acc Liverpool

Alexandra Palace

Business Design Centre

Coventry Building Society arena

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Harrogate Convention Centre

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Olympia Events

P&J Live

QEII Centre

SEC Scottish Event Campus

telford internationalcentre

The O2

eGUIDE

March 2026



Safeguarding

Guidance for events in UK venues

AEV ASSOCIATION OF EVENT VENUES

Contents

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Resource Background 1

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What is the eGuide?

The eGuide brings together guidance for achieving common standards of health, safety and operational planning, management and on-site conduct for events at all participating AEV member venues. The scope and development of the eGuide follows extensive consultation with operations professionals within the exhibition and event industry to ensure an overall approach that remains broadly acceptable to the community. The status of the eGuide is like that of an Approved Code of Practice. It is an industry-specific guide developed by authorised professionals from the UK event venues. It incorporates health, safety and operational practices that represent compliance with Building Regulations and health and safety legislation.

Now recognised as the industry's best practice document, the eGuide is continually reviewed by working industry professionals who represent the best advice currently available, and who themselves must work within the guidelines in their own professional capacities. Senior representatives from ACC Liverpool, Alexandra Palace, Business Design Centre, Excel London, Farnborough International Exhibition and Conference Centre, Harrogate Convention Centre, Manchester Central, NEC, Olympia Events , QEII Centre, Coventry Building Society Arena, SEC, Silverstone, Telford International Centre, The Brighton Centre and The O2 currently sit on the **eGuide working group**, meeting twice a year to steer the guidance thematically and address any complex or contentious topics. Several additional venues also participate in this process and are gradually moving towards formal adoption of the document themselves. Additionally, **the eGuide sub-committee** works all year round to maintain the detail of the document, ensure consistency and simplify rules and regulations to the greatest possible extent.

The current eGuide sub-committee comprises:

Ian Tynan - Excel London
Peter Boniface – Excel London
Del Cuttilan – Farnborough International Exhibition Centre
Michelle Baldwin – NEC (chair and chair of the eGuide working group)
Rachel Maybury-Smith - NEC
Paul Brough - Olympia Events
Jill Wadge – SEC
John Crooks - SEC

Instructions from this group are subsequently collated and actioned in the document by Alden Arnold, Head of Commercial and Projects, Association of Event Venues.

By coming together, and proactively seeking to identify where working conditions and regulations are common (or, due to unique site circumstance, different), contributing venues are, in essence, providing the answers to questions that organisers and supplier companies may have resulting in more efficient on-site activity, a smoother operation for the event organiser, and, therefore, a more polished product for the client, exhibitor and visitor.

In competent hands these guidelines should be an invaluable tool, simplifying health & safety planning and management and other operational issues on the floor.

Application

For the purposes of this document the word 'event' will generally apply to any event held in the participating eGuide venues. It must be noted that in multipurpose venues where exhibitions, conferences and other like events can be run alongside sporting fixtures or musical entertainment in arenas, other guidance or legislation may be more applicable for specific activities.

How to Use and Engage with the eGuide

The eGuide will save hours of painstaking and detailed work for any AEV venue seeking to maintain regulations that are compliant with UK law. Notwithstanding a few points of detail, which can be separately annotated, any AEV member venue that hosts any degree of exhibition business activity should be able to adopt these guidelines wholesale. The guide equally provides the basis for organisers to plan the operational management of their event and for suppliers and clients/exhibitors to understand what is required of them.

It must be stressed, however, that this is a **guidance** document. If meticulously followed, it should ensure that users are compliant with current health and safety law. Nevertheless, the particulars of each exhibition (or similar event) should still be considered on an individual basis and venues, organisers, suppliers and clients/exhibitors must all remember that it is ultimately their responsibility to ensure that they address health & safety, and other operational issues properly, in compliance with the law.

It must also be stressed that all employers have a legal duty to employ staff that are competent to manage health & safety, and other operations that are relevant to their level and range of responsibilities. This guidance alone is not a substitute for proper training and experience.

The committee welcomes any constructive comment on these guidelines. If you feel you can contribute, please email eguide@aev.org.uk, and your point will be considered at the next committee meeting.

If you require additional health & safety support there are several specialist companies providing consultancy, training and floor management capabilities within ESSA and AEO Associate membership.

EIA note on legal compliance

The Association of Event Venues (AEV), Association of Event Organisers (AEO) and Event Services and Suppliers Association (ESSA) are managed by the Event Industry Alliance (EIA) secretariat. EIA advocates those members of all three associations work within or beyond the requirements of UK law. Where a British standard, Health and Safety Executive (HSE) guidance, approved code of practice, other central or local government guidance or examples of case law suggest that specific working methods or standards are needed to meet the requirements of UK law, the EIA advocates that members adopt these. In instances where groups of members wish to collaborate on finding alternative, but equally as safe, methods of work that they feel are more suited to the operational constraints of the event industry than those described elsewhere, the EIA will facilitate that collaboration and

any benchmarking or hazard and operability study (HAZOP) activity that is required, advise members of their specific duties and liabilities and, where requested, publish their findings, typically within the eGuide. The EIA cannot and does not however officially advocate any standard or working practice other than those produced by HSE, British Standards Institution (BSI) or other government agencies and offices, whether published within the eGuide or not, and reminds all organisations, members and non-members alike, that it is their individual responsibility to assess the risks of their work and to establish practices that comply with the law and that prevent work-related injury and ill-health.

Acknowledgements

Appreciation to Thomas Stead from **X2Consult** (AEV safeguarding partner) for leading on the creation of the new Safeguarding section.

28 Days' Notice Required by the Venue 2

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Subsections:

- General Guidance

General Guidance

1 There are many aspects of an event that will require notification or application to the venue no later than 28 days prior to the start of tenancy. For convenience these are listed as below and expanded on in later sections as indicated:

Item	eGuide Section
Aerial equipment, including airships, balloons, blimps and drones	Aerial Equipment and Demonstrations
Alcohol sale & supply, including sampling	Catering
Animals	Animals
Child employment/participation	Children
Complex Structures	Stand Plans
Crèche details	Crèches
Compressed gas ~~or~~ including LPG	Gas
Details of special features with risk assessment & method statement	Feature Areas
Event risk assessment, fire risk assessment & risk assessments for any features presenting special risks	Risk Assessment
Final floor plans	Floor Plans
Gambling activities	Gambling
Hazardous noise levels (exceeding 80 dBA)	Noise
Hazardous processes or substances	Hazardous Substances
Heat Generating Displays	Heat Generating Displays
Large water-containing vessels	Water Features
Loads to be rigged	Rigging
Medical demonstrations & treatments	Medical Demonstrations & Treatments
Organiser's public liability insurance	-
Plans of hall entrance/registration and queuing areas	Floor Plans
Playing or performing music and/or films	Music and Video Licences
Preparation, cooking & dispensing of food, including sampling	Catering
Proof of competency in controlling risk of legionella	Water Features
Registration as a food business	Catering
Secondary fixings for items to be rigged	Rigging
Seminar Theatre Plans	Seminar Theatres
Simulators and Rides	Simulators, Rides & Inflatables
Special effects	Special Effects
Special Treatments	Special Treatments

Temporary demountable structures	Temporary Demountable Structures
Vehicles	Vehicles
Ventilation systems for processes requiring ventilation	Hazardous Substances
Visitor participation or adventurous & potentially hazardous activities	Feature Areas
Weapons	Weapons
Working machinery as exhibits	Working Machinery

Accessibility 3

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Other relevant sections:
Signage
Stand Construction
Temporary Demountable Structures
Work Equipment/Tools/Processes
Working at Height

Subsections:

- The Law
- Organising Accessible Events
- Further Information

The Law

1 Event organisers must meet their obligations as 'service providers' under the Equality Act. The Act states that a service provider has a responsibility to anticipate the needs of disabled customers; they must ensure that deaf and disabled people are not treated less favourably than non-disabled people and that access and the same standard of service is available to all.

2 Health and safety legislation has primacy over the Equality Act.

Organising Accessible Events

Publicity and Access Information
3 Information about access to the venue and the event and the facilities available on site (such as car parking, wheelchair hire/loan, changing places, accessible toilets, quiet spaces, etc) should be provided in advance, so that people with access requirements can plan their visit. Photos and videos of access points and facilities are useful, as are travel distances around the event, door widths, or details of any non-standard ways disabled people would be expected to access the event (i.e. alternative entrances or access routes).

4 Websites should meet required standards of accessible design. Web content accessibility guidelines (WCAG) can be found here.

5 Information should be available in different formats, such as large print, audio and braille, if requested within reasonable timeframes.

6 The use of inclusive language (words and phrases that avoid bias, slang and discrimination against groups of people) will allow everyone to understand and make them feel welcome.

7 Information on times when the event is likely to be quieter may help some visitors; consideration should also be given to providing specific 'quiet sessions'.

8 Videos, films and presentations should be audio described, subtitled and BSL interpreted

as appropriate.

9 If access to the venue changes before the event (e.g. due to a broken lift or automatic door, or a planned access service no longer being available), the organiser should use all means available to communicate the change to visitors.

Booking Tickets

10 A policy on how disabled people can book tickets should be clearly communicated on publicity material and to ticket agencies, if appointed. A variety of booking options should be available, such as a staffed phone line, fax, SMS, email and in person.

11 Disabled people should be able to apply for an extra ticket, free of charge, if they are unable to attend without a companion.

Event Layout & Stand and Feature Design

12 The layout and design of an event should be planned to ensure all visitors can safely and easily travel around it.

13 Features should be designed with access for disabled visitors in mind. Level access to features is important for wheelchair users, people with other mobility impairments and people with visual impairments. Measures such as ramps can be used where access is required above ground level.

14 Spaces for wheelchair users should be designed into seminar and seating area layouts and spaces reserved for visitors with sight impairments. Space should be designed for a sign language interpreter at planning stage and seats held in a relevant area for visitors using the service, which can be released if the service is not requested.

15 Consideration should be given to providing a quiet room for rest.

16 Exhibitors should be encouraged to design their stands without platforms, where practicable, and they must incorporate a ramp into any platform so that customers can be served on the stand and not from the gangway. Where multi-levels are used without ramped access, customers must be offered the same service at ground level. Further details can be found in the Stand Construction section.

17 Signage and presentations should be designed to be easily read by people with colour blindness or other visual impairments.

Event Access

18 Priority access points and arrangements for cars, taxis and coaches to set down passengers as close as possible to the entrance of the event, should be considered.

Staff Training and Briefing

19 Disability equality training is essential for front-line staff who interface with members of the public.

20 Mental health first aid training is also recommended.

21 Staff should be fully briefed on potential barriers to access and how the venue and event are set up to support people with access requirements.

Auxiliary Aides and Support

22 Hearing induction loops should be provided at information points and their availability clearly signed.

23 If reasonable notice is received, the organiser is responsible for providing additional assistance for disabled visitors, such as communication/language service professionals.

Further Information

24 An overview of service providers' responsibilities under the Equality Act can be found here.

25 The UK Government website provides further guidance on inclusive communication here.

Adult Entertainment 4

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Subsections:

- General Guidance

General Guidance

1 Adult Entertainment, including but not limited to full or partial nudity, striptease, and lap dancing is not covered by the venue's standard licensing arrangements. Prior to contract being agreed and well in advance of the event, you will be required to to liaise with the venue to ensure that a sexual entertainment venue licence is put in place, or these activities will not be allowed.

2 A specific licence e.g., an 'Occasional Sex Establishment Licence', or equivalent may also be required. Please contact the relevant venue for details of the application process, which may vary according to the local licensing authority. Note that this is a long, and in some cases expensive process and organisers should notify the venue of any adult content at their event at the earliest opportunity prior to contract being agreed. When issued, the licence contains many conditions which are vigorously enforced by licensing officers.

3 Many lifestyle events contain several stands selling/demonstrating marital aids, sex toys etc. It is generally accepted by the local authorities that, where the numbers of such stands is less than 10% of the total stand space, a Sex Establishment Licence is not required, as they do not form a significant part of the event. This must be agreed by each venue.

4 Special attention should also be paid to events that include stages with elements of certain types of entertainment, e.g. male dance troops, burlesque shows etc. This is deemed to be striptease and is prohibited under the conditions of an Exhibition Licence.

5 Where other forms of adult entertainment, such as classified films and/or computer games are to be shown during an event, arrangements must be made to restrict under-age viewing of the material.

6 Arrangements must be put in place ~~so~~ to ensure that content can only be viewed from within the exhibition hall and not from ~~the~~ any external area.

Advertising 5

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Other relevant sections:
Signage

Subsections:

- General Guidance

General Guidance

1 Only the venue's official sites may be used for advertising purposes – please refer to the venue for locations, specifications and any associated costs.

2 Promotional materials may only be distributed within the hall. Any other areas must be agreed by the venue. Generally, these will be within the tenanted space only and not in any public circulation areas or outside the venue including car parks.

3 Exhibitors and other event participants should check with the organiser as to what is allowed within the event itself.

4 All venues reserve the right to vet and approve the content of any advertising.

Aerial Equipment and Demonstrations 6

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Other relevant sections:
Gas
Product Demonstrations/Activities on Stands

Subsections:

- General Guidance
- Balloons
- Blimps
- Drones

General Guidance

1 The use of aerial equipment, including airships, balloons, blimps and drones within the venue is strictly regulated. Applications for permission to use them must be submitted to the venue in writing, together with a risk assessment, at least 28 days prior to the event.

2 The following must be considered when carrying out the risk assessment:

- The use of gas or batteries
- Equipment failure
- Obstacles within the exhibition, including drop wires, cables, truss, stands and signage
- The possibility of items falling from the equipment
- Compliance with the venue's specific regulations
- Competency of operators

3 Operators must always remain in visual contact and within radio range of aerial equipment.

4 Exit signs and fire detection beams must not be obscured at any time.

5 A suitable take-off and landing/demonstration area must be planned into the floor layout, as appropriate.

6 The venue may, for safety and security reasons, request that aerial equipment is monitored from the floor by a second person whilst in operation.

Balloons

7 Balloons must be secured by suitable means; a charge may be made for retrieval if any escape to the roof or for any damage to air-handling units.

Blimps

8 Blimps must be tethered, always, to a secure weight that is placed so as not to cause a hazard.

Drones

9 Operators must comply with The Air Navigation Order, including requirements for "Small Unmanned Aircraft" when flying drones outdoors.

10 Drones must not be flown above any persons inside or outside the venue, unless under control of a pilot in line with CAA guidance.

11 Their demonstration must be carried out within a specific, agreed area.

12 The venue may require additional safety measures such as netting of a suitable design and strength.

13 Appropriate licences and proof of CAA-approved pilot training may be requested by the venue.

Animals 7

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Subsections:

- General Guidance

General Guidance

1 Written application must be submitted to the venue at least 28 days prior to the event for any animal or gathering of animals, wild or domestic (except assistance animals) to be permitted on the premises. The admission of emotional support animals must be discussed with the venue. A special licence may be required, for example, in the case of performing or wild animals. Any costs associated with obtaining the relevant licence shall be met by the organiser.

2 No animal welfare facilities are provided by the venue, therefore pets, except assistance animals, are not permitted unless they form part of an exhibit or display associated with an event and are approved by the venue. Pets must not be left in vehicles at any time.

3 Any event that has several livestock may have to comply with specific Department for Environment, Food and Rural Affairs (DEFRA) regulations. Details must be obtained by the organisers and provided to the venue.

4 Guidance on animal welfare and appropriate safety measures shall be obtained by the organiser from a suitably qualified, licensed veterinary professional, who may request to carry out an on-site inspection.

5 A copy of the veterinary professional's report shall be submitted to the venue for licensing authority approval. Any costs incurred are the responsibility of the person seeking guidance/consent.

6 Animals must be appropriately supervised at all times while on site; sufficient welfare arrangements must be put in place and maintained to the venue's satisfaction, and in accordance with the Animal Welfare Act. These arrangements should be detailed in a risk assessment and include the following:

- Method of transportation to and from site
- Veterinary certification
- Feeding Provision
- Housing
- Security
- Environment
- Noise levels
- Exercise
- Cleaning and sanitary arrangements (Including hand wash facilities if required)
- Sleep/rest (and performance timings if applicable)
- Protection from pain, injury, suffering and disease
- Evacuation in an emergency

7 In order to ensure the safety of visitors, suitable guards/enclosures must be provided, and warning notices prominently displayed where appropriate.

8 Livestock must be properly contained and always controlled.

9 Where visitors are able to pet or otherwise come into contact with animals or are able to touch parts of enclosures with which animals may have direct contact, hand wash units with hot water for use by the public must be sited adjacent to the stand containing the animals. Soap and water is considered to be the most effective way of reducing infection and therefore gels and wipes are not allowed as suitable alternatives.

10 Hand washing facilities should be marked on the event floor plan.

11 Signs must be in place advising visitors to wash their hands after touching animals or their enclosures.

12 Where it is proposed to replace hand washing facilities with any other cleaning method, such as gels and wipes, this must be discussed in advance with the venue, as this may only be allowed in certain venues and in certain circumstances, depending on the type of animal being displayed.

13 Where it may not be obvious that animals are present at the event, organisers are responsible for making visitors aware of the presence of animals and that people with allergies may be affected; appropriate signage must be in place.

14 The emergency evacuation of animals should be discussed with the venue and form part of the fire risk assessment and emergency planning.

15 Proposed overnight housing of animals may not always be permitted and must be discussed with the venue.

16 Performance timings must be monitored (if applicable) to avoid animals becoming tired and fractious.

Auctions 8

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Subsections:

- General Guidance

General Guidance

1 Auctions ('any sale made by competitive bidding') must comply with the Consumer Protection Act.

2 If the venue is not registered for the sale of goods by auction, an auction licence may be required. This may involve a fee and notice period, depending on the local authority. However, auctions that are carried out in aid of charitable organisations may be exempt.

3 The definition of a 'charitable auction' is as follows:

'Any sale for the purposes of assisting in the funding of a voluntary organisation if the whole, or a substantial amount, of the proceeds of the sale is donated to the funds of the organisation.'

4 'Voluntary organisation' means a body, the activities of which are carried out on a not-for-profit basis but does not include any public or local authority.

5 Organisers of charitable auctions will need to provide details of the charitable status of the organisation and the charity number.

6 Please contact the venue for further details.

Build-Up and Breakdown 9

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Other relevant sections:
Dilapidations / Damage to venues
Health and Safety Responsibilities
Hot Works
Lifting Operations
Night Working
Rigging
Stand Construction
Temporary Demountable Structures
Waste and Cleaning
Work Equipment/Tools/Processes
Working at Height

Subsections:

- Construction Activity (CDM)
- General Guidance
- Build-Up
- Breakdown
- Venue Specific Rules
  Manchester Central & Harrogate International Centre – General
  Scottish Event Campus (SEC) - General

Construction Activity (CDM)

1 All construction and deconstruction work must comply with the current Construction (Design and Management) Regulations.

The Construction (Design and Management) Regulations 2015 are a set of health and safety regulations that apply specifically to the management of construction projects. Since the 2015 update of the regulations, "Construction projects" includes the planning, design, management or other work involved with the running of an exhibition.

It is important that all stakeholders of an event understand their responsibilities under these regulations. The roles and responsibilities of Venues, Organisers, Exhibitors and Contractors are outlined in the AEV/AEO/ESSA CDM resource pack and CDM4Events website.

2 The role of 'client' under the regulations is ~~assumed by~~ defined as being the organiser, space only exhibitors representing the organisation for which the construction and deconstruction ~~'project' is~~ projects are carried out.

3 ~~An organiser's~~ A clients duties include:

- Making suitable arrangements for managing the project
- Appointing other 'duty holders' and ensuring that they carry out their responsibilities for all associated operations
- Ensuring sufficient time and resources are allocated
- Ensuring relevant information is prepared and provided to other duty holders
- Ensuring welfare facilities are provided

4 Anyone responsible for appointing a designer or contractor must take reasonable steps to access their competency.

5 Further Guidance:

- CDM4Events
- HSE: Competence in health and safety
- SSIP
- ESSA Accreditation

General Guidance

5 During the build-up and breakdown phases of any event, organisers are ultimately responsible for all activity taking place within the halls/contracted areas including and any external loading logistics areas defined as under their control.

6 Children under 16 are not allowed in the halls, event areas including any external logistics areas during build-up and breakdown.

7 The venue must be provided with emergency/out-of-hours contact details for key event personnel.

8 The organiser must advise the venue of their PPE policy, so that this may be communicated to venue personnel before the start of build-up. Hi-Vis jackets/vests and appropriate footwear to be worn as an expected standard level of PPE on site.

9 Hi-vis jackets/vests must be always worn by contractors and exhibitors when off-loading and loading vehicles within any logistics areas/loading bays (areas immediately outside the halls).

10 The organiser should consider the following during the planning process:

- Scheduling: Producing build-up and breakdown schedules, to ensure that activities are carried out safely and in the appropriate order.
- Communication: Advising exhibitors and contractors of the build-up and breakdown schedules in advance and carefully considering the timings published in the exhibitor manual; carrying out PA safety announcements during build-up and breakdown to raise awareness of activities taking place at different stages.
- Floor Layout: The location of complex structures and the width of the gangways around these stands; any other special requirements, such as placing a vehicle on a stand before other stands are built; advising exhibitors and contractors of their stand numbers, locations and any service ducts or columns on their stand space.
- Heavy Lifting: Producing a lifting programme detailing the method of work, times of operation and safety arrangements; carrying out crane operations while the hall is clear; providing a copy of the programme to the venue and traffic marshals; if the venue has a lorry park, stationing a lifting contractor representative there; agreeing a communication plan between the lifting contractor, health and safety manager and floor manager.
- Traffic Management and Vehicle Movement: Ensuring that exhibitors and contractors understand and co-operate with unloading and loading instructions, which will vary from venue to venue; planning and carefully managing vehicle movement where

vehicles are permitted to unload/load inside a hall; providing physical separation between pedestrians and vehicles where practical; appointing an official lifting contactor for fork lifting inside the hall, as responsibility for fork lifting operations ultimately sits with the organiser.

- Gangways: briefing floor managers to encourage contractors and exhibitors to keep materials, displays and exhibits on their stand areas, keeping gangways as clear as possible, to aid the build-up and breakdown process.
- Emergency Gangways: Communicating the emergency gangway plan to exhibitors and contractors, asking them to keep these gangways clear at all times (where this is not practicable, 50% of the width of the emergency gangways should be maintained for emergency access); marking the emergency gangways on the hall floor using appropriate tape, if the floor surface is suitable - please check with the venue; displaying a copy of the plan in the organiser's office.
- Working at Height: Working at height should be covered by a method statement and risk assessment. Stop the Drop has useful advice on working safely at height.
- Rigging: Agreeing a rigging schedule, including requirements for cherry picker/hoist access; ensuring a banksman is provided and the working area cordoned off; considering the size/complexity of rigs and how long they will be on the ground before being hoisted. Please refer to 'Rigging' for full details.
- Gangway Carpet: Scheduling carpet laying and removal and ensuring that gangways are clear to allow these activities to take place safely.
- Waste: Advising contractors to remove all construction waste, including carpet, carpet rolls and pallets and advising exhibitors to remove any leftover marketing collateral to avoid incurring disposal costs; discussing the disposal of hazardous or food waste with the venue. See the 'Waste and Cleaning' section for further details.
- Note: Plus, any additional operational processes not covered in the headings above.

Build-Up

11 The following should also be considered to assist with a smooth and safe build-up:

- Mark-out: Ensuring that an organiser's representative checks that the exhibition floor has been marked out correctly, prior to the construction of any stands.
- Off-loading: Discouraging contractors and exhibitors from off-loading the contents of their vehicles into gangways to avoid congestion and delaying the build schedule; encouraging exhibitors and contactors to load their vehicles according to their build programme, so that the first items required are the first to be unloaded.
- Housekeeping: Encouraging work to take place on stand areas and not in gangways, off-site pre-fabrication and painting, protection of the hall floor from any damage and the use of battery-operated equipment to avoid trailing cables across stands.
- Hot Work Permit: Organisers should be aware of the venue's process for obtaining a hot work permit and ensure that contractors and exhibitors are aware that a permit is required before any hot works take place, whether inside or outside the halls.
- Pre-open checks: Carrying out pre-open checks on the exhibition floor with venue representatives to identify and rectify any issues and ensuring that all relevant sign-offs and other documentation is completed.

12 All construction work must be completed by the close of pre-open day.

Breakdown

13 A breakdown meeting ~~may~~ should be held on site between the organiser and venue to discuss the breakdown schedule.

14 It is recommended that organisers distribute a notice to exhibitors during the open period of the event, detailing the breakdown schedule and safety considerations; this may also include advice on waste management and avoidance of dilapidations.

15 Following the closure of an event, breakdown will commence only when the venue has confirmed that the hall is clear of all visitors. The opening of vehicle/cargo doors for contractor access must be authorised by the venue.

16 The breakdown should be managed and monitored to ensure that emergency gangways are maintained and that activities are carried out in a controlled, safe manner. In particular:

- Security: Staff should be briefed to allow contractors access to the hall only once breakdown has officially commenced. Providing visitor or exhibitor badges to contractors to enable early access should not be permitted.
- Trolleys: Trolley movement should not commence until the venue and organiser have agreed it is safe. Access is usually made available via the vehicle entry/cargo doors, not the visitor entrance.
- Electrics: Power is normally switched off 30 minutes after the event closes. Requirements for power to remain on after this time must be ordered through the electrical contractor and should be discussed during the breakdown meeting. Once mains power has been switched off at the end of the event, it will not be switched back on under any circumstances, for safety reasons. Electrical contractors must wait until stands are empty before removing electrical fittings, unless permission has been obtained from the exhibitor. No stands are to be dismantled until the main electrics have been switched off.
- Shell Scheme: If the removal of specific sections of shell scheme or baffle walling are required to assist with the breakdown, this should be carried out in a safe manner, in a controlled area; removed sections must be safely stored away to avoid obstructions.

Catering – Food & Beverage and Alcohol 10

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  Scottish Exhibition and Conference Centre – Cookers and Ovens
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General Guidance

1 The venue will provide all food and drink for your visitors and any hospitality you or your exhibitors may require.

2 Any alternative arrangements must be discussed with the venue at the earliest opportunity and approved by the venue in writing.

3 Where the provision of food and drink by other (external) caterers or exhibitors has been approved, full details of proposed preparation, cooking and dispensing arrangements must be submitted to the venue no later than 28 days prior to tenancy.

Legal Compliance

4 Organisers are wholly responsible for compliance with food safety and food information (including allergen) legislation by exhibitors and external caterers at their event.

5 Where there is a significant level of risk on any stands producing food for sampling and/or where there is (venue-approved) retailing of food for on-site consumption, organisers must contract the services of a 'commensurately trained' food safety consultant; the consultant will be vetted by the venue. Some venues may either nominate a consultant, or carry out the consulting role, at a cost to the organiser.

6 Your food safety consultant will be able to clarify your legal responsibilities.

7 Environmental health officers of local authorities work with venues and food safety consultants in monitoring and ensuring compliance with food safety and food information legislation, and they must be allowed access to any work areas, when requested.

Food Safety

8 Guidance on food safety and hygiene legislation can be found here: www.food.gov.uk/business-industry/caterers/food-hygiene and www.foodstandards.gov.scot

Food Labelling

9 The Food Information Regulations (FIR) also apply to all food and drink (including alcohol) sold, supplied or sampled at events: **www.food.gov.uk/business-guidance/packaging-and-labelling -** (see also the links provided on this page to 'Labelling of pre-packed food' and 'Food labelling – non pre-packed foods').

10 The Calorie Labelling (Out of Home Sector) (England) Regulations may also apply.

Local Authority Registration

11 In the UK, any organisation carrying out a 'food operation' must be registered as a 'food business' with their local authority or provide evidence of exemption from registration. This must be completed no later than 28 days before the event, for food operations to take place. Exhibitors should check with their local authority if in doubt.

12 Food operations include the following activities:

- Selling food
- Cooking food
- Storing or handling food
- Preparing food
- Distributing food
- Sampling food

13 It may not be necessary for international exhibitors at trade events to register as a food business. Your food safety consultant can check this with the venue's local authority.

Sale and Supply of Alcohol

14 The organiser must apply for the venue's written approval for the sale and/or supply of alcohol and provide a floor plan of the event, with areas highlighted where alcohol is to be sold/supplied, no later than 28 days before the event.

15 In addition to The Food Information Regulations, the following legislation applies:

- The Licensing Act (2003), The Licensing (Scotland) Act 2005 and subsequent legislation
- 'The Weights & Measures (Specified Quantities) (Unwrapped Bread & Intoxicating Liquor) Order'

16 Any sale or supply of alcohol, including sampling, is also subject to the venue's premises licence conditions.

17 Under the conditions of the venue's premises licence, the venue's Designated Premises Supervisor is the primary authority for licensable activities within the venue and may therefore approve or curtail any proposed sale or supply of alcohol.

18 Where alcohol is sold or supplied by anyone other than the venue's caterer, this must be carried out under the supervision of a Personal Licence Holder and a copy of the licence must be provided to the venue. The licence must be valid in the applicable jurisdiction, i.e. England and Wales; Scotland; Northern Ireland.

19 Exhibitors from outside the UK wishing to sell or supply alcohol within the venue are required to be authorised by a UK Personal Licence Holder, who is present on site at the event. The organiser can provide this authorisation, providing they assume full responsibility for the operations on the stand.

Hospitality Catering

20 The venue's hospitality catering partner holds exclusive rights to supply any food or drink, including alcohol, for hospitality on exhibition stands and in other areas associated with the event, unless specifically agreed otherwise by the venue in writing.

21 Where it has been agreed that an exhibitor may supply their own food and drink (see General Guidance above), they must comply with the above legislation and a corkage or concession fee may be applied.

Sale of Food and Drink

22 Any sale of food and drink by external caterers or exhibitors must be approved by the venue (see General Guidance above).

23 Food and drink (including alcohol) sold from stands must be sold in its original, sealed packaging and be for off-site consumption only; where appropriate, it should be sold in multi-packs.

Food and Drink Product Sampling

24 Exhibitors promoting an edible product at a food or drink event may offer samples of their product to visitors, providing that:

- any proposed sampling activity is notified in writing to the venue
- all samples are offered free of charge
- the product being sampled is a core part of their business

Food sampling

25 The acceptable sampling sizes for food are:

- singly served, bite-sized portions
- individually wrapped items (for off-site consumption only)

26 Should a sponsor or exhibitor wish to offer samples that are larger than the acceptable size, this must be agreed by the venue and a fee may be applied.

27 Sampling must be carried out safely and in such a way that the risk of cross-contamination is minimised. The following must be considered in a risk assessment:

- Where food is placed and how sampling is supervised
- How samples are offered, e.g. from a plate or bowl; samples must not be offered from the blades of knives
- Preventing 'double-dipping', where food items, such as breadsticks are used
- Preventing people from putting fingers into food
- Ensuring cutlery is used only once
- Cleaning of crockery before replenishing samples
- Where discarded items, such as stones or sampling sticks/utensils should be placed

Drink Sampling

28 The acceptable sampling sizes for drinks are as follows:

Soft and hot drinks	- 50ml
Beers/ciders or similar	- 50ml
Wine/fortified wines/Champagne/alcopops and similar	- 25ml
Spirits and similar	- 5ml

In Scotland, only one sample of any alcoholic drink is permitted per person.

29 Where hot drinks are sampled, the samples must be offered in double-walled cups and consumed within the exhibitor's stand; otherwise, cups must be fitted with close-fitting, secure lids.

Alcohol

Pre-Event

30 Any exhibitors approved to sell or supply alcohol (except that provided by the venue's caterers), whether for on-site or off-site consumption, must provide a copy of their Personal Licence.

