

Stand Regulations



IMPORTANT INFORMATION

IT IS IMPORTANT THAT ALL STAND CONTRACTORS / DESIGNERS / STAND MANAGERS ETC. READ THESE REGULATIONS AS WELL AS THE VENUE SITE RULES IN DETAIL. THE VENUE SITE RULES CAN BE FOUND IN YOUR EXHIBITOR MANUAL.

cdm (construction, design and management regulations 2015)

Construction (Design and Management) Regulations 2015 (CDM) set by the Health and Safety Executive (HSE) came into force on 6 April 2015 and applies to all "construction" which now includes event build up and break down activities including shell scheme erection. It only applies in the UK.

It should be noted that at the time of publishing this manual, the HSE has only published event industry guidance in draft and have yet to formalise a common industry approach.

Further information will follow but to give you a brief summary, the key principles of CDM 2015 as defined by the HSE are:

- Eliminate or control risks, so far as reasonably practicable
- Ensure work is effectively planned
- Appointing the right people and organisations at the right time
- Make sure everyone has the information, instruction, training and supervision they need to carry out their jobs safely and without damaging health
- Have systems in place to help parties co-operate and communicate with each other and co-ordinate their work
- Consult workers with a view to securing effective health, safety and welfare measures

For further industry specific guidance, please visit **CDM 4 Events** - www.cdm4events.org.uk

column cladding

Existing columns where sited on stands are permitted to be clad on all faces to the prevailing height on that stand but must not exceed 4m. Cladding must be freestanding and may not be fixed to the column. Existing signs must be left visible and fire-fighting equipment and alarms left clear for access.

complex structures

A complex structure is any form of construction of any height, which would normally be designed by an engineer and/or has, through a risk assessment, been found to provide significant risk. Structures over 4 metres in height, multi-storey stands, raised platforms and all constructed suspended items are considered to be complex structures. For all stands exceeding 4m in height, with 2 storeys, with a platform exceeding 600mm in height, or deemed by us to be complex structures, drawings must be submitted via email to our stand plan inspection company **Essential Events** by **Friday 28th April 2023**.

These drawings must show the form and dimension of every structural element with appropriate general arrangement plan, sections and elevations, including full details of stairways. All calculations of loading and strength must be in English, and all drawings must be to scale. A Construction Phase Plan, a Method Statement and a Risk Assessment are also required by law.

PERMISSION TO ENTER THE EXHIBITION PREMISES AND COMMENCE CONSTRUCTION WILL NOT BE PERMITTED WITHOUT THE FULL APPROVAL OF THE STRUCTURAL ENGINEER.

Written application for permission to design stands of 2 storeys must be made directly to the Organisers. Such stands may be built to a maximum height of 6m (including any name sign or trademark). In the interests of the Exhibition as a whole we reserve the right to determine the position of any 2-storey structure within a stand. The area occupied by the structure must not be greater than 50% of the total stand space.

All 2 storey stands are classified as complex stands and charges will be made for structural approval. All complex structures are subject to a pre-show plan check and on-site inspection by the Organisers appointed Structural Engineers.

Please be aware that we have a limited breakdown tenancy, all stands must be dismantled, and waste removed by **14:00 on Friday 9th June 2023**. Only submit plans with a thorough method statement if you believe this can be achieved in the time frame available.

compressed air

Compressed air will be supplied with normal industrial quality contamination levels. If you require a certain quality level for your machinery, please remember it is your responsibility to filter the supply.

demonstrations & seated audiences

Demonstrations on stands during the event must be safe and without risks to health and safety and where necessary covered by a risk assessment. Any presentation/demonstration likely to interest groups of 10 or more people must be located towards the centre of the stand and clearly shown on stand drawings, if it causes obstruction within the gangway and/or nuisance to any other Exhibitor, we reserve the right to cancel the presentation/demonstration or restrict the frequency.

dilapidations

Please remember that you are responsible for making good any damage caused to the fabric of the Exhibition buildings, by you, your agents or contractors. In your own interests you should satisfy yourselves as to the condition of your stand site before the building of your stand and after its clearance. It is essential to use a recognised adhesive tape when fixing any carpet directly to the hall floor as **ALL CARPET TAPE MUST BE REMOVED** at the end of the exhibition.

ANY CHARGES INCURRED BY THE ORGANISERS AS A RESULT OF FAILURE TO REMOVE CARPET/CARPET TAPE WILL BE PASSED ONTO THE EXHIBITOR.

dividing walls

On divided sites, you are responsible for erecting and decorating side and back walls facing onto your stand areas to a height of 2.5m. Walls above this height must be clad and decorated on both sides, with the reverse side being decorated from 2.4m upwards by the Exhibitor who has them erected. Such walls overlooking adjoining stands must be finished in a neutral plain colour only. The minimum height for dividing walls is 2.5m. The maximum height for dividing walls of single-storey stands is 4m.

It is the exhibitors responsibility to provide and erect a solid and self-supporting wall, no less than 2.5m in height on their space only stand. These walls must be braced and fully stable. Pop-up modular systems do not suffice as dividing party walls due to their instability.

doors/vision panels

The required minimum effective clear width of a door is 800mm.

