

SHELL SCHEME STAND INFORMATION (A-Z)

Building Within Shell Scheme

If you intend to build or construct within your shell scheme stand you must submit plans to Essential Events.

Please see the space only section of the manual for further information.

Carpet

All shell scheme stands are carpeted. The carpet colour will be confirmed closer to the event. If you do not wish to have your shell scheme carpet, please contact the [Organisers](#) as soon as possible. No refund will be given for this and you will then be responsible for arranging alternative flooring for your stand, as well as the removal for it.

If you are providing your own carpet, please be advised that only NEC approved carpet tape should be used within the NEC and all carpet tape must be removed from the floor after breakdown. This can be purchased from our official contractor, GES.

All carpet and carpet tape ordered separately must be removed at the end of the show, please ensure your contractor is aware of this ruling. Please note that it is the exhibitors' responsibility to ensure any carpet and carpet tape that has been ordered separately is removed at the end of the exhibition. Any charges for the removal of carpet tape left on the floor at the end of breakdown will be passed on to exhibitors.

The charge for carpet tape will be £6.71 per roll.

Electrical Info

Electrics are not included in your stand booking unless you have a shell scheme stand with a package that includes electrics. Please check your stand contract or contact us if you're not sure.

Electrics can be ordered directly with GES.

We have put together the following helpful information to 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
500w socket 2 amps maximum:	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)
1000w socket 4 amps maximum:	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)

2000w socket 8 amps maximum:	Standard irons Microwave Vacuum Cleaner Small coffee machines Toaster
3000w socket 13 amps maximum:	Kettle Coffee machine Spur unit for water heater Clothes steamer Large freezers (remember to order 24 hour power!)

How many spotlights should I order?

The general rule of thumb is that for a shell scheme stand, 1 spotlight will light 3sqm of space.

Please note, some shell scheme stands have electrical packages included. If you are unsure, please contact the [Organisers](#).

Can I use an extension lead?

You are permitted to use 4-way extension leads, but please note 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.

Why have I had a £17.80 testing charge added to my order?

As July 2012 all electrical contractors were required to test their electrical installation to a minimum standard demonstrated by BS 7671 17th edition. Therefore, any stand ordering any electrical supply at all is subject to one £17.80 testing charge which covers the overall costs of carrying out this additional testing within the short space of time that we have in an exhibition build-up.

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.

Furniture

As an exhibitor, you will need to provide your own furniture - unless a package has been agreed with the Organisers.

GES is the official furniture supplier for the show.

Should you wish to order any furniture, or additional items, please do so at your earliest convenience.

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 height of your stand will depend on the type of shell scheme you receive.

Should you wish to exceed this height please contact the [Organisers](#).

Nameboard

Nameboards are supplied to all shell scheme stands. You will receive one nameboard per open side. Please remember to complete the Shell Scheme Nameboard form to indicate how you wish your company name to appear.

In the event that this form is not received, your nameboard will be made up with the name on your original stand contract and any changes onsite will be subject to a charge.

Should you wish to personalise your nameboard and display a company logo on your nameboard, GES will be able to provide you with a quote.

It is important that your details remain consistent on all listings of the show, i.e., show catalogue, online profile etc., for the ease of all visitors.

Pillars

There are a number of pillars located in the halls. Please check with the [Organisers](#) for the exact location of pillars in your stand area.

The pillars will not be clad unless they form part of your shell scheme back wall.

If you are on a shell scheme stand and you wish for these pillars/columns to be clad, please contact GES and they will supply you with a quote.

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 a complex structure and plans must be submitted with proof of structural integrity.

Traps must be cut into platforms to provide access to the electricity and other service boxes in 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 in order to be clearly seen.

Ramps

Under **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.

Shell Scheme Enhancement

Exhibiting with shell scheme is the most straight-forward and cost-effective way to enjoy live marketing. Your shell scheme is a blank canvas for you to paint any story you like, and our official contractor, GES, are here to help. A standard shell scheme looks clean, crisp, and functional. However, it has the potential to be so much more and can help be the platform to project your brand and your brand story to engage passers-by.

GES have come up with a 1 – 5 stars set of options for enhancing your shell scheme so you can really stand out from the crowd.

To view the options for standard shell scheme please get in touch with GES.

Shell Scheme

The official shell scheme contractor, GES, must carry out all construction work on the shell scheme. The type of shell scheme being supplied can be found within the Exhibitor Manual.

All exhibitors are required to comply with the below Shell Scheme regulations.

- If you intend to do any construction within the confines of your shell scheme stand you will need to submit your stand plans, Risk Assessment for the construction activity, Method Statement and Construction Phase Plan to Essential Events. Please note that this is subject to approval.
- Please do not nail, screw or staple anything into the shell scheme. Any damage caused to the shell scheme is chargeable and will be passed back to the exhibitor. Your shell scheme contractor will be pleased to offer advice on fixing to the shell scheme.
- Exhibitors are permitted to paint Traditional Shell Scheme only. Changes to the wall panel colour must be carried out in emulsion paint only. There will be a charge to return the panels to their original condition.
- If you wish to block in any open sides of your stand you must obtain permission from the Organisers before any arrangements are made. At least two-thirds of each open side must remain open unless fitted with approved transparent material; any additional walling should be ordered directly with GES and will be subject to a charge.
- No alterations to the shell scheme will be permitted without prior agreement with the shell scheme contractor and the Organisers. Interior work has to be designed and constructed in a way that it does not damage the shell scheme.

- Please note that no items are to be fixed or suspended from the fascia or ceiling grid as this could affect the structural integrity of the stand as some parts are not designed to be weight-bearing. GES are happy to provide advice and you must ensure that you consult with GES if you do wish to do this.

A range of useful extras are available from GES.

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](#).