Build-Up and Breakdown

31 The consumption of alcohol within the halls during build-up and breakdown is not permitted. Alcoholic drinks will not be available from the catering outlets within the halls during these times.

32 The venue may operate a drugs and alcohol monitoring service. Please discuss this with the venue.

Event Open Period

33 Where the venue has approved the sale and/or supply of alcohol from a temporary outlet managed by an external caterer, or from an exhibition stand, the following applies in addition to the guidance outlined under 'Legal Compliance' above and 'Risk Assessment' below:

- The Personal Licence Holder must be present on site (in some instances, a named, authorised representative may suffice)
- Alcohol can only be served during the hours stipulated in the venue's Premises Licence
- Products for retailing/sampling must be held in a secure area

Planning for Food and Drink Exhibitors/External Caterers

Risk Assessment

34 The key food-safety principles, known as Hazard Analysis and Critical Control Points (HACCP), must be followed. This includes carrying out and documenting a thorough food safety risk assessment (HACCP plan), outlining the critical control points of each activity taking place. This includes the sale or supply of alcohol.

35 The HACCP plan should consider the hazards and focus on measures critical in dealing with them.

36 The hazards associated with the storage, transportation, use, preparation, and sale of perishable goods are:

- Microbiological contamination
- Chemical contamination
- Physical contamination

37 HACCP-based procedures are only effective where good hygiene practices are in place.

38 Creating a HACCP plan:

Identify:

- any hazards that must be prevented, eliminated or reduced to acceptable levels
- the 'critical control points', i.e. the step or steps at which control is essential to prevent or eliminate a hazard or to reduce it to an acceptable level
- critical limits at critical control points

Establish:

- effective monitoring procedures at critical control points
- corrective actions when monitoring indicates that a critical control point is not under control
- procedures to verify that the corrective actions are working effectively
- records to demonstrate that the above measures are being followed
- procedures to be followed in the case of food poisoning/allergic reaction by consumers

Allergens and HACCP

39 A comprehensive assessment/allergen management plan (either separate or within the HACCP plan) must recognise the possibility of illness or even death caused by an allergic reaction.

The allergen management plan must include the following:

- Accurate and verifiable information, available for the consumer to review, listing the 14 named allergens
- Signage advising the consumer that this information is available
- Recognition that consumers may have intolerances to a wide range of food
- Effective segregation of foods containing allergens
- Procedures to be followed in the case of allergic reaction by consumers

40 For more information on HACCP visit www.food.gov.uk/business-industry/caterers/haccp

Kitchens/food preparation areas

41 Kitchens must comply with the stand fitting regulations and, where cooking is taking place, be enclosed with ½ hour fire-resisting construction.

42 All surfaces likely to be used during the event must be non-porous and easily cleaned. Suitable, non-slip floor covering must be provided on the service side of any counter and in kitchens. Carpeting is not suitable.

43 The kitchen/food preparation area must be large enough to meet potential demand and include adequate storage (refrigerated and ambient) and water and waste facilities.

Equipment

44 Equipment, including utensils and food containers must be kept clean, in a hygienic state of repair and be constructed of materials that are not absorbent and are easily cleaned.

Cookers, Ovens and Fat Fryers

45 Cookers, ranges, hobs, ovens and deep fat fryers must operate on mains gas or electricity. The use of bottled gas is not permitted. See Venue Specific Rules below.

46 Gas-fired cooking and heating appliances must be installed by Gas Safe registered fitters, in rooms or enclosures approved for the purpose and ventilated directly (where possible) to the open air.

47 Appliances must be sited well away from any combustible materials and mounted on suitable, non-combustible, heat-resistant bases.

48 Deep fat fryers must be located on stands so as not to endanger anyone in a gangway in case of flashover. They must be provided with thermostatic controls which will cut out at 200°C in accordance with BS EN 60335-2-37, IEC 60335-2-37 (Electric) and BS EN 203-1 (Gas), to prevent overheating of the oil and flashover. Appropriate fire-fighting equipment must be available on the stand, including enough wet chemical. See Venue Specific Rules below.

49 All fat fryers, including table-top fryers, must be installed and operated in accordance with the manufacturer's instructions and guarded with suitable, protective shields.

Ventilation

50 Where cooking is likely to create a high concentration of smoke or airborne fats e.g. barbequing, grilling or frying, the activity will be subject to prior agreement by the venue and it may be necessary to ventilate the stand to the open air.

Food and Equipment Washing Facilities

51 It is the responsibility of each exhibitor/external caterer to assess the extent of their operation and ensure that adequate, suitable and sufficient washing facilities are provided.

52 The washing facilities required are determined by factors such as the food safety risks posed by the nature and scale of the operation and types of food, equipment and serving containers (disposable/reusable), etc.

53 Where the sharing of washing facilities is proposed, the organiser must ensure that the overall provision of facilities adequately services all exhibitors when operating at maximum capacity.

Hand-Washing Facilities

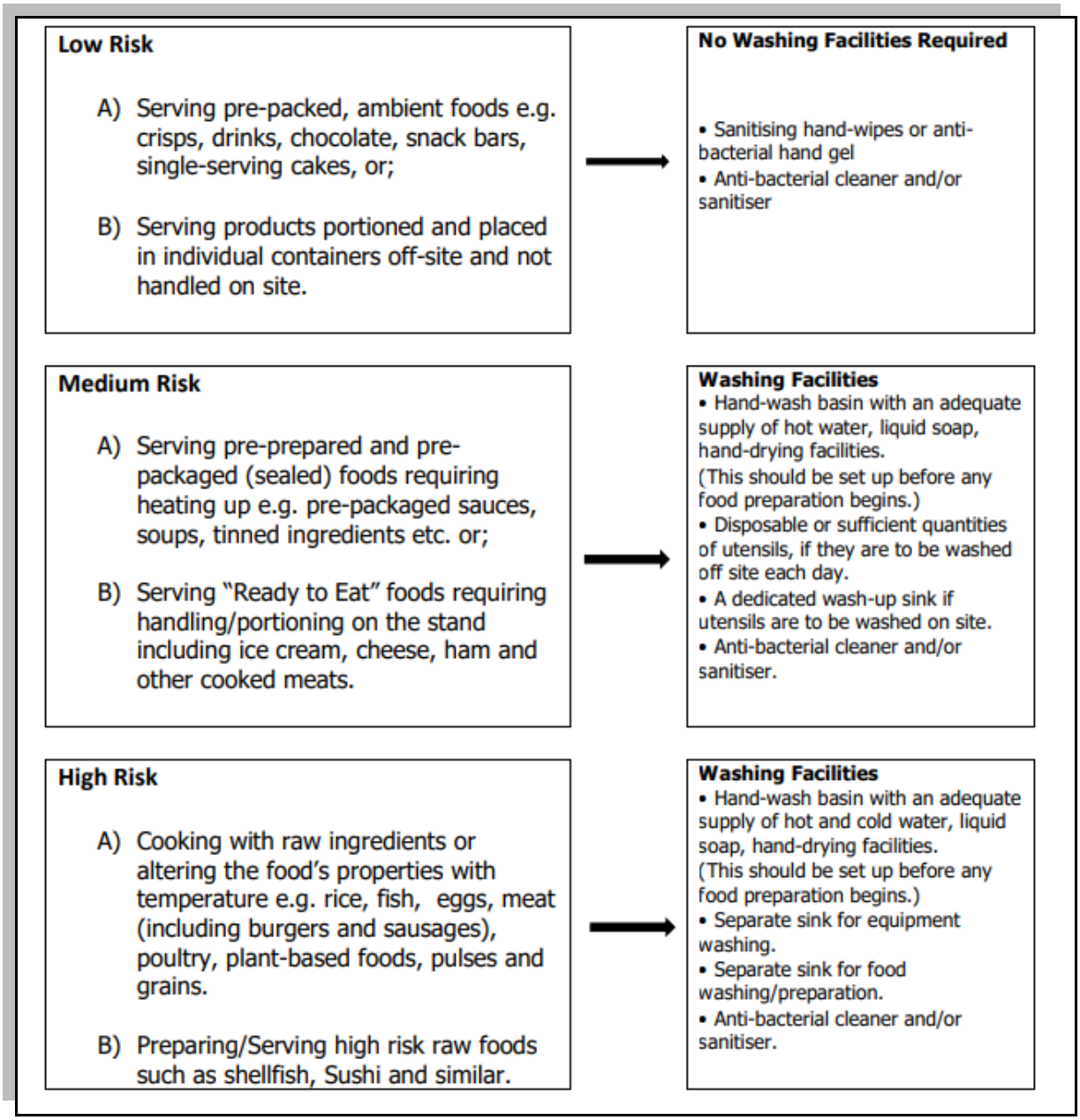
54 Where the risk assessment identifies that a hand-washing sink is required, a sink must be dedicated solely for hand washing and be easily accessible at all times.

55 If the risk assessment identifies that a dedicated, communal hand-washing facility is sufficient, the facility must be no further than 3 metres from any preparation area (in Scotland, hand-washing facilities must be within the preparation area).

56 It is recommended that facilities for hand washing, food washing and equipment washing (where required) are labelled with a suitable notice adjacent to each facility, to ensure that each one is used only for its intended purpose.

57 The following chart details the washing facilities required for each category of food operation (see also Venue Specific Rules at the end of this section):

Fitness-to-work– regulatory guidance



Low Risk A) Serving pre-packed, ambient foods e.g. crisps, drinks, chocolate, snack bars, single-serving cakes, or; B) Serving products portioned and placed in individual containers off-site and not handled on site.	**No Washing Facilities Required** • Sanitising hand-wipes or anti-bacterial hand gel • Anti-bacterial cleaner and/or sanitiser
Medium Risk A) Serving pre-prepared and pre-packaged (sealed) foods requiring heating up e.g. pre-packaged sauces, soups, tinned ingredients etc. or; B) Serving "Ready to Eat" foods requiring handling/portioning on the stand including ice cream, cheese, ham and other cooked meats.	**Washing Facilities** • Hand-wash basin with an adequate supply of hot water, liquid soap, hand-drying facilities. (This should be set up before any food preparation begins.) • Disposable or sufficient quantities of utensils, if they are to be washed off site each day. • A dedicated wash-up sink if utensils are to be washed on site. • Anti-bacterial cleaner and/or sanitiser.
High Risk A) Cooking with raw ingredients or altering the food's properties with temperature e.g. rice, fish, eggs, meat (including burgers and sausages), poultry, plant-based foods, pulses and grains. B) Preparing/Serving high risk raw foods such as shellfish, Sushi and similar.	**Washing Facilities** • Hand-wash basin with an adequate supply of hot and cold water, liquid soap, hand-drying facilities. (This should be set up before any food preparation begins.) • Separate sink for equipment washing. • Separate sink for food washing/preparation. • Anti-bacterial cleaner and/or sanitiser.

58 The examples above are not exhaustive. If in doubt, your appointed food safety consultant will be able to advise on specific requirements, in accordance with food safety standards and legislation.

Waste Disposal

59 Refer to the venue for venue-specific waste management procedures.

60 ~~Designated disposal facilities must be provided for food and other waste~~. Food waste must be separated from other waste. ~~Waste~~ It must not be left on site and must be stored and disposed of in a hygienic way, in suitable, closed containers.

61 Liquids must not be poured away in toilets, wash basins or floor ducts.

62 Waste oils and fats are categorised as hazardous waste and must be disposed of in accordance with local authority guidelines. Each exhibitor/caterer is responsible for removing its own waste oils and fats from the venue. Cleaning/disposal charges will be incurred if any such products are left on site. Further details can be found here: https://www.food.gov.uk/business-guidance/food-and-cooking-oil-waste

63 Guidance on reducing food waste can be found in the Sustainability section.

Food Hygiene and Safety Procedures

64 Your food safety consultant is responsible for advising you on how to fulfil food hygiene and safety requirements.

65 Hazards can arise whenever food is handled. Proper procedures must be in place to ensure that food is kept safe, and people's health is not compromised. This can be managed by:

Deliveries
- Checking deliveries for temperature, shelf-life and quality

Storage
- Providing racks for ambient storage, so that food is stored off the floor
- Keeping food covered
- Separating raw and ready-to-eat foods
- Storing only food in a food-storage area
- Maintaining storage at the appropriate temperature (see below)

Preparation
- Ensuring that cross-contamination between raw and ready-to-eat food is prevented

Wrapping and Packaging
- Ensuring that wrapping and packaging is undamaged

Temperature Control
- Holding hot food at a minimum of 63 degrees (Celsius)
- Holding hot food at below 63 degrees (Celsius), for a single period of not more than two hours
- After this period of time, discarding, chilling (to 8 degrees or less) or reheating (to at least 63 degrees/82 degrees in Scotland) and re-holding the food
- Storing cold food out of temperature control, or in the event of a refrigerator breakdown, for one period of up to a maximum of 4 hours and discarding the food after this time

Food Handlers' Fitness to Work
- Refer to the Food Standards Agency's 'Food Handlers: Fitness to Work – regulatory guidance and best practice advice for Food Business Operators'.

Supervision and Training

66 All staff engaged in food handling must be commensurately trained according to their duties and supervised to ensure they work hygienically. Evidence of training may be required for inspection on site.

On-Site Management for Food and Drink Exhibitors/External Caterers

67 Your food safety consultant will advise you on how to implement your HACCP plan on site.

Food Hygiene and Safety

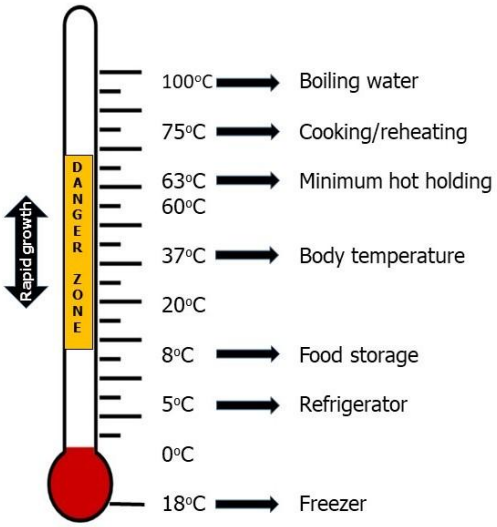
Delivery
- Verify the temperature of the goods on receipt
- Move temperature-controlled products to the appropriate on-site storage immediately

Storage
- Verify that the planned arrangements for storage are being followed

Preparation
- Verify that the planned arrangements for preparation are being followed
- Ensure that food preparation and dispensing areas are always maintained in a clean condition and a hygienic state of repair
- Ensure that areas are well lit, free from rubbish and ventilated

Display
- Verify that allergen information is in place and signposted

Temperature Control
- Verify that the planned arrangements for temperature control are being followed
- Record temperatures to demonstrate due diligence
- Take core temperatures with a disinfected probe thermometer every 2-3 hours
- Discard hot food after 2 hours if it has been kept out of temperature control, or earlier if it deteriorates sooner
- If cold food is to be stored out of temperature control or in the event of a refrigerator breakdown, only do this for one period of up to 4 hours, after which time food must be discarded. Record and closely monitor this.
- See below for temperature guide



68 Any food which is unfit for human consumption must be kept apart from any other food and labelled 'unfit food'.

Personal Hygiene

69 Good personal hygiene practices should be always observed.

70 All food handlers working with open food must be assessed as fit to work and:

- Regularly wash their hands and cover any cuts with a blue, waterproof dressing
- Wear an apron
- Not wear jewellery that could pose a risk of contaminating food
- Not handle open food within 48 hours of displaying symptoms of gastro-enteritis, dysentery or any infection likely to cause food poisoning

Allegations of Food Poisoning/Allergic Reaction

71 All food poisoning and allergic reaction allegations must be investigated by the food provider identified by the claimant, in accordance with their HACCP plan. The venue should be notified immediately.

Non-Compliance

72 The venue reserves the right to stop any food or drink operation if it is found to be non-compliant or is deemed a risk to public safety.

Venue Specific Rules
73. Scottish Event Campus (SEC):

Cookers, Ovens and Fat Fryers
SEC allows the use of LPG for cookers, ranges and hobs.
Where fat fryers are used, a muslin ceiling must be installed.

Sale and Supply of Alcohol
For conferences, where alcohol is purchased from SEC Food, or a corkage charge is paid and the alcohol is not being sold, then a Personal Licence Holder is not required.

Hand-Washing Facilities
The SEC has specific regulations that must be followed – please refer to the venue.

74. The O2 and Excel London– Cookers, Ovens and Fat Fryers
No deep fat frying/fryers are permitted in any of the special event spaces at The O2 and ExCeL London.

75. Coventry Building Society Arena and ExCeL London – General
If you are not using the exclusive venue catering partner to service your event, the external catering company used will need to go through an audit process – any costs associated to this process will need to be covered by the external catering company or client. Please speak to your Event Manager for further details.

76. Olympia Events

Kitchens/Food Preparation Areas

Cooking is only permitted in certain areas of the venue. Please speak to your Event Manager for further details.

Waste Disposal

Olympia Events ~~requires food waste to be segregated and~~ promotes methods of reducing food waste via 'The Waste and Resources Action Programme' (WRAP). The venue asks organisers to promote the campaign to exhibitors and encourage them to use the free resources available at www.guardiansofgrub.com

Children 11

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Other relevant sections:

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Subsections:

- General Guidance
- Venue Specific Rules
  Scottish Event Campus (SEC) – General

General Guidance

1 Children under 16 are not allowed on site during build-up and breakdown.

2 A clear policy, including a lost child procedure, must be in place if children are to be allowed entry to the event. This must be communicated to all relevant parties.

3 Any event which has a large number of children attending as visitors must have an enhanced security/stewarding presence, in accordance with the requirements identified in the event risk assessment.

4 If children are to perform at an event, the organiser must comply with the Children and Young Persons Act and the Children (Performances) Regulations, which set out maximum performance and rehearsal times and minimum intervals for meals and rest. The venue must be informed of the intention for children to perform at an event within the timescale required by the venue. A risk assessment must be carried out for each child.

5 Licences for children are provided by their local authority; for children not registered in the UK, the venue's local authority can provide licensing, subject to conditions.

6 Consideration should be given to those events which include children as an integral part of the activity and where they could be required to rehearse during build-up periods. Where this is the case, organisers have a duty to ensure adequate insurance provision and to specifically include this aspect of the event in their risk assessment.

7 If children are to work, including voluntary work experience, at an event, the organiser must comply with the Children and Young Persons Act, which sets out when and where children are permitted to work and the circumstances in which a child employment permit may be required. The venue must be informed of the intention for children to work at an event no later than 28 days prior to tenancy. A risk assessment must be carried out for each child.

Venue Specific Rules

Scottish Event Campus (SEC) – General

8 Any child under 16 employed in the City of Glasgow, who has not yet reached their statutory school leaving date, must have a work permit, regardless of place of residence, school, or employer base. The bylaws apply to all employment of under 16 year olds, even if unpaid. Application for the employment permit must be within 1 week of starting work. Work Permits for Children - Glasgow City Council.

Connectivity (Wi-Fi) 12

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Subsections:

- General Guidance
- Answers to Frequently Asked Questions
- What to Discuss with the Venue
- What to Ask Exhibitors and Other Event Participants

General Guidance

1 Event organisers are strongly advised to consider the complexities of providing Wi-Fi technology for a large number of users in an event environment and to liaise with the venue well in advance of the event to avoid disappointment.

2 The demands placed on Wi-Fi technology have increased dramatically from the basic domestic or bar/cafe environment to the requirements of the professional business user. The high density and complex live event environment generally require advanced planning with experienced partners to avoid congestion and connectivity problems – deployment of "out of the box" solutions will typically lead to disappointing results.

3 The primary Wi-Fi challenges within a live event environment are that networks not specifically designed to serve large numbers of modern laptops, smartphones and other devices will not generally be powerful enough, plus the impact of competing "rogue" Wi-Fi networks set up unofficially by exhibitors and other event participants causes interference and impedes performance further still.

4 PMSE (Programme Making and Special Events) licences must be obtained from Ofcom for any wireless equipment, such as radios, microphones and cameras. Organisers, exhibitors and suppliers bringing wireless equipment to an event are responsible for ensuring that it is compliant. Systems that operate in the following ranges are exempt from licensing:

- UHF: 863.100-864.900MHz (hand-held transmitters of 10mW and body-worn transmitters of 50mW)
- VHF: 173.700-175.10MHz
- Audio equipment below 10 mW: 2.400-2.4835GHz

Licence exemption does not provide users with any form of protection from other users and there may be heavy sharing at certain locations. The ability of equipment to withstand interference may depend on its design, quality and robustness.

Further information on wireless equipment licensing can be obtained from Ofcom at PMSE@ofcom.org.uk / 020 7981 3803 (weekday office hours) / 07866 423619 (outside office hours).

5 The following section provides some technical guidance to Wi-Fi technology, explaining the factors organisers will need to consider to ensure their expectations are realistic and achievable.

Answers to Frequently Asked Questions

What is Wi-Fi?

6 Wi-Fi technology allows an electronic device to exchange data wirelessly (using radio waves) over a computer network, including high-speed internet connections. A device that can use Wi-Fi (such as a personal computer, video game console, smartphone, tablet, or digital audio player) can connect to a network resource such as the internet via a wireless network access point. Such an access point (which may broadcast a hotspot) has a range of about 20 meters (65 feet) indoors and a greater range outdoors depending on the model and power of antennas. Wi-Fi coverage can be restricted to an area as small as a single room, by walls that block radio waves or extend to many square miles, achieved by using multiple access points.

What are its limitations?

7 Connecting to poorly planned Wi-Fi networks in busy enclosed event environments can be problematic. This is often due to either of the factors described in para 3: either a network not designed to service the density of the devices that require connections or because other systems are causing interference.

8 Wi-Fi devices use one of two bands to connect: 2.4 GHz (802.11b, g or n) or 5 GHz (802.11a or n). The majority of devices now use 5 GHz Wi-Fi which offers much better performance, due in most part to it having a larger number of channels on which to communicate. Older devices will only work on the 2.4 GHz band which may become congested quickly, due to its limited number of separate channels.

Are there technological solutions available to remedy this?

9 Yes, with the appropriate planning, communication and expectation setting, thousands of people can connect to 2.4 GHz and 5 GHz Wi-Fi networks. In the longer term 5 GHz networks will ease the current congestion of 2.4 GHz networks, which still work well and are widely used by businesses on a daily basis. However, Wi-Fi technology should still be considered as a "good" connectivity option by organisers as opposed to the "best" option of wired connection. Wired connections will perform better since the risk of external factors impacting the service is considerably less.

Why is the provision of Wi-Fi in event venues different from coffee shops, hotels etc.?

10 Size, scale and use. Whilst a coffee shop or hotel bar/lounge Wi-Fi infrastructure is generally adequate for a small number of users checking emails, it would not be able to cope with a much larger number of business users accessing more data-intensive functionality. The expectations of business users in an event environment are much higher too. Therefore, it may be important to convey to your event participants that a paid-for, "Business Class" Wi-Fi solution is necessary in order to give them the same experience and capabilities that they have to pay for in their office locations or, generally, in hotel rooms.

What causes interference with Wi-Fi that is different to other installations?

11 The following are some of the factors that can cause interference to Wi-Fi connectivity:

- Third-party wireless networks in close proximity
- Some lower specification microwave ovens
- Some older cordless phones
- Bluetooth devices
- Wireless video cameras

- Some audio senders
- Outdoor radio links
- Some wireless game controllers
- Zigbee devices (input devices such as mice/keyboard/wands etc. with longer range than say infrared that does not rely on 'line of sight')
- Some fluorescent lights
- Some poorly maintained electric motors
- Some industrial equipment
- Some physical barriers (including exhibition stands and other event structures)
- People – the human body is anywhere from 45 percent to 75 percent water depending on age and fitness level, and water can hamper Wi-Fi speeds as radio waves do not penetrate water as well as air

Does Wi-Fi need wires?

12 In most cases yes; because of their permanent nature access points within a venue will be wired to provide the highest quality connectivity to the core network. Additional access points can be added wirelessly (a technology called meshing) – typically this is done to add more Wi-Fi coverage in outdoor areas.

When should Wi-Fi use be planned?

13 As soon as possible. Early planning is strongly recommended and encouraged by venues, many of whom offer discounts for early orders. This allows any potential issues to be discussed and worked through rather than encountering problems during the event.

What to Discuss with the Venue

14 To ensure that you understand exactly what Wi-Fi connectivity the venue will be able to deliver during your event and can accurately set your customers' expectations, you will need to discuss the following with your Event Manager:

15 How much Wi-Fi bandwidth does the venue have to offer?

16 Does the venue have a Wi-Fi provision in the:

- Public areas
- Meeting rooms
- Halls

17 Is the Wi-Fi provision free of charge or a paid for service in the:

- Public areas
- Meeting rooms
- Halls

18 Is the Wi-Fi provision likely to cope with the way you expect it to be used at your event, for example:

- Checking emails
- Streaming video
- Research projects
- Running websites & demos

19 What is the maximum number of concurrent users your system allows for, and how much bandwidth could each user expect as a minimum during maximum utilisation?

20 Can the venue increase the amount of internet access? This may solve "slow" Wi-Fi networks since it's the internet connection that is the bottleneck.

21 Is this number based on an even spread throughout the venue?

22 Do you have any way of increasing capacity in high density areas, such as cafes?

23 What system does your venue use for logging users on, how easy is it and is there any opportunity for the landing page to be sponsored and provide a possible revenue stream?

24 Do you allow event participants to create their own Wi-Fi networks following the purchase of a hard-wired connection? Note: most venues will not allow this as independently set-up Wi-Fi networks will cause interference with the official infrastructure, impacting on the quality of all other networks.

25 Do you actively manage and potentially shut down rogue/unauthorised Wi-Fi networks? Note: most venues will do this although in cases where they do not, or where they make concessions from time to time then your event participants will still need to be completely familiar with the technology and follow the following guidelines:

- Hide the SSID so only specified devices can find it
- Avoid open Wi-Fi access, as allocated bandwidth will very quickly be used up by surrounding exhibitor and visitor devices. This may then result in an inferior experience
- If the wireless router has the option, it should be set to the lowest power setting so it does not broadcast across the venue and cause interference with other networks
- If a wireless router is being used for hard wired distribution, then the wireless element should be turned off
- Where the option is available and the client is compatible, only the 5 GHz frequency should be broadcast. 2.4 GHz is unlikely to work so it will simply add to the interference in the venue. If it can be turned off better connectivity will result
- If an access point has multiple radios from which it may broadcast and only one is required the others should be disabled
- Most venues reserve the right to terminate connections should they cause interference with the rest of the show

What to Ask Exhibitors and Other Event Participants

- What do you intend to use the Wi-Fi network for?
- Hard wired solutions offer a more robust connection, would this serve your needs better?
- How many devices are you intending to connect to the network?
- How many concurrent users do you expect?
- What levels of data transfer are you anticipating?
- Are those devices using the latest software upgrades (iPhones, iPads etc.), as this may affect their connection as opposed to the infrastructure that is put in place?
- Even on wired connections do you have the 'Administrator' right and credentials for any computers and devices you plan to use as these may be needed to configure the connection?

- Will the event be utilising a mobile app? If so what size is it (e.g. 10Mb), will users upload the app before attending the event, or on-site, and would there be updates/downloads for the duration of the event?

Crèches 13

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Other relevant sections:
Children

Subsections:

- General Guidance
- Statutory Requirements
- Venue Submission

General Guidance

1 In order to ensure that all relevant legislation and guidance is followed, organisers should appoint a professional crèche company to run any crèche at their event.

2 The design and location of the crèche must be discussed with the appointed company, before a room is designated for this purpose, as there are a number of specific conditions that must be met.

Statutory Requirements

3 Regulatory bodies and creche registration/exemption requirements vary throughout the UK, so it is important to check these with the venue.

Venue Submission

4 Crèche provision must be considered in the event risk assessment.

5 Details of the proposed location and layout of the crèche must be submitted to the venue no later than 28 days prior to tenancy, together with a registration certificate or a letter confirming that the crèche is exempt from registration, from the relevant regulatory body.

Crowd Management 14

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Subsections:

- Pre-event Planning
- During the Event

Pre-event Planning

1 The organiser must inform the venue of anticipated attendance figures for the event during tenancy negotiations, in order that suitable halls and dates can be agreed, taking into account the maximum permitted safe capacities and concurrent tenancies. If the organiser subsequently foresees a change to these initial figures, they must inform the venue.

2 The organiser has a legal duty to ensure that adequate safety controls are in place, taking account of the three main influences on crowd behaviours:

- Design (access to facilities and services)
- Information (signage, flyers etc.)
- Management (stewarding, information and help points)

The following should be considered during both normal and emergency circumstances:

- Ingress (access routes, visitor arrival flows, queuing space and entrances)
- Circulation (concourses, areas around facilities)
- Egress (exit routes and exit-gate widths)

Where crowd safety management is not provided by the venue, the organiser must use the services of a competent crowd safety management team.

3 The floor layout must take into account any significant features, viewing/queuing areas, goody bag distribution points etc. which may lead to crowding in any one area and sufficient space must be allowed in order to avoid 'hot-spots'. The venue may require some or all of the following measures to be considered where potential crowding issues are identified:

- Amendments to the layout plan to incorporate space for additional catering areas, wider gangways, queues and viewing areas
- Pre-sold tickets only, with a limit on ticket sales for each day
- Early opening time to avoid queuing in public circulation areas
- Separate ticketing arrangements for theatres
- Alteration of seating arrangements
- Other considerations for specific events, e.g., where large numbers of wheelchairs, prams and/or small children are anticipated

4 During the planning process, the organiser must provide the venue with the following information:

- Anticipated attendance with details of advance ticket sales or registration figures

- Daily breakdown of anticipated attendance as and when requested by the venue
- Number of complimentary tickets; details of special offers and marketing campaigns
- Mix of visitors, e.g. male/female, children, babies, senior citizens and any other groups with special requirements, e.g. people with disabilities
- Profile of ticket sales and 'turn around', e.g. how long the visitors stay and at what time the majority arrives
- Anticipated number of coaches/group bookings, if applicable
- Location of registration desks/ticket kiosks and catalogue points
- Cross-over of sessions, e.g. matinee and evening

5 Potential hot-spots and queuing areas should be identified and additional stewarding staff booked to manage these areas. Stands carrying out demonstrations should not be grouped together and must have a viewing area within the stand. It should be noted that gangways are not viewing areas. Features that attract high numbers of visitors may require specific arrangements (depending on the visitor profile), such as 'pit' areas, suitable barriers and a show-stop procedure.

6 The organiser must ensure that there are sufficient entrance widths, registration and ticketing staff in relation to anticipated visitor numbers and predicted arrival flows. Sufficient queuing space is required for normal ingress but also for contingency/delays on entry. It may be necessary to open registration/ticket desks early where it is anticipated that large queues may form. The welfare of those queuing should also be considered, e.g., holding area, toilet and catering facilities, and separation from traffic.

