

## **STANDFITTING REGULATIONS FOR SPACE ONLY SITES**

ANY EXHIBITORS DESIGNING AND CONSTRUCTING THEIR OWN STAND MUST CONFORM TO SALON INTERNATIONAL, EXCEL LONDON AND THE LOCAL AUTHORITY'S RULES AND REGULATIONS.

ALL WORK MUST BE CARRIED OUT IN CONFORMITY WITH THE REQUIREMENTS OF THE RULES AND REGULATIONS OF EXCEL LONDON. A SUMMARY OF THE REGULATIONS IS AVAILABLE FROM THE ORGANISERS. FAILURE TO OBSERVE THESE REGULATIONS MAY RESULT IN DELAYS, RESTRICTIONS AND CRIMINAL PROCEEDINGS AGAINST THE EXHIBITOR.

IT IS YOUR RESPONSIBILITY TO EXAMINE THE AREA AND SITE ALLOTTED TO YOU, IN ORDER TO AVOID COSTLY ADJUSTMENTS TO STAND STRUCTURES.

### **CARPET**

Space only sites **do not** have carpet provided. Exhibitors with adjoining blocks of stands will not be permitted to place their own carpet in the gangways, unless prior permission is given in writing by the organisers.

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 (not platform tape or tape that leaves a residue) please call the organisers if you are unsure.

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.

### **CONTRACTORS**

Exhibitors must notify the organisers as soon as possible of names of their stand contractors using **FORM 2** at the back of this manual. Where contractors are used, exhibitors are reminded that all work undertaken in connection with the preparation, erection, furnishing and dismantling of their stands must be carried out in accordance with the current terms and conditions regarding the employment of labour in the exhibition industry. Any such contractor should be a party to the 'Working Rule Agreements' for the exhibition industry.

### **DEMONSTRATIONS / STAGES / LIVE ACTION / VISITOR STANDING ROOM / SEATED AUDIENCES**

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 is a nuisance to any other exhibitor, we reserve the right to cancel or restrict the frequency.

The Health and Safety at Work Act, 1974 requires that any equipment being operated or demonstrated shall be inherently safe. Exhibitors planning live demonstrations to attract visitors must ensure that a large enough area (see below) is allocated on their stand to accommodate a reasonable size of audience, whether or not seating is provided. This applies whether you are planning to have a large stage, a lower level platform or from ground level. Due to health and safety restrictions, audiences are not allowed to stand in aisles blocking the way for other visitors as these aisles are 'public' walkways.

Guidelines for stages and demonstration areas are outlined below:

- Should you have a stage or raised platform up to 600mm in height you must allow at least 1m from the edge of the stage to the stand perimeter, for audience standing room.
- Stages or raised platforms 600mm in height or above must allow at least 2m of standing room from the edge of the stage to the stand perimeter, for audience standing room.

**Please ensure that stage areas are clearly marked on all stand plans submitted.** If you have any queries or are unsure about the above please call Rachael Johnson on +44 (0)20 8652 8224 for clarification.

### **DISABILITY DISCRIMINATION ACT**

It is the exhibitors' responsibility to remove all barriers to service and comply with the DDA. Where exhibitors have a platform on a stand, a reasonable adjustment is to incorporate a ramp in the platform on the stand. If this is not possible, then a signed point should be created where disabled people can be served off the platform at ground level. Whatever the content of the stand, it needs to be accessible to all. Please note the following when designing your stand.

- Ensure that your stand incorporates enough space.
- The DDA requires 1.2m 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.

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- 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.

### DIVIDING WALLS

For 'space only' stands with three open sides or less (part island sites) each exhibitor is responsible for building their own wall between their site and any adjacent space. The wall should be no less than 2.5m high between their stand and any other stand, and each exhibitor is responsible for ensuring that any such wall is left in a clean and finished state on both sides in one colour with no graphics on the outside or where visible through any adjoining stand.

It is not permissible to use your neighbouring exhibitors' wall should they have shell scheme, however if they are also a space only site you may wish to contact them to share the costs of any such walling.

### DOORS

- All doors across escape routes should open in the direction of travel.
- Doors should be arranged so as to open at least 90 degrees and any door furniture or fitting should not prevent this.
- Doors and gates forming part of an escape route shall be hung to open in the direction of escape, clear of any steps, landings or the public way, and shall where necessary be recessed so that when open they do not obstruct the required width of any gangway, corridor, passageway, staircase, landing or other escape route. Such doors shall be free from fastenings other than panic bolts of a type and pattern and installed in accordance with BS EN 1125.
- A door should not open immediately over or onto a step or steps. A 1000mm landing should be provided between the door and the first step.
- Where any door or gate is at the head or foot of stairs, a landing shall be provided between the door or gate and the top or bottom step. The depth of the landing shall not be less than width of the flight.
- All doors shall be provided with a vision panel of clear glazing at sight level. Wheelchair users' zone of visibility is between 900mm and 1500mm above floor level.
- Floor serving staff areas may be provided with simple lever handles, complying to BS EN 179, or push pads complying with BS EN 179.

