

## **SPACE ONLY STAND INFORMATION (A-Z)**

### **Back Walls to Stands & Neighbouring Stands**

In the event of the exhibitor's stand being higher than 2.5m in height, the exhibitor must then cover the exceeding portion of its stand walls/panels that are visible, ensuring that it looks neat and is white in colour. Exhibitors are not allowed to apply any type of visual elements such as logos, writings or flags on the exceeding area.

### **Carpet**

All Space only stands must supply their own floor covering.

It is the exhibitors' responsibility to ensure any carpet and carpet tape is removed at the end of the exhibition. Please ensure your contractor is aware of this rule. Any charges for the removal of carpet tape left on the floor at the end of breakdown will be passed on to exhibitors.

Other forms of fixing to the hall floor, such as cable clips, nails are prohibited. Any charges for damage to the floor caused by these fixings, or by any unsuitable carpet tape will be passed to exhibitors.

Exhibitors with adjoining blocks of stands will not be permitted to place their own carpet in the gangways.

### **Complex Structures**

A complex structure is any form of construction of any height, which may require input from a structural engineer. It is the responsibility of the stand designer to determine whether the construction 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 4m in height
- Custom-built/bespoke suspended structures
- Sound/lighting towers
- Temporary tiered seating
- Platforms and stages over 600mm in height and all platforms and stages for public use (not including stand floor flats and platforms).

If your stand design falls into any of the above categories then it will require approval from the Organiser's appointed structural engineer, Campbell Reith.

To provide this service there will be a charge.

All space only stands require written permission to build. Plans must be submitted with a full Risk Assessment, Method Statement and Construction Phase Plan to **Fiona Abbotts** [fabbotts@essentialevents.co.uk](mailto:fabbotts@essentialevents.co.uk).

## Electrical Info

Electrics can be ordered directly with our official contractor GES. Please contact [glee@ges.com](mailto:glee@ges.com) (T: +44 (0) 2476 380 180)

The below information should help you work out your power requirements depending on the devices you wish to power. Please contact GES directly if you have any queries with ordering electrics for your stand.

Socket	Usage
<b>500w socket 2 amps maximum:</b>	Television with DVD player combined Track of 8 x 120w spotlights Washing Machine Small Travel Iron Small Travel kettle Clients own track up to 1000w (pre-tested with a fused plug top)
<b>1000w socket 4 amps maximum:</b>	Large television or plasma screen Television with DVD player combined Fridge (remember to order 24 hour power!) Track of 8 x 120w spotlights Small Travel iron / kettle Clients own track up to 1000w (pre-tested with a fused plug top)
<b>2000w socket 8 amps maximum:</b>	Standard irons Microwave Vacuum Cleaner Small coffee machines Toaster
<b>3000w socket 13 amps maximum:</b>	Kettle Coffee machine Spur unit for water heater Clothes steamer Large freezers (remember to order 24-hour power!)

### Can I use an extension lead?

You are permitted to use 4-way extension leads, but only one 4-way lead should be used per fixed socket outlet, subject to a maximum loading of 500 watts total and its plug should be fused accordingly. The maximum flexible cord length is 2 metres from plug to equipment. Multi-way plug-in types cannot be used.

The only socket suitable for use with a 4-plug extension lead is a 500w socket.

### Can I use my own lighting?

Clients own lighting can be used if tested to the required standard (BS 7671) or if the lighting is terminated with a Domestic UK plug then it must be P.A.T. tested. These tests should be carried out prior to arriving onsite by a qualified electrician.

## Top Tip...

A quick way for you to figure out how many watts you'll need is to check your appliance, find out how many amps it uses then multiply that by 240 (UK volts from mains power) and then you'll have your answer. Example: A TV says it uses 1.6 amps, if you multiply that by 240; you get 384 watts so you'll need at least a 500watt socket.

## Floor Loading Restrictions

The transportation and location of heavy exhibits/structures need to be confined to certain areas and conform to the weight limit for those areas. If you believe you may exceed these limits, please contact the [Organisers](#) in advance of the show in order to find a solution.

If you intend to bring any piece of equipment into the NEC or build anything that has a point loading that exceeds 12 tonnes, you will need to inform the [Organisers](#) in writing at least 30 days before the event.

