

## GSOE SYMPOSIUM EUROPE 2022 ONLINE MANUAL

### HOME PAGE

Here you will find all the essential information you require for preparing your stand and maximizing your participation at GSOE SYMPOSIUM EUROPE 2022.

This document contains all the information you will need to prepare your stand and have a smooth running event. All the necessary forms for official contractors and services are readily available for you to complete. Please note that many of these order forms have early booking rates, so it is a good idea to book at your earliest opportunity to ensure you do not miss out on savings.

If you have any queries the team are here to assist prior to the event so, please do contact us on the details below. We will then be based in the Organiser's office on-site for any assistance you need at the Event.

### **GDPR**

We will not share your data with any supplier unless it is a contractual obligation for us to be able to fulfil our agreement with you as an exhibitor. For example, if you have booked a shell scheme stand we will share your contact details with THE WORKS EVENTS to enable them to get the correct name board printed to be displayed on your stand onsite.

Please select below the section of the manual you would like to visit. We would recommend completing and submitting your Order forms as soon as possible.

- Exhibitor Order Forms
- Health & Safety
- Official Contractors
- Organising Team Contacts
- Show Information
- Show Timetable
- Venue Information
- Your stand

#### **EVENT MANAGER**

James Condley

T: +44 20 7384 7788

E: [James.condley@clarionevents.com](mailto:James.condley@clarionevents.com)

#### **SALES (Stand size and location)**

Max Webster

T: +44 20 7384 7805

E: [Max.Webster@clarionevents.com](mailto:Max.Webster@clarionevents.com)

#### **OPERATIONS (Stand build, electrics, build up & breakdown, venue information)**

Sophie Bridge

T: +44 (0) 207 384 7880

E: [Sophie.bridge@clarionevents.com](mailto:Sophie.bridge@clarionevents.com)

Jody Hope

T: +44 (0) 207 384 7880

E: [Jody.hope@clarionevents.com](mailto:Jody.hope@clarionevents.com)

#### **MARKETING (promoting your company, show guide, PR)**

Misha Agarwal

T: +44 (0) 207 384 7808

E: [Misha.agarwal@clarionevents.com](mailto:Misha.agarwal@clarionevents.com)

Althea Rodrigues

T: +44 (0) 207 384 7742

E: [Althea.rodrigues@clarionevents.com](mailto:Althea.rodrigues@clarionevents.com)

## **EXHIBITOR ORDER FORMS**

The table below shows a number of tasks; please ensure you complete the compulsory section at the earliest opportunity.

The optional services can be completed if/when you require them however, please make a note of the deadline dates as late or on-site orders will incur surcharges.

The sort order can be changed by clicking on the column header. We recommend you change the status of tasks as they are completed by selecting an alternative status from the drop down list.

On the task detail page, you can make your own notes about each task, which will be held for the next time you visit.

If you need to print an order form, please remember to email it to the relevant contractor once completed to confirm you order.

**If a form is to be completed via a subcontractor - you can set them an account up using this icon**

<b>Order Forms</b>		
<b>Compulsory</b>		
Exhibitor Badges	<a href="https://www.gsofeurope.org/ezone-login">https://www.gsofeurope.org/ezone-login</a>	26 September
Nameboards (Shell Scheme stands only)	<a href="https://www.gsofeurope.org/ezone-login">https://www.gsofeurope.org/ezone-login</a>	9 September 2022
Operations Form	<a href="#">Stand Information Form</a>	9 September 2022
Space Only Stand Plan Submission	Sophie.bridge@clarionevents.com	9 September 2022
<b>Optional</b>		
Accommodation	<a href="https://HotelMap.com/events/MAJGM-LV">https://HotelMap.com/events/MAJGM-LV</a>	
Audio Visual	<a href="https://www.gsofeurope.org/ezone-login">https://www.gsofeurope.org/ezone-login</a>	9 September 2022
Catering	<a href="mailto:katona.tamas@hungexpo.hu">katona.tamas@hungexpo.hu</a>	9 September 2022
Cleaning (additional)	<a href="https://www.gsofeurope.org/ezone-login">https://www.gsofeurope.org/ezone-login</a>	9 September 2022
Electrics & Lighting	<a href="https://www.gsofeurope.org/ezone-login">https://www.gsofeurope.org/ezone-login</a>	9 September 2022
Floor Covering	<a href="https://www.gsofeurope.org/ezone-login">https://www.gsofeurope.org/ezone-login</a>	9 September 2022
Furniture	<a href="https://www.gsofeurope.org/ezone-login">https://www.gsofeurope.org/ezone-login</a>	9 September 2022
Graphics	<a href="https://www.gsofeurope.org/ezone-login">https://www.gsofeurope.org/ezone-login</a>	9 September 2022
Internet & Telephones	<a href="https://www.gsofeurope.org/ezone-login">https://www.gsofeurope.org/ezone-login</a>	9 September 2022
Logistics – Freight, Lifting, Customs & Storage	<a href="mailto:jeff.broom@dsv.com">jeff.broom@dsv.com</a>	21 September 2022
Shell Scheme extras	<a href="https://www.gsofeurope.org/ezone-login">https://www.gsofeurope.org/ezone-login</a>	9 September 2022

## **SHOW TIMETABLE**

### **Build Up**

<b>Build Up</b>	<b>Access Times</b>	<b>Stand Type</b>
Monday 3 October	08:00 – 20:00	THE WORKS EVENTS & Space Only
Tuesday 4 October	08:00 – 16:00	THE WORKS EVENTS & Space Only
Tuesday 4 October	12:00 – 16:00	Shell Scheme

Build up reminders:

- Working outside your scheduled build hours is not permitted.
- All stands must be completed within your scheduled time.
- Power is not guaranteed for your stand until the morning of show open. If you require temporary power, you must order this from THE WORKS EVENTS .

There are strictly no children under the age of 16 to be onsite for build or breakdown.

### **Open Period**

<b>Show Open</b>	<b>Show Open Hours</b>	<b>Exhibitor Access Times</b>
Tuesday 4 October	09:00 – 19:00	07:30 – 19:00
Wednesday 5 October	09:00 – 16:30	08:30 – 18:00
Thursday 6 October	08:00 – 15:45	07:30 – 15:45

### **Breakdown**

<b>Breakdown</b>	<b>Access Times</b>	<b>Stand Type</b>
Thursday 6 October	15:45 – 17:00	Shell Scheme
Thursday 6 October	17:00 – 21:00	THE WORKS EVENTS & Space Only
Friday 7 October	08:00 – 12:00	THE WORKS EVENTS & Space Only

Breakdown reminders:

- Stands must be manned until 15:45 on Thursday 6 October. Removal of material and equipment cannot begin before this time.
- No trollies or large packing materials will be allowed on the show floor until the hall is clear of attendees.

**NB:** Please note that all stock and product must be removed from your stand by 17:00 on Thursday 6 October. This can be moved to the exhibitor store but must be collected by 21:00 on Thursday 6 October otherwise it will be deemed as rubbish and thrown away. All charges for this will be directed to the exhibitor.

**There are strictly no children under the age of 16 to be onsite for build and breakdown.**

## **OFFICIAL CONTRACTORS**

<b>Accommodation</b>			
BCD	+44 (0) 203 238 7133	<a href="mailto:rooms@bcdme.com">rooms@bcdme.com</a>	<a href="https://HotelMap.com/events/MAJGM-LV">https://HotelMap.com/events/MAJGM-LV</a>
<b>Audio Visual</b>			
THE WORKS EVENTS	+31 46 442 0517	<a href="mailto:exhibition@theworksevents.com">exhibition@theworksevents.com</a>	<a href="https://www.gsofeurope.org/ezone-login">https://www.gsofeurope.org/ezone-login</a>
<b>Badges</b>			
GSOE Europe Symposium Team	N/A	<a href="mailto:gsof@clarionevents.com">gsof@clarionevents.com</a>	
<b>Catering</b>			
HungExpo	+36 30 642 1419	<a href="mailto:katona.tamas@hungexpo.hu">katona.tamas@hungexpo.hu</a>	<a href="https://www.gsofeurope.org/ezone-login">https://www.gsofeurope.org/ezone-login</a>
<b>Cleaning</b>			
THE WORKS EVENTS	+31 46 442 0517	<a href="mailto:exhibition@theworksevents.com">exhibition@theworksevents.com</a>	
<b>Electrics and Lighting</b>			
THE WORKS EVENTS	+31 46 442 0517	<a href="mailto:exhibition@theworksevents.com">exhibition@theworksevents.com</a>	<a href="https://www.gsofeurope.org/ezone-login">https://www.gsofeurope.org/ezone-login</a>
<b>Floor Covering</b>			
THE WORKS EVENTS	+31 46 442 0517	<a href="mailto:exhibition@theworksevents.com">exhibition@theworksevents.com</a>	<a href="https://www.gsofeurope.org/ezone-login">https://www.gsofeurope.org/ezone-login</a>
<b>Furniture</b>			
THE WORKS EVENTS	+31 46 442 0517	<a href="mailto:exhibition@theworksevents.com">exhibition@theworksevents.com</a>	<a href="https://www.gsofeurope.org/ezone-login">https://www.gsofeurope.org/ezone-login</a>
<b>Graphics</b>			
THE WORKS EVENTS	+31 46 442 0517	<a href="mailto:exhibition@theworksevents.com">exhibition@theworksevents.com</a>	<a href="https://www.gsofeurope.org/ezone-login">https://www.gsofeurope.org/ezone-login</a>
<b>Internet &amp; Telephones</b>			
THE WORKS EVENTS	+31 46 442 0517	<a href="mailto:exhibition@theworksevents.com">exhibition@theworksevents.com</a>	<a href="https://www.gsofeurope.org/ezone-login">https://www.gsofeurope.org/ezone-login</a>
<b>Lead Scanners</b>			
Circdata Ltd	N/A	<a href="mailto:exhibitors@cirdata.com">exhibitors@cirdata.com</a>	
<b>Logistics – freight, lifting, handling &amp; storage</b>			
DSV Solutions	+44 (0) 121 780 2627	<a href="mailto:jeff.broom@dsv.com">jeff.broom@dsv.com</a>	<a href="https://www.gsofeurope.org/ezone-login">https://www.gsofeurope.org/ezone-login</a>
<b>Nameboards</b>			
THE WORKS EVENTS	+31 46 442 0517	<a href="mailto:exhibition@theworksevents.com">exhibition@theworksevents.com</a>	<a href="https://www.gsofeurope.org/ezone-login">https://www.gsofeurope.org/ezone-login</a>
<b>Shell Scheme Extras</b>			
THE WORKS EVENTS	+31 46 442 0517	<a href="mailto:exhibition@theworksevents.com">exhibition@theworksevents.com</a>	<a href="https://www.gsofeurope.org/ezone-login">https://www.gsofeurope.org/ezone-login</a>

## **SHOW INFORMATION**

### **Accommodation**

BCD M&E Accommodation Services are the official accommodation partner for GSOF SYMPOSIUM EUROPE 2022.

BCD M&E Accommodation Services have secured a number of hotel rooms close to the venue with favorable rates and flexible terms to suit all requirements. To secure the best available accommodation within your budget we recommend you book as early as possible.

Individual or small group bookings (1-8 rooms) can be reserved directly using the online reservation system. For larger group bookings (9+ rooms) please send your request by email to BCD via the Official Contractors page.

<https://HotelMap.com/events/MAJGM-LV>.

### **Audio Visual**

THE WORKS EVENTS have been appointed as the official AV supplier for GSOF SYMPOSIUM EUROPE 2022 Symposium 2022. If you require AV within your stand, please contact THE WORKS EVENTS via the EZONE.