7 Where the anticipated number of visitors may exceed the hall capacity figure issued by the venue, the following must be implemented:

- Daily monitoring of pre-sold ticket sales
- Consideration of suspension of advance ticket sales to allow for a walk-up audience
- Additional signage
- Additional information on the event website
- Discussions with the venue regarding visitor management and delay to entry plans
- Use of media to advise that event is sold out

During the Event

- There must be a clear management structure and lines of communication
- Visitor numbers within the hall must be monitored
- Effective stewarding and sufficient staffing levels must be in place
- Queuing areas should be identified for different groups, e.g. ticket holders, ticket purchasers
- Additional kiosks/desks, where available, should be used as necessary
- Signage should be used effectively to facilitate the queuing process and keep visitors informed of arrangements

8 If visitor numbers are close to reaching the hall capacity, the following arrangements should be followed:

- Ticket sales should be suspended to avoid closure
- Entry of visitors into the hall should be suspended if necessary and the venue will advise the organiser when re-entry can commence

- All stewarding and security staff should be put on standby to ensure they are in the correct positions
- Queues must be safely managed
- Specifically, if a hall is closed, security and stewarding staff must hold visitors away from turnstiles and ticket points and the organiser must effectively communicate that entry has been suspended
- The organiser should also make a separate room available for handling complaints and ticket refunds
- Any incidents in connection with overcrowding should be notified to the venue

9 Further guidance: Good practice in crowd management in UK performance and licenced spaces has been created by UKCMA and can be viewed **here.**

Dangerous Exhibits 15

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Other relevant sections:

Gas
Hazardous Substances
Heat Generating Displays
Product Demonstrations/Activities on Stands
Simulators, Rides & Inflatables
Vehicles
Water Features
Weapons
Working Machinery

Subsections:

- General Guidance
- Display of Dangerous Items

General Guidance

1 Dangerous exhibits covered by this guidance include any item that may cause harm.

2 The use or display of any dangerous item must be notified to the venue no later than 28 days prior to tenancy and be considered in the event risk assessment.

3 The venue reserves the right to refuse permission for the display of any item if it believes that suitable and sufficient arrangements to protect people from harm are not in place.

4 Visitors must not bring any items that may be deemed offensive or harmful into the venue.

Display of Dangerous Items

5 Exhibitors' risk assessments should address pre-sale demonstrations and handling of dangerous exhibits by customers.

6 Consideration should be given to stand design, layout and staffing levels to ensure the stand is appropriately managed and dangerous items are secured.

7 Appropriate measures must be in place to ensure that dangerous items cannot be touched by the public, e.g displayed at the back of stands, in locked display cases or encased in protective packaging.

8 Items such as utility knives and tools should remain in sealed packaging once sold.

Dilapidations / Damage to Venue 16

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Subsections:

- General Guidance

General Guidance

1 All necessary precautions should be taken to protect the fabric of the building from damage during the construction and dismantling of stands and features.

2 Any damage to the venue, over and above normal wear and tear to the building will be charged accordingly.

3 This includes the removal of carpet tape, fixings and nails and cleaning/repair of any other damage to the floor however caused.

Electrical Installation & Testing 17

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Subsections:

- General Guidance
- Competence Requirements and Definitions
- Note on UK Electrical Supplies
- Stand Installations
- Testing
- Re-Testing
- Modification or Addition to Stand Installations
- Appliances
- Responsibility
- Floor Ducts & Service Tunnels/Overhead Walkway
- Main Switchgear & Distribution
- Earthing
- Electrical Wiring
- Lighting Circuits
- Special Lighting Systems
- Separated Extra Low Voltage Lighting Systems
- Protection of Wiring
- Local Switches & Socket Outlets
- Electric Motors
- Guarding Equipment
- Transformers & Frequency Converters
- Space for Working
- Chokes & Capacitors
- Lighting of Cages
- Lighting of Signs
- Lighting of Showcases
- Electrical Discharge Lamp Installation
- Electrical Cookers, Kettles, Irons, Radiators etc.
- Batteries
- Harmonic Distortion
- Electromagnetic Compatibility
- Mains Supply
- Mains Supply Cables
- Appendix 1: Forms
- Appendix 2: Inspection & Testing regimes
- Venue Specific Rules
  The O2 – General

General Guidance

1 The Electricity at Work Regulations, notably regulations 4 and 16, describe the requirement that "All (electrical) systems shall **at all times** be of such construction as to prevent, so far as is reasonably practicable, **danger**" and that "No person shall be engaged in any (electrical) work activity where technical knowledge or experience is necessary to prevent **danger** or **injury**, unless he possesses such knowledge or experience, or is under such degree of supervision as may be appropriate having regard to the nature of the work".

The official HSE guidance to the Electricity at Work Regulations suggests that "BS 7671 is a code of practice which is widely recognised and accepted in the UK and compliance with it is likely to achieve compliance with relevant aspects of the Regulations". Absolute compliance with the BS 7671 standard is therefore generally considered to be the strongest legal defence for any given party in the event of legal action following an electricity related accident, and some AEV venues may subsequently make this approach to electrical work a condition of tenancy.

2 However, unless stated otherwise as a "Venue Specific Rule" official eGuide adopting venues have agreed to accept the following, modified guidance as an acceptable minimum standard for electrical installation within their halls (effective from July 1st 2012). This is an independently created methodology, developed from 2008 by a specialist ESSA/AEV facilitated task force consisting of senior members of the event venue, electric and safety communities, and where adopted is believed, by them, to deliver a strong legal defence given the unique operational challenges in the event production environment. Under the auspices of the general eGuide committee, the task force is road-mapped to review and develop this guidance on an ongoing basis against future legislation and emerging technological and methodological advancements and remains proactive in seeking comment and insight from both inside and outside of the event industry.

3 It is stressed, however, that venues, organisers and electrical contractors must all make their own decision as to what constitutes compliance with the law by means of a suitable and sufficient risk assessment (taking into consideration the unique profile of each project and, where appropriate, advice from their health and safety adviser, legal representative and insurer).

Competence Requirements and Definitions

Electrician (testing, labour control, fault finding)

4 Qualified to the standard of City and Guilds 2360 part 1 and part 2 or City and Guilds 2330 part 1 and part 2 – or equivalent – plus in either case an appropriate 18th edition qualification.

Competent Person (installation)

5 Qualified by training and experience having worked in the exhibition electrical industry for at least 5 years, and be able to prove this via provision of a reference from a ESSA/AEV Technical Committee member or AEV/ESSA Board Member, or possession of a professional card such as a JIB card, or others as stipulated by ESSA/AEV Technical Committee.

Mates Wirer, helper

6 Always under supervision, working with a competent person or electrician.

Apprentice

7 Undergoing educational training. Never works unsupervised.

Labourer

8 Can mechanically fix no part of the wiring process. Never works unsupervised.

Note on UK Electrical Supplies

9 For non-standard voltage and frequencies, the client may be allowed to bring suitable voltage transformers and frequency converters if written permission is given by the venues

approved person. The venue will not supply electricity to any installation, which does not comply with these regulations or requirements.

Stand Installations

10 It is the responsibility of the persons undertaking the electrical installation to ensure that the specifications for installation laid out in this document have been complied with and that they have either (if suitably qualified) **undertaken appropriate inspection and testing themselves** to verify compliance **or have arranged for the event's official electrical contractor to do so**.

11 Orders for all temporary supplies for use during build-up or breakdown shall be placed with the official event electrical contractor, together with full details of the specific intended use of the supply; this must be approved in writing by the official contractor as appropriate.

Testing

12 The person undertaking the testing and inspection must be an Electrician as defined by this document.

13 Once the installation is complete the Electrician must carry out a visual inspection. Upon satisfactory completion of the inspection, a series of tests must be carried out. The first tests need to be carried out with the supply turned off, and the results recorded on a test form as shown in appendix 1 of this document.

14 Once these "dead tests" have been successfully completed the electricity supply can be connected, energised and live testing undertaken. If the supply requires energising by the venue, the Electrician must sign and submit the test form to the venue. On receipt of a correctly completed and signed form the venue will, energise the system. If a test form or an installation is found by the venue to be unsatisfactory, the Electrician responsible for the installation shall be advised and the supply will not be connected or may be disconnected by the venue. The Electrician must rectify all faults and advise the venue when the installation is ready for re-inspection by resubmission of a test form. Test forms must be equivalent to the sample in appendix 1.

Re-Testing

15 Where stands are being tested by the event's official electrical contractor and fail the test as a result of the installation not being finished, a charge will be made for re-testing. Also, where stands fail the official contractor's test, for whatever reason more than twice, a charge will be made for re-testing.

Modification or Addition to Stand Installations

16 If, after initial inspection and energising of mains supplies, modifications or additions are made to the stand installations, these must be recorded, tested and inspected by the Electrician undertaking the inspection and notified to the venue.

Appliances

17 It is the owner or user's responsibility to ensure that portable appliances are safe to be plugged into the electrical system. The event organising company must ensure that the product owner is aware that it is their responsibility to make certain their appliance is safe.

Responsibility

18 The venue will not accept responsibility for:

Delays

19 Delay in energising installations found unsatisfactory or where insufficient time has been allowed for testing.

Faults

20 Any faults discovered in installations after testing and energising by the venue.

Floor Ducts and Service Tunnels/Overhead Walkways

Exclusion

21 Ducts set into the floors of the hall and the service tunnels under the floors of the halls, where applicable, do not form part of the hired floor space. Access to and use of the floor ducts is limited to employees of the venue, or contractors employed by the venue, for the purpose of installing main supply cables and piped services.

Limited Use

22 The venue will consider limited use of the floor ducts, where applicable, for purposes other than those specified above, provided that the installation in the ducts is carried out by or under the supervision of the venue mains installer and that such use has been agreed in writing, prior to the commencement of the licence period.

Access

23 No person shall enter the service tunnels, switch rooms or other service areas without permission in writing from the venue mains installer or his nominees.

Main Switchgear and Distribution

Block Mains

24 A single mains cable may be installed to supply a block of up to six adjoining stands. Approval will only be given for this where the electrical installation is on continuous walling, on all stands within the block *and* is the responsibility of a single contractor. The crossing of gangways via fascia or floors with sub-mains shall be prohibited, unless where authorised by the venue.

25 24-hour VENUE mains supplies shall **NOT** be used as block mains, unless authorised by the venue.

26 Specialist exhibitions that necessitate 24-hour block mains will be considered for exemption from this ruling provided that suitable and sufficient risk assessments accompany the request which must be presented to the venue no later than 28 days prior to the exhibition build up.

Minimum Cable Size (Sub-Mains)

27 The minimum acceptable cable size (subject to 20A loading) for the wiring of block sub-main supplies shall be 2.5mm².

Isolation

28 Each mains supply shall have its own means of isolation. Each of the stands on a block fed from a single supply shall have its own means of isolation situated in an accessible position on the stand.

Location of Boards

29 Distribution boards and similar equipment shall be installed adjacent to the fused isolators provided by the venue. The mounting board provided by the contractor for this equipment shall be of sufficient size to allow the fused isolator provided by the venue to be fixed thereon. The distribution board shall be provided with suitable cable entry protection and tested prior to arrival on-site.

30 Switch and fuse gear, motor controls, starters etc. shall be readily accessible, suitably connected and out of reach of the public. The electrical contractor responsible for the stand installation shall supply suitable cabling to connect his installation to the fused isolators on the main supply cables supplied by the venue.

External Supplies

31 Supplies external to halls shall generally be limited to a maximum rating of 100 amps 3 phase Neutral and Earth or 100 amps single phase Neutral and Earth.

32 Where circumstances dictate supplies exceeding 100 amps as essential, these will only be provided following full consultation with the venue.

33 Earth leakage (RCD) protection of not more than 30 mA rating shall be provided (by the official electrical contractors) for all wiring beyond the termination point of the venue's supply.

Earthing

Regulations and Codes of Practice

34 Metal conduit, metal casing of apparatus, frames of motors etc. shall be efficiently bonded to earth using the earthing system provided within the venue's permanent electrical distribution system. This regulation shall apply to all matters covered by the British Standard 7671 (IEC 364) referred to in clause 1. Where separate special regulations and codes of practice have been prepared and approved by the Authorities (e.g. electrical installations in caravans, electromedical equipment, "all insulated apparatus", and appliances which conform to the standards of double insulation) the current edition of these special regulations shall take precedence.

Lighting Fittings

35 At every lighting point an earth terminal shall be provided and connected to the earth continuity conductor of the final sub-circuit.

Metal Framework

36 Where the electrical bonding to earth of metal framed stands, metal water pipes, sinks and other items is necessary, this shall be to an earth conductor which terminates at the venue's electrical supply. The bonding conductor shall have a minimum cross section area

of 6mm². Under no circumstances shall any of these items be used as the sole means of earthing an electrical installation.

37 Where block mains are employed on metal framed stands, the stand framework shall be bonded at the incoming main position and at the termination point of **every** sub-main. The bonding conductor shall have a minimum cross section area of 6mm².

Insulation Sleeving

38 Every earth continuity conductor shall, wherever exposed, including within all termination enclosures, be totally insulated using green and yellow PVC sleeving.

Use of Residual Current Devices (RCD's)

39 Final circuits rated up to 32A shall be provided with additional protection to reduce/control the risk of electric shock from direct contact by the fitting of an RCD with an operating current not exceeding 30mA and a tripping time not exceeding 40mS at 5IAN. RCD's are considered as supplementary protective devices and should be installed in addition to an approved rated fuse or other excess current devices. RCD's shall be performance tested immediately before or at each show and at least annually.

Electrical Wiring

Material Specification

40 Stand wiring may be thermoplastic, elastomeric or other plastic sheathed cable, not less than 1.5mm² cross sectional area and 300/500-volt grade, complying with the relevant and current British Standard and with a current density not exceeding that recommended in the relevant and current British Standard.

41 Flexible cables used for circuit wiring in approved manufactured systems, must also have a current density not exceeding that recommended in the relevant and current British Standard.

Identification

42 Identification of all wiring shall be in accordance with the colour or numbering systems recommended by BS 7671 (IEC364).

Joints

43 Joints shall not be made in cables except where necessary as a connection to equipment/accessories. In such cases insulated screwed connection shall be used and shall be in totally insulated enclosures.

Metal Sheathed Cable

44 Mineral insulated metal sheathed cable may be used in approved conditions and where it is not liable to mechanical damage.

Current Capacity

45 Current capacities must be in accordance with the "exposed to touch" conditions of BS 7671 (IEC364). All joints, connections, terminations and fixings etc. must be made using accessories, which are specifically designed for use with the type of cable installed.

Excess Current Protection

46 All circuits must be separately protected for excess current with fuses or other means of close excess current protection.

Lighting Circuits

Maximum Capacity

47 Lighting circuits, serving more than one fitting, shall not carry more than 1200 VA and all sections of the wiring system shall be capable of carrying its circuit full load current. Where discharge lighting is connected the appropriate reduction shall be made (normally to 800VA). All apparatus over 1000 VA shall be individually fused.

Mains Load

48 Where the lighting load to any stand or feature is more than 14000 VA, the circuit shall be arranged to be suitable for connection to a 3-phase supply with neutral and phase conductors being of equal size.

Flexible Cords

49 Flexible cords or cables used in approved manufactured systems for circuit wiring shall have a cross-sectional area of not less than 1.5mm² and comply with the relevant and current British Standard.

50 Flexible cords shall be of circular section, fully insulated and sheathed, and the only form of jointing shall be purpose made non-reversible flex connectors, being shrouded and having an earth terminal.

51 For static appliances, flexible cords shall not exceed 2 metres in length and for mobile appliances (e.g. vacuum cleaners) the length shall be kept to a minimum.

Lamp Holders

52 Lamp holders of lighting systems must have screw clamp or screw terminal connections between the conductors and the plungers of the lamp holders. Lamp holders using spikes for connections shall not be used.

Suspended Lighting Fittings

53 Suspended lighting fittings (other than single lamp pendants) shall be provided with adequate means of suspension independent of the electrical conductors. Heavy lighting fittings shall be provided with a secondary means of suspension.

Special Lighting Systems

Track Lighting Systems

54 These may be used provided the track and all the accessories are of the same make, and also provided the loading on the system is compatible with the rating of the sub-circuit wiring and fuse, and complies with the requirements of "Earthing" and "Protection of Wiring" sections.

Other Lighting Systems

55 Only systems designed and manufactured to suit their intended use shall be permitted and these must comply with **all** other aspects of these regulations. Where a system is wired in flexible cords and cables wholly or in part, an RCD of maximum rating of 30mA tripping current shall be installed at the source of the installation and fitted in an accessible position for switching, testing and resetting purposes. Suitable overcurrent protection must be provided.

Client's Own Equipment

56 Where "client's own" equipment is used this must comply with all regulations and is subject to testing and spot checks.

Separated Extra Low Voltage Lighting Systems Previously Known as Safety Extra Low Voltage Lighting System

Transformers

57 Multiple connection Separated Extra Low Voltage (SELV) Transformers shall be of Class II safety isolating type conforming to the relevant and current British Standard, or providing an equivalent degree of safety, having a fused primary connection. Every secondary connection shall be individually fused to its appropriate rating or shall be fitted with a manual re-set protective device approved by the venue.

58 Transformers shall be clearly labelled indicating the precise details of any integral secondary circuit protective device: that they are manually set and shall include the rated transformer power output in VA.

Positioning

59 Particular care shall be taken when installing SELV transformers, which shall be fixed at high level, allowing adequate ventilation and access for testing/fuse replacement.

Cable Sizing

60 Selection of cabling for SELV circuits shall take into consideration both volt drop and current carrying restraints subject to a maximum volt drop on 12v supplies of 0.6 volts. Cabling from SELV transformers supplying Extra Low Voltage track shall be of sufficient size for the full current rating of the transformer.

SELV Fitting

61 Shall comply fully with IEC598 and the relevant British Standard.

Catenary/Uninsulated Pole Low Voltage Systems

62 The use of uninsulated catenary or uninsulated pole separated extra low voltage systems is prohibited.

Earthing of SELV Equipment

63 Secondary windings of SELV transformers, fittings and lighting track connected to same **shall not** be earthed.

Power Circuits

64 Circuits feeding 13-amp socket outlets shall be radials. Where there is more than one socket per circuit, the maximum rating of the over-current protective device shall be 16A amps. Total load shall not exceed 3000 watts and not more than 3 sockets shall be permitted on that circuit. A 30mA RCD protective device shall be fitted.

Coils/Reels of Flexible Cord/Cable

65 Coils of flexible cord or cable loose or on reels and forming part of the circuit shall not be permitted.

Protection of Wiring

Final Stand Wiring

66 All electrical wiring, where liable to mechanical damage or interference, shall be tough overall sheathed or armoured or enclosed in protective conduit, trunking or cladding. Conductive materials including flooring used to provide mechanical protection shall be efficiently continuously bonded to earth. Where tough overall sheathed cables are used without further protection, e.g. without armour or protective conduit trunking or cladding, such cables shall have stranded conductors and shall have a degree of flexibility. A 30mA RCD must be fitted to final stand wiring circuits up to 32A. Cables are not permitted under carpet or other floor covering and must be protected with ramping.

Temporary Supplies

67 The wiring of temporary supplies shall be subject to the requirements above. In circumstances where full mechanical protection is impracticable the supply may be provided if 30 mA RCD protection is installed.

Local Switches and Socket Outlets

Local Switches

68 Local switches shall be fixed out of reach of the public and shall be mounted and protected in a similar way to distribution fuse boards.

Socket Outlets

69 Socket outlets shall be of the switched type to BS 1363 (198A) of metal clad industrial type or suitable equivalent to BS 1363 (1995) for mechanical protection and be provided with suitable cable entry protection.

70 Socket outlet enclosures shall be securely fixed to walls, partitioning or floors in such way that they shall not be subject to mechanical damage and shall be located not less than 2 metres (measured horizontally) from any sink unit. Suitable consideration must be given to the ingress of moisture. Wall sockets shall be a minimum of 300mm above floor or work surface level.

Water Heaters

71 Water heaters shall be connected via fused spur outlets **– NOT SOCKET OUTLETS.**

Floor Sockets

72 Where a floor mounted socket outlet is essential, it shall be adequately protected from the accidental ingress of water, and shall be of surface mounted pattern.

Plugs

73 Not more than one flexible cord shall be connected to one plug.

74 The rating of fuses in fused plugs shall be appropriate for both the equipment and flexible cord connected thereto. Non flexible cords shall not be connected into plugs.

Adaptors

75 Multi-way plug-in type and bayonet adaptors shall not be used.

76 The use of trailing/block type 4-way fused sockets shall be restricted to the following: One 4-way unit per fixed socket outlet, subject to a maximum loading of 500 watts total

and its plug shall be fused accordingly.

77 A maximum flexible cord length of 2 metres from plug to trailing block unit.

Electric Motors

Isolators

78 Every motor shall be provided with an effective means of isolation on all poles and such isolators shall be adjacent to the motor which they control.

Starting

79 Motors more than 7.5 kW (10 hp) shall be fitted with current limiting devices for starting, e.g. shall not be started "direct-on-line". Where, however, the "direct-on-line" starting of a motor is essential to the satisfactory operation of the machine, details of such requirements shall be submitted in advance to the venue for dispensation.

Overload and No Volt Release

80 Every motor more than 0.375 kW (½ hp) shall be fitted with a starter having an overload release in each phase line.

81 Every motor shall be provided with a suitable means to prevent automatic restarting after a stoppage, due to a drop in voltage or a failure of the supply, where unexpected re-starting of the motor might cause danger.

Guarding Equipment

Electrical Equipment and Exhibits

82 Electrical equipment and exhibits shall be guarded as necessary to prevent accidental contact with live metal, moving parts, live terminals etc. and accidental short circuiting.

Conditions of Operation

83 Proper considerations shall be given to the conditions under which the equipment is being demonstrated, which may well differ from the conditions under which it is normally installed and for which the normal safeguards will no longer be appropriate.

Lighting Fittings

84 Lighting fittings mounted below 2 metres from floor level or otherwise accessible to accidental contact shall be firmly and adequately fixed and so sited or guarded as to prevent risk of injury to persons or damage to materials.

Heat Generation

85 Incandescent lamps and other apparatus or appliances with high temperature surfaces shall, in addition to being suitably guarded, be arranged well away from combustible exhibits and in such a manner as would prevent contact therewith. Stands containing a concentration of electrical apparatus, lighting fittings or lamps liable to generate abnormal heat shall have well ventilated ceilings, which shall be made of non-combustible materials.

Transformers and Frequency Converters

Step-up Transformers

86 Step-up transformers shall not be installed without the written permission of the venue. Where such permission is requested, drawings and full details shall be submitted at the time

of application. Where, however, step-up transformers are used as an integral part of any electronic or similar apparatus, appliance or equipment, and providing the use of such step-up transformers conforms to the customary practice within a particular industry, no such permission will be required.

Step-Down Transformers

87 Step-down transformers shall have separately wound primary and secondary windings. The iron core and frame shall be connected to earth. In addition to the normal fuse protection on the phase line(s) of the primary circuit, the secondary protection in the phase line(s) and with three phase transformers, the neutral connected to earth.

Auto-Transformers

88 Auto-transformers shall not be used, except as an integral part of motor starters, unless the written permission of the venue has been obtained.

Location

89 Transformers shall be placed in positions out of reach of the public and must be adequately ventilated.

Oil-Filled Transformers

90 Oil-filled transformers containing more than 20 litres of oil shall be mounted in a suitable catch-pit or tray capable of containing the entire quantity of oil plus a margin of 10%.

Frequency Converters

91 The venue shall be notified in advance of the intention to provide apparatus to convert the frequency of the electrical supply to any machine or exhibit.

Space for Working

92 Electrical apparatus (other than exhibits and portable equipment) shall be fixed in position with adequate space for operation and maintenance.

Chokes and Capacitors

Location

93 Choke and capacitor equipment for fluorescent lighting shall be fixed in accessible and well-ventilated positions away from combustible material and shall be spaced at least 10mm therefrom by an air gap or by non-combustible material.

Connecting Wiring

94 Where choke and capacitor equipment for fluorescent lighting is not contained within the lighting fitting, any connecting wiring exceeding 1.0 metre in length shall be of PVC sheathed, PVC insulated flexible construction, placed well away from readily flammable articles and shall not be installed under flooring or in spaces enclosed by stand construction.

Lighting of Cages

95 Any artificial lighting of cages or enclosures for livestock shall be arranged outside the cages or enclosures and any heating shall be to the satisfaction of the relevant Authorities.

Lighting of Signs

Fixing
96 Electrically operated or illuminated signs shall not be fixed on wood or cloth unless effectively protected by non-combustible material.

Construction and Wiring
97 Internally illuminated signs shall be constructed of approved materials and wired in approved type cables (not flexible cords), which are related to the expected internal ambient temperature and adequately ventilated.

Location
98 Illuminated signs which in any way resemble exit notices and similar mandatory signs shall not be positioned in such a way as to cause confusion to the public.

Lighting of Showcases

Externally
99 Unless the exhibits are of a non-combustible nature, showcases shall be illuminated from the outside only. A valid PAT test is required and the label clearly visible.

Internally
100 Internally illuminated showcases shall be constructed of approved materials and wired in approved type cables (not flexible cords) and adequately ventilated. The minimum c.s.a of the cable shall be 1.5mm². The units shall be fused at the correct current rating to protect cable and equipment.

Battery Powered Lamps and Lighting
101 Individual lamps, powered by a dc battery supply are acceptable where the battery forms part of a self-contained lamp unit. At no time must dc supplies be connected by means of an external cable. Remote and lead-acid batteries must not be used to power lighting at any time. Wireless controlled lamps (usually LED colour changing) are acceptable where the antenna is a composite part of the lamp unit.

Electrical Discharge Lamp Installations

102 Discharge tube signs or lamp installations used as illuminated units on stands, or as part of an exhibit, whether of high or low voltage operations, shall be regarded as high voltage for the purpose of these regulations, and conform to the following conditions:

Location
103 The sign or lamp exhibit shall be installed out of reach of or shall be adequately protected from the public.

Installation
104 The fascia or stand fitting material behind luminous signs of this nature shall be of non-combustible material and protected as required by BS 7671 (IEC364).

High Voltage Gear
105 High voltage gear shall be mounted on non-combustible material and protected as required by BS 7671 (IEC364).

Fireman's Switch

106 A separate electric circuit must be used to supply such signs or lamp exhibits, and shall be controlled by an approved pattern "Fireman's emergency switch" located in an accessible and visible position and labelled "Fireman's Switch" in a visible position in accordance with the Authority's requirements.

Approval

107 The venue shall be advised by persons responsible for installing this type of apparatus of their proposals prior to installation on-site. No installation of this type will be permitted unless approved by the venue in writing.

Electrical Cookers, Kettles, Irons, Radiators etc.

General

108 The use of radiators or heaters with exposed elements is not permitted. Any apparatus, which has a hot surface, and all electrical appliances such as electric kettles, radiators, irons etc. shall be guarded where necessary and stood or mounted on non-combustible material. All appliances under this heading which are liable to exceed a surface temperature of 70°C shall be supplied from a socket outlet having a pilot lamp indicating whether the appliance is switched on or not. Kettles, irons, radiators and similar appliances shall not be connected to the lighting circuit; they shall be separately connected to the electrical supply. Electric cookers shall be wired on an independently fused final sub-circuit complete with 30mA RCD protection. All equipment shall be PAT tested and labelled.

Electric Kettles

109 Electric kettles shall be fitted with an automatic safety device whereby in the event of boiling dry the kettle will be automatically disconnected.

Adjacent Construction

110 Walls adjacent to all electrical cookers, irons, kettles, hotplates etc. shall be protected with non-combustible material. Shelves are not allowed immediately above any of the appliances, and adequate ventilation shall be provided.

Batteries

111 The use of batteries to provide mains stand power is strictly prohibited, as batteries are not currently considered to be a safe source of power. This is primarily due to the concern of being unable to identify power sources clearly within a stand and therefore to isolate power in case of a fire, as well as concerns over defects due to lack of maintenance and poor transportation and storage.

Authorisation is required from the venue prior to the use of any standalone lithium battery-powered appliances, such as illuminated display cabinets, and these will need to be identified within the stand holder's risk assessment.

112 Charged batteries may only be exhibited as part of electric lighting, ignition or starting for motor vehicles, boat engines, small demonstration house lighting plants or other small working devices. No stand lighting shall be connected thereto. The use of approved purpose made self-contained secondary lighting fittings both of a maintained and non-maintained pattern will be permitted provided that they are connected to a 24-hour supply (see also "Battery Powered Lamps and Lighting").

Terminals
113 All terminals of charged batteries, whether in use or not, shall be fitted with a cover of non-conducting non-combustible material.

Switches and Fuses
114 A double pole metal clad switch with suitable fuses shall be fitted and shall control all connections serving such appliances.

Charging
115 The battery charging unit shall be fitted with an approved type of automatic current regulator which cuts off the mains supply to the rectifier when the battery is fully charged.

Times for Charging
116 The battery shall not be charged on the stand except at times when the public is not in the hall.

Charger Isolation
117 The circuit to the charger unit shall be directly connected to the venue's supply with its own isolator, separate from all other circuits, to permit the isolation of these other circuits without affecting the charging circuit.

Enclosure
118 The vehicles or equipment and its charger must stand in a free and enclosed space, the battery box cover shall be removed and the gas vents of the cells shall be cleared and inspected daily.

No Smoking Signs
119 "No Smoking" signs shall be displayed in the vicinity of the charging operation.

Batteries Not in Use
120 Charged batteries not in use on exhibited vehicles or other exhibits shall be disconnected at both terminals.

Harmonic Distortion

121 The venue's mains normally provide an acceptably "clean" supply. However, no protection is automatically incorporated to counteract interference produced by other exhibitors' equipment connected to the same source of supply. All sensitive/vulnerable equipment should therefore be protected by filters etc.

Electrical equipment which produces harmonic distortion can cause problems for the local area supply board, the venue, and other clients in the hall. This equipment may only be used if adequate precautions and harmonic filters are used.

122 The customer’s equipment shall not under any circumstances emit into the supply any currents in excess of the following:

123 Third harmonics in excess of 48A RMS and /or in excess of 15% of load current; Fifth harmonics in excess of 28A RMS and no harmonic current emissions in excess of the recommendations given in the Electricity Association’s Engineering Recommendations G5/4.

124 The VENUE reserves the right to:
Refuse to connect any suspect equipment and disconnect any known problem equipment.

125 Connect only via a physically separate supply (e.g. a generator).

126 Impose additional charges to cover the costs of remedial works, depending on the exact nature of the harmonics being produced by the load.

127 Recover any costs to repair damage to the venue's supply equipment or to others' equipment.

Electro Magnetic Compatibility

128 Any electrical equipment radiating a magnetic field could cause problems for the venue and other clients in the hall. This equipment may only be used if adequate precautions and suitable screening is provided.

129 Any extra costs involved to overcome the magnetic problems will be the responsibility of the installer.

130 Liability for any costs/damage to venue's supply equipment or others equipment lies with the installer.

131 The venue reserves the right to refuse to connect up any suspect equipment and disconnect any known problem equipment.

Mains Supply

Right of Supply

132 All current for consumption on the premises, howsoever generated, shall be supplied by the venue.

Standard Supplies

133 These comply with the EU Harmonized Voltage Band of + 10% and – 6%
Single phase 230v 50Hz (216v to 253v)
Three phase 415v 50Hz (376v to 440v)

134 All electrical appliances used by exhibitors must be compatible with standard UK voltage provided by the venue, so as to ensure safety in use.

"Clean" Supplies

135 The venue's mains normally provide an acceptably "clean" supply. However, no protection is automatically incorporated to counteract interference produced by other exhibitors' equipment connected to the same source of supply. All sensitive/vulnerable equipment should therefore be protected by filters etc.

Separate Lighting and Machinery Mains

136 Where requested separate mains can be supplied by the venue for machinery and for lighting and small power.

24 Hour Supplies

137 24-hour supplies are available for any standard supplies during the open period and by arrangement for breakdown of an exhibition. 24-hour supplies cannot be guaranteed during build-up.

Non-Standard Supplies

138 Alternating current supplies which are non-standard in voltage, current or frequency and direct current supplies may be arranged on application to the venue.

Load Limitation

139 The venue, at its own discretion, will limit the power rating of a supply or supplies where, in the venue's opinion, the load or combination of loads requested may have an adverse effect on the supplies to other exhibitors. Where it is proposed by the organiser to group exhibitors demonstrating heavy current consuming machines in such a way as to cause an abnormal demand (e.g. in excess of 100 watts per square metre) in a particular section of the exhibition, the organiser should discuss this arrangement with the venue prior to the final allocation of stand space to exhibitors and should conform to any rearrangement required by the venue.

