

Space Only Exhibitor Information

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Space Only - a definition

- A Space Only stand is a marked out area on the hall floor on which your stand can be built
- There is no stand, walls, floorcovering, electrics or furniture provided. The exhibitor is responsible for providing these
- The exhibitor may build a stand themselves or appoint a contractor to do this on their behalf

A set of technical drawings for every open space site must be submitted for approval by 2nd August 2024. The drawings must include all dimensions, building material used, a ground plan and an elevation drawing.

Written approval and/or comments will be returned to the exhibitor or contractor submitting the plans. Approval must not be assumed until written approval is received.

You must submit your stand plans together with the Stand Plan Submission Form/Risk Assessment/Method Statement/Construction Phase Plan no later than 2nd August 2024.

Plans must be submitted to:-

Ways & Means via the Stand Plan Submission link

[Space Only Plan Submission Link](#)

If stand plans are not received, building will not be allowed to begin until the Organisers have approved them. Late submission of plans can result in not approving stand plans, therefore construction will not be permitted.

For any queries please contact

Ways & Means

T +44 (0) 20 3292 0555

E: beta@waysandmeansevents.com

It is your responsibility, as an exhibitor, to ensure that all the roles required under CDM are fulfilled. You do not necessarily need to appoint three people (one for each role), the three roles can fall under one person's remit, as long as the below-listed duties are carried out. You are responsible for appointing a competent contractor and ensuring they have all they need. Their staff and kit should be fit for purpose and they must produce a structurally sound stand.

Exhibitor = Individual Client

You are primarily responsible for appointing a competent contractor to build your stand and making sure they have all they need to create a structurally sound and safe stand.

Duties also involve:

- Ensuring the below roles are fulfilled. The majority of the responsibilities can be delegated to your stand designer/builder if you use one
- Making sure that all construction work is carried out safely; this can also be delegated to your stand designer/builder if you use one
- Ensure a Construction Phase Plan is produced and submitted; your stand designer/builder can also do this for you by completing the Stand Plan Submission

Role 1. Principal Designer - this is the person in charge of the design of your stand.

They need to ensure that:

- All planning, design and pre-construction is carried out in accordance with the regulations in this Technical Manual
- Produce a Risk Assessment
- Produce and submit a Construction Phase Plan or fill in the Stand Plan Submission and have a Health & Safety file prepared
- Share Welfare, Health & Safety documentation and Site information with your appointed contractors

Role 2. Principal Contractor - this is the person who is in control of the build and breakdown of your stand.

They need to ensure that:

- Work is carried out with no risks to health & safety
- The Welfare, Health & Safety documentation and Site information is distributed to all onsite
- Access to the stand site is restricted depending on the work being carried out at the time (e.g. only people in PPE permitted where necessary)

Role 3. Sub Contractor - this is the person working on the stand under or alongside the Principal Contractor.

They have to ensure that:

- The construction work on the stand is planned, managed, monitored and safe
- Provide information and training to the construction team
- Liaise onsite with the organiser operations team

There are instances when you, as the exhibitor, could be all of the above roles if you book, plan, design, organise, build and breakdown your own stand for the exhibition. If this is your situation,

you will need to submit a Construction Phase Plan along with the Method Statement, Risk Assessment, technical plans and insurance documents that you would already provide for build approval.

As stated, we will provide a site induction document which everyone working on the stand during build up and breakdown must confirm they have read. You also need to consider the working hours of the construction team, plus any equipment they may need (suitable methods of building the stand, correct footwear, clothing and hi-viz if necessary).

It is MANDATORY that all contractors, exhibitors and staff who will be onsite during the build-up and breakdown period read and sign the Site Induction Form

The other regulation to note is that during the build-up and breakdown periods, when stand construction and dismantling is taking place, EVERYONE working within the hall will be required to wear high visibility clothing.