### **Banners & Rigging**

All rigging at the show must be approved by the Organisers, in writing, in advance of the event. If you wish to rig any banners at the show, please contact the Operations Team at [Sophie.bridge@clarionevents.com](mailto:Sophie.bridge@clarionevents.com).

All rigging must be undertaken solely by the official contractor at a cost to the exhibitor. Any rigging will be subject to sufficient time being available. Banners, lighting trusses or any other rigging from the roof will be treated as part of the exhibitors' design and must be approved along with stand plans.

If you have any rigging queries, please contact THE WORKS EVENTS.

### **Children**

Children under 18 are strictly forbidden to be in the halls during the build-up and breakdown. There are no exceptions to this rule.

### **Customs Clearance**

The control of temporary imported goods for exhibitions is carried out at the port of entry. A declaration must be made to HM Customs & Excise and as long as the goods are re-exported after the show, they are exempt from duties.

DSV Solutions, the official freight forwarding contactor for the event, can arrange customs clearance on your behalf.

Please contact Jeff Broom at [jeff.broom@dsv.com](mailto:jeff.broom@dsv.com) if you wish to use their services.

Direct clearance with Customs can be arranged by contacting:

HM Customs & Excise National Advice Centre  
From the UK: 0845 010 9000  
From Overseas: +44(0)208 929 0152

### **Damage & Loss**

Neither the Organisers, the venue nor the sponsors accept any responsibility for damage or loss of any properties introduced by the exhibitors and/or their agents/contractors. Exhibitors are especially warned that the exhibits are the sole responsibility of the exhibitor to whom they belong.

Exhibitors should arrange their own insurance against all risks. The strongest possible precautions against pilferage should be taken at all times.

Please do not fix, screw or drill into the venue's existing walls or floors. If attaching to the venue columns/walls, please use white-tac only. Charges will apply to any associated damages, as well as paint spillage and failure to remove large items of rubbish.

Shell scheme exhibitors are also reminded that they are responsible for all shell scheme panels, and will be charged for any damages through inappropriate fixings, painted panels etc.

### **Delivery Address**

Please ensure deliveries are scheduled when someone will be onsite to receive them as unfortunately we are unable to sign for deliveries on exhibitors' behalf.

If you are unable to guarantee this, please consider using DSV Solutions (formally Agility) as they will be onsite and can take delivery of your items for a small handling fee. They will then only deliver to your stand once someone is there to receive the goods.

All items for delivery must be clearly labelled as per the below:

FAO:

Global Special Forces Symposium

**Exhibiting Company Name & Stand Number**

**Onsite Contact Name & Mobile Number**

HungExpo

Hall H

Budapest, Albertirsai út 10, 1101 Hungary

Alternatively, your chosen courier can leave your delivery within the exhibitor store which is run by DSV Solutions, this is a chargeable service. To arrange this please contact DSV Solutions.

### **Disabled and Less Able Bodied Attendees**

Please ensure your stand and exhibits are easily accessible to all attendees. Disabled persons must be provided with the same service, on the same terms and to the same standard that is provided to others and it's unlawful to not make a reasonable adjustment for a disabled person.

Your risk assessment must cover disabled attendees and we recommend that your staff are aware of your disabled facilities on offer. Further details about the Equality Act, and how you can obtain copies of the Act, can be found by clicking here.

Details can also be obtained at <https://www.aev.org.uk/eguide>

### **Exhibitor Badges**

Exhibitors must register their staff for the event before coming on site. You can do this via the 'Order exhibitor badges & lead capture' page on the EZONE. Each individual person requiring access to the exhibition halls during build, open and breakdown will need to register and provide a photo and photo ID. Once registrations are approved a PDF badge will be issued via email which can be printed at home or in your office.

If you are unable to print your badge you can use the onsite badge facility. Please refer to the onsite badge collection opening times.

This system will also apply to your contractors. Please note you must send them the link provided, rather than complete the information on their behalf. Your contractors must register for their passes only via the Contractor portal (more information on this to be added shortly)

Attendees including contractors will need to carry their badge and Photo ID with them at all times during the event.

### **Show Guides:**

The official GSOE Symposium Europe 2022 Show Guide is designed and produced independently by Clarion Events Ltd.

In recent years, third parties such as Expo Guides, Fairguide, Construct Data Verlag and others have been targeting exhibitors at major exhibitions for paid entries into show guides. These companies are NOT in any way affiliated with GSOE Symposium Europe 2022 and they are NOT working on our behalf.

These companies use a misleading form, often with the show logo, which resembles an organiser's free catalogue entry form. Exhibitors who sign and return the form for an entry in an online directory are contracted into a three-year, "non-retractable" agreement. Non-payment is then followed by aggressive debt collecting by recovery agents, including threats of legal action.

We strongly advise all exhibitors to be vigilant against organisations such as these. Please be aware and read the small print details before signing any documents. Please contact us if you require any clarification.

### **Floorplan**

Please contact the Operations Team [Sophie.bridge@clarionevents.com](mailto:Sophie.bridge@clarionevents.com) for the latest floorplan.

### **Graphics**

#### **[Shell Scheme stands only]**

If you would like to attach items to your shell scheme such as posters, graphics, and/or material please ensure you use fixings that will not leave a residue. You can use low tac Velcro/double sided tape to attach items to the shell scheme panels and this won't cause any damage.

Please note that nails/screws or drawing pins are not to be used and we ask that exhibitors do not stick anything to the metal work.

Any damage incurred to the panels or metalwork will be charged to each exhibitor directly.

If you are planning on producing full sized graphics to cover the shell walls we advise you contact THE WORKS EVENTS directly to determine the shell scheme walling configuration. Please note – depending upon the size of the adjoining stands, a number of 1/2m walling panels may be used to construct your stand rather than 1m panels.

Should you have any queries regarding shell scheme graphics, please contact THE WORKS EVENTS.

### **Insurance**

As a reminder it is a condition of your exhibitor terms and conditions that your company carries a minimum of £2m Public Liability insurance during the above event (please refer to your exhibitor terms and conditions for further details.)

If you believe you already have adequate Public Liability cover in place, please submit your insurance documentation 30 days prior to the exhibition opening using the unique URL link below.

<https://www.inevexcoevents.com/Exhibitor/DocumentUpload#!/9eb64f22-f180-4a3d-bf7f-edf462a427ca/7da18546-b859-40c0-8912-f06895e9e4d4>

Once you have provided this the scheme administrator, InEvexco, will check your documents to ensure they meet with the exhibitor terms and conditions. Provided they do we will raise a credit note for the EPS fee straight away.

Alternatively, if you would like to benefit from our Exhibitor Protection Scheme (EPS) please pay the EPS fee of £195, which has already been included in the invoice we recently sent to you. Once your payment has been received you will receive confirmation of cover.

EPS provides protection for the following: -

£20,000 – Cancellation Expenses – should you have to cancel your participation at the exhibition for a reason outside of your control

£20,000 – Exhibition Property – should any exhibition property become damaged, lost or stolen on the way to/from the venue as well as on the stand, including overnight

£2,000,000 - Public Liability – should your business be held responsible for injury or property damage to a client, contractor or another member of the public

If you have any further questions regarding EPS please contact InEvexco directly via [exhibitor@inevexco.co.uk](mailto:exhibitor@inevexco.co.uk) or 01732 757616 and they will happily answer any questions you may have.

### **Internet Access, Telephones & IT Services**

There is general Wi-Fi access throughout the hall which is sufficient for checking emails etc. but should not be relied upon to show presentations or for streaming etc. If you require a specific, secure or maintained connection, please order this with THE WORKS EVENTS .

### **Wired & Wireless internet access**

At the GSOF SYMPOSIUM EUROPE 2022 exhibitors are able to access the complimentary WIFI which will be available in all areas during the exhibition. The service will be low speed, shared and unsupported, which is suitable for checking emails but not for downloading and running presentations, etc. If a stronger more reliable internet connection is required for use on your stand, we advise you purchase a wireless/hardwire connection through THE WORKS EVENTS portal.

### **Lead Retrieval**

Our partner, Circdta Ltd offers a lead retrieval service that allows exhibitors to capture attendee details by simply scanning their badges at the event. You can even add your own notes and follow up immediately using this tool. To order the lead capture tool, visit the 'Order services and lead capture' page on the EZONE. In case you have any questions, please reach out to Circdta Ltd on the details included in the 'Official Contractors' section on page 4 of this manual.

### **Lifting, Handling & Storage**

DSV Solutions have been appointed as the official contractor for lifting, handling and storage at the GSOF SYMPOSIUM EUROPE 2022 SYMPOSIUM 2022.

The advantage of having the show official contractors is that they will be onsite during the buildup, and breakdown periods of the show and are easily accessible. They are also able to receive goods on your behalf and will only deliver them once there is someone on your stands.

If a delivery needs to be offloaded with a forklift or if manual assistant is needed, please contact DSV Solutions.

### **Materials & Stand Dressing**

Exhibitors and Contractors must have test certificates for any materials which they intend to use in the construction of a stand. As a guide, plastic flowers (except fire retardant silk flowers), flammable paints and fabric backdrops (unless treated) tend NOT to be permitted.

If you have any doubts, please refer to the materials section of the [eGuide](#).

### **Music**

Should you wish to play music on your stand it is the responsibility of the exhibitor to arrange their own music license.

PRS for Music and PPL have merged into a new company - PPL PRS Ltd and the new company will administer a joint license called The Music License. This will mean anyone wishing to play recorded music publicly - such as bars, offices and music venues - will only have to sign one agreement. This will then cover them for the performing rights in both recordings and songs.

Previously, it was necessary to get two licenses - one with PPL for recording rights and another with PRS for Music for publishing rights. Businesses can apply for the new joint license via the PPL PRS website. If you have an existing license agreement with PRS and/or PPL it will be transitioned to a joint agreement as your existing license expires.

### **Operations Team**

The Operations team will be able to assist with any operational questions you may have as you prepare for the show.

You can contact them via [Sophie.bridge@clarionevents.com](mailto:Sophie.bridge@clarionevents.com).

Onsite the team will be based in the Organiser's Office which is located at the back of the hall.

### **Photography**

Clarion Events have appointed a sole official photographer for the exhibition. Show photography and videography will be provided by RiVR, GSOF's Official Technology Partner. Taking advantage of RiVR's services is an ideal way to extend your return on investment beyond the two show days in Budapest, creating digital assets to use during and after the event. More information on available services can be found here: <https://www.gsofeurope.org/technology-partnership>



To prevent annoyance to exhibitors, no other photographer will be allowed to work in the hall without prior written permission from the Organisers.

Please note, the use of digital cameras and camera phones are also not permitted in the halls unless you have prior permission from the Operations Team.

### **Porterage Services**

Please ensure that you bring your own trolley if you are going to transport goods yourself to your stands. Also please ensure that any delivery companies/couriers delivering goods to your stand also bring the necessary equipment.

If assistance is required, exhibitors are strongly advised to contact DSV Solutions in advance for a quotation and to avoid delays on site.

Please note that there is no facility on-site for the 'borrowing' of trolleys/ladders or other equipment. All equipment is the possession of the various official contractors, NOT the Organisers, and any loans must be arranged through them.

### **Public Address System**

The public address system at the exhibition is for Organisers official announcements and police messages only and is NOT available for use by exhibitors or attendees under any circumstances.

### **Show Rules & Regulations**

Please read the below information that will ensure you are adhering to the rules & regulations.

#### **Code of practice:**

Please ensure that your stand is staffed at all times during the show-open period and that all exhibits remain displayed during the show-open hours.

