



February 2025

Dear stand holder

We have pleasure in confirming the following in connection with your stand at Crufts 2025:

Access to the Halls

Will be via a wristband system which you will receive in the post -

- Silver wristbands for build-up and breakdown only.
- Red wristbands for open days (will be durable enough to last for the whole show).

Access will only be permitted if you and your staff and contractors are wearing the correct wristband which should be **securely fastened to your wrist**. Please also take note of the access doors which will be in use during the build-up period (which can be seen on the induction document attached to this email).

Please note that Dog and Handler passes should not to be offered as competition prizes or for sale.

Induction Document

Since the introduction of CDM Regulations into the events industry in April 2015, you have a legal responsibility to ensure that you, and any members of staff or contracting companies you may be using, have seen and understood this information before coming onsite during build-up and breakdown – please share it. **Please take particular notice that Hi-Viz is compulsory during the build-up and breakdown of the show.** Access to the arena is prohibited during the build up and breakdown.

Build-up Times

Please be reminded of the build times as follows – It is vital that all trade stands follow these timings. Please do not arrive any earlier as access will be denied.

Hall 1 - From 10.00 on Wednesday 5 March for shell scheme stands.

(From 07.00 on Tuesday 4 March for **space only**).

Halls 2 and 4 & 5 –From 0800 on **Wednesday 5 March for shell scheme stands**

(From 07.00 on Monday 3 March for **space only**).

Halls 3 & 3a - From 0800 on **Wednesday 5 March for shell scheme stands.**

(From 07.00 on Sunday 2 March for **space only**).

Online delivery system

Please note ALL trade exhibitors and their contractors must pre-book ALL deliveries/vehicle access online in advance of the show for ALL build up days **and also restocking during the show**. See overleaf for further details on restocking. The deposit system will also still be in place on Wednesday 5 March. Bookings should be made via www.voyagecontrol.com/necbirmingham

Depending on the location of your stand vehicular access to halls can be restricted so please ensure that you bring a trolley with you. However please be aware that there are strictly no vehicles permitted in the halls after 3.30pm on Wednesday 5 March when the gangway carpet will be laid.

Breakdown in all halls– please be aware that breakdown in all halls will commence from approximately 7.30pm on Sunday when ALL visitors have left the halls. **However vehicular access to hall 1 will not be permitted until after Best in Show has finished at 9.00pm.**

North 12 lorry park will be open from 0715hrs on Sunday morning for you to arrive and park your commercial vehicle. These will be parked in hall order and then released on a first come, first serve basis when there is space at the rear of the halls for breakdown. This will be from approximately 7pm on Sunday evening. A leaflet with further information will be dropped to your stand at some point during the show. You do not need to pre-book your vehicle in for breakdown.

We would also to take this opportunity to remind you of the following:-

Staff car parking - please note that any extra parking needed can now be booked in advance and at a cheaper rate than paying on the day (£13.95 in advance of the show days and £18.95 on day (whether paid onsite or online). For details please see <http://www.thenec.co.uk/visitors/parking/>

Shell Scheme stands - under no circumstances can any items be hung from the ceiling grid or the fascia, nor should ANY items be stored behind the stands. Any stand holder who seen to be in breach of this regulation may be expelled from the show. This also applies to any stands displaying goods/products outside their allocated space. This has been a problem year on year and for the safety and comfort of all those attending the show, this will be heavily monitored at

all times during the show. If you need storage space then please make use of the official storage contractor CEVA Showfreight.

Restocking – for Crufts 2025 restocking must take place between 7.30pm and 9pm each evening and not before this time. No restocking, which includes the use of trolleys, forklifts, pallet trucks etc, will be permitted during any other time unless items are hand carried from the car parks where trade exhibitors are parked or from the storage area if you have booked space with CEVA.

Additional Services

Please note that the Trade Stand Holder's Manual along with links to order additional services (electrics, furniture, storage, Wi-Fi etc.) are available in the online portal. Details of this have been emailed previously. The link is <https://crufts.org.uk/crufts-tradestand>. Here you will find full information regarding every aspect of the show.

A reminder that stands with a fridge/freezer will require 24 hour power and will need to order this through GES.

Other Information

Please be aware that no overnight camping is permitted at the NEC.

Wastage – it should be noted that any excessive waste left on any stand will incur a removal charge.

Finally, we would like to thank you for your support. We hope you have a successful show and look forward to seeing you there.

Yours sincerely,

The Events Team