



FLOOD & WATER LIVE 2023

05 - 06 JULY 2023 | CARRINGTON, LINCOLNSHIRE, UK

Hosted by:



Supported by:

Dyson farming



EXHIBITOR & SPONSOR BOOKING PACK

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WELCOME

ADA is delighted to bring together the wider water level and flood risk management sector for a working demonstration event, **Flood & Water Live 2023** which is taking place over two days, 5th and 6th July 2023 at Dyson Farming's Carrington site, near Boston, Lincolnshire.

Kindly supported by event partners, Dyson Farming Ltd and Witham 4th District Internal Drainage Board (W4DIDB) this event will offer a unique opportunity to showcase the latest equipment, technology, products and services for managing watercourses and flood defence. Working demonstrations of plant, machinery, pumps and watercourse management equipment will take place on the site's adjacent watercourse and bankside. With an array of indoor and outdoor spaces and plot sizes, there's sure to be something to suit everyone. For visitors' the demonstration event, offers an action-packed informative day out and the perfect way to meet with suppliers and manufacturers, plus free of charge too.

It is some ten years ago, in 2013 when ADA hosted the last demonstration event at Cross Guns, in partnership with North Level District Internal Drainage Board which saw record temperatures and attendance numbers. This much-awaited industry event in 2023, looks once again set to attract and connect a wide variety of exhibitors and attendees from across the industry.

BE PART OF IT

If you are a returning exhibitor/sponsor, ADA warmly welcomes you back or if you are considering exhibiting/sponsoring for the first time, we would be delighted to have you join us for what promises to be one of the UK's largest displays of engineering equipment, products and services for the flood risk and water level management industry. Flood & Water Live 2023 will provide you with a platform to:

- **Connect** and engage face-to-face with new customers
- **Build relationships** with existing customers and strengthen their loyalty
- **Generate sales and raise brand awareness** of your product/service
- **Launch new products/services** and fully engage interested customers
- **Demonstrate your product** and make sure it reaches the correct audience
- **Network, share expertise and learn** from others in the field

This Exhibitor & Sponsor Information Pack has been designed to provide you and your company with all the relevant information that you will need to secure your place at Flood & Water Live 2023. We look forward to welcoming you as an exhibitor/sponsor at Flood & Water Live 2023.

EVENT LOCATION

EVENT LOCATION

what3words:

Dyson Farming Limited, Carrington Site, Beeches Lane, Carrington, Boston, Lincolnshire, PE22 7JD
grub.slamming.hardly

GETTING THERE

By car:

The event site PE22 7JD can be accessed from the B1183. The site is located just 8.0 miles north of Boston in Lincolnshire.

By train:

Nearest rail station is Boston. Trains to Boston operate from Nottingham via Grantham and Sleaford.

By air:

Humberside (41 miles)
Doncaster Sheffield (64 miles)
London Stansted (90 miles)

OPENING TIMES

5th July 2023 – 9:30am – 4:30pm | 6th July 2023 – 9:30am – 4:30pm

WHERE TO STAY

There is plenty of hotel and guest house accommodation located in the nearby towns of Horncastle, Woodhall Spa, Louth and Boston. Additional accommodation options in Lincoln and along the Lincolnshire coast are all within 30-45 minute drive from the site. A list of accommodation providers will be made available to exhibitors booking space at the event and will be issued in due course.

EVENT LOCATION



1:12,500

Flood and Water Live 2023 - Site Location Plan

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KEY STATS / INFORMATION

Total exhibition spaces:	80 includes indoor stands
Working demonstration plots:	30
Indoor exhibition stands:	20
Visitor numbers:	Estimated 1,000 per day
Visitor profile:	Directors, operations managers, engineers, estate managers, decision-makers, environmental officers, buyers, water environment operatives, scientists, researchers, etc
Visitor organisations:	Land managers, farmers, infrastructure providers, contractors, plant hire, environmental and facilities services, internal drainage boards, local authorities, Environment Agency, water companies, Defra, etc
Additional networking:	Meet and mingle in the hospitality and social area of the site Exhibition dinner on 5 July 2023 (details to follow)
Education:	CPD accreditation is being sought Dyson Farming site visits around a state-of-the-art anaerobic digestion plant
Event organisation:	ADA
Event partners:	Dyson Farming Ltd and Witham Fourth District Internal Drainage Board

HOW TO EXHIBIT AT FLOOD & WATER LIVE 2023

To exhibit at Flood & Water Live 2023 please follow the steps below for your organisation:

1. View the site plans (Page 9-11) and exhibition space options (Page 12-18) to choose which type(s) and where you would like to exhibit
2. Please read all supporting information in this Exhibitor & Sponsor Booking Pack including T&Cs, cancellation and payment terms
3. If you wish to discuss any aspect of the event or your exhibition space options, do not hesitate to contact the Events Team (see Contact Us, Page 30)
4. Using the online Exhibitor Booking Form, please complete and submit your details, type and preferred location of exhibition space including stand ID preferences (up to 3) and any other exhibition requirements (see page 22 for Online Exhibitor Booking Form link)
5. ADA anticipates a lot of interest in the event, so please note allocation of stands/plots will be made on a first come, first served basis. ADA kindly requests that you provide alternative choices of stand ID should your first choice have been booked
6. Following receipt of your Exhibitor Booking Form, you will be contacted by one of the Events Team within five working days, to confirm availability of your preferred stand and discuss any specific requirements outlined on your form
7. ADA will put your stand on reserve and issue an invoice to your organisation for a 25% non-refundable deposit. Payment will be required within ten working days of invoicing to secure your stand
8. When your deposit payment has been received, your booking will be secured and ADA will send you an email confirming your exhibition space and the stand ID number
9. ADA will issue an invoice for the final balance of your exhibition fees on 1 April 2023 for payment within thirty days