Complex stands	<p>Complex stands are not permitted without special clearance from the Venue Management and the prior written permission of the organisers. A complex structure is any form of construction of any height, which would normally be designed by an engineer and/or has, through a risk assessment, been found to provide significant risk. Structures over 4m in height, multi-storey stands and all suspended items are considered to be Complex Structures unless demonstrably simple and of no significant risk.</p> <p>Examples of complex structures:-</p> <ul style="list-style-type: none"> - stands over 4m in height - multi-storey stands - viewing/service platforms - suspended items, eg. lighting rigs
Height limits	<p>Maximum build height is up to 4 metres. Under no circumstances will any exhibitor be allowed to build over 4m.</p>
Design & build rules	<p>The construction of stands, signs and fascias shall be of the following materials:-</p> <ul style="list-style-type: none"> ● Non-combustible material ● Inherently non-flammable material ● Durably flame proofed fabric ● Self extinguishing plastic material ● Plywood, hardboard, pulpboard or fibreboard rendered flame retardant by a process of impregnation acceptable to the Authorities and bearing a distinguishing brand mark to indicated that it has been impregnated. ● Timber of any thickness impregnated and branded as (e) above. Except that counters and floors of stands may be of natural timber of minimum thickness of 25mm nominal or chipboard, blockboard, etc. of a minimum thickness of 18mm finished thickness. Timber framing of stand may be of natural unproofed timber of a minimum thickness of 25mm (nominal). <p>The applied decorative finished of stands may be of a natural (unproofed) timber of a minimum thickness of 25mm (nominal) provided that:</p> <ul style="list-style-type: none"> ● The areas of vertical wall surfaces shall not exceed twice the exhibition floor area occupied by the stand ● Externally it shall be so arranged as not to be continuous with similar timber treatment of an adjoining stand, and ● Internally and extending to within 600mm of fabric ceiling, such fabric shall be of inherently non-flammable or durably flame-proofed material. <p>Wood, chipboard or blockboard (neither less than 18mm finished thickness) may be used in the construction of internally lit units, display plinths and similar fitments and for display screens or panels, provided that these screens or panels are not of such a size as to form internal partitions.</p> <p>Where natural timber is used for floors, it shall be close jointed. Panels of chipboard, blockboard or plywood etc, of a thickness less than 18mm may be used in the construction of stands, providing that has Class 1 rating when tested in accordance with the provisions of BS476.</p> <p>Where such materials have an applied finish of plastic or similar decorative materials, this should be carried out with the materials in its final decorated state. Where such materials are decorated on both sides and therefore brand marks are not possible, the authorities will require the production of a certificate from a recognised fire-testing laboratory to the effect that the material conforms to the above specification.</p> <p>NB. If impregnated materials referred to above are unbranded, the Authorities will require the production of a certificate bearing the signature of a processing firm to the effect that the required impregnation process has been applied.</p> <p>All stands should be designed and built in line with the eGuide, Venue and Organiser regulations</p>

Contractors - appointment of Link to ESSA	Space only exhibitors are free to appoint stand designers and construction contractors of their choice; for advice please call Event Supplier and Services Association (ESSA). ESSA members have been approved by ESSA and understand all UK regulations. https://www.essa.uk.com/
Travel distance	<ul style="list-style-type: none"> • The maximum travel distance from any part of the stand to a gangway shall not exceed 50m • Where there is only one means of escape from the stand this must be reduced to 20m • In either case, the maximum travel distance should be reduced by 25% where alcohol is being served
Doors	<ul style="list-style-type: none"> • If you are building a storeroom /office, doors must have a minimum clear width of 800mm; however it is recommended that double doors are used for at least one of the exits in order to accommodate larger types of wheelchair • Doors must have a vision panel with a zone of visibility of between 500mm and 1500mm above the floor. The exception to this is doors to small storerooms, where a small panel may suffice • A suitable exit sign must be positioned above each doorway • Doors should open outwards in the direction of escape and be suitably recessed so they do not protrude into gangways
Gangways	<ul style="list-style-type: none"> • All gangways at the show are the minimum width required by the venue. Under no circumstances will exhibits, stand dressings, tables/chairs etc. be allowed to encroach into gangways. Offending items are likely to be removed by venue staff.
Hot works permit	Hot works are not permitted without express permission of the organisers.
Platform flooring & ramps	The use of platforms should be avoided where possible, in order to provide a level access to exhibits and services. Where the use of platforms is unavoidable, they should not exceed 170mm in height and ramped access should be provided. For further guidance, please refer to the eGuide .