Power Factor

140 The venue aims to achieve a minimum .9pf on-site but is required by the Electricity Supply Authority to maintain a power factor of not less than 0.92 lagging. Where electrical machines or equipment at an exhibition are such that in the opinion of the venue the power factor is likely to fall below 0.92, power factor correction apparatus shall be supplied and installed by the person responsible for the electrical installation.

Correction Apparatus

141 Correction apparatus shall be connected on the "load" side of the main switches controlling the supply to the stand or individual piece of equipment. The scale of provision shall be that agreed by the venue.

Notification

142 The venue will notify organisers, within a reasonable time after it becomes apparent, of the likelihood of correction apparatus being required at the exhibition.

Main Supply Cables

Supply and Installation

143 All main supply cables from the venue's electrical distribution system to the point of supply, which may be an exhibit, stand or group of stands, shall be supplied and installed by the venue.

Termination

144 Each cable will be terminated with a fused isolator or circuit breaker supplied by the venue.

Separate Lighting and Machinery Mains

145 Separate mains will be supplied for machinery from those used for the provision of lighting and small power. A machine is defined as a single item of plant or equipment, which could not be connected using a 13-amp socket or spur unit.

Connection of Machinery to Lighting Mains

146 Connection of machinery to lighting mains will be permitted.

Connection of Lighting or Small Power to Machinery Mains

147 Connection of lighting or small power to machinery mains is prohibited. If any such connections are made, then the party responsible for placing the order for electrical supplies to that stand will be required to order and have installed an appropriate lighting main. Where this is not practical the stand will be subject to a surcharge equivalent to the late order cost of the lighting main which would otherwise have been installed.

Proliferation of Mains Cables

148 Where installation of a number of small supplies would, in the opinion of the venue, lead to an unacceptable proliferation of mains cables, the venue may, at its discretion, either itself install a large main cable and provide the mains ordered by sub distribution within the block, or instruct the nominated electrical contractor that only a single main will be installed to the group of stands.

Access for Installation

149 The main supply cables to stands or exhibits will be installed before or immediately after the starting date of the licence period, provided that the supply has been ordered from the venue by the agreed date. Before occupying the stand site, exhibitors and their contractors must check with the venue that the supply cables have been installed and, if not, shall only occupy areas of the stand site permitted by the venue until such time as the supply cables are installed.

Appendix I: Form

Although test forms will vary, the following represents the minimum information required:

AEV | eGUIDE

Exhibition Stand Electrical Installation Inspection & Testing Form Template

Exhibition Name.....

Hall Ref.	Main Located on Stand No.	Main Supply/Main No.	Main Size Amps	Mains Cable Visual Check	Mains Voltage	Mains Polarity Correct	PSCC	Ze (Venue Supply)
			A	Yes / NO	230v / 400v	Yes / NO	kA	Ω

		Stand No:			Stand No:			Stand No:			Stand No:			Stand No:			Stand No:		
Circuit Details	Circuit Description/Designation																		
	Points Served																		
	Conductor Size																		
	C.P.C. Size																		
	Cable Type *																		
	Protective Device *																		
	Rating and Type																		
Dead Test	Visual Inspection																		
	Earth Bond Connected																		
	Continuity (R1 + R2)																		
	Insulation Resistance Line / Neutral to C.P.C. - MΩ																		
	Polarity (Yes/No)																		
Live Test	Earth Loop Impedance (Zs) Test																		
	RCD Test – X1																		
	RCD Test – X5																		
	RCD Function Button Test (Yes/No)																		

Comments or Observations

Installer Name (Print)..... Signed.....

For and on behalf of COMPANY NAME (Block Capitals)..... Date.....

I request that the electrical supply ordered be finally connected and energised and I certify that the installation has been inspected and tested and is complete, ready for energisation

Tester Name (Print)..... Signed.....

For and on behalf of COMPANY NAME (Block Capitals)..... Date.....

Test Instrument..... Test Serial.....

Illegible test forms will be not be accepted

Codes for Cable Type	Codes for Protective Device
A: PVC/PVC	M: MCB BS(EN)60898
B: PVC cable in metal conduit	H: HRC BS88 fuse
C: PVC cable in non-metallic conduit	R: RCBO BS(EN)61009
D: PVC cable in metallic trunking	
E: PVC cable in non-metallic trunking	
F: SWA cable	
G: H07 cable	
Any other please state	

Energised By.....

Energised Date.....

Date / Time Stamp

*Insert codes where appropriate

The tester must ensure that test readings are inserted where appropriate and use Yes or No to confirm actions.

Appendix II: Inspection and Testing Regimes for Electrical Installations at UK Events and Exhibitions

150 The following copy relates directly to the electrical installation test form featured in 'Appendix I' and to BS 7671 2008 (18th edition). This appendix seeks to provide additional information on the testing regime points.

Overview: Why is Inspection and Testing Required?

151 Inspection and testing of electrical installations is required to confirm that the installation is safe, that it is fit for the assigned purpose and, if a fault later occurs, that it 'fails safely' to protect those within its proximity. Due to the nature and type of installation to which these regulations apply, the venue's requirement to inspect and test differs from that defined within other existing standards and regulations. The system or regime of inspection and testing described below has been deemed appropriate, by the ESSA/AEV Technical Committee, to the nature/type of installation commonly found at UK events and exhibitions, reflecting the 'non-complex' nature of these installations and focussing on safety.

a) Live/Dead Test: Visual Inspection

152 The HSE has recognised that 95% of all faults are identified during a visual inspection and this is the first essential part of the testing process. The visual inspection should be undertaken by the installation team, their supervisor and/or manager. This initial verification confirms that the equipment and materials are of the correct type and comply with the relevant standard, that all parts of the installation have been fixed adequately and that no part of the installation is visibly damaged or otherwise defective.

153 The visual inspection may ultimately constitute a single tick in the appropriate box, but all of the following elements should be considered and checked:

- *Connection of conductors*
- Are terminations electrically and mechanically sound? Is insulation and sheathing removed only to a minimum, to allow satisfactory termination?
- *Identification of conductors*
- Are conductors correctly identified in accordance with these regulations?
- *Routing of cables*
- Are cables installed with appropriate consideration of external influences, such as mechanical damage, corrosion, heat etc.?
- *Conductor selection*
- Have conductors for current carrying capacity and voltage drop been selected with appropriate consideration for the design?
- *Connection of single pole devices*
- Are single pole protective and switching devices connected in the phase conductor only?
- *Accessories and equipment*
- Are all accessories and items of equipment correctly connected?
- *Thermal effects*
- Where required, are fire barriers present and is there provision for protection against thermal effects?
- *Protection against shock*
- What methods have been used to provide protection against basic protection and fault protection?
- *Mutual detrimental influence*

- Are wiring systems installed such that they can have no harmful effect on nonelectrical systems? Are systems of different currents or voltages segregated where necessary?
- *Isolation and switching*
- Are the appropriate devices for isolation and switching present, correctly located and installed?

- *Undervoltage*
- Where undervoltage may give rise for concern, are there protective devices present?
- *Protective devices*
- Are protective and monitoring devices correctly chosen and present, to ensure protection against indirect contact and/or overcurrent?
- *Labelling*
- Are all protective devices, switches (where necessary) and terminals correctly labelled?
- *External influences*
- Have all items of equipment and all protective measures been selected in accordance with the appropriate external influences?
- *Access*
- Are all means of access to switchgear and equipment adequate?
- *Erection methods*
- Have all wiring systems, accessories and equipment been selected and installed in accordance with the requirements of these regulations, and are fixings for equipment adequate for the specific environment?
- Following the visual inspection across all the aforementioned areas, and the subsequent determination that there are no defects that may lead to a dangerous situation when testing, it is time to proceed with actual testing.

b) Dead Test: Polarity

154 This test ensures that all wires are correctly connected and terminated, that they are continuous, and that they will provide adequate protection for the current supplied.

c) Dead Test: Insulation Resistance ('line to CPC' and 'neutral to CPC')

155 These tests are undertaken in order to ensure that the insulation of conductors, accessories and equipment is in a healthy condition, and will prevent dangerous leakage currents between conductors, and between conductors and earth. It will also detect the existence of any short circuit(s).

d) Live Test: Earth Loop Impedance

156 This test confirms the capability of the earth, to ensure that it is able to take the fault current, rather than discharge it to surrounding materials (and possibly a person).

e) Live Test: RCD 5X Test (Functional Testing)

157 This verifies the ability of the RCD to 'break' under load. Furthermore, the test ensures that any 'break' will occur in sufficient time, and at the required amperage to ensure safety.

f) Live Test: Continuity

158 This test ensures that all wires are correctly connected and terminated, that they are continuous, and that they will provide adequate protection for the current supplied.

Venue Specific Rules

The O2 – General

159 All work including mains supply, distribution, testing and installation of electrical fittings, must be undertaken exclusively by venue's approved contractor.

Emergencies 18

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Other relevant sections:
Medical Cover
Security

Subsections:

- General Guidance

General Guidance

1 Organisers must ensure that their staff, exhibitors and contractors are fully conversant with the venue's emergency procedures will be issued to you by the venue (translation into various languages may be available on request at some venues).

2 Each venue has specific protocols and codes used in emergency announcements. The meaning of these should not be relayed to the public as this might cause unnecessary panic.

3 In any emergency situation, it is important that you contact the venue's emergency number and not the national emergency services number directly. This allows those with detailed venue knowledge to direct the services correctly to the incident to ensure it is dealt with promptly and safely.

Feature Areas 19

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Other relevant sections:
Electrical Installation & Testing
Stand Construction

Subsections:

- General Guidance
- Materials
- Lighting Levels
- Visitor Participation and Adventurous Activities

General Guidance

1 Full details of special features must be submitted with the final floor plans, no later than 28 days prior to tenancy, together with a method statement and risk assessment detailing how these areas will be operated and managed. These should include details of queuing areas and any necessity to control noise levels, fumes or other effects that could present a hazard, either within the area or to surrounding areas.

2 The layout must be designed to avoid obstruction of gangways caused by equipment, cables, or spectators viewing the activity or display. Viewing areas should be included within the feature area and surrounding gangways should be wider.

3 Where appropriate persons within the area must wear suitable personal protective equipment, they must be fully briefed on how to manage any equipment they are operating, taking into account any visitor participation and be fully conversant with the risk assessments for any activities.

4 All the necessary licences must be obtained for these areas, including for child performance, adult entertainment, music, video, special treatments etc.

Materials

5 Any materials brought on to site, such as soil, building materials, sawdust, hay etc. must be clean and free from contamination from previous usage (e.g. chemicals) and appropriately treated and all the necessary documentation must be provided.

6 It is the responsibility of the organiser to ensure that all such materials, including materials to be scrapped, are removed from the venue at the end of the show.

7 The venue floors and service ducts must be protected from damage that may result from the use of such materials.

Lighting levels

8 The illumination provided by emergency lighting should be sufficient to enable anyone to see their way at all times. The minimum levels must be no less than 1.0 lux. Emergency

lighting must be provided in enclosed area and escape routes or where hall lighting has been reduced or modified for the show.

Visitor Participation and Adventurous Activities

9 Permission must be sought in writing from the venue no later than 28 days before tenancy for any activities of an adventurous or potentially hazardous nature and for activities involving public participation.

10 In case of doubt as to whether activities are considered to be adventurous, please contact the venue for advice.

11 Public participation in any adventurous activity must be covered by a minimum of £5 million public liability insurance and comply with any relevant operating code (e.g. ADIPS for fairground rides).

12 A competent person must confirm that the following principal control measures are in place:

- Duplication of safety critical equipment
- Checking of safety critical actions – e.g. the fastening of a bungee jumper's harness
- Close control of operations by those running the site
- Competence of all operators
- Suitability of equipment used

Filming, Television and Recording 20

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Subsections:

- General Guidance
- Cameras
- Drones

General Guidance

1 Full details of any filming, televising or recording for television, radio or any other purpose during the event open period must be submitted to the venue for approval no less than 7 days prior to event.

2 Locations designated for cameras and equipment and their operation must not include any part of the gangways.

3 All cabling must be on the stand/feature/filming area and flown over gangways or adequately ramped if required to reach such areas.

4 The venue must be informed if any material is to be filmed of the interior, exterior or contents of the venue. Material may be edited, recorded, televised, repeat filmed/recorded provided that the filmed/recorded material is not used in any way that might be to the detriment of the venue, its owner or the event, or that bring them into disrepute.

5 A notice must be displayed to inform public and staff working on the event that filming is taking place, giving them the opportunity to opt out if they wish**.**

6 All filming activity and equipment must be All filming activity and equipment must be risk assessed to ensure there is no risk to the public at any time.

Cameras

7 Cameras or equipment on booms whether in static positions or on dollies, must have the space required around them for their operation and be surrounded by pedestrian control barriers which must not obstruct the gangways. No part of the camera, equipment or the boom shall be less than 4 metres above the floor when suspended above spectators or gangways.

Cameras suspended from winch-operated cables above members of public, should be suitably controlled to prevent the lowest point on the camera or the supporting cradle of the equipment being less than 4 metres above the floor, except when landing in an agreed area. The approach to and departure from the agreed landing area must be directly vertical between floor level and 4 metres above. All these activities should be risk assessed and approval must be obtained for them from the venue.

Drones

8 For any drone-related filming, please refer to the Aerial Equipment and Demonstrations section.

Floor Plans 21

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Subsections:

- General Guidance
- Gangways
- Entrances and Registration Areas
- Venue Specific Rules
  ExCeL London – Gangways
  HCC, Olympia London, Coventry Building Society Arena & GYEC – Gangways
  National Exhibition Centre (NEC) – Gangways
  Scottish Event Campus (SEC) – Gangways
  Coventry Building Society Arena – Entrances & Registration Areas

General Guidance

1 Event floor plans must be drawn by a competent designer, who should obtain up-to-date CAD plans from the venue. Details of plan designers can be obtained from ESSA: www.essa.uk.com/memberlist

2 Full, scaled, technical floor plans must be submitted to the venue for approval prior to the sale of any stands. Any subsequent changes must also be approved by the venue. Final plans must be submitted no later than 28 days before tenancy, after which significant changes will not normally be permitted.

3 Plans must be clear and concise and define the following:

- The full hall layout, including any void areas
- The event name, organiser, open dates, floor level and hall
- The plan's scale (minimum 1:200)
- The location of all fire alarms, extinguishers, hydrants, sprinklers, house telephones, sliding smoke doors and compartmentation shutters between halls, with their control switches kept clear and accessible
- The location of floor boxes, service ducts, hall columns and vehicle entry doors. Where services are provided from under-floor service ducts, each stand or block of stands should be located directly over a duct, to ensure that services can be provided safely and easily. Ramping services across gangways is not normally permitted and it is essential to check this with the venue
- All venue facilities, including catering, toilets, first aid centres, cloakrooms, organiser's offices, etc.
- The size and position of each exit from the event
- The position of each stand, stage and feature
- Gangway and stand dimensions and stand numbers
- Clear access routes to all emergency exits, which must be unobstructed
- Gross and net space figures. Space allocated to stands must not be greater than twice the space allocated to gangways
- Crèche facilities - located next to exits and toilets and, where possible, on the ground floor – see Crèches
- Locations of high-risk exhibits/displays

- The layout of any theatres, conference rooms, workshops and meeting rooms, including the appropriate number of exits and seating layout
- Any curtains or baffles to exits, temporary barriers and turnstiles
- Positions of free-standing signs, including 'You Are Here' boards and information desks
- Locations of temporary, illuminated exit signs.
- Storage areas (locations must be agreed with the venue)

4 Venue height restrictions, roof and floor loadings and ventilation that may be required for catering areas or equipment must be considered in the positioning of stands.

Gangways

5 Gangways must conform to the following:

- Gangways must be a minimum width of 2m. Depending on the event profile, wider gangways may be required, especially around features and other busy areas
- Perimeter gangways must normally be a minimum of 3m wide
- Gangways running from side to side and which lead directly to vehicle doors or hall entrances shall normally be a minimum of 3m wide
- Gangways must not exceed 45m in length without an intersecting gangway
- Each gangway must be arranged so that alternative routes of escape are provided
- Gangways leading from the centre of the hall towards the perimeter must not decrease in size, in order to prevent possible crushing in an emergency
- If a pillar is in a gangway, two metres must be kept clear on one side of the pillar
- 'Doglegs' should be avoided, particularly on gangways leading to exits. As a guide, 50% of all gangways should be straight
- Structures over gangways are only allowed by agreement with the venue; in venues where fork lifts are permitted to operate, these structures must have a minimum clear height of 3m
- Gangways adjacent to any stand or stage used for demonstrations or performances must be maintained clear of obstruction. Additional space for an audience, where applicable, must be planned into the floor layout, as people are not permitted to congregate in the gangways

Entrances & Registration Areas

6 Where hall entrances are utilised for registration or ticket-checking, a minimum of 50% of the overall width, or width equal to that of the final exit doors, must be available for emergency egress.

7 Plans of these areas including areas for queuing must be submitted to the venue for approval no later than 28 days before tenancy.

8 Entrances, foyers, vestibules and other circulation spaces shall not be used for stands or other materials/structures likely to impede visitor circulation.

Venue Specific Rules

Excel London – Gangways

9 A minimum width of 12m across the Boulevard must be kept clear at all times. This can be split into 2m x 6m widths or 3m x 4m widths etc.

Harrogate Convention Centre, Olympia Events, Coventry Building Society Arena & The Great Yorkshire Event Centre – Gangways

10 Perimeter gangways may be under 3m but not less than 2m. However, if due to the profile of the event, the venue deems it necessary to have wider gangways, these must be provided.

National Exhibition Centre (NEC) – Gangways

11 For public exhibitions all gangways are to be a minimum width of 3m. Additionally, 5m clearance is required across the full width of the vehicle doors.

12 The show organiser is to check the marking out prior to the erection of stands and feature areas and any discrepancies between the drawing and the marking out are to be notified to the Event Manager immediately.

13 The NEC will accept no responsibility for incorrect marking out if this procedure is not followed or if the plans issued to the Event Manager vary from layout plans issued by the organiser to others.

Scottish Event Campus (SEC) – Gangways

14 Small event spaces:
- Aisles start at 1.1M on small room capacities (Refer to venue technical standards) and
- 1.2M for accessibility needs.

For large visitor events:
- Minimum non-mandatory aisles 2M (2.5M recommended for construction/vehicle access).
- 2.5M for Trade event visitors
- 3M for public events

Large spectator shows and seated configurations for all events.
- 1.2M to cover all accessible access
- 1.4M for front row seats facing into an aisle

- All EXIT doors must maintain the same clearance internally and externally as the door dimensions.
- Entry doors that open to the side requires the same door dimension to the outside.

Coventry Building Society Arena – Entrances & Registration Areas

15 Any exhibits, stands or registration areas that are proposed to be located in the Atrium area of the Arena, must have approval from the Event Manager 28 days before tenancy. Carpet should be cut back from doorways if it affects the opening and closing.

Gambling 22

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Subsections:

- General Guidance

General Guidance

1 Most exhibition & event venues are not licensed for gambling activities.

2 Gambling activities include raffles, lotteries, prize draws and some charity collections.

3 Where profit-making occurs, these activities must comply with the Gambling Act.

4 Guidance regarding the regulations and the issuing of licences can be obtained directly from the Gambling Commission.

5 The venue must be notified, via the organisers in writing of any proposal to undertake these activities no later than 28 days prior to the licence period. Copies of correspondence from the Gambling Commission must also be provided.

6 Where necessary, the relevant licences must be obtained and provided to the venue before any activity will be allowed to take place.

7 The Gambling Commission website is: www.gamblingcommission.gov.uk.

Gas 23

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Other relevant sections:
Aerial Equipment and Demonstrations
Medical Demonstrations and Treatments

Subsections:

- Mains Gas
- Compressed Gas
- Liquefied Petroleum Gas (LPG)
- Venue Specific Rules
  The O2 – LPG

Mains Gas

1 All equipment requiring connection to the venue's mains gas supply (e.g. cookers and hot cabinets) must be installed by a Gas Safe Register engineer.

2 The installation must be accompanied by a Gas Safety Certificate, issued by the installer, to confirm that the appliance is safe and working correctly. Visit www.gassaferegister.co.uk for further information.

Compressed Gas

3 Details of any proposed use of compressed gas must be submitted to the venue no later than 28 days prior to tenancy and must include the gases or liquids proposed, and sizes of cylinders or vessels with their working pressures.

4 No compressed gas or Liquefied Petroleum Gas (LPG) shall be used within the venue without the prior written consent of the venue.

5 Flammable gases must comply with the Dangerous Substances and Explosive Atmospheres Regulations and the Petroleum Regulations.

6 Suitable warning notices must be provided where appropriate, drawing attention to the flammable nature of the materials.

7 Compressed gas cylinders or vessels containing liquids or gas under pressure must be stored securely and, in a position, agreed by the venue and only those cylinders required for immediate use shall remain on a stand.

8 All such materials in excess of the requirements for one day's demonstration or exhibition shall be stored away from the stand in a properly constructed flammable materials store.

9 Cylinders and other vessels shall not be connected or disconnected during the time that the event is open to visitors.

10 Cylinders shall be constructed and stamped in accordance with EN 1089-3 and be painted with identifying colours in accordance with BS 349; 1973, 'Identification of Contents of Industrial Gas Cylinders'.

11 Vessels containing liquids or gases under pressure (other than compressed gas cylinders complying with EN 1089-3) shall be fitted with safety valves of an approved type.

12 Where such vessels are used, a dated identification stamp or certificate in respect of a recent pressure test of each vessel shall be available for inspection.

13 Where compressed gas is used in the demonstration of an appliance or a medical treatment, the smallest suitable cylinder size should be used.

Liquefied Petroleum Gas (LPG)

14 The venue must be notified in writing at least 28 days in advance of tenancy of any proposed use of Liquefied Petroleum Gas (LPG).

15 LPG may only be used with the written consent of the venue.

16 The use of LPG in the exhibition halls is normally prohibited unless it is being used to demonstrate a product being offered for sale on a stand and only if other sources of fuel are unsuitable or unavailable.

17 Only one cylinder of LPG, sufficient for one day's use, can be on a stand at any one time; all other bottles are required to be kept in a secure environment outside the building and agreed with the venue.

18 All LPG connections must be made by a Gas Safe Register installer with ACS certification.

19 Connections to or disconnection of LPG is not permitted whilst the exhibition is open to visitors.

20 All empty cylinders must be removed from the venue.

Venue Specific Rules

The O2 – LPG

21 No LPG is permitted in any of the special event spaces at The O2.

Hazardous Substances 24

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Other relevant sections:
Product Demonstrations/Activities on Stands

Subsections:

- General Guidance
- Venue Specific Rules
  The O2 – Acetylene

General Guidance

Subsections:

- General Guidance
- Venue Specific Rules
  The O2 – Acetylene

General Guidance

1 Any exhibit, process or feature that is likely to generate and/or emit gases, vapours, liquids, fumes or dusts into the venue must not be used without written approval from the venue, and must not present any hazard to health. The HSE COSHH Essentials website provides useful guidance at https://www.hse.gov.uk/coshh/basics/assessment.htm

Documentation
2 Where approved, an assessment for the use of any hazardous process or substance must be submitted to the venue no later than 28 days before the event, together with a plan showing the proposed location. Where appropriate, the organiser must provide the venue with written information regarding the monitoring procedures they plan to implement to prevent unnecessary exposure to the identified hazards.

3 The assessment must include spillages and the removal of waste and residual material, including identification of an approved waste carrier. The venue will require copies of hazardous waste transfer notices.

4 Organisers should collate the appropriate safety data sheets with the COSHH assessment for each substance or process. All control measures, precautions and emergency procedures detailed in the assessment must be maintained by a responsible person and be available at all times.

Emergency Precautions
5 Any person suffering injury or ill health as a result of exposure to hazardous material must attend the medical centre or hospital with the assessment and related data sheet, as this identifies specific medical responses.

Ventilation
6 A stand containing an exhibit, process or feature giving rise to any of the above hazards may require effective local exhaust ventilation to the outside atmosphere. The location of

the stand must be agreed with the venue, as it may not be possible to provide ventilation in all areas. Full details of the exhibit or process and proposed local exhaust ventilation system must be submitted to the venue for approval no later than 28 days before the event.

7 Any attachments to the building structure or openings through the fabric of the building for an exhaust flue must be made by the venue at the organiser's expense.

8 Where appropriate, the organiser must provide the venue with written information regarding monitoring procedures to be implemented (e.g., for fumes).

Storage

9 The storage of permitted quantities of hazardous materials must be agreed with the venue. No more than one day's supply may be stored on the stand.

Flammable Substances

10 The use, storage and transfer of flammable substances will require a separate assessment to identify appropriate control measures. This should be accompanied by a related fire risk assessment.

11 The Dangerous Substances and Explosive Atmospheres Regulations require that control measures are applied consistent with the risk assessment and appropriate to the nature of the activity or operation.

Conditions of Use

12 Where flammable substances are used to fuel a product being demonstrated:

- Not more than one of each model or type may be exhibited in a working demonstration
- Each working exhibit shall, where practical, only have sufficient fuel for one day's use
- No spare fuel may be stored on the stand
- The fuel shall only be replenished at times when the event is closed to visitors
- Each working exhibit shall be firmly fixed or placed in such a position that it cannot be overturned
- Where working exhibits are within reach of visitors, warning notices shall be displayed stating that the appliance is working and should not be touched

Venue Specific Rules

The O2 – Acetylene

13 Acetylene is not permitted at The O2.

Health and Safety Responsibilities 25

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Other relevant sections:

Build-up and Breakdown
Risk Assessment

Subsections:

- Competence
- Planning
- On Site
- Venue Specific Rules
  Manchester Central – On Site
  Scottish Event Campus (SEC) – On Site

Competence

1 Anyone who has a level of health and safety responsibility must be competent to fulfil that role; this is a key requirement of HSG 65 (Managing for Health and Safety), published by the Health and Safety Executive (HSE). The definition of competence is 'the correct level and balance of experience and formal training in relation to an individual's scope and level of responsibility'.

2 The level of health and safety cover required will be determined by the specific hazards associated with the event. The venue reserves the right to stipulate the level of cover, where it believes that the organiser's assessment of the cover required is insufficient.

3 The factors used to determine the level of health and safety competence include, but are not limited to, the size and complexity of the event, the number of complex structures, particularly double-deck structures, and the presence of significant risks, such as the number of persons working at height, the volume of heavy lifting (fork lift truck operations), electrical work and the nature of any visitor participation in activities.

4 Under the CDM (Construction, Design and Management) Regulations for Events, the organiser is ultimately responsible for the health and safety management of their event throughout the planning and on-site phases (build-up, the open period and breakdown).

Competence of designers and contractors

5 Under the CDM (Construction, Design and Management) Regulations, anyone appointing a designer or contractor to carry out work on an exhibition project must take reasonable steps to satisfy themselves that the designer or contractor has the skills, knowledge and experience, and, if they are an organisation, the organisational capability, necessary to fulfil the role that they are appointed to undertake, in a manner that secures the health and safety of any person affected by the project.

Organisational capability means the policies and systems an organisation has in place to set acceptable health and safety standards which comply with the law, and the resources and people to ensure the standards are delivered.

As well as carrying out pre-qualification checks on organisations, those responsible for making appointments should also check that the designer or contractor has enough experience and a good record in managing the risks involved in projects.

6 For guidance on managing contractors, look at using INDG368 Using contractors: A brief guide and INDG411: A short guide for clients on the Construction (Design and Management) Regulations 2015

7 One way an organisation can demonstrate competence in health and safety is to be assessed by a third party. This is also known as conformity assessment. Health and safety conformity assessment schemes originated in the construction sector but are now used more widely.

There are various schemes buyers (procurers) can ask suppliers to be assessed against. HSE has approved a core criteria which describes what it means for a business to comply with basic health and safety law. This core criteria have been adopted by SSIP member schemes and the exhibition industry's own accreditation, the ESSA Accreditation.

Suppliers only need to be assessed against one of these schemes as your in-date assessment information (certificate) then acts as proof of having undergone an assessment of competence.

Buyers need only ask for proof of this assessment (valid, in-date certification) to help them take the required steps to assess a company's competence. Certificates provided from assessment schemes should be checked to ensure that the scope of the assessment includes the work activities that they are being contracted for.

Planning

8 During the planning phase of the event, the organiser is responsible for:

- Carrying out a suitable and sufficient event risk assessment, ensuring that risks are identified, and sufficient resources are allocated to control them throughout the tenancy period
- Producing an event safety plan to the level required for their event
- Collecting relevant safety documentation from their exhibitors and contractors, including risk assessments, method statements (RAMS) and structural data and ensuring that the information is event-specific and compliant with current regulations
- Ensuring that competent health and safety staff are appointed for build-up, the open period and breakdown
- Communicating their health and safety policy, site safety procedures and the control measures identified in the event risk assessment to their contractors and exhibitors

On Site

Floor Manager

9 The organiser may delegate the co-ordination of operational activities to a floor manager. The recommended minimum level of training for a floor manager is the IOSH Managing Safely certificate (or equivalent). There is a limit to the control that can be

exercised over an event by a single floor manager and for larger events it may be necessary to appoint more than one.

10 The duties of the Floor Manager include:

- Checking the mark-out to ensure that correct gangway widths are maintained and that stands are correctly located
- Ensuring that emergency gangways are managed and maintained
- Ensuring that exhibitors work within their stand areas
- Implementing the organiser's event health and safety risk assessment requirements
- Ensuring that the emergency gangways are monitored and maintained to at least 50% clear as evacuation routes and to allow access for emergency vehicles, plant and equipment
- Checking that stand construction and dressing materials comply with current fire safety regulations
- Monitoring the use of naked flames on stands

Safety Manager

11 The safety manager is the designated competent person appointed to co-ordinate safety on the floor. The individual must understand the business of managing safety at events. The recommended minimum level of training for a safety manager is the NEBOSH General Certificate, or its equivalent.

12 The on-site duties of the Safety Manager include:

- Co-ordinating all event safety matters between the organiser, venue, contractors and exhibitors
- Actively monitoring health and safety in all areas associated with the event
- Compiling and maintaining an up-to-date event safety file, communicating any significant changes to all relevant parties in a timely manner
- Assisting the organiser in the co-ordination of the event emergency action plan
- Investigating any accidents and incidents; compiling accident/incident reports when required
- Providing up-to-date health and safety advice and guidance to the event operations team
- Ensuring that safe systems of work are always maintained, with improvement/prohibition notices issued for non-compliance

Combining Roles

13 In certain circumstances, a floor manager may be able to carry out a dual role, also fulfilling the role of health and safety manager. This will depend on the scale and complexity of the event and will be determined in the event risk assessment. In this instance, the level of training required is the NEBOSH general certificate (or equivalent).

Venue Specific Rules

Manchester Central – On Site

14 A NEBOSH certified Safety Manager must be on site throughout all build-ups and breakdowns.

Scottish Event Campus (SEC) – On site

15 As a minimum, persons with safety responsibilities for the event must have an IOSH Managing Safely certificate. For more complex events, a Safety Manager should be present during build-up & breakdown.

Heat Generating Displays 26

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Subsections:

- General Guidance
- Venue Specific Rules
  The O2 – Heat Generating Displays

General Guidance

1 Where a boiler, stove, furnace or similar heat-generating equipment is to be displayed, full details of the proposed equipment must be submitted to the venue for approval no later than 28 days prior to tenancy.

2 Precautions must be taken to prevent the transmission of heat to any combustible part of the stand or to the floor of the hall.

3 Suitable non-combustible insulation material must be inserted between the heat source and surrounding stand fittings and other structures.