For security reasons we would urge exhibitors to ensure that their stand is manned at all times during build-up and break-down. At every exhibition there is a risk of theft, and whilst we will take all responsible precautions to reduce this risk, you can also help to minimise these risks to both yourself and others by remaining vigilant and not leaving any items unattended.

#### **Distribution of promotional material:**

Exhibitors are reminded that all business including the dispensing of literature and promotional material must be conducted from stands.

Exhibitors are not permitted to hand out leaflets, brochures or other materials at the entrance to the event, in the gangways or any other part of the exhibition hall unless written consent from the organisers is obtained.

Solicitation on the premises of the event is strictly prohibited. Solicitation or canvassing of any visitors or exhibitors by representatives of any organization not exhibiting will be deemed to be in breach of show terms and conditions. Any persons engaging in such activities will be asked to leave the premises immediately. Videotaping and photography are not allowed on the exhibition hall floor or in the conference rooms without prior written approval of show management. The organisers reserve the right to refuse entry.

#### **Gangways:**

The gangways within the exhibition are the minimum permissible by law and have been subject to approval by the Local Authority. Under no circumstances can any part of your stand, furniture or exhibits project beyond the boundary of your stand.

All gangways must remain unobstructed and accessible at all times. Any exhibitor who has too much equipment to fit on to their stand should refer to the exhibition 'lifting and handling order form' or contact the official freight contractor to arrange storage.

If you or any of your staff are seen to be in breach of any of the show rules we as Organisers have the right to issue warnings or even remove you from the event.

### **Sustainability**

GSOE SYMPOSIUM EUROPE 2022 is committed to delivering a sustainable event and we encourage our exhibitors and

contractors to make sustainability a key consideration. So, whether you are a fully-fledged sustainability champion or you are new to the topic, we have collated some useful points and actions that will allow you to succeed in planning towards a more sustainable event GSOE SYMPOSIUM EUROPE 2022.

#### **Stand Design and Construction:**

- Sustainability should be a fundamental part of your plans leading up to exhibiting. The best stand design doesn't always require the most materials.
- Ask your stand builder to provide you with information about how they are reducing the environmental impact of your stand, and how they measure that reduction.
- Source environmentally friendly materials, avoiding those which will end up in landfill. Timber is used extensively in stand building, so insist your stand builder uses timber which carries the Forest Stewardship Council trademark, or which has been recycled already.
- Design for re-use and re-purposing of materials – find new ways to utilise materials which have previously been part of displays/attractions and are surplus to requirements at the end of the event. Design your stand to make best use of energy efficient lighting e.g. LED
- Maximise prefabricated components in your design which can be used again, and can be built/ dismantled efficiently.

#### **Printed Material and Collateral:**

- Are there more sustainable options available?
- Research the materials you are going to use on your stand – can they be safely and effectively used again?
- Reduce your printed literature by switching to digital options e.g., on-stand displays that can be easily cleaned and/ or handouts made available by USB or email.
- Minimise the amount of printed material distributed and reuse excess marketing material after the event e.g. don't put a date on printed items so they can be used the following year.
- Take home what you don't use!
- Consider using local suppliers – this supports local businesses and reduces your carbon footprint.
- Use paper packaging rather than plastic.
- Use recycled paper wherever possible or FSC certified paper.

#### **Catering:**

- Use reusable cups and glasses.
- Use paper packaging wherever possible.
- How are you going to manage your staff catering onsite – where and what is available?
- How many plastic containers can you "save"?

#### **Energy and Resources Consumption:**

- How many devices you are powering on your stand – are they all necessary?
- Manage energy consumption by incorporating low voltage LED lighting into your plans.
- Minimise the use of water wherever possible.

#### **Transport:**

- Encourage all stakeholders to use public transport rather than taxis.
- Encourage car-sharing by setting up a car share scheme; report how many miles and how many journeys saved – can you incentivise this?
- Team up with a carbon offsetting company and devise a mechanism for your all your stakeholders to get involved with carbon offsetting – there are lots of different companies including a UN programme.  
<https://offset.climateutralnow.org/registerresult/2>

**Waste:**

- Minimise your waste
- Plan what can be recycled – how, when and where?
- Utilise recycling bins that are available appropriately

**Suppliers:**

We encourage exhibitors to use and contract GSOF SYMPOSIUM EUROPE 2022 recommended suppliers. Working with companies that are already collaborating with the event/business can reduce your environmental impact because you will benefit from shared transport/labour.

**YOUR STAND**

We are delighted to be working again with THE WORKS EVENTS. THE WORKS EVENTS will be supplying the traditional stands, carpet, electrics, graphics and furniture for you. The Shell Scheme used at GSOF Symposium Europe 2022 is Shell scheme, which is similar to the system used in 2021.

If you have any questions about the shell scheme please do not hesitate to contact THE WORKS EVENTS via the Official Contractors page. <https://www.gsofeurope.org/ezone-login>.

Please make sure that all orders via ezone are placed before relevant deadlines, late orders and last-minute changes will incur surcharges charged by THE WORKS EVENTS.

**What's included in your shell scheme stand?**

Your stand will be built for you before you arrive onsite if you arrive within the allotted times.



The following items comprise a Shell Scheme stand:

- White wall panels with aluminium posts to separate your stand from your neighbour.
- Fascia
- Company Nameboard
- Grey Cord Carpet
- 2 Spotlights
- Mains power supply of 3 kW, including consumption of power
- 1 Triple socket outlet, 230V
- 1 Table square with white top, 80 x 80 cm
- 2 Chairs Octa, chrome legs and black fabric
- 1 Waste bin

**What's NOT included in your shell scheme stand?**

You will need to consider the following items for your stand:

- Extra Shell Scheme components
- Additional lighting & electrics
- Furniture
- Graphics
- Audio Visual equipment

#### **Carpet**

Grey cord carpet will be laid to the area of your stand.

If you wish to lay your own flooring, please do not lay it on top of the carpet that is provided with every stand. Please email the Operations Team [Sophie.bridge@clarionevents.com](mailto:Sophie.bridge@clarionevents.com) and they can ensure no carpet is laid on your stand.

If you would like to order alternative flooring through THE WORKS EVENTS please click here [Ezone](#).

*It is your responsibility to remove the poly covering to your stand carpet to allow for the stand to be cleaned overnight before show open. Any stands which do not remove the poly cannot be cleaned before show open.*

#### **Damage**

If there is any damage to the stand, THE WORKS EVENTS will charge you directly. A complete list with rules and regulations can be found in the online order portal – Shell Scheme Stands – Rules & Regulations.

#### **Decoration Tips to Avoid Damage Charges from THE WORKS EVENTS**

Do:

- Go to the Exhibitor Service Desk of THE WORKS EVENTS to get special tape to use on the wall panels.
- Use Velcro (hook & loop), double-sided tape, Sellotape and/or Blu-Tack on the panels. The correct tapes and hooks are available at the Exhibitor Service Desk of THE WORKS EVENTS.
- Contact THE WORKS for advice if you are planning heavy fixings to your walls.
- Ensure that you remove all fixings carefully during breakdown.
- Mount your own lighting systems or tracks on the back of the fascia with cable ties, not with tape or any other flammable material.
- Anything applied must be removed during breakdown.

Don't:

- Use nails, staples, pins or glue on the panels.
- Screw into or paint the panels.
- Cut or tamper with the metal framework.
- Try and fix your own light battens to the system as it won't hold and is not permitted.
- Fix into or paint any of the metalwork.
- Use tape on the outside of the fascia posts as a deterrent to access your stand as it marks the metalwork.

Anything applied must be removed during breakdown.

#### **Decorating your Stand**

##### **Fixing to walls**

A certain number of products can be used to fix items to shell walling. To fix wall panels THE WORKS EVENTS advise using THE WORKS EVENTS tape in combination with Velcro or sticky pads.

For heavier items, under 992mm wide, THE WORKS EVENTS advise using hooks fixed into the upright grooves across 1 support pole. For items over 1000mm wide, they advise using hooks fixed into the upright grooves across 2 support poles. These special hooks are available at the THE WORKS EVENTS service desks during the exhibition.

Please note that Nails/Screws or Drawing Pins are to not be used and there will be a charge for any damaged panels or metalwork.

## Open Sides

Please check on the floorplan or your contract to see how many open sides are on your stand.

Clarion regulations state that each open side on your stand is permitted up to 50% build. We can arrange for additional walling up to this limit by contacting the Operations Team [Sophie.bridge@clarionevents.com](mailto:Sophie.bridge@clarionevents.com).

## Electrics & Lighting

The Shell Scheme package includes mains power supply of 3 kW/230V and one triple socket outlet of 230V.

- If you wish to order extra mains power supply, further lighting or an electrical socket and more you can do so by contacting THE WORKS EVENTS.
- Unsure of your power requirements? Contact THE WORKS EVENTS to be advised.
- Electrical extension leads plugged in to one another from a single socket is not the correct method of installation.

Please note that each block of stands requires an electrical mains box to energize the stands. The Organisers and THE WORKS EVENTS strive to ensure that the box is not located in an inconvenient position. Due to the nature of the venue's mains locations, it is difficult to ensure this is the case as every block must have a mains box.

If you do not wish to have this on your stand, please contact THE WORKS EVENTS who will try to accommodate your request, but it is not guaranteed. Please also note if you order electrics for your stand then it will be fitted with a fuse box in accordance with the new Wiring Regulations 17th Edition, BS7671.

## Graphics

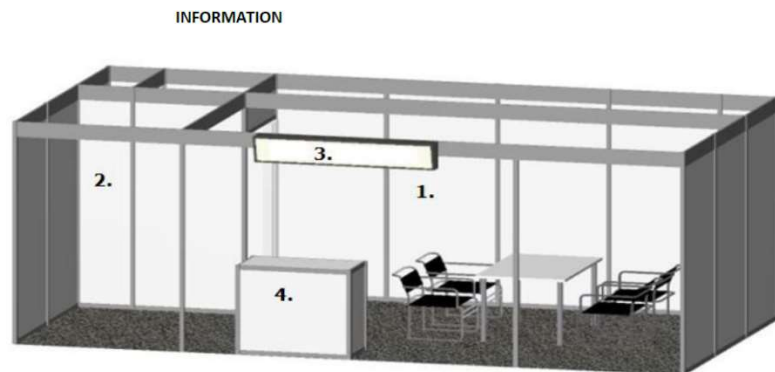
Our contractor THE WORKS EVENTS offer graphic services at an additional cost. Please view their Graphic options in the online order portal of THE WORKS EVENTS here. To create a great look and feel of your stand we strongly advise you to contact THE WORKS EVENTS, they will be able to advise you in the best way possible regarding your stand graphics. .

It is possible to have the shell scheme walls printed with graphics of your choice rather than have a plain white finish.

Have you considered?

- Full vinyl wall graphics
- Half vinyl wall graphics
- Vinyl sticker of 1 sq.m.

1. Full wall
2. Half wall
3. Fascia
4. Info counter



## Technical Spec

### Fascia & Name Board

The fascia measures 1545mm width and 265mm height and will display the title of the exhibitor together with stand number in Black text and on a White background.

## **Walling**

The walls are built of 1000mm wide x 2500mm high modular white panels and framed with aluminum upright posts both sides along with 70mm rails top and bottom.

When displaying products, bringing furniture or building within your stand please allow for the thickness of the walls. For example, if you are located in between two stands your floor space will be slightly reduced by the 50mm panel width on both sides.

## **Ceiling**

Larger stands may include additional ceiling grid beams to provide extra support for the structure. Additional light battens may be required on some stands which you'll need to arrange independently with THE WORKSEVENTS.

## **Height**

The Shell Scheme measures at 2500mm high from the floor to the top of the ceiling grid. From the underside of the ceiling grid to the floor the height is 2430mm.