Stand Construction Including Dressing Methods & Materials

Stand construction general information	<p>Space Only Exhibitors must:</p> <ul style="list-style-type: none"> • Erect dividing walls between themselves and adjoining stands, • extending to the boundaries of the stand. • These walls shall be a height of 2.5metres. • A minimum of 30% of any front is to remain open. • Open sides may not be blocked off. • Where the stand walls (including towers) exceed 2.5 metres in height, they must be suitably clad and decorated on the reverse side to the requirements of the joining exhibitor, but carry neither titles, devices, advertising matter nor exhibits where the elevation overlooks the lower stand.
Fabrics, drapes, curtains & hangings	<ul style="list-style-type: none"> • Textile fabrics used for interior display purposes on stands must be flameproof or purchased already treated by use of the approved chemicals. Certain fabrics used need not be proofed,i.e. wool, twill and felt. • Textile fabrics used for interior decorative purposes within stands must be fixed taut and/or in tight pleats (not draped) to a solid backing and secured 3” above floor level and not touching light fittings. • Except as defined above, scenic backcloths and other fabric decoration shall not be provided except with the consent of the Authorities in writing.

Painting and Decorating	<ul style="list-style-type: none"> Decorating, generally, shall be executed in water-based paints. Oil bound paint may be used in small quantities only for items such as sign writing, picking out of mouldings, etc. Except with the special consent of the Authorities, first obtained in writing, no stand, etc, nor part thereof shall be surfaced or otherwise treated with cellulose paint or other substance with a low flash point or for any other dangerous reason. 										
Plastics	<ul style="list-style-type: none"> Plastics must conform to CLASS 1 fire regulations - ICI Darvic, Lexan and Macralon are acceptable. PERSPEX must not be used. Perspex is not permitted to be used at this venue for stand-fitting purposes, including displays; an alternative polycarbonate, conforming to BS476 part 7 (class 1) must be used instead Plastic materials (having a classification below 'Class 1 BS476) shall not be used for showcases, counters, shelves and fittings and their use for other purposes shall not be permitted without prior consent of the venue management in writing. 										
Timber Wood	<ul style="list-style-type: none"> All timber under 1" thick must be impregnated (pressure process) to CLASS 1 standard. Boards, plywood, chipboard, etc. must be treated in the same way if they are under 3/4" thick -27 timber over 1" thick need not be treated. Treated boards will have BS476 CLASS marked on them. 										
Decorative Materials including Wallpaper & Artificial Plants	<ul style="list-style-type: none"> Display fitments, unless recognised and approved articles of shop furniture, shall be of materials in accordance with above and paper streamers or similar decorations are prohibited. Small cardboard showcases and price tags are not included in this prohibition. Showcases and cabinets, if provided with internal illuminations, shall be adequately ventilated and if glazed, plate glass must be used. Plastic flowers are highly flammable and give off toxic fumes - these must not be used for stand dressing. 										
Glazing	<ul style="list-style-type: none"> Any uninterrupted, large areas of clear glazing shall be indicated with warning stripes, dots, logos, etc. Overhead glazing shall be of wired or laminated glass or be otherwise adequately protected from shattering. All glazing used in the construction of stands must consist of safety glass (laminated or tempered) a minimum of 6mm thick. Areas of glazing within 800mm of floor level and over 0.5m², where the smaller dimension of the pane is greater than 250mm, must conform to the thicknesses shown below (in order to comply with the 'Code of practice for safety related to human impact'. <table border="1" data-bbox="363 1547 1406 1771"> <thead> <tr> <th>Nominal thickness</th> <th>Maximum pane size dimensions</th> </tr> </thead> <tbody> <tr> <td>8mm</td> <td>1100mm x 1100mm</td> </tr> <tr> <td>10mm</td> <td>2250mm x 2250mm</td> </tr> <tr> <td>12mm</td> <td>4500mm x 4500mm</td> </tr> <tr> <td>15mm or thicker</td> <td>no limits</td> </tr> </tbody> </table>	Nominal thickness	Maximum pane size dimensions	8mm	1100mm x 1100mm	10mm	2250mm x 2250mm	12mm	4500mm x 4500mm	15mm or thicker	no limits
