Space Only Exhibitor Information

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 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 • Either way specific information including detailed scale plans and health & safety documentation must be submitted to the organisers appointed health and safety audit team in advance of the exhibition
Types of Space Only Stands	Space only stands are split into 2 types as below: 1. **NON-BUILT Space only stands** – these are exhibitors that are NOT building anything on their stand space but simply displaying vehicles, equipment, machinery, furniture, pop up displays etc. ***** *Please note that all space only exhibitors are required to construct free standing partition walls between their own and adjoining stands. These must be a minimum height of 2.4m and a maximum of 4m (maximum stand height permitted) – this can be booked via Full Circle if you are not building on your stand.* 2. **BUILT Space only stands** – these are exhibitors that are designing a stand and erecting a temporary structure / stand build within their stand space If you are in any doubt as to which category applies to you, please do contact the organisers.
NON-BUILT Space Only stands – what needs to be submitted?	• Basic plan showing the layout of your machinery, vehicles, equipment and furniture within your stand space • Risk assessment for stand build & breakdown to include marshalling of any vehicles or equipment into position, demonstrating that any necessary safety features of your machines or equipment are in place during the show. Template / guidelines can be found here - https://waysandmeansevents.com/wp-content/uploads/RISK-ASSESMENT-TEMPLATE-GUIDELINES.pdf • Method statement for stand build & breakdown. Template / guidelines can be found here - https://waysandmeansevents.com/wp-content/uploads/METHOD-STATEMENT-TEMPLATE-GUIDELINES.pdf • Public liability insurance certificate
BUILT Space Only stands – what needs to be submitted?	• Stand plans clearly showing elevation and plan views with all measurements and dimensions noted; to include height, position of any AV, walling, major exhibits, platforms etc. Plans must clearly show the orientation of the stand within the hall and which sides are open onto the gangways • Stand build material information (if not included on your plans) • Risk assessment, including fire risk assessment, covering the build up and breakdown of the stand • Method Statement covering the build up and breakdown of the stand • A construction phase plan as your individual stand area is classed as a construction site in it's own right • Public Liability Insurance which covers the company building and dismantling your stand • If your stand is complex (see below) you must also submit structural calculations and construction drawings

How and when do I submit the required information	• The information can be submitted using the following link - www.krmsafety.co.uk/exhibitor/login. ***The email required to access your area on this site is the one that was originally used to book the stand at the event.*** • Deadline for stand plan submissions is **Friday 11 December 2026**. We cannot guarantee to be able to process plans submitted after this date. • ll plans and documentation must be submitted in English and must clearly state the exhibiting company's name & stand number and the name and contact number of the responsible contractor. All drawings must show the scale used, which should be no less than 1:50. • After submitting your plans you will receive either written questions and comments about your plans or a Permission to Commence Build Notice. Please ensure you respond promptly to any questions to ensure that we are able to issue your Permission to Commence Build Notice. Work may not commence on your stand until you have received this. • Once you have received the permission to build Notice you should not alter the design of your stand. If you do need to change your design you must resubmit your plans for consideration. • For any queries please contact the KRM Auditing Team : T +44 (0) 121 769 1455 / E: standaudits@krmsafety.management
Complex stands	Should your stand be deemed to be complex the show's structural engineer will need to be appointed to review your stand design and accompanying structural information / calculations. Complex stands can be defined as follows (please note that this is not an exhaustive list): • Any structure, regardless of its height, which requires structural calculations • Custom-built/bespoke suspended structures • Sound/lighting towers • Temporary tiered seating (refer to Temporary Demountable Structures section) • Platforms and stages over 0.6m in height and all platforms and stages for public use (not including stand floor flats and platforms) If the Stand design is complex the following must also be supplied: • Structural Calculations and construction drawings • A completed certificate of structural integrity for the design by an approved structural engineer • The stand will also need to be inspected for final sign off on site, once built, before the exhibition is opened to the public Note the exhibitor is liable for all charges relating to this
Waste Management	• Space Only exhibitors, or their nominated stand build contractors, are responsible for the management of rubbish and waste generated by the installation of flooring, stand build or supply of product to their stand (ie wrapping / offcuts / excess build material etc). This must all be removed from site by the exhibitor or contractor responsible for the stand. Waste may not be left onsite and the organisers reserve the right to charge exhibitors for the removal of any waste left by them or their contractor. **Please work under the principle that anything you bring to site must leave site with you** • The organisers actively encourage exhibitors and their contractors to consider the waste being generated by their flooring and stand construction and ensure that minimal waste is generated and that any residual waste is dealt with in a responsible manner.
Height of Stands	All space only exhibitors are required to construct free standing partition walls between their own and adjoining stands. These must be a MINIMUM height of 2.4m and a MAXIMUM of 4m. Note the below: - 4m maximum build height, where building height allows