4 The stand shall be well-ventilated, and a flue may be required; please consult the venue to discuss suitable positioning of the stand.

5 Hot areas must be effectively guarded and adequately fixed to ensure stability.

6 A warning notice must be prominently displayed.

7 Where a naked flame is present, arrangements must be made to adequately monitor the burning
period to ensure constant stability.

8 Approval for the use of naked flames will only be considered where they are suitably contained and positioned and continuously monitored.

9 All naked flames must be properly extinguished and sufficient time allowed for hot surfaces to cool down before the stand is left unattended.

10 A suitable fire extinguisher must be readily available on the stand and suitably trained staff must be present.

11 Lighting fitments installed at low level or within reach of visitors must be adequately guarded.

Venue Specific Rules

The O2 – Heat Generating Displays

11 No heat generating displays, naked candles or gel burners are permitted in any of the special event spaces at The O2.

Hot Works 27

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Other relevant sections:
Product Demonstrations/Activities on Stands

Subsections:

- General Guidance

General Guidance

1 A hot work permit must be obtained from the venue prior to any work being carried out. The issue of the permit is subject to the advance submission of a suitable and sufficient risk assessment and method statement for the activity, with evidence of competency for the use of any specialist equipment.

2 If possible, hot work activities should be undertaken in the open air/outside the venue. If this is not possible, then the area must be clear of combustible materials and a fire extinguisher must be on standby.

3 Workplace exposure limits outlined in **EH40** must be observed.

4 Where Oxy-acetylene cutting/welding, arc welding, soldering, gas/oil blow lamps, grinders, metal burning, brazing and other operations generating heat or hot sparks are carried out, adequate precautions must be taken to prevent damage to property or physical injury.

5 Work should be carried out away from floor service ducts, otherwise the ducts must be protected with heat-resistant covering.

6 Hot works are not permitted during the open period of an event, unless part of a product demonstration. In this case, a suitable and sufficient risk assessment must be submitted to the venue no later than 28 days prior to the event and the demonstration will be assessed on site by the venue prior to the issue of a hot works permit or other approval.

Import and Export 28

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Subsections:

- General Guidance

General Guidance

1 Exhibitors importing goods must contact HMRC. Customs clearance of goods takes place at the port of entry.

2 The organiser is advised to appoint a customs broker or freight forwarding contractor who can arrange clearance on behalf of exhibitors, as well as transport to and from the venue and on-site lifting.

3 Further information can be found here: https://www.gov.uk/topic/business-tax/import-export

Lifting Operations 29

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Other relevant sections:

Build-up and Breakdown
Rigging
Risk Assessment
Work Equipment/Tools/Processes

Subsections:

- General Guidance
- Organiser's Responsibilities
- Contractors'/Operators' Responsibilities
- Additional Information

General Guidance

1 A 'lifting operation' is 'the lifting or lowering of a load'. A 'load' is the item being lifted, which includes a person, or people.

2 The Lifting Operations and Lifting Equipment Regulations (LOLER) and the Provision and Use of Work Equipment Regulations (PUWER) are the UK regulations that place duties on people/companies who own, operate or have control over lifting and other work equipment.

3 Examples of lifting equipment include:

- overhead cranes and their supporting runways
- patient hoists
- motor vehicle lifts
- vehicle tail lifts and cranes fitted to vehicles
- goods and passenger lifts
- telehandlers and forklifts
- mobile elevated work platforms (MEWPs)
- lifting accessories

4 Lifting accessories are pieces of equipment that are used to attach the 'load' to the lifting equipment. Lifting accessories must be included when determining the overall weight of the load.

5 Examples of lifting accessories include:

- fibre or rope slings
- chains (single or multiple leg)
- hooks
- eyebolts
- spreader beams
- magnetic and vacuum devices

Organisers' Responsibilities

6 Where lifting operations are to be carried out, ensure that:

- lifting operations are considered within the overall event risk assessment
- lifting plans are obtained from appointed contractors that detail the equipment to be used (including accessories), the loads to be lifted/carried, CE certification, a declaration of conformity, plant service inspection records and statutory inspection certificates
- risk assessments are provided by the contractor
- lifting operations are undertaken only by competent persons
- operators' licences are valid, in-date and suitable for the type of equipment to be operated
- the works are supervised to make sure they are being done safely
- fuel leaks are reported to the venue

Contractors'/Operators' Responsibilities

7 Contractors/operators must:

- provide a risk assessment, method statement and lifting plan to the organiser
- raise any issues with the organiser during the planning stage that may affect safe working
- manage activities detailed in the risk assessment, method statement and associated lifting plans
- provide and use equipment that is free from damage and fit for purpose
- inspect equipment before using it and if issues are identified, report them and remove the equipment from use
- only use competent staff
- ensure that forklift trucks are labelled and numbered, so that the equipment and its operating company can be identified in the event of safety concerns, near misses or accidents
- comply with the venue's and organiser's site-specific requirements
- ensure that the lifting equipment is supplied with spill kits in case of fuel/hydraulic leaks
- wear personal protective clothing as required
- secure loads to be lifted and avoid over-loading
- ensure that the safe working load and any venue weight restrictions are not exceeded
- use the safety devices installed in the lifting equipment (flashing beacon; audible & visual warning; seatbelts)
- give way to pedestrians when operating inside the hall
- transport loads at low level
- use an experienced banksman when visibility is reduced or for complex manoeuvres
- co-ordinate dual lifting operations
- follow the rider's instructions when using a working platform or personnel basket
- make statutory inspection certificates and documented pre-use visual inspection checklists available for inspection
- avoid working under suspended loads
- report fuel leaks to the organiser
- carry out LPG cylinder changes in an outside area
- switch off, isolate and lock off equipment when not in use to prevent unauthorised operation
- remove old cylinders from site

Additional Information

8 Additional information is available from the HSE's 'Safe Use of Lifting Equipment' Approved Code of Practice and guidance.

Medical Cover 30

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Subsections:

- General Guidance

General Guidance

1 The principle responsibility for assessing the risk and identifying the appropriate level of medical cover for each event lies with the organiser. A basic level of medical first aid cover may be provided at the venue. It is important that all staff, stewards, security personnel, exhibitors and contractors are made aware of the location of the medical centre/how to request assistance if required.

2 The organiser should establish what cover is provided by the venue (if any) and whether it is sufficient for their event, or whether additional/specialist cover is required. If additional or specialist cover is required, this should be discussed with the venue and arranged by the organiser.

3 The following applies when arranging medical cover:

- It is considered good practice to consult with the local NHS health authority and ambulance service for the area, if the event is likely to impact on pre-hospital and emergency services
- It is advised to use a medical provider that has experience of similar events
- It is the organiser's responsibility to show due diligence when choosing a medical provider
- Organisations providing an ambulance to transport casualties must be registered with the Care Quality Commission (CQC)
- Paramedics must be registered with the Health Professions Council (HPC)
- Nurses must be registered with the Nursing and Midwifery Council (NMC)
- Doctors must be registered with the General Medical Council (GMC)
- Insurances must be checked, medical malpractice insurance is essential

4 Accident statistics must be shared with the venue in a timely fashion.

Medical Demonstrations and Treatments 31

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Other relevant sections:
Gas
Special Treatments

Subsections:

- General Guidance
- Requirements For All Treatments

General Guidance

1 This section covers medical treatments, demonstrations and procedures that may be carried out at events, including (but not limited to) blood tests, laser treatments, Botox, tooth whitening and any live tissue demonstration.

Requirements for All Treatments

2 The organiser must notify the venue of the intention to carry out medical demonstrations or treatments at the earliest opportunity in the planning stages of the event.

3 Medical demonstrations/treatments must only be carried out by suitably qualified professional practitioners who are registered members of the relevant medical association, e.g. a GMC/GDC registered doctor/dentist (or a nurse/dental therapist, hygienist or clinical technician under the supervision of a registered doctor/dentist), as appropriate.

4 Treatments may only be carried out using approved, maintained equipment and methods, in accordance with the relevant regulations, industry practices and manufacturer's guidelines.

5 The organiser must provide the following to the venue no later than 28 days prior to tenancy:

- Proof of qualifications of person(s) carrying out the treatment
- Proof of individuals' membership of an appropriate professional body
- Proof of individuals' insurance cover
- A risk assessment for the treatment

6 The venue reserves the right not to allow any treatment that it considers inappropriate.

7 Medical professionals should specify required equipment and safety and hygiene measures to be implemented in the proposed demonstration/treatment area. Considerations may include:

- Lighting levels
- Wipe-clean flooring
- Refrigeration
- 24-hour power

- Air conditioning
- Screening
- Protective clothing
- Warning signage
- Clinical waste disposal
- Sterilisation

8 Guidance relating to hygiene practices and clinical waste disposal can be found in the Special Treatments section.

Music and Video Licensing 32

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Subsections:

- General Guidance
- Music Licensing
- Feature Films

General Guidance

1 The venue must be informed in writing of the playing or performance of music or showing of feature films, adverts and trailers at least 28 days prior to tenancy and copies of licences must be submitted, where the venue does not hold a licence.

Music Licensing

2 A music licence must be obtained from PPL PRS for the playing or performance of music in public. See: https://pplprs.co.uk/themusiclicence/.

3 PPL PRS act on behalf of both *PPL* and *PRS for Music*. PPL represents record companies and performers for the use of recorded music, while PRS for Music represents songwriters, composers and music publishers for the use of musical compositions and lyrics (for both recorded music and live performances).

4 Uses of music that would require a licence include:

- playing music through the public address system
- playing music on stands through radio, TV, from CDs and other digital devices
- playing music in feature areas
- showing music videos
- the performance of live music
- a DJ event
- a fashion show

5 Organisers' responsibilities:

- Obtaining the PPL element of the licence for music used by the stands/exhibitors i.e. the use of background music, music videos and specially featured entertainment (such as DJs).
- Obtaining both elements of the Music Licence for music used around the exhibition under the organiser's control, such as in feature areas and bars.

6 Exhibitors' responsibilities:

- Obtaining the PRS for Music element of the licence directly, for music usage on a stand/exhibit. This includes live music as well as recorded music.
- Declaring to the organiser any music that will be used, including music videos and featured entertainment (such as DJs), so that the relevant PPL element of the licence can be obtained.

Feature Films

7 If films, including feature films, adverts and trailers are to be shown, the British Board of Film Classification (BBFC) rating must be advised to the venue.

8 Where the film is not classified by the BBFC, a synopsis of the film must be sent to the venue to enable recommendation on the restriction of access of children by the Licensing Authority.

9 Arrangements must be implemented restricting the admission of children to the showing of any film, in accordance with either the BBFC classification or recommendation made by the Licensing Authority.

10 If films and TV programmes are to be shown at an event, a 'non-theatrical' (i.e. not being shown in a cinema) film licence may be required. Licences can be obtained from companies such as Filmbank and the Motion Picture Licensing Corporation (MPLC).

Night Working 33

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Subsections:

- General Guidance

General Guidance

1 On those occasions when contractors request permission via the organiser to work later than the venue's operating times, the following must be considered: access to suitable welfare facilities, licensing, venue permits to work, security, lighting, power, first aid cover, health and safety cover, vehicle movement curfews and emergency situations.

2 Night working will only be permitted on condition that there is sufficient venue management cover and appropriate duty staff to oversee safe working practices and to ensure adherence to licensing restrictions, particularly vehicle movement curfews.

3 Organisers must meet any associated venue costs and also provide sufficient cover of their own. A suitable risk assessment must be carried out. Please contact your Event Manager for further details.

Noise 34

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Subsections:

- General Guidance
- Peak Sound Pressure Levels

General Guidance

1 Organisers shall inform the venue of any expected hazardous noise levels associated with the event overall and/or its exhibitors or feature areas at least 28 days prior to tenancy.

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

3 Employers, including organisers and exhibitors must ensure they fully meet their duties under the Noise at Work Regulations, to reduce and control the risk of hearing damage to employees, maintaining the lowest level reasonably practicable, ensuring all associated duties and those particularly relating to action levels (ie provision and use of PPE) are carried out accordingly. Where noise hazards have been identified, the organiser will provide a noise management plan to the venue. 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
- The planned noise reduction measures to be implemented
- Arrangements for the provision and types of hearing protection equipment required
- Arrangements for those not in employment (e.g. hearing protection)

Peak Sound Pressure Levels

4 Where the Control of Noise at Work action and limit values are met, the following controls must be in place for employees:

Action/Limit	Peak	Daily Average	Example Controls
Lower Action	135dB(C)	80dB(A)	PPE must be provided; wearing is optional Inform working staff of risk level Signage optional Staff receive training
Upper Action	137dB(C)	85dB(A)	PPE must be worn Noise zones marked out Reduce level where possible
Exposure Limit	140dB(C)	87dB(A)	PPE must be worn Reduce level where possible Level not to be exceeded

5 Noise levels of concussion pyrotechnics must be monitored pre-show and results

communicated to the venue. Such effects will be subject to approval at this time.

6 Monitoring of sound levels is primarily the responsibility of the event organiser or exhibitor; however sound levels may also be monitored by the venue. Where these exceed acceptable levels, the nominated responsible person must comply by reducing the sound level according to the control measure in place as per the Noise at Work Regulations.

7 For **visitors** at an event the average sound level should not exceed 107 dB(A) and a peak sound level of 140 dB(C):

Level	Peak	Daily Average	Example Controls
Not exceeding	140dB(C)	107dB (event LAeq)	
Sample Monitoring	N/A	109 or 110dB(A) Leq 1min	
Likely to exceed		96dB (event LAeq)	Audience made aware in advance/hearing protection made available to members of the audience.

8 Additional local licensing and specific venue conditions may still apply; please check with the venue in advance.

9 A qualified sound engineer may be required for high-level noise events (music, etc) to monitor the approved sound levels. This should be discussed with the venue.

10 For further information, refer to HSE's Sound Advice website www.soundadvice.info

Platforms and Stages 35

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Other relevant sections:
Accessibility
Stand Construction
Stand Plans & Certification

Subsections:

- General Guidance
- Venue Specific Rules
  Coventry Building Society Arena – Stages

General Guidance

1 In this section, 'platform' and 'stage' mean a raised performance area used for seminars, demonstrations, entertainment etc. Exhibition stand platforms are covered in the Stand Construction section.

2 Manufactured or system stages shall be constructed in accordance with the manufacturer's instructions; these must be available on request to confirm construction methods and permissible weight loadings.

3 Stages of 600mm and over in height and all stages for public use are deemed to be complex; the procedures for complex structures detailed under 'Stand Plans' must be followed.

4 The following, in particular, must be taken into consideration:

- Ability of the stage surface to support the design loads and other given criteria, including dynamic loadings, e.g. dancing, acrobatics
- Ability of the structure to support the weight of any equipment attached to it
- Rigging and support methods proposed to suspend equipment
- Ability of the whole structure to resist all imposed forces on it, including those created by weather conditions (if applicable)
- Interaction between elements of the structure e.g. junctions between staging and ground supports

Access and Egress

5 Platforms and stages should be provided with adequate access, including a ramp if for public access, where it may not be possible to obtain individual access requirements in advance. It is good practice to have at least two means of access/egress. Stairs and ramps used for access/egress must comply with the guidance detailed in the Stand Construction section.

6 Ramps should have suitable rails and kickboards to restrain equipment on wheels.

Protection against Falling

7 A barrier should be provided on all except the performance edge(s) of all stages, and all handrails must be a minimum of 1100mm high.

8 Measures must be put in place to prevent falls by technicians installing equipment (typically sound, lighting and video) on the unfinished stage. Temporary barriers may be required at the front edge of the stage during non-show times.

All contractors are to take suitable measures to prevent the risk of falling during the assembly and removal process. These measures should be documented in the method statement and risk assessment.

9 Narrow gaps between staging and adjacent walls must be protected by handrails and toe boards.

10 The front edge of stages, physical obstructions and stair edges should be marked with contrasting tape (generally white).

Venue Specific Rules

Coventry Building Society Arena – General

11 Any platform or stage that holds more than 20 people at any one time must have a section 39 application approved by Coventry City Council. It is the organiser's responsibility to inform the Arena if they have any platforms or stages that meet this regulation 28 days before tenancy. Please contact your Event Manager to start the application process.

Scottish Event Campus – General

12 In Scotland, under the Civic Government (Scotland) Act 1982, structures of a certain height may be inspected by Glasgow local authority. All staging, seating or platforms 600mm or higher with an individual or others using/occupying them, will require a 'section 89' application to be lodged in advance with Glasgow local authority. Contact the venue in the first instance to process this information.

Product Demonstrations/Activities on Stands 36

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Other relevant sections:
Aerial Equipment and Demonstrations
Feature Areas
Gas
Hazardous Substances
Hot Works
Work Equipment/Tools/Processes
Working Machinery

Subsections:

- General Guidance
- Electronic Cigarettes

General Guidance

1 The organiser must ensure that a risk assessment is carried out for any proposed stand activities including demonstrations, autograph signings, celebrity appearances and so on. Where an activity gives rise to significant risk to health and safety, full details, including the risk assessment must be submitted to the venue.

2 Controls must be put in place to ensure that:
- Demonstrations do not present a fire or safety hazard
- They are arranged so as not to cause a nuisance
- They do not obstruct or encroach into gangways
- Space for an audience is allowed within the stand area – viewing from gangways is not permitted and they must be always kept clear

3 Use of tensabarriers or other approved barriers may be required by the venue to create a suitable queuing area.

4 The use of compressors, sprayers, auto trucks and similar plant powered by internal combustion engines is prohibited during periods when the public is in the hall, except with the express permission of the venue and subject to stringent safeguards. All such vehicles must comply with the guidance contained in 'Vehicles' and be supplied with a suitable fire extinguisher.

5 The venue reserves the right to curtail any activity considered to be detrimental to public safety.

6 Any products being demonstrated must conform to the appropriate British Standards and have 'CE' or UKCA Marking.

Electronic Cigarettes

7 Where electronic cigarettes are permitted to be demonstrated, arrangements must be made to advise the public that smoking is only permitted in the specific designated areas, agreed with the venue in advance.

Public Address Systems 37

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Subsections:

- General Guidance

General Guidance

1 The venue may provide a public address system for the organiser to use within their tenanted area.

2 Organisers must ensure that the system is always operational and under the control of a competent member of staff.

3 In emergency situations, the venue's public address system will override those of the organisers.

Rigging 38

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Other relevant sections:
Risk Assessment
Stand Construction
Stand Plans & Certification
Work equipment/Tools/Processes
Working at height

Subsections:

Subsections:

- General Glossary & Specifications
- General Guidance
- Planning & Provision of Information
- Fixing to the venue's structure
- Safety Precautions
- Installation
- Suspended Structures
- Third Party Rigging (Client's Own lifting Operations)
- Venue Specific Rules
  National Exhibition Centre (NEC) – Weights for Banners
  The O2 – Third Party Rigging
  Excel London- rigging heights and use of secondary by-pass safeties for hoist load capacities.

General Glossary & Specifications

2m Wide Drape Portals are used to create entrances and exits in drape. Drape portals measurements vary from suppliers and usually are supplied with black wool surge drape on a track for opening and closing. The top and sides of the structure are hollow, allowing the rigged drape to sit neatly within the portal frame. 'Illuminated Exit Sign' is a compulsory purchase for all orders for drape portals.

Black Wool Surge Drape is floor to ceiling blackout drape. A level of sound reduction can be achieved dependant on the supplier values and is charged per whole linear meter per one week hire period. Drape hire rates include labour for install and de-rig but excludes catenary wire. Catenary wire is a compulsory purchase for all orders for 'Black Wool Surge Drape'.

Bridles are a method of Primary or secondary rigging connections, commonly used for attaching to hoists and truss.

Cable Picks are attachments at height, for lightweight cable management. For heavier cables, points and hoists should be ordered.

Catenary Wire is a horizontal length of Steel Wire Rope connected directly to the venue beams, used primarily for drape rigging, and is charged per whole linear meter. Please ensure all snap hooks are suitable for use with the wire rope. Any textile fabric must comply with BS-476 Part 7 (Class 1) and be thoroughly porous so as not to inhibit the effectiveness of any installed fire protection system, permanent emergency lighting or heating or ventilation.

De-Rig Service is the charge (per stand or area) for rigging plant and labour to detach hoists (electric or manual) hired to the lifting points in the venue. This service includes de-bagging the

chains at height, then lowering the structure. 'Hoist & Fix Service' is a compulsory purchase with all orders for 'electric chain hoists' or 'manual chain hoists'.

Drop Wires are vertical lengths of Steel Wire Rope including a Reutlinger or similar end connections. Drop wires are suitable for a lightweight static load only (e.g. banners) up to a maximum total weight of 50kg and are not suitable to be used as a lifting point; hoists cannot be suspended from drop wires. Drop wires should not be directly attached to any construction on the ground. Drop wire orders do not include a hoist & fix or de-rig service; this must be ordered separately.

Electric Chain Hoists are electrically powered lifting equipment. 'Lifting Points' and the motor control and mains are usually a compulsory purchase when ordering Electric Chain Hoists.

Hoist & Fix Service is the charge (per stand or area) for rigging plant and labour to attach hoists (electric or manual) hired to the lifting points in the venue. This service includes raising and fixing the structure, bagging the chains at height. 'Hoist & Fix Service' is a compulsory purchase with all orders for 'electric chain hoists' or 'manual chain hoists'.

Illuminated Exit Signs are fitted to the Drape Portals to indicate emergency exits. The rate includes the IES fitting only and excludes the mains supply and distribution which must be ordered with the appointed electrical contractor.

Labour is charged when required for a specific rigging task, which is not covered under Hoist and Fix and De-rig.

Lifting points are primary rigging attachments, made directly to the structure of the building, assembled using accessories capable of supporting a load within the permitted venues specifications. Allowable loading per point needs to be confirmed with the approved rigging supplier prior to order confirmation, as point loading may vary on location within a venue. Installation of primary lifting points may vary based on the fabrication of the building. Lifting point orders do not include the supply of a hoist; electric or manual chain hoists must be ordered in addition to lifting points.

Manual Chain Hoists are manually powered lifting equipment. 'Lifting Points' are a compulsory purchase when ordering Manual Chain Hoists. 'Hoist & Fix Service' is a compulsory purchase when ordering 'manual chain hoists', unless the client's own plant and competent labour is used to hoist and fix.

Modular Structures include standard truss and banners which are specifically designed to be rigged. Modular structures must be assembled and used only in accordance with the manufacturer's specification, with braces and connectors aligned and fitted correctly by a competent person. The overall load must not exceed the manufacturer's recommendation, and weight loading information must be submitted in advance. Any equipment attached to modular structures (truss) must be attached using industry standard overlocking clamps. A secondary safety bond connecting attached equipment is not necessary for static loads. Any textile fabric must comply with current legislation BS-476 Part 7 (Class 1) and be thoroughly porous so as not to inhibit the effectiveness of any installed fire protection system, permanent emergency lighting or heating or ventilation.

Pipe and Black Wool Surge Drape is a floor standing drape system suitable for drape heights between 2.5m and 4m and does not require catenary wire.

Rigged Illuminated Exit Sign (IES) are required when sight of the permanent venue exit signs are obstructed. Mains supplies for these items should be ordered direct from the Electrical Contractor for the event.

Rigging Mains Distribution is the charge (per stand or area) for the temporary mains supply, electrical distribution, cabling and labour to power electric chain hoists during hoist & fix, and de-rig. Electricity supplies for any items requiring power during the event live period must be ordered separately through the appointed electrical contractor. 'Rigging Mains Distribution' is a compulsory purchase with all orders for 'electric chain hoists'.

Rigging Operations are the moving, lifting, lowering a load while using the appropriate equipment associated with the load. These operations should only be undertaken by competent trained riggers who can select the appropriate equipment to undertake the operation safely.

Round Slings are a method of secondary rigging connections, commonly used for attaching to hoists and truss. Steel Wire Rope (SWR) may also be used as a method of attachment (usually coated in plastic to avoid damage to trusses).

Safe Working Loads (SWL) is the maximum safe force that a piece of lifting equipment or accessory can exert to lift, suspend or lower, a given mass without fear of breaking. It is usually marked on the equipment by the manufacturer.

Secondary Fixings/Attachments are the items which are attached direct to the rigging that has been installed i.e. the load. Secondary fixings are items such as sound, lighting, AV equipment but may extend to bespoke items as well. These items should only be attached by using the correct connections to the rigging by way of approved manufacturers rigging components and should only be undertaken by competent trained persons. To meet with current legislations, these attachments should only be made from certified rigging components marked with the appropriate SWL for each item. Steel wires should not be directly attached to or wrapped around aluminium trusses. Plastic coated steel wires are acceptable.

Shackles are a method of secondary rigging connections, commonly used for attaching to hoists and truss.

Truss or Theatrical Truss is a modular structure manufactured from aluminium. The truss is part of the secondary installation attached to the hoists and can be used for the suspension of items such as audio, lighting, LED walls.

Working Load Limit (WLL) is the maximum weight or force that a piece of lifting equipment is designed to handle during normal use. It is also referred to as the SWL rated capacity or working load. It is usually marked on the equipment by the manufacturer.

General Guidance

1 All Primary Rigging operations shall only be undertaken and supervised by venue approved proven competent appointed persons. This is usually undertaken by the venue rigging service, however this is not true for all venues - please check with your venue contacts for clarification

The National Rigging Certificate (NRC by PLASA) within the UK rigging industry is an example of one of the recognised rigging indicators as a minimum level of competency for more complex, higher risk operations.

2 All rigging work must be carried out in accordance with the current Lifting Operations and Lifting Equipment Regulations (LOLER) and The Provision and Use of Work Equipment Regulations (PUWER). The National Arenas Association's Guidance for Rigging in UK venues, International Code of Practice for Entertainment Rigging (ICOPER) and National Rigging Advisory Group are additional sources for guidance.

All rigging installed in venues will be undertaken under the venue's internal codes of practice complying with the current rigging legislation. For venues who undertake primary attachments it is their responsibility to ensure that all loads suspended are within the safe tolerances of the roof

capacity. Roof calculations can only be made based on the information supplied by the organiser, production company or contractor.

It is essential that Organisers, Production Companies and contractors/competent persons involved in rigging operations who will be attaching items to be flown to rigging points ordered from the venue, familiarise themselves and comply with the legal requirements detailed in these documents. (e.g. lighting, audio-visual equipment, LED screens and banners).

3 Consultation between the venue and organiser is essential in order to comply with regulations that are specific to the venue's and event's requirements

4 The venue reserves the right to:

- restrict or refuse proposals that exceed the loading limitations of the roof structure of the hall.
- inspect all rigging, working methods and equipment to ensure compliance.
- prohibit the use of non-compliant equipment and working methods.
- prohibit items to be flown.
- reposition or remove any items that may cause a hazard, or obscure venue signage. The organiser will be responsible of repositioning items or providing supplementary signage.

Planning & Provision of Information

5 Effective forward planning and exchange of information are essential to safe and successful rigging operations.

6 Accurate information regarding the loads to be rigged must be provided to the venue no later than 28 days prior to tenancy by all relevant parties. This must include a point plan with detailed point loadings and correct orientation.

7 All orders must be accompanied by:

- a fully completed 'Hoist & Fix/Third Party Rigging order form', available from the venue (or venue specific documentation).
- fully dimensioned plans (preferably in the format of an AutoCAD/DWG plan)
- the total weight being suspended.
- precise point loadings for each individual suspension point.
- specification of the materials used.
- details of connection points.
- orientation of the suspended item within the stand.
- Structural calculations

8 Information should also be provided on any moving loads, flying performers or anything else out of the ordinary and additional Risk Assessments and Method Statements may be required

9 Onsite amendments to previously agreed loads or methodology will only be permitted if they are approved by the venue and the organiser, following submission of full details. –For further information please refer the Risk Assessment section.

Fixing to the venue's structure

10 All fixings or attachments to the permanent fabric or structure of the building are usually carried out by the venue's rigging service provider at the expense of the organiser, exhibitor or contractor requiring the service. However, this is not true for all venues - please check with your venue contacts for clarification. This shall include the provision of attachments to the structure/steel work and the anchorage of guy ropes, wires, clamps or tackle for any purpose to any part of the building fabric and structure, whether to the interior or exterior of the halls.

11 Under no circumstances may any third party or unauthorised person enter the venue's roof.

Safety Precautions

12 Areas for rigging operations are to be clearly defined and access to such areas shall be restricted to competent personnel involved in the operation. Clear communication between persons working at height and ground crew is to be maintained**.**

Installation

13 All rigging equipment used must be clearly marked with either its Safe Working Load (SWL) or Working Load Limit (WLL) and shall be suitable for the load to be applied. Applied loads should take account of the full weight of the rigging load including cabling and hoisting equipment.

14 In situations where bridling is unsuitable, the use of spreader beams should be considered. Where specifically designed or manufactured beams are employed, certificates of conformity and examination must be available for inspection.

15 The slinging of suspended equipment shall be undertaken to manufacturers' recommendations and in accordance with LOLER and PUWER.

16 Secondary or 'safety' suspensions may be required. When required, they shall be installed to bypass the mechanical lifting unit/hoist, as a minimum, in case of mechanical failure.

17 Suspended structures including drop wires, should not be directly attached to any construction on the ground. Where this is unavoidable, the structure will be deemed 'complex built'; therefore, submission of a structural engineer's report is compulsory prior to attachment, demonstrating that lateral loading can be adequately resisted without excessive movement of the structure. Attachment will only be permitted following agreement from the venue and the event organiser.

18 LED Screens should be installed using either turnbuckles, bottle screws or swivels to ensure level lifts (these items must be supplied by the LED screen supplier).

19 Lighting trusses and features must be earthed to the venue's electrical supply at source prior to being raised. The bonding conductor shall have a minimum cross section area of 6mm².

Standard banners

20 A standard banner is a straight, flexible banner, normally made from PVC/vinyl.

21 Banners shall be fit for suspension. Suppliers shall be responsible for the integrity of banners and their suspension fittings. Screw-in eyes are not acceptable, and the venue reserves the right to refuse to allow the suspension of any banners where the suspension fitting supplied is inadequate.

22 Any drop-weighting applied to the bottom of banners must be within a sealed pocket enclosed by one of the following methods: stitching, vinyl welding, cable ties fixed taut through eyelets or fixed with heavy-duty stapling or large head screws and washers. The weight must not be allowed to move around within the pocket.

Modular structures & banners

23 Modular structures include standard truss systems and modular banners which are specifically designed to be rigged.

24 Modular structures must be assembled and used according to the manufacturer's specifications, with braces correctly aligned and connectors correctly fitted.

25 Lighting, sound and audio-visual equipment must be attached to truss by standard industry overlocking clamps and secondary safety fixings.

26 Textile fabric infills must comply with BS 476-Part 7 (Class 1) and be thoroughly porous so as not to inhibit the effectiveness of any fire protection system within the hall. Fabric must not inhibit the effectiveness of the venue's permanent emergency lighting or heating/ventilating plant.

Custom-built structures

27 Custom-built Structures are items which have been constructed from non-modular structure materials (such as wood) which are not specifically designed to be rigged. Such items are classed as 'custom built' and the complex structure procedure set out in the Stand Plans section must be followed, for them to be rigged. This includes structural sign-off prior to the item being flown. Custom structures must only be used within their designed capacity and Working Load Limit (WLL). Safety factors must not be calculated within the design of all components used for lifting. Rigging a custom structure is deemed 'complex', therefore submission of a structural engineer's report is compulsory prior to lifting. Custom structures must be constructed using only compliant materials

28 Bolts must be used on all joints and connections. Screws are not acceptable for joining members together.

29 Rated, closed lifting eyes only are to be used; they must be integrated into the design, suitably bolted through the structure and marked with SWL or WLL.

30 Materials used in construction must comply with the guidance in the 'Construction Materials' section of the Stand Construction section.