### 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 this manual.

Early or late working, outside of the published build-up and breakdown timetable will not be permitted.

### ELECTRICAL INSTALLATION

The official contractor is Bill Moule and Sons. Their contact details are listed on page 7 of this manual. All electrical work must be carried out by this company. The installation of electrical work by any persons other than the official contractors is **expressly prohibited**. No person other than a member of the official contractor's staff may alter or otherwise interfere with this installation.

Details of standard electrical fittings and a price schedule, including the cost of current consumed and connection to a single-phase supply, are included on the order form to be found at the back of this manual.

Should you require a three-phase supply please contact the electrical contractor who will arrange this on your behalf and advise you of the costs involved. Please return the enclosed order form to the electrical contractor by the deadline date if received after this date, a surcharge will apply.

Where an exhibitor wishes to use his own prefabricated and wired units, the electrical contractor must be informed in advance of the electrical loading of the unit. All wiring must be carried out in PVC or other plastic sheathed cables of not less than 1.5mm and 300/500 volt grade, complying with BS 6346 specification. All circuits must be independently protected with an appropriate fuse and wiring must be physically protected to the standards required by ExCeL London.

**The normal exhibition power supply will be switched off 15 minutes after the exhibition closes each evening (30 minutes on the final day).** Should exhibitors wish to have an overnight power supply to maintain computer equipment or refrigerators this can be arranged through the electrical contractor.

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**N.B. 13 amp adapters are not acceptable to the Local Authority, nor are reeled extension leads or more than one appliance connected to a single socket.**

No flashing lights or signs will be permitted, but sequence lit displays may be used subject to our approval. Where a fascia or display is illuminated, the strength and colour of lighting must not interfere with other stands.

All electrical installations on stands, features, displays or exhibits shall comply with:

1. The current British Standards Institution
2. Any special requirements of the local authorities and the venue
3. Health and Safety at Work Act, 1974 and the Electricity at Work Regulations 1989
4. The Exhibitions Venues Association (EVA) 'Regulations for stand electrical installations'

**IMPORTANT: It is the responsibility of all exhibitors to be aware of the full Exhibition Venues Association Rules and Regulations for stand electrical installations. Copies are available from the electrical contractor. Failure to observe any of the regulations may result in delays, restrictions and/or criminal proceedings against the exhibitor.**

We reserve the right to disconnect the electrical supply to any installation, which in our opinion or the opinion of the electrical contractor is dangerous or likely to cause annoyance to visitors or other exhibitors.

### **FABRICS**

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 and 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. Water based paints must be used.

### **FIXING EXHIBITS TO WALLS/ FLOORS**

No direct fixings may be made to any part of the exhibition halls and the repair of any damage or discolouration of such will be charged directly to the exhibitor.

Nothing may be attached to the floor or any part of the exhibition hall without the written consent of the ExCeL London Exhibition Centre.

### **FLOOR LOADINGS**

The maximum permissible floor loading within the exhibition hall is that of a fully loaded 40 tonne heavy goods vehicle or up to 25kN / m<sup>2</sup>

### **GANGWAYS AND EMERGENCY EXITS**

The gangways used in this venue are the minimum permissible by law. Under no circumstances will exhibits, stand dressings, tables and chairs etc be allowed to encroach into gangways. Please keep your exhibits inside your stand at all times.

Doors and gates forming part of an escape, shall be provided with a vision panel of clear glazing at sight level, 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 have specific rules, and you should contact the organisers for further information before any arrangements for your stand are made.

### **HANDRAILS**

People who have physical difficulty in negotiating changes of level need the help of a handrail that can be gripped easily, is comfortable to touch and, preferably, provides good forearm support.

Handrails should be spaced away from the wall and rigidly supported in a way that avoids impeding finger grip.

Handrails should be set at heights that are convenient for all users and should extend safely beyond the top and bottom of flights of steps, or a ramp, to give both stability and warning of presence of a change of level.

- A continuous handrail must be provided across the flights and landings of ramped or stepped access.

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- The vertical height to the top of the upper handrail from the pitch line of the surface of a ramp, or a flight of steps, must be between 900 and 1000mm. From the surface of a landing it must be between 900 and 1100mm.
- Where there is a full height structural guarding, the vertical height to the top of a second lower handrail from the pitch line of the surface of a ramp, or a flight of steps, is 600mm, where provided.
- Handrails shall be non-climbable, i.e. with solid infills or vertical guardrails, which should be no more than 100mm apart and without horizontal members between verticals.
- Handrails must extend at least 300mm horizontally beyond the top and bottom of a ramped access, or the top and bottom nosing of a flight or flights of steps, while not projecting into an access route.
- Handrails should contrast visually with the background against which it is seen, without being highly reflective.
- The surface of a handrail should be slip resistant and not cold to touch.
- A handrail must terminate in a way that reduces the risk of clothing being caught.
- If the profile is circular its diameter must be between 40 and 45mm. If it is oval the width should preferably be 50mm.
- There must be a clearance of between 60 and 75mm between the handrail and any adjacent wall surface.
- There must be a clearance of at least 50mm between a cranked support and the underside of the handrail.
- The inner rail of a handrail must be located no more than 50mm beyond the surface width of the width of the ramped or stepped access.