No fixings of any kind can be made to the hall floors unless ordered directly from the venue. Bolting down services can be ordered from the NEC.

## General Space Only Regulations

All exhibitors are required to comply with the below Space Only regulations.

CDM (Construction, Design and Management Regulations) 2015 applies to the Entertainment Industry, which includes exhibitions and trade shows, and includes all building and construction work including stand build and deconstruction. As part of the requirements of CDM, you and your contractors are required to be aware of your responsibilities as described by this regulation.

In basic terms, this means the following:

- These regulations do not in essence alter any responsibilities already held by the Organisers, Exhibitors or Contractors. They are designed to remind all duty holders of their responsibilities and to bring into focus the requirement to design construction projects in such a way as to bring safety to the forefront at every stage. Consideration must be given into the design and method of construction to ensure that any dangers are avoided at all costs.
- The Exhibition Halls, during build-up and breakdown (Construction Phases) are considered to be a CDM site. Therefore, no person should attempt to access the halls without having previously been made aware of the Site Induction Information (available in the manual). Each exhibitor has a responsibility to distribute the information held within this document to any person who they cause to be onsite during these Construction Phases. This is vitally important and access to the Halls may be refused to any person who is unable to confirm that they have seen and understood the Site Induction Information, meaning that your build could be delayed unnecessarily.
- All space only stands (and any shell scheme stands where an exhibitor commissions any construction work within) are considered to be a CDM Site in their own right – one that is managed by the Exhibitor. This means that, in these instances, the exhibitor assumes the CDM role of 'Client' and must formally nominate a person to undertake the role of a 'Principal Designer' and 'Principal Contractor' – these roles, in most cases, will be taken by your stand building contractor.

- The Principal Contractor must supply a Construction Phase Plan along with your stand plans, Risk Assessment and Method Statement. We have provided some more detailed information and templates in the Exhibitor Manual to help you to understand your responsibilities here and the responsibilities of your contractor(s).
- The choice of a stand fitting contractor is at the discretion of the exhibitor. The [Organisers](#) must be notified of any such contractors using the Space Only Stand Information Form or via [fabbotts@essentialevents.co.uk](mailto:fabbotts@essentialevents.co.uk).
- Exhibitors are responsible for all actions of any contractors they employ to work for them at the show. Any damage caused by contractors will be charged directly back to the employing exhibitor. Likewise, we hold exhibitors responsible for any misconduct by their employed contractors while at the show.
- Exhibitors are reminded that it is their responsibility to ensure their nominated contractor(s) abide by all the regulations as contained in this exhibitor manual and local authority regulations together with all requirements that are relevant to their operation, in particular **The Health & Safety at Work Act 1974** together with the current versions of all work and construction related regulations.
- The design of the stand must be such that it can be erected and dismantled within the time available. Only in exceptional circumstances will working within the halls outside the published timetable be permitted. There will be an hourly charge for late working.
- At all times Local Authority/HSE decisions are final and all work must be carried out in compliance with the relevant regulations.
- All exhibitors must ensure that they, or their Stand Build Contractor, submit a Risk Assessment for the build and breakdown period, a Method Statement, and a Construction Phase Plan along with the stand plans.
- Fixings to Building Structures - All stand construction must be completely self-supporting and no fittings, rigging or painting may be made to any part of the permanent structure, columns, flooring or fittings of the hall. Any damage or discolouration to the exhibition hall will be invoiced to the exhibitor.
- Exhibitors are not permitted to display company names, logos, lettering or branding of any kind, on to the rear of party walls overlooking neighbouring stands.
- On dividing sites, space only exhibitors must supply, erect and decorate walls facing onto their stand areas and Gangways up to a minimum height of 2.5m. The reverse of all walls higher than 2.5m are to be painted/finished to an acceptable standard in white.
- Space only exhibitors must supply their own walling and must not use the backs of walls provided by other exhibitors.
- All stand structures, signs, exhibits, etc., must be confined within the area allotted and may not project into or over the gangway.