31 Lifting points should be clearly identified and be suitable for the lifting operation.
32

Third party rigging (client's own Lifting Operation)

33 Any exhibitor, appointed contractor or competent person undertaking a third-party lifting operation must ensure that this process complies with all rigging regulations. Please ensure permission to rig is arranged with the event organiser, and the relevant authorisation is included alongside the order when submitting to the venue, if required.

Contractors are permitted to connect to rigging points supplied by the venue providing that:

- The third party have informed the event organiser in writing.
- Application is made to the venue at least 28 days prior to the first day of tenancy by means of the 'Hoist & fix/third party or venue specific rigging form'.
- The name of the person who will be on site and who is competent to carry out the third-party rigging is provided on the form.
- Installation and dismantling, including the fixing and removal of suspension wires, takes place within the official tenancy period.
- Unobstructed access is available at floor level for access equipment.
- Suitable safety arrangements are made for overhead working which do not conflict or present a hazard to ground level work.
- Suspended systems are installed prior to the commencement of stand construction wherever possible.
- A report from a structural engineer is supplied for structures which are to be rigged (if appropriate), in accordance with the complex structure procedure detailed in the Stand Plans section.
- An 'On-Site third-party Rigging/Hoist & Fix Sign-Off' form (or equivalent paperwork specific to the venue), is submitted to the organiser by the competent person on site. This form serves as certification of integrity for the attachment of items which are to be rigged. The

ultimate responsibility for the lifting of the load remains with the competent person who carries out the lift itself.

34 The Venue rigging service can provide a summary of all orders placed for the event with the organisers 14 days prior to tenancy on request from the organiser.

Venue Specific Rules

National Exhibition Centre (NEC) – Weights for Banners
35 The NEC will not permit the use of metal weights for banners.

The O2 – Third Party Rigging
36 All rigging activities within The O2 must be undertaken by the venue's approved contractors.

Excel London – additional checks
37 Please check point loadings, rigging heights and the use of secondary by-pass safeties for hoist load capacities.

Risk Assessment 39

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Other relevant sections:
Health and Safety Responsibilities

Subsections:

- General
- Event Health and Safety Risk Assessment
- Event Fire Risk Assessment
- Contractors' and Exhibitors' Risk Assessments

General

1 An event health and safety risk assessment and an event fire risk assessment must be submitted to the venue no later than 28 days before the start of tenancy.

Event Health and Safety Risk Assessment

2 The venue's health and safety risk assessment will be made available to the organiser.

3 The organiser must ensure that a health and safety risk assessment, relevant to the specific event and venue, is carried out by a competent person, who has a good level of knowledge and understanding of the risks associated with all event activities and operations.

4 Guidance on carrying out a suitable and sufficient risk assessment can be found on the Health and Safety Executive (HSE) website: www.hse.gov.uk/simple-health-safety/risk/index.htm.

5 The guidance includes a risk assessment template and examples that can be found here.

6 Examples of significant risks to consider are as follows:

- Multiple contractors working in a single workplace
- Falls from working at height or on a live edge
- Injury from electric shock
- Objects falling from height or loads falling from vehicles
- Impact injury from moving vehicles, e.g., fork lift trucks
- Injury form use of work equipment e.g., circular saws
- Structural collapse of seating or an exhibition stand
- Fire
- Excessive working hours
- Demonstration of machinery

Event Fire Risk Assessment

7 The venue's fire risk assessment will be made available to the organiser. The organiser must ensure that a suitable and sufficient event fire risk assessment is carried out by a competent person.

8 HSE information on general fire safety hazards can be found here.

9 Other fire safety guidance:

- Regulatory Reform (Fire Safety) Order
- BS 9999:2017 Code of practice for fire safety in the design, management and use of buildings
- Fire Risk Assessment: Large Places of Assembly
- Approved document B

10 Examples of some significant fire risks to consider:

- Naked flame (candles or gel burners)
- Compressed or flammable gases
- Pyrotechnics, lasers and other special effects
- Cooking equipment, e.g. pizza ovens, fat fryers, hot plates
- Display of motor vehicles
- Smoking
- Build-up of waste materials
- Hot works (activities that create heat/sparks)
- Construction/display materials

Contractors' and Exhibitors' Risk Assessments

11 It is the responsibility of all contractors and exhibitors to ensure that they have suitable and sufficient health and safety and fire risk assessments in place.

12 Each exhibitor and contractor must ensure that their risk assessments cover all risks and control measures associated with the individual hazards and risks applicable to their individual activities.

13 Organisers should vet all exhibitors' and contractors' risk assessments, to ensure they are suitable and sufficient and relate to the specific event.

Safeguarding 40

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Other relevant sections:
Accessibility
Children
Crèches

Subsections:

- General principles
- Responsibilities
- Planning and risk management
- Vetting and training
- Managing concerns or disclosures

General Principles

1. Safeguarding refers to the proactive measures taken to protect children, young people, and vulnerable adults from abuse, neglect, harm, or exploitation. It also encompasses promoting their overall wellbeing and ensuring they feel safe, respected, and supported. In the UK, safeguarding is not discretionary; it is a statutory obligation for organisations and professionals who work with, or come into contact with, vulnerable individuals.

2. The primary aim of safeguarding is to ensure that robust systems, appropriately trained personnel, and effective processes are in place to protect vulnerable attendees throughout every stage of their involvement in an event. These arrangements must be consistently applied across the entire event environment to provide comprehensive and reliable protection.

3. Safeguarding extends beyond basic safety or security measures. It encompasses welfare provision, clear and accessible reporting procedures, standards of conduct, and proactive prevention strategies. By embedding safeguarding at every level, organisations demonstrate their commitment to protecting individuals from harm and promoting a safe, supportive, and accountable environment.

Responsibilities

Organiser

4. The Organiser holds overall accountability for safeguarding for their visitors. This includes:
    - Understanding the expected attendee profile, including whether children or vulnerable adults may attend and at what points during the event.
    - Ensuring sufficient resources are in place to manage safeguarding risks.
    - Aligning event safeguarding processes with those of the venue.

Designated Safeguarding Lead (DSL)

5. Organisers should appoint a DSL or safeguarding team depending on the size of the event. The DSL is responsible for:
    - Managing concerns and coordinating multi-agency responses.
    - Supporting staff and ensuring legal compliance.

- Overseeing incident management and documentation.
- Embedding a strong safeguarding culture across the event.

6. They must be trained on site and empowered to act at all relevant stages of the event.

Additional Roles

7. Multi-day or multi-site events may require Safeguarding Officers.

8. Where children are involved in performance or employment, all relevant licensing and supervision requirements must be met (see Children section).

Planning and Risk Management

Safeguarding Risk Assessment

9. A safeguarding risk assessment must be completed for any event involving children or vulnerable adults. Consider:

- Supervision arrangements.
- Lost/found child procedures.
- Welfare or quiet rooms.
- Restricted access areas.
- Photography/filming controls and consent.
- Escalation routes.
- Safeguarding Intelligence.
- Sexual Harassment.
- Sexual Assault.
- Inappropriate or child related safeguarding concerns.

Integration with Other Plans

10. Safeguarding must be integrated with security, fire and other emergency, medical, crowd management, accessibility and communications plans, however, should not be used as a dual role. Escalation protocols must be agreed between the Organiser and the Venue, including who is responsible for contacting Police or Social Services.

5R's Framework

11. Embedding the **Recognise** → **Respond** → **Report** → **Record** → **Refer** model within plans, Event Control SOPs and staff briefings helps ensure consistency.

Recognise

- Look for early signs of vulnerability or distress:
  - lost, disoriented,
  - coerced,
  - in restricted areas,
  - or visibly anxious.

Respond

- Approach calmly and ask non-intrusive questions.
- Provide appropriate welfare support.
- Use discreet communications (Event Control, coded messages).
- Offer basic comfort such as water or seating.

Report

- Raise concerns as soon as they arise, ensuring no delay in informing the appropriate safeguarding lead or responsible authority.
- Present information accurately and objectively, detailing only what has been observed, disclosed, or evidenced.
- Adhere strictly to organisational reporting protocols.
- Support subsequent safeguarding actions as required.

Record

- Create a clear, detailed, and factual record of the safeguarding concern as soon as possible after it arises.
- Include relevant information such as dates, times, locations, names of those involved, and the exact words used in any disclosure where appropriate.
- Ensure records are accurate, objective, and free from opinion or speculation.
- Store all safeguarding records securely, in line with data protection requirements, and restrict access to authorised personnel only.

Refer

- Escalate to the DSL/Event Control.
- Involve first aid, police or social care where thresholds are met.
- Only reunite after formal identity verification, not recognition alone.
- For mental health crises, involve trained professionals or emergency services.

Additional Planning Requirements

12 Consider wristbands or ID tags (with minimal, consented data such as telephone numbers for responsible adult).
13 Ensure there is an adequate lost child policy - including identity verification protocols. This may be an existing venue policy, or it may be show specific. If it is show specific, ensure it aligns with and is briefed to the Venue.
14 Consider conducting tabletop or live-play simulations including high risk and low risk examples of safeguarding concerns.
15 Crèches or youth zones must have qualified staff, appropriate staffing ratios, parental consent, and secure records.
16 Avoid one-to-one situations, staff should always work in pairs and ensure oversight of planned activities in feature areas or exhibitor-led sessions.
17 Include photography/filming controls in the safeguarding assessment and communicate arrangements clearly.
18 Ensure any expectations for exhibitors and/ or visitors is clearly communicated and that any records are submitted in a timely fashion.

Vetting & Training

Vetting (DBS):

19 Anyone in direct, unsupervised contact with children or vulnerable adults, or carrying out a regulated activity, must have an appropriate DBS check.
20 The Organiser should verify supplier compliance and, where appropriate, request evidence from the venue or third-party provider.

Training & Briefing:

21 All staff; contractors and volunteers must receive a pre-event safeguarding briefing covering:

- Policy Overview,
- Reporting routes,
- Safeguarding and welfare locations
- Expected behaviours/ appropriate conduct
- Any identified specific risks.

22 Communications briefings should include:

- Using radios discreetly.
- Avoiding personal discussions in public areas.
- Switching to back-of-house channels.
- Maintaining radio silence during critical incidents.

23 Customer-facing staff should be trained to recognise early signs of safeguarding characteristics and behaviours.

24 Any staff, volunteers, or contractors working in 'regulated activity' must, in addition to DBS, also hold relevant safeguarding training (level 2-3) which is in date and has been refreshed within the last 3 years.

25 Organisers should hold records to demonstrate they have verified documents/ identification / training.

Managing Concerns or Disclosures

26 Staff may receive concerns or disclosures from a child or vulnerable adult. Clear processes must be in place, and staff should be briefed on how to manage these appropriately. Escalation arrangements must be agreed in advance between the Organiser and Venue.

27 Immediate actions (all roles):

- Ensure the person's immediate safety.
- Report immediately to the DSL, Safeguarding Officer or Duty Manager (as defined locally).
- Record details accurately: facts vs opinion, timings, observations, witnesses, who was informed, and the individual's account where possible.
- The DSL should ensure referrals to police, social care or the Local Authority Designated Officer (LADO) (either in person or via the Venue). Written confirmation should follow no later than 24 hours.
- Provide debrief and support to staff involved.

28 The DSL must ensure:

- Accurate recording of concerns
- Prompt referral to appropriate services (e.g. police, LADO, social care)
- Follow-up and closure documentation

29 Emergency safeguarding incidents must be managed in parallel with other event control protocols

Seating 41

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Other relevant sections:
Temporary Demountable Structures

Subsections:

- Tiered Seating
- Flat Floor Seating

Tiered Seating

1 Tiered seating structures are treated as complex structures. Please contact the relevant venue for details of the regulations to be followed and refer to the section on Temporary Demountable Structures.

Flat Floor Seating

2 The width of gangway required between blocks of seats depends on the total number of seats and their layout. The minimum gangway required is 1.1 metres. A minimum gap of 300mm must be provided between the back of one seat and the front of the seat immediately behind (seat way).

3 The number of seats allowed in a row is:

- Up to **7 seats** where there is a gangway at one end only. Up to 12 seats are allowed if the seat way is increased as per the table below.
- Up to **14 seats** where there is a gangway at each end. Up to 28 seats are allowed with a gangway at each end if the seat way is increased as per the table below.

	Maximum seats in a row	Maximum seats in a row
Seat way width in mm	Gangway on one side	Gangway on two sides
300 to 324	7	14
325 to 349	8	16
350 to 374	9	18
375 to 399	10	20
400 to 424	11	22
425 to 449	12	24
450 to 474	12	26
475 to 499	12	28
500 or more	12	Determined by travel distance to exit, to be agreed with the venue

4 If there are four or more seats in a row, the seats must be secured together using an approved method, so that it is not possible to separate them nor for a row to 'snake' by pushing one or more seats in a row.

5 If floor bars are used to secure seats at the end of rows and on corners, they must be cambered.

6 Where the number of seats in each block does not exceed 250, the requirement for floor barring is dependent on the profile of the audience. All seating blocks over 250 must be floor barred.

Security 42

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Other relevant sections:
Emergencies

Subsections:

General Guidance
- Bag Searches
- Official Passes
- Advice for Exhibitors and other Event Participants
- Emergency Procedures

General Guidance

1 Event organisers are reminded that it is ultimately their responsibility to ensure that sufficient security and stewarding staff are appointed to their event and to always liaise closely with the venue, from the earliest opportunity. Some venues insist on the use of their in-house teams; others have approved lists of suppliers. The venue will work with the organiser and their supplier to develop a staffing schedule for security, stewarding, front-of-house and visitor management staff. This may need to meet minimum requirements.

2 Manning levels should be determined by suitable and sufficient risk assessments to cover all eventualities and event requirements such as evacuation, access control, perimeter control, incident management, security of products and health and safety.

3 Organisers are advised to discuss the profile of the event with the security team and venue to identify the overall security measures appropriate for the event.

4 A counter-terrorism risk assessment should be carried out in advance of the event and shared with the venue and security provider.

5 Organisers should also consider:
- Overnight cover
- Which/how many doors will need to be open during build-up and breakdown
- Exhibitor access during the show including re-stocking
- How valuables will be secured
- Informing/educating exhibitors and other event participants about security risks

6 It is important that the organiser is aware of the different roles and functions of security and stewarding personnel. The venue's Security Manager can advise on these. Compliance with SIA (Security Industry Authority, the regulatory body of the security industry) guidelines is a legal requirement for venues and organisers.

7 During an event, Event Security Officers will always be in contact with the venue's Control Room and should be the first point of contact for all security issues. If a major security concern should arise, then the venue's Event or Duty Manager should also be notified. Security Officers will all be fully briefed on the venue's emergency procedures and will assist in these circumstances.

8 It may be possible for the organiser to use their own security staff at some venues. This should be discussed with the venue security team.

9 Organisers are reminded not to leave their event offices unstaffed and unlocked at any point during the event.

Bag Searches

10 Bag search requirements should be discussed with the venue; they may be compulsory, depending on the prevailing security alert status.

Official Passes

11 Organisers should always use a pass system for contractors, exhibitors and their own personnel from the start of tenancy. Pass holders should be issued, so that passes can be worn. During build-up, open period and breakdown of an event, admittance may be refused to anyone who cannot produce an official identification pass. All doors in use must be staffed and access should be restricted to staffed doors only. This is both for security and health and safety reasons.

Advice for Exhibitors and other Event Participants

12 Organisers should implement an effective method of communicating the following information to their exhibitors and other relevant parties:

13 There are many different contractors and exhibitors working within an event; products are on open display and can therefore be vulnerable. Exhibitors are responsible for the security of their goods and for taking out insurance. Please take a few moments to consider how you can secure your products and belongings while on-site. The following tips should assist you:

- Ensure you have adequate insurance to cover all items taken to the event
- Contact the event security company or venue security team for advice on how to secure the items. There may be an overnight secure store for valuable items
- Consider a lockable area or cabinet on your stand; ensure you have unique locks and keys (Request non-generic locks from the stand builder or furniture hire company)
- Lock away your personal possessions during the event
- Do not leave your items unattended at any time during build-up, the open period or the breakdown of the event
- Do not leave the venue until all visitors have gone each evening
- Think about how you design the stand and position desirable items, especially where you may not be able to keep an eye on them. Seek advice, particularly if you intend to display jewellery
- Always secure desirable and vulnerable items. Typically, these are: plasma screens, laptop computers, mobile phones and handbags
- Ensure you have enough staff, so that your area is not vulnerable to thieves and do not ask anyone else to watch over your property while you go for a break. They may become busy and not be able to keep an eye on it
- Remove all portable or valuable items each evening, especially on the evening the show closes. Do not leave them until the following day for collection

- Arrive in time for the event. Ensure your area is staffed at least 15 minutes before show open time each day, but remember that the hall is normally open from 0800 hours
- Ensure cash boxes are secured; use a money belt or 'bum bag'
- Use a night sheet, if available
- Hire an alarm for your area if you have valuable or portable items
- Consider a dedicated static guard
- Speak to the venue or stand builder about dedicated CCTV. Some venues offer stand CCTV for hire
- If you are a victim of theft, please report it immediately
- Make frequent checks around your area to ensure that no unidentifiable packages, cases or bags have been left on or near your stand
- Always Remain vigilant; be aware of suspicious people, incidents and packages
- Don't look after items belonging to other people; never touch or move unattended items
- Consider 'intellectual property theft' – can photographs be taken of sensitive information, machinery parts etc.?
- When leaving your area each night you must ensure that:
  - Machinery and appliances are switched off
  - Doors and windows are secured
  - Areas are clear of staff and visitors
- In the case of a security emergency or if you see anything suspicious, call the venue emergency number. Co-operate fully with any instructions you may be given

Emergency Procedures

14 Organisers must ensure that they, their team members, contractors and exhibitors are made aware of the venue's emergency procedures. These will differ by venue, so it is important that the procedures are communicated effectively.

Seminar Theatres 43

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Other relevant sections:
Stand Construction – Construction Materials
Stand Plans & Certification

Subsections:

- Submission of Plans
- Exits
- Equipment
- Lighting

Submission of Plans

1 The organiser must supply detailed plans of any proposed seminar theatres to be built on the exhibition floor, including the location of any AV equipment including sound desks, no later than 28 days prior to tenancy. In addition to the requirements set out under 'Stand plan approval and certification', the following must be included:

- Means of access and egress
- Gangways and gangway widths
- Layout and dimensions of seating
- Method of securing seating
- Cable management

Exits

2 Seminar theatres can have a single emergency exit for up to 60 people but thereafter there must be a minimum of two, sited remotely from each other. The total number of exits required will depend on the seating capacity of the theatre and must be agreed with the venue. The organiser must anticipate the requirements of disabled and other vulnerable delegates when determining the number of exits.

3 If a seminar theatre has a ceiling or high-level drape that block the hall exit signs, illuminated exit signs must be installed.

4 Exit doors must have vision panels and open outwards, in the direction of escape and into a recess, so that gangways remain unobstructed.

5 Exit doors must be free from fastenings, except for panic bars or emergency release mechanisms.

6 Doors must have a minimum clear width of 800mm; however, it is recommended that double doors are used for at least one of the exits in order to accommodate larger types of wheelchair. The size of the theatre and number of people to be accommodated will determine whether double or single doors are otherwise required. Please discuss this with the venue.

Equipment

7 Audio-visual and presentation equipment, cabling etc. must be securely sited so as not to cause any obstruction or trip hazard. Cables are not permitted under carpet or other floor covering. Cables must not be present in public areas or walkways and should ideally be flown. Where this is unavoidable, they must be protected with ramping.

8 AV equipment is not permitted in the gangways, which must be maintained as emergency escape routes, and the feet of speaker stands may need to be indicated with hazard tape.

Lighting

9 Where there is no venue emergency lighting within a theatre area, or the venue's lighting has been reduced or modified, emergency lighting must be installed in enclosed areas and escape routes to the venue's satisfaction.

10 The illumination provided by emergency lighting must be sufficient to enable anyone to see their way at all times. The minimum level must be no less than 1.0 lux.

Signage 44

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Other relevant sections:
Advertising
Stand Construction

Subsections:

- General Guidance
- Accessibility
- Emergency Signage

General Guidance

1 All external signage on the venue's premises is subject to venue approval and a plan detailing proposed locations may be required.

2 The venue may choose to restrict the use of external sign sites to that of general promotion for the event and not individual exhibitors or sponsors. Please check this with the venue concerned.

3 Fly posting is strictly prohibited.

4 All signage must be suitably fixed in position whereby it can be removed after the event without causing damage but is equally secure enough not to fall and cause damage/injury during the event.
Signs may not be fixed to the fabric of the venue.

5 The height from the ground to the underside of any sign overhanging/projecting into a gangway must be no less than 2300mm.

6 Freestanding signs, including A-frames, must be of suitable design to withstand the environment and weather conditions in which they are to be used on the day. Venue-specific rules may apply to the location of free-standing signs.

7 Any temporary event signage must be removed at the end of tenancy.

Accessibility

8 The way information is presented can impact significantly on the ease with which people can access it.

Viewing Distance	Type of Sign	'x' Height mm
Long distance	Fascia signs	200
	Location signs	90-120
	Direction sign	90
	Stand numbers	90
Medium range	Location and direction	60
	Identification signs	40
Close range	Room identification signs	35

	Wall mounted information	15

9 Signs must not create an obstruction. Overhanging and projecting signs should be positioned high enough to avoid causing an obstruction – not less than 2300mm to the underside.

10 Information is easier to understand if grouped together logically. Several small groups of messages are easier to read than one large list. Too many messages on a sign and random groupings of information should be avoided.

11 Glare from lighting can cause major discomfort. The most common causes are indirect glare from signage with a high gloss finish or direct glare from an internally illuminated sign.

12 To minimise glare, use materials with a matt or satin finish. Avoid placing suspended signs against a light source such as overhead light fittings and avoid positioning signs directly onto glazing panels.

13 Localised lighting of signs may be necessary; internally illuminated signs are not recommended. If possible, all light sources should be concealed or shaded.

14 Clear colour contrast between the text and signage background must be used, avoiding similar shades of brown on red or blue on mauve. Colours can appear different under various light sources.

15 The combination of upper- and lower-case text is much easier to read than large blocks of upper-case text. Avoid using complex calligraphy and gothic style fonts; also avoid underlining large blocks of text.

16 If in doubt, a full list of guidelines regarding font sizes and style for easy accessibility is available from the RNIB.

Emergency Signage

17 The venue's emergency signage must not be obscured.

18 Refer to the Stand Construction section for exit sign requirements.

Simulators, Rides & Inflatables 45

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Subsections:

- General Guidance

General Guidance

1 Simulators and rides must comply with the Amusement Devices Inspection Procedures Scheme (ADIPS). They will only be permitted if a valid Declaration of Operational Compliance (DOC), copies of annual inspection certificates and a full risk assessment are submitted to the venue no later than 28 days prior to the start of the license period.

2 All rides with mechanically moving parts that are 'passenger carrying' must comply with HSE's "HSG175 Fairgrounds and Amusement Parks: Guidance on Safe Practice".

3 Simulators and rides shall be under the control of a competent person, who is able to recognise any dangers associated with the apparatus and is authorised to take any immediate and necessary action to prevent danger. During build-up the organiser will submit documents to the venue that confirm to the venue that they correspond to the actual rides to be used. The organiser must also confirm that each ride has been tested daily by a competent person and is safe for public use, prior to the event opening.

4 Inflatables must comply with PIPA Standards

Special Effects 46

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Subsections:

- Approval Procedure for all Special Effects
- Firearms (as an effect)
- High Power Scenic Projectors
- Laser Displays
- Pyrotechnics
- Real Flame
- Smoke Machines
- Strobe Lighting
- Ultraviolet Lights
- Venue Specific Rules
  The O2 – Pyrotechnics

Approval Procedure for all Special Effects

1 The following must be submitted to the venue no later than 28 days prior to the first day of the licence period for any proposed use of special effects:

- A schedule of when equipment is 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

2 Details of special effects must be included in the event fire risk assessment.

3 A demonstration of the effects must be arranged as required by the venue or the licensing authority.

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

Firearms (as an effect)

5 All ammunition and firearms including deactivated, replica and imitation firearms shall be stored in a robust, locked container in a room which shall be kept locked when not in use.

6 Deactivation certificates must be provided if requested.

7 Approval of storage arrangements for firearms and ammunition will be required by the Police.

High Power Scenic Projectors

8 XENON and Hydrargyrum medium-arc iodide (HMI)* lamps emit extremely bright lights, so luminaires shall be sited out of the gaze of the public.

* HMI is a trademark (Osram)

Laser Displays

9 The use of lasers must comply with the PLASA 'Guidance for the Safety of Display Lasers'

10 The risk assessment must take account of the main hazards associated with lasers, which are eye and skin burns, electricity and fire. The vast majority of accidents with lasers affects the eyes.

11 The following must also be identified within the risk assessment:

- Laser output energy or power
- Radiation wavelengths
- Exposure duration
- Cross-sectional area of the laser beam at the point of interest
- Accessible emission limit

12 Laser hazard classifications are used to signify the level of hazard inherent in a laser system and the extent of safety controls required. All lasers should carry information stating their class and any precautions required during use. Lasers rated class 3 and above present a significant hazard and must be managed by a competent person (laser safety officer) to ensure safety during both installation and use.

13 Laser beams shall always be at least 3 metres above the highest affected floor level and arranged so that they cannot scan onto any person. Supporting structures shall be rigid to avoid any accidental misalignment of the laser(s).

14 Where scanning is requested, a specific risk assessment must be provided before permission will be considered and this must be obtained in writing from the venue.

15 Laser equipment, including mirrors, shall be placed out of the reach of the public. All fixed mirrors, if approved for use in the display area and having been correctly set, must be locked or otherwise secured in position to prevent subsequent or unauthorised readjustment.

16 The alignment of the laser installation including any mirrors must be checked daily.

17 The means of electrical isolation of the mains supply must be provided adjacent to the laser machine.

18 Adequate mains water supply must be provided adjacent to the laser where the laser is water-cooled.

19 An independent certificate of inspection of all installations may be required and this must be submitted to the venue before the event opens. The organiser will be responsible for any costs incurred.

20 The use of lasers for cosmetic and medical treatments is covered in Special Treatments.

Pyrotechnics

21 Only pyrotechnics supplied specifically for stage use shall be used as part of a stage presentation. The mixing of loose powders on-site is not permitted.

22 The following details must be supplied to the venue:

- The organisation providing the effects
- The nature of the effects and their positions, including distances from the public
- Manufacturer's data sheets
- The amount of pyrotechnics

23 All explosives and highly flammable substances must be stored and used under safe conditions to the satisfaction of the venue and must be in the charge of a competent person specifically appointed for this purpose. Storage areas and containers shall be indicated by the explosive or inflammable symbol as appropriate on the door or lid.

24 Only the minimum amount of any explosive or highly flammable substance shall be withdrawn from the store as is necessary for the performance.

25 Pyrotechnics must only be fired from an approved key-protected device at the firing point. The device must not be operated if there is any risk to anyone. The operator must have a direct view of the pyrotechnic device from the firing point. In the event of a misfire, the circuit shall be switched off until after the performance.

26 Maroons and concussions shall only be used in a suitable bomb tank in approved locations.

27 The pyrotechnics effects and safety control measures must be arranged and demonstrated to the satisfaction of the venue and, if requested, the Local Enforcement Authority.

Real Flame

28 Real flame will only be permitted where it is essential for an effective demonstration of a product. It must be used under safe and ventilated conditions and under the control of a competent person appointed to ensure this at all times.

29 Real flame shall be kept clear of costumes, curtains and drapes and shall not be taken into any area occupied by the public.

30 Any candleholders and candelabra shall be robustly constructed, not easily overturned and, where practicable, fixed in position.

31 Hand-held flaming torches shall incorporate fail-safe devices so that if a torch is dropped the flame is automatically extinguished. Fail-safe devices shall be tested prior to each use.

32 Only solid fuel or paraffin shall be used unless otherwise agreed with the venue. The amount of fuel in the torches shall be limited to the minimum necessary for the effect.

Smoke Machines

33 A list of recognised smoke machines may be provided by the venue and in these cases, only those listed may be used, unless details of the proposed machine are submitted to the venue for authorisation. Any costs involved in testing the machine are to be borne by the organiser.

34 Only approved chemicals are to be used in smoke machines. Operation of the smoke generator shall be restricted to the minimum amount of time required to achieve the approved density level of smoke. The time factor will be determined by the venue. Account will be taken of the visibility and CO_2 levels, which must not adversely affect public safety.

35 Suitable arrangements must be made to ensure that the smoke generated does not interfere with the venue's smoke detection systems.

Strobe Lighting

36 Stroboscopic lighting units shall be mounted at high level and wherever possible the beams deflected off a matt surface to reduce the glare. Strobes shall not be sited on escape routes or corridors or stairs or other changes of level.

37 Where strobe lighting is installed, the equipment shall be arranged to operate at a fixed frequency not exceeding FOUR flashes per second and the control equipment must be in a secure position.

Ultraviolet Lights

38 Ultraviolet lights should not be used for the purposes of special effects.

39 Black light blues may be used without restriction.

Venue Specific Rules

The O2 – Pyrotechnics

40 No flame or pyrotechnics are allowed in the special events spaces at The O2.

Special Treatments 47

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Other relevant sections:
Medical Demonstrations and Treatments

Subsections:

- General Guidance
- Requirements for All Treatments
- Additional Requirements for Invasive Treatments

General Guidance

1 This section covers the following categories of treatments:

- Hands-off treatments, such as Reiki
- Non-invasive, hands-on treatments, such as massage and reflexology
- Invasive treatments, such as skin piercing, tattooing, electrolysis, micro pigmentation, and dermal fillers

2 Local authorities interpret special treatments regulations in different ways and impose varying licensing and registration requirements.

3 Organisers must contact the venue at the earliest opportunity for details of conditions specific to that venue's local authority.

4 In all cases, the following must be provided to the venue no later than 28 days prior to tenancy:

- Proof of therapists' insurance cover
- Copies of therapists' qualification certificates
- Proof of membership of an appropriate professional body (where applicable)
- A risk assessment for the treatment

5 The venue reserves the right not to accept any special treatment that it considers inappropriate or harmful.

Requirements for All Treatments

6 Treatments may be performed only by qualified therapists.

7 Treatments may only be carried out using approved, maintained equipment and methods, in accordance with the relevant industry standards, practices and manufacturer's guidelines.

8 Adequate space must be made available on the stand surrounding the treatment area for the safety of visitors and those administering and receiving treatments.

9 Where a licence has been granted for the treatment to be carried out, the conditions must be complied with and the licence must be prominently displayed on the stand.

Client Safety and Treatment Records

10 Stipulated age restrictions for treatments must be adhered to.

11 Clients' medical history must be ascertained prior to treatment.

12 Patch tests may need to be carried out to check for possible contraindications.

13 Clients shall be given written and verbal advice regarding after-care, where appropriate.

14 Clients shall sign a record card to confirm that they have been made aware of the above.

15 The exhibitor shall ensure that adequate records are also kept of:

- The person giving treatment
- The treatment given
- The person receiving treatment
- The client's relevant medical history, any allergies or other contradictions

16 These records must be made available to a licensing officer/event organiser for inspection, if requested.

Waste

17 All waste material shall be placed in a suitable, covered, leak-proof receptacle which shall be emptied at least once a day (or more frequently as necessary). The receptacle must be cleaned following emptying. Waste shall be removed from the premises in sealed plastic bags at the end of the event and disposed of in an approved manner.

18 Clinical waste, i.e. anything contaminated with human tissue, must be placed in yellow refuse bags, which should be sealed when no more than one third full; it must not be disposed of in general waste containers. It should only be removed from site by a waste carrier who is registered for carrying and disposing of clinical waste.

