey
GU26 6BJ

Scott Brown
Tel: 01922 744687
Mobile: 0777 934 9917
scott@sblogistics.co.uk
www.sblogistics.co.uk

TRANSPORT

Crusade Exhibition Services Ltd.
10 Chelmsford Road
Harrogate
North Yorkshire
HG1 5NA

Mark Haynes
Mob: 07540 236601
crusade.eventtraffic@gmail.com
crusadeeventtraffic.co.uk

TELEPHONES & IT SERVICES

HCC IT Services
Harrogate Convention Centre
Kings Road
Harrogate
North Yorkshire
HG1 5LA

Tel: 01423 500 500
exhibitionservices@harrogateconventioncentre.co.uk
www.harrogateconventioncentre.co.uk

CATERING

Matcham's
Harrogate Convention Centre
Kings Road
Harrogate
North Yorkshire
HG1 5LA

Laura Warren
Tel: 01423 537325
amirajade.Thomas3@harrogateconventioncentre.co.uk
www.harrogateconventioncentre.co.uk/organisers/hospitality

VENUE TECHNICAL & RIGGING

Technical Supervisor
Harrogate Convention Centre
King's Road
Harrogate
HG1 5LA

Joshua Hague
Tel: 01423 5372097
Mobile: 0752 5988372
HCCRiggingOrders@harrogateconventioncentre.co.uk
www.harrogateconventioncentre.co.uk

STANDS

DETAILS BY VENUE

Please note that certain venues have height restrictions and we therefore recommend a site survey during design, as the organisers cannot be held responsible for any errors.

SHELL SCHEMES (Pre-Build Booths)

CLICK Modular Shell Scheme

Unless stated otherwise 'Click' modular shell scheme with white melamine panels 2.5m high and 1m wide.

Refer to Full Circle Events & Exhibitions Ltd for further information on the shell scheme system options including graphics production, as shown on the attached form.

[Click here for more information and sizes of the per-built CLICK shell scheme stands](#), or visit the [Full Circle Portal](#) to download them.

Under no circumstances will unauthorised signs/graphics be permitted on the OUTSIDE of shell stands.

Fixings onto the shell panels must only be done using low tack self-adhesive tape or hook n' loop tape. No permanent fixings are allowed into the panels and any damage found will need to be reimbursed by the exhibitor.

Under no circumstances will unauthorised signs be permitted on the OUTSIDE of stands.

Traditional Wooden Shell

Panels are 1.22m wide and 2.75m high. Please note that all stands will be painted white, you can paint a different colour of your choice either by yourself, cheapest option or a contractor to paint for you.

If painting a different colour, it must be re-painted white at the end of the show. Companies can fix to these panels using Nails, Pins & screws but **must not** use contact adhesive.

Please visit the [Full Circle portal](#) to order.

Flooring – Exhibitors wishing to lay wooden or laminate flooring must lay floor flats if fitting over carpet. Alternatively, carpet can be omitted from your stand by calling Full Circle Events & Exhibitions Ltd. Foam underlay can be used if there is no carpet on the stand.

GENEREAL

STAND CONTRACTOR

For stand construction our official contractor for 2027 is:

Full Circle Events & Exhibitions Ltd.
Engels House
Victoria Mills
Weaste Trading Estate
Liverpool Street
Salford
M5 5HD

Tel: 0161 393 3949

exhibitors@exhibitconnect.co.uk

www.fullcircleeventsltd.co.uk

Please use ENQUIRY FORM E and return promptly to Full Circle Events & Exhibitions Ltd.

Please note that the stand and electrical contractor's office during the build up to the Fair is situated at the entrance to Hall A.

SITE ONLY EXHIBITORS

You may select a contractor of your choice to erect your stand but it is essential that the contractor employed is fully conversant and complies fully with, the Local Authority, Harrogate Convention Centre and the Fair regulations governing the construction of exhibition stands. It is recommended that you employ only members of the British Exhibition Contractors Association (BECA). Please ensure that the contractor ultimately appointed to design and erect your stand complies (and that your contract with him includes his compliance) with the Exhibition Rules and Regulations and the HIC Rules and Regulations. Details of your contractor should be passed to the Organisers.

If you are briefing a number of contractors to obtain competitive tenders, please make sure that they are aware of the stand regulations FOR THIS EXHIBITION. Other exhibitions have different regulations so **DON'T ASSUME THE CONTRACTORS KNOW THEM.**

RISK ASSESSMENT

RISK ASSESSMENTS & METHOD STATEMENTS

The Organisers must be sent Risk Assessments and Method Statements from any external contractors used to construct self-build stands. See samples and blank forms overleaf.

METHOD STATEMENT SAMPLE

Company Name	Beca Displays		
Exhibition	Harrogate Christmas & Gift	Stand No/Name	A13/Blogg
Build-up	06 – 8 May 2021	Hall/Venue	Hall A/Harrogate
Pull-out	12 – 13 May 2021	Plans Sent	1 April 2021

I. Site Personnel

Manager/Supervisor Name: Miss. B. Caddis

Mobile: 07958 123 456

Experience/Qualifications: For example, previous shows covered, how long have you been the supervisor?

No. of staff on site: Include any sub-contracting firm, number of staff during build-up and pull-out periods.

Health & Safety – who is responsible? Supervisor

Will there be any First Aiders amongst you? Name them.

II. Stand Build Procedure

Please give a brief outline of your stand – i.e. dimensions, location, any unusual stand features, stages of construction, etc.:

List products, any unusual exhibits, floral displays, etc, which will be used for your stand.

III. Stand Demolition Procedure

Please outline how your stand will be dismantled:

List the stages of demolition.

IV. Materials/Equipment

Please indicate what materials/equipment will be used:

For example, scaffolding, genie lift, stacks, welding, etc.

PLEASE SEE END OF MANUAL FOR METHOD STATEMENT FORM M1 USING THIS **SAMPLE FORM** AS A GUIDE.

RISK ASSESSMENT SAMPLE

Assessment undertaken by: Miss B. Have

Date: 1 April 2021

Job Title: Supervisor

Show / Stand No: Harrogate Christmas & Gift 2021 / A32

Company Profile: We have been established since 1984 and have carried out work at major UK shows.

Additional Information: Indicate if you have worked at this show before. YES **Beca Member?** YES

Hazard	Who is affected?	Level of risk	Precautions/Action	Further Action
<p>List hazards that you will expect to encounter on site. Use the following examples as a guide:</p> <ul style="list-style-type: none"> • Working at height/stand profile • Fire • Chemicals • Waste/rubbish/debris • Ladders-slipping/tripping • Vehicles-internal/external • Machinery • Electricity • Fume • Noise • Welding/cutting • Manual handling 	<p>List groups of people who could be harmed and how.</p> <p>For example:</p> <ul style="list-style-type: none"> • Employees – own staff • Organisers staff • Other contractors • Exhibitors • Visitors/clients 	<p>Indicate the level of risk, to who/what:</p> <p>HIGH</p> <p>MEDIUM</p> <p>LOW</p>	<p>After evaluating the risks, now indicate what precautions/actions you have already taken or intend to carry out.</p> <p>For example:</p> <p>Are all employees on site adequately trained or informed?</p> <p>Erect warning signs where there is overhead work being carried out</p> <p>Ensure waste is removed promptly</p> <p>Ensure machinery, ladders, etc., are tested before bringing onto site.</p> <p>Do the precautions:</p> <p>Adhere to rules/organisers manual?</p> <p>Have local authority approval if necessary?</p> <ul style="list-style-type: none"> • Comply with industry standards? 	<p>Can any of the risks be further reduced?</p> <p>If applicable, list what further precautions/actions you can take:</p>
Use of staca truck to raise floor	Employees	MEDIUM	Use of organisers lifting contractor	Talk to organiser re. Roping off area
	Sub-contractor - lifting	MEDIUM	Clear area	
			Use of hard hats	
			Erect warning signs	
			Liaise with H&S officer on site	

LEVELS OF RISK

HIGH – Could kill/very dangerous Needs constant monitoring
MEDIUM – Dangerous Monitor every 2 hours
LOW – No significant danger Monitor every 4 hours

PLEASE SEE END OF MANUAL FOR RISK ASSESSMENT FORM M2 USING THIS **SAMPLE FORM** AS A GUIDE.