Doors must have a vision panel with a zone of visibility of between 500mm and 1500mm above the floor. The exception to this is doors to small storerooms, where a small panel may suffice.

early/late working

If you have appointed a stand contractor to build your Space Only stand, you must be assured that the design of the stand is such that it can be built within the specified times as stated in these guidelines. Early or late working outside of the published build up and breakdown timetable may be permitted. Applications must be made to the Organisers by **14:00hrs on Monday 5th June 2023**.

If late working is permitted, there will be a contract to sign and an additional charge of £250 per hour will be levied to the Exhibitor/Contractor.

electrical installations

Exhibitors and contractors must comply with The Electricity at Work Regulations, the IEE Wiring Regulations, the EVA Electrical Regulations and the venue's electrical regulations. All work must be carried out by competent and qualified electricians and all temporary installations must be protected by an RCD and inspected before power is supplied to the stand. All electrical installations should be carried out by the official contractor. During build, initial connections are made as early as possible, but in some cases, this could mean on the opening morning if the stand (or block of stands) is not complete.

Power to all stands will be switched off 30 minutes after the close of the show each day. If you need longer than 30 minutes to decommission an exhibit, please remember to **request an extension with the Organiser before 14:00hrs on the day required**. Please also remember **to order a 24-hour supply for the open period** if required.

You or your contractors are advised to contact the Official Contractor to arrange a temporary power supply for actual construction of your stand if required. Power must not be taken from cleaners' sockets or other hall sockets. Any non-UK plugs must use an adaptor.

When you order, you will need to specify (using a grid) the correct positioning for lights and sockets – should the grid not be submitted, the items will be positioned at the discretion of the contractor and charges may be levied for on-site changes.

Basic loading guidelines for socket outlets:

500 watt socket – PC Computers, TV's, videos, spotlights to 500w & refrigerators

1000 watt socket – Domestic filter coffee machines & lighting up to 1000w

2000 watt socket – Kettles* & machinery up to 200w

3000 watt socket – Hired coffee machines * machinery 2000w-3000w

*These appliances are of varying power requirements dependent upon type and manufacturer. It is therefore essential that the reference tag or plate is fitted to each appliance and under law be read, the loading in watts or kW (kilo Watts = Watts x 1000) will be stated, and the appropriate size socket ordered.

As the Exhibitor, it is your responsibility to order adequate power supply to your stand. Failure to do this will result in delays on-site and could be a fire risk. The appointed Health & Safety Officer will carry out on-site checks in conjunction with checks from the official Contractor. In all cases, the decision of the Organiser and its appointed representative is final.

There should be sufficient correctly installed and rated power sockets to preclude the use of extension leads and long trailing flexes. If essential, extension leads must be correctly fused and limited to one per socket. Multi-sockets must not be used. Electrical wiring and fittings should be covered and not hanging down/protruding between adjoining stands.

enclosed stands

The inclusion of large enclosed areas within a stand should always be avoided and can only be permitted with the Organisers prior written permission. Please see **walling in open sides** for further information.

fabrics used in displays

Textile fabrics used for interior display purposes on the stand must be FLAMEPROOFED or purchased already treated by use of approved chemicals, in accordance with BS 5438 & BS 5852. Certain fabrics need not be proofed, i.e., wool, twill or felt. Textile fabrics used for interior decorative purposes within stands must be fixed taut and or in tight pleats (Not Draped) to a solid backing and secured 3 inches above floor level and not touching any light fittings. Cellulose paints are flammable and must not be used for stand dressing. Only water-based paints must be used.

fire and safety regulations

All stand construction and displays must be made from fireproofed materials installed to the satisfaction of the authorities. Any goods attached to your stand will constitute part of your stand and will be subject to these regulations.

fixing to the building

Stands must be self-supporting and fixing to the building fabric of the Venue is not normally permitted. Where it is permitted, it may only be carried out by the Venue and will be at the Exhibitors expense.

flooring

Space Only (SO) sites are not carpeted – SO Exhibitors must provide their own floor covering.

Shell Scheme (SS) sites will be carpeted with the standard cord carpet – SS exhibitors can upgrade or change the colour of their carpet but please note there is a charge to do so. Please speak to the Show Flooring contractor for a quote if you do want to upgrade or change your standard carpet.

Exhibitors with adjoining blocks of stands will not be permitted to place their own carpet in the gangways unless the Organisers give prior permission in writing. Nothing may be structurally attached to the floor of the Exhibition premises without the written consent of the Venue. Carpet may only be fixed to the venue floor with approved carpet tape. All carpet tape must be removed and any charges for the removal of carpet tape left on the floor at the end of breakdown will be passed direct to Exhibitors.

floor loading restrictions

The hall floors, including duct covers and the floor above the tunnels or other subways, can generally withstand a loading of 20 tonnes per square metre (2 tonnes per square foot) with certain exceptions detailed in the Venue Rules & Regulations. Base plates should be designed to limit the compressive

stress on the floor of the Building to 200KN per sqm unless the total load on a base plate is 50KN or less, in which case a minimum 300mm square plate must be used.