The visible panel size is 946mm wide x 2340mm high, these are the dimensions to be used for graphics.

## **Support Posts**

The support posts measure as 2500mm high.

## **Space Only – Stand Fitting & Technical Regulations**

A Space Only stand will **NOT have electrics or walls** provided by the Organiser.

Please ensure you show all furniture (meeting tables, chairs etc) on the plan so we can check that you have taken social distancing into account.

**PLEASE NOTE THAT YOU WILL NEED TO NOTIFY THE ORGANISER OF YOUR KEY RISKS VIA A RISK ASSESSMENT.** You should still undertake a risk assessment as it is **YOUR** responsibility to understand and control the risks you foresee. Please ensure that you have understood and comply with all regulations.

## ***What you need to supply***

### **1 x Stand Design Comprised of a scaled drawing of your proposed design.**

Plan view(s) – incl. heights / Elevation(s) of all ground-based construction including height of raised platform floors.

### **1 x Method statement**

Which must detail the materials, machinery and methods involved in the building and subsequent removal of your stand. Your method statement must also specifically include a statement to describe how the stability is ensured during the build and breakdown phases and how the stability has been pre-tested.

### **1 x Risk assessment**

Which must identify any perceived risks associated with the work laid out in your design and method statement.

Please send the above documents to: [Sophie.bridge@clarionevents.com](mailto:Sophie.bridge@clarionevents.com)

The deadline for Complex stands is **2 September**. The deadline for all other stands is **9 September**.

Please always try to comfortably beat these deadlines rather than aiming for them - as this will ensure enough time is available to make changes to your designs if any are required.

## ***Aesthetic Rules/ Walling Regulations***

**Some important points to consider when designing your stand.**

- Please incorporate your stand number into your stand design for example include it in your back-wall graphics to allow attendees to locate your stand easily.
- The height limit for your stand is dependent on your stand location and all maximum build height is **4m** which includes the height of any raised platform floor.
- If you are unsure about the location of your stand or would like confirmation, please contact the Operations Team at [Sophie.bridge@clarionevents.com](mailto:Sophie.bridge@clarionevents.com).
- Please consider your build up timetable when designing your stand as we are unable to let you build any earlier or later than the tenancy hours.
- You must comply with all fire and electrical regulations, and full details of your electrical specifications must be included with your stand plans.
- You must not use the walls of the surrounding stands and must build your own (to all closed sides indicated on the event floorplan).
- You must also finish the back of your walling (where they exceed neighboring stands walling) to the same standard as the front of your walls, as they are is just as visible.
- You must make good the top of your stand so it is aesthetically appealing from above.
- You must not leave any waste after breakdown or you will be charged a dilapidation bill from the Organisers. (this includes any collateral, flyers, brochures, etc.).
- All build elements must be pre-fabricated. (Ensure that neither your own team members nor your appointed contractors intend to bring sheets of timber into the venue and attempt to build your stand from scratch on-site as this will not be permitted).
- Dust generated from sawing and sanding on-site poses a serious health risk to anyone in the vicinity and will not be tolerated.
- Please refer to the [eGuide](#) for definitive rules and regulations for events in UK venues. The eGuide includes information about:
  - Carpets and other flooring
  - Disabled access for your stand
  - Doors
  - Fabrics, decoration and other display materials
  - Fire regulations
  - Wood, timber and walling

#### ***Build-up Reminders***

- Working outside of your allotted build hours is not permitted.
- All stands should be completed within your allotted time.
- Power is not guaranteed to be live for your stand until the morning of show open. If you require temporary power for use during build-up you must order this from THE WORKS EVENTS .
- Children under 16 are strictly forbidden to be in the halls during build-up and breakdown. There are no exceptions to this rule.

#### ***Breakdown Reminders***

- Stands must be manned and operational until 15:45 on Thursday 6 October. Removal of material and equipment cannot begin before this time.
- From 17:00 once the show has closed and the hall is clear of attendees, you can start breaking down your stand.
- No trolleys or large packing materials will be allowed on the show floor until the hall is clear of attendees.
- We cannot be held responsible for any items left unattended. After 21:00 on Thursday 6 October, all items will be classed as rubbish and thrown away. Costs for the removal of all items will be chargeable to the exhibitor.

#### ***Carpets***

- You are responsible for the carpeting / floorcovering of your stand. Please remember that under the contract you have signed you must provide some kind of floorcovering on your stand unless you request with the Operations Team [Sophie.bridge@clarionevents.com](mailto:Sophie.bridge@clarionevents.com) to have no flooring in your space. If you provide your own, you will need to use an approved carpet tape. The only permissible brands of carpet tape are Stikatak and Eurocel code B7-38 x 50. THE WORKS EVENTS can provide floor coverings -

- Please be advised that all carpets and carpet tape must be removed at the end of the show to avoid any dilapidations charges.
- Space only exhibitors are free to appoint stand designers and construction contractors of their choice (for advice please call ESSA on 01442 285 804 or visit their [website](#))

It is, however, your responsibility to advise them of the exhibition Standfitting and Health & Safety regulations

### ***Completion Times***

When designing your stand please ensure you can complete its construction within the time available. All space only stands must be completed by Tuesday 4 October at 16:00.

### ***Disabled Access***

- When planning your stand, please take into account the needs of less able bodied attendees, and in particular, wheelchair access to ensure your stand design meets the regulations of the Equalities Act.
- If a platform exceeds 38mm in height, a ramp (max gradient 1:12) must be incorporated to meet these regulations. Please ensure that the surface of your ramp is covered in a non-slip material, that contrasts in colour to the rest of the floor.
- If space permits, please consider installing a sloped edge across the width of the stand.

### ***Distances***

The travel distance from any point on the stand to a gangway must not exceed 12m.

### ***Doors***

If you are building a storeroom /office, doors must have a vision panel of 320mm x 320mm and must open outwards in the direction of exit. If your door is on the edge of the gangway, it must be recessed into the stand to avoid the door opening directly into the gangway.

### ***Electrics***

#### **EARLY BIRD BOOKING RATES APPLY**

You need to order a connection to the venue's mains via THE WORKS EVENTS for your lights and power.

The mains come from the floor so please include a store room which will serve to hide the mains supply box.

This store should remain accessible and unlocked at all times. (enabling quick access to the electrical or fire departments. Should it be required).

### ***Fabrics***

Textile fabrics used for interior display purposes on the stand must be flame-proofed or purchased already treated with an approved chemical in accordance with BS5438/BS5852. Certain fabrics such as wool, twill or felt need not be proofed.

Textile fabrics used for interior decorating of stands must be fixed taut and/or in pleats (not draped) to a solid backing secured 3" above floor level and not touching light fittings.

### ***Fire Extinguishers***

The Fire Officer will provide fire extinguishers in designated areas to meet the Local Authority requirements. These extinguishers are not to be moved or covered. It is important that all exhibitors ensure that their staff and contractors are familiar with their operation and acquaint themselves with the location of the fire exits and alarm points in the venue.

Fire extinguishers are also available for individual stands. If you require a specific type of fire extinguisher for a particular type of work, please contact the Fire Officer now via the Organisers. Once the show is open it is important that fire extinguishers are not moved.



### ***Fire Regulations***

To ensure as safe a show as possible there are strict regulations governing the materials that may be used in the construction of stands and in the demonstration of products. A copy of the regulations is available from the Organisers. All materials used for building, decorating and covering of stands must be of non-flammable material (class one spread of flame).

Materials must comply with British Standard Numbers BS476 and BS5570 and/or BS3120. Your stand will be inspected during build-up and the Fire Safety Officer may remove any offending materials, or close down a stand if it does not comply with fire regulations. If you require specific advice regarding fire regulations, please initially contact the Operations Team [Sophie.bridge@clarionevents.com](mailto:Sophie.bridge@clarionevents.com) with full details of your planned activities.

### ***Graphics***

All stand structures, signs, exhibits must be confined within the area of your stand and may not project into or over the public gangway.

Please incorporate your stand number into your stand design for example include it in your back-wall graphics to allow attendees to locate your stand easily.

### ***Materials***

All work must be carried out using non-flammable materials. The use of softwood board is prohibited apart from counter tops and platforms, in which instance it must be impregnated to render it non-flammable and branded with a recognizable trademark.

### ***Painting & Decorating***

Solvent based paints should not be used. Water based paints only to be used inside.

All waste products must be disposed of properly. Damage to the venue will be charged to the Exhibitor.

If you are painting your stand please refrain from using the toilets to clean your equipment.

### ***Paper & Flowers***

Brown paper, corrugated paper and the like must not be used for stand dressing; particularly as backing/lining on stand structures. Artificial plants and flowers must not be used as they are combustible and give off fumes. Silk type flowers are acceptable if they have been fireproofed to BS476-Part 7 and are marked as such

### ***Platforms***

Platforms are not essential but where they are incorporated into the stand designs regulations apply - corners should be rounded off and platforms over 38mm must incorporate a ramp (with a 1:12 gradient) into their design for disabled access to meet the requirements introduced under the Disability Discrimination Act. Exhibitors are reminded that platforms should not exceed 600mm in height, otherwise the stand will be considered complex.

### ***Plastics***

Plastics must conform to BS476 - part 7- Class 1 fire regulations.

Vinyl or plastic sheeting must comply with BS 5438.

Lexan and Macralon are acceptable.

Perspex must not be used.

### ***Shared Sites***

On divided sites, you may not display company names, logos or lettering on the rear of the wall overlooking neighboring stands.

Exhibitors are required to supply, erect and decorate walls up to a minimum height of 2.5m to divide them from their neighbor. The interior and exterior walls above this height must be finished to the same as both sides of the stand are equally as visible.

You may construct a shared wall, if adjacent to another space only stand. Please contact us for details of your neighboring exhibitors.

### ***Stand Numbering***

To aid the attendee journey, you should ensure that your stand number is clearly visible on each side of your stand.

### ***Sustainability – designing your stand with sustainability in mind***

Sustainability should be a fundamental part of your plans leading up to exhibiting. The best stand design doesn't always require the most materials.

Ask your stand builder to provide you with information about how they are reducing the environmental impact of your stand, and how they measure that reduction.

Source environmentally friendly materials, avoiding those which will end up in landfill. Timber is used extensively in stand building, so insist your stand builder uses timber which carries the Forest Stewardship Council trademark, or which has been recycled already.

Design for re-use and re-purposing of materials – find new ways to utilise materials which have previously been part of displays/attractions and are surplus to requirements at the end of the event.

Design your stand to make best use of energy efficient lighting e.g., LED

Maximise prefabricated components in your design which can be used again, and which can be built/ dismantled efficiently.

### ***Timber & Wood***

Timber of any thickness if impregnated and branded as fireproofed is acceptable.

Timber framing of stands in natural unproofed timber must be of a minimum thickness of 21mm.

Counters and floors of stands of natural unproofed timber must be of a minimum thickness of 21 mm. Where natural timber is used for floors it must be close-jointed.

Wood, chipboard or blockboard of a minimum thickness of 18mm, may be used in the construction of internally lit units, display plinths and for display screens or panels provided that these screens or panels do not form internal dividing partitions.

Plywood, hardboard, pulpboard or fibreboard rendered fire-resistant by an approved process of impregnation and bearing a distinguishing brand mark to indicate that it has been impregnated may be used.

The applied decorative finish of stands may be of natural (unproofed) timber of a minimum thickness 21 mm provided that the area of vertical wall services does not exceed 2.5 m for each square metre of exhibition floor area occupied by the stand.

Where such timber is used on the inside of the stand and extends within 600mm of a fabric ceiling, such fabric must be inherently non-flammable or durably flame proofed.