SUBMISSION OF PLANS

SUBMISSION OF PLANS TO ORGANISERS

If you are using your own stand contractor, the Organisers need to be sent two copies of the internal and external stand layout prior to the show. One set of plans will be sent to the Fire Officer via the venue and the other retained by the Organisers. Plans must show the dimensions and positions of walling, major features, major exhibits and demonstration areas. We also require copies of every floor and elevation showing all dimensions, travel distances, material details, width and position of gangways, width and position of escape routes plus dimensions of any staircases.

The shell scheme contractor would be pleased to quote for interior work.

Please use ORDER FORM E and return to Full Circle Events & Exhibitions Ltd.

Exhibitors must ensure that plans of any suggested variations in any part of your stand are submitted to the organisers. It will usually save misunderstandings and be to our mutual advantage if you consult Full Circle Events & Exhibitions Ltd, so that they can judge the practicability of any proposals before they are submitted to us.

All such plans and proposals must reach this office not later than 27th November 2026.

IF YOU EMPLOY STAND FITTERS, PLEASE MAKE SURE THEY ARE AWARE OF THESE RULES – AND ABIDE BY THEM! EXTRA COPIES OF THE MANUAL CAN BE PRINTED FROM OUR WEBSITE: <https://www.harrogatefair.com/manual>

OPEN STANDS

It is general for 'Open Stands' to be used in venues where this is possible. Certainly, this makes the Fair much more visually attractive, especially if exhibitors plan their stands to comply with the requests set out below, so that there is a tidy and uniform appearance and the absolute minimum of blank walls facing on to corridors. If you want to open up your frontage to the best possible advantage, please consult Full Circle Events & Exhibitions Ltd., and do so EARLY.

STAND SIZES AND PRESERVATION OF CORRIDORS

Please note that under no circumstances must your stand or any part of it extend beyond the precise area allocated to you. Your contractors should be advised accordingly. If any part of your stand and/or products protrudes into the adjacent gangway you will be immediately requested to remove such protrusion.

The measurements relate to the building wall and there may be obstructions reducing the measurement in various places. Exhibitors should check with Full Circle Events & Exhibitions Ltd. who will provide details, to the best of their knowledge; if there is any doubt your contractor should arrange a site visit. The organisers or their contractors will accept no responsibility for wrong measurements. It should also be noted that all measurements are from centre of walls to centre and therefore allowance should be made within your stand design.

COMPANIES HAVING DISPLAY AREAS TO THE FRONT, SIDE OR REAR OF THEIR STANDS MUST HAVE A CLEAR 1 (ONE) METRE GAP BETWEEN THEIR DISPLAY AND THE EDGE OF THEIR STAND AREA. THIS IS TO PREVENT THE GANGWAYS BEING OBSTRUCTED.

AVOIDANCE OF BLANK WALLS

Long stretches of blank walls facing on corridors give a closed-in effect and buyers tend to avoid such areas. Therefore, no run of more than 3 metres of unbroken wall is permitted. Breaks can be achieved by using clear window panels, openings, false windows containing product etc.

Shelves of product can be used to cover the outside of the stand, provided they do not protrude beyond your stand area. Where your stand faces another exhibiting company the use of graphics and/or display boxes alone is no longer permitted due to complaints from other companies. Similarly, if windows are used, they must be open or constructed of clear material, so that it is possible to see into the stand, and must not be curtained over.

COMPLEX STRUCTURES

Complex Structures require approval according to the Local Authority safety requirements. These include:

- Stands over 4m in height
- Double-Decker stands/Stand incorporating a Staircase
- Any stand with a platform, over 600mm above floor level, to which persons have access

If your stand falls into these parameters it is classed as a complex structure and you are advised to contact the following independent engineering company, who will deal with the Local Authority on your behalf:

Hill-Cannon Civil & Structural Engineers
Royal Chambers
Station Parade
Harrogate
HG1 1EP

Contact: John Garwood
Tel: 01423 562571
Fax: 01423 530018
e-mail: hillcannon@btconnect.com
web: www.hillcannon.com

N.B. All complex structures need plans approved by an independent engineer who must provide a report, copied to the organisers, to say that the stand is safe. *The inspection report should be shown, if requested, to the Health and Safety Officer on-site. *Proof that this independent engineer has approved the stand design should be sent to the organisers by 4th November, to enable them to send copies to the Venue. The same engineer needs to do an on-site inspection of the stand once it is built.

EARLY ACCESS

Stands greater than 100m² (square meters), call Simon Anslow direct on 01902 882280 to arrange early access. If you wish to work beyond 6:00pm, this can be arranged at a cost of £100.00 per hour with the organisers. If two exhibitors in the same hall work late it will be £50.00 per hour each. Pay by Credit / Debit card each day.

Access is not available beyond 8:00pm.

Stands greater than 250m² (square meters) can start from Wednesday 16th to Thursday 17th December and then restart on the 2nd January, but must discuss withy Simon Anslow first.
Simon Anslow: 01902 882280, 07798 737077, simon@harrogatefair.com.

ELECTRICAL CONTRACTORS

EXHIBITION HALLS A, B, C, D, G, H, M, Q and Queens Suite

HARROGATE CHRISTMAS & GIFT

We have appointed Full Circle Events & Exhibitions Ltd as our official electrical contractor and they are responsible for carrying out all the electrical installations on site. All Electrical work must comply with the current Electrical Industry Association (EIA) / Exhibition Venue Association (EVA) Electrical Regulations which form part of the EIA E/Guide.

Cables & Wiring

- All wiring must be carried out in 3 Core Live, Neutral and Earth cable, not less than 1.5mm².
- The maximum length of the flexible cord on an appliance or 4-way trailing lead is 2m.
- Multi-way plug-in type and bayonet adaptors are not permitted.
- No daisy chaining of extension leads permitted.
- Plug tops must comply with British Standard BS1363 and be suitably fused.
- Not more than one flexible cord shall be connected to one plug top.

4way trailing leads

- Only one 4-way unit can be used per socket and is subject to a maximum loading of 500w.

Clients Own Lights

- Please ensure that your lights are tested prior to bring them to site, together with documentary proof as spot checks may be carried out on site.
- Spare lamps should be supplied, as maintenance is not included with client's own lights.
- Lighting connections must not exceed 1000w.
- Lamps and appliances with high surface temperatures should be guarded and used away from combustible materials.
- See separate section regarding 'Choosing the Right Sockets for Your Own Light'.

Low Voltage Lighting

- Transformers must be fused on both the primary and secondary sides.

- Consideration should be given to the positioning of your transformers, to avoid volt drop and they must be well ventilated and easily accessible.

Sockets

- Socket used for client's own lights must not exceed 1000w.
- Ensure that you order the correct socket by checking the reference tag fitted to all appliances. Specifying incorrect sockets will result in additional costs and delays on site.
- All sockets are single conventional British metal clad square 3 pin outlets.
- See separate section regarding 'Choosing the Right Socket Outlet'.

Mains Boards

- Each stand will have its own 30ma RCD consumer unit or distribution board, which must be always easily and readily accessible in the event of an emergency.
- We will position the consumer unit on the back of the shell scheme fascia board unless otherwise instructed.
- Space only sites must indicate where they would like their distribution board installed.