If you are intending to exhibit heavy items, please notify the **Operations Team** and provide details of the exhibit.

gangways and emergency exits

The gangways used in this venue are the minimum permissible by law. Under no circumstances will exhibits, stand dressings, tables & chairs etc. be allowed to encroach into gangways. Please keep your exhibits inside your stands at all times. Doors and gates forming part of an escape shall be provided with a vision panel of clear glazing at sight level with a zone of visibility of between 500mm and 1500mm above the floor (the exception to this is doors to small storerooms, where a small panel will suffice) and must be hung to open in the direction of escape, clear of any steps, landings or gangways. Where necessary doors must be recessed so as not to open onto or obstruct the required width of any gangway or other escape route. Such doors shall be free from fastenings other than panic bolts in accordance with BS EN 1125. Bridging and carpeting over gangways is not permitted, please contact the Organisers for further information before any arrangements for your stand are made.

glazing

All glazing used in the construction of stands must consist of safety glass (laminated or tempered) a minimum of 6mm thick. Areas of glazing within 800mm of floor level and over 0.5m², where the smaller dimension of the pane is greater than 250mm, must conform to the thicknesses shown below (in order to comply with the 'Code of practice for safety related to human impact'):

Nominal thickness	Maximum pane size dimensions
8mm	1100mm x 1100mm
10mm	2250mm x 2250mm
12mm	4500mm x 4500mm
15mm or thicker	No limits

Any uninterrupted, large areas of clear glazing shall be indicated with warning stripes, dots, logos, etc. Overhead glazing shall be of wired or laminated glass, or be otherwise adequately protected from shattering.

height limit

The overall height of stand fitting for single storey stands including cladding of columns is 4m from the floor level. Requests to exceed this height will only be considered provided that they are submitted to us in writing and accompanied by full technical drawings and structural calculations. Any construction over 4m is classified as a complex stand and charges will be made for structural approval. Please be aware that we have a limited breakdown tenancy, all space only stands must be dismantled and waste removed by **14:00 on Friday 9th June 2023**. Only submit plans for stands that are over 4m with a thorough method statement if you believe this can be achieved in the time frame available. Please submit your plans for approval to info@essentialevents.co.uk via the task list in your online Exhibitor Manual.

items of special risk*

Items of special risk include:

- compressed gases
- hazardous substances
- heat generating displays
- helium balloons
- lasers
- product demonstrations
- ramped or stepped access
- vehicles
- working machinery

*For the full list of special risk items, please refer to the **AEV eGuide** for reference.

Any item of special risk requires prior approval in writing from the Organiser. Technical details, a full risk assessment and method statement for their use, together with certification of apparatus used (where appropriate), must be submitted by the Exhibitor/Contractor to the Organiser **no later than 28 days prior to the first day of the license period**.

Exhibitors and Contractors must therefore submit:

- A schedule of when equipment is likely to be used
- The length of time the effects are likely to remain at the event
- A risk assessment and method statement
- Certificates of competency of operators
- Certificates of serviceability of equipment
- A COSHH assessment and safety data sheets for any chemicals used to produce effects

A demonstration of the effects must be arranged as required by the Venue or the Licensing Authority.

Warning signs must be provided according to the type of effects to be used and must be placed in a position visible to visitors.

lifting and logistics

The official Lifting and Logistics contractor, CEVA Showfreight, will be the only company permitted to operate forklift trucks and cranes in the hall. The use of vehicle mounted 'HIAB' type cranes and self-drive lifting equipment and de-mountable forklift trucks will not be permitted within the hall(s) or offloading areas. CEVA will be happy to provide you with advice and a quotation for your requirements.

***For heavy lifting hours, please refer to the published Access Timetable.**

Exhibitors planning to transport their goods through an international courier are recommended to use the services of CEVA who have special facilities in place for the event.

Linking Stands

If you have two stands the same carpet can be used across the aisle between your stands. Please note that each stand area should be clearly delineated and at no time should any obstruction be placed in the aisle.

Exhibitors who have stands either side of an emergency gangway may be given permission to link their stands. This may only be by means of a lightweight lattice structure (Trilite type), positioned no lower than 3m and no higher than 6m from the hall floor (dependant on whether the stand is single or double story). This structure must be completely open with no signage and purely give an indication that stands are linked. Full details should be forwarded with stand plans, and will be subject to Venue and Organiser approval.

lpg

All non-mains Flammable Gas including Compressed Gas & LPG (Liquefied Petroleum Gases -Propane, Butane, etc) is prohibited on the premises at all times unless the venue is satisfied that exceptional circumstances apply, and prior consent is obtained.

machine exhibits

Wherever possible, machine exhibits should be placed directly to the floor. If your machine requires a large forklift or crane, early access may be granted upon application. However, **no laying of platforms or carpets will be allowed during early access.** Any company caught off-loading, laying carpets or undertaking any type of construction during early access will face fines. These fines will be sent directly to your client. Early access is only for the placement of machines directly to floors.

maintenance

Under no circumstances will maintenance work be permitted on stands during the exhibition open hours. If at any time during the exhibition open days you need to carry out maintenance work on your stand after the exhibition has closed **please apply to the Organisers by 14:00hrs on the same day.**

mobile exhibition units/trailers

Mobile Exhibition units, caravans or similar vehicles are not permitted without prior written consent from the Organisers.

name boards (shell scheme)

Shell scheme Exhibitors will need to confirm their company name directly to the appointed shell stand builder via an order form on the Exhibitor Zone. The Exhibitor is permitted 32 characters and spaces in total. No other fittings are allowed to be affixed to the shell scheme name board.

neighbours

Please consider those stands adjoining your own. The guidelines below are intended to prevent conflict.