19 Needles are treated as clinical waste and must be disposed of in a puncture and leak-proof, yellow box which is clearly marked 'sharps'.

20 Exhibitors demonstrating treatments that produce vapours or dust, e.g., acrylic nail treatments, must provide a suitable means of minimising exposure.

Equipment

21 Adequate storage shall be provided for all equipment and items involved with the treatment.

22 Any needle or instrument which penetrates the skin or any instrument or item of equipment used to handle such a needle or instrument, shall be in a sterile condition and be kept sterile until it is used.

23 Needles must be pre-packed, pre-sterilised and only used once.

Hygiene

24 The exhibitor shall ensure that adequate facilities and equipment for sterilising/disinfecting equipment and surfaces are provided.

25 All surfaces on to which treatment instruments and equipment are placed must be clean, smooth and impervious. Surfaces must be disinfected after each treatment.

26 Any tables or couches used by clients shall be covered with a disposable paper sheet.

27 Therapists must wear suitable protective clothing/equipment where appropriate.

28 Disposable protective clothing or covering used in the treatment shall be clean, in good repair and for single use only.

29 Sterile, single-use instruments should be used wherever possible. Any other instrument used in connection with the treatment shall be disinfected or sterilised immediately after the treatment has been completed.

30 Any equipment store must be suitably clean and in such a place so as to avoid any risk of contamination.

Personal Hygiene

31 Any person carrying out treatments must ensure that:

- Any open boil, sore, cut or open wound is kept effectively covered by an impermeable dressing.
- Hands are kept clean and are washed immediately prior to carrying out any treatment. For non-invasive treatments only, if running water is not available, it may be acceptable to use anti-bacterial gel and disinfectant wipes.

Additional Requirements for Invasive Treatments

Hygiene

32 A dedicated wash hand basin, with a constant and adequate supply of hot and cold running water, effective drainage and sufficient electrical sockets (if required) must be provided. Anti-bacterial hand wipes and gel are not regarded as acceptable alternatives to the provision of hand washing facilities.

33 Disposable, single-use gloves must be worn by therapists.

Anaesthetics

34 A suitable surface local anaesthetic may be applied to the treatment area using a clean, disposable applicator (e.g. sterile gauze) for each application. If ethyl chloride is used then its hazards and limitations must be understood and extreme care must be exercised.

35 Any exhibitor using injected anaesthetics must provide evidence of their registration as a medical practitioner to the organiser and/or supervising medical practitioners prior to the commencement of the event.

Tooth Procedures

36 Any cosmetic procedures affecting the surface of the tooth, such as filing or drilling and clinical advice about such procedures may only be provided by a GDC registered dentist. Stick-on jewellery is exempt. Information on tooth whitening can be found on the General Dental Council's website: https://www.gdc-uk.org/patients/illegal-practice/tooth-whitening.

Body Piercing

37 Piercing of navel, lip, nose or eyebrow only shall be permitted, unless specifically agreed by the venue.

Laser, IPL and LED

38 The MHRA 'Lasers, intense light source systems and LEDs – guidance for safe use in medical, surgical, dental and aesthetic practices' must be adhered to: https://www.gov.uk/government/publications/guidance-on-the-safe-use-of-lasers-intense-light-source-systems-and-leds

Stand Construction 48

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Other relevant sections:
Accessibility
Build-Up and Breakdown
Platforms and Stages
Stand Plans & Certification
Temporary Demountable Structures
Work Equipment/Tools/Processes
Working at Height

Subsections:

- General Guidance
- Lighting
- Escape Routes
- Double Decker Stands – Planning and Construction
- Floor Loading
- Inner Rooms
- Doors/Vision Panels
- Bridging over gangways
- Stand Platforms
- Ramped & Stepped Access
- Construction Materials
- On-Site Management
- Venue Specific Rules
  National Exhibition Centre (NEC) – Fixings to the Hall Floors
  Scottish Exhibition and Conference Centre – Travel Distance
  Coventry Building Society Arena – Double Decker Stands

General Guidance

1 Adequate precaution must be taken by contractors to protect the fabric of the building during construction and dismantling. The cost of repairing any damage will be charged to the organiser of the event.

2 Exhibitors and stand designers are reminded of their obligations under the Equality Act and must design their stands with accessibility in mind.

Lighting

3 Adequately maintained general and emergency lighting, as well as maintained illuminated exit notices shall be provided to any enclosed area.

Stand Lighting
4 Consideration should be given to the lighting design and layout of a stand, so as to minimise discomfort caused by glare and dazzle to those viewing products.

Emergency Lighting

5 The illumination provided by normal lighting and emergency lighting should be sufficient to enable anyone to see their way out of stands, seminar rooms and theatres at all times. The horizontal luminance at floor level provided from either source along the centre line of defined escape routes should not be less than 0.2 lux and preferably 1 lux. Any battery used for emergency lighting should be capable of maintaining the full load connected to it for a minimum of three hours after the failure of the normal supply.

Exit Signs

6 Exit signs must be:

- A minimum height of 200mm and a minimum width of 400mm (compliant with BS 5499)
- On a 24-hour electrical supply and illuminated at all times
- Positioned so they are conspicuous

Escape Routes

7 Alternative escape must be available from any point within a stand or structure leading to a place of safety. Escape routes should have a minimum, unobstructed height of 2.1m, other than within doorways, which should have a clear height of not less than 2.06m.

8 The minimum permitted gangway width is 2 metres, except within stands of less than 100m^2, where gangways must be no less than 1m wide.

9 There should be no obstruction that could impede the free flow of people using the escape route.

10 All floors should be even and have a firm, smooth and slip-resistant finish. Trip hazards should be avoided.

11 The maximum travel distance from any part of a stand to a gangway shall not exceed 50 metres. Where there is only one means of escape from the stand, this must be reduced to 20 metres. In either case, the maximum travel distance should be reduced by 25% where alcohol is being served.

Double Decker Stands – Planning and Construction

Introduction

12 This guidance identifies the main elements of safe construction of a double-deck stand. It supports the requirements for complex structures set out in the Stand Plans section.

Design

13 The following basic considerations must be addressed by the designer of a double decker stand:

14 Stability:

- Stability at all stages of construction and dismantling
- Identifying the point at which the structure can support itself
- Identifying the permanent elements that ensure stability
- The sequence of construction and the sequence for the removal of any temporary parts
- Calculations indicating the relevant forces and load capability of the structure

- The floor loading capacity of the venue

15 Construction and Dismantling:

- Drawings must clearly identify the sequence of construction, e.g. construction of frame; insertion of legs; fixing of bracing
- A clear plan for dismantling the stand must be identified
- The time available for construction and dismantling of the stand must be taken into consideration
- A safe system of work must be identified within the methods for construction and dismantling, e.g. work equipment; temporary handrails; fall-arrest system

16 Assessment of Loads:

- A realistic assessment of the loads and forces at each stage should be made in consideration of the erection sequence

17 Connections:

- The design should consider the safest means of connecting components and, where appropriate, indicate the necessary provision of access equipment and the safe system of work
- Connections shall be simple and effective to reduce the time spent working at height

18 Materials Handling:

- The design should take account of the safe handling, lifting, storage, stacking and transportation of the components relevant to their size, shape and weight

Method Statement

19 The preparation of a method statement is an important step in the planning of a safe system of work.

20 The method statement for a double decker stand should include:

- Construction sequences, noting the starting point
- Methods to ensure stability, including the use of temporary components
- The detailed construction scheme that identifies the lifting, alignment and connection requirements
- The preferred system to prevent falls from height, the safe means of access and any special platforms or equipment
- The provision of suitable plant and equipment with which to construct the structure safely

Construction and Dismantling

21 Method statements and risk assessments must be provided and shall be followed. All persons involved with the work shall be competent to undertake the work and have read and understand the method statement and risk assessments and erection sequence(s).

22 Competent supervision is required, and supervisors must be trained and understand the work they are to supervise. They shall be able to read and understand the drawings and method statements and ensure that they are appropriate for the structure and its location. Where the methods are changed, the designer shall authorise the change, in writing, prior to the documentation being changed and these must be re-submitted to the organiser for approval and to the venue.

23 Weights of components should be clearly marked and where necessary, lifting points indicated. Components should be stacked and delivered so that they can be removed in the desired order.

24 Deliveries must consider the floor loading in the area of erection or unloading.

25 Hard hats and steel toe-capped boots are necessary PPE for working with steel structures. It may be necessary to cordon off the area of the build when overhead working is taking place.

26 As much of the construction as possible should be completed at floor level. This should include decking and the erection of handrails to ensure a safe place of work on the upper level, once lifted, to avoid the provision of additional safety measures such as temporary edge protection and fall restraint or arrest systems.

27 Welding and cutting (fabricating) is not allowed within the venue without the prior written consent of the venue. Please refer to Hot Works.

28 Sanding, the use of solvents and any other activities that create airborne hazards, such as dust, fumes and vapours must be controlled at all times. Non-hazardous alternatives should be used wherever practicable.

29 Plant and equipment must only be operated by a competent person and copies of their licences or certificates must be available for inspection at any time.
30 Cranes (including Hiabs) are allowed but the positioning of the vehicle must be agreed by the venue to ensure that the weight loading is effectively distributed on the floor. Lifting the main deck using several forklift trucks is acceptable provided a method statement and risk assessment for such an activity has been accepted by the organiser.

Method Statement Template for Double Decker Stands

31 The completed document must be submitted to the organiser along with the other required documentation detailed under 'Stand Plans'. Work on-site will be checked against this information and will be stopped where it does not comply; dangerous work practices will not be tolerated and persons may be removed from the venue if necessary. Please note that 'live' or 'open-edge' working is prohibited.

This form should be completed by the person supervising the work on site

Event	
Date of event	
Stand no.	
Exhibitor	
Contractor	
Contact name	
Mobile contact number (on site)	

Date information completed	
Step-by-step build sequence for the structure (can it be built at ground level?)	
Weight to be lifted; height it will be lifted to; equipment to be used (crane, fork lift, Hiab etc.)	
How the structure will be lifted safely	
Who will undertake the tasks (own work force; sub-contractors)?	
When will handrail be completed (prior to lifting)? Will floor be complete; if not, what means of edge protection has been designed?	
Equipment to be provided for working at height	
Hazards created by the task (work at height, dust, scaffolds etc.)	
Solutions to the above hazards (scaffolds, barriers, fall-arrest equipment etc.)	
Control measures to be used (codes of practice, safe systems of work etc.)	
Predicted noise levels	
Specialist work required (scaffold erection, woodworking machines, hot work etc.) and proof of competence of those undertaking this work	

Plant and tools to be used (power drills, saws, compressors etc.)	
Physical precautions to be used and details of supplier (barriers, screens, warning signs, fire extinguishers etc.)	
PPE to be used; who it will be used by and what training will be given (hard hats, dust masks, gloves, overalls, ear plugs etc.)	
Details of the working platform (mobile tower, trestles, ladders, steps)	
Access required by other contractors to locate services or undertake an installation; who; when	
When structure will be signed off by an independent structural engineer (normally arranged by the organiser)	
Arrangements for safe dismantling	
Work at the venue will not commence without the permission of the organiser or their appointed representative. Their approval of this document and supporting information must be confirmed below.	
Organiser's comments: **Name:** **Date:** **Organiser's signature:**	

Double Deck Stands - Exits

32 In ideal circumstances there will be a minimum of two separate staircases leading from any floor above ground level.

33 However, in the following situation, a single staircase is acceptable:

- No more than 60 people will occupy the level served by the staircase at any one time (public, performers and staff inclusive)
- No part of that floor of the upper storey of a stand is more than 20 metres away from the gangway. This should be reduced to 15 metres where alcohol is being served on the upper deck

The occupancy of the upper deck is calculated according to the use of the area. For example, if the upper deck has tables and chairs (e.g. conference, sales area, bar or restaurant), the occupancy can be no more than 1 person per square metre.

Ceilings on Multi-Storey Stands

34 Ceilings, except those above the topmost storey of multi-storey stands, must be of solid construction.

Floor Loading

35 The venue's floor loading restrictions must not be exceeded. Base plates must be a minimum of 300mm x 300mm and 12mm thick to support a point load of up to 50kn. Point loads more than this and in certain areas of the venue will require larger base plates. Please refer to the relevant venue for details.

Upper-Level Floor Loading

36 The floor of the upper level of a double-deck stand must be capable of withstanding a weight loading of 5kn/sqm. A lower weight loading, e.g. 3kn/sqm may be permitted, where appropriate measures are documented and implemented by the stand holder to restrict the occupancy and proposed activity within the area.

Inner Rooms

37 Occupied inner rooms on stands can have a single emergency exit for up to 60 people but thereafter there must be a minimum of two, sited remotely from each other. If the travel distance from the room to a gangway exceeds 20 metres, then there must be two exits in any case (reduced to 15 metres where alcohol is being served in the room). The exhibitor must also anticipate the requirements of disabled and other vulnerable visitors when determining the number of exits.

Doors/Vision Panels

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

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

40 Emergency exit doors must open outwards in the direction of escape.

41 Doors must be recessed where they open on to public circulation areas, e.g. they must not open directly on to a gangway.

42 Sliding doors are not acceptable as emergency exit doors.

Bridging over gangways

43 Bridging over gangways should be avoided. If essential, this must be agreed by the venue.
Where agreed, bridging over gangways between stands in areas where forklift trucks can operate must be constructed at a height of no lower than 3 metres. In areas where forklift trucks cannot operate, the height can be reduced to a minimum of 2.4 metres.

If electrical supplies are flown across gangways, cabling must be fully supported and not 'free-flown'.

Stand Platforms

~~**44** The use of platforms should be avoided wherever possible, to provide level access to exhibits and services.~~

~~**45** Where the use of platforms is unavoidable, they should not exceed 170mm in height (one step) and ramped access should be provided for people with disabilities.~~

~~**46** The distance between supporting timbers of platforms constructed from battens (25mm thick minimum) and sheet materials (plywood or MDF, 18mm minimum), must not exceed 400mm from centre to centre.~~

~~**47** Platform corners must be splayed, rounded or angled and there must be a contrast in colour between the gangway and the platform to denote the change in level.~~

~~**48** Where a bevel edge is applied to the perimeter of a platform, it must be conspicuous.~~

44. When the exhibit requires a platform or raised floor, every effort should be made to minimise the trip hazard. Some suggestions include, but are not limited to, using a contrasting-coloured trim on the perimeter of the platform, sloped or bevelled edges on the open sides of the floor, or illuminated skirtings to highlight the platform's edge.

45. Platforms should not exceed 170mm in height (one step).

46. The distance between supporting timbers of platforms constructed from battens (minimum 25mm thick) and sheet materials (plywood, chipboard, or MDF, all being a minimum of 18mm thick) must not exceed 400mm from centre to centre.

47. Cutting, sawing, or planning any of the sheet materials and timbers mentioned above to form a platform should be done with suitable dust extraction equipment, such as vacuums attached to mechanical saws. The contractor is responsible for safely removing any dust created from these processes from the venue.

48. Platform corners must be splayed, rounded to a radius, or folded to avoid presenting sharp corners. There must also be a clear contrast in colour between the gangway and the platform to denote the change in level.

49. Disabled access to the stand area should, wherever possible, provide an equal experience compared to that of an able-bodied person. For example, sloped or bevelled edges on all open sides of the stand offer a more inclusive experience compared to a disabled access ramp positioned far from the main entry point to the stand.

Ramped & Stepped Access

Ramped Access

49 If constraints necessitate an approach of 1:20 or steeper, an approach incorporating a ramp should be provided.

50 A ramp must be either readily apparent or the approach to it clearly sign-posted.

51 The gradient of a ramp flight and its going between landings should be in accordance with the following table:

Going of a ramp*	Maximum Gradient	Maximum Rise
10m	1:20	500mm
5m	1:15	333mm
2m	1:12	166mm

*For goings between the above lengths, the gradient will be adjusted accordingly

52 Ramps must not be greater than 10m or have a rise of more than 500mm.

53 Ramps shall have a minimum, unobstructed width of 1.5m.

54 The ramp surface must be slip resistant, especially when wet and of a colour that contrasts with that of the landings.

55 A landing at least 1.2m long and clear of any door swings or other obstructions must be provided at the foot and head of the ramp.

56 Intermediate landings must be at least 1.5m long and clear of any door swings or other obstructions.

57 Intermediate landings at least 1800mm wide and 1800mm long must be provided as passing places when it is not possible for a wheelchair user to see from one end of the ramp to the other, or if the ramp has three flights or more.

58 Handrails must be provided on both sides of a ramp which has a gradient steeper than 1:20. Where it is impractical to comply with this legal obligation, a risk assessment must be provided to and approved by the organiser.

59 Where the change in level is no greater than 300mm, a ramp should be provided instead of a single step.

60 Where the change in level is 300mm or more, 2 or more clearly signposted steps should be provided in addition to the ramp.

61 All landings should be level, subject to a maximum gradient of 1:60 along their length.

62 A kerb at least 100mm high, which contrasts visually with the ramp or landing, must be provided on the open side of any ramp or landing, in addition to any guarding required.

Stepped Access

63 A level landing must be provided at the top and bottom of each flight.

64 Landings shall have a minimum, unobstructed length of 1.2m.

65 Flights shall have a minimum, unobstructed width of 1.1m.

66 Doors shall not swing across landings.

67 Flights between landings shall contain no more than 12 risers where the treads are less than 350mm and no more than 18 risers where the treads are 350mm or greater.

68 The tread and riser of each step must be consistent throughout a flight.

69 The rise of each step must be between 150mm and 170mm.

70 The tread of each step must be between 280mm and 425mm.

71 Risers must not be open.

72 All nosings must be made apparent by means of a permanently contracting material 55mm wide on both the tread and the riser.

73 The projection of a step nosing over a tread below should be avoided but, if necessary, it must not exceed 25mm.

74 A continuous handrail must be provided on each side of flights and landings.

75 A single staircase shall not exceed 1.8 metres in width.

76 Where a staircase is divided into more than one channel, no single channel shall be less than 1 metre wide and an additional handrail must be provided between channels.

77 Spiral staircases are only permitted for exhibiting staff use and not for members of the public.

78 Helical stairs are permitted where they comply with this guidance and their use is approved by the venue.

79 Cupboards formed beneath the staircase shall be lined throughout with non-combustible material.

80 Where the means of access to trailers, boats, caravans and other, similar exhibits is manufactured as an integral part of the product, it may not comply with the above regulations. In such a case an appropriate risk assessment is required. As a minimum, it must comply with the following:

- The headroom must be a minimum of 2m
- The width may not be less than 450mm and must be at least equal to the width of the entrance to the exhibit
- The risers must not exceed 170mm in height
- Each tread must be a minimum of 280mm in depth

- The width of landings at top and bottom must be equal to the width of the steps
- Handrails must be provided

81 The venue will additionally accept stepped access complying with the specifications of BS 5395. However, the use of stepped access that is not compliant either with this standard or with the specifications given above (e.g. pre-existing modular and system staircases) will be subject to venue approval on a case-by-case basis.

Handrails

82 The vertical height to the top of the upper handrail from the pitch line of the surface of a ramp, flight of steps or landing must be between 900mm and 1000mm.

83 Handrails shall be continuous across flights and landings of ramped and stepped access.

84 Handrails shall extend at least 300mm beyond the top and bottom riser of any steps.

85 Handrails shall contrast visually with the background against which they are seen, without being highly reflective.

86 The surface of handrails shall be slip resistant.

87 Handrails shall be terminated in a way that reduces the risk of clothing being caught.

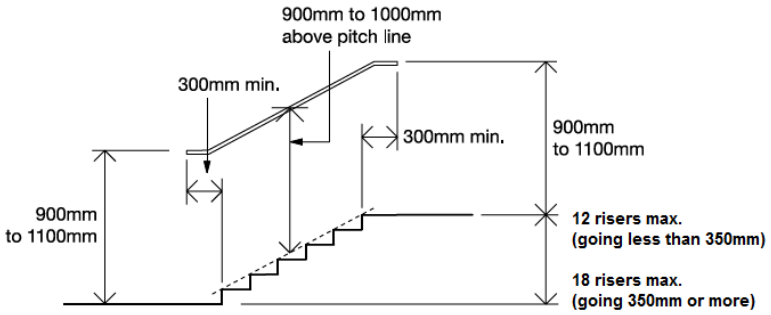
88 The profile of handrails shall be either circular, with a diameter of between 40mm and 45mm, or oval, preferably with a width of 50mm.

89 The clearance between the handrail and any wall shall be between 60 and 75mm.

90 Double-width staircases shall have a central handrail.

91 The clearance between a cranked support and the underside of the handrail shall be at least 50mm.

92 Handrails shall be non-climbable, e.g. with solid infills or vertical guardrails, which should be no more than 100mm apart and without horizontal members between verticals.



Barriers (Balustrades)

93 Barriers shall be provided to protect exposed edges of staircases, landings, balconies, galleries and other changes of level. They shall:

- Provide guarding to all exposed edges of stairs and ramps at a height of 900mm above the pitch line and to landings and balconies at a height of 1.1m
- Be capable of resisting the forces set out in BS 6399-Part 1
- Be non-climbable, e.g. with solid infills or vertical guard rails a maximum of 100mm apart

Construction Materials

94 All materials used in the construction of stands, features and displays, including signs and fascia's, shall be:

- Of a suitable nature and quality for the purposes and conditions of their intended use
- Adequately prepared and fixed in order adequately to perform the functions for which they are designed
- Compliant with the British Standard relevant to the particular material or item and ultimately, non-combustible, inherently non-flammable or durably flameproof in accordance with BS 476-Part 7
- Water-based, where applicable, e.g. adhesives, paint and fillers

95 British Standards are the minimum acceptable standards for construction materials. Suitable samples of materials may be submitted to the venue for approval. Materials may be tested on-site to ensure that they comply.

Decorative Materials

96 Decorative materials used for stand dressing must be flame proofed or purchased already treated by use of the appropriate chemical.

97 Untreated wallpaper and similar thin surface finishes, not exceeding 1mm in thickness, may be accepted, provided they are firmly fixed.

98 ~~Artificial plants and flowers are combustible and give off toxic fumes. Therefore, they must not be used for stand dressing. Silk-type flowers are acceptable, providing they are fireproof or have been treated and marked as such.~~

All construction materials must comply with the regulations referred to in the eGuide, and flame proofed or purchased already treated by use of the appropriate chemical. Please note that artificial plants and flowers are combustible and give off toxic fumes, therefore not acceptable. Silk-type flowers are acceptable, providing they are fireproof or have been treated and marked as such.

Fabrics, Drapes, Curtains and Hangings

99 Drapes, curtains, hangings etc. must be inherently or durably flame-proofed. Otherwise, they may be treated with a proprietary flame retardant. Test certificates must be available for inspection for any materials intended to be used.

100 Fabrics used for interior stand decoration must be fixed taut and/or in tight pleats (not loosely draped) to a solid backing, secured above floor level and not touching light fittings.

101 Curtains on exit routes should hang 75mm clear of the floor, be parted in the centre and not conceal any exit signs.

Floor Covering

102 All floor coverings must be secured and maintained so that they do not cause a hazard.

103 Where the hall floor is uncarpeted, fixing of floor coverings may only be carried out using venue approved tape. The venue will only approve exhibition tape which has a low tack bottom, high tack grab top and does not leave any residue or cause any damage to the floor when removed. Other forms of fixing to the hall floor, such as cable clips, nails and bolts are generally prohibited but may be allowed at certain venues. Please contact the relevant venue for information.

104 In carpeted halls, floor flats or a platform must first be laid on top, before alternative floor covering is laid.

Glazing

105 All glazing used in the construction of stands must consist of laminated safety glass with a minimum thickness of 6mm. 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

106 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.

Night Sheets

107 Night sheets must be made of inherently non-flammable material or of material satisfactorily treated to render it non-flammable. They shall be stored rolled up and firmly secured and not cause any obstruction while not in use.

Paint

108 Only water-based paint may be used on site. If paint-spraying equipment is to be used, the method must be approved by the venue and not cause a nuisance to others. Protective measures shall be taken to ensure that no paint is spilt or sprayed on to the fabric of the building.

Plastic

109 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.

Timber

110 Timber under 25mm thick must be impregnated to Class 1 standard. Treated materials should have 'BS 476-Part 7, Class 1' marked on them.

111 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 and chipboard must not be machined on site, as the dust produced is hazardous to health.

112 Chipboard must not be used as a weight-bearing material

Upholstery

113 Upholstered seating must be non-combustible and marked with the appropriate standard.

Column Cladding

114 Where columns fall wholly or partially within the area of allocated space, exhibitors may encase them, providing access is allowed to any services which may be provided from the columns. Nothing may be fixed directly to the columns and any casing must be self-supporting.

Fixing to the Building

115 Please also refer to Stand Construction: Construction Materials: Floor Covering. Stands must be self-supporting and fixing to the building fabric of the venue is not normally permitted. Where this is permitted, it may only be carried out by the venue and will be at the organiser's expense.

On-Site Management

116 All stand construction must be monitored during build-up by the organiser's appointed structural engineer and floor management team. Stands which appear to be complex, which have not been submitted for approval, will be challenged and construction may be stopped until satisfactory information has been received.
117 The venue reserves the right to monitor all construction activity and to challenge risk assessments and the methods employed.

Venue Specific Rules

National Exhibition Centre (NEC) – Fixings to the Hall Floors

118 Nail fixings to the Latexfalt surface of the hall floors, excluding floor duct covers, to secure margin boards, cable clips (white only) and similar items of stand fittings will be permitted.

Scottish Event Campus (SEC) – Travel Distance

119 SEC operate building travel distances within compliance of the Scottish Executive Technical Standards Handbook – 'Building Standards (Scotland) Regulations'.

Coventry Building Society Arena – Double Decker Stands

120 Any double decker stands where the top deck is to hold more than 20 people at any one time, must have a section 39 application approved by Coventry City Council. It is the organiser's responsibility to inform the Arena if they have any double decker stands that meet this regulation 28 days before tenancy. Please contact your Event Manager to start the application process.

Stand Plans & Certification 49

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Other relevant sections:
Platforms and Stages
Rigging
Stand Construction

Subsections:

- General Guidance
- Space Only Stands
- Complex Structures
- Certification of Stands & Structures On Site
- Venue Specific Rules
  ACC Liverpool, Manchester Central & The O2 – Space Only, Non-Complex
  The O2 – Non-Complex Structures

General Guidance

1 All stand plans must be checked by a competent person to ensure:
- Compliance with all relevant standards
- That the structure can be built safely within the time available
- That the design is suitable for its purpose and safe for use by all

Space Only Stands

2 Detailed scale drawings, including plan views and elevations of all space only stands must be submitted to the event organiser prior to the event, so that they may ensure that the plans comply with all relevant regulations.

3 Details of the materials used to construct the stand, a plan showing its location within the event, a risk assessment, (to include fire hazards) and method statement must also be submitted.

4 It is the organiser's responsibility to ensure that space only stand, and rigged structure plans comply with all relevant regulations. Where plans are required to be submitted to the venue, as in the case of complex structures, the organiser or appointed stand plan approval contractor must be satisfied that the plans and all accompanying documents are complete and fully compliant before submitting them.

5 The following is a guide to the elements of a space only stand plan which should be checked in addition to ensuring that they comply with the organiser's own regulations:
- Documentation – is it complex or not and are all the required plans and documents included?
- Dimensions – does it fit the space and is the orientation correct?
- Height – does it conform to the venue's maximum construction height?
- Stability – is the stand self-supporting?
- Dividing walls (if applicable) – are they shown? Are they self-supporting?
- Construction materials – have they been identified, and do they comply?
- Floor covering – is it indicated?

- Ceiling – what material?
- Columns (where applicable) – if there is a building column on the stand area, has it been shown and if being clad, is the cladding self-supporting? Has access been allowed to any services which may be provided from the column?
- Fire points – is the stand adjacent to a fire point? Will the fire point be kept completely clear?
- Services – is the stand accessible to services/over a hall service duct? If services are required, is a platform to be built?
- Platform – if there is a platform how high is it? Has the height been included in the overall height of the stand? Are the edges highlighted? Do the corners comply? Has a ramp been incorporated? Are the vertical sides in-filled?
- Enclosed areas – are there any storerooms or offices? Is a secondary means of escape required? Is fire detection required? Is the travel distance from any part of the enclosed area compliant with guidance in the Stand Construction section?
- Doors – have vision panels been incorporated? Do they provide a zone of visibility spanning from 500mm to 1500mm above the floor? Do they open outwards without encroaching into gangways? If the door is a concertina has a vision panel been incorporated adjacent to the door?
- Rigging – is anything to be rigged, e.g. banners, lighting?
- Turntables/rotating signs – are there any?
- Steps – are the risers and treads compliant and consistent? Are edges highlighted?
- Handrails & balustrades – are they at the correct height? Do they have anti-climb rails?
- Lighting – is there any low-level lighting? Any neon lighting?
- Travel distances to exit routes – are they within maximum permitted?
- Special risks – are they any items or proposed activities of special risk?
- Demonstrations – check positioning on stand. Is there space for an audience?
- Seating – if seating is provided, does it comply?
- Kitchens & bars – have all relevant details been supplied?
- Water features – are there any?

6 Double-deck stands:

- Construction – are measures in place to prevent live-edge working?
- Method statement – does this fully detail how the upper deck will be built?
- Staircases – is the correct number provided in relation to the upper deck maximum travel distance?
- Toe-boards – are they fitted to the upper deck?
- Equality Act – are services provided on upper deck also available at ground level?

7 Rigged Structures:

- Are items to be rigged modular or custom-built/bespoke, i.e. complex?
- Do structures to be rigged comply with the Rigging section?
- Is the complex structure procedure being carried out where applicable?

Complex Structures

Definition

8 A complex structure is any form of construction, either ground-based or suspended, that, through risk assessment has been found to present a significant risk.

9 It is the responsibility of the stand designer to determine whether a structure is complex or not. Examples of complex structures:

- Any structure, regardless of its height, which requires structural calculations
- Multi-storey stands
- Any part of a stand or exhibit which exceeds four metres in height
- Custom-built/bespoke suspended structures
- Sound/lighting towers
- Temporary tiered seating (refer to Temporary Demountable Structures section)
- Platforms and stages of 0.6m in height and over and all platforms and stages for public use (not including stand floor flats and platforms)

The venue reserves the right to deem a structure 'complex' where this has not correctly been determined by the designer.

Submission Procedures

10 Organisers are responsible for submitting full details of all complex structures no later than 28 days prior to tenancy. Permission to build any complex structure will not be given until the venue has received 2 copies of the following (written in English):

- Detailed, scaled structural drawings showing:
  - Plan views of each storey of the stand/structure
  - Sections through each storey of the stand/structure
  - Elevations including full steelwork and staircase details
  - Width and position of gangways within the stand
  - Floor and/or roof loading
  - Specifications of materials used
  - Structural calculations
  - Risk assessment (to include fire hazards) and method statement
  - Written confirmation from an independent structural engineer, with adequate professional indemnity cover, that the design is safe for its purpose

11 Each item of information should state the event name and stand number. Complete sets of information only should be submitted, together with a plan showing the location of the stand within the event.

12 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 Certification of Stands & Structures

13 The organiser must submit certification to the venue for all structures before visitors can be admitted to the event. Where certification is required by a structural engineer, they must have appropriate professional indemnity cover; evidence of this may be required by the venue. The following must be provided:

Shell Scheme

14 Certificate of completion and safe construction by a competent person, e.g. official stand contractor, confirming that all stands and walls have been built to the manufacturer's specification and are sound and safe for their intended purpose.

Space Only, Non-Complex

15 Visual inspection and certification by a structural engineer certifying them to be sound and safe for their intended purpose.

Space Only, Complex

16 Certification by a structural engineer, certifying them as safe and constructed in accordance with the designer's specification and sound and safe for their intended purpose.