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Construction around stoves, etc.	<ul style="list-style-type: none"> • Non-combustible material shall be used throughout the construction of any stand upon which fireplaces, stoves, running electrical machinery or other apparatus involving risk of fire are used. • Provided that if only a small part of the stand is used for such apparatus, this condition will be deemed to have been complied with if, non-combustible materials etc, are used in proximity to the apparatus, or if in the opinion of the Authorities sufficient protection against fire is otherwise afforded.
Flooring	<ul style="list-style-type: none"> • All stands including space only stands, will be carpeted with blue cord carpet. If you DO NOT require the allocated carpet on your stand please notify the organisers at beta@waysandmeanevents.com. • If you choose to arrange your own flooring please note that all floor covering must be suitable for its purpose and security fixed using approved fixing tape. • Cables must be hidden away, located out of main walkways and securely fixed down and ramped if required so that they do not present a trip hazard.
Night Sheets	<ul style="list-style-type: none"> • Night sheets when provided shall be inherently non-flammable to the satisfaction of the Authorities. While stands are in use night sheets shall be kept in a position approved by the venue and shall be firmly secured in a rolled-up position so as not to cause an obstruction.
Rigging	<ul style="list-style-type: none"> • If you wish to have banners or other rigging on your stand, you must obtain permission from the organisers.
Disabled Access on Stands	<ul style="list-style-type: none"> • The Disability Discrimination Act states that all service providers have to make it possible for all customers, no matter what their disability, have equal access to all services and locations. • This relates to all service providers including exhibitors. It is in your own interests to ensure that your stand is accessible for all customers so if you are building a platform on your stand please ensure you take this into account.
Dust-Creating Activity	<ul style="list-style-type: none"> • No dust producing activities will be permitted within the halls at any time. Any such operations must be carried out outside and using mechanical extraction at source.
Protection of Roofs and Stands	<p>Portions of stands within 2.0m of a perpendicular drawn from any raised tier, staircase, etc, from which any lighted objects can be dropped shall:-</p> <ol style="list-style-type: none"> a) If used for display of readily flammable articles, be provided with a ceiling constructed of materials specified above. b) If provided with a non-durable treated fabric ceiling, be protected from above with materials specified above. c) Solid materials may not be used for roofing of stands or portions of stand beneath the sprinkler outlets.
Sealing off of Cavities	<p>Spaces beneath raised ceilings and platforms and all cavities including those between and behind stands shall not be used for any purpose other than for electrical and other services and shall be sealed off. Suitable traps shall be provided to give access to electrical and other service boxes, mains, stopcocks, etc. and such traps shall be unobstructed.</p>
Storage	<p>No excess stock and literature or packing cases may be stored on, around or behind stands. Any storage areas must be built into your stand design.</p>
Vehicles on Display	<p>All vehicles used for display purposes must have minimal fuel in their tanks (i.e. fuel light on) and batteries disconnected at all times (if vehicle pre-dates 1984). This is notifiable in advance of the show and must be approved by the Organisers.</p>