- Exhibitors whose stand exceeds the height of adjoining stands will be responsible for finishing off the projecting section of the stand. The projecting section of the stand must be decorated to the satisfaction of the Organisers and the Exhibitor onto whose stand it faces. Advertising of any kind must not be included in the decoration of this section of the stand
- Exhibitors shall not violate the airspace of their neighbouring stands
- Exhibitors cannot use partitions or other display or construction materials belonging to adjoining stands without the consent of the Exhibitors, or their Contractors, to whom such materials belong if the design of your stand is such that it is disruptive or intrusive to the neighbouring stands (e.g. light shining onto other stands) you will be required to remove or switch off the offending item(s)
- Exhibitors using music systems, PAs, audio equipment etc., on their stands must ensure the sound is kept to an acceptable level and does not disturb adjacent Exhibitors. In cases of dispute, the Organisers' decision will be final.

Noise

General Guidance

The Organisers will inform the Venue at least 28 days in advance of an event that will give rise to expected hazardous noise levels associated within the Event and/or its Exhibitors or feature areas.

Hazardous noise levels can be described as those that exceed 80dBA. Common noise hazards arise from music whether un-amplified or amplified, motor sport or vehicle demonstrations, machinery and equipment exhibits and pyrotechnic effects.

Organisers, exhibitors and employers related to the event, must ensure they fully meet their duties under the Noise at Work Regulations 2005, to reduce the risk of hearing damage to employees to the lowest level reasonably practicable, as well as all other duties and those particularly relating to action levels. Where noise hazards are identified, the Organiser will specify to the Venue, the planned event noise management arrangements this will include:

- The nominated responsible person for noise management at the event
- The nature of noise sources
- The expected noise levels
- Noise engineering controls
- Monitoring the arrangements for the provision and types of hearing protection equipment required
- Monitoring the arrangements for those not in employment (i.e. earplugs at the feature area)

N.B. The noise management plan must also include the planned noise reduction measures to be implemented.

peak sound pressure levels

Arrangements must be in place to ensure that all persons working within an area where noise levels exceed 80dBA are wearing appropriate hearing protection equipment.

Linear noise levels must comply with current legislation and remain at peak levels below 137dB (linear).

Noise levels of concussion pyrotechnics must be monitored pre-show and results effectively communicated to the Venue. Such effects will be subject to approval at this time.

Music sound levels may be monitored by the Venue. Where these exceed acceptable levels, the nominated responsible person must comply by lowering the levels.

operations team

The Organiser Operations team can be contacted via:

T: +44 (0) 1244 680222

organiser's right to change stands and floor plan layout

In the interests of the Exhibition as a whole, it may be necessary to remove or alter anything in - or forming part of - any stand. If we feel this action must be taken this would have to be at the expense of the Exhibitor concerned. The exhibition floor plan is subject to change at the discretion of the Organisers. Please contact the Organisers to obtain the latest version of the exhibition floor plan.

passes

All personnel, including Contractors **ARE** required to pre-order access passes to gain entry to the hall(s) during build and breakdown periods. All personnel on-site are required by law to read, understand and accept the site rules before they will be allowed entry.

plastics & stand dressing

All plastic, including plastic plants and materials used for vision panels etc. must conform to BS 476-Part 7, Class 1. Polycarbonate materials are acceptable.

pop up systems

Pop up systems/banners should only be positioned against the perimeter wall of the Venue, unless, a back wall is constructed by your Contractor or the back of the system is completely covered, to avoid exposing electrical wiring etc. It is each SO, SS Exhibitor's responsibility to provide a dividing wall between themselves and other stands and to dress the back of stands accordingly. (If in doubt please contact the Organisers).

Please dismantle pop up systems/banners as soon as the breakdown begins to avoid any damage, any pop ups left at the end of the breakdown will be deemed refuse and disposed of accordingly.

personal protective equipment (ppe) – build/breakdown

All on-site personnel must wear Hi-Vis jackets at all times inside the halls and when off-loading and loading your vehicles within the loading bays (areas immediately outside the halls). All on-site personnel must wear suitable footwear. Please note that your site-specific PPE may differ from that of the Organiser. Please liaise directly with your designer/contractor/sub-contractor for further information.

ramps

All stands with a platform that exceeds 100mm in height should incorporate a ramp for disabled access with a minimum unobstructed width of 1.5m - please refer to the **Equality Act**.

rigging

The official supplier is the Venue rigging team and they are responsible for all primary fit rigging at the venue. Banners will only be permitted by prior agreement with the Organiser and must be rigged directly over the contracted exhibit space. Banners will be rigged 6m from the floor to the underside of the banner & must be positioned 1m in from party/dividing walls & 1m from open perimeter sides. The Exhibitor must cover the cost of production & rigging. To discuss your rigging requirements, please contact the Venue rigging team directly.

risk assessment & method statement

All Space Only Exhibitors are required to submit a full risk assessment and method statement for the design, construction and arrangement of their stand. These documents must be submitted along with custom stand plans and structural calculations (if necessary) & no approval will be given without this information.

service points

All services will reach your stand through under floor service points. These have been installed throughout the halls and are clearly indicated on floor plans. You are advised to place exhibits that require services on top of, or as near to a point as possible. Service points cannot be used by the Exhibitor. Please contact the **Operations Team** for a stand plot.

shell scheme rules

Shell Scheme exhibitors must not build over the permitted 2.5m height. Stand fittings (incl. Pop Up systems, stand fitting, graphics, advertising, lighting or display material) must not be above 2.5m in height. Any amendment to the shell structure must be approved by the Organiser prior to opening. Shell Scheme exhibitors who modify their shell scheme structure in any way (including but not limited to removing fascias or ceiling grids) must accept that internal structural supports may be required within their stand space and that the permitted 2.5m height restriction is adhered to. If a Shell Scheme exhibitor does not accept these two conditions then they will be subject to Space Only regulations. This will require you to appoint a competent stand designer/contractors/sub contractor to build the stand on your behalf.

signage, graphics and banners

Signage and graphics must be positioned directly over the contracted exhibit space, 1m in from party/dividing walls & 1m from open perimeter sides. They are not permitted to overlook other stands or to overhang gangways.