24 Hour Power

- If power is required overnight for a fridge / chiller then 24-hour power must be requested at the time of the order being placed.

Plans

- Please submit a plan outlining both the height and position of the fittings ordered, together with the desired position of the mains board.
- Failure to submit a plan will result in the fittings being placed at our discretion; site alterations will result in a surcharge and possible delays.
- All fittings are on hire & the full cost of the installation, including VAT, is required with order.

Choosing the Right Socket Outlet

When ordering socket outlets, it should be noted that all appliances have varying power requirements. Therefore, we recommend that you check the reference tag, fitted to each appliance by law, to assess its power requirements and enable you to order the correct socket. Failure to do so can lead to blowing the fuse not only on your stand, but also on the block mains, leaving you and your neighbouring exhibitors without lights or power. This may result in additional charges and delays on site. Current venue regulations state that sockets, which are to be used for lighting, must not exceed 1000w.

The use of 4-way units is permitted, provided that only one 4-way unit is used per socket and is subject to a maximum loading of 500w. Linking one 4-way unit to another ('Daisy chaining') is strictly prohibited under EIA/EVA electrical regulations.

If you have any queries, then please do not hesitate to discuss your requirements with Full Circle Events & Exhibitions Ltd., who will be happy to help. Listed below are examples of the socket ratings required for regularly used appliances.

500w Socket Outlet

- Mobile phone charger
- Personal computer
- Television – (not plasma screens)
- Stereo hi-fi
- DVD & Video recorders
- Oscillating fan

- 3000w Socket Outlet** – not permitted for lighting purposes
- Standard kettle
 - Commercial coffee machine
 - Water boiler
 - Clothes steamer

1000w Socket Outlet

- Plasma screens
- Small domestic coffee machine
- Vacuum cleaner
- Microwave

500w 24-hour Socket Outlet

- Fridge
- Chiller

2000w Socket Outlet – not permitted for lighting purposes

- Domestic coffee machine
- Small kettle
- Steam iron

Choosing the Right Sockets or Connections for Your Own Light Fittings

You can use your own light fittings systems on your stands. However, it is your responsibility to ensure that the system, or any pre-fabricated wiring, complies with the EVA regulations and has been inspected and tested by a competent electrician prior to use. It should be noted that all connections to your own fittings must be carried out by Full Circle Events & Exhibitions Ltd. You should also carry a quantity of spare lamps, as maintenance to your own light fittings is **NOT** included in any socket or connection costs. Current venue regulations state that connections must not exceed 1000w.

All your own light fittings must have a short tail (1.5mm² cable or flex), together with a UK Plug Top. Failure to comply with these requirements will result in additional charges on site.

Before ordering the socket or connection for you own lights, please consider the following, to ensure that you order the correct supply:

- When using lights on a track, add the total wattage of all the lamps together to give you the correct rated socket or connection.
- Individual light fittings can be pre-wired together prior to arriving at the exhibition hall, provided that a qualified electrician carries it out. However, you should give careful consideration as to how you fix your fittings to your stand once they have been pre-wired. Again, add the total wattage of all the lamps together to give you the correct rated socket. Each connector block must have its own insulated enclosure box.
- If your light fittings cannot be pre-wired you will need to order an individual socket or connection for each fitting.

Official Tenancy and Hours When the Stands Will Have Power

Due to the complex nature of the exhibition halls mains system the following times will be the official times that the stands will have power. It should be noted that the power will NOT be switched on any earlier than the published times.

Some stands may be switched on later than the published times, depending upon their individual building progress.

Day	Show Status	Switch On	Switch Off
Monday 4 th January 2027 *	Build Up	8.00am	6.00pm
Tuesday 5 th January 2027 *	Build Up	8.00am	6.00pm
Wednesday 6 th January 2027 *	Build Up	8.00am	6.00pm
Thursday 7 th January 2027	Build Up	8.00am	6.00pm
Friday 8 th January 2027	Build Up	8.00am	6.00pm
Saturday 9 th January 2027	Build Up	8.00am	6.00pm
Sunday 10 th January 2027	Show Open	8.00am	6.30pm
Monday 11 th January 2027	Show Open	8.00am	6.30pm
Tuesday 12 th January 2027	Show Open	8.00am	6.30pm
Wednesday 13 th January 2027	Show Open	8.00am	4.15pm
Wednesday 13 th January 2027	Pull Out	4.15pm	midnight
Thursday 14 th January 2027	Pull Out	8.00am	8.00pm
Friday 15 th January 2027	Pull Out	8.00am	1.00pm

* Stands greater than 100m² (square meters), call Simon Anslow direct on 01902 882280 to arrange early access.

If you wish to work beyond 6.00pm, this can be arranged at a cost of **£100.00 per hour** with the organisers.

If two exhibitors in the same hall work late it will be £50.00 per hour each. Pay by Credit / Debit card each day.

Access is not available beyond 8.00pm.

Stands greater than 250m² (square meters) can start from Wednesday 16th to Thursday 17th December and then restart on the 3rd January, but must discuss with Simon Anslow first.

DIGITAL SHOW GUIDE, POCKET PLANNER AND WEBSITE ENTRIES – Form A - Compulsory

The show guide this year will again be in a digital format and will be available online. TouchFinder are again providing the Fair Website, Printed Pocket Planner and Digital Show Guide services so that you need only fill in one form for all three platforms using Form A in the Online Exhibitor Manual.

You are entitled to free 50-words editorial, 5 combined categories and/or brands and Social Media Links. **Please ensure your entry is completed in a timely manner. THE DEADLINES BELOW MUST BE ADHERED TO** as otherwise you risk your entry not being included:

Removal of 2026 Enhancements, if Form A is not Submitted:	02/11/2026
Pocket Planner Sponsorship and Advertising	24/11/2026
Digital Show Guide Entry and Features	01/12/2026
Website Entries and Features	29/12/2026

Marketing Opportunities: Pocket Planner, Digital Show Guide, Website and Registration Systems

Although you are allocated a free basic information page, which will appear on the Fair Website, Pocket Planner and in the Digital Show Guide, experience has shown that you will attract more attention if you provide visitors with detailed information about your organisation, especially when displayed in a pictorial format. The following are some of the promotional opportunities on offer:

Additional Categories and Brands: The more categories and brands you are listed under, the greater the chances of visitors viewing your entry.

Additional Words: A chance to expand on your free 50-words company editorial.

Logo: Essential visual impact by simply adding your logo. Multi-platform discounts are available. Logos booked for the Digital Show Guide and or Pocket Planner will also appear on the floor plans.

Banner Advertising: We have a limited number of banner advertisements available on a rotation basis on every page of the Fair Website. The earlier you book, the greater the exposure

Press Releases, Video Showcases and Featured Products. Press Releases can be displayed on your exhibitor page with links to further information. Videos can be showcased with links to the original media. Featured Products can be displayed with links to your website.

Category Sponsorship: Associate your company with a category of your choice when a visitor conducts a search on that category by having your name, logo / banner and stand number appear at the top of the list of found companies.

Pocket Planner Advertising: The Printed Pocket Planner, handed out to all visitors is probably the most referenced document at the show. It contains a plan of the whole show with full exhibitor and product list. There are 8 advertising panels available on a first come first served basis.

The Ultimate Package: For maximum exposure before, during and long after the show we have combined all the best features into one package:

- Your logo, Company Name and Stand Number on the front of the Pocket Planner.
- A Panel advert on the Pocket Planner.
- Your Banner on every page of the Fair Website and Registration systems.
- A Category Sponsorship of your choice.
- Your Logo to appear on all three media platforms.
- Extended 150-word Editorial.
- 4 Featured Products / Press Releases / Video Showcases.

