Welcome to Harrogate Fashion Week
Exhibitor Manual 7th – 9th February 2027

IMPORTANT: *If you are **NOT** the person responsible for organising the logistics in relation to your participation in the show, please send on to the appropriate person.*

It is important that you read the manual thoroughly as it is designed to give you all the information you need in relation to exhibiting at the exhibition. You will find details of:

- Official Contractors (pages 3-4)
- Exhibition Timetable (page 5)
- How to access the venue for loading and unloading (page 6)
- Details about the shell scheme stands we provide (pages 7 & 8)
- Health & Safety Requirements and Information (page 9)
- Show Information and Services A-Z (pages 10-14)
- Exhibitor Badges (page 12)

Our main contractor, Full Circle, who are responsible for building the stands and providing electrics at the show, will be in touch with details of their online portal. The portal is to be used for completing everything to do with your stand – nameboard form, stand plan and ordering any extras you will need. The email from Full Circle will contain a username and password so you can complete all the information they need to ensure your stand is ready when you arrive at the show.

The link to the portal is: https://harrogatefashionfebruary2027.exhibitconnect.co.uk
Your personalised login details will be sent in the next few days. If you don't receive these, please email harrogatefashion@fullcircleeventsltd.co.uk.

In the exhibitor area of our website, you will find other forms from our contractors to order furniture, catering and IT. Also, in this section are maps on how to get to our Holding Area at Dragon Road, a map of the Harrogate Convention Centre, and a general map of Harrogate for your information.

I do hope you find all this information useful and if you require any assistance, please contact me.

Kind Regards

Georgia Flynn
Event Director
E: georgia@harrogatefashionweek.com
M: 07977213616

Checklist

To Do	Deadline	✓	Date
Marketing Information & Images – emailed to you from Kirsty	URGENT		
Accommodation – Special rates available	URGENT		
Catering Requirements	21st January		
Electrical Requirements	8th January		
Exhibitor Badges	22nd January		
Furniture Requirements	5th January		
Graphic Requirements	8th January		
Health & Safety (Form 1-Stand Activity & Product Information & Proof of PLI Insurance)	8th January		
Name Board Details	8th January		
Stand Fittings & Extras	8th January		
Visitor Data Capture	22nd January		

Your Exhibition Management Team

Georgia Flynn, Event Director: georgia@harrogatefashionweek.com
Kirsty Epton, Event Manager: kirsty@harrogatefashionweek.com
Sarah Ward, Event Administrator: sarah@harrogatefashionweek.com
Rachel Hall, Operations Manager: rachel@rshevents.com – 07771628131

Tel: + 44 (0) 1423 623701

OFFICIAL CONTRACTORS

Audio Visual:
True Mobile
Tel: 07774 952 985
Email: mail@truesounds.co.uk
Contact: Andy

Carpet:
Full Circle Exhibitions
Tel: 0161 393 3949
Email**:** harrogatefashion@fullcircleeventsltd.co.uk
Contact: Pamela Newbould

Catering:
Matchams
Tel: 01423 537321
Email: amirajade.thomas3@harrogateconventioncentre.co.uk
Contact: Amira-Jade Thomas

Delivery/collections:
HFW Organisers

georgia@harrogatefashionweek.com	01423 623701
kirsty@harrogatefashionweek.com	01423 623701
rachel@rshevents.com	07771628131

Electrics:
Full Circle Exhibitions
Tel: 0161 393 3949
Email**:** harrogatefashion@fullcircleeventsltd.co.uk
Contact: Pamela Newbould

Furniture:
Concept Furniture Ltd
Tel: 0844 822 1424
Email: scott@conceptfurniture.co.uk
Website: www.conceptfurniture.co.uk

Graphics :
A. D. Bell Signs & Graphics
Tel: 01423 885045
Email: ac@adbell.co.uk
Contact: Allie Cook

Full Circle Exhibitions
Tel: 0161 393 3949
Email**:** harrogatefashion@fullcircleeventsltd.co.uk
Contact: Pamela Newbould

Stand Build:	**Full Circle Exhibitions** Tel: 0161 393 3949 Email**:** harrogatefashion@fullcircleeventsltd.co.uk Contact: Pamela Newbould
Temporary Staff:	**Crusade** Tel: 075402 36601 Email: crusade.eventtraffic@gmail.com Contact: Mark Haynes
Visitor Data Capture:	**Jonas** Tel: 01865 893560 Email: laura.burchall@jonas.events

Exhibition Timetable

Build Up

Shell Scheme Exhibitor Access	Saturday 6th February	08.00 – 20.00
Space Only Exhibitor Access	Thursday 4th February	12.00 – 18.00
	Friday 5th February	08.00 – 18.00
	Saturday 6th February	08.00 – 20.00

All displays and exhibits must be completed by Saturday 6th February at 20.00.