PLANNING CALENDAR - DATES & TIMES

STAND/PLOT & SHOW GUIDE

Deposit payment: 25% due following submission of online Exhibitor Booking Form

**Exhibitor submission deadline for
Flood & Water Live 2023 Show Guide:** 30 April 2023

**Last date for cancellation at loss of
Deposit to avoid further fees:** 31 March 2023

Balance of stand/plot fees will be invoiced: 1 April 2023 for payment by 30 April 2023

ARRIVAL/DELIVERY & DISMANTLE OF STAND EQUIPMENT

Requests for stand furniture no later than: 5 June 2023

Site open for deliveries by exhibitors: 3 July 2023 at 07:30

Indoor exhibition marquee stand access: 4 July 2023 at 08:00

Stand build/machinery in place by: 4 July 2023 at 18:30

No site entry for deliveries after: 08:30 on 5 July 2023

Dismantle of stands: 6 July 2023, not before 16:30

Exhibition plots/stands must be cleared by: 11 July 2023 at 17:00

EVENTS OPENING TIMES

Flood & Water Live 2023: 5 - 6 July 2023, 09:30-16:30 daily

Pre-Dinner Drinks & Exhibition Dinner: 5 July 2023, Petwood Hotel, Woodhall Spa, Lincolnshire, from 18:30 with dinner at 19:30

EXHIBITION SPACE CHOICES

ADA is delighted to offer your organisation a range of exhibiting and sponsorship options at Flood & Water Live 2023. Exhibition space options will include – working demonstration plots on the watercourse and bankside, in addition to outdoor display plots and an indoor exhibition hall marquee. There will be a range of sizes of display spaces from small indoor stands to expansive outdoor plots, so something to suit all budgets and to fit with your business objectives.

The seven types of exhibition plot on sale are:

- **Watercourse Working Demonstration Plot (100 x 6 metres)** – To demonstrate boats, excavators, and all weed cutting plant alongside a watercourse.
- **Embankment Working Demonstration Plot (80 x 4 metres)** – To demonstrate slope and robo mowers on a raised embankment.
- **Large Static Plot (30 x 20 metres)** – Outdoor plot ideal for displaying any plant, equipment or products.
- **Half Sized Static Plot (15 x 20 metres)** - Outdoor plot ideal for displaying any plant, equipment or products.
- **Third Sized Static Plot (10 x 20 metres)** - Outdoor plot ideal for displaying any plant, equipment or products.
- **Small Static Plot (8 x 4 metres)** - Outdoor plot for suppliers of smaller products and services.
- **Exhibition Hall Stand (4 x 3.5 metres)** – Stand inside our exhibition marquee at the entrance to the event.

These exhibition spaces are described in further detail on pages 12 to 18.

SITE PLANS

There are two site plans for Flood & Water Live 2023 (See pages 10 and 11 Annex) displaying the location of all of these plots:

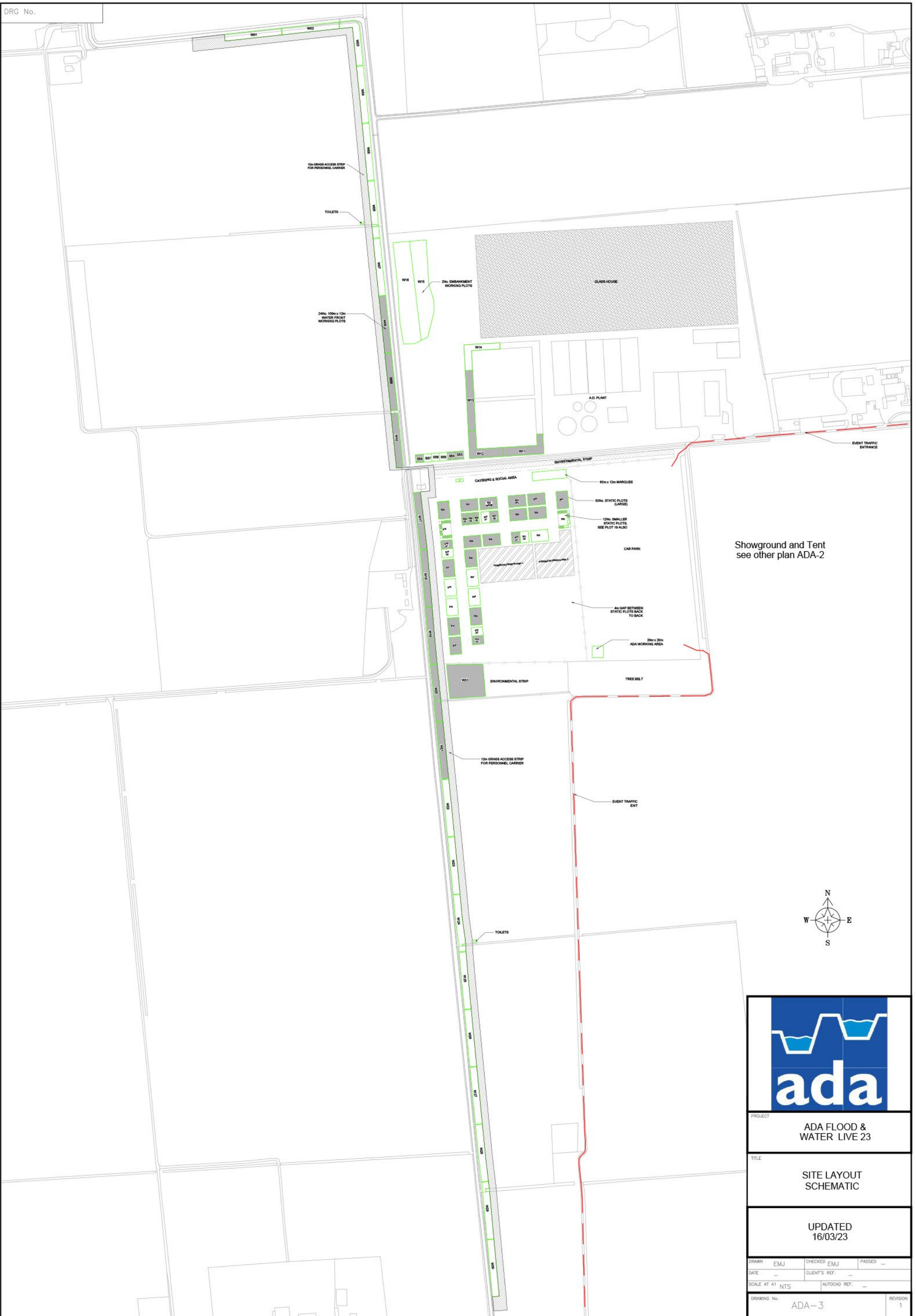
1. Working Demos & Site Layout (Schematic Plan)
2. Marquee & Static Plots