Sample Web Site Entry

This showcases Social Media, Logo, Editorial and What's New Feature as well as additional Categories and Brands which gives visitors a greater chance to find your entry:

The screenshot shows the website for Harrogate Christmas & Gift, featuring the Terra Rossa exhibitor profile. The page includes a navigation menu with 'Visiting', 'Exhibiting', 'Media Centre', and 'Contact Us'. The exhibitor information for Terra Rossa is displayed, including their address (19 Burnell Road, Sutton, Surrey, SM1 4EE), contact details (Tel: 020 8661 9695, Fax: 020 8661 9295, Email: info@terra-rossa.com, Web: www.terra-rossa.com), and social media links. A 'Book your Stand' button is prominently featured. The 'What's New' section highlights their products, such as mouth-watering treats and Arabian hampers. A footer menu provides links for various site features like 'Home', 'Exhibitor Rates & Booking Form', 'Media Centre', 'Venue Location', and 'Organiser'.

Banners & Category Sponsorship

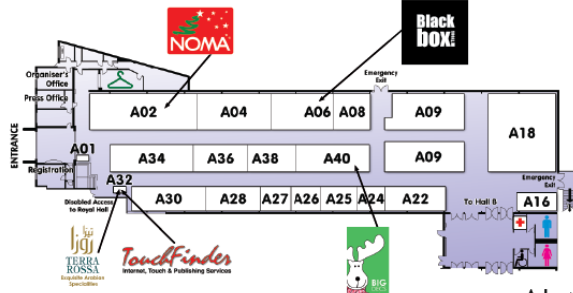
This showcases the Banner Advert and Category Sponsorship options:

The screenshot displays the Premier Decorations Limited exhibitor profile on the Harrogate Christmas & Gift website. The page features a banner for 'Premier Exhibiting in Hall H' and a navigation menu. The exhibitor information for Premier Decorations Limited is shown, including their address (Alphab House, 9 Tipton Street, Sedgley, Walsley, West Midlands, B72 1HE) and contact details (Tel: +44 (0)1922 882 280, Fax: +44 (0)1922 889 906). A 'Book your Stand' button is visible. The 'Exhibitor, Product & Brand Search 2014' section lists various exhibitors and their stand numbers, such as Artificial Images Ltd. (D06), Benross Marketing Ltd. (D01), and FDL Festive Decoration & Lighting Ltd. (B37). A 'Register to Visit' button is also present.

Sample Digital Show Guide Advertising

Here is an example of the floor plan section in the show guide. A logo here shows visitors where to find you.

HALL A		HALL A	
Artificial Images	A09, A22	Krebs Glas Lauscha GmbH	A08
Birchcraft	A24	Nativity Folk Design Ltd. - Big Decs	A40
Black Box Trees by Edelman B.V	A06	Noma Uses Ltd.	A02
Christmas in January	A01	Playwrite Group Plc	A25
Creative Collection Co	A27	Sincere UK Ltd.	A18
Fairfull Ltd.	A34	Storm International Imports	A16
Flame Homeware	A36	Terra Rossa	A32
The Giftware Trading Company	A28	The Original Winters Tale Ltd.	A30
Reinhold WHeim GmbH and Co KG	A04	TouchFinder	A32
T E P Wholesale	A38	Winter Flora Ltd.	A26



A logo reinforces your image and lets your entry stand out from the crowd.

Your exhibitor information page is where you can have a logo and/or a product photo.

EXHIBITOR INFORMATION	
<p>Timber Tailor K56, King's Suite</p> <p>180a Regents Park Road London W1B 5AL Tel: 020 349 1972 Email: carol@timbertailor.co.uk enquiries@timbertailor.co.uk</p> <p>Specialise in hand painted decorations and stockings. Exclusive stocked by select department stores and poshies. Traditional and fantasy themes. Santa's first Christmas.</p>	
<p>TouchFinder A32, Hall A</p> <p>10 Burnell Road Sutton Surrey SM1 4EE Tel: 020 8770 3700 Email: info@touchfinder.co.uk Web: www.touchfinder.co.uk</p> <p>TouchFinder has been providing innovative high-tech solutions for over twenty-five years. Our services include Touch Screen Locators, Web Site Design, Hosting & Database Programming, Catalogue Production, Exhibition Registration and much more. Talk to us at the registration desk in hall A.</p>	
<p>Triflora Decorations Ltd. M10, Hall M</p> <p>18th Fl Carnwell Road Barnby Doncaster Sheffield S40 2BT Tel: 0114 230 1170 Fax: 0114 231 0127 Email: info@triflora.co.uk Web: www.triflora.co.uk</p> <p>Introducing 10 linear frames giving one-catchin' display ideas. Extensive range of Christmas lighting packs for indoor and outdoor use. Distributors of Black Box wear and lighting.</p>	

A picture allows you to show off your products and services - worth a thousand words.

This section lists all exhibitors and clearly demonstrates how a company logo can re-enforce your identity at the show.

INDEX OF EXHIBITORS				
A	Acquire Products	Hall D	0200	04
	AKZ 118	Corse Hall	0174	04
	Amigo Paper Ltd	Hall A	A05, A22	04
	Ascalon Design Ltd	Hall M	M13	07
B	Bibiana Publishing	Hall D	020	07
	Black Box Trees	Hall A	A06	04
	Big Summer Supplies	Hall D	0200	07
	Black DOX!			
	Black Box Trees by Edelman BV	Hall A	A06	04
	Black Box Trees by Edelman BV	Hall D	020	04
	Black Box Trees	Hall D	020	04
	Black Box Trees	Hall D	020	04
	briteideas			
	Brite Ideas	Hall M	M04	04
C	Cherry Hill	King's Suite	K56	06
	Cherry Hill Products Ltd	Hall B	B09	06
	Cherry Hill	Hall B	B09	06
	Cherry Hill	Hall A	A21	01
	Cherry Hill	Hall D	020	01
	Cherry Hill	King's Suite	K57	01
	Cherry Hill	Hall A	A01	01
D	Deluxe UK Ltd	Hall G	G02	05
E	Eden Products Ltd	Hall B	B00	02
	Eco	Hall D	020	03
	European Stock Solutions Ltd	Corse Hall	C02	02
	European Trading Systems Ltd	Corse Hall	C04	03
F	Fair to Trade UK	Hall D	0200	04
	Fair to Trade UK	Hall A	A31	04
	F.I.D.L.			
	F.I.D.L. Health & Safety	Hall C	C07, C08	04
			02	

Visitors usually plan their day around the type of products they're interested in and the Product Locator section is the perfect place to do so.

PRODUCT LOCATOR	
Stationery Items	B26
Gift International Ltd	CA12
S & H Supplies	CA12
Woolley Distribution Ltd	CA08
Table Linen	M14, M16
Global Displays Ltd	G08
Home Creations Ltd	G23
Thames Products & Co Ltd	G08
Wilton & Co Ltd	G05
Travel and Luggage	A27
Creative Collections Co	A27
Fairtrade Productions Ltd	A18
Home Made Ltd	A02
Mr Christmas	A31
Nativity	A02
Touch Screen Information Systems	
TouchFinder	
Home, Town & Publishing Services	
TouchFinder	
Top (Gifts/Books)	B28
Cotton Tops	B28
Hedger Brothers A&Z	A25
Playwrite Group Plc	A25
Trade Publications	A01
Christmas in January	A32
TouchFinder	
Victories	G20
Bibiana Marketing	CA06
Farmers Ltd	G04
Valley	

Sponsoring a category puts your name and logo boldly at the head of your chosen classification ensuring that visitors see you first.

A = Hall A	B = Hall B	C = Hall C	M = Hall M
K5 = King's Suite	G = Hall G	CA = Corse Hall	

For more information on advertising please contact TouchFinder on 020 8770 3700 or info@touchfinder.co.uk

FAIR SPONSORSHIP OPPORTUNITIES

If you would like to sponsor any of the following opportunities, and get publicity for doing so, please contact the organisers on 01902 882 280.

