

SPACE ONLY STANDS

Stand Fitting Regulations

1. All advertising and logos must be within the specified height limits and must not be sited on back of dividing walls, especially where they overhang an adjoining stand.
2. All stand structures, signs, exhibits etc. must be contained within the area allotted and may not project into or over the gangway.
3. If you have a shell scheme stand, all exhibits and stand fitting material must be contained within your shell scheme stand.
4. All painting on-site must be carried out with water-based paint. Finishes having oil or cellulose base are not permitted to be applied on-site.
5. Artificial flowers are highly flammable and give off toxic fumes. These must not be used for stand dressing.
6. All stand structures must be completely self-supporting. Suspension may not be made from the roof of the exhibition halls, nor may any fixing be made to the structure of the building. Nothing may be drilled, attached or bolted to the hall floor.
7. It is the responsibility of the exhibitor to examine the site allotted pre-show in order to avoid costly adjustments to stand structures from any building obstruction or pillars, for which the organisers cannot accept any responsibility.
8. All solid timber under 25mm thick must be impregnated (pressure process) to CLASS 1 flame resistant standard. Boards, plywood, chipboard etc. must be treated in the same way if they are under 18mm thick. Solid timber over 25mm thick need not be treated. All such treated timber must have BS476 CLASS 1 marked on them.
9. Plastics used for construction and display purposes (including exhibits) must conform to BS478 Class 1 Fire Regulations. Lexan and Macralon are acceptable. Perspex must not be used. Polycarbonate is widely used for clear sheeting.
10. Textile fabrics used for interior display purposes on the stand must be flameproof or purchased already treated by use of the approved chemicals in accordance with BS5438 and BS5852. Textile fabrics used for interior decorative purposes must be fixed taut and / or in tight pleats (not draped) to a solid backing and secured at least 50mm above floor level to avoid a trip hazard, not touching light fittings or other heat sources.
11. On Space Only stands, the name and stand number of the company exhibiting must be displayed prominently on each side of the stand.
12. All work must be carried out using non-flammable material.
13. The Organisers may, at the expense of the exhibitor, remove or alter anything in, on, or forming part of any stand if, in their opinion, it is desirable to do so in the interests of the exhibition.
14. The design of the stand must be such that it can be erected and dismantled within the time available.
15. All doors must have a clear window (min size 250mm x 250mm). If being used by visitors, the door must be min 800mm wide and give a zone of visibility between 900mm and 1500mm above floor level.
16. All glazing used in the construction of stands must be safety glass. It must comply with the current UK Building Regulations and relevant British Standards, including BS6206 and BS6262. Any uninterrupted, large areas of clear glazing shall be indicated to be readily apparent (for example by warning stripes, dots or logos). Overhead glazing shall be of wired or laminated glass, or be otherwise adequately protected from shattering.
17. Exhibitors are responsible for ensuring their stand contractor employs safe working practices and are aware of their responsibilities under the Health and Safety at Work Act.
18. Lone working, especially after-hours, is not permitted on-site. All persons must have a colleague to assist them where suitable.

Stand Fitting Regulations – Space Only Sites

Please also refer to:

- Complex structures
- Contractors
- Electrical installations
- Equality Act
- Height restrictions
- Health and safety
- Stand fitting regulations above that apply to all stands within the exhibition

Space Only Exhibitors are reminded that no construction will be carried out on their behalf. Exhibitors must arrange for their own electrical mains, electrical fittings, carpets, dividing walls and other items in addition to the supply of materials needed to construct their stand. All work must be carried out within the requirements of the Rules and Regulations of the venue. Any stand structure materials, graphics, lighting, fittings etc must be confined within the allocated area as items are not permitted to project into or over gangways.

Basic Stand Design & Walling:

These basic guidelines must be followed when designing exhibition stands for this event. They have been introduced to ensure that the exhibition continues to deliver an event that is welcoming and not intimidating to visitors with good sight lines and excellent traffic flow! Where these design guidelines have not been followed stand build approval will not be issued.

- The maximum stand build height will be 4m.
- Low walling is permitted to any open side of a stand to a maximum height of 1.2m. However, access to the stand on at least one side must be a minimum of 3m wide or 50% of the length of the wall if this is smaller (i.e the stand side is less than 6m in length) .All stands must also meet with all relevant health & safety access/egress regulations.
- **Solid runs of stand walls along gangway edges are forbidden. All stands, irrespective of height, must have at least 50% of each frontage either open or fitted with (approved) transparent material with no more than a 4m continuous run of solid walling. Please take neighbouring exhibitors into account when designing your stand.**
'Space' is defined as low walling (max 1.2m high), no walling or obstruction, clear panelling or glazing only with no blinds, tints, frosting or graphics except decals at eye -level of not more than 30mm diameter

- **Any build above the height of 1.2m is considered `full walling`** and this includes trillite, flagnet materials, voiles, screens, graphics, showcases, louvred materials, etc.
- The **only** exceptions are:
100% clear panelling or glazing - this may not be tinted, frosted or have graphics adhered to it.