Where illuminated fascia boards are used on stands, the lighting of them must be of sufficient power to light the fascia board only, and must not cause any spill of light onto neighbouring stands. No flashing lights will be permitted. We reserve the right to disconnect the electrical supply to any illuminated fascia that, in our opinion, is causing a nuisance to any other Exhibitor. No fittings are allowed to be affixed to the shell scheme name board.

site rules

All personnel on-site are required by law to read, understand and accept the Organiser & Venue site rules before they will be allowed entry. A copy of the site rules can be found in your online Exhibitor Manual or contact the **Operations Team** directly.

space only regulations*

For the complete list of rules & regulations, please refer to the **AEV eGuide**.

space only stands, complex

If you have a Designer/Contractor building your stand, please ensure that they are aware of ALL the requirements and guidelines set out in this Stand Regulation document. Exhibitors are reminded they will be held responsible for the actions of their Contractors/Sub Contractors.

If you wish to custom build your own stand please contact the Organisers as soon as possible. All space only sites will be marked out on the Hall floor before you arrive. If you are unsure of the exact position of your stand please check with one of the Event Organising Team before you begin building. Exhibitors are free to employ a Contractor to build their stand providing that the name, address and telephone number of the Contractor is supplied to the Organiser. All Exhibitors must ensure that their Construction Phase Plan, Stand Plans, Risk Assessment (including fire hazards), Method Statement and Structural Calculations are submitted to our stand plan inspection company **Essential Events** no later than **Friday 28th April 2023**.

The overall height of stand fitting for single-storey stands including cladding of columns is 4m from the floor level. Requests to exceed this height will only be considered provided that they are submitted to us in writing and accompanied by full technical drawings and structural calculations. Any construction over 4m is classified as a complex stand and charges will be made for structural approval. Please be aware that we have a limited breakdown tenancy, all space only stands must be dismantled and waste removed by **14:00 on Friday 9th June 2023**. Only submit plans for stands that are over 4m with a thorough method statement if you believe this can be achieved in the time frame available. Please submit your plans for approval to **Essential Events info@essentialevents.co.uk** details can be found in your Exhibitor Manual or the Contractor Zone on the show website.

For space only Exhibitors the maximum height of any stand fitting, graphics, advertising, lighting or display material shall not exceed 4m; this restriction includes the height of any platform.

permission to build - pre-show

A 'Permission to Build Notice' will only be granted if the appropriate paperwork is submitted to the **Essential Events** who in turn, receive written confirmation from an independent structural engineer with adequate professional indemnity cover, that the design is safe for its purpose.

If any complex structure is modified after the submission of the above information, plans must be re-

submitted with details of all modifications and a structural engineer's confirmation that the final overall design is safe for its purpose.

on-site sign off

Each complex stand will be inspected by an independent structural engineer and certification will be issued if the stand is deemed safe, fit for use and constructed in accordance with the designer's specification. Stands that are not certified will have to address the issue(s) and be inspected again by the structural engineer until all works are completed and the fit for purpose certificate issued. A single charge for sign off is £250 + VAT (per stand) however, this cost will be covered as a gesture of goodwill by the Organiser.

NOTE: Only the official Contractor, Showlite is authorised to carry out electrical installations. All Exhibitors are required by law to submit a separate Risk Assessment (including fire hazards) for the Open Period.

space only stands, non complex

If you have a Designer/Contractor building your stand, please ensure that they are aware of ALL the requirements and guidelines set out in the Stand Guidelines. Exhibitors are reminded they will be held responsible for the actions of their Contractors/Sub Contractors.

If you wish to custom build your own stand please contact the Organisers as soon as possible. All space only sites will be marked out on the Hall floor before you arrive. If you are unsure of the exact position of your stand please check with one of the Event Organising Team before you begin building. Exhibitors are free to employ a Contractor to build their stand providing that the name, address and telephone number of the Contractor is supplied to the Organiser. All Exhibitors must ensure that their Construction Phase Plan, Stand Plans, Risk Assessment (including fire hazards) & Method Statement are submitted to our stand plan inspection company **Essential Events** no later than **Friday 28th April 2023**.

The overall height of stand fitting for single-storey stands including cladding of columns is 4m from the floor level. Requests to exceed this height will only be considered provided that they are submitted to us in writing and accompanied by full technical drawings and structural calculations. Any construction over 4m is classified as a complex stand and charges will be made for structural approval. Please be aware that we have a limited breakdown tenancy, all space only stands must be dismantled and waste removed by **14:00 on Friday 9th June 2023**. Only submit plans for stands that are over 4m with a thorough method statement if you believe this can be achieved in the time frame available. Please submit your plans for approval to **Essential Events info@essentialevents.co.uk** details can be found in your Exhibitor Manual or the Contractor Zone on the show website.