If you are not sure which stand to choose? Please contact one of the ADA team on 02476 992889 who will be happy to help.

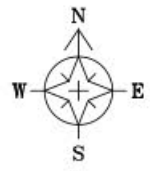
Please note:

- The site plan will be regularly updated with exhibition space bookings, this will be available to view on <https://floodandwater.co.uk>
- Whilst the Event Organisers will do their best to avoid any changes to the overall plans, ADA does reserve the right to amend as necessary.

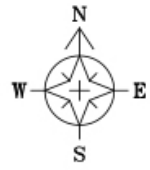
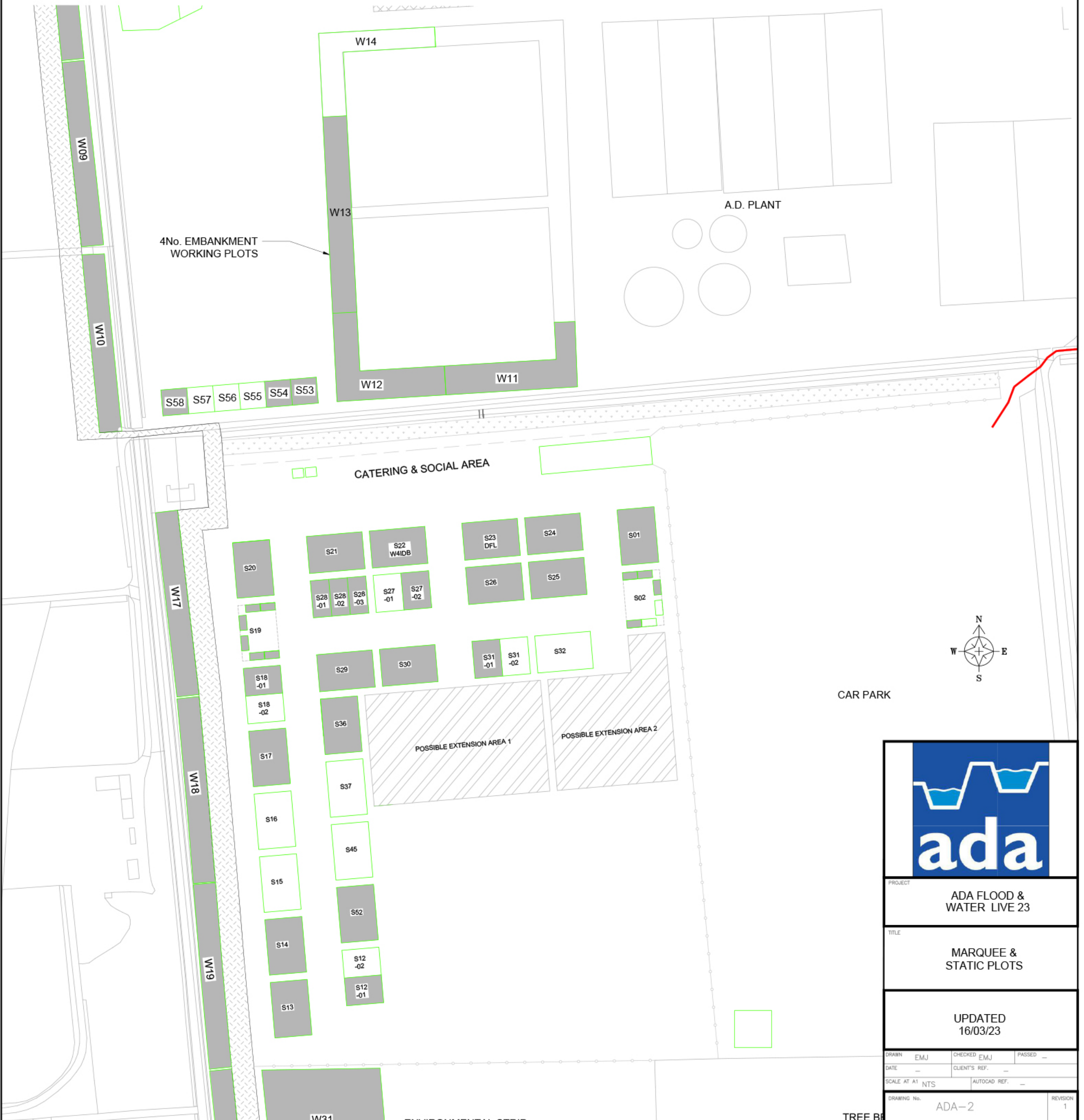
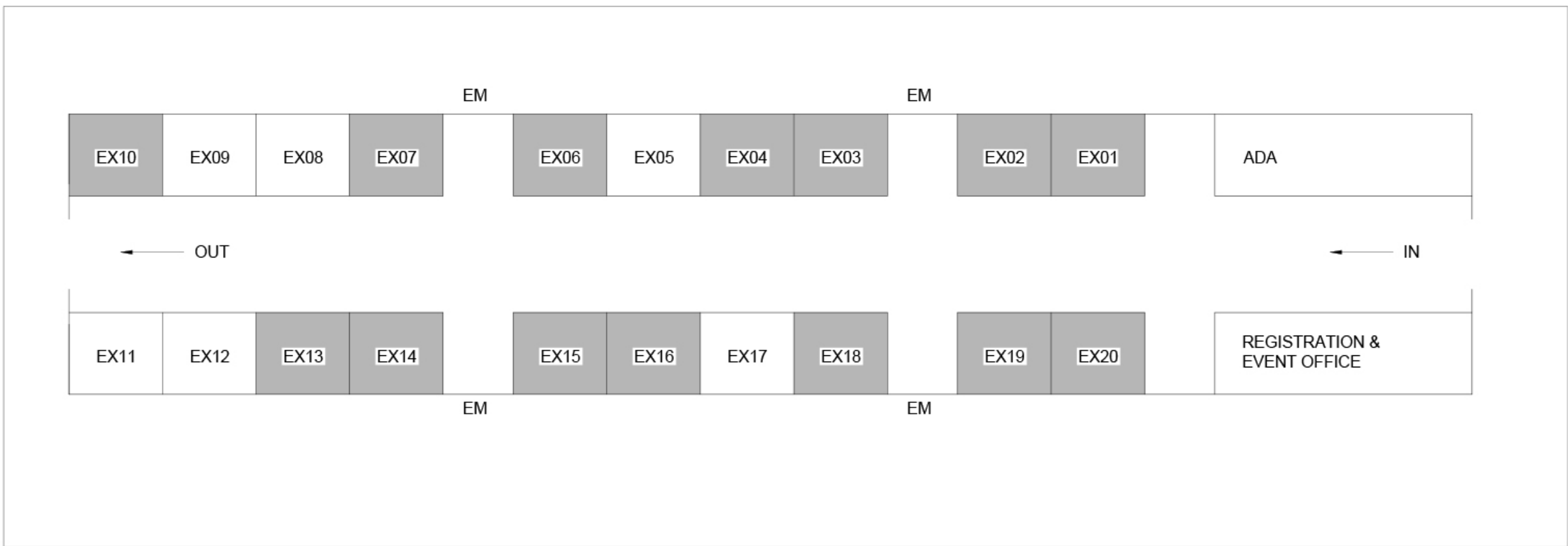
DRG No.