The use of softwood board is prohibited apart from counter tops and platforms, in which instance it must be impregnated to render it non-flammable and branded with a recognisable trademark

### ***Walling***

Space only exhibitors are responsible for walling to a minimum of 2.5m any side adjoining another stand. For sides adjacent to gangways: - You may only wall to full height up to half (50%) of each open side. Special permission may be given for island sites to have completely walled sides. Requests will be looked at on an individual basis depending on the size, position and products being displayed.

You must discuss your plans as soon as possible with Operations Team [Sophie.bridge@clarionevents.com](mailto:Sophie.bridge@clarionevents.com) if you wish to request special permission. **Do not assume that this will automatically be given**, we reserve the right to request changes to your stand layout.

## ***Working at Height***

Clarion Events are supporting the new event industry initiative to reduce accidents caused by falling from a height. We ask all exhibitors to please join us in ensuring your teams and your contractors work as safely as possible. You can read more and download useful resources you can use to inform your teams and contractors at [www.stop-the-drop.co.uk](http://www.stop-the-drop.co.uk) Thank you for your support in this important matter.

## **HEALTH & SAFETY**

This section details all of the health & safety information that you must consider when designing, building and operating your stand at the show. Health and Safety is an important issue at events and as such it is vital that you read the following information carefully and ensure that you and your staff, as well as any contractors that you employ adhere to the provisions fully.

We appreciate that some of you may be unfamiliar with the legal and practical aspects of Health and Safety management. This section is designed to give you sufficient guidance to discharge your responsibilities. Guidance, however, can only go so far and you have a legal duty to ensure that your operations and actions do not compromise health and safety. Failure to do so can lead to prosecution and other legal sanctions. If you are unsure you are urged to contact the Operations Manager. Please do not leave health and safety issues to the last minute. The earlier we have your information the better the support we can give you.

Below, we have set out our responsibilities under the prevailing legislation and under the auspices of the Health and Safety at Work (etc.) Act 1974 and The Equality Act 2010, together with subsequent Regulations, Amendments and Approved Codes of Practice. As an exhibitor you are also required to ensure that your attendance at the event is conducted in a way that exposes you and those around you to the minimal possible risk.

You must complete the health and safety section on the exhibitor requirements form and provide details of insurance if you haven't taken out recommended insurance. A detailed and suitable and sufficient 'Risk Assessment' for your attendance at the event - with focus on the build-up and breakdown processes.

## **Introduction**

The exhibition halls are an ever-changing environment with constant construction and dismantling of exhibitions and with different layouts for each event. This in itself means that there are hazards peculiar to the industry. This brief is intended as a basic guide to the generic hazards found in the halls. It does not cover any specific event. Anyone working on a specific event should consult the risk assessment for the event held by the organiser/promoter and the halls event management department. It is intended as a general Health and Safety brief for anyone who may have cause to enter the exhibition halls.

## **Who is at risk?**

Everyone working in or passing through the halls is at risk to some extent. Those whose work is in the halls are at risk due to their constant exposure. Those who do not normally work in the halls will be at risk because the environment will be unfamiliar and they will be less aware of the day to day hazards.

## **Who is most vulnerable?**

- Persons with little or no knowledge of the halls.
- New and expectant mothers may be especially at risk and should not work in the halls without a specific Risk Assessment to cover their activities.
- Young persons (aged 16 – 18) have a lower perception of risk in general and should be subject to a specific Risk Assessment to cover their activities.

## **Managing the Risk**

The safest way to deal with risk is to avoid it altogether. Unless there is no alternative do not use the halls as a transit route especially during build-up and break down. If you have no business in the halls, simply avoid them. If you must go into the halls reduce the risk by making yourself aware of the hazards. Obey safety signs and never cross barriers into prohibited areas. Avoid areas of obvious risk e.g. overhead working.

Lastly, always wear PPE where designated e.g. hard hats in hard hat areas. Note: PPE should always be a last resort. It is better to avoid risk altogether.

Children under the age of 16 are not allowed in the halls during build-up and break down.

### **The Hazards of the Halls**

Beware of the following:

- The changing environment when moving from one hall to another.
- Moving vehicles such as goods vehicles and forklift trucks especially in and around cargo/vehicle doors. Reversing vehicles are particularly dangerous.
- Cable duct openings in the floor.
- Slip, trip hazards on the floor, particularly plastic sheets (which can be very slippery) and trailing cables.
- Sharp objects and nails in wood which can pierce ordinary footwear.
- Falling objects – avoid areas of overhead working.
- Suspended wires. Often there are wires and other objects hanging at below head height.
- Not all exits will necessarily be open. The only fire exits open are those with signs illuminated.
- Partially built structures which may not be stable.
- Sudden crowd movements and surges during seated events.
- Overexposure to noise levels which could be damaging to hearing.
- The potential to fall from height from partially built structures e.g. seating, exposed edges on the upper levels.

### **Health and Safety Legislation**

The Health and Safety at Work Act 1974 is the legislative foundation for all workplace Health & Safety Regulations. There are a number of areas of the Act which are of particular importance to the management of contract work.

#### Section 2

- Provision and maintenance of safe plant and safe systems of work
- Safe handling, storage, maintenance and transport of work articles and substances
- Provision of information, instruction, training and supervision
- Provision of a safe place of work with safe access and egress
- A safe working environment with adequate welfare facilities

These must be maintained for exhibitors, contractors and employees of ANY company working within any premises hired by Clarion Events Ltd.

Section 3 - Places a general duty on employees to ensure the health and safety of people who may be affected by work activities but who are not employees; this includes contractors, temporary workers and attendees on site.

Section 4 - Requires persons in control of premises where plant and substances are available for use by non-employees to ensure, so far as reasonably practical, that there are no risks to the health and safety of these people.

The Management of Health and Safety at Work Regulations 1999 requires additional action to be taken in order to ensure compliance. Namely:

Regulation 3 - Requires suitable and sufficient risk assessments to be completed, all significant risks must be identified with suitable and sufficient control measures put in place.

Regulation 6 - Appointment of competent persons in health and safety

Regulation 7 - Establish and implement emergency procedures

Regulation 9 - Co-operation and co-ordination in shared workplaces

Regulations 8 & 10 - Provision and sharing of information

## **Equality Act**

### **The Organiser's endeavor to provide all attendees with the same opportunities.**

Exhibitors should be aware that they also have obligations under the Equalities Act 2010 (which has replaced most of the Disability Discrimination Act) because Exhibitors are considered service providers. Service providers are required to make changes, where needed, to improve service for disabled customers or potential customers. There is a legal requirement to comply with the Act to ensure disabled people are not treated less favorably than people who aren't disabled, which include:

- Reasonable adjustments must be made to services and environments so that disabled people can access them.
- Inaccessible features must be removed or altered.
- A reasonable alternative, or means of avoiding inaccessible features, must be provided.
- Delivery of services by a reasonable alternative must be provided.

It is important to understand that access for disabled people is not only about physical access to buildings for wheelchair users but also includes access to written information for people with visual impairments and access to the same standard of service for all. Health & Safety legislation should always remain the primary concern whilst making changes under disability regulations.

This list is by no means exhaustive and must be used as a **guide only**. Further information about The Equality Act 2010 can be found at:

<https://www.aev.org.uk/e-guide>

[www.homeoffice.gov.uk/equalities/equality-act/](http://www.homeoffice.gov.uk/equalities/equality-act/)

[www.direct.gov.uk/en/DisabledPeople/](http://www.direct.gov.uk/en/DisabledPeople/)

[www.equalityhumanrights.com](http://www.equalityhumanrights.com)

## **Health and Safety Responsibilities**

### **Clarion Events Policy Statement**

Clarion Events aims to set the benchmark standard for managing health and safety in exhibitions.

This is not only our moral and legal duty, but it is commercially important for the success of every event. We recognise that our exhibitors rely on us to provide a trading environment on the exhibition floor which is safe and without risks to health. We also recognise that running a public event places a special responsibility on Clarion Events and extends our duty of care not only to our staff but to exhibitors, contractors, venue staff, attendees and members of the public. Thus we seek not just to comply with the Health and Safety at Work Act and other relevant legislation, but to provide a health and safety framework that is continually improving and genuinely supportive of our client's business objectives. The Show Director is ultimately responsible for health and safety at the Show.

It is the policy of GSOF Symposium Europe 2022 to ensure that all employees, contractors and attendees are provided with a healthy and safe working environment and is committed to providing adequate control of Health and Safety risks arising from this event.

We recognise that we have overall responsibility for the event and for the co-ordination of the activities of the contractors, our staff and service providers on site.

GSOF Symposium Europe 2022 has the following responsibilities,

- To provide and maintain safe and healthy working conditions in accordance with the statutory requirements.
- To provide and maintain plant and equipment as required for safe working conditions.
- To comply with the requirements of the Control of Substances Hazardous to Health Regulations.
- To make available all information, instruction, and training; safety devices and personal protective equipment.
- To maintain interest in health & safety matters that are associated with the Company's activities and for its Management to set an example in all matters of health and safety.

- To ensure there is a consulting mechanism between employees, contractors and management concerning Health, Safety & Welfare.
- To comply with legislation, both statutory, regulatory and accepted code of practice to establish minimum standards that will be maintained and improved wherever possible.

Where appropriate, the risks have been assessed and controls put into place to minimise the risks. GSOF Symposium Europe 2022 have reviewed current safety management and practices in line with the Health and Safety Executive's L153 guidance document.

GSOF Symposium Europe 2022 fulfils a number of duties in operating the overall event site. All exhibitors and their contractors have been made aware of their responsibilities and relevant safety documentation is requested and recorded as part of the stand design process.

The official contractors and the venue services appointed by the organiser's fulfil further responsibilities being 'Designers' and 'Contractors' with respective responsibilities across the whole exhibition site as controlled by the Organiser.

To ensure that we manage construction and dismantling at the event safely the company will:

- Eliminate or control risks so far as is reasonably practicable
- Ensure work is effectively planned
- Appoint the right people and organisations at the right time
- Make sure that everyone working for the company has the right information, instruction, training and supervision to carry out their work safely and without risks to health
- Have systems in place to help parties cooperate and communicate with each other and coordinate their work
- Consult workers with a view to securing effective health safety and welfare measures
- Ensure any actions required are to be sensible and proportionate to the risk.

### **Risk Assessment**

- Clarion Events has carried out suitable and sufficient assessment of the risks associated with this event, details of which can be obtained from the organiser's office. General risks associated with any exhibition are as follows:
- Multiple contractors working in a single workplace
- Fall from working at heights and working on a live edge
- Objects falling from height or loads falling from vehicles
- Impact injury from moving vehicles
- Structural collapse of seating or an exhibition stand
- The outbreak of Legionnaires disease from a water feature
- Food poisoning incident from temporary catering outlet
- Fire
- Major incident and civil emergency
- Excessive working hours.

This is an overview and by no means a comprehensive account of the risks involved at this event. It is the absolute duty of all parties to ensure that under the Management of Health and Safety at Work Regulations and other legislation suitable and sufficient risk assessments are conducted on all significant risks.

The Management Regulations and associated guidance also require that risks should be mitigated with a view to achieving a maximum reduction in the level of risk within the bounds of what is reasonably practicable. In general terms, emphasis should always be placed on eliminating or reducing risk at source. It must be remembered that personal protective equipment is usually control of last resort.

### **Exhibitor Requirements**

#### **Legal Duties**

As an exhibitor, you have a legal duty of care for the safety of anyone who may be affected by your activities. You are ultimately responsible for all aspects of safety on your stand during the build-up, the open period of the show and during the breakdown.