For space only Exhibitors the maximum height of any stand fitting, graphics, advertising, lighting or display material shall not exceed 4m; this restriction includes the height of any platform

permission to build - pre-show

A 'Permission to Build Notice' will only be granted if the appropriate paperwork is submitted to **Essential Events** and the design is safe for its purpose. If any space only, non-complex structure is modified after the submission of the above information, plans must be re-submitted with details of all modifications.

on-site sign off

All space only, non complex stands will be subject to a visual inspection by an independent structural engineer and certification will be issued if the stand is deemed safe, fit for use and constructed in accordance with the designer's specification. Stands that are not certified will have to address the issue(s) and be inspected again by the structural engineer until all works are completed and the fit for purpose certificate issued.

A single charge for sign off is £75 however; the Organiser will cover this cost as a gesture of goodwill.

NOTE: Only the official Contractor, Showlite is authorised to carry out electrical installations. All Exhibitors are required by law to submit a separate Risk Assessment (including fire hazards) for the Open Period.

stand definitions

A Space Only (SO) stand is a floor space only stand that does not include the construction of a modular stand or any other extras. SO exhibitors need to appoint their own stand constructor to build their stand. The Operations Team can provide a list of reputable stand builders if required.

A Shell Scheme (SS) stand includes the raw floor space, construction of panel walls, name boards, carpet, 1 x 2A (500W) electricity socket & 1 Fluorescent strip light as supplied by the Organiser and the Organisers official show supplier(s).

SO stands must submit a Construction Phase Plan, Stand Plans, Risk Assessments & Method Statements and Structural Calculations (space only, complex) for the Build/Breakdown period. You must also submit a Health & Safety Declaration and a Risk Assessment for the Open Period. Penalties will be levied for incorrect paperwork being submitted.

SS stands should only submit a Risk Assessment & Health + Safety Declaration for the Open period.

stand number

A stand number must be displayed on every open side of the stand.

stand plan inspection

Full dimensional drawings - showing all proposed constructional details and positions and dimensions of machinery exhibits - must be submitted and approved by us before any work is started. A Method Statement, a Risk Assessment and a Construction Phase Plan (CPP) are mandatory requirements and should be submitted along with the stand plans. These details must be submitted to our stand plan inspection company, **Essential Events** by **Friday 28th April 2023**.

Lynn Hanstock

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stand space and exhibitor responsibility

Space only stands are responsible for their own stand design and construction. No stand fitting or carpet is provided by the Organiser on Space only sites. It is your responsibility to examine the area and site allotted to you in order to avoid costly adjustments to stand structures. Where possible the Organisers will provide on request detailed stand plots indicating the position of service ducts. Minor obstructions or height restrictions cannot always be indicated on the plans of the Exhibition. Stand fitting regulations contained within this section must be observed by you when planning your stand design and layout.

Exhibitors shall not interfere with the viewing arrangements by canvassing or waylaying buyers in the gangways, lobbies, or any other public parts of the Exhibition and taking them direct to their own stand, nor hand out literature or samples other than strictly within the confines of their own stand. Any Exhibitor deliberately ignoring this rule will be warned by the Organisers and should complaints be received, the Exhibitor/Contractor will be liable to the stand being closed without any redress from the Organisers.

the Equality Act

It is the exhibitor's responsibility to remove all barriers to service and comply with the Equality Act. Where Exhibitors have a platform on a stand a reasonable adjustment is to incorporate a ramp into the platform within the stand area. Whatever the content of the stand is it needs to be accessible to all. Please note the following when designing your stand:

- ✓ Stands with platforms that exceed 100mm should incorporate a ramp into their stand design.
- ✓ Ensure that your stand incorporates enough space. The Equality Act requires 1.2 metres aisle width – though only 750mm for an internal door – suggesting that 750mm would be enough
- ✓ The gradient of any ramp should be no greater than 1:12
- ✓ If a stand is a double-decker, then it is probably not practical to offer lifts. Therefore, please ensure that any services – such as refreshments can be brought downstairs on a tray for those that need it
- ✓ Serving counters should have a low access point no higher than 760mm or a lap tray should be provided for the convenience of disabled people

timber used stand construction and displays

Timber under 25mm thick must be impregnated to Class 1 standard. Treated materials should have 'BS

476-Part 7, Class 1' marked on them.

Boards, plywood, chipboard etc. must be treated if under 18mm thick. The exception to this is MDF, which is acceptable for use due to its density. MDF may not be machined on-site, as its dust is hazardous to health.

vehicles in hall(s) – build/breakdown

Only vehicles required for heavy lifting will be allowed in the hall(s) and those vehicles will have to be pre-booked and on the CEVA lifting schedule. Vehicles NOT listed will be refused entry. For heavy lifting hours during build, please refer to the published **Access Timetable**.

vehicles for display

Please notify the **Operations Department** in writing if you wish to display a vehicle on your stand. The following precautions must be followed when displaying a vehicle:

- The fuel tanks of motor vehicles manufactured prior to 1984 must contain only sufficient fuel to move the vehicle in and out of the halls, due to the absence of safety features, which prevent leakage
- Fuel tanks of motor vehicles manufactured from 1984 onwards may contain fuel
- Fuel tanks on all other petrol engine equipment must be empty
- The fuel tank must be sealed, wherever possible with a lockable cap
- Vehicles may require a drip tray and must be positioned within the boundaries of the stand so that any protrusions, doors, tail lifts etc., do not infringe the stand perimeter
- The running of engines during the open period of an exhibition is strictly prohibited
- For vehicles required to operate as part of a moving demonstration, "pit" positions must be clearly defined and agreed with the venue. Suitable fire extinguisher(s) must be provided
- Filling or emptying of fuel tanks inside the halls is strictly prohibited at all times

venue and local authority regulations

All work must be carried out in compliance with the regulations of the Venue and Local Authority. If an Exhibitor erects a stand that does not conform fully and in all respects to the requirements of the Organiser, Venue and Local Authorities, the Organiser reserves the right to alter, demolish or reconstruct the stand at the Exhibitor's expense and to make it conform to the regulations and requirements. Local Authority decisions are final.

To ensure your time at the Venue is as safe as possible and that you comply, please refer to the **AEV eGuide** and/or the **Organiser & Venue Site Rules** for guidance and advice.

walling in open sides

Exhibitors are sold stands with a specified number of open sides and it is their responsibility to ensure that these sides remain open. Walling in on open sides is permitted as long as the walling does not exceed 50% of the total run of meterage of each open side. Therefore, the remaining 50% must be open or made from transparent material (this material must be transparent i.e. clear Perspex - mesh/frosted panels are not acceptable) or built of 'half height' or dwarf walls. Alternatively, solid walling may be placed 1 metre in from the stand perimeter and dressed with product / display items, subject to the Organisers approval.

waste

Contractors are not to discard sharp objects and to ensure that nails and screws are not left sticking out of waste wood and are either removed or hammered flat. Contractors must ensure that adequate arrangements are in place to dispose of liquid waste in a safe and environmentally sound manner. Discharges must not be made into any site drainage system, sanitary facility or floor duct. **All waste must be removed from the exhibition hall(s)**. The Organiser is working to increase the volume of waste that is recycled rather than going to landfill. Therefore, all Exhibitors and Contractors are requested to:

1. Only bring stand fitting, marketing material and associated packaging that is absolutely necessary as excess material often ends up as excess waste.
2. For those materials that they do bring - only bring materials on-site that are recyclable.
3. Help us maximise recycling by using the appropriate waste bins in the hall where there is a choice.

Exhibitors/Contractors who require Production Waste, Clinical Waste or Hazardous Waste disposal at TCT 3Sixty, should contact the Venue Cleaning team for a quotation.

water features

Water features that create mists and sprays such as fountains create the risk of the spread of Legionella bacteria in the air that can cause Legionnaire's disease. Any such feature is a special risk requiring a separate risk assessment detailing how the risk is controlled through water treatment and testing. If you are intending to have a water feature on your stand please confirm the details in writing to the Organisers so that written approval can be given.

work equipment/tools/processes

Work Equipment

All equipment provided for work within the venue must be suitable and appropriate for the tasks required. The venue is a commercial environment and the use of 'domestic' quality equipment is not acceptable. Equipment must comply with the Provision and Use of Work Equipment Regulations (PUWER). All lifting equipment must comply with the Lifting Operations and Lifting Equipment Regulations (LOLER). The following are the minimum health and safety requirements in the use of work equipment; tools and the processes used in stand construction and breakdown. Risk assessments and method statements specific to the use of all the equipment mentioned below shall be provided to the Organiser so that their floor management team can monitor the activities.

Access Equipment

Access equipment includes scaffold towers and mobile elevating work platforms (MEWPS). Scaffolds must be built in accordance with the manufacturer's instructions and where the working platform is more than 3 times the minimum base dimension have outriggers fitted and used. MEWPS may be operated on the premises as long as they can be proven to have been inspected and tested for safety in the previous 6 months. The venue requires all operators working on MEWPS to wear head protection and body harnesses and be attached to the equipment by means of a short or adjustable lanyard designed for fall restraint not fall arrest. Powered access equipment must only be used by competent persons trained in the use of the equipment who can provide a valid licence or certificate to operate the equipment.

Working Platforms

All working platforms shall be protected by guardrails when at a height assessed to present a hazard. Mobile tower scaffold shall be constructed and used as identified by the manufacturer. Steps and ladders used as working platforms shall have flat treads and not round rungs to prevent damage to feet. Working platforms shall be identified in the assessment of equipment required under Work at Height Regulations.

Lifting Equipment

Lifting equipment includes fork lift trucks, Genie hoists and winches, chain blocks and chain hoists and all associated tackle, including shackles, wire rope, slings, rings and harnesses and all safety attachments.

All persons using such equipment shall be competent to do so and shall have undertaken an assessment to select the appropriate equipment to be used. All equipment will be visibly marked as having been inspected and tested within the previous 6 months. Only official contractors appointed to an event may operate lifting equipment within the venue.

Work Tools

All tools being used in the construction of stands shall be fit for purpose. Where electrically operated they shall be visibly marked as inspected and tested within the previous 12 months. Woodworking machinery shall be used with due consideration for the affect on others nearby (noise and dust). Gangways are not to be turned into makeshift 'work-shops'. The use of routers is not appropriate due to the release of harmful dust in the process.