Rigged Structures

17 Where personnel other than the venue's riggers have carried out a hoist and fix operation, confirmation by a competent person, that connections have been terminated correctly.

Venue Specific Rules

ACC Liverpool, Manchester Central & The O2 – Space Only, Non-Complex

18 These venues do not require certification by a structural engineer for a space only, non-complex structure.

The O2 – Non-Complex Structures

19 The O2 does not deem proprietary stages under 1.2m high to be complex structures.

Sustainability 50

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Other relevant sections:
Accessibility
Waste & Cleaning

Subsections:

- General Guidance
- Working Towards Net Zero
- Purchasing
- Transport
- Energy
- Waste
- Catering and Food Exhibitions
- Community
- Information

General Guidance

~~**1** Sustainable practice can have significant benefits for an event and is arguably essential for competitive advantage and long-term success.~~

1 The impact of an event can be significant, especially in aspects such as purchasing, transport, energy use and waste. This guidance aims to assist organisers in their responsibility to minimise the negative impact and increase the positive impact of their event.

2 Organisers are encouraged to ask the venue and their contractors about their policies, certification to relevant standards, what measures they already have in place to improve sustainability and how they can help event organisers improve their event sustainability.

3 The event industry's Sustainability Working Group champions best practice in venues and events and also makes the following recommendations. These are by no means exhaustive and are intended to act as a starting point for organisers who wish to make their events more sustainable.

Working Towards Net Zero

4 All industry organisations are encouraged to sign up to the global Net Zero Carbon Events Initiative. Signatories and supporters benefit from access to resources to help them set out their action plan for reaching net zero and collaborating with other event industry organisations worldwide to combat climate change.

Purchasing

5 Responsible purchasing involves considering the impact of everything you procure for your event, including lanyards, bags and brochures, as well as the appointment of contractors.

6 Source items that are made from recycled materials and materials from sustainable sources.

7 Minimise waste by ordering only the quantities you actually need.

8 Your purchasing decisions influence the number of deliveries to the venue, and therefore emissions; consider streamlining the number of suppliers you order from them, reduce the number of individual orders you place and encourage suppliers to use ~~low or zero-emission~~ zero or low emission vehicles.

9 Appoint contractors who ~~take~~ demonstrate a commitment to sustainability. ~~seriously~~; Ask them for details of any recognised accreditations and certification. Ask to see ~~about~~ their sustainability policies and discuss how they can help ~~make your event more sustainable~~ improve the sustainability of your event. Find out about their staff and sub-contractors' employment conditions.

Transport

Visitor Travel

10 Encourage the use of public transport to get to your event.

11 Ask the venue to provide clear instructions about getting to the venue for you to publish on your website, including detailed instructions for people with disabilities.

12 Work with transport organisations to offer discounted travel.

13 Consider carbon off-setting.

Build-up and breakdown traffic

14 Appoint a freight contractor to plan the most efficient way of getting freight to and from your event and encourage exhibitors to use them; they will be able to consolidate loads, thereby reducing traffic to the venue and could help make exhibiting more cost-effective.

15 Work with the venue to schedule build-up and breakdown to minimise queuing and the effect this can have on the local area.

16 Encourage transport sharing.

17 Encourage contractors to deliver outside peak traffic congestion hours wherever possible, to avoid excess emissions and wasted time stuck in traffic.

18 Brief marshals to encourage drivers to switch off engines when waiting to load or unload.

Energy

19 Work with the venue to ensure the efficient use of lighting, e.g. reduce or switch off lighting in void areas or where there is sufficient natural light.

20 Agree a comfortable temperature with the venue to be maintained during open days. Adjusting the temperature by just one or two degrees can have a significant, positive ~~effect on the~~ impact of your event.

21 Encourage your contractors to use energy-efficient equipment, e.g. LED lights use approx. 80% less energy and can last up to 50 times longer than standard lighting.

Coordinate with the venue and mains power contractor to turn off stand power at night wherever possible and ensure exhibitors and stand contractors are aware of overnight power switch off times.

Waste

22 Work with your contractors to design features that are waste-free:

- Use re-usable systems
- Make graphics re-usable by not including specific dates on them

23 Consider each of the materials to be used in your features, how they have been produced and what will happen to them after the event.

24 Use recycled materials, e.g. carpet and ensure it can be recycled after the event.

25 Actively work to remove single-use, disposable stands and structures from events; encourage exhibitors to use re-usable structures to build space-only stands.

26 Talk to the venue and your contractors to find out about the waste-management systems already in place, so that you can make best use of them and ensure that the maximum amount of waste possible is recycled.

27 Where possible, separate waste for collection and recycling; promote recycling bins, where appropriate (waste separation is a legal requirement at Scottish venues).

28 Promote the use of clear, not black, waste bags, to aid separation and recycling.

~~**29** If you are organising a food event, consider contacting a food bank local to the venue; they will be pleased to accept extra, in-date food at the end of each day.~~

29 Encourage exhibitors to use electronic promotion and recording of visitors to their stands, rather than 'give-aways' and business cards.

30 Where it is necessary to use paper, ensure it is recycled or from sustainable sources (FSC). By using recycled paper, you reduce the carbon impact of your paper use by 28%.

31 Ask your floor managers to liaise closely with contractors during build-up to identify and deal with waste materials appropriately.

32 Consider introducing incentives for reducing waste.

Catering and Food Exhibitions

33 Join 'The Waste and Resources Action Programme' (WRAP) campaign to reduce food waste; promote the campaign to exhibitors and encourage them to use the free resources available at www.guardiansofgrub.com

34 Avoid wasting food by only ordering the quantities of catering needed.

35 Work with the venue's hospitality caterer to provide sustainable menus, e.g. increased plant-based options; less red meat; locally and ethically sourced products.

36 If you have a large amount of food at your event, consider contacting a food bank local to the venue, or one of several organisations that redistribute food to those who need it; they will be pleased to accept extra, in-date food at the end of each day.

37 Ask exhibitors to separate food waste to avoid contaminating recyclable materials. Food waste must be separated from dry recyclable materials and general waste.

38 Ask the venue about the availability of food recycling and upcycling services (e.g. skincare products or logs made from coffee grounds).

39 Encourage exhibitors to minimise the use of single-use, plastic packaging.

40 Maximise the use of reusable crockery, glassware and cutlery, wherever possible.

Community

41 Your event will have a positive economic effect on the venue's local community. You may wish to increase the positive impact by considering:

- Donating unwanted materials to local schools and charities
- Offering free entry for students
- Supporting a charity that is relevant to the event industry and/or the local area

Information

42 Advertise your efforts to make your event more sustainable, to increase awareness amongst your contractors and customers and to gain PR for the event.

43 ~~Provide your exhibitors with information on best practice and the effect that a sustainable event can have, to help to engage and encourage them to contribute.~~
Provide your exhibitors with information on best practice and the effect this can have in creating a more sustainable event, to help to engage and encourage them to contribute. Given the effect that travel, and logistics have on exhibition emissions, provide details of UK based local contractors and suppliers, preferably those who can prove their sustainability compliance (e.g ESSA accreditation or other recognised sustainability body).

44 Consider rewarding exhibitors for best practice.

45 Encourage visitors to bring reusable cups and bottles to the event.

46 Ask the venue for waste and energy consumption statistics for your event, so you can measure event-by-event improvement.

47 If you would like to exchange ideas on making the event industry more sustainable, you can engage with the Sustainability Working Group, via the AEO.

Temporary Demountable Structures 51

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Other relevant sections:
Accessibility
Build-Up and Breakdown
Stand Construction
Work Equipment/Tools/Processes
Working at Height

Subsections:

- General Guidance
- Additional Requirements for Tiered Seating
- Venue Specific Rules:
  Scottish Event Campus (SEC) – General
  Coventry Building Society Arena – General
  The O2 – General

General Guidance

Definition

1 Temporary demountable structure means any structure assembled and installed for use at an event, which is intended to remain in situ for the event only. This includes grandstands, scaffold, timber and fabric structures, filming and lighting platforms, but excludes exhibition stands.

Compliance

2 Ensure compliance with: Temporary demountable structures: Guidance on procurement, design and use (4th edition) - The Institution of Structural Engineers.

3 Marquees shall comply with the Muta Code of Practice

4 In addition, there may be specific venue requirements. Please check with the venue.

Submission Procedures

5 The following information is required to be submitted to the venue at least 28 days prior to installation:

- A full set of design drawings and calculations for the structure, stating any restrictions for use
- A method statement
- A risk assessment for installation, removal and use

6 Design Considerations:

- The venue should be treated as an 'open' site for wind speed purposes
- The supplier shall carry out a pre-event survey of the venue/site
- The design must include provision for emergency lighting of escape routes

Installation

7 The organiser shall ensure that a competent person supervises the installation and dismantling of the temporary structure.

8 Where fixings to the ground or fixings to existing structures are permitted by the venue, the supplier shall:

- Ensure that all holes are pre-drilled
- Ensure that fixings can withstand the imposed load(s)
- Take all reasonable measures to ensure that there are no buried services within the immediate locality (e.g. carry out a CAT scan)

Certification

9 On completion of installation and before it can be used by the public, the organiser shall submit to venue certification signed by a structural engineer, stating that the structure has been installed in accordance with the design and certifying that it is safe for its intended use.

Event Open Period

10 The supplier is responsible for the structural integrity of the temporary structure at all times. A qualified and competent technician must be available on-site during all open periods, if required by the venue and on 24-hour call at all times.

11 Emergency call-out contact details must be provided to the venue.

12 Combustible materials must not be stored underneath raised areas.

Additional Requirements for Tiered Seating

Plan Submission

13 A 1:200 DWG drawing of the seating layout must be submitted for approval to the venue **prior to any tickets being sold for the event**, to ensure that the layout has sufficient exits.

Daily Inspection

14 The seating must be checked by a seating engineer/competent person on a daily basis and the sign-off passed to the venue.

15 Inspections should include the following as a minimum:

- Components align vertically and horizontally from above and below system
- Handrail spigots and pins/bolts fully engaged and securely located
- Rails in place – ends of gangways and stair landings
- Stair frames braced and secure flight fixed
- Half steps secure, handrails and nosing properly fitted
- Seats and seat frames undamaged, in line and level
- Seat backs not dislodged, splitting or warping
- Floor panels secure not splitting or warping
- Exits signed, unobstructed
- All light fittings secure and working including emergency lighting
- Mechanical damage

Venue Specific Rules:

Scottish Event Campus– General

16 In Scotland, under the Civic Government (Scotland) Act 1982, structures of a certain height may be inspected by Glasgow local authority. All staging, seating or platforms 600mm or higher with an individual or others using/occupying them, will require a 'section 89' application to be lodged in advance with Glasgow local authority. Contact the venue in the first instance to process this information.

Coventry Building Society Arena – General

17 Any structure that holds more than 20 people at any one time must have a section 39 application approved by Coventry City Council. It is the organiser's responsibility to inform the Arena if they have any structures that meet this regulation 28 days before tenancy. Please contact your Event Manager to start the application process.

The O2 – General

18 The O2 requires a Section 30 for any temporary structure. If a temporary structure is erected for 28 days or more, a full plans application is required.

Vehicles 52

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Other relevant sections:
Gas

Subsections:

- Moving or Static Motor Vehicles within the Venue
- Petrol-Fuelled Motor Vehicle Exhibits
- Battery-Powered Motor Vehicle Exhibits
- Vehicles in Public Circulation Areas
- Vehicles Used for Speed Competitions, Racing & Stunt Events
- Refuelling and Recharging
- Double Decker Buses

Moving or Static Motor Vehicles within the Venue

1 Organisers shall give the venue at least 28 days' notice in writing of their intention to exhibit or demonstrate vehicles within the venue and consider them in the event risk assessment.

2 Vehicles shall not enter any building in which an exhibition is taking place during the time that it is open to visitors.

3 Motor vehicles used for delivery of materials or exhibits are not permitted to remain in the halls overnight. Please contact the venue should a vehicle need to remain on site overnight.

Petrol-Fuelled Motor Vehicle Exhibits

4 All petrol-fuelled motor vehicles or other petrol engine equipment fitted with a fuel tank, including boats, plant or machinery, must comply with the following:

- The fuel tanks of motor vehicles manufactured prior to 1984 must contain only sufficient fuel to move the vehicle in and out of the hall, 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 hall is strictly prohibited at all times

Battery-Powered Motor Vehicle Exhibits

5 Electric display vehicles must be clearly marked on event floor plans.

6 Electric vehicles should have sufficient charge for the duration of the event, including removal during breakdown.

7 Regulations about charging electric vehicles on site may vary. It is important to discuss this with the venue in advance, due to the safety issues presented by lithium batteries.

8 Appropriate safety control measures for electric display vehicles must be included in the event risk assessment.

Vehicles in Public Circulation Areas

9 No vehicles, hand propelled or motorised, are permitted to travel within the public circulation areas during the open period of the exhibition.

10 The static display of vehicles in the public circulation areas is subject to approval of written details by the venue. Vehicles must be clean including tyres, supplied with a drip tray and pushed into position.

11 The venue will agree the maximum number of vehicles permitted in these areas.

Vehicles Used for Speed Competitions, Racing & Stunt Events

12 Organisers shall give the venue at least 28 days' notice in writing of their intention to use vehicles for any speed competitions, racing, stunt events etc. including full risk assessments and method statements of all vehicle activities, pit areas and fuel storage for the event.

Refuelling and Recharging

13 Vehicles and plant must be refuelled or recharged in the open air, away from the building in a position agreed by the venue.

Double Decker Buses

14 Access to and the number of people permitted on the upper deck must be restricted by a suitable barrier or steward. Overall numbers of people admitted to the upper deck will be dictated by the venue.

15 Warning signs must be provided at the top and bottom of stairs. For example, "Caution: Hazardous stairs."

16 As access tends to be restricted to people without ability restrictions, this will need to be considered and exhibitors using these vehicles will need to provide an equivalent service at floor level to visitors who are unable to access.

17 All stewards and staff must be briefed, be competent in assisting visitors, understand the emergency procedures and be able to put these into practice if required.

18 All stewards and staff must be briefed and competent in providing assistance and/or the necessary aid (e.g. step ladder) if the emergency exit panel is required to be used.

Waste and Cleaning 53

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Other relevant sections:
Catering: Food & Beverage and Alcohol
Sustainability
Water & Waste

Subsections:

- General Guidance
- Pre-open
- Stand Cleaning
- Breakdown
- Hazardous Waste
- Venue Specific Rules
  Harrogate Convention Centre & Yorkshire Event Centre – General
  National Exhibition Centre (NEC) – General
  SEC & P&J Live – General
  Olympia Events – Food waste

General Guidance

1 The venue ~~is responsible for cleaning~~ will generally clean common areas of the site e.g.: communal/public areas, foyers, entrances, concourses, ~~gangways,~~ and toilets, and will ~~remove 'normal waste' produced during the build-up and breakdown periods. Normal waste includes packaging and other small items~~ empty waste and recycling bins on the event floor during the open period.

2 The organiser, exhibitors and contractors are responsible for the removal of ~~any~~ all other waste. ~~, including~~:

- ~~Carpet~~
- ~~Crates/pallets~~
- ~~Building waste, such as bricks, sand and stand fitting materials~~
- ~~Metal work~~
- ~~Large items that will not fit into rubbish receptacles or that need to be removed by mechanical means~~
- ~~Hazardous waste – e.g. paints, solvents, chemicals, clinical waste, aerosols, oils or lubricants, including rags used in the application of these substances, fridges and microwaves~~
- ~~Cooking oils~~
- ~~Lighting tubes and bulbs~~
- ~~Material produced by working demonstrations of exhibits~~

~~**3** 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.~~

~~**4** In accordance with Section 34 of the Environmental Protection Act, items requiring disposal shall be removed by an approved waste carrier and taken to a licensed waste~~

~~management company. The venue can provide quotes, on request, for making the necessary arrangements.~~

Pre-open

5 As a general rule, all stand construction work must be completed by pre-open evening. All vehicles, plant, ladders, trestles, scaffolds, trolleys, spare materials and other items used in connection with the construction ~~and erection~~ of stands must be removed from the venue.

6 All exhibits, exhibitors' and contractors' materials required for the event must be removed from the gangways and placed on stand areas to allow ~~the venue's cleaning staff to sweep~~ the gangways ~~and clear away refuse~~ to be cleaned.

Stand Cleaning

7 Where contracted, the venue will normally provide stand cleaning services as follows:

- A pre-clean of all stands before the event opens
- ~~A daily~~ An out-of-hours clean of all stands ~~prior to the event opening~~ on subsequent open days

8 These services do **NOT** normally include the following:

- The cleaning of exhibits
- The cleaning of the upper level of multi-storey stands
- Specialised cleaning e.g.: cleaning of cars, boats, glass, special flooring

~~**9** Washbasins and toilets within the WCs throughout the venue are not to be used for disposing of waste food. The cost of clearing blockages in the drainage system as a result will be charged to the organiser.~~

~~**10** After the event has closed each day, exhibitors must place any dry refuse from their stand into the gangways for removal by the night cleaning staff. Anything other than dry waste must be notified to the venue, so that appropriate disposal can be discussed~~.

Breakdown

9 All waste items must be removed from the exhibition halls in sufficient time for the venue to clean the floors within tenancy hours on the last day of the licence period.

10 If any items are not removed, the venue may arrange for their removal and any associated costs will be passed on to the organiser.

11 The venue accepts no responsibility for any items left on the premises after tenancy hours on the final day of the licence period.

~~**14** If skips are required to dispose of stand materials, these can be hired from the venue. At venues where third-party skips are permitted to be used, these are not allowed into the halls, unless agreed by the venue~~.

~~Hazardous~~ Waste Management and Disposal

~~Duty of Care~~

~~**13** All producers of waste have a duty to ensure that any waste products are handled safely and within the law.~~

~~**14** The following are examples of items covered under relevant legislation:~~

~~The Hazardous Waste Regulations~~
~~**15** Solvents, paints, inks, oil, rags contaminated with oil or paint, aerosols, chemicals, unmarked liquids, tyres. Any accident or spillage that could result in a hazardous substance entering a drain must be reported immediately.~~

~~Waste Electrical Electronic Equipment (WEEE) Regulations~~
~~**16** Electrical equipment containing hazardous components such as cathode ray tubes (TV's), computers, radios, light fittings, plugs, fuse boxes, all electrical appliances.~~

~~Batteries and Accumulators Regulations~~
~~**17** All batteries.~~

~~Controlled Waste Regulations~~
~~**18** Clinical waste, which includes any waste which consists wholly or partly of human or animal tissue, blood or bodily fluids, excretions, drugs or other pharmaceutical products, swabs or dressings, syringes, needles or other sharp instruments, which unless rendered safe may prove hazardous to any person coming into contact with them.~~

12 In accordance with Section 34 of the Environmental Protection Ac, items requiring disposal shall be removed by an approved waste carrier and taken to a licensed waste management company. The venue may be able to provide quotes, on request, for making the necessary arrangements. Please speak to the venue at the earliest possible opportunity if support is required in disposing of any waste.

13 Adequate arrangements must be in place to dispose of all waste, including liquids, food and ice in a safe and environmentally sound manner. Discharges must not be made into any site drainage system, sanitary facility or floor duct.

Food waste must be separated from dry waste and disposed of properly.
14 The cost of clearing blockages in the drainage system resulting in incorrect disposal will be charged to the organiser.

15 Items falling into the category of hazardous waste, e.g. sanitary, clinical, electrical, chemical must be handled and disposed of in accordance with The Hazardous Waste (England and Wales) Regulations/The Special Waste (Scotland) Regulations.

Venue Specific Rules

Harrogate Convention Centre & The Great Yorkshire Event Centre – General
16 The venue is responsible for cleaning the following common areas of site: public catering areas, entrances, foyers and toilets. The organiser is responsible for the removal of any other waste produced during build-up, live event and breakdown including concourses, gangways and main event areas.

National Exhibition Centre (NEC) – General
17 Costs for the removal of all waste, including hazardous waste, relating to the event build-up and breakdown will be attributed to the contracted waste disposal allowance.

Should this allowance be exceeded, additional charges, in line with the waste management rate applicable on that date, will apply.

Scottish Event Campus (SEC) & P&J Live – General

18 Waste (Scotland) Regulations requires all businesses, (operating in Scotland) to separate paper and card, plastic, metal and glass for recycling. Businesses that produce more than 50kg of food waste per week will also need to separate this for collection. The organiser is responsible for ensuring separation of recyclables in compliance with this legislation.

Olympia Events – Food Waste

19 See Venue specific rules in 'Catering: Food & Beverage and Alcohol' section

Water & Waste 54

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Other relevant sections:
Waste & Cleaning
Water Features

Subsections:

- Stand and Feature Supplies
- Discharge of Wastewater
- Limitation of Supply
- Stand Isolation
- Breakdown

Stand and Feature Supplies

1 Adequate water and waste facilities must be ordered where required on stands or feature areas.

2 Mains water will not be connected, unless an approved method for the disposal of wastewater is in place.

3 All fittings and equipment in contact with water must be clean and appropriate for use, to avoid contamination and leakage.

4 Fittings must comply with the Water Supply (Water Fittings) Regulations

Discharge of Waste Water

5 Exhibits and equipment containing water shall be drained down carefully at the end of the event, so that water is not discharged on to the hall floors or into service ducts.

6 Food and noxious substances, such as paint, oil, spirits, chemicals, sewage, animal waste and milk, shall not be discharged into the drainage system.

7 Any damage caused to the venue by water discharge or inappropriate disposal of noxious waste will be charged to the organiser.

Limitation of Supply

8 The venue reserves the right to limit quantities of water services to a stand or feature, where the demand may adversely affect other exhibitors' supplies.

9 Where the organiser proposes to group together exhibitors with high water demand, this must be discussed and agreed with the venue prior to the allocation of stand space.

Stand Isolation

10 Installations not requiring a continuous supply shall be isolated, using a valve or stop cock, as soon as possible after the close of the event each day. All valves and stop cocks must always be accessible.

Breakdown

11 Where mains water supplies are required during breakdown, this must be requested in advance of the close of the event.

Water Features 55

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Other relevant sections:
Electrical Installation & Testing
Water & Waste

Subsections:

- General Guidance
- Control of Legionella
- Pools

General Guidance

1 Water and water equipment must always be used in a way that does not compromise safety.

2 Arrangements for filling and subsequent removal of water must be agreed with the venue or the venue's official contractor and features must be designed in such a way that filling and emptying can be completed within tenancy. Under no circumstances can connections be made to fire hydrant points, nor should water be discharged onto the floors, into ducts or any other unauthorised part of the premises. The carrying of water across the exhibition floor for filling/emptying features is not allowed.

3 Details of any large water-containing vessels, such as bathing pools and ponds, must be submitted to the venue for approval no later than 28 days prior to tenancy. Vessels of this type must be fitted either with a connection in the base for a waste pipe, or with a suitable connection incorporating a pump, connected to a waste pipe that has been ordered from the venue, or the venue's contractor.

4 Any electrical equipment, such as pumps, must comply with the guidance in the Electrical Installation & Testing section.

5 All valves and stop cocks must always be accessible.

Control of Legionella

6 All equipment and/or exhibits are required to conform to HSE approved code of practice L8 'The control of Legionella Bacteria in Water Systems'. By-laws of the relevant Water Authority must also be adhered to.

7 Organisers shall advise the venue in advance of the nature of any equipment or exhibit(s) for which a foreseeable risk is identified and can generate an aerosol spray (e.g., Fountain, whirlpool spa, humidifier etc.).

8 Identification and assessment of any source of risk including a written scheme for prevention and control of the risk is required to be submitted to the venue prior to build up works commencing on site.

9 A responsible person must ensure that suitable arrangements are in place to properly implement, manage and monitor, in accordance with the written scheme. The name of the responsible person and evidence of their competence shall be notified to the venue no later than 28 days prior to tenancy.

Records of the written scheme and its implementation shall be made available to the venue upon request.

10 The responsible person will be deemed competent to carry out the appropriate monitoring only if he/she has satisfactorily completed an approved course on Legionella control or has appropriate qualifications and sufficient knowledge and experience of implementing the above Approved Code of Practice.

11 It is strongly advised that records of the precautions taken are kept for at least 1 year after the event.

Pools

12 The HSE's guidance on swimming pool management applies (hsg179.pdf).

13 The following elements should be addressed through risk assessment:

- Changing rooms and safeguarding policies
- Temperatures of pools with children
- Qualifications of lifeguards
- Precautions to prevent collision and damage, such as a sterile zone
- Bunding arrangement capable of containing a minimum of 110% of the capacity
- Barriers/prevention of piercing of pool skin
- RCD connectors
- Use of splash guards

Weapons ~~and Other Dangerous Items~~ 56

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Other relevant sections:
Dangerous Exhibits

Subsections:

- General Guidance
- Use and display of Weapons
- ~~Exhibited Weapons~~
- ~~Dangerous Exhibits~~

General Guidance

1 Weapons covered by this guidance include replica weapons (including 'toy' firearms), deactivated weapons, swords, crossbows and knives. Ceremonial knives carried or used to meet religious obligations, used for a lawful purpose and not brandished or worn in such a manner as to cause concern or alarm, are exempt from this guidance.

2 Other dangerous items covered by this guidance include kitchen knives and garden tools.

3 Visitors must not bring any items that may be deemed offensive or harmful into the venue. Replica weapons may be permitted as part of a costume, providing these are considered in the event risk assessment and checked/authorised as safe on entry. A suitable entry policy should be publicised in advance of the event.

Use and Display of Weapons

4 The use or display of any weapons must be notified to the venue. at least 28 days prior to tenancy, together with a copy of the relevant licence, if applicable, (e.g., firearm certificate) and detailed risk assessments for delivery, storage, operation, use, display and management.

5 The use and possession of weapons is regulated by the Offensive Weapons Act, the Firearms Act, the Firearms (Amendment) Rules and the Antique Firearms Act. The venue reserves the right to refuse permission for the use of any weapon in a show or performance if it feels that these regulations are not being met.

6 The person in control of a weapon, e.g., the armourer (registered firearms dealer) or certificate holder is responsible for the following:

- Secure transport, storage and use in accordance with the licence. Ammunition and firearms must be carried in separate, locked containers
- Safe use
- Competency of the weapon handlers
- Maintaining safe areas and distances to eliminate risk from discharge
- Clear briefing to those who may be affected ~~of details~~ of the use of the weapon(s) and the arrangements for the safety of people and equipment
- Identifying and ensuring the use of protective measures, e.g., screens, protective clothing and ear defenders

- Accounting for all weapons and ammunition at all times.

7 Consolidated guidance on firearms licensing law is available on the UK Government website here.

8 The suspected loss of a firearm, ammunition, replica or deactivated weapon must be reported to the venue immediately.

~~Dangerous Exhibits~~

9 Where weapons ~~or other dangerous items~~ are exhibited:

- The exhibitor's risk assessment should address pre-sale demonstrations and handling of exhibits by customers, e.g., sales should be made on a one-to-one basis and not in crowded areas
- Consideration should be given to stand design, layout and staffing levels to ensure the stand is ~~always~~ appropriately managed and secure at all times.
- Appropriate measures must be in place to ensure that weapons~~, knives and other dangerous items~~ cannot be touched by the public, e.g. displayed at the back of stands, in locked display cases or encased in protective packaging.
- It is recommended that exhibitors request appropriate photographic identification from customers appearing to be under 21, to ensure compliance with minimum age legal requirements.
- Weapons sold at the event must be sent to customers after the event and a record of each customer should be retained.
- ~~Sold items should remain in sealed packaging whilst customers remain at the event~~
- ~~Exhibitors should retain a record of each customer.~~

Venue Specific Rules

Olympia Events - Sold items must be sent to customers after the event and records of each customer must be retained until the end of the event open day, after which their details should be destroyed.

Work Equipment/Tools/Processes 57

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Other relevant sections:
Accessibility
Build-Up and Breakdown
Dilapidations/Damage to Venue
Lifting Operations
Stand Construction
Temporary Demountable Structures
Working at Height

Subsections:

- Work Equipment
- Access Equipment
- Working Platforms
- Lifting Equipment
- Work Tools
- Working at Height
- Fixing to the Premises
- Floor Loading

Work Equipment

1 Work equipment must comply with the Provision and Use of Work Equipment Regulations (PUWER). Lifting equipment must comply with the Lifting Operations and Lifting Equipment Regulations (LOLER).

2 Work equipment must be appropriate for the work activity. Industrial equipment must be used; the use of 'domestic' quality equipment is not acceptable.

3 Risk assessments and method statements specific to the use of the relevant equipment shall be available.

4 Construction and deconstruction activities must take place within the stand area.

Access Equipment

5 Scaffold towers must be built and used in accordance with the manufacturer's instructions. Where the working platform is more than 3 times the minimum base dimension, outriggers must be used.

6 Powered access equipment shall have been inspected and tested for safety in the previous 6 months. It must only be used by competent persons trained in the use of the equipment who can provide a valid licence or training certificate.

7 Operators must comply with current IPAF guidance.

Working Platforms

8 Any surface from which work is carried out, including roofs, floors, platforms and scaffolds shall be fitted with guardrails.

9 Ladders may only be used as working platforms when it is not reasonably practicable to use alternative means and the risk assessment identifies the work activity as low risk.

Lifting Equipment

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

11 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 shall be visibly marked as having been inspected and tested within the previous 6 months.

Work Tools

12 Electrical tools shall be regularly inspected and tested.

13 Woodworking machinery shall only be used with an effective local exhaust ventilation (LEV) workplace fume and dust extraction system. A noise assessment may also be required. Machining of MDF and chipboard is not permitted on site.

Working at Height

14 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.

Fixing to the Premises

15 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 contact the relevant venue for information.

16 Where applicable, only venue approved carpet tape may be used for fixing floor coverings to the hall floors. Any damage to the fabric of the building will be repaired by the venue at the organiser's expense.

Floor Loading

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

18 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.

19 Floor loading limits and the required dimensions of base plates vary considerably; please check the specific information provided by the venue.

Working at Height 58

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Other relevant sections:
Accessibility
Build-Up and Breakdown
Stand Construction
Temporary Demountable Structures
Work Equipment/Tools/Processes

Subsections:

- General Guidance
- Ladders

General Guidance

1 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.

2 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).

3 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

4 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.

5 All ladders to meet EN131 Professional standard. Older trade industrial standard (EN131, BS 1129 Class1 & BS2037 Class 1) ladders must be in good working order.

6 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 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

7 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.

8 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 always face the ladder 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 Machinery 59

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Other relevant sections:
Heat Generating Displays
Product Demonstrations/Activities on Stands
Stand Construction
Work Equipment/Tools/Processes

Subsections:

- General Guidance

General Guidance

1 The venue must be notified of the intention to exhibit working machinery no later than 28 days prior to tenancy.

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

3 Demonstration areas must be indicated on stand plans.

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

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

6 The following should be considered in the risk assessment:

- Sound proofing.
- Efficient guarding of moving parts of machinery and other working equipment to protect both the public and the operator.
- Location of working equipment on the stand, e.g. set back from the stand edge, so as not to cause a hazard to staff and to accommodate visitors; not protruding into gangways.
- Sufficient instruction and training of staff to ensure that they are competent when undertaking any demonstrations.
- Use of suitable PPE.
- Suitable guarding of machines, as in normal use.
- Where guards are removed for display purposes, the provision of a strong and suitable see-through guard.
- Requirement for distance barriers and screens to protect visitors from harm and the type needed.
- Stability of exhibits where they are not sufficiently stable as free-standing models, e.g. properly secured to the floor of the stand or other structure.
- Maintaining stand floors clear of articles or substances likely to cause persons to slip or trip.
- Proper installation and adequate protection of all electrical conductors.

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

7 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.

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