



## **INTERNATIONAL FOREST MACHINERY EXHIBITION LTD**

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### **APF 2010**

**September 23/24/25 2010**  
**Cannock Chase, Staffordshire**

### **CONDITIONS OF BOOKING**

#### **Terms and Conditions**

The Exhibition is organised by the APF International Forest Machinery Exhibition Ltd (hereafter referred to as APF Ltd)

The following conditions form part of the contract between APF Ltd and your company (hereafter referred to as the exhibitor). The exhibitor, by signing the booking form, acknowledges that he has read and accepted all of the terms and conditions which follow. Exhibitors are expected to ensure that all of their staff, whether directly employed or not, are familiar with the terms and conditions of booking.

**1. DATES**

The Exhibition will be held on 23/24/25<sup>th</sup> September 2010 at Cannock Chase Staffordshire.

**2. HOURS OF OPENING**

9am to 6pm

**3. SITE LAYOUT**

Your site will be confirmed on a map sent to you on booking. APF Ltd reserves the right to alter the layout if necessary.

**4. BOOKING**

The exhibitor's site will only be deemed booked when the signed booking form and the full site fee has been received by the Exhibition Secretary. The site fee is payable in full at the time of the booking. APF Ltd reserves the right to re-let a site if the exhibitor has not paid in full by the next site meeting following receipt of the booking form. No exhibitor will be allowed to set up on site if their site fee has not been paid in full. Exhibitors wishing to book a demonstration site must attend a site meeting, receive a safety briefing and inspect the site prior to booking. All of the site is public open space so may be visited at any time. Exhibitors wishing to book a static display site do not have to visit the site prior to booking, but are strongly encouraged to do so. Static sites are generally grass but may have some degree of slope and other vegetation present. APF Ltd take no responsibility for the suitability of the site booked by an exhibitor. If, prior to the 1st June 2010, an exhibitor notifies the Exhibition Secretary, in writing, that they wish to cancel their booking they will be entitled to a refund equivalent to 80% of the booking fee. There will be no refunds for cancellations received after 1st June 2010.

**5. CANCELLATION**

If APF Ltd deems it necessary to cancel or terminate the Exhibition for any reason, it shall be under no obligation to refund any site fees in whole or in part. Exhibitors are advised to consider taking out their own cancellation insurance.

**6. STATIC AREA SITES**

Full stand size 15m frontage x 12m depth, half site 7.5m frontage by 12m depth.

All static sites can be supplied with electricity by prior booking. No portable generators are permitted on the static area. No working machinery or demonstrations are allowed on the static area.

**7. DEMONSTRATION AREA SITES**

These are subdivided into Open Demonstration sites and Forest Demonstration sites. Open demonstration sites are generally open grassland with few or no trees present. Open demo sites are sold in multiples of 40m frontage. Forest demo sites are sold in multiples of 50m frontage. Depth of all sites varies depending on location around the circuit, but is generally not less than 25m. Exact depth should be determined at the site meeting. Exhibitors will only be permitted to use their own generators on the demonstration circuit if, in the opinion of APF Ltd, this will not infringe the exhibition's safety rules and is acceptable to neighbouring exhibitors. APF Ltd reserves the right to limit booking of clearfell and thinning sites to those companies actually wishing to harvest timber.

**8. PUBLIC & PRODUCT & THIRD PARTY LIABILITY INSURANCE**

The exhibitor is solely responsible for any and all public, product or third party claims which may arise consequent to the erection, dismantling, transportation, demonstration and operation of the exhibitor's stand whilst on site. This responsibility extends to the exhibitor's staff, contractors, sub-contractors, servants, agents, licensees or any other person invited by the exhibitor to attend or visit his stand. The Exhibitor shall indemnify APF Ltd in respect of each and every claim and all actions, proceedings, costs, claims and demands in respect thereof. Exhibitors must take out a minimum of £2 million Public & Products Liability Insurance in respect of all such claims to cover the period of the Exhibition including all setting up and dismantling periods. Providing evidence of this insurance is a condition of being allowed to exhibit.