- **Lanyards & visitor Badges**
- **Official visitor bags**
- **Entrance/Registration point sponsor**
- **Venue advertising around the complex, including internal and external graphics, floor tiles and staircase links.**
- **Catering & Seating areas**
- **The Social Evenings, including the Party Night.**
- **Pocket Planner Sponsorship. Display your logo on the front of every printed Pocket Planner given to every visitor to the show, with multiple promotions on all multimedia platforms.**

PRESS/PUBLICITY ARRANGEMENTS

The Press Officer will be on site and the press office open from 9am – 4pm Sunday 10th to Wednesday 13th January 2027. In order to obtain the best results from their visit it is essential that all possible information be given to them on arrival and for this reason the Press Office should be supplied with the following:

(1) Press handouts and photographs regarding items of newsworthy company achievements, including information regarding new product ideas. Where applicable, exhibitors' stand telephone numbers should be included.

(2) Details of company promotions at the Fair and visits of popular personalities

Actual press handouts, photographs and details of promotions, etc., should be brought to the Press Office, at the front of Hall A.

Important

Don't forget to tell your customers about the show and your location in it. If you would like copies of our current advertising to forward to your customers, please visit our website www.harrogatefair.com and click on the appropriate link from our homepage.

RESTRICTIONS

PUBLICITY MATERIAL IN HALLS

Exhibitors are reminded that neither they nor any other firms are permitted to leave or distribute leaflets, handouts or similar materials within the exhibition venues. Hotel managers have been advised of this ruling and their staff instructed accordingly. The organisers reserve the right to destroy any such materials found.

ADVERTISING OUTSIDE VENUES

No vehicles or other equipment bearing any form of publicity or identification may be sited in the vicinity of Fair venues during the period the Fair is open. Nor should personnel, costumed or otherwise, handout free gifts or leaflets except from their own stands.

Exhibitors wishing to use costumed personnel to advertise their stand must contact the Organisers in advance.

ANTI-COPYING IN DESIGN

INTELLECTUAL PROPERTY – EXHIBITION TIPS

Discovering a copy of one of your products at an Exhibition or Fair can be traumatic but it is important to remember that careful handling at this stage can lead to the swiftest and most satisfactory outcome. Tempting though it is to march straight onto the alleged infringer's stand demanding to know what's going on, DON'T DO IT – instead follow the ACID (Anti Copying In Design) guidelines summarised below:

BEFORE ATTENDING ANY EXHIBITION

1. EXHIBITORS SHOULD ENSURE THAT THEY HAVE DOCUMENTATION TO PROVE THAT THEY OWN THE COPYRIGHT/DESIGN RIGHT OR HAVE A LICENCE TO MARKET THE GOODS THAT APPEAR ON THEIR STANDS AT EXHIBITIONS. ENSURE THAT THIS INFORMATION IS EASILY ACCESSIBLE. IN ANY DISPUTE THE ONUS IS ON THE COMPLAINANT TO BE ABLE TO PROVIDE EVIDENCE OF OWNERSHIP, ORIGINALITY AND DATE OF CREATION

2. Important changes to the way designs are protected throughout Europe have been made to help improve the ease with which designers can protect and enforce the rights in their designs. The Community Design provides designers with the choice of both an Unregistered Community design (UCD) and a registered Community design right (RCD). One application for an RCD will provide effective protection for up to 25 years in every EU Member State. ACID's advice is to ensure that these registrations are in place before an exhibition. It is very difficult to take action at an exhibition or fair if there is no design audit trail or evidence to support UCD or a registration certificate available to support RCD. Applications can be made direct to email; information@aomi.eu.int (www.aomi.eu.int)

3. The benefits of the Registered Community Design include giving the exclusive right to use the design in commerce and to take legal action against infringers and to claim damages. It serves as a deterrent against infringement. It is a rapidly obtained right with few formalities. It is a right valid throughout the EU market and it is a protection that allows you to:

- a) Forbid unauthorized production of your design in all the EU countries.
- b) To stop imports into the EU at all possible entry points.

4. If you are a member of ACID always display your ACID EXHIBITION STAND SIGN – deterrence is a key weapon. Make sure any product literature bears the ACID logo and if you are planning to send original samples to a potential buyer, manufacturer or retailer, make sure you send them with a Licence Agreement and ACID Licence Tape.

If you are copied:

- STEP 1 If you think you have been copied – ensure you have the evidence to prove that you own the rights to the design.
- STEP 2 If possible; try to ask a colleague to obtain a sample/brochure or illustration of the product.
DO NOT MAKE ANY ALLEGATIONS OF COPYING.
- STEP 3 Inform the Exhibition Organisers and explain the problem. The Exhibition Organiser can act as an independent witness though it is important to remember this is their only role.
THEY ARE NOT RESPONSIBLE FOR THE FACT THAT THERE IS AN ALLEGED INFRINGEMENT.
- STEP 4 Approach the alleged infringer with an Exhibition Organiser’s representative and request a meeting. Don’t agree to any sort of settlement offer until you have spoken to a solicitor, preferably an intellectual property specialist. Simply listen and record what the other party has to say.
- STEP 5 If no settlement can be reached, arrange with your legal representative for a letter before action and a form of undertakings (or any alternative way of proceeding) to be prepared and sent to the alleged infringer.
- STEP 6 Your solicitor may then arrange service of any letter before action on the alleged infringer addressed to the alleged infringer and a copy posted to their premises. Alternatively, in urgent cases, it may be necessary to apply to the Court for an Order requiring the immediate removal of the infringing products.

ACID (Anti Copying In Design) was set up as an action group by designers for designers in 1996. It is a non-profit making organisation and it is a company limited by guarantee. The organisation was formed to combat the growing trend of design theft. By helping designers/manufacturers to understand and protect their rights, ACID is intent on stamping out rights abuse. ACID also provides an accessible, practical framework for those who believe that their IP rights have been infringed. The organisation has over one thousand three-hundred-member companies from all design disciplines. Key benefits include access to a specialist legal hotline for initial, free advice and use of the ACID Design Register to provide independent evidential proof of a design’s creation and the date it was created, if relying on Unregistered Rights. ACID’s logo, a registered trade mark, is recognised pan-industry as a strong brand of deterrence – members may use it on marketing material, websites, product labelling, etc., to communicate a strong message that they understand the value of their intellectual property rights and they will assert the rights in the products they have created.

ACID (Anti Copying In Design), Fetcham Park, Lower Road, Fetcham, Leatherhead KT22 9HD

Membership Hotline +44 (0)800 080 3230 email: info@acid.uk.com www.acid.uk.com

SERVICES

ACCOMMODATION

Miceconciierge will be pleased to arrange your accommodation and concierge services for you.
Please telephone: 01438 908777 or email hello@miceconciierge.com

AUDIO / VISUAL / RIGGING Technical Assistance & HIRE

For any hire of equipment please contact the venue Technical Dept who may be able to assist with your request:

Joshua Hague Technical supervisor T: 01423 500 500 DDI: 01423 537209
Joshua.hague@harrogateconventioncentre.co.uk
www.harrogateconventioncentre.co.uk

BARCODE SCANNERS

Badges this year will have both a 1D and 2D QR Code on them. This QR Code can be scanned using the TouchFinder smart phone app to collect details of visitors to your stand.

The scanner services are available for a fee of £99 + VAT for the first three app users plus £27.00 for each additional user thereafter. This service includes demographic information about the visitor and the ability to download a full list of all scans made during the show. It is possible to setup a series of questions and answers that can be recorded at the time of scanning the badge to assist in categorising the badge holder.