Any panelling or glazing of this type is expected to remain clear for the duration of the event - i.e. the use of blinds, curtains, etc is not permitted. Only a line of decals at eye level and not more than 30mm diameter would be permitted.

- Fascia over open areas may not be more than 0.5m deep and not sited more 4m high (to the top of the fascia) and not less than 2.5m high (to the bottom of the fascia)
Please also remember:
 - The back of the stand should look as good as the front

- Any damage caused to the venue structures will be charged to the offending Exhibitor (this includes balloons trapped in the hall roof), damage to flooring, etc

Access & Egress from Stands:

- Entrances/exits must be a minimum of 2.5m high and emergency exits must be at least 1.5m Wide
- Exits with doors opening directly onto a gangway must either open inwards or be recessed

into the stand and must contain a vision panel or window

- There should be a distance of no more than 12m to the nearest exit from any point on the Stand
- Where required exits must be marked with appropriate signage - this may include illuminated exit signs.

Carpet/Floor Covering:

Please note that the NEC does not have carpet and all `space only` stands must arrange their own floor covering. Gangway carpet and stand carpet cannot be the same colour unless the stand has a platform and then carpeted. Gangways must be clearly identifiable. Uncovered floor is not permitted.

Columns:

Where columns fall wholly or partially within the area of the stand they may be encased by the Exhibitor on all four sides to a height of 4m. The casing must be self-supporting and may not be fastened to the column. Only the faces of the casings (not the column) that fall within the allotted space may be used for display of graphics or other pictorial matter.

Doors and windows:

Any doors or windows along gangway edges must open inwards. All doors should be fitted with a vision panel of clear glazing at sight level (including for wheelchairs) giving a zone of visibility between 500mm and 1500mm above floor level. Doors should also be a minimum of 800mm.

Drapes:

Drapes alone may not be used as walling and precautions must be taken to ensure that persons pushing against draping cannot fall through. Precautions should include:

- Hanging drapes against a solid wall that stands at least 1.2m high
- If building with trillite, ensure extra cross bar bracing is installed as a barrier
- Drapes must be the correct size. All drapes must be tucked in and secured to the hall floor or to the top of walling, to prevent trips hazards.

Electrical Regulations:

All work on stands must be ordered through the official contractor. All electrical installations shall comply with the Exhibition Venues Association Regulations (revised 2012) that include the following points:

- Only a registered competent person is permitted to undertake an electrical installation following the detailed methodology for installation of electrics that forms part of the eGuide.
- All `space only` stands must undertake a regulated test and inspection prior to connection - this should be either by the official electrical contractor or by the stand build company where an application has been received and approved prior to the event tenancy period by the official electrical contractor
- The wiring of stands in flexible cord is not allowed, the maximum length of flexible cord to any appliance is 2 metres; extension leads on reels or drums are not permitted
- Plug tops must comply with the appropriate British Standard and be suitably fused. Not more than one flexible cord to be connected to one plug top
- Appliances supplied and used by stand holders must be tested before being used, and must comply with regulations and are subject to spot checks
- No light fitting or other electrical appliance may be suspended from the roof of the Exhibition Hall
- All lighting final sub circuits are limited to a maximum of 1200 watts

- Low level spotlights and floodlights, etc., must be guarded, to prevent risk of injury to Persons
- All transformers shall be fused on primary and secondary side
- Particular attention should be paid to the regulation relating to extra low voltage lighting (SELV). Bare conductor catenary low voltage systems are not permitted
- Lamps and appliances with high temperature surfaces should be guarded and kept well a way from combustible material
- All sockets must be 13amp metal switch sockets
- No exposed means of cable joints are permitted
- All neon signs have specific regulations and must be controlled and approved by an approved, accessible firearms switch. Please note you must have written approval from the Organisers
- Exhibitors are not allowed access to under floor ducts
- Only one 4-way socket extension lead is permissible for each socket outlet ordered The official electrical contractors are advised in the exhibition manual The standard supplies of electrical current available at the NEC are:
 - a) Single-phase alternating at 230 volts, 50Hz
 - b) Three-phase alternating at 400 volts, 50Hz

Supplies of three-phase current required are assessed by the official Electrical Contractor based on information given to them by the Exhibitor.

24-hour supplies and non-standard voltages can be arranged provided the Exhibitor gives sufficient advance notice of requirement. Quotations for such supplies can be obtained from the official Electrical Contractor.

Stand power will be switched off on each day of build at 2200hrs and 30 minutes after the show closes on open days. If you require power after this time please ensure that you notify the electrical contractor when booking your supply.

Prefabricated, pre-wired units may be used provided that the Electrical Contractor is informed in advance of the electrical loading of the unit and that the wiring of such a unit is to the required standard. Please note that the official electrical contractor must carry out any onsite electrical work relating to a pre-wired unit.