Showground and Tent see other plan ADA-2



			
PROJECT ADA FLOOD & WATER LIVE 23			
TITLE SITE LAYOUT SCHEMATIC			
UPDATED 16/03/23			
DRAWN	EMJ	CHECKED	EMJ
DATE	---	CLIENT'S REF.	---
SCALE	AT 1: NTS	AUTOCAD REF.	---
DRAWING No.	ADA-3		REVISION 1



PROJECT
ADA FLOOD & WATER LIVE 23

TITLE
MARQUEE & STATIC PLOTS

UPDATED
16/03/23

DRAWN	EMJ	CHECKED	EMJ	PASSED	-
DATE	-	CLIENT'S REF.	-	-	-
SCALE	AT A1 NTS	AUTOCAD REF.	-	-	-
DRAWING No.	ADA-2			REVISION	1

WATERCOURSE WORKING DEMONSTRATION PLOT

Plot Numbers: W01 to W10, W17 to W30 (See Site Plans Page 9-11)

Key details:

- Working plots W01 to W10 and W17 to W30 each have a long frontage along the watercourse.
- Frontage of 100 metres and a depth of 6 metres.
- Ideal for the demonstration of boats, excavators, flail mowers, and all weed cutting plant.
- Exhibitors reserving one of these large working demonstration plots will also be allocated a Large Static Plot on the main show site of their choosing subject to availability.

Important information:

- Marquees, gazebos and exhibition trailers will not be allowed to be erected/parked near the working demonstration plots.
- Plot location and allocations are identified on www.floodandwater.co.uk
- An identification plate will be affixed to each working plot.
- Machinery must be positioned at the allotted plot by 18:30 on Tuesday 4 July 2023.
- Machinery deliveries will not be allowed on the day of the event without prior agreement from the event organisers.
- Power will not be provided to the working demonstration plots.
- Any exhibitor wishing to allow third parties to operate their plant and equipment must ensure they are suitably qualified to do so and have held the appropriate certificates. Should third party operation result in an accident, the exhibitor will be held fully responsible.