Exhibition Opening Times

Sunday 7th February	09.30 - 18.00
Monday 8th February	09.30 - 18.00
Tuesday 9th February	09.30 - 15.30

Please be reminded that exhibits cannot be removed until after the close of the exhibition.

Break-Down

Tuesday 9th February	16.00 – 20.00 (Space Only Exhibitors have till 23.00)

Property not removed by 23.00 on Tuesday 9th February may be disposed of at the discretion of the organisers. Exhibitors and contractors will be liable for any charges incurred.

Access to the exhibition halls will be between the hours given above **ONLY.** There will be no concession to these hours without the prior consent of the organisers.

Exhibitors must not carry out work on their stand during the exhibition opening hours. Any alterations, building, modification, loading or unloading of goods must take place only during the buildup, off-loading and break-down periods.

Power to stands will be switched off half an hour after the close of the show. Should you require power after this time, please contact the Organiser's office in Hall A on the day **BEFORE** by 14:00 to confirm arrangements.

Setting Up and Breaking Down your Stand

Shell scheme exhibitors have access to set up their stands on Saturday 6th February from 8am.

Harrogate Convention Centre are now using Mobile Dock, an online booking platform for anyone arriving to the show in a vehicle. When coming to set up your stand, you will need to book an unloading slot, the portal only opens 30 days before the show open, therefore Rachel Hall will send you all details by email in due course.

For breakdown, YOU DO NOT NEED TO PRE-BOOK A SLOT VIA MOBILE DOCK. Please proceed to Dragon Road Holding Area (HG1 5DB) from 8am on Tuesday 9th February where you will register your car with our Traffic Manager and vehicles will be sent down in booking in order and size order when breakdown commences at 4pm.

Please note Hi-Viz vests must be worn at all times during the build and breakdown period. No exceptions will be made.

Please note:

- Children under 16 years of age will not be admitted to the hall during build up and break-down.
- Animals will not be allowed into the halls at any time, unless needed for disability access.

SHELL SCHEME STANDS



Shell scheme stands will be built for exhibitors by Full Circle, but the interior decoration of the stand and the appointment of a contractor if required to carry out this work, are the responsibility of the individual exhibitor. No alterations can be made to the standard shell scheme.

Your modular shell scheme stand will be constructed using a 2.5m high Quad Modular System and consist of 3mm white wall panels, framed in white aluminium. Fascia beams will be provided on open sides, supported by white aluminium posts at the corners and at mid-points where necessary. The maximum distance between support posts is 4m. A nameboard with your exhibitor name and stand number will be provided on a lightbox. Ceiling battens will be positioned in the stand if required.

All stands booked are entitled to the following package: -

- 1 meter of fitted garment rail for every 3 full square meters of space
- 1 spotlight for every 2 full square meters of space (an increase from previous shows)
- Illuminated Name Board with company name on each fascia
- Carpet in pale grey
- Waste bin

The only variation to the above package is if you have booked our 'Accessories' Package which entitles you to the same as the above except for the garment rail which is upgraded to:

- 1 meter of shelving for every full 1 square meter of space

Under no circumstances must anything be nailed, screwed or glued to the shell scheme panels or metal framework of the stand. Exceptions are, Velcro (hook & loop), blu-tack and double-sided sticky pads to fix lightweight exhibits.

Full Circle, who are responsible for building the stands and providing electrics at the show, will be in touch with details of their online portal. The portal is to be used for completing everything to do with your stand – nameboard form, stand plan and ordering any extras you will need. The email from Full Circle will contain a username and password so you can complete all the information they need to ensure your stand is ready when you arrive at the show. The link to the portal is https://harrogatefashionfebruary2027.exhibitconnect.co.uk

Your personalised login details will be sent in the next few days. If you don't receive these, please email harrogatefashion@fullcircleeventsltd.co.uk.