**9. MOVEMENT OF VEHICLES**

No movement of vehicles is allowed within the Exhibition areas during opening hours (as specified in 2 above) except in an emergency and then only under the escort of APF Ltd Exhibition staff.

**10. STAND SET-UP**

Exhibitors may set up their sites from Saturday 18<sup>th</sup> September. Setting up earlier than this date is not permitted unless by prior written agreement with APF Ltd

**11. STAND BREAKDOWN**

Exhibitors must not start to take down their stands until 6pm on Saturday 25<sup>th</sup> unless otherwise advised by APF Ltd. All stands must be completely removed from site by Wednesday September 29<sup>th</sup>.

**12. INSURANCE OF EXHIBITS**

APF Ltd does not accept responsibility for any loss or damage however caused in respect of any property brought on to the Exhibition site by exhibitors or their contractors, sub-contractors, servants or agents and the exhibitor is required to indemnify APF Ltd in respect of any such loss or damage.

**13. SITE CLEARANCE & EARLY DISMANTLING FEE**

Exhibitors are expected to leave their site clear of all rubbish and re-instated to its condition prior to the exhibition. Timber to be cut to specifications given and extracted to roadside for collection. Exhibitors must not begin to dismantle their site or leave before 6pm on Saturday 25<sup>th</sup>. A £150 + VAT site clearance fee will be levied on any exhibitor who, in the opinion of APF Ltd, has not left

their site clean, tidy and free of rubbish or has cut timber to incorrect specifications, or has not extracted cut timber to roadside or who has dismantled his stand early.

#### **14. SITE SELECTION & PREPARATION**

The Exhibition takes place within woodland & fields. Ground conditions, slopes, tree cover etc. vary widely. Exhibitors are responsible for conducting a full inspection of their chosen site to ensure that it is suitable for their purpose, APF Ltd accepts no responsibility in the event that an exhibitor fails to do so. All sites are sold as seen. Any work required to prepare the site for locating caravans, marquees etc. is the sole responsibility and cost of the exhibitor. Preparation requiring the felling or pruning of trees or the digging of holes must be agreed in advance with APF Ltd. The exhibitor has sole responsibility for the reinstatement of any and all damage to the site. All cut timber should be stacked neatly at roadside.

#### **15. LOADING & UNLOADING**

Equipment for unloading any machine exceeding 3 tonnes or requiring specialist handling equipment is the responsibility of the Exhibitor.

#### **16. SECURITY**

There will be overnight security from Monday 20th until Sunday 25th inclusive. Exhibitors are expected to take their own precautions and take out suitable insurance. APF Ltd accepts no responsibility for the loss of any equipment. Exhibitors wishing to stay overnight on their stand must obtain the prior permission of APF Ltd.

#### **17. SAFETY STANDARDS & RISK ASSESSMENTS**

All exhibitors are expected to comply with all aspects The Health & Safety At Work 1974 (Etc.) Act, and all subsequent amendments. A pre-exhibition risk assessment is required from all exhibitors carrying out any demonstrations. Exhibitors on the static display area are not required to provide risk assessments. No exhibitor will be allowed on site until a suitable risk assessment has been received.

#### **18. GENERAL POINTS**

Demonstration areas must be clear of the public before demonstrations start.  
The public must be kept back by clearly visible ropes or barriers at the recommended distance for the type of machinery being demonstrated.  
Exhibitors must provide stewards to ensure the public remain behind the barriers.  
Working methods and protective clothing must be as detailed in the relevant H&SE AFAG Guide.  
Exhibitor's vehicles must be parked within the confines of their own stands or within public car parks during opening hours. Vehicles, equipment or stands must not block pathways and the main route around the demonstration circuit must have a minimum 4m clearway.  
No machinery or equipment may be moved outside an exhibitor's stand area during opening hours.  
Each stand must appoint one member of staff to liaise with the APF Safety Officer.  
All exhibitors must comply with APF Safety Officers and officials. APF Ltd reserves the right to close down a stand on safety grounds.