Where you contract out the building and finishing of your stand you are still vicariously responsible for the activities of your contractors. You can discharge your duties by ensuring that you do the following:

- Appoint a competent person to be responsible for health and safety on your stand. For the build-up and breakdown, this can be your contractor.
- You MUST carry out suitable and sufficient risk assessment of all your activities and obtain relevant risk assessments from your contractors with supporting method statements for the building and demounting of your stand. If you have a shell scheme stand you can assume that the shell scheme contractor's risk assessment has been obtained by the Organiser.
- You must ensure that your staff and contractors working on site are informed of the site rules and health and safety arrangements which are detailed below and you must ensure so far as you reasonably can that they follow them.
- You must ensure that all your staff on-site and contractors are familiar with the venue's emergency procedures which can be found later within this document.

### **General Health & Safety**

The following are the general health and safety site rules with regards to safe working. You are reminded that venue staff, exhibitors and contractors alike have a legal duty to cooperate with the Organiser on matters of health and safety which includes compliance with these rules.

All participants must comply with any reasonable instruction given to them by either Clarion Event, their appointed health & safety staff, or the venue's appointed health and safety staff.

### ***Accident Reporting & First Aid***

Clarion Events Ltd investigate all accidents and 'near misses' that occur on-site and we expect the co-operation of the exhibitors and contractors in investigating the true causes of any accident in order to try and prevent re-occurrence. All accidents and near misses must be reported to the Organisers' Office. All contractors are required to comply with the RIDDOR Regulations 1995.

### ***Alcohol and Drugs***

Drinking of alcohol on-site by contractors during the build-up and breakdown phase is forbidden.

### ***Animals***

Animals are not allowed on site unless they are part of the event, if you have any live animals on your stand you will need to have permission from the Operations Team. Guide and hearing dogs are permitted on request.

### ***Children***

Children under 16 are strictly forbidden to be in the halls during the build-up and breakdown. There are no exceptions to this rule.

### ***Compressed gases (e.g. LPG)***

Use of gases will only be permitted where essential and by exception and these must be registered as a special risk. A certificate of installation by a CORGI registered fitter is required for LPG installations. Only one cylinder can be kept on the stand at any one time. Cylinders which have never contained gas (as opposed to cylinders which have been emptied) may be used for display purposes.

### ***Dust***

Dust must be kept to a minimum and dust sheets used. Dust extraction must be used, where fitted, on power tools.

### ***Electrical***

Exhibitors and contractors must comply with The Electricity at Work Regulations, the IEE Wiring Regulations, and the venue's electrical regulations.

- All work must be checked by a fully qualified electrician and all temporary installations must be protected by an RCD and inspected before power is supplied to the stand.
- There should be sufficient correctly installed and rated power sockets to preclude the use of extension leads and long trailing flexes. If essential, extension leads must be correctly fused and limited to one per socket. Multi-sockets must not be used.
- All electrical trunking must be clearly marked with white or striped tape.

Electrical supplies will be switched on at 0800hrs each morning and switched off 30 minutes after show close each night. Therefore, if you require a 24hr power supply; please remember to pre-order your requirements with the electrical supplier.

### ***Emergencies***

Please ensure our Emergency Procedures' are distributed to all your staff.

### ***Entrances/Exits***

Entrances/exits must be a minimum of 2.5m and emergency exits must be at least 1.5m wide. Exits with doors opening directly onto a gangway must be recessed into the stand. There should be a distance of no more than 12m to the nearest exit from any point on the stand.

### ***Fire & emergency procedures***

Please read and understand the Fire & emergency procedures which will be sent to you with your build-up pack and will also be within your welcome packs when you arrive on-site – please contact the Organiser's office if you do not have a copy.

### ***Fire extinguishers***

The Fire Officer will provide fire extinguishers in designated areas to meet the local authority requirements. These extinguishers are not to be moved or covered. It is important that all exhibitors ensure that their staff and contractors are familiar in their operation and acquaint themselves with the location of the fire exits and alarm points in the venue. **THIS IS VERY IMPORTANT.** If you require a specific type of fire extinguisher for a particular type of work, please contact the Fire Officer now via the Organiser's. Once the GSOF Symposium Europe 2022 is open it is important that fire extinguishers are not moved into the aisles.

### ***Fire Precautions***

There are strict rules governing what materials can be used to build stands and these will be covered by the venue's regulations. Exhibitors and contractors must ensure that they are followed. Venue fire and safety officers will carry out testing on-site to ensure that materials comply.

Combustible waste must be safely disposed of and boxes and packaging must not be stored on the stand. Storage facilities for products are available through the Organiser's.

Please ensure that you include a fire risk assessment with your main stand risk assessment.

### ***First Aid***

First Aid is supplied by the venue and they are located onsite. To report an accident please contact a member of security or the Organiser's Office. All ambulances must be requested through Control.

### ***Floor Conditions***

There is a significant risk of slips, trips, and falls and sharp objects left on the ground. All those working in the halls in build-up and breakdown are strongly advised to wear appropriate safety footwear.

### ***Food Safety***

Exhibitors have a duty to ensure proper food hygiene to guard against contamination and food poisoning. Please also refer to recent regulations on allergen labelling.

### ***Fumes***

Exhibitors and contractors have a duty to exercise proper controls over the release of noxious fumes and if necessary carry out a COSHH assessment. Please be aware of fumes from paint and spraying equipment. Engines of vehicles in the halls must not be



left on idle. Where this is unavoidable i.e. for cranes, the lifting supervisor is responsible for ensuring the combustion fumes do not build up in the halls, service tunnels and basements as a result.

### ***Gangways***

The gangways used in this show are the minimum permissible by law and exhibitors and contractors are reminded that the gangways should not be used to store stand fitting or construction materials during build-up & breakdown. Designated emergency aisles must be kept clear at all times. Lifting contractors are not to set down loads in designated emergency aisles. Under no circumstances will exhibits, stand dressings, tables and chairs etc. be allowed to encroach into the gangways - please remember to keep all your exhibits inside your stand at all times.

### ***Hanging Wires***

Hanging wires are not to be left hanging below head height and must be marked with tape.

### ***Hazardous Substances***

Hazardous substances are not to be brought into the halls unless essential. The use of hazardous substances must be subject to a COSHH assessment. Exhibitors must declare the use or display of hazardous substances as a special risk.

### ***Hot Works***

All hot works must be subject to a hot working permit – please go to the organiser’s office on-site if you require one.

### ***Ladders***

Ensure that all access equipment you use is of sound construction and adequate strength. Fix ladders either at the top or bottom, as a 1:4 angle. The ladder should safely reach 1.5m past the point on which it leans. Trestle type supports are not to be used as ladders under any circumstances.

Clarion Events supports the industry Stop the Drop Campaign – more information is available under the Stop the Drop heading in the dropdown box or by visiting [www.stop-the-drop.co.uk](http://www.stop-the-drop.co.uk)

### ***Late Working***

There will be no late working. Please ensure you allow yourself adequate time to safely carry out everything required.

### ***Lifting/Forklifting***

DSV Solutions (formally Agility) have been appointed as a competent and approved lifting contractor for [insert show/event/fair name] and can be contacted via the Official Contractors page. [insert link to official contractors page]

All lifting and fork lifting must be done by DSV Solutions (formally Agility) and comply with The Lifting Operations and Lifting Equipment Regulations (LOLER).

As a result of the COVID Secure measures, DSV Solutions (formally Agility) will not be hiring or lending trolleys, pump trucks etc. on site, so you need to plan how you are going to move your goods around the event in advance.

If assistance is required, exhibitors are strongly advised to contact DSV Solutions (formally Agility) in advance for a quotation and to avoid delay on site.

### ***Lighting & Low-level spotlights***

These can cause burns. Please ensure that adequate guarding is provided should you wish to install or use any spotlights on your stand that may be within easy reach of the general public.

### ***Manual Handling***

As far as reasonably possible, you should avoid the need to undertake manual handling operations which involve a risk of

injury and appropriate steps are taking following a risk assessment to reduce any chance of injury to the lowest level reasonably practicable.

Remember:

- Think before lifting
- Stand as near to the object as possible

- Bend your knees and keep back straight
- Grasp the load firmly
- Lift with your legs
- Hold the load close to the centre of your body

### ***Moving Vehicles***

All reversing vehicles must be guided by a banksman. Engines are not to be left on idle in the halls. Where this is unavoidable i.e. for cranes, the lifting supervisor is responsible for ensuring that combustion fumes do not build up in the halls as a result.

### ***Painting & Decorating***

When using spraying equipment or pressure vessels, care must be taken off possible risks from fumes. Barrier creams and masks must be provided. The use of lead-based paints and primers is not permitted. Contractors and exhibitors should be continually aware of the fire risks associated with paints. Painters must not work in confined areas unless adequate ventilation is available. All waste products must be disposed of properly.

### ***Plastics***

The use of plastic grade less than Grade 1 B.S.476 Part 7 1971, whether in stand construction or display arrangement is prohibited. Limited amounts of plastic materials of a grade better than Class 3 can be permitted providing the details are submitted prior to construction.

### ***Portable Power Tools & Equipment***

All such equipment must comply with British Standards. Power equipment must be used with the minimum length of trailing lead, and that trailing lead must be protected mechanically and visually from damage. Such equipment must not be left unattended with power supplied to it. Ensure that all portable and static power equipment is used for the purpose for which it was designed and that safety guards are correctly fitted and used.

### ***Personal Protective Equipment (PPE)***

Suitable clothing should be worn relevant to the job being carried out including safety goggles or glasses, gloves and safety shoes.

### ***Risk Assessment***

Please give some thought to the following when completing your risk assessment:

- **Step 1: Look for the hazards:** How and when will the work be done, where on the stand will each trade involved be working? What equipment, materials and chemicals will be used? How much noise and dust will there be? Where will there be vehicle movements and lifting?
- **Step 2: Decide who could be harmed and how:** Who will be affected by your work and most at risk? Think of your employees, contractors or exhibitors on or near your stand, through to the attendees themselves. Safe working depends on co-operation between firms on site so take this into account and consider necessary precautions on every aspect of the work being carried out.
- **Step 3: Evaluate the risks:** Once you have done this adequately, you can then decide on the appropriate action. Ask yourself (a) Can the hazard be removed completely or done in a different way (b) If the risk cannot be eliminated, can it be controlled? (c) Can protective measures be taken that will protect the entire workforce on-site?
- **Step 4: Record the findings:** Write down the findings of your risk assessment. Pass on information about significant risks to those people identified in step 2, and record what measures you have taken to control these risks.
- **Step 5: Review your findings:** This allows you to learn by experience and take account of any unusual conditions or changes that occur on-site.

### ***Smoking***

Smoking is now prohibited by law unless in external designated areas and e-cigarettes or vapes are also not permitted within the Venue.

*Special Effects: e.g. Smoke, Lasers, Pyrotechnics, and Strobes*

All special effects must be treated as special risks and are subject to strict controls in accordance with a risk assessment and the appropriate legal requirements. Further information can be obtained on these from the Operations Team.

### ***Special items of risk***

Please ensure that the Organiser is aware if you will be having any of the following items on your stand:

- Stepped access, ramps and balustrades
- Dangerous & Obnoxious substances including flammable oils, liquids & gases, compressed gases / acetylene / LPG, also hot surfaces & naked flames
- Working machinery & apparatus
- Motor vehicles in the halls during the open period
- Livestock of any description
- Audiovisual displays & films
- Activities on water, also water & water equipment of any kind – including water features
- Laser products
- Radioactive substances
- Dangerous exhibits, including weapons & guns

### ***Stand Layout***

Please see the Your Stand section for information about your stand layout and how to submit your plans.