This system does require a cookie to be installed on an exhibitor's phone to identify the exhibitor. It is kept only for 2 weeks after the show to allow time for exhibitors to download their data after which time it is erased. If you require access to your data after that point, then please contact TouchFinder at 0208 770 3700, email: info@touchfinder.co.uk.

Please complete ENQUIRY FORM L and return to TouchFinder promptly.

CATERING – ALL HALLS

N.B. This applies throughout all Halls and on Exhibitor Stands. The provision of a catering service during the event forms part of the agreement that the organiser and each exhibitor have with the Harrogate Convention Centre. Unless special conditions (see later) apply which will require prior and joint agreement from the Organiser and the venue catering manager, then ALL catering supplies for exhibitors in the exhibition halls MUST be obtained from the Harrogate Convention Centre who operate their own in-house catering provision under Matcham's Catering. Matcham's will then ensure all food consumed within the venue and on stands is done so in a controlled manner and meets the current legislation.

All Enquiries to: Laura Warren
Matcham's, Harrogate Convention Centre
Kings Road, Harrogate
N. Yorkshire
HG1 5LA
Tel: 01423 537325
laura.warren@harrogateconventioncentre.co.uk

The LAW. Any food (*) for consumption by members of the public has legal responsibilities, which must be adhered to.

The Food Safety Act 1990 states that: “businesses do not include anything in food, remove anything from food or treat food in any way which means it would be damaging to the health of people eating it”. Evidence that the food has been handled, stored and served in an appropriate way must be available and admissible.

(*) Please note: The reference to food also includes hot or cold drinks provision

Allergen Management

The management of allergens in food has, in recent years, has become a subject that has had some unfortunate news stories written about it. In particular, we now have Natasha’s Law, which has very specific requirements with regards to labelling and providing information about the ingredients as well as 14 specific allergens. Demonstration of compliance with this legislation is required to be available at all times.

PROVISION OF ALL FOOD SUPPLIES ONTO STANDS CARRIED OUT BY MATCHAM’S ENSURES THAT THE FOOD SAFETY REGULATIONS WILL BE COMPLIED WITH AND REMOVES THE RESPONSIBILITY AWAY FROM THE EXHIBITOR.

Stand Catering ORDER FORM is included for your pre-order of all catering requirements during the fair and needs to be agreed a minimum of 2 weeks before the first day of the fair opening.

CATERING – Special conditions requiring prior and confirmed agreement Should any exhibitor have a special requirement to offer any other food (*) on their stand then this must be by prior request with the ORGANISER who will consult with the on-site catering provider Matcham’s to determine if they can meet these special requirements. If Matcham’s are not able to meet the required condition and the organiser upholds the request, then special conditions will apply to consider alternative providers provided that the relevant food safety regulations, stated earlier, can be demonstrated.

Failure to comply will result in outside catering provision being refused access into the fair or food (*) to be removed from offer if found on any stands.

CATERING Retail Outlets within the venue

Café and food retail outlets are available in the Exhibition Halls at specific locations. Seating is available close by most outlets including the Alpine Lodge Café in Hall Q.

Exhibitors should place their orders which can be delivered to provide food and drink to each stand. Details of this service, together with an order form, will be sent to you by the official in-house caterer.

All Enquiries to: Laura Warren

Tel: 01423 537325

laura.warren@harrogateconventioncentre.co.uk

FURNITURE

Stand furniture is available to hire for the duration of the Fair.

Please log into your Full circle Portal and complete your order promptly.

NIGHT SHEETS

Night sheets for open stands in venues are NOT provided by the organisers, though security patrols will be functioning.

Should you wish night sheets to be fixed, you are advised to contact Full Circle Events & Exhibitions Ltd., and to place your order EARLY.

Please note that padlocks for night sheets must be purchased from the Full Circle Events & Exhibitions Ltd site office, to enable the cleaners to access your stand. If you do not require stand cleaning, please pin a note to your night sheet to this effect.

Please complete **ORDER FORM E** and return to Full Circle Events & Exhibitions Ltd. by 14th December.

STAND PERSONNEL

Crusade Exhibition Services Ltd. can provide Stand Hosts, Demonstrators, Temporary Staff or General Assistants to help on your stand.

For further information please complete **ENQUIRY FORM H** and return to: Crusade Exhibition Services Ltd.

VENUE TECHNICAL & RIGGING

For all requirements, please contact Joshua Hauge:

- Joshua Hauge
- Technical Supervisor
- T: 01423 500 500
- DDI: 01423 537209
- Email: HCCRiggingOrders@harrogateconventioncentre.co.uk

STORAGE OF BOXES

IT IS THE STANDHOLDERS RESPONSIBILITY TO REMOVE ALL PACKAGING & BOXES FROM THE HALLS AND HOTELS. If any packaging materials are not removed, the Organisers will arrange their removal and you will be charged. N.B. Boxes for disposal must be flat packed.

Storage during the Show: Crusade Exhibition Services will arrange to collect direct from the stands all packing material (i.e. Cases/Cartons etc.), storage for the duration of the show and the immediate return after the close of the show. This will facilitate a much smoother flow of traffic around the Centre, where exhibitors would not have to bring their vehicles to the Centre to first unload empty boxes and then wait for them to be repacked before reloading. There will be a charge for this which can be arranged through Crusade at 07540 236601 or crusade.eventtraffic@gmail.com.

Packing materials: At the close of the event, Crusade Exhibition services will return all packing materials.

Please complete **ORDER FORM J** and return promptly to Crusade Exhibition Services.

IT SERVICES & Wi-Fi

The Organisers, receptionists and other Fair staff cannot accept responsibility for receiving or handling telephone messages during the Fair. It is in your own interests to ensure you have your own contact arrangements.

Free Wi-Fi is now available in all halls. This is of limited bandwidth but should be sufficient for email use. For larger downloads or streaming then you are advised to purchase a dedicated internet hook-up.

Please complete the HCC IT SERVICES ORDER FORM and return it to Harrogate Convention Centre IT Services as soon as possible.

FORK LIFTING

Crusade are the official contractor for Fork Lifting, Labour and Storage.

If you require this service then please either download their order form at www.harrogatefair.com/pdfs/ChristmasGift2027_FormJ.pdf, or email them at crusade.eventtraffic@gmail.com stating your requirements.

TELEPHONES

The Organisers, receptionists and other Fair staff cannot accept responsibility for receiving or handling telephone messages during the Fair. It is in your own interests, therefore, to have a telephone installed on your own stand.

Applications should be made direct to Harrogate Convention Centre IT Services as soon as possible. You should state clearly the name of the Show, the name and address of your company, your stand number and venue at the Show, your own telephone number and the name of the individual in your firm who is handling the matter. Telephones will only be delivered to manned stands.

Please complete ORDER FORM G and return to Harrogate Convention Centre IT Services as soon as possible.

CLEANING

Cleaners will provide red bins for stand builders and exhibitors to throw rubbish in during build and breakdown.

Exhibitors are requested to remove plastic covering to protect the carpet once their stand is built, so that the cleaning team can Hoover the carpet on the stand. The night cleaning team will clean all stands and aisles from 6pm Friday 8th through to Tuesday 12th January.

BUILD UP & BREAK DOWN

DATE & TIMES

BUILD UP

In Exhibition Halls A, B, C, D, G, H, M, Q and Queens Suite build up begins on Monday 4th January 2027 from 0800hrs – 1800hrs. Extra days for bigger stands are available. Working beyond 1800hrs can be arranged at a cost of **£100.00 per hour** with the organisers. If two exhibitors in the same hall work late it will be £50.00 per hour each. Pay by Credit / Debit card each day. Access is not available beyond 2000hrs.

Products can be put onto stands once stand building is completed but please note that full security is NOT in place until Friday 9th January and the use of a night sheet is advised.