Working at Height

Where work at height is necessary, a risk assessment must be carried out to identify the appropriate means of access, e.g. step ladders, zarges, mobile tower scaffold or powered access equipment. The contractor is responsible for ensuring that suitable equipment is used.

Fixing to the Premises

Fixing of any sort to any part of the interior or exterior of the premises, including floors, is not normally permitted, but may be allowed at certain venues. Please see **fixing to the building** for Venue information.

Where applicable, only venue approved carpet tape may be used for fixing floor coverings to the Hall floor. Any damage to the fabric of the building will be repaired by the venue at the Organiser's expense. **ANY CHARGES INCURRED BY THE ORGANISER AS A RESULT OF FAILURE TO REMOVE CARPET/CARPET TAPE WILL BE PASSED ONTO THE EXHIBITOR/CONTRACTOR.**

Floor Loading

The transportation and location of heavy exhibits/structures must conform to the venue's weight limits, which must not be exceeded.

The Organiser must inform the venue in advance, of any load, which may exceed that normally permitted, so that an engineered solution may be found, if possible.

Floor loading limits and the required dimensions of base plates vary considerably from venue to venue. Please see **floor loading restrictions** for Venue limits.

Ladders can be used as working platforms when it is not reasonably practicable to use alternative means and a risk assessment identifies the activity to be undertaken is low risk.

Ladders must be used in accordance with manufacturer's instructions at all times. Additionally, the following guidelines must be followed:

- Leaning ladders must be placed at the correct angle
- Ladders should only be used on level ground and must be secure e.g. suitably tied or, as a last resort, footed
- The top treads or steps must not be used as a platform for work
- Users should face the ladder at all times whilst climbing or dismounting
- Stepladders should not be used sideways-on where sideways loads are applied
- Only one person should climb or work from a ladder or a stepladder
- Users should not overreach
- Steps and ladders should be checked for suitability and defects each time they are used

working at height

General Guidance

A person is working 'at height' if there is a possibility of their being injured from falling, even if they are working at or below ground level.

The Work at Height Regulations refers to 'duty holders': employers, self-employed and employees. This includes all contractors and exhibitors (for example, when accessing areas above floor level to dress stands).

Duty holders' responsibilities are to ensure that:

- No work is done at height if it is safe and reasonably practicable to do it other than at height
- The work is properly planned and organised, appropriately supervised and carried out in as safe a way as is reasonably practicable
- Plans are in place for emergencies and rescue
- Account is taken of the risk assessment carried out for the activity
- They do all that is reasonably practicable to prevent anyone falling, including preventing live edge working
- All work at height takes account of conditions that could endanger health and safety
- Those involved in work at height are trained and competent
- The place where work at height is done is safe
- Equipment for work at height is appropriately selected
- The risks from fragile surfaces are properly controlled
- The risks from falling objects are properly controlled
- Where ladders are used, these are industrial, not domestic quality

Ladders

All reasonable steps should be taken to eliminate or minimise the risks associated with work at height through efficient work planning and selection and use of safe working platforms or other suitable equipment, including ladders and stepladders.

Where work at height cannot be avoided, safe means of access and safe systems of working must be

used. As far as steps and ladders in particular are concerned, the following should be considered:

- What they are to be used for
- Industrial quality and not domestic
- Duration of the work
- Training and abilities of users

working machinery

Machinery, engines and similar equipment exhibited on stands are subject to the Provision and Use of Work Equipment Regulations 1998 (PUWER).

A risk assessment must be carried out in order to ensure that any equipment being demonstrated (i.e. operated as part of an exhibit) on a stand is inherently safe and does not represent a hazard to the operator of the equipment, other staff or visitors at any time.

Details of all demonstration areas must be submitted to the Organiser.

Demonstration areas must be indicated on stand plans and, where necessary, must be sound proofed.

Machinery shall be electrically and mechanically disconnected, except if required for a demonstration.

Working machinery should only be demonstrated to interested parties where necessary and not used as an attraction to the stand.

Moving parts of machinery and other working equipment must be efficiently guarded to protect both the public and the operator.

All running machinery and other working equipment must be set back from the stand edge, so as not to cause a hazard to staff and to accommodate visitors.

All staff must have sufficient instruction and training to ensure that they are competent when undertaking any demonstrations. Suitable PPE should be issued.

All machines must be suitably guarded, as they would be in normal use. Where guards are removed for display purposes, the following will apply:

- A strong and suitable see-through guard must be in place for the duration of the show
- Distance barriers and screens may be required to protect visitors from harm.
- The risk assessment will identify the type needed

Barriers may be required.

All exhibits must, where they are not sufficiently stable as freestanding models, be properly secured to the floor of the stand or other structure.

Floors on stands must be kept clear of articles or substances likely to cause person to slip or trip.

All electrical conductors must be properly installed and adequately protected.

Exhibits must be positioned so that at no time do they protrude into gangways.

Precautions must be taken to ensure that dust particles, fumes, etc from working machinery do not discharge into areas outside the stand.

All stand personnel should acquaint themselves with how to use the appropriate firefighting equipment as identified in the risk assessment and supplied on the stand, and with the position of the nearest fire alarm location in the building.

A charge may be made by the Venue for provision of additional firefighting equipment.

For a working list of industry advised standards & regulations, please feel free to visit www.aeo.org.uk and www.aev.org.uk. The Organiser will use these association guides as its reference point.