Price: £6,500+VAT | £5,850+VAT – ADA Associate Members' Discounted Price

EMBANKMENT WORKING DEMONSTRATION PLOT

Plot Numbers: W11 to W16 (See Site Plans, Page 9-11)

Key details:

- Working plots W11 to W16 are raised embankments, but do not have access to a watercourse.
- Length of ~80 metres and a depth of ~4 metres.
- Ideal for the demonstration of smaller self-propelled grass cutting and robotic remote-controlled mowers.
- Exhibitors reserving one of these working plots will also be allocated a Medium Static Plot (S53 to S58) of their choice subject to availability.
- Medium Static Plots have a frontage of 14 metres and a depth of 14 metres.
- Outdoor grassed plots.
- No services will be supplied.

Important information:

- Marquees, gazebos and exhibition trailers will be allowed to be erected/parked within the static plot boundaries.
- Plot location and allocations are identified on www.floodandwater.co.uk
- An identification plate will be affixed to each stand area.
- Power will not be provided to working or static plots.
- Use of generating equipment by exhibitors for the supply of electricity to static plots will be permitted.
- Machinery must be positioned at the allotted plot by 18:30 on Tuesday 4 July 2023.
- Machinery deliveries will not be allowed on the day of the event without prior agreement from the event organisers.
- Any exhibitor wishing to allow third parties to operate their plant and equipment must ensure they are suitably qualified to do so and have held the appropriate certificates. Should third party operation result in an accident, the exhibitor will be held fully responsible.

Price: £2,800+VAT | £2,520+VAT – ADA Associate Members' Discounted Price

LARGE STATIC PLOT

Plot Numbers: S01, S03 to S18, S20, S21, S24 to S52 (See Site Plans, Page 9-11)

Key details:

- Frontage of 30 metres and a depth of 20 metres.
- Outdoor grassed plots.
- No services will be supplied.
- Ideal for any plant, equipment or products.

Important information:

- Marquees, gazebos and exhibition trailers will be allowed to be erected/parked within the static plot boundaries.
- Plot location and allocations are identified on www.floodandwater.co.uk
- An identification plate will be affixed to each stand area.
- Power will not be provided to static plots.
- Use of generating equipment by exhibitors for the supply of electricity to static plots will be permitted.
- Machinery must be positioned at the allotted plot by 18:30 on Tuesday 4 July 2023.
- Machinery deliveries will not be allowed on the day of the event without prior agreement from the event organisers.
- Exhibitors wishing to reserve a Watercourse Demonstration Plot (see Page 12) will be allocated a Large Static Plot of their choice subject to availability.

Note:

- Plots S02 and S19 will be unavailable to book in their totality as they will be sub-divided to provide alternative smaller scale plots (See Page 10)
- Plots S22 and S23 have been pre-allocated to event partners and are unavailable for general sale.

Price: £5,500+VAT | £4,950+VAT – ADA Associate Members' Discounted Price

HALF SIZED STATIC PLOT

Plot Numbers: S01, S03 to S18, S20, S21, S24 to S52 (See Site Plans, Page 9-11)

Key details:

- Frontage of 15 metres and a depth of 20 metres.
- Outdoor grassed plots.
- No services will be supplied.
- Ideal for any plant, equipment or products.

Important information:

- Marquees, gazebos and exhibition trailers will be allowed to be erected/parked within the static plot boundaries.
- Plot location and allocations are identified on www.floodandwater.co.uk
- An identification plate will be affixed to each stand area.
- Power will not be provided to static plots.
- Use of generating equipment by exhibitors for the supply of electricity to static plots will be permitted.
- Machinery must be positioned at the allotted plot by 18:30 on Tuesday 4 July 2023.
- Machinery deliveries will not be allowed on the day of the event without prior agreement from the event organisers.

Note:

- Plots S02 and S19 will be unavailable to book in their totality as they will be sub-divided to provide alternative smaller scale plots (See Page 10)
- Plots S22 and S23 have been pre-allocated to event partners and are unavailable for general sale

Price: £2,750+VAT | £2,475+VAT – ADA Associate Members' Discounted Price

- Corner plots are subject to an additional charge of £250 +VAT on all rates shown above.

THIRD SIZED STATIC PLOT

Plot Numbers: S28 (See Site Plans, Page 9-11)

Key details:

- Frontage of 10 metres and a depth of 20 metres.
- Outdoor grassed plots.
- No services will be supplied.
- Ideal for any plant, equipment or products.

Important information:

- Marquees, gazebos and exhibition trailers will be allowed to be erected/parked within the static plot boundaries.
- Plot location and allocations are identified on www.floodandwater.co.uk
- An identification plate will be affixed to each stand area.
- Power will not be provided to static plots.
- Use of generating equipment by exhibitors for the supply of electricity to static plots will be permitted.
- Machinery must be positioned at the allotted plot by 18:30 on Tuesday 4 July 2023.
- Machinery deliveries will not be allowed on the day of the event without prior agreement from the event organisers.

Price: £1,850+VAT | £1,665+VAT – ADA Associate Members' Discounted Price

- Corner plots are subject to an additional charge of £250 +VAT on all rates shown above.

SMALL STATIC PLOT

Plot Numbers: S02 & S19 (See Site Plan, Page 9-11)

Key details:

- There are 12 of these plots available within S02 and S19.
- Frontage of 8 metres and a depth of 4 metres.
- Outdoor grassed plot.
- No services will be supplied.
- Suitable for service or product suppliers who do not require the full size of a larger outdoor static demonstration plot.