Fitted Garment Rail

If you have not submitted a plan to Full Circle in advance where you would like your package rails placed, these will not be fitted until you arrive and advise us onsite. Please also confirm the height you require, or your rails will be set at 1.5m high. You need to advise this via the portal as detailed above.

Shell Scheme Electrics

Any electrics you may require, such as power sockets or additional lighting, are available through Full Circle and should be ordered via the online system as above.

Name Board

Exhibitors will be supplied with an illuminated name board on all open sides, with their company name and stand number displayed in a standard format. Please complete and return the Full Circle **Nameboard Form** via the online system.

Carpet

As part of the stand package, exhibitors are entitled to carpet on their stand. The colour will be pale grey throughout. Should you wish to change the colour, please contact georgia@harrogatefashionweek.com for a price.

Health & Safety Requirements

Health & Safety laws which govern the exhibition industry have changed and become very stringent. This means there are some rules which all exhibitors must abide by:

- All exhibitors with a stand package are required to give a copy of the HCC Site Rules to any staff who will be in attendance onsite and ensure that these are always abided by. This is available to download in the Exhibitor Area of our website.
- All exhibitors coming onsite during the buildup and breakdown period are required to wear a high visibility jacket whilst loading and unloading vehicles. If you do not arrive onsite with one, there will be an option to purchase one on the door.
- Appropriate footwear must also be worn during build and breakdown – **OPEN TOE SHOES AND SANDALS ARE NOT PERMITTED**
- All exhibitors must complete Form 1 - Stand Activity & Product Information which also includes a Health & Safety Declaration. This can be downloaded from the Exhibitor Area of our website. You must return this with a copy of your company's Public Liability Insurance (minimum liability cover of £2M) to rachel@rshevents.com It is a legal requirement to complete this, please ensure you do this before you arrive onsite.

Fire & Safety Regulations

Any goods attached to your stand will constitute part of your stand and will be subject to these regulations.

- Timber, less than 1" thick must be impregnated to CLASS 1 standard. Boards, plywood, chipboard etc. must be treated in the same way if they are under ¾" thick. Treated boards will have BS476 CLASS 1 marked on them.
- Plastics must conform to BS476 CLASS 1 fire regulations.
- Fabrics must be flameproofed or purchased already treated by use of approved chemicals. Fabrics such as wool, twill and felt do not need to be treated.
- Gangways: the gangways must be kept clear by LAW. Under no circumstances will exhibits, stand dressings, be allowed to encroach into gangways. Offending items are liable without warning to be removed.

Health & Safety Responsibilities:

- Ensure that you and your staff are familiar with your own and our Health & Safety Policy and the venue's Site Rules.
- Carry out and produce risk assessments where necessary, especially for during build up & break-down.
- Co-operate and work alongside the Organisers on-site to minimize Health & Safety risks.
- Ensure all staff and contractors are qualified and competent to carry out work on your stand, as you can be held liable for any incidents due to their incompetence.
- Supply plans, if building your own stand, risk assessments and method statements well in advance of the show and organise structural surveys to be carried out by independent engineers for space only stands.
- You are advised to request the Health & Safety policies of any contractor you employ and ask them to request the same from any subcontractors they may use.

General Information

Access

Please see detailed information on page 6.

Please note Hi-Viz vests and closed toe footwear must always be worn during the build and breakdown period. No exceptions will be made.

Audio Visual

If you require any audio-visual supplies for your stand, please contact True Mobile whose details can be found on page 3.

Car Parking

Commercial vehicles can be parked throughout in the Dragon Road holding area, but this is now a chargeable service. There is also parking underground at the Convention Centre on a pay and display basis. Most local hotels offer parking payable direct to the hotel.

Catering

Matchams are the official caterers at the Harrogate Convention Centre and reserve the right to sell and provide all catering equipment and refreshments including food, wine, spirits, beers and other alcoholic and non-alcoholic beverages, consumed on the premises and reserves the right to impose a surcharge on any goods not supplied by themselves. If you wish to arrange on-stand catering, please contact them on Tel: 01423 537334 for further information or complete the Catering Order form located in the Exhibitor Area of the website

There are some changes to the rules around serving alcohol and food at the Harrogate Convention Centre which are being applied to all. Whilst we appreciate that any new rules, especially in regard to Health & Safety, can often be time consuming and annoying, legally we have to be compliant with these and would appreciate your help and compliance with them.

