



Market Deeping Model Railway Club CIO, Reg Charity No. 1187779

STAMFORD MODEL RAILWAY EXHIBITION 9-10 May 2026

JOINING INSTRUCTIONS

Firstly, a huge thank you for agreeing to be with us this year. We shall have over 70 sets of exhibitors, traders, societies and demonstrators attending for almost our largest such event. Setting up and breaking down will be busy! Throughout these times in particular, your health and safety and that of those around you is of paramount importance. Please be patient with us and follow directions given by our car park team, Hall Managers and stewards. We all want it to go as smoothly as possible.

GETTING THERE Stamford Welland Academy, Green Lane, Stamford, PE9 1HE

First and foremost, the Academy is a school. Safeguarding and security of the youngsters and staff trump all other needs we may have. Site staff, too, are justifiably proud of the building and want to ensure that it is clean for us to use.

Once we have clearance from the Site Manager and his team, our team then need to move in to mark out the halls and install mains power before anything else can happen. We need at least one and half hours for all of that.

Consequently, (unless by – email/written - prior agreement with **Peter Davies**) you **cannot** set up before **5.30pm** on Friday 9th May and, for security reasons, we must close the Academy at **8.00pm promptly**.

PLEASE DO NOT ARRIVE EARLY as it only causes problems with traffic backing up, and that angers close-by neighbours!

For those setting up Saturday morning, the Academy will be open from 7.30am.

ON ARRIVAL Please note that the entire site (buildings and grounds) is a NO-SMOKING and NO-VAPING site.

For those who were with us last year, the arrangements are the same but for those who were not with us last year, we've streamlined checking in.

Reception will be **AT THE MAIN (and only) GATE** of the Academy. There, **Barry Pullen** and **John Wootton** will greet you and give you your Welcome Pack **which must be signed for**.

Please do not just drive past Barry and John, parking where you like. Parking is specially allocated for our layout teams, traders and security staff.

Barry or John will then direct you to the most convenient unloading point for the hall in which you will be situated (we have SIX exhibition spaces plus a Learning Zone, a KZONE for youngsters and an outside space for our hot food caterer).

On arrival at your allocated unloading point, **please report to your Hall Manager before unloading ANYTHING!**

Your Hall Manager will show you your site in the exhibition and tell you where your trailers or vehicles can be securely parked both for unloading and then for the rest of the weekend (the two might not be the same thing so as to facilitate easy unloading for everyone and maximise public parking). Vehicles cannot be left anywhere except in those places designated by your Hall Manager.

If directed to drive on grassed areas, **PLEASE KEEP OFF all marked sports pitches**. They are strictly **OUT OF BOUNDS**. Beware, too, that wet conditions could cause damage so gentle driving is essential please.

Your Welcome Pack will contain:

• Your hall plan layout	• Any further last minute details
• Your Stand No. (please DO NOT DEFACE with drawing pins, etc.)	• All relevant safety procedures (inc. Hall Manager contacts)
• Expense claim forms* (exhibitors only)	• The exhibition Guide
• Identification lanyards	• Safeguarding Policy
	• Parking Permit

**For our accounting purposes as a charity, all expense claims must be backed up with receipts wherever possible please. Expense claims are paid by BACS transfer.*

By all means use your own name and identification badges but the lanyards are your passport to free drinks (at any time of the day) AND your packed lunch. No lanyard, no lunch!! Drinks and packed lunches will be available from **Café 800** in Hall 4 (The Dining Hall).

Please note that our visitors are not allowed to take food or drink into exhibition spaces. Any drinks you take back to your display must be in covered, sealed containers please.

SETTING UP

Your Hall Name / Number is on the accompanying extract from the Exhibition Guide. While we hope no changes are necessary, please be aware that, for some circumstances beyond our control, changes might happen. Your Welcome Pack will contain the very latest information along with a plan of the whole exhibition.

We are quite tight on space so please keep to your designated area and work with those around you to ensure the safest and most effective way of ensuring everyone is safe.