Important information:

- Marquees, gazebos and exhibition trailers will be allowed to be erected/parked within the small static plot boundaries.
- Plot location and allocations are identified on www.floodandwater.co.uk
- An identification plate will be affixed to each stand area.
- Machinery must be positioned at the allotted plot by 18:30 on Tuesday 4 July 2023.
- Machinery deliveries will not be allowed on the day of the event without prior agreement from the event organisers.
- Power will not be provided to static plots.
- Use of generating equipment by exhibitors for the supply of electricity to static plots will be permitted.

Price: £925+VAT | £832.50 +VAT – ADA Associate Members' Discounted Price

EXHIBITION HALL STAND

Plot Numbers: EX01 to EX20 (See Site Plans, Page 9-11)

Key details:

- Exhibition stand inside marquee at the entrance to the event.
- Frontage of 4.0 metres and a depth of 3.5 metres.
- Carpeted
- Overhead lighting
- Double 13-amp electricity socket

Important information:

- Exhibitors will not be permitted to run urns/kettles in the exhibition area as this will overload the generators.
- The use of generating equipment for the supply of electricity to stands will not be permitted
- Portable appliances, computing or similar equipment connected to the power supply must possess a current P.A.T. label, adhered to the appliance in accordance with current Health & Safety guidance
- Trade stands with their own internal wiring must comply with the 17th edition of the IEE wiring regulations BS7671:2008 and with the requirements of guidance note 7 (Special Locations) Chapter 12 (Exhibitions, Shows and Stands)
- Stands are provided without equipment, e.g. tables/chairs. If these are required contact the Event Team, at least one month ahead of the event (See Contact Us, Page 26)
- Shell schemes are not supplied and should be sourced independently if required but must be suitable to fit within a maximum area of 4.0m x 3.5m.
- Stand allocations are identified on the Site Plan on www.floodandwater.co.uk
- A stand ID plate will be affixed to each stand area
- Stand erection must be complete by 18:30 on Tuesday 4 July 2023
- Stand erection will not be allowed on the day of the event without prior agreement of the Event Manager (See Contact Us, Page 26)
- Exhibitors will not be allowed to sub-let or divide their space without permission from the event organisers

Price: £1250+VAT | £1,125+VAT – ADA Associate Members' Discounted Price

PRICING

Exhibition space type	Price	ADA Member Discounted Price	Description
Watercourse Working Demonstration Plot PLUS Large Static Plot	£6,500 +VAT	£5,850+VAT	Watercourse 100m x 6m, Static Plot 30m x 20m, outdoor grassed plot. No services supplied.
Embankment Working Demonstration Plot PLUS Medium Static Plot	£2,800+VAT	£2,520+VAT	Raised embankment ~80m x ~4m, Static Plot 14m x 14m, outdoor grassed plot, No services supplied.
Large Static Plot	£5,500+VAT	£4,950+VAT	30m x 20m, outdoor grassed plot, No services supplied.
Half sized Static Plot	£2,750+VAT	£2,475+VAT	15m x 20m, outdoor grassed plot. No services supplied. Corner plots subject to additional £250 +VAT
Third sized Static Plot	£1,850+VAT	£1,665+VAT	10m x 20m, outdoor grassed plot. No services supplied Corner plots subject to additional £250 +VAT
Small Static Plot	£925+VAT	£832.50+VAT	8m x 4m, outdoor grassed plot. No services supplied.
Exhibition Hall Stand	£1,250+VAT	£1,125+VAT	Stand inside the event marquee, 4.0m x 3.5m, carpeted, overhead lighting, double 13 amp socket supplied. Shell scheme not included. No furniture provided.

ADA MEMBERSHIP

- 10% Discount applies for ADA Associate Members.
- Qualifying discount will be added to your contract at the time of booking.

ADA MEMBERSHIP

ADA Associate Members are contractors, consultants and suppliers of goods and services to the flood and water level management sector. Associate membership of ADA is open to any corporation and non-governmental organisation that has an interest in water level management, flood risk management and land drainage. For more details, please see ADA's Become a member webpage at: www.ada.org.uk/become-a-member

PAYMENT & CANCELLATION TERMS

You will find Important Exhibitor Booking Information & Regulations for Flood & Water Live 2023 towards the end of this pack (see Pages 25-29). Please be sure to read them thoroughly as they form part of your booking contract with ADA, for exhibiting at this event.

PAYMENT TERMS

25% non-refundable deposit – Due following submission and acceptance of online Exhibitor Booking Form

100% payment of stand fee – Will be invoiced on 1 April 2023, for payment no later than 30 April 2023

CANCELLATION TERMS

Any cancellation will result in a loss of initial deposit. Cancellations after 1 April 2023 will result in the loss of the full payment of the stand/plot order.

HOW TO BOOK



FLOOD & WATER
LIVE 2023

05 - 06 JULY 2023 | CARRINGTON, LINCOLNSHIRE, UK

Hosted by:  Supported by: **Dyson farming** 

Click link below for the
[**ONLINE EXHIBITOR BOOKING FORM**](#)

MARKETING

To support Flood & Water Live 2023, ADA has a fully integrated marketing, PR and communications plan with key elements outlined below. Why not take advantage of some of these promotional opportunities which are included as a part of your stand costs:

- Exhibitor listing in the Event Show Guide
- Exhibitor listing on <https://floodandwater.co.uk> website
- Social media presence on Twitter @flood_and_water aims to spark conversation and engage a far-reaching audience with the key aim of driving sales and interest in the event
- E-marketing via ADA's monthly electronic new-stream and other member communications
- Third party promotions / targeted advertising
- National and regional press coverage
- Invitation to European water level managers to attend
- Engaging website at <https://floodandwater.co.uk>
- Networking at the hospitality and social area