Alcohol:

- If you want to bring in your own alcohol to serve to customers, you must either pay the corkage rates or pay a single 'buyout' fee of £395 + VAT which we have specially negotiated for this show. We strongly suggest that you take advantage of paying the buyout fee as the corkage rates are very expensive and we have managed to persuade them to go down the buyout fee route to keep the additional costs to you at a minimum.
- We will need you to complete the Harrogate Convention Centre Alcohol Form and agree to the terms and conditions on it.
- You must display a Challenge 25 sign on your stand – we will provide this for you but please do not take it down.

Hot Drinks:

Hot drinks, including bringing in your own coffee machine, now fall under new Food & Hygiene regulations which will involve us, as a show organiser, having a Food Safety Consultant onsite and a corkage charge (per day) being charged to you, the exhibitor, by the venue caterers. If this is something you wish to do on your stand, please contact Rachel Hall for further details.

Food:

Due to new food regulations. especially in regard to allergy management, we have taken the decision that any food you wish to serve to customers on your stand must now be ordered via the venue caterers, Matchams, in order to ensure we are all compliant with the latest updates. This does not affect you bringing in food/snacks/soft drinks for your staff e.g. going out to get sandwiches for lunch but these must be for personal consumption and not served to visitors and buyers. Should you wish to discuss any catering requirements, please email amirajade.thomas3@harrogateconventioncentre.co.uk.

Children

No children (under 16 years of age) are to be allowed in the halls during build up and breakdown as it will contravene the Health & Safety policy and invalidate the venue insurance policy. Please ensure that you adhere to this rule for their protection.

Cleaning

A service for cleaning stands is provided by Harrogate Convention Centre. This service is included as part of the exhibitors' package. Waste is to be placed in the gangway at the end of each day for collection. Exhibitors with night sheets, who wish their stands to be cleaned overnight, must deposit a key with stand number to the organisers office prior to the exhibition opening. This key must be collected from the organisers office on the last open day of the exhibition.

Damage and Dilapidations

Please note that any damage caused to the exhibition building itself or the stand supplied by you or your contractors is your responsibility. You will be charged for any damage that you are responsible for.

Deliveries

Please note if you are arranging to have a courier deliver anything to you at the show, they MUST bring their own lifting facilities. Harrogate Fashion Week is not responsible for assisting couriers, taking items from transportation, and delivering them to your stand.

If you wish to deliver goods to the show, they can only be accepted during the following times:

Thursday 4th February: 8am to 6pm
Friday 5th February: 8am to 6pm
Saturday 6th February: 8am to 8pm

All goods must be clearly marked as follows:

(Company Name)
(Stand Number & Hall)
Entrance 5 / Hall A
Harrogate Fashion Week
Harrogate Convention Centre
Ripon Road
Harrogate
HG1 5LA

If you are shipping from overseas, please advise the organisers when you expect the goods and allow plenty of time for goods clearance at customs.

Whilst the organisers will accept deliveries prior to exhibitors arriving, they will not accept responsibility for any loss or damage. It is preferable that you arrange to have goods delivered when a stand representative is present. Please ensure that your courier has the appropriate equipment to deliver the goods to your stand: it is not the responsibility of the organisers to facilitate this.

Disabled Facilities

There is a limited amount of space available for disabled parking at the front of Hall M. If you require a disabled parking space, please contact the organisers on rachel@rshevents.com. Accessible toilets are available in the halls.

Exhibitor Personnel Badges

Please register all your staff before the show for ease of access. This includes any temporary staff you have working on your stand and models. Badges will be brought to your stand on the Saturday set up day.
Please ensure that you fill in the Exhibitor Badge Application available on-line at:
https://eventdata.uk/Exhibitor/HarrogateFashionWeekFeb2027.aspx

First Aid

First Aid will be open during build up, break-down and the show open times. Any medical emergency should be reported to the Organiser's Office in Hall A entrance or to a member of security.