	- Floor to ceiling height varies depending which hall you are in and location of your stand, see below height restrictions for hall 3: Building 1: Maximum at ridge – 6.8m and maximum at eaves 3.45m Building 2: Maximum at ridge – 6.1m and maximum at eaves 2.8m Building 3: Maximum at ridge – 5.6m and maximum at eaves 3m Please note than when building any walling above 2.4m, the back of this must be completely covered and decorated in a clean plain manner (unless you have liaised with your neighbouring exhibitor to determine a mutually agreeable colour dressing for this) from the top of the wall to 2.4m off the hall floor; graphics, logos and branding are not permitted to the rear face or partition walls when these walls overlook a neighbouring stand. Where there is no neighbouring stand or your back walling overhangs your neighbouring, you are responsible for dressing the entirety of the back wall of your stand. To verify the limits for your stand please contact: KRM Auditing Team T +44 (0) 121 769 1455 E: standaudits@krmsafety.management
Construction regulations	Unbroken Walling ● A minimum of 50% of any open side must remain fully open; open sides may not be entirely blocked off ● Please ensure that your stand conforms to the requirements and does not visually block neighbouring stands off from the rest of the exhibition Walling that adjoins another stand ● Exhibitors on part island sites must provide walls between themselves and their neighbours on the block, as well as between themselves and any venue walls ● Neighbouring exhibitors can liaise with one another to ensure that at least one of them is building a wall or to arrange to share the cost ● Where you are building your own wall, the back of this must be dressed in a neutral colour (unless you have liaised with your neighbouring exhibitor to determine a mutually agreeable colour dressing for this) without graphics/logos/branding from the top of the wall to 2.4m off the hall floor; logos and branding are not permitted to the rear face or partition walls when these walls overlook a neighbouring stand ● All divides must be a minimum of 2.4m tall, built on the dividing line and run for the entire length of the enclosed side(s) ● Please note: receiving a 'Permission to Commence Build Notice' does not mean that adjoining stand plans have been checked for compatibility Damage / fixing to the hall ● Exhibitors will be charged for making good any damages to the hall such as paint marks, tape, bolts etc ● You are not permitted to fix to the fabric of the building in any way General ● All stand construction must be completely self-supporting ● The back of the stand should be as well presented as the front ● Bridging of gangways is NOT permitted ● The name and stand number of the company exhibiting must be prominently displayed, ensuring visibility on each open side of the stand ● All stands should be designed and built in line with the eGuide Venue and Organiser regulations
Columns	● Where columns fall fully or partially within the area of the allocated space, they may be encased by the exhibitor on all four sides to a height of 2.4m. ● The casing must be self-supporting and may not be fastened to the column. Only the faces of the casings (not the column) which fall within the allotted space may be used for display or graphics or other pictorial matter.