BREAK DOWN

Products can be removed from stands from 1600hrs on Wednesday 13th January once it has been confirmed that all buyers are off site. Contractors will not be admitted to the halls until 1600hrs and can work overnight to clear stands. **In the halls, break down must be completed by 1300hrs on Friday 15th January.**

PASSES

Vehicle passes will be given out at Dragon Road lorry park. (See Delivery of exhibition material).

FORWARDING, SHIPPING & FORK-LIFTING

Crusade Exhibition Services Ltd.

Tel: 01423 540999 Mob: +44 7540 236601 Email: Crusade.eventtraffic@gmail.com

LIFTING, STORAGE AND FREIGHT FORWARDING

Crusade Exhibition Services has been appointed the official freight & lifting contractor for Christmas & Gift 2027 and as such is the only company operating fork trucks at the show. Below you will find information on the services on offer and guidance to make sure your build up and break down operations run smoothly.

Lifting & Handling: Exhibitors requiring this service must complete the form in the manual, which details the services available. Crusade Exhibition Services will be pleased to provide you with a full quotation and offer any advice needed. Charges are inclusive of unloading from your vehicle and transfer to your stand or aisle adjacent to your stand. Any subsequent lifting such as re-positioning is classed as a re-lift and charged at same rate. When ordering, it is essential that you state the weight/size of the item. Charges are based on either the total tonnage or volumetric weight.

Freight Forwarding: As the official freight contractor SB Global Logistics Ltd via its global network can arrange delivery of your exhibits to the Harrogate Convention Centre and then onward transportation to anywhere in the world. By using the official contractor unloading and reloading times will automatically be reserved for you. If you choose to use another forwarding or shipping agent, please ensure they contact Crusade Exhibition Services Ltd in order to be included in our order schedule.

Storage of Empty Packing Cases: Mark Haynes at Crusade Exhibition Services Ltd, +44 7540 236601, can arrange the storage of your empty packing cases returning them to you promptly after the show. Contact Crusade Exhibition Services with details of the items wanting to be stored and we will make all the necessary arrangements. There are no storage facilities at the venue. Exhibitors may not use void areas between stands, as they are a fire hazard and not permitted. It is the responsibility of each exhibitor to arrange the removal of all packing materials, i.e. crates, pallets etc from the halls. Any discarded materials will be removed and destroyed at the expense of the exhibitor.

General delivery information: Please ensure that drivers of all delivery vehicles are given the stand number and location of the stand. Please also make sure that someone is waiting to receive your freight, as the organisers will not receive goods on behalf of an exhibitor. Any queries relating to deliveries, please contact Crusade Exhibition Services Ltd. Please complete ORDER FORM J and return promptly to Crusade Exhibition Services.

DELIVERY OF EXHIBITION MATERIAL

THE COUNCIL OF THE COUNTY OF NORTH YORKSHIRE

(DRAGON ROAD, HARROGATE) (OFF-STREET PARKING) ORDER 1985

From: Monday 4th January 2027

PROCEDURES required for **ALL VEHICLES** either delivering or collecting equipment to/from the **EXHIBITION CENTRE**, in accordance with the requirements of the above **TRAFFIC ORDER**.

ALL VEHICLES will be required to:

Upon arrival in Harrogate report to the Dragon Road Park entrance on Dragon Road HG1 5DB.

- (a) Park on that Vehicle Park as directed by the Traffic Controller.
- (b) Upon space becoming available at the appropriate Gate at the Exhibition Centre the Traffic Controller will issue the driver of the vehicle with a 'Delivery' or 'Collection Pass' which should be displayed in the windscreen of the vehicle.
- (c) Only on the authority of the Traffic Controller will the vehicle be allowed to leave the Dragon Road Park and approach the Exhibition Centre.
- (d) Only vehicles displaying the appropriate Pass will be allowed to park at the Exhibition Centre for the purpose of delivery or collection.
- (e) As soon as the delivery or collection has been completed the vehicle is to be removed from the vicinity of the Exhibition Centre as soon as possible.
- (f) Vehicles requiring parking facilities over the duration of the Exhibition or Trade Fair may return to the Dragon Road Park, but may not return to the Exhibition Centre for the purposes of collection of equipment without the appropriate 'Collection' Pass issued by the Traffic Controller.
- (g) Vehicles are not permitted to enter the Dragon Road Park earlier than 7:00am or later than 9:00pm.

Traffic Controllers, employed by the Exhibition or Trade Fair Organiser, will control the off-street access roads to the Exhibition Centre. The North Yorkshire Police will control the public highway in the vicinity of the Exhibition Centre.

Upon departure from the Dragon Road Vehicle Park **ALL VEHICLES MUST TURN LEFT ONTO DRAGON ROAD, TURN LEFT AT THE JUNCTION WITH SKIPTON ROAD, TURN LEFT AT THE JUNCTION WITH KINGS ROAD**, and then proceed to the appropriate entrance Gate to the Exhibition Centre.

(See diagrammatic plan, on the next page, for the approach routes to the Dragon Road Park and Exhibition Centre).

The above Procedures are not discretionary, they are a requisite of the TRAFFIC ORDER, and will be enforced by both Police and Traffic Controllers.

Couriers can drop off deliveries to Hall A organisers office during build up and during the show.

Dragon Road Vehicle Park
Dragon Road
Harrogate
HG1 5DB

Harrogate Convention Centre
Kings Road
Harrogate
HG1 5LA

Tel: 01423 500500

Map showing Dragon Road Vehicle Park



BUILD UP AND BREAKDOWN INSTRUCTIONS

The Harrogate Convention Centre, we will be operating a strict traffic control system, which must be adhered to. It is essential that the following unloading/loading limits are observed:

Unloading times are as follows:

Any vehicles over the size of a 7.5 ton - One hour

7.5 ton 45 minutes

Luton/Sprinter type 30 minutes

Cars/people carriers 15 minutes

Any vehicles needing fork lifting must first book with traffic operations, operated by Crusade Exhibition Services, in order to obtain a lifting slot. We are contactable on the following numbers:

+44 7540 236601

Or email Crusade.eventtraffic@gmail.com

Immediately following this, the actual fork lift operation needs to be booked via the lifting contractor, Crusade Exhibition Services.

Friday 8th January and Saturday 9th January 2027 0800hrs – 1800hrs All Halls

Access to the halls can only be achieved by booking your vehicle with traffic operations as mentioned above, passes will be issued on a first come, first served basis. All vehicles must register at Dragon Road vehicle holding area in order to collect a vehicle pass to gain access to site.

There are traffic officers on site and all exhibitors and contractors **MUST** comply with their commands at all times.

All contractors please note that due to health and safety restrictions, work will not be permitted to continue after the advertised times

Please feel free to contact traffic operations at any time on the listed numbers if you have any queries.

We thank you in advance for your co-operation in this matter.

CAR PARKING

A disc-parking scheme is in operation in the town of Harrogate. Exhibitors and visitors should note the following:

- (a) The multi-storey car park in Union Street (reached via Cheltenham Crescent) is just across Kings Road and less than 100 yards from the Exhibition Complex, Pay and Display regulations apply.
- (b) The multi-storey car park in Tower Street (accessible from West Car Park) is a short walk away from the Exhibition Complex. This will be signposted on the roads from Leeds/Bradford and Wetherby. Pay and Display regulations apply.
- (c) The underground car park at the Conference Centre is reached via Springfield Avenue. There is direct access from this underground car park, by lift or escalator, to the main Foyer of the Conference Centre, other entrances to the Complex are a short walk away at Kings Road or Ripon Road. Pay and Display regulations apply.

TRANSPORT VEHICLES

Please note that HGVs approaching Harrogate from the South should do so via the A59 as Wetherby is now a restricted HGV Zone.