- All work must be carried out using non-flammable material.
- It is essential that all stand construction, especially when of a prefabricated nature, shall commence at the earliest possible moment. While the Organisers will do everything possible to ensure that the allocated area is clear to build on, they cannot guarantee this availability once other stands are on the way to completion.
- Please be considerate to other exhibitors when unloading your goods in the halls and ensure you do not use neighbouring stands to store goods or work on or block gangways. This can be a source of irritation to fellow exhibitors when trying to set stands up. Please also ensure that you place any rubbish in the gangways rather than on other stands. Wherever possible rubbish should always be put into rubbish bags to minimise trip hazards.
- Wherever there is a risk from overhead working, hard hats must be worn. All contractors and exhibitors working on these stands must wear hats that conform to BSEN397.
- If an exhibitor erects a stand which does not conform fully to the requirements of the Organisers and Local Authority, the Organisers shall be at liberty to enter onto the exhibitors stand and alter, demolish and / or reconstruct the said stand so as to make it conform to the regulations and requirements. The exhibitors shall, on demand, repay the Organisers all expenses incurred by them in respect of such alterations, demolition and reconstruction. Local Authority decisions are final.
- It is the responsibility of the exhibitor to ensure the stand is being built to the correct marks. If there is any doubt regarding the allotted floor space, please check with the Organisers via Exhibitor Services before commencing any building work.
- If you intend to do any construction work on-site please be considerate to others, e.g. please do not paint or work on other people's stands and please be aware of any dust or noise generated by your work and keep this to a minimum.
- All space only stands should clearly display their stand number.
- Modular or "Pop Up" displays (unless expressly designed to do so) cannot be used as the only stand construction on a space only stand. Appropriate walling must be ordered to separate the stand from its neighbour(s) and to give an acceptable level of dressing.
- Any sub-contractors that are employed to work with the exhibitor's contractor will need to be informed of these regulations and the Site Induction before attending site. They will also need to have a suitable Health and Safety policy, have provided suitable training to their staff to carry out their tasks safely, and can produce a sufficient Risk Assessment, Method Statement and Construction Phase Plan.
- Substances of a solvent nature are not permitted to be used in the halls due to the lack of sufficient air circulation to omit the odours from the workspace. **Please note that any product used onsite omitting a solvent odour will be removed.**

## Graphics

Whether you're after adhesive logos, pop-up banners or seamless wall panels, graphics are a great way of boosting your brand presence on-site. GES, our official show partners, can provide a range of graphics.

## Height Restrictions

The minimum height of a space only stand dividing wall is 2.5m.

The reverse of any wall higher than 2.5m must be dressed down in white to 2.5m.

Please submit the Space Only Stand Information Form or email [fabbotts@essentialevents.co.uk](mailto:fabbotts@essentialevents.co.uk) stating to what height you will be building and ensure that an allowance is made for any platform or lighting rigs included in the design, to ensure that the height of 6m is not exceeded.

Should you choose to build over 6m, your stand must be approved by the [Organisers](#).

## Looking for a Space Only Contractor?

### GES

If you have booked the space only option with us, check out our official show partners, GES, who have a specialist design and build team. GES will assign you a personal project manager to oversee every aspect of your stand build, ensuring you're supported along the way and your objectives are met.

### ESSA

Alternatively, The Event Supplier and Services Association (ESSA) is a trade body representing the best suppliers of goods and services to the events industry. It's easy to find ESSA approved suppliers, go to [www.essa.uk.com/memberlist](http://www.essa.uk.com/memberlist). All current ESSA members will be able to provide you with a copy of their year stamped member certificate and Quality Charter.

## Show Ready Exhibits

Looking for a maximum impact, zero fuss, space only exhibition stand?

Whether you're making the move from shell scheme to space only, or you're an experienced exhibitor looking for a cost-effective option, we can help you create a show ready stand that will get your brand noticed by every passing visitor. Packages start from £300 per sqm (minimum stand size of 18sqm) and include fully branded graphics across the stand, carpet, electrics and lighting and project management and onsite delivery. Please speak to your account manager for more details.

## Pillars

Please reference the floorplan to confirm if you have a pillar on your stand. If you require the exact location of the pillar within your stand, or if you are unsure you have one, please contact the [Organisers](#).

If you have a space only stand and wish to clad the pillar then you must ensure the cladding is self-supporting and that access is available to any services on the column such as NEC electrical sockets.

Please note that it is not permitted to affix anything directly to the pillars.