#### **19. MACHINERY & EQUIPMENT**

All machinery and equipment must comply with all current health and safety requirements and carry the relevant CE marking or equivalent. The relevant AFAG Guides (available from the H&SE) must be complied with. All guards must be fitted and used. The APF Safety Officer may require that any machinery or equipment which, in his opinion, does not comply with health and safety requirements or is not being operated correctly be stopped from working and/or requested to be removed from site. . All machines discharging sawdust, woodchips, brash etc. must be operated in such a way that discharge is directed away from visitors. Signs displaying the words 'WARNING - FOREST OPERATIONS' and 'NO UNAUTHORISED PERSONS BEYOND THIS POINT' must be used where and when appropriate. Only trained operators may operate any equipment on display. Relevant risk zones must be observed.

#### **20. TIMBER STACKS**

Exhibitors must ensure that all timber stacks are stable and chocked if necessary. Stack height must be no greater than 2m. Public must not be allowed to stand on stacked timber. Signs with the words 'DO NOT CLIMB ON TIMBER STACKS' must be displayed.

## **21. CHEMICAL WEED CONTROL AREAS**

Treated areas must display suitable warning signs. All operators must hold the appropriate N.P.T.C certificates of competence and abide by AFAG guide 202

## **22. CHAINSAWS**

Operators must abide by the relevant AFAG Guide and hold the appropriate NPTC certificate of competence which should be available for inspection.

## **23. TREE FELLING**

Public are not permitted within two tree lengths of felling operations. Suitable warning signs must be displayed. Visitors are not permitted to fell trees. Signs displaying the words 'WARNING - FOREST OPERATIONS' and 'NO UNAUTHORISED PERSONS BEYOND THIS POINT' must be used where appropriate. Only trees marked by APF Ltd may be felled. An Exhibitor found to have felled any unmarked trees will be charged ten times the commercial value of those trees and may be stopped from Exhibiting and asked to leave site.

## **24. TREE SURGERY**

Operators must hold the appropriate NPTC certificate of competence which should be available for inspection. The relevant AFAG guide must be complied with. Visitors must be kept back at a safe distance behind barriers. Visitors are not allowed to climb or carry out tree work. Signs displaying the words 'WARNING - FOREST OPERATIONS' and 'NO UNAUTHORISED PERSONS BEYOND THIS POINT' must be used where appropriate.

## **25. FIRE**

No fires or barbecues are permitted without the prior permission of APF Ltd. All exhibitors must have fire extinguishers on their stand suitable for the materials and equipment it contains..

In the event of fire :- i) Move public and staff away from fire. ii) Dial 999 and contact APF HQ. iii) Tackle the fire only if it is small and safe to do so.

## **26. FIRST AID**

All exhibitors are required to have a first aid kit suitable for the number of staff employed. A First Aid tent is situated next to the APF HQ. Any accidents must be reported immediately to the APF HQ. First aid staff will be on site from Monday 20<sup>th</sup> September until Monday 27<sup>th</sup>.

## **27. ELECTRICITY**

Any stand that has pre-booked electricity on the static display area will be connected to their supply by 3pm on Wednesday 22<sup>nd</sup> September. No earlier connection can be guaranteed. Electricity will be disconnected on Saturday 25<sup>th</sup> September after 7.30pm. No overnight supply can be guaranteed and electricity will be turned off at 7.30pm each night and turned on again at 7.30am. Exhibitors will be supplied with either a 13A square socket or a 16A round connection as standard. Exhibitors needing a higher rating of supply will be charged extra depending on the size of supply needed. Any electricity booked after Monday 20<sup>th</sup> September will be subject to a £60 + VAT late booking fee but no guarantee of connection can be given for late bookings. All electrical equipment must be fitted by a qualified electrician. All equipment must be used, guarded, wired and fused to manufacturers recommendations and comply with all Health & Safety requirements. Portable generators are not permitted on the static display area.

## **28. ALL TERRAIN VEHICLES**

These must be operated only by trained staff and comply with AFAG guides 701 & 702. They may only be used on the exhibitors stand and are not allowed to be driven around the site. Visitors are not permitted to drive these. Operators must hold a relevant certificate of competence in their use.

## **29. SITE SPEED LIMIT**

There is a 15mph maximum speed limit on all parts of the site which must be complied with.