



## STAND GUIDELINES: SPACE ONLY

	<p>If you have booked a space only stand, there are a number of responsibilities that you need to undertake:</p> <ul style="list-style-type: none"> <li>• Ensure your stand can be built within the time frame given</li> <li>• Appoint a reputable contractor - are they an ESSA member (Event Supplier and Services Association) - <a href="http://www.essa.uk.com">www.essa.uk.com</a></li> <li>• Ensure your contractor has the information they need to be able to do their job properly</li> <li>• Ensure your contractor knows they are to supply walls and flooring</li> <li>• Read and abide by the Terms and Conditions of your exhibiting contract</li> </ul> <p>Please ask your contractor to send the following information to <a href="mailto:sophie.bridge@clarionevents.com">sophie.bridge@clarionevents.com</a>:</p> <ul style="list-style-type: none"> <li>• Layout plans including elevations</li> <li>• Construction Phase Plan including key risks</li> <li>• Method Statement</li> </ul> <p>Full Space Only Guidelines will be issued with the Exhibitor Manual in 9<sup>th</sup> September. In the meantime, please brief your contractors to abide by the <a href="#">eGuide Regulations</a> along with the show guidance below:</p> <p><b>Unbroken walling</b></p> <ul style="list-style-type: none"> <li>• A minimum of 50% of any open side must remain fully open.</li> <li>• In addition, walling over 6m in length must be setback 1m from the stand edge and have some form of visual break such as glazed panels/ planting etc.</li> <li>• Please ensure that your stand conforms to the requirements and does not visually block neighbouring stands off from the rest of the exhibition.</li> </ul> <p>Please note: walling that contradicts the above will be considered on a case by case basis.</p> <p><b>Walling that adjoins another stand</b></p>
<p><b>Plan Submission</b></p>	
<p><b>Stand Design Guidelines</b></p>	

- Exhibitors on part-island sites must provide partition walls between themselves and their neighbours on the block.
- Neighbouring exhibitors can liaise with one another to ensure that at least one of them is building a wall or to arrange to share the cost.
- Where you are building your own wall this must be dressed down in a neutral colour without graphics from the top of the wall to 2.5m off the hall floor.
- Please note receiving a 'permission to build notice' does not mean that adjoining stand plans have been checked for compatibility.

#### **Height Limit**

- The height limit for the event is 3m

Please note: Stands over 3m in height are classed as COMPLEX and will require checks prior to the event by the Organisers Structural Engineer. This will incur an additional charge and will be invoiced to you prior to the event.

#### **Complex Structures**

A Complex Structure is any form of construction of any height, which may require input from a Structural engineer or would be designed by an engineer and/or has through a risk assessment been found to provide a significant risk of collapse.

If a stand is not constructed from 'shell scheme' it is the responsibility of the stand designer to determine whether the construction is complex or not and indicate this on the Space Only Plan Submission.

The most common examples of Complex Structures include:

- Any structure, regardless of its height, which requires structural calculations
- Multi-storey stands
- Any part of a stand or exhibit which exceeds 3m in height
- Suspended items, e.g. lighting rigs, bespoke structures or suspended stand build
- Sound/lighting towers
- Temporary tiered seating
- Platforms and stages over 0.6m in height
- All platforms and stages for public use (not including stand floor flats and platforms)

However, the Venue or Organisers may class other stands as complex structures where it has not correctly been determined by the designer.

The Structural Engineer nominated by the Organisers will inspect the Complex Structure at the design stage, during the build-up and on completion.

Full Space Only Guidelines will be issued with the **Exhibitor Manual** in August.