PROMOTE YOUR PRESENCE AT FLOOD & WATER LIVE 2023

To maximise your involvement with Flood & Water Live 2023, ADA will have a dedicated marketing support pack, that will be available to you in the coming months, to circulate amongst your customers and wider audiences. Our marketing support pack will consist of the following content:

Social media graphics, Featured brand image, Marketing images and Event logos

PLEASE NOTE:

- Upon submission of the Exhibitor Booking Form, Flood and Water Live and ADA, shall have permission to use the name and logo of the exhibitor in its marketing materials, website and social media to indicate that it is participating in the event.
- Any and all photographs, videos, or other recorded media may be used by Flood & Water Live and ADA for the purposes of marketing or advertising without any payment or compensation being offered and without any request being made to the featured parties.

SPONSORSHIP

ADA has a wide range of sponsorship and branding opportunities to enhance your presence at Flood & Water Live 2023.

Your organisation could sponsor the entire event, a hospitality and networking gathering, onsite branding or reception décor to name just a few of the options that we have in mind.

You could always challenge us with a new idea or contact us about creating a bespoke solution in line with your business objectives, desired audience and budget.

The sponsorship packages are currently being created and will be released shortly.

Just a few points to mention, ADA anticipates a keen interest in Flood & Water Live 2023 sponsorship, so to be fair to everyone, packages will be booked on a first come, first served basis and please note, exhibiting at the event is a condition of sponsorship.

At this stage, if you are interested in sponsorship, please do get in touch with one of the ADA team to register (see Contact Us Page 30).

IMPORTANT EXHIBITOR BOOKING INFORMATION & REGULATIONS

INSURANCE

- It is the responsibility of the Exhibitor to insure all property, which is their own or for which they are responsible
- Exhibitors are required to provide Employers' Liability where this is required by statute
- Exhibitors are required to provide Public Liability Insurance with a minimum indemnity of £5 million to protect their liability

FORCE MAJEURE

If an event defined hereafter as Force Majeure occurs ADA will not be responsible for the financial consequences or any losses of any action claims or demands caused to or made by an exhibitor or their servants or agents caused by the failure of the Flood & Water Live 2023 Event to be held on one or more of the days but for the event of Force Majeure on which it would otherwise be held. Force Majeure means for the purposes of this clause exceptionally inclement weather; flooding of the whole or any part of the Show Site or the whole or any part of the car parks associated with it; an act of God including but not limited to fire, flood, earthquake, windstorm or other natural disaster; act of sovereign including but not limited to war, invasion, act of foreign enemies, hostilities (whether war be declared or not), civil war, rebellion, revolution, insurrection, military or usurped power or confiscation, nationalisation, requisition, destruction or damage to property by or under the order of any government or public or local authority or imposition of government sanction embargo or similar action: law, judgment, order, decree, embargo blockade, labour dispute including but not limited to strike, lockout or boycott; interruption or failure of utility service including but not limited to electric power, gas, water or telephone service; failure of the transportation or any personnel equipment, machinery supply or material required by ADA to run the Flood & Water Live 2023 Event; breach of contract by an essential personnel; any other matter or cause beyond the control of ADA. ADA recommends that all traders and exhibitors ensure adequate insurance is in place to cover all potential risks.

HEALTH & SAFETY

- Exhibitors will be required to adhere to all current Health, Safety and Welfare legislation
 - Exhibitors will be required to submit for approval Method Statements and Risk Assessments for all aspects of their planned participation in the event. These will cover as a minimum build-up of stands, break-down of stands, safety of personnel and visitors on stands during the event and operation of plant and equipment on the designated working demonstration plots
 - Exhibitors will be required to provide a stand layout plan with their Health and Safety documents, risk assessments etc. prior to the event
 - Further health and safety requirements will be issued within the final Exhibitor Information Pack
- Health and safety advice will be available on site throughout the event. If there are any concerns in this area or advice is needed, the Health and Safety representative should be contacted through ADA registration and event office in the main marquee.

IMPORTANT EXHIBITOR BOOKING INFORMATION & REGULATIONS

ARRIVAL & DELIVERY OF STAND EQUIPMENT

- The site will open for deliveries by exhibitors from 07:30 on 3 July 2023
- Requests for earlier deliveries of equipment must be sent to David Sisson, (see Contact Us, Page 30 for full details)
- Indoor exhibition marquee tent access will be available from 08:00 on 4 July 2023
- All plant and machinery will need to be on site and: parked at its allotted location by 18:30 on 4 July 2023
- There will be no deliveries permitted on site after 08:30 on the event days

PERSONAL PROTECTIVE EQUIPMENT

- During the set up and break down of exhibits, all persons working on the site will be required to wear hi-visibility jackets or vests
- The level of foot protection will be determined by exhibitors' risk assessments. It is expected that footwear worn for the set up and break down will vary from that worn during the exhibition when the risk is significantly reduced

UNLOADING

- The Event Organisers will prepare Traffic Management Plans prior to the event
- Exhibitors will need to refer and adhere to the HGV traffic management plan for Heavy Goods Vehicles on site movements and unloading
- Exhibitors will need to refer to and adhere to LGV traffic management plan for Light Goods Vehicles on site movements and unloading
- Special unloading requirements such as fork-lift trucks must be emailed to David Sisson, Event Manager prior to the event stating weight to be lifted
- Drivers of vehicles, plant and machinery must hold the relevant licence and be trained in the safe operation of the equipment. A copy of the licences will need to be sent to David Sisson, Event Manager with your Health & Safety documents
- The correct Personal Protective Equipment (e.g. gloves, industrial footwear, hi-visibility clothing) must be supplied and worn by all persons involved in the setting up of exhibits

NOISE

- Prohibition on any excessive noise between the hours of 22:00 and 07:00 the following morning. This will apply to all days of event through build up through to break down.