All wiring must be carried out in PVC, Elastomeric or other plastic sheathed cables, not less than 1.5mm² and 300/500-volt grade, complying with the appropriate BS specification and with a current density not exceeding that recommended by the Institution of Electrical Engineers. All wiring must be physically protected to the satisfaction of the Organisers and all circuits must be separately protected for excess current with appropriate fuses.

Where a fascia or display is illuminated, the strength and colour of lighting must be such as not to interfere with other stands. No light fitting or other electrical appliance may be suspended from the roof of the exhibition hall.

Equality Act:

Please ensure that you pay attention to the requirements of the Equality Act including access/egress from stands, signage and other items.

Flag Poles:

Flagpoles must not exceed 4m in height and must have a secure base and be very stable. Please note flagpoles will be checked on site for stability and must not (including the base) protrude into walkways.

Height Restrictions:

No stand or fixture may exceed 4m in height. Under exceptional circumstances it may be possible to build to 6m in height with written consent from the organisers prior to the event. All partition walling must be a minimum of 2.5m in height. Please see full details in sections regarding adjoining walling below.

Items of Special 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
- Helium & toy balloons or flagpoles
- 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 open period
- Livestock of any description
- Audio visual displays & films
- Fairground and other amusements including lasers
- Activities on water, also water & water equipment of any kind - including water features
- Radioactive substances
- Closely seated audience
- Skin piercing activities

Lighting gantries

These will be allowed provided they conform to the regulations governing their use. Here follows a synopsis of these regulations:

- Between 6m and 8m from the hall floor but with a minimum clearance of 2m from the highest point of the stand.
- All structures will be rigged by the Official Rigging Contractor.
- No graphics or decorative material may be displayed upon the gantry.
- Please contact Operations Team for more information.

Materials:

Please note the following regulations in relation to the materials used in stand construction.

Timber

All timber less than nominal 25mm in thickness and plywood, hardboard, block board and chipboard less than 18mm must be rendered flameproof by a recognised process to a Class 1 standard when tested in accordance with BS476 Part 7 1971. Plywood and pulp boards that have been rendered flameproof in a manner approved shall be branded with a recognised mark.

Plastics

The use of plastic grade less than Grade 1 BS476 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.

Textiles

Textile Fabrics - unless non-combustible - may not be used for partitioning stands and so far as they may be used for 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 smouldering ignition source 0, flaming ignition source 1 and crib ignition source 5 when tested in accordance with 5 BS 5852 1990.

Carpets and textile floor coverings

Carpets and other floor coverings must comply with BS 4790 and shall be secured and maintained so as not to cause a hazard. Only approved recommended carpet tapes may be

used directly onto the exhibition floors.

Glazing

All glazing must comply with current UK Building Regulations including BS 6206 and BS 6262. Any large areas of clear glazing shall be indicated with warning stripes or dots etc. Overhead glazing shall be of wired glass, laminated glass or be otherwise adequately protected from shattering.

Platform Flooring:

The general height may not exceed 100mm but areas may be super-elevated for display purposes. Details of super platforms, above the height of 600mm to which persons have access are regarded as a multi-storey structure must be submitted to the Organiser with full structural calculations for approval.

The flooring must not be less than a nominal 25mm thick. Flooring must, in any case be laid with close joints. Wood chipboard or blockboard used for a floor shall be of minimum thickness of 18mm. Platforms must be of a strength and stability sufficient to carry and distribute the weight of the stand fitting, stand personnel, visitors and exhibits having regard to the loading limits of the floors.

Space-only stand adjoining another space-only stand

Exhibitors on part-island sites have an obligation to provide a partition wall between themselves and their neighbours.

The Organisers will not provide walling between adjoining space-only sites. On back-to-back space only sites, neighbouring exhibitors may liaise with each other to ensure that at least one of them is building a wall and/or to arrange to share the cost, etc. If a sharing agreement is in place then a copy of this agreement must be sent in writing to the Organisers prior to the event. Where Exhibitors are building individual walls, they must ensure that the back of any wall adjoining another stand is finished down to 2.5m high to a standard acceptable to the Organisers, in a neutral colour and without graphics.

Please note stand approval does not mean that adjoining stand plans have been checked for compatibility.

Space-only stand adjoining a shell scheme stand

Where a space-only stand adjoins a shell scheme stand, the reverse side of the shell scheme wall may not be of display quality. The wall must not be used to hang graphics or exhibits. Any adjoining walls that are built above the height of the shell scheme (2.5m) must be finished down to this height to a standard acceptable to the Organisers, in a neutral colour and without graphics.

Submission of Plans

Designs, plans, a full risk assessment and method statement to cover the build and break periods are required for all space-only sites. This documentation should be sent for approval as advised in the exhibitor manual.

PLEASE NOTE: Your stand approval is always subject to onsite inspection.