



2023

Event Rules & Regulations

Friday 13th, Saturday 14th & Sunday 15th October 2023

**Marshall Arena, Stadium MK, Stadium Way West,
Milton Keynes MK1 1ST.**

This document outlines the rules and regulations relating to the
Set-up, operation and breakdown of The Great Electric Train Show

All Exhibitors must read and familiarise themselves with
the contents of this document

Exhibitor Information

Public Opening Hours

The Great Electric Train Show will be held in the Marshall Arena, Stadium Way West, Milton Keynes.

Saturday 14 October	10.00am to 5.00pm Advance ticket holders gain access at 9.30am
Sunday 14 October	10.00am to 4.00pm Advance ticket holders gain access at 9.30am

Interpretation

For the purpose of this guide:

‘Exhibitor’ includes any person involved in the operation of a layout, a demonstration, a Society stand or a trade stand.

‘Organisers’ means Key Publishing Ltd, or any person acting with their authority in connection with the Exhibition

‘Vehicle’ includes any trailer whether or not attached to a towing vehicle at the material time.

‘Marshall Arena’ means any member of staff of the Marshall Arena/Stadium MK or anyone acting on their authority.

‘Stand’ includes any layout, demonstration, Society stand or trade stand.

Access

Exhibitors will be permitted access to the Hall from 1pm on Friday afternoon and from 7.30am on Saturday and Sunday mornings.

Conduct of Exhibitors

Any reports of unacceptable behaviour or abusive conduct will be investigated by the Organisers and appropriate action taken

Organisers Office

The organisers can be contacted either at the pay desk or via the Hornby Magazine/keymodelworld stand at the entrance to the show.

Vehicle Parking

After unloading, all vehicles must be parked in the designated Exhibitor parking area.

Exhibitors Arrival Pack

On arrival Exhibitors will be given their Exhibitor Arrival Pack containing the necessary number of Exhibitor Wristbands and parking permits, Stand Number card and where relevant and Expense Claim form and hotel details

Health and Safety

All Exhibitors are required to supply a signed a Risk Assessment to cover the event before they start to set up.

Trade and society exhibitors must also provide a valid Public Liability insurance certificate, or complete an Insurance Indemnity form or to cover the date of the show, before they start to set up.

Drinks Reception / Award Ceremony

All Exhibitors are invited to come along and enjoy a drink with the Hornby Magazine team as a thank you for supporting the show.

The Drinks Reception will commence after the show closes on Saturday 14 October in Bar 3 off the main hall. The Award Ceremony will commence at approx 5.45pm and the Reception will finish at 7.30pm

Setting up Procedures

Timetable

Setting up will take place on Friday 13 October.

Exhibitors will be permitted access to the Hall between 1.00pm and 9.00pm

Setting up can also take place on Saturday 14 October between 7.30am and 9.00am and Exhibitors can gain access for restocking on Sunday 15 October between 7.30am and 9.00am.

Reporting Procedures

On arrival, Exhibitors should report to the Event Control station inside the main entrance to the Marshall Arena and inform the staff of their stand name in order to be advised of their location within the hall.

Exhibitors are required to act on the instructions given at this time as this will assist stewards in directing Exhibitor Vehicles to the correct door for unloading.

Collection of Exhibitor Arrival Pack

Prior to entry to the hall all exhibitors will be issued with their Exhibitor Arrival Pack containing information relevant to their involvement in the event.

Pre-opening Inspection

On Saturday 14 October, before opening time an inspection will be carried out by Marshall Arena staff and the organisers to check that all stands are in place and the Exhibition complies with requirements.

Exhibitors must have their stand fully set up no later than 9.00am on Saturday 14 October.

Young Persons

No person under the age of 16 is permitted to be in the Hall during the setting up or breaking down of the Exhibition.

Exhibitor Passes

Design and Style

The Exhibitor passes will take the form of a non-allergenic wristband.

- **Exhibitors must wear the wristband each day at all times during the Exhibition.**
- **No Exhibitor will be allowed access to or remain in the Exhibition Hall unless wearing the appropriate wristband.**

Allocations

Exhibitors will receive the number of wristbands requested as far as possible, and it is the responsibility of each exhibitor to ensure they are in possession of a valid Exhibitor wristband. All enquiries relating to Exhibitor Wristbands should be directed to the Organisers.

Power Supply / Electrical Inspection

General Information

All exhibitors who have requested an electrical supply to their stand will be provided with a single 13amp rated supply which will be installed by the Marshall Arena.

Cable Reels

No use of any uncoiled cable reels or drums is permitted, all cables must be fully extended and no cable run is to exceed 4 metres.

2 or 3 Way Adaptors for connection to a single 13 amp socket

The use of such items is not allowed

Portable Circuit Breakers (RCD's)

As the Marshall Arena supply is fully protected by their own 'in line' safety devices the use of portable circuit breakers is not required.

Insurance

Cover

The organisers will have in place appropriate levels of public liability and other risk insurance to cover layouts and demonstrations.

Trade and society exhibitors are required to make their own insurance arrangements and provide proof prior to set up, as detailed under Health and Safety above.

Insurance Valuation

Exhibitors who are participating in the Exhibition with either a layout or a demonstration are required to submit a valuation for insurance purposes to the organisers in advance of the Great Electric Train Show.

Exhibitor Expenses

Expenses

Exhibitors participating in the event with either a layout or a demonstration who have agreed expenses with Mike Wild will have an expenses claim form included in their Arrival Pack.

