

IMPORTANT INFORMATION!

Vertical
days

24TH 25TH MAY
2017

SILVERSTONE

EQUIPMENT DELIVERIES IMPORTANT PLEASE READ!

40t

We have put a traffic management plan into place this year which we ask everyone to adhere to. This is due to the main route to the Vertical Days site incorporating a bridge with a restricted load capacity. We have an alternative route for vehicles over 40 tonnes and those that are very low to the ground.

You will need to know the weight of your vehicles arriving on site to avoid any delays on arrival. Exhibitors will be liable for any damage caused to Silverstone property due to inaccurate information supplied.

OVER 40 TONNES ESCORTED ACCESS TIMES

Due to the restricted load capacity on the bridge into the site, there is an alternative access route for vehicles weighing over 40 tonnes. We will be crossing the track with these vehicles and they will all therefore be escorted.

BUILD-UP:

Sunday 21st May - from 7.00pm

Monday 22nd May - from 5.00am to 6.00am only and then from 7.00pm to close

Tuesday 23rd May - from 8.00am to 8.00pm

Wednesday 24th May - no access

40 TONNES AND UNDER OUTDOOR STANDS

There are no restrictions for vehicles weighing 40 tonnes or less so if you can use smaller trucks for your equipment or off-load some equipment at Car-park 50C it will speed up your access and exit from the show site.

BUILD-UP:

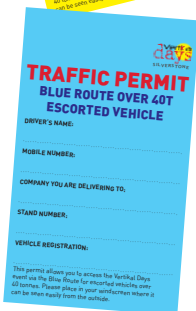
Monday 22nd May and Tuesday 23rd May
7.00am to 8.00pm

Monday 22nd May - from 2.00pm

Tuesday 23rd May - from 8.00 am to 8.00pm

INDOOR MARKETPLACE STANDS:

Tuesday 23rd May - from 12 noon



BREAKDOWN AND EQUIPMENT COLLECTIONS



EQUIPMENT COLLECTIONS

The traffic management plan will be used for equipment leaving the event on Thursday evening after the event closes and on Friday. Therefore your drivers will need to know their vehicle weight to be issued with the yellow or blue traffic pass. We ask for your patience, particularly this year, so that break-down is safe and efficient.

BREAK-DOWN: 40 TONNES & UNDER

Thursday 25th May

Vehicles under 3.5 tonnes 5.00pm

Vehicles under 7.5 tonnes 5.30pm - 7.00pm

All vehicles 7.00pm to close

Friday 26th May 7.00am to close

BREAK-DOWN: OVER 40 TONNES

Thursday 25th May 7.00pm to close

Friday 26th May 7.00pm to close

LOADING & UNLOADING

A loading ramp and forklift are available and this is a free service for exhibitors. You can book these at the organisers office on your arrival to site. They are allocated on a first-come, first-served basis.

Drivers can leave keys for equipment with the Organisers - can you please mark up your keys clearly so they are easy to find when your team arrive.



When drivers arrive on site

1. On arrival all vehicles will enter Car Park 50C where you will be given a yellow or blue traffic pass

YELLOW PASS 40 tonnes and under

BLUE PASS Over 40 tonnes and low ground clearance vehicles
Hump back bridges

2. Drivers will be asked to complete the **TRAFFIC PASS** hanger which shows their route (yellow or blue), their mobile number and the stand they are delivering to
3. Drivers of vehicles 40 tonnes and under (yellow) will be asked to drive directly to the site
4. Drivers of vehicles over 40 tonnes (blue) will be escorted across the track using the alternative route
5. Please ensure that your drivers have your company name and stand number and a mobile number for you

EXHIBITOR INFORMATION SERVICES

VEHICLE MOVEMENT

Unloading

There will be an un-loading ramp available on site from 9am on Monday 22nd May to noon on Friday 26th May. The ramp is provided on a first come first served basis and has a maximum unloading capacity of 7 tonnes.

There will also be a forklift available on site from 9am Monday 22nd May to noon on Friday 26th May. The forklift is provided on a first-come, first-served basis and has a maximum lifting capacity of 5 tonnes.

Lorry Parking On-site

Lorries, vans and trailers may be parked on site in the designated parking areas.

NEW Exhibitor Car Parking Area

Due to increasing visitor numbers to the event, we are introducing a separate car parking area for Exhibitors for 2017 situated in the Copse Corner area of the show site.

Exhibitors will need to display their TRAFFIC PERMIT in their windscreens. The permits can be collected on arrival.

STANDS

Stand Clearance

The deadline for clearing of stand spaces and demonstration area is 2pm on Friday 26th May. Exhibitors are responsible for leaving their stand space as clear as they found it.

Rubbish Clearance

Exhibitors must remove packing and wrapping materials plus all left over scrap and debris from their stand. Skips will be provided on site.

Services

There are no water or electrical services on exhibitors' individual stands.

Water Stand Pipes

Stand pipes are located by the Operations Office for minor cleaning tasks and to fill containers. Note this is not drinking water.

Generators

Generators can be hired direct from A-Plant, the show sponsor at discounted rates.

Exhibitors who need electricity to power audio-visual equipment are permitted to bring their own generator if required but this must be fitted with a Silent Pack.

Equipment Washing

Exhibitors should wash equipment prior to arriving on site if possible. However, there is the opportunity for wash-down at Silverstone. Further details will be sent to exhibitors once available.

Insurance

Exhibitors are required to have a minimum of £10million public liability and products liability insurance covering the entire period they are at the event, including set-up and breakdown.

Exhibitor Badges

Exhibitor badges must be pre-printed from the Vertical Days website.

SAFETY ON-SITE

All cranes, access and handling equipment must be displayed and operated within the current health and safety regulations and industry best practice.

Risk Assessment

ALL EXHIBITORS MUST PROVIDE A RISK ASSESSMENT for both build-up, breakdown and event days. Your risk assessment must cover any significant risks that your operators and contractors could create. **IMPORTANT! Companies who do not provide Risk Assessment Forms will not be permitted to exhibit at the event.**

Equipment Demonstrations

Equipment must only be operated by trained and qualified personnel.

Demonstration of equipment on individual stands must be supported by a risk assessment document and liability lies solely with the Exhibitor. Separate demonstration areas are available for those wishing to operate larger equipment.

Site Security

A security service will operate each night from 5.30pm to 10.00am the following morning. This will be in operation from Monday 22nd May to Friday 26th May.

The Organisers cannot be held responsible for any loss or damage to exhibitors' property during build-up, during the event, or during breakdown.

Operator Safety

In order to encourage operator safety, harnesses with short lanyards **MUST** be worn by anyone operating a boom-type aerial work platform.

Outrigger Mats

Any machine using outriggers **MUST** be equipped with a suitable set of outrigger mats.

First Aid

A First Aid service will be located close to the Organisers office throughout the opening hours of the event and on Thursday during main breakdown hours. At all other times First aid kits are available at the organisers office, in the Marketplace and the Entrance pavilion.

Toilets

Toilets are situated close to the Entrance, Marketplace and the Organisers office.