IMPORTANT EXHIBITOR BOOKING INFORMATION & REGULATIONS

MACHINERY, PLANT & EQUIPMENT

- All machinery should have fuel for the movements required to establish position on and off site
- Refuelling of vehicles onsite is prohibited
- Sharp points, spikes and sharp edges must be protected to prevent accidents
- Any equipment operated by hydraulics if demonstrated in an extended position must be suitably propped and at separate stages if in multi-stage rams

VEHICLE PARKING

- All exhibition tent and static plot exhibitors will park in the visitors' parking area and walk through to the exhibition area. The site will open from 06:30am on the event day
- HGV parking will be on the adjacent Dyson Farms Estate and will be detailed in the proposed HGV traffic management plan
- It is in the interest of visitor safety that no vehicle movements will be permitted onsite between the hours of 08:30 and 16:30 on the event days, apart from personnel carriers and support vehicles operated by the event organisers.

GROUND PENETRATION

- Ground penetrations or excavations are totally prohibited unless special permission is sought in advance of the event. This is to protect the fields under drainage system from damage and to avoid striking any unidentified underground services.

FIRE

- Exhibitors are required, at all times to have an appropriate inspected and in-date fire extinguisher prominently sited close by to electrical equipment and maintained in serviceable condition. Under no circumstances should water or water extinguishers be used on electrical fires or near electrical equipment

SECURITY

- Exhibitors will be responsible for the security of their exhibits. ADA will secure the services of a security company and cover the 'out of hours' period from Tuesday 4 July – Thursday 6 July 2023

IMPORTANT EXHIBITOR INFORMATION & REGULATIONS

SITE LAYOUT/STAND ALLOCATION

- ADA decision on site layout and stand allocation will be final and binding.

FOOD & DRINK ON STANDS

- Exhibitors are requested to advise ADA if they are receiving / hosting any VIP visitors to their stand during the event.
- The sale of food and drink on stands is prohibited. Hospitality for visitors, is permitted but must comply with relevant Food & Hygiene Regulations.
- Strictly no alcohol will be permitted on site.

FOOD OUTLETS & WATER SUPPLY

- On-site catering will be through approved food and drink purveyors yet to be procured.
- Fresh potable water will be available from stand-pipes in the Catering & Social Area of the site. Exhibitors should, as they specifically require, ensure that they have arrangements in place to transport water safely in purpose made carriers to their plot.

FIRST AID

- Exhibitors are asked to provide their own First Aid cover for the mobilisation and de-mobilisation periods, however St John Ambulance or similar approved supplier will be on site throughout the event days.

CAMPING

- Camping and overnight stays on the show ground or car parking areas are prohibited.

ALCOHOL ON SITE

- As a matter of safety, the consumption of alcohol is strictly prohibited on the Event Site and we respectfully ask that alcohol is not brought onto the site at any time.

SMOKING POLICY

- The exhibition tent will be a designated no smoking zone.

IMPORTANT EXHIBITOR INFORMATION & REGULATIONS

ANIMALS

- Prohibition of Animals on Event Site or Car Parking areas excepting Assistance/Guide Dogs. No animals to be left in parked vehicles

TOILETS

- Toilets will be provided and will be located in the Catering & Social Area of the site and at two locations central to the Working Demonstration plots

CLOSURE OF STANDS

- Exhibitors or their contractors may not close or dismantle any part of their stand before 16:30 on the final day of the show

CLEARANCE OF STANDS & REMOVAL OF WASTE MATERIALS

- All exhibition stands must be cleared from the site by 17:00 on 11 July 2023
- Ground should be fully cleared and all waste materials removed and stand area reinstated to original condition. Any failure to comply, will result in additional charges being levied on the stand holder by ADA

LITTER

- Exhibitors are responsible for cleaning their exhibit area. Bins will be provided which will be cleared by the organisers and disposed of in the main skip.

COVID-19

- We want our exhibitors, sponsors, visitors and contractors to be able to attend Flood & Water Live 2023 and feel confident that all necessary steps have been taken to reduce the risk posed by the Covid-19 virus.
- As organisers we will provide sanitizer stations positioned in the registration area and around the site.
- Anyone testing positive for Covid-19 or displaying symptoms should not attend the event.
- We will continue to monitor guidance from UK and local government and implement measures in accordance with the advice and update this information, closer to the event.

CONTACT US

GET IN TOUCH

We would be happy to answer your questions or discuss any aspect of Flood & Water Live 2023.

David Sisson, Event Manager

T: 07774 015716

E: David.sisson@ada.org.uk

Contact for: Booking enquiries/site-specific enquiries

Ed Johnson, Assistant Event Manager

T: 07786 038721

E: ed@w4idb.co.uk

Contact for: Witham 4th District IDB queries

ADA Events Team

T: 02476 992889

E: floodandwater@ada.org.uk

Address: ADA Office, Rural Innovation Centre, Avenue H, Stoneleigh Park, Warwickshire, CV8 2LG

Contact for: Booking enquiries, ADA membership and general information, advertising, sponsorship and invoicing