## Platforms / Ramps

### Platforms

If you intend to lay a platform before laying carpet, it must be of natural timber with a minimum thickness of 25mm nominal. Wood, chipboard or block board used for a floor must be a minimum thickness of 18mm.

Platforms must be of a strength and stability to carry and distribute the weight of stand fitting, stand personnel and visitors and exhibits having regard to the loading limits of the floors.

The general height of platforms should be 100mm. We advise that any platform should not exceed 170mm in height (one step) and consideration must be given to accessibility for people with disabilities and comply with the [Equality Act 2010](#) regulations.

Platforms higher than 600mm are regarded as complex structures and must be submitted with proof of structural integrity.

Traps must be cut into platforms to provide access to the electricity and other service boxes on the building floor. Open corners of stand floors and platforms should be splayed, rounded or angled, if not protected by heavy exhibits, to avoid sharp corners and tripping hazards.

Any raised platform on your stand should have a clearly outlined edge. The edge needs to be a contrast from the main floor covering for it to be clearly seen.

### Ramps

Under the [Equality Act 2010](#) (Formerly the Disability Discrimination Act), exhibitors have a duty to make reasonable adjustments to ensure all persons are able to access their stand and products. Please consider the design and layout of your stand in the planning stages to take into account access onto your stand i.e., by providing a ramp for wheelchair users if you build a platform. If you build a ramp the minimum width for the access ramp is 1500mm. The gradient should be no greater than 1:12.

The surface of any ramp should be imperforate and non-slip in texture. Any ramp must have minimum clear headroom of 2m throughout.

### Rigging

Only lighting rigs are permitted and these must be a minimum of 8m from the floor to the underside and must not carry any form of advertising or branding. Should you wish to rig a lighting truss please complete the Rigging Approval Form. All rigging is subject to approval by Hyve and must be contained within the confines of the stand and may not overhang any gangways or neighbouring stands. The NEC will need this signed form to be able to process any orders you wish to place with them. We do not allow any rigging of banners.

### Stand Plan Submissions

If you have a space only stand at the exhibition, you have a legal obligation to build your stand to the required standards as outlined by the NEC and local authority regulations detailed in this manual. To ensure that you are building your stand to the correct regulations, plans are required to be submitted to Essential Events for permission to build.

Plans of structures must include:

- Ground plan (indicating orientation in the hall);

- Elevation drawing;
- All dimensions in relation to the structure;
- Details of all building materials used;
- Risk Assessment;
- Method statement;
- Construction Phase Plan.

In addition, please be aware of the following requirements;

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- The Principal Contractor must supply a Construction Phase Plan along with your stand plans, Risk Assessment and Method Statement. We have provided some more detailed information and templates in the Exhibitor Manual to help you to understand your responsibilities here and the responsibilities of your contractor(s).
- All plans, calculations and documentation must be in English and should clearly state the exhibiting company's name, stand number and the name and contact number of the responsible contractor.
- Details must prove the structural stability and failure to do so will result in non-approval for construction. Approval for a stand for a previous show will not be accepted as proof of approval and plans must be resubmitted for every show.
- Photographs or faxed copies will not be accepted.

- Please show on your plan where your stand number will be displayed as this is required on all space only stands.

Please note, permission to build must not be assumed until written permission is received from the Organisers, via Essential Events. When written permission has been received for the original design, no alteration may be made without the permission of the Organisers, via Essential Events.

**Stands which do not have written permission will be subject to an onsite inspection and a charge which may result in non-approval or restrictions to build.**

Please submit plans to Fiona Abbotts [fabbotts@essentialevents.co.uk](mailto:fabbotts@essentialevents.co.uk)

## Walling In

Walling in on open sides is at the discretion of the Organisers and may only be approved as long as the walling does not exceed one-third of the total run of meterage of each open side. Therefore, two-thirds of the run must be open or made from a transparent material.

Alternatively, solid walling may be placed 1 metre in from the stand perimeter, subject to the [Organisers](#) approval. However, an open side that faces a bar, toilet or catering unit may be excluded from this regulation and can be completely enclosed.

Walling in is defined as any visual barrier howsoever constructed. For further advice concerning this regulation please contact the [Organisers](#).