### ***Temporary Steps***

Temporary steps leading to and from exhibits must be sturdy, secure and safely positioned. All steps should conform to European standards. Steps should cover the width of the door/access to the exhibit. Where necessary they should be secured to prevent slipping and to account for the differences between the stand flooring and the surface they are specifically designed for.

During the day they should be checked regularly (and a written log kept) to ensure that they are still in the correct and safe position. The Organisers will carry out an onsite check and any steps deemed to be unsafe would have to be replaced. In order to avoid this inconvenience and additional expense, you are advised to ensure that any steps are suitable before arriving at the venue.

### ***Timber***

All timber less than nominal 25mm (1 inch) in thickness and plywood, hardboard and blockboard less than 18mm (3/4") must be rendered flameproof by a recognised process to a Class 1 standard when tested in accordance with B.S. 476 Part 7 1971. Plyhard and pulp boards which have been rendered flameproof in a manner approved shall be branded with a recognised mark.

**PLEASE NOTE THAT CHIPBOARD IS NOT AN APPROPRIATE CONSTRUCTION MATERIAL.**

### ***Textiles***

Textile Fabrics - unless non-combustible - may not be used for partitioning stands and so far as they may be used for the decorative treatment of such portions, the fabric must be backed with materials similar to that required for the construction of the stands. They shall be fixed taut to the backing board and secured at floor level by a skirting board not less than 75mm deep.

### ***Upholstered seating***

Upholstered seating must meet and pass the criteria for smoldering ignition source 0, flaming ignition source 1 and crib ignition source 5 when tested in accordance with 5 BS 5852 1990.

### ***Waste***

Contractors are not to discard sharp objects and to ensure that nails and screws are not left sticking out of waste wood and are either removed or hammered flat.

Special waste which may comprise a hazard such as chemicals, fats and cooking oils must be safely disposed of.

When designing your stand, please consider the environmental impact, or carbon footprint of your activities, and take steps to reduce this as much as possible.

All waste generated by your stand must be taken away by your contractors. Failure to do so may result in charges being passed back to you.

### ***Work Equipment and Tools***

Exhibitors and contractors have duties under the Provision and Use of Work Equipment Regulations to ensure that all tools are fit for purpose and safe to use.

All dangerous moving parts such as circular saws must be guarded with controls to prevent unauthorised use. The use of battery-powered tools is strongly encouraged to reduce trailing cables and risk of electrical hazards. Power tools are to take power from the 110v centre tapped earths provided and not from cleaner's sockets which are 240v. Those using mains-powered tools must ensure that cables are not trailed across aisles. All portable electrical equipment must be subject to a suitable portable equipment testing regime.

### ***Water Features***

Water features which create mists and sprays such as fountains and spa baths create the risk of the spread of Legionella bacteria in air which causes Legionnaire's disease. Any such feature is a special risk requiring a separate risk assessment detailing how the risk is controlled through water treatment and testing.

Please contact the Operations Team if you are intending to have a water feature on your stand. Water and waste must be ordered.

### ***Working at Height***

Working at height is subject to the Working at Heights Regulations and in conjunction with LOLER. As such, all working at heights is subject to risk assessment.

- All rigging from the roof is to be carried out by the official rigging contractor.
- All working platforms are to have a guard rail, mid-rail and toe board. Tools are to be kept on lanyards so far as is reasonably practicable.
- Static and mobile access working platforms must be fit for purpose (see Working platforms).
- Separate risk assessments are required for working on a live edge (before rails are in place). In such cases fall arrest equipment must always be used.
- Operatives working at a height other than on a static working platform designed for that purpose (e.g. scaffold) must be clipped on.
- Operatives working at height must have suitable head protection e.g. bump caps.
- Ground access to areas in the vicinity must be controlled to prevent persons from accidentally walking directly under high works. Ground workers in the vicinity must not work directly under high works and wear suitable head protection e.g. hard hats

Clarion Events supports the industry Stop the Drop Campaign – more information is available under the Stop the Drop dropdown on the Health & Safety menu, or by visiting [www.stop-the-drop.co.uk](http://www.stop-the-drop.co.uk).

### ***Working Platforms***

All Mobile Elevated Work Platforms (MEWPS) must comply with LOLER and have had a Thorough Inspection (TI) in the previous 6 months.

- All working platforms are to have a guard rail, mid-rail and toe board.
- Mobile access towers must be correctly constructed.
- Mobile access towers must be fit for purpose. Outriggers are to be used correctly with the correct height to width ratio (3.5 x shortest base width indoors and 3 x shortest base width outdoors).
- Mobile access towers may not be moved whilst in use and wheels must be locked off.
- Ladders must be footed or tied off and used in accordance with Construction (Health Safety and Welfare) Regulations. The use of domestic ladders and steps is strictly forbidden.

All of the above is a summarised guide. For full details on any particular aspect, you must seek professional advice. If you do not know who to contact that please seek advice from the Operations Team. [Sophie.bridge@clarionevents.com](mailto:Sophie.bridge@clarionevents.com).

## **Site Rules & Induction**

### **Why have site rules?**

- The law requires all of us to work safely

### **Remember**

- We are each responsible for our own actions
- Anyone of us could be prosecuted, fined, even imprisoned for not working safely
- Everyone has the right to expect to go work in a safe environment and go home from work without injury
- None of us wants to be injured or to be responsible for anyone else's injury or death

### **So**

- Even without the law, it still makes good sense to work safely
- If in doubt, stop and ask your line manager
- If you see someone acting unsafely, it is your duty to stop that activity and report it to your line manager

### **Firstly - be aware of the types accidents most likely to happen on the Exhibition site:**

- Vehicle and mobile plant accidents
- Falls from height and being struck by falling objects
- Accidents with hand and power tools

### **Secondly - be aware of your own employer's inductions & risk assessments:**

- Your employer should provide you with a task-specific induction/toolbox talk on arrival at work
- You need to know what your employer's risk assessments say – and apply them to the work you do

### **And be aware of the Exhibition site safety rules too:**

- As well as your employer's assessments, you need to know and comply with the exhibition site safety rules detailed below.

## **Site Phases**

The event period (tenancy) is from Monday 3 October to Friday 7 October and is split into 5 clear phases.

Be aware of what phase the site is in when you are working on site

Key dates (start/finish/other)	Dates
Phase 1 – Red / Construction	Monday 3 October & Tuesday 4 October (Until 12:00)
Phase 2 – Amber / Deliveries & Dressing	Tuesday 4 October (from 12:00)
Phase 3 – Green / Live Event Period	Wednesday 5 October & Thursday 6 October (Until 15:45)

Phase 4 – Amber / Collections

Thursday 6 October (From 15:45 – 17:00)

Phase 5 – Red / Deconstruction

Thursday 6 October (From 17:00) – Friday 7 October

## Site Rules

### **General**

- Keep the place you are working tidy – avoid slips, trip and falls
- See something unsafe? – deal with it yourself if you can - If you can't, report it to the Organisers' Office without delay
- **Report accidents – even minor ones – it could prevent a more serious one**
- Use the toilets and hand-wash facilities provided throughout the venue.
- Do a brief visual check of any equipment you are using before you start and report any concerns immediately.
- Everyone must consider the safety of themselves and others at all times
- Contractors must remove their waste from the site.
- Smoking is not permitted – Including E-Cigarettes and vaping.
- Dangerous working will result in an hour suspended from the site, repeat offenders will be removed from the site

### **Venue, services and contacts**

Show General Facilities are as follows:

Organisers' Office Location	Stand H19
Contractors service desks	Stand H21
Build up / Breakdown Catering Facilities	HungExpo
Toilets, Baby Changing & Disabled Toilets	Hall H

### **First aid arrangements**

- Who are your own first aiders – you should have one on-site
- Where is your own first aid kit?
- If you need help please contact a member of the security team or the Organiser's Office.

### **Methods of working**

- Appropriate and safe methods of working at height are required at all times

### **Traffic, use of vehicles and operation of mobile plant:**

- Be aware of moving traffic – in the loading areas and plant in the hall
- The speed limit is: 5mph in the loading areas
- Valid full driving license for the type of vehicle concerned must be held. Evidence of training for the type of vehicle or plant concerned as well as employer's authorisation to drive it;
- Please ensure that any reversing vehicles have a banksman,
- Safety reversing alarms are required on all vehicles that can be operated in reverse.
- Use seat belts, if fitted;
- Passengers MUST NOT be carried on forklifts or dumpers, or where there is no provision for a passenger.
- Authorisation to drive may be removed by the Organiser for repeated breaking of these rules.

### **Work at height:**

- Avoid working at height - if that is possible;
- Suitable towers, ladders and stepladders may be used – if used safely;
- Stop the Drop Campaign – insert show name supports the industry Stop the Drop Campaign – for more information please pop into the Organisers' Office.

***Use of power tools:***

- Training and your employer's authorisation required for the use of any type of power tool;
- Use of eye, hearing or other PPE as required for the tool – see your employer's risk assessment for it.
- All hot work activities that may generate sufficient heat to cause an ignition are prohibited without authorisation from the Organisers. This may include gas or electric arc welding; use of LPG torches or blowlamps; hot air paint strippers; lead welding; angle grinding; If in doubt, ask!

***Welfare & clothing***

- Appropriate footwear must be worn
- High vis must be worn in the loading areas
- Excessive late working will require additional crews

Repeated breaking of safety rules may result in your removal from the Exhibition Hall.

**Risk Assessment Guidance**

Under UK law, you are required to undertake a risk assessment, however we will not request to see this unless you notify us of a specific risk.

All exhibitors who are constructing their stand or arranging for someone else to construct on their behalf should ensure that a risk assessment during build and breakdown has been carried out.

If you would like to have any of the below activities taking place on your stand during the show, please forward a risk assessment and stand layout showing where the activity will be taking place to Operations Team. Please note that most of the activities below will require specific licenses or authorisation from the venue or Local Authority.

- Alcohol serving (restrictions apply)
- Animals
- Babies and children on stands
- Dangerous & obnoxious substances, including flammable oils, liquids & gases, compressed gases / acetylene / LPG, as well as hot surfaces & naked flames
- Gambling
- Hazardous noise
- Hazardous processes or substances
- Preparation, cooking & dispensing of food
- Radioactive substances
- Seating (closely seated audiences) & seminars
- Simulators & rides
- Special effects, including lasers, real flame, smoke machines & strobes
- Special treatments (invasive - breaking the skin, e.g. ear piercing & non-invasive touching skin, e.g. massage)
- Temporary structures
- Vehicles
- Buyer participation that may expose them to risks that would not normally be associated with visiting an exhibition hall
- Water equipment and features
- Weapons

- Working machinery & apparatus

If you have any questions regarding this, please contact the Operations Team. [Sophie.bridge@clarionevents.com](mailto:Sophie.bridge@clarionevents.com).

**Guidance on undertaking a Risk Assessment:**

**Step 1:** Look for the hazards: How and when will the work be done, where on the stand will each trade involved be working? What equipment, materials and chemicals will be used? How much noise and dust will there be? Where will there be vehicle movements and lifting?

**Step 2:** Decide who could be harmed and how: Who will be affected by your work and most at risk? Think of your employees, contractors or exhibitors on or near your stand, through to the attendees themselves. Safe working depends on co-operation between firms onsite so take this into account and consider necessary precautions on every aspect of the work being carried out.

**Step 3:** Evaluate the risks: Once you have done this adequately, you can then decide on the appropriate action. Ask yourself (a) Can the hazard or risk be removed completely or done in a different way? (b) If the risk cannot be eliminated, can it be controlled? (c) Can protective measures be taken that will protect the entire workforce onsite?

