

December 2004

Dear Member,

### **Consumer Exhibitions rule change**

The ABC Council has ratified the following changes to the Consumer Exhibition Rules and byelaws.

**The latest rule book – 2004 Version 4 – incorporates these changes and is available to download from the ABC website [www.abc.org.uk](http://www.abc.org.uk)**

The rule change was discussed and approved by the Consumer Exhibitions Specialist Committee. If you would like the Committee to review any current rule, or to consider any area where the rules may need development, please contact the Sales and Exhibitions Manager, Chris Skeith or the Director of Business to Business, Jan Pitt.

#### **1. Exhibitor personnel attendance**

*For shows ending after 1 January 2006, the count of exhibitor staff included on the Certificate of Attendance must be based on the actual attendance of each member of staff, recorded by the use of an auditable system, such as a barcode and swipe system.*

For shows ending after 1 January 2006, the following rules replace existing rules 5.2.1 to 5.2.5.

#### **5.2.6 Counting exhibitor personnel**

- Organisers should employ an auditable system, such as a bar code & swipe system, to record the attendance at the show of each individual claimed in the exhibitor personnel category.
- Organisers must submit details of their system for ABC approval in advance of the exhibition.
- Should the organiser be unable to provide proof of the attendance of any individual claimed as exhibitor personnel, then the claim will be disallowed.

#### **5.2.7 Exhibitor personnel – audit requirements**

- The organiser must retain and have available at audit the name, company name, address and the date of attendance at the show for each attendee claimed in this category.
- The organiser must be able to provide ABC with this information for each day of the show for which the attendance is claimed
- Entry to the exhibition on multiple occasions during the same day is counted as a single visit
- This record of attendance should be provided in electronic format
- ABC will verify each day's attendance claimed directly with the attendee

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## **2. ABC Byelaws**

The time limit within which newly registered exhibitions must issue an ABC certificate has been reduced from 18 months to 12 months. This affects exhibitions registering from 1 January 2005.

ABC's integrity depends on high standards in auditing practice and also its commitment to involving the industry in every aspect of the audit system. If you would like more information about how the change affects you, please contact the Sales and Exhibitions Manager, Chris Skeith or the Director of Business to Business, Jan Pitt.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Martin Hackett', with a small horizontal line at the end.

Martin Hackett  
**Head of Compliance**  
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