Floral

If you require floral for your stand, please contact Leafy Couture

Furniture

There is no furniture included in your stand package, but we have put some reduced priced packages together and this information can be downloaded from the Exhibitor Manual area of the website**.** Alternative options and more choices are available from Concept Furniture, our official contractor, whose contact details are on page 3. **Please order before the show to ensure you have your first choice and there is no surcharge.**

Goods Removal

To improve the general level of security, it is requested that any exhibitors wishing to take goods out of the exhibition hall should apply for an official "Goods Removal Form". This is to be handed to the duty security guard on the exit. The form should be duly completed and endorsed by a representative of Harrogate Fashion Week. These forms are available from the Exhibition Organiser's Office in Hall A.

Insurance

Exhibitors should ensure they have adequate insurance protection. As a minimum, we require you to have £2M Public Liability cover. This is a legal requirement, and a copy of your certificate must be sent to the organisers before set up, by email to rachel@rshevents.com

Leaflets / Promotional Material

Exhibitors are reminded that all sales activities, including the dispensing of literature and promotional material, must be conducted from your own stand. Exhibitors or staff are not permitted to hand out leaflets etc. in the gangways and aisles, at the entrances to the show, toilets or in any other part of the hall except the designated stand area, unless permission has been granted in advance by the Organisers.

Please note that material must not be attached to the fabric of the building. Any material found fixed to walls will be removed immediately with damages charged directly to the exhibitor.

Models

Should you require a model or promotional staff, please contact any of the following agencies: -

Boss	+ 44 (0) 161 237 0100	info@bossmodels.co.uk
Face	+ 44 (0) 113 245 8667	info@face-agency.co.uk
Mentor Model Agency	+ 44 (0) 114 322 1566	client@mentormodel.co.uk
Shine Model Management	shine@shinemodelmanagement.com	

Music

Background music will be played throughout the show by the organisers. We ask you to refrain from playing your own music without the permission of the organisers as you do need a license.

Security

Every reasonable precaution is taken to ensure the safety and security of personnel and equipment, and the premises are patrolled during the day and secured at night, however, we cannot accept any responsibility whatsoever for any injury, loss or damage or any consequential losses which may befall exhibitors and their property.

All small goods, i.e. laptops etc., must be locked away when not in use, unless removed nightly. Please report any loss or damage to the Organisers, to ensure this does not affect your claims on insurance.

Sound Levels

Exhibitors using sound equipment including video on their stand must ensure that sound levels do not exceed 80db. The organisers will strictly enforce this specification and reserve the right to require exhibitors to reduce sound levels should they exceed the specification and cause disturbance to other exhibitors.

Stand Personnel

Do you require additional help on your stand? Crusade can provide professional, experienced temporary staff to accommodate your requirements from sales assistants to hospitality & porters who are all local to Harrogate and know the town and the venue very well. For more information Tel:07540 236601 or Email: crusade.eventtraffic@gmail.com

Steamer Hire

There will be a steamer area sponsored by **Propress** with rails and steamers available for exhibitors to use on a first come basis all day Saturday, however if you prefer to hire a steamer to have on your stand, please contact Propress in advance on Tel: 0208 417 0660.

Storage

There is a storage cage available for exhibitors to use in Hall E of the exhibition Centre – directions on how to access this will be left in your Exhibitor Welcome Pack. The storage cage will be open all day on Saturday 6th February to leave your goods in. Please ensure all items are labelled clearly with your company name and stand number. The cage will then be locked for the duration of the show at 20:00 on Saturday 6th February. Should you wish to access the cage during the show, please come to the organisers office in Hall A where we will be happy to take you down to access your goods. Please note Harrogate Fashion Week or Harrogate Convention Centre accepts no liability for the goods you leave in the cage; this is at the exhibitor's own risk.

Visitor Data Capture

To help you get the most from your participation, why not hire a Barcode Scanner? Simply scan the badges of all the visitors to your stand and receive their contact details for immediate follow up. Order forms for scanners are on this link: Harrogate Fashion Week 2027

Wireless Internet Connection (WiFi)

Harrogate Convention Centre provides free Wi-Fi throughout the halls. This is a shared and unsecured network and is suitable for checking emails and browsing the internet but not for downloading files or images or ordering systems. If you require a more substantial connection, please follow the link for the IT Services Order form in the Exhibitor Area of the website or email exhibitionservices@harrogateconventioncentre.co.uk