### **LONG RUNS OF WALLING**

Runs of solid stand walls along the perimeter of a stand have a detrimental effect on the show due to restrictions of 'sight' lines. Therefore, runs of solid walling longer than 6m are not permitted or, depending on the size of your stand, at least one third of each side of your stand must have natural breaks. It is advisable that any runs of walling which face an aisle should be branded to aesthetically improve the overall look of your stand. All of the above is subject to organiser approval when stand plans are submitted. For further information please call Rachael Johnson on +44 (0)20 8652 8224.

### **MAKING GOOD**

All visible areas of the stand must be 'made good' including the tops of storage areas, offices or other voids when visible from above. When 'making good' the reverse of a wall adjoining another stand, this must be done in a neutral colour.

### **NIGHT SHEETS**

Melville Exhibition Services, contact details page 7, are able to provide approved 'night sheets'. Alternative sheets must be made of an inherently non-flammable material.

### **OBSTRUCTING AISLES**

No part of any stand or exhibit, including fascia, signs, lighting, corner posts, etc, shall project onto or over the aisle or obscure any fire exit signs and the organisers reserve the right to remove any such item.

### **OPEN FRONTAGES**

Solid runs of stand walls longer than 6m along gangway edges are forbidden. Walls should either have natural breaks or glazed panels; these should be placed at regular intervals to ensure that there are no continuous runs of solid walling longer than 6m. At least one third of each open side must be kept open.

The exhibiting company name and stand number should be displayed prominently on your stand so that they can be viewed from each approaching gangway.

### **PLASTICS AND STAND FITTING**

All plastics must conform to BS 476 – PART 7 – CLASS 1 – Fire Regulations. Lexan and Macralon are acceptable. PERSPEX MUST NOT BE USED.

### **SOUND**

Please see page 15 for important rules and regulations regarding sound levels, systems and radio frequencies.

### **STAND AREA**

All stand structures, signs, banners etc must be confined within the stand space and may not project into, or over, the aisles.

### **STAND PLAN SUBMISSION**

ALL space only stands must send **FOUR copies of detailed scale plans, risk assessments and method statements** to the organisers in order that build approval can be given in advance of the start of build.

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Plans should be to a recognised scale not less than 1:50 and they should include an elevation showing all graphic details and construction heights.

There is a maximum stand height restriction of 6 metres.

**Stands under 4m** in height and not otherwise using structures that would then re-classify the stand as complex (see below), must send **FOUR** copies of the following:

- detailed stand plan
- risk assessment
- method statement

to Kyla McDonald at EEP, Zeal House, 8 Deer Park Rd, London SW19 3UU with **FORM 11** (which can be found at the back of this manual) by 20 August 2010.

**Stands over 4m** in height and **double storey** stands are automatically classed as **COMPLEX** stands and are subject to more stringent regulations and formal certification. Send **FOUR** copies of the following:

- detailed stand plan
- structural calculations
- risk assessment
- method statement

to Kyla McDonald at EEP, Zeal House, 8 Deer Park Rd, London SW19 3UU with **FORM 11** and the **appropriate certification fee** (outlined in **FORM 11**) by 20 August 2010.

Plans will then be passed to the venue, the local authority, and the structural engineer for build approval, and in the case of a complex stand, certification. **Failure to send the plans by the deadline could result in delays and additional costs onsite.**

A complex structure is any form of construction that requires input from a structural engineer to ensure a safe build and operation. Complex structures normally require structural calculations.

**The following examples will also classify a stand as a COMPLEX structure regardless of the overall height.**

- Viewing/service platforms
- Suspended items and lighting rigs or lighting towers
- Raised walkways
- Ramps
- Platforms and stages over 0.6 metres in height
- A structure which requires cross-bracing
- Stairs, steps and staircases of any height
- A stand with a travel distance to a gangway of more than 10m
- Temporary grandstands and tiered seating

If in any doubt, or if guidance is required, please call Kyla McDonald on +44 (0)20 8545 2499 or +44 (0)20 8545 2497

### **TIMBER FOR STAND BUILD AND DISPLAY**

All timber under 1 inch thick must be impregnated (pressure process) to BS476 PART 7 – CLASS 1 Standard. Boards, plywood, chipboard etc must be treated in the same way if they are under 18mm tick. Timber over 1 inch thick need not be treated and M.D.F is acceptable in most cases. Treated boards will have a BS476 – PART 7 – CLASS 1 marked on them.