In order to ensure that all expenses are processed efficiently, the completed expenses claim form and all associated receipts must be handed into the Organisers at the Ticket Office before 4pm on Sunday 15th October. Expenses will be processed and reimbursed by BACS following the event.

Catering

Exhibitors Tea/Coffee Bar

A complimentary exhibitors' tea and coffee bar will operate from the Exhibitor Rest Room in the 'Crew Room' which will be signed from the main hall.

Lunches for Exhibitors participating in the event with either a layout or a demonstration will be available for collection in exchange for a lunch voucher from the 'Crew Room' from 12 noon on Saturday and Sunday. Lunch Vouchers will be included in the Arrival Packs.

Marshall Arena Catering Outlets.

Marshall Arena Indoor Bar Catering – 9.30am – 4pm

Outside Catering Van – 8.30am – 2pm

Breakdown Procedures

Timetable

The Exhibition will close to the public at 4pm on Sunday afternoon. **No dismantling of any stand is to take place before this time.**

No stand is to be dismantled while the public are still within the Hall.

Breakdown Procedures

Once all members of the public have left the Hall, a message will be broadcast over the PA system advising exhibitors that they can commence dismantling their stand.

Exhibitors must ensure that they carry out their breakdown in such a manner that they do not block or obstruct the aisles or affect the safe working environment.

After all members of the public have left the hall, the Organisers will commence removal of the safety barriers, please give our teams time to remove them.

Exhibitors must not move or interfere with the safety barriers during the breakdown of their stand or exhibit.

Note: The electrical supply will be disconnected 30 minutes after the close of the exhibition.

External Loading Area

During the breakdown process use will be made of the external loading areas to the front and rear of the hall.

Exhibitors must not block or obstruct access or remain in the area after their vehicle is loaded.

Young Persons

No person under the age of 16 is permitted to be in the Hall during the setting up or breaking down of the Exhibition.

Health and Safety Conditions

Risk Assessment Form

All Exhibitors are required to supply a signed a Risk Assessment in respect of the risks associated with the building, operation and dismantling of their stand.

This form can be found on the Great Electric Train Show website

www.keymodelworld.com/greatelectrictrainshow and the completed form should be submitted to the organisers.

Hazardous Substances

No substances which may prove hazardous to health and safety of exhibitors or visitors may be used unless a full assessment of the risks created by the product is completed.

Fire Instructions

In the event of a fire, exhibitors must follow all instructions given by Marshall Arena staff and via the PA system and leave the Hall using the nearest emergency exit or as otherwise directed.

Manual Handling

Lifting and handling injuries are a major risk at events such a The Great Electric Train Show and exhibitors should exercise care when setting up or dismantling their stand.

First Aid

In the event of an accident or sudden illness exhibitors should contact the nearest Organiser or Marshall Arena steward for assistance.

Evacuation

If for any reason an emergency occurs during the exhibition which requires the evacuation of the Hall, exhibitors must follow all instructions given by Marshall Arena staff or broadcast over the PA system.

General Information

Ticket types and prices

TICKET TYPE	ADVANCE PRICE	ON THE DOOR PRICE
Adult VIP	£45.00	N/A
Adult	£15.00	£17.00
Adult Subscriber	£12.00	N/A
Child (Saturday)	£8.00	£9.00
Child (Sunday)	FREE (max 2 per adult)	FREE (max 2 per paying adult)

On-the-door tickets will be available on each day the show is open from the Ticket Desk at the Main Entrance.

A child ticket is valid for children between 5-16 years of age.

Persons over 16 years of age will be charged an Adult ticket price and there are no concession tickets for persons over 60 years of age.

Advance Tickets

Advance ticket holders receive entry 30 minutes earlier than the normal opening times.

Advance tickets can be ordered via www.keymodelworld.com/greatelectrictrainshow or by calling 01780 480404

Great Electric Train Show – Disabled Visitor Policy

The Great Electric Train Show does not offer a special rate to disabled visitors, but does offer free admission for carers who are accompanying disabled visitors.

A maximum of one carer for each disabled visitor is permitted access to the Show free of charge to accompany and enable the disabled person to visit the exhibition.

Carer admission tickets are not available online and can only be collected from the Great Electric Train Show Ticket Desk situated inside the Main Entrance.

Visitors who have the following documentation are entitled to one free carer ticket, however, the visitor with the disability and any further members of their party will pay full price.

Visitors can use the following documentation as proof of disability:

Disability Living Allowance (DLA)

Attendance Allowance (AA)

Personal Independence Payments (PIP)

Blind Persons Registration

Armed Forces Independence Payment (AFIP)

Visitors must show the relevant paperwork at the Ticket Desk when they buy or collect their ticket.

The Great Electric Train Show – Shuttle Bus Service

A free shuttle bus service will operate between Milton Keynes Railway Station and The Marshall Arena on both Saturday 14th and Sunday 15th October for use by visitors to the show.

Exact details of this service will be posted on

www.keymodelworld.com/greatelectrictrainshow/miltonkeynes

Exhibitor Accommodation

The organisers of The Great Electric Train Show will use Holiday Inn Express Milton Keynes, Tongwell St, Fox Milne, Milton Keynes MK15 0YA for those exhibitors participating in the event who have arranged overnight accommodation with Mike Wild at the time of booking.

Accommodation will be provided on a bed and breakfast basis and only for the number of nights agreed. Key Publishing Ltd. will not be liable for any additional cost(s) relating to accommodation.

For those exhibitors who have agreed accommodation with Mike Wild, directions and other relevant details will be included in their Exhibitor Arrival Pack.