

DJ Show North 2007 Exhibitor manual

www.djshownorth.co.uk

Introduction and contacts

This manual is intended to make your participation at DJ Show North as smooth and productive as possible. If you have any questions or require further assistance please do not hesitate to contact any member of the DJ Show North team:

General show enquiries:

Paul Arnett, DJ Show North, 13 Hill End Grove, Bradford, BD7 4RP
Tel: +44 (0) 1274 503714 Mobile: 07703 518680 Fax 07092 863173
Email: djshownorth@gmail.com Web: www.djshownorth.co.uk

Venue

The show will be held at Building 21, Elsecar Heritage Centre, Wath Road, Elsecar, Barnsley, [S74 8HJ](http://www.djshownorth.co.uk)
It is only a 15-minute drive from Junction 36 of the M1. There is ample free parking at the centre, exhibitors are advised to use the car park on the far side of the centre for easy access to the exhibition hall.

Show hours:

Sunday 29th July
10.30-16.30

Stand build-up

Saturday 28th July 10.00-16.00 prompt.

Stand breakdown:

Sunday 29th July from 16.30.

Stand presentations must remain intact until the exhibition has closed

Action Checklist

Essential actions

Ensure you have read this guide. The information within forms part of the exhibition contract and your organisation must have signed these before exhibiting.

Return your booking form with your £100 deposit before 1st march 2007

Pay any outstanding balances by 30th April 2007

Exhibitors that have not made full payment before the show commences will not be allowed to set up.

Check that you have adequate **insurances** in place (we provide the PLI insurance for the event but any equipment insurances etc must be covered by the exhibitor)

Provide us with your free **show guide** entry by 31st May 2007

Advise us of your **exhibitor badge** requirements by 30th June 2007

Basic Stand Information

What you get: floor space marked out to the dimensions.

Any electrical power above the standard 6A supply must be arranged separately as per booking form.

Managing your stand

Stand dimensions: stands must fit entirely within the space allocated to the exhibitor and must be constructed in a manner that poses no danger to public health and safety. Stand constructions will be liable to inspection by the Organisers and the local authorities(Barnsley Heritage)

Height restrictions: We have a height restriction of 3.3m this year as there are power trays in the ceiling that cannot be moved.

Sound restrictions: We have a sound restriction of 87db (as per the H&S at work act) and we will be monitoring this and advising exhibitors if this is exceeded for extended periods, and taken appropriate action is necessary.

Neighbouring stands: consideration must be given to adjoining exhibitors when building high walls against neighbouring stands and as above, be considerate to sound levels if they are demonstrating.

Cleaning

The exhibition hall will be cleaned prior to opening. Exhibitors are requested to place refuse for collection in the bags provided and leave them in the aisles at close of the show and we will arrange for their disposal.

Security

Exhibition security commences at 08.00 on Saturday 28th July and continues through to 22.00 on Sunday 29th July. At the close of each day the hall will be locked and the alarm activated and security guards will be on site; however the organisers cannot accept responsibility for any damage to and/or loss of any property introduced by exhibitors or contractors.

Exhibitor badges

In the interest of security, Exhibitors are required to wear exhibition badges throughout the duration of DJ Show North for two reasons, a: so that members of the public can identify exhibitors and b. so that our reception staff can distinguish them from the attendees.

Car parking

All car parking at DJ Show North is free. Exhibitors are asked to use the car park on the far side of the centre. Overnight parking is at the Exhibitor's own risk.

General catering

There is a small snack bar that will be in operation on Saturday 28th July. During show open hours there will be a café and licensed bar available for the use of visitors and exhibitors.

Licensing

DJ Show North requires that all alcoholic drink for consumption during DJ Show North be purchased from the on site bar to comply with the facilities alcohol license.

First aid

Any person requiring first aid treatment should contact the any of the show staff. St John's Ambulance Service will also be on-site, on the day of the show.

Fire precautions

The use of naked flame, volatile substances or any other items that could be considered a fire hazard is prohibited unless special written permission has been obtained from the organisers.

Any person discovering an outbreak of fire should immediately notify a member of the security team, or an official of the exhibition centre.

Smoking

Smoking is not permitted within the Centre except in the designated areas.

PR & Publicity

Show guide advertising

All Exhibitors get a free write up about their company and products in the show guide, we need any copy to be submitted to us before the end of April 2007 in order to submit to the publishers.

As well as the regular information concerning your company, you might want to include:-

What will you be showing at DJ Show North?

Are you launching new products at DJ Show North?

What is your most newsworthy exhibit and why?

Please make quite sure we have your web address so we can make a link from the exhibitor list on the show website. We would also welcome a reciprocal link from your website to ours.

Accommodation

The Local Hotels are listed below:-

Tankersley Manor,

Church Lane,
Tankersley,
Barnsley,
South Yorkshire,
S75 3DQ

tankersley@marstonhotels.com

Tel: 01226 744700

Fax: 01226 745405

At time of press a twin room double occupancy was £130 per night

Ardsley House Hotel & Health Club

Doncaster Road
Ardsley
Barnsley
South Yorkshire
S71 5EH

Free phone UK: 0808 144 9494

At time of press a twin room double occupancy was £135 per night

Premier Travel Inn

Meadow Gate
Valley Park Industrial Estate,
Barnsley,
S73 0UN

Tel: 0870 1977024

At time of press a twin room double occupancy was £48 per night

Premier Travel Inn

Maple Road
Tankersley
Barnsley
S75 3DL

Telephone: 08701 977 228

At time of press a twin room double occupancy was £48 per night