Please keep all gangways unobstructed and be aware of others' needs.

As requested on your booking form, power will be provided. PAT tested extension leads will be provided by the club with multi-connectors. Any extension leads you use **MUST** carry a current PAT testing certificate (*as must all other electrical equipment you will want to use*). Certification will be checked by your Hall Manager prior to you connecting to mains power.

In the event that you need equipment PAT tested, we will have qualified staff on duty for that on both Friday evening and Saturday morning before the exhibition opens. It would be really helpful, please, if you could book this service in advance with me. We would also be grateful for a donation to our chosen charity, Little Miracles of Peterborough for the PAT testing service we offer.

If you have already requested tables and chairs, these will have been provided for you. **DO NOT** move any furniture from any rooms or others' spaces. In the event of a problem, please seek a solution via your Hall Manager.

After the exhibition we will return all furniture to its correct location. Please just leave it in your vacated space (stacked if possible please).

EXHIBITION DAYS	Saturday 10th May	Access from 7.30am for layout teams / traders Formal Opening 09.45 (by playwright Billy Ivory) Disabled / advanced ticket holder access from 09.45 Doors open to the general public at 10.00 Exhibition closes at 17.00 (5.00pm)
	Sunday 11th May	Access from 07.30 Disabled / advanced ticket holder access from 09.45 Doors open to the general public at 10.00 Exhibition closes at 16.00 (4.00pm)

HEALTH & SAFETY To comply with fire evacuation procedures, you must see your Hall Manager to sign in. At the end of the day, please sign out. If you intend leaving the exhibition (not your Hall) during the day for **any period** you must contact your Hall Manager. Otherwise, in the event of a real emergency, we will be looking for you, potentially putting others' safety at risk. Everyone else's safety is YOUR concern.

At the end of each exhibition day, please ensure that your space is tidy, secure and all power is disconnected.

The Academy is fully alarmed. Overnight on both Friday and Saturday nights, a professional security company will provide perimeter security.

BREAKING DOWN Sunday 11th May from 16:00. We aim to get the halls cleared by 18:00.

Everyone will be keen to get away, but access can be limited. Please work with us to ensure the absolute safety of everyone, especially when it comes to moving vehicles. If your vehicle is not readily accessible, please **DO NOT** just move it without clearance. Talk to your Hall Manager.

When everything is loaded and you are ready to leave, **please inform your Hall Manager, SIGN OUT** and **return your lanyard(s)** and **Stand No.**

Please leave your space as you found it. If you can put any rubbish in the bags provided that would be a great help.

FINALLY, SOME GENERAL NOTES

1. Our insurance policy for the event (Magnet Policy No. SIRM10221) covers risks to the value quoted on your booking form. It includes relevant public liability cover, etc. **HOWEVER**, it specifically excludes traders from any form of insurance. Traders are expected to have their own insurance for such matters. This is a rule of our insurers and NOT us!
2. Please keep layout non-movement times to a minimum. Visitors come to see movement.
3. Please be prepared to answer (even sometimes seemingly naïve) questions with courtesy and, where appropriate, humour. We can never know how long it took for that person to pluck up courage to ask the question and it could well be the start of a new hobby for them. All of us need to promote the hobby in the best possible light.
4. I've been to several exhibitions where layout owners were more interested in their layouts and each other than the visiting public. Please be aware that our visitors may well want to talk about layouts, techniques used, the electrics and much else besides! Turning our backs on those opportunities is not good for the hobby!
5. While traders are welcome to offer "Show Special" discounts on their stands, offering discounts to visitors at anywhere else in the exhibition other than at their stands is not allowed.
6. Other safety, safeguarding, fire and evacuation procedures, along with information on contacts will be in your Welcome Pack. Please read everything to ensure you comply.

Thank you.

Peter Davies, Vice Chairman MDMRC CIO peter.davies@abcd.org.uk 07779 780021