**Step 4:** Record the findings: Write down the findings of your Risk Assessment. Pass on information about significant risks to those people identified in Step 2, and record what measures you have taken to control those risks.

**Step 5:** Review your findings: This allows you to learn by experience and take account of any unusual conditions or changes that occur onsite. All venues have different rules and regulations, and certainly no two exhibitions provide the same environment. In all complex stand building cases (especially steelwork erection and lifting), you or the Principal Contractor should draw up a specific Safety Method Statement and go through it with the exhibiting company and Organisers in advance of the exhibition.

The following risk guide can be used to decide if a significant risk falls into high, medium or low category. This information can be stated next to each identified risk. The level of detail given in your risk assessment should be broadly proportionate to the level of risk involved.

- Very low risk    1 – 4    Requires no action
- Low risk         5 – 7    May require action or creating more awareness
- Medium risk     8 – 14   Requires action to be programmed over the coming weeks
- High risk        15 – 36   Requires action to be undertaken immediately

Risk Guide						
SEVERITY Ø	1 Trivial injury/injuries	2 Minor injury/injuries	3 Major injury to one person	4 Major injury to several persons	5 Death to one person	6 Multiple deaths
PROBABILITY Ú						
1 Negligible	1	2	3	4	5	6
2 Possible occurrence	2	4	6	8	10	12
3 Occasional occurrence	3	6	9	12	15	18



4 Frequent occurrence	4	8	12	16	20	24
5 Regular occurrence	5	10	15	20	25	30
6 Common occurrence	6	12	18	24	30	36

### Risk Assessment Example

A Sample Risk Assessment can be found in the forms section of the manual - you may use this template if you wish.

Please note that this is an example only – do not return this as your risk assessment. 2 pages are normal for small stands - complex stands may require 20 or more.

**Show:** GSOF Symposium Europe 2022

**To cover show period:** Build up, Open and Breakdown

RA undertaken by:

Exhibiting Company:

Stand No:

Stand Name:

Date RA undertaken:

Signed for Exhibitor:

Signed for Contractor:

These are SAMPLE tasks only – identify your own!	Hazard List ALL here – none is usually insufficient	Who is at risk? Specify e.g. exhibitors, contractors, attendees, venue staff, children	Level of Risk Low, Medium or High  (Severity x Probability)	Precaution or Control Measures State existing measures if adequate or new equipment/work practices if additional precautions need to be taken.
Working at height	Falls of men &/or equipment causing injuries or death	Contractors; Exhibitors;  New staff;  Venue staff	Medium	1 Hard-hats & harnesses to be worn. 2 Temporary guardrails fitted. 3 Only experienced staff are permitted to work at height. 4 Restrict access by cordoning off areas where there is overhead working. 5 Erect warning signs.
Moving demo model on stand	Nips and trapped fingers	Children; Attendees	High	1 Fit Lexan or polycarbonate guard. 2 Ensure 2mm gap maximum around all moving parts.

				3 Fit warning sign.
Goods require fork-lifting onto stand	Goods fall from fork-lift resulting in crushing, death, damage to property	Contractors; Exhibitors;  New staff;  Venue staff	Medium	1 Ensure that fork-lift operated by trained personnel.  2 Ensure that fork-lift is not over-loaded.  3 Allow sufficient time when planning for deliveries to avoid haste.

### **Method Statement Guidance**

#### **Method Statement Example**

Space only exhibitors building complex structures must submit a suitable Method Statement with their stand designs, detailing the processes by which the stand will be built and operate. These statements should be followed by all involved parties onsite to ensure that all necessary steps and precautions are taken.

A guide is given below - please either use as a template or produce your own suitable form. Exhibitors must also obtain copies of method statements for their own reference from all parties who undertake work on their stand.

Named Responsible Person:	The employee who will be responsible for construction & breakdown of your stand.
Details of the Stand:	Loadings, dimensions, location, unusual stand features.
Access:	Details of entry points into the halls and the route to the final position.
Erection:	The sequence & schedule in which all the stand elements will be built, including alignment, electrical connections, etc.
Stability:	Methods of ensuring adequate structural support of stand elements requiring cross-bracing, with calculations & inspection certificate from an independent structural engineer.
Lifting:	Specify the equipment(s) to be used, their capacities, weight, locations and floor loadings. Check the operatives current license or Certificate of Competence. Check machine's inspection certification or maintenance record.
Scaffolding:	Include details of temporary & mobile scaffolds, access towers & other work at height which you intend to carry out. People working close by must be protected.

COSHH:	Any proposed use of hazardous & toxic substances must be advised to the venue. Outline the protection provided for employees and workers on adjacent stands.
Environment:	Consider any abnormal noise that may be present, or work which may create dust or fumes. What ventilation and other control measures will be provided?
Services:	State where electrical work will be carried out, welding, gases, compressed air, water or waste services will be brought onsite.
Safety Features:	Identify the safety equipment & precautions you will be providing onsite, including any protective measures you will be implementing, and areas of risk as highlighted from your Risk Assessment.
Exhibits:	Provide the Organisers with details on exhibits that may present a risk to the public and / or the operator. How will this exhibit be delivered onto your stand? What machine guarding or other special requirements are there? What hazardous waste will be produced, and what measures will be employed to dispose of that waste?

### **Electrical Testing & Safety**

#### **Testing Charge**

From July 1st 2012 all electrical contractors have been required to test their electrical installation to a minimum standard demonstrated in the Current EIA Electrical regulations e-guide also Incorporating BS 7671 17th edition. The following testing charges are currently in place.

All items ordered from the official order form are subject to the following testing charges

- Circuit Installed as indicated on the Electrical Order Form.

#### **Electrical Safety**

Exhibitors should order their electrical fittings from the appointed contractor. In the event of an electrical failure, the matter must be reported to the Organisers' Office.

1. DO NOT tamper with the fuse board. Only qualified electricians may access the fuse box. Ask for help at the service desk.
2. DO NOT coil up your cables. Unroll them to ensure they don't heat up or have them cut to a suitable length.
3. DO NOT wrap cable around metal objects. The cable should be clipped to the top edge of the stand as part of your lighting connection.
4. DO NOT plug everything in one outlet and DO NOT plug one lead into another. This causes overheating and may blow the fuse. Order enough sockets for your needs. Remember: 1 x 500watt socket = 1 x 4-way extension lead

5. DO NOT use multi-way adaptors. These are not suitable for use in commercial premises. Use an extension lead.
6. DO NOT allow conductors to become exposed. The inner coloured sheathing is to protect the conductors; the outer sheathing is to protect you.
7. DO NOT let cables drop to the floor unprotected. Exposed cables must be in a conduit or mini trunking.
8. All electrical equipment intended for use on stands must be PAT tested and labelled accordingly.
9. Cables must not run under carpet. If they run across the floor, ensure they are covered by conduit or protective ramping (tape is not acceptable). Cable ramping stops trips and prevents damage.
10. All lighting must be kept at least 300mm away from fabric ceilings and other combustibles. All light fittings must be secured appropriately, and heavy light fittings must have a secondary means of support.

Ask us and we will help you get it right!

### **Quick Reference Guide to Appliance Power Consumption**

Often THE WORKS EVENTS find that many exhibitors are not aware of the power requirements of equipment that they will be using. This Quick Reference Guide is designed to assist exhibitors in planning their power requirements, and if followed, will reduce the likelihood of problems occurring at the exhibition venue.

THE WORKS EVENTS provides standard 3-pin English 13A socket-outlets, but with four different power ratings. The list below indicates the sort of equipment that can be used with each of the power ratings:

1000w is rated at 4 AMP AND CAN SUPPLY:

- One computer [or 2 x laptops]
- A small domestic fridge
- Four mobile phone chargers
- Table lamp
- Television and video
- Small domestic coffee machine (750W – 1kW)
- Small domestic steamer (900W – 1kW)
- Small microwave cooker (750W – 1kW)
- Vacuum Cleaner (800W – 1kW)

or any combination of the above using a single 4-way extension (maximum length 2m) subject to a total load of 1000W.

2kW & 3kW ARE RATED AT 10 AMP AND 13 AMP AND CAN SUPPLY:

- Jug Kettle (2kW – 3kW)
- Catering coffee machine (1.5kW – 3kW)
- Industrial Cleaners (1.2kW – 3kW)

Please Note:

The list indicates individual items that can be used with each socket, with the exception of the 500W socket above. All sockets are supplied on daytime power only unless 24-hour continuous power is requested and quoted for.

Actual power requirements will vary dependent upon the individual equipment used. All electrical equipment has a Rating Plate that shows its power consumption in Watts (W) or kilowatts (kW). You should carefully examine all equipment to be used and calculate the exact power usage before ordering your electrical power requirements.

If you are ordering a socket so as to be able to supply your own lighting arrangement(s), then in accordance with the regulations, the maximum power rating of any single lighting circuit is 1000W (1kW), so if, for example, you had 3kW of lighting on your stand, you would need to order 3 x 1kW sockets for this arrangement.

Under the current regulations it is not permissible to order a socket and use it to supply a consumer unit if you are carrying out the installation of your own electrical wiring and equipment. In these circumstances you will need to order an electrical mains supply.

### **VENUE INFORMATION**

There is an ATM machine available in the main buildings at HungExpo.

#### **Business Centre**

There is no business center facility at the HungExpo.

#### **Car Parking**

During the show open days, there is a free car park located at Gate B. This is on a first come, first serve basis.

#### **Catering**

#### **Alcohol**

The consumption of alcohol within the halls during build-up and breakdown is not permitted and anyone working under the influence of alcohol may be removed from the venue.

If you intend to serve alcohol, please ensure you note this on your Stand Information Form. All of your catering requirements for your stand must be ordered from the HungExpo.

Public catering outlets and bars will be open during the show serving hot and cold drinks, sandwiches, soups, salads, snacks and patisseries out in the public areas.

#### ***Stand Cleaning***

Basic stand cleaning is part of your stand package - this is essentially a hoover and waste removal. Surfaces and exhibits will not be cleaned as standard. Stands will be cleaned overnight.

If you have any additional or specific cleaning requirements you can arrange these directly with The Works via the Official Contractors page.

#### **Cloakroom**

There is a Cloakroom located by registration. There will also be dressing rooms located in Hall H if required.

#### **First Aid**

The venue provides emergency first aid assistance to anyone who needs it. Should you require first aid assistance please contact the nearest security personnel or the Organiser's Office for help.

#### **Lost Property**

Lost property enquires should speak to the Organiser's Office or a member of security.

#### **Security**

Although every reasonable precaution is taken and the hall is patrolled day and night, exhibition halls are vulnerable places and the Organisers can accept no responsibility for any loss or damage which may occur to your staff or property from any cause. Please consider these security tips when planning your stand:

- **Make contact with the event security company** for advice on how secure any vulnerable/ valuable items
- **Do not leave your items unattended** at any time during the build-up, the open period or breakdown. Do not leave the venue until all attendees have gone each evening
- **Think about how you position desirable items**, especially where you may not be able to keep an eye on them
- **Always secure desirables and valuable items.** Typically, these are plasma screens, lap tops, 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 items of value** each evening where possible, especially on show close evening. Do not leave them until the following day for collection
- **Arrive in time for the show opening each day.** Ensure your stand is staffed at least 15 minutes before the show opens, but remember the halls open early each day (please check timetable at the front of this document) for maintenance and re-stocking
- **Use a lockable cabinet** to store your personal possessions during the show open hours
- **Consider using a night sheet**
- **Hire an alarm** for your area if you have valuable or portable items
- **Ensure your insurance arrangements** cover you for this exhibition

*If you are a victim of theft please report the matter immediately to the show security team.*