All vehicles must be adequately manned for fast unloading and loading. On arrival in Harrogate, they must proceed to the **Dragon Road Vehicle Park**. Traffic Controllers will direct vehicles to the Halls via a two-way radio link.

Security during Build Up

Please note that during Build Up security will be in place at Dragon Road from 8am on Monday 4th January until 6pm Saturday 9th January. Vehicles left in the car park are left entirely at their owners' risk.

BREAK DOWN – Lorry Holding Area

A plan showing the route for your vehicles will be delivered to your stand during the show.

Holding Area – Dragon Road

The holding area for all Halls is Dragon Road. A map to show its location is on the previous page.

Security

During Break-Down there is security on from 4pm until 11.59pm. Any vehicles left unattended are left at the owner's risk.

SPECIAL NOTE:

COMPANIES WILL NOT BE PERMITTED TO HAVE MORE THAN ONE VEHICLE AT A TIME LOADING OR UNLOADING, EXCEPT BY PRIOR ARRANGEMENT WITH THE TRAFFIC CONTROLLERS.

COMPANIES MUST ENSURE THAT DRIVERS HAVE SUFFICIENT HELP TO LOAD AND UNLOAD, AS TIME RESTRICTIONS will be IMPOSED IN AN ATTEMPT TO MINIMISE DELAY.

SMALLER VEHICLES (UP TO AND INCLUDING 7.5 TONNES) WILL GET PRIORITY AT 6:00PM. ON BREAKDOWN.

ANY COMPANY HAVING A SELF BUILD STAND MUST ARRANGE FOR THEIR OWN CONTRACTOR TO REMOVE THE STAND FROM THE EXHIBITION HALL OR HOTEL AT THE END OF THE SHOW, WITHIN THE TIME-SCALES LAID DOWN BY THIS MANUAL. ANY COMPANY FAILING TO COMPLY WILL BE CHARGED WITH THE COST OF REMOVAL AND DISPOSAL OF SUCH STANDS.

CONDITIONS

All exhibitors are bound by the Regulations and Conditions detailed on the Application Form and in this Manual.

CHILDREN

EMPLOYMENT OF CHILDREN STRICTLY FORBIDDEN

In view of complaints we received following previous Fairs, we must once again make it clear that it is against our rules for you to employ children on casual work such as loading and unloading etc, because of the risk of accident to them.

ADMITTANCE OF CHILDREN

Children are admitted at their own risk and must be supervised at all times.

Please make it clear to all your employees that **NO CHILDREN WILL BE ALLOWED ON FAIR PREMISES** during the build-up or break down periods. Anyone under 12 seen on Fair premises during this time will be asked to leave at once.

Health and Safety regulations mean that we have to adhere to this policy as children are a very high risk and it is for their own protection.

DAMAGE LIABILITY

Exhibitors will be held responsible and charged for all damage to their stands and the corridors adjacent thereto. Such damage is charged against the Fair, so that the Fair must in turn recover the cost from exhibitors. Similarly damage to Fair Premises by contractors will also be reclaimed from the exhibitor.

Please therefore inspect your stand area **immediately on arrival** and report any previous damage to the Organisers, otherwise such damage is liable to be held to your account.

EARLY CLOSING

For some years there have been complaints about early breakdown by exhibitors from other exhibitors within the body of the Fair.

This is extremely unfair to other exhibitors, as indeed to the Organisers.

There have been letters on this, together with requests for voluntary controls, which have not worked.

The Board of Directors has decided that the rules must be obeyed. They do not wish to lose any existing exhibitors but at the same time we do have a duty to others within the Fair. Steps will be taken to enforce the Regulations.

The practice of closing early on the last day is not acceptable. Companies allowing this practice to continue will be subject to vetting by the Organisers before inclusion in future Fairs.

FIRE PRECAUTIONS

The Fire Prevention Officers at Harrogate insist on four rules being strictly kept:

1. No flammable drapes may be used by exhibitors.

2. No rubbish or other flammable goods may be left around stands or in adjacent corridors in a manner which presents a fire risk.
3. Clear access must be left to all Fire Exits.
4. Every stand that has a television and/or video and monitor MUST have a CO² fire extinguisher on their stand.

Please complete ORDER FORM E and return it to the Organisers promptly.

The Organisers will appreciate your co-operation in this.

The North Yorkshire Fire Brigade has considerably tightened its fire precaution procedures in recent years.

INSURANCE

Third Party

The Exhibitor is responsible for all claims from personal injury or damage to property arising in connection with the erection and dismantling of the exhibitor's stand and anything permitted, omitted or done thereon or there from during the period of the exhibition or the construction and dismantling periods caused directly or indirectly by the exhibitor or any contractor, subcontractor, servant, agent, licensee, or invitee of his or the act, omission or neglect of any such person or by any exhibit, machinery, or other articles or thing of the exhibitor or in the possession of or use of the exhibitor or any servant or agent of his. The exhibitor will indemnify the Organisers in respect of each and every such claim and all actions, proceedings, costs, claims and demands in respect thereof. The exhibitor must take out adequate insurance in respect of all such claims.

Cancellation of Exhibition

If the exhibition is cancelled or abandoned by reason of war, fire, national emergency, terrorism, labour dispute, strike, lock-out, civil disturbance, inevitable accident, the non-availability of the exhibition premises, or any other cause not within the control of the Organisers, whether ejusdem generis or not, the Organisers may at their entire discretion repay the rental paid by the exhibitor or part thereof, but shall be under no obligation to repay the whole or part of such rental, and shall be under no liability to the exhibitor in respect of any actions, claims, losses (including consequential losses) costs, expenses whatsoever which may be brought against or suffered or incurred by the exhibitor, as the result of the happening of any such events.

Failure to Vacate

If the exhibitor, or their servants, agents or subcontractors should fail to remove all their property or otherwise fail to vacate the exhibition premises by the time required to honour contractual requirements due to any cause whatsoever, the Organiser will hold the exhibitor fully responsible for any penalties imposed by the venue owner, or any other losses and costs incurred by the Organiser as a result of the exhibitor failing to vacate the premises by the agreed time.

Insurance of Exhibits

The Organisers do not accept responsibility for any loss or damage from any cause whatsoever, in respect of property brought to the exhibition premises by exhibitors or stand holders or their servants, agents, subcontractors or any other persons, and the exhibitor or stand holder is required to indemnify

the Organisers in respect of any such loss or damage to the exhibits or any other property brought to the premises whether it is their property or not.

INSURANCE PROTECTION

To protect your interest, it is a requirement for all Exhibitors to insure against CANCELLATION/ABANDONMENT of the event including EMPLOYEES/PUBLIC LIABILITY insurance.

Exhibitors should ensure that they have arranged their own insurance protection.

REMOVAL OF GOODS/SAMPLES

Please note that merchandise and samples may NOT be taken out of the premises during the period of the Show. Our security staff are instructed to enforce this ruling strictly.

Where exhibitors find it necessary to give buyers samples, they must also give buyers an authorisation signed by a responsible representative of their firm. The Fair's staff will not allow the samples to be removed from Show premises without such signed authorisation.

SECURITY

Exhibitors are particularly warned against leaving valuable articles on their stands during the build-up and break-down periods, as security patrols are not operating until the show opens. Exhibitors and stand builders alike may be asked to open their bags/cases etc. on leaving the Halls at any time.

Exhibitors who have small valuables, which they wish to leave on the stand, should provide themselves with lock-up steel cabinets or other safe storage. It is recommended, however, that all valuables, including money, are removed from the stand whenever unattended.

Crusade Exhibition Services Ltd and Harrogate Convention Centre will patrol the Halls during the hours when the Exhibition is closed. Any exhibitor wishing extra security should contact Crusade Exhibition Services Ltd. in advance on +44 7540 236601.