Contractors – appointment of	• 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). It is the exhibitors responsibility to advise them of the exhibition Stand fitting and Health & Safety regulations.
Disabled Access	• Under regulations set out by the Equality Act (formerly the Disability Discrimination Act) a vertical 'lip' or 'up stand' of more than 13 mm will present a barrier to some disabled people. If the stand design requires a raised floor section, a ramp must be incorporated into the flooring or a portable ramp can be deployed when required. An alternative is to have multiple floor areas of the stand to make a credible attempt to deliver the services to an area of the stand, which does not require a platform. Please see the regulations below relating to platforms. • 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. It is important to take account of health and safety legislation, which has primacy over disability regulations, as mentioned.
Distance	All travel distances must comply with the eGuide regulations; • 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.' For more information please consult the eGuide.
Doors	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
Electrical regulations, suppliers & installations	• All work on stands must be ordered through the official contractor. • All electrical installations must comply with the Electrical Regulations. • Any requirement for three-phase supplies will be assessed by the Electrical Contractor. • 24-hour supplies and non-standard voltages can also be provided. Please ensure you contact the Electrical Contractor as soon as possible for a quote. • Power will be switched off at source 30 minutes after the show closes each evening. • Please contact the Electrical Contractor if you require power outside of standard hours, or if you need your power by a certain time during the build-up / breakdown phase.
Gangways	• Bridging of the gangways is NOT permitted. • Gangways must be kept clear at all times; please request advice from the Floor Manager when looking at the most suitable location for you to work from. • Storage of stock in gangways is NOT permitted. Please ensure that your stock is NOT delivered to site until your flooring is laid and your stand is built and ready for stock to go onto it
Hot works permit	• Hot works are NOT permitted.
Platform flooring & ramps	• The provision of a platform may be regarded as necessary in order to cover some electrical installations and is the responsibility of the exhibitor, however these should be avoided where possible

	• Flooring must not be less than a nominal 25mm (1") thick and wood chipboard or block board 18mm • Flooring must be laid with close joins and be of a strength and stability sufficient to carry and distribute the weight of stand fitting, personnel, visitors and exhibitors • Open corners of stand floors and platforms must be rounded or angled, if not protected by exhibits or displays, to avoid sharp corners and tripping hazards. Platform edges must be fully highlighted and the use of the platform must be included within the Risk Assessment • A vertical "lip" or "up stand" of more than 13mm will present a barrier to some disabled people • If the stand design requires a raised floor section, a ramp must be incorporated into the flooring or a portable ramp can be deployed when required • An alternative is to have multiple floor areas of the stand to make a credible attempt to deliver the services to an area of the stand, which does not require a platform • Ramps must be a minimum width of 1.5m, gradient no more than 1:12, have a slip resistant surface and a colour contrasting with that of the stand floor or landing • Changes in height must be protected; all ramps require a kerb of 100mm high which is visually contrasting and ramps with a gradient steeper than 1:20 must have a handrail either side to prevent falls and assist users • Adequate space must be maintained around the ramp and stand area for wheelchair manoeuvring. The use of the wheelchair ramp is the responsibility of the contractor and exhibitor and adequate public liability insurance must be in place • Platforms exceeding 170mm in height will require handrails and balustrades complying with eGuide regulations - for more info see http://www.aeo.org.uk/eguide
Stand Construction Including Dressing Methods & Materials	
General	All materials used in the construction of stands, including signs and fascia's, shall be: • of a suitable nature and quality for the purposes and conditions of their intended use • adequately prepared and fixed in order adequately to perform the functions for which they are designed • non-combustible, inherently non-flammable or durably flameproof in accordance 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 • Water-based, where applicable, e.g. adhesives and paint • British Standards are the minimum acceptable standards for construction materials. Suitable samples of materials may be submitted to the venue for approval. Materials may be tested on site to ensure that they comply
Fabrics, drapes, curtains & hangings	• Drapes, curtains, hangings, etc, must be inherently or durably flame-proofed, otherwise they may be treated with a proprietary flame retardant; test certificates must be available for inspection for any materials intended to be used • Textile fabrics used for interior decorating of stands should be fixed taunt and/or in tight pleats (not draped) to a solid backing secured 3" above floor level and not touching light fittings • Curtains on exit routes should hang 75mm clear of the floor be parted in the centre and not conceal any exit signs
Painting and Decorating	• Only water-based paint may be used on site. The use of lead based paints and primers must be avoided. Cellulose paints are flammable and must not be used in stand dressing • If paint-spraying equipment is to be used, the method must be approved by the venue and not cause a nuisance to others. Protective measures shall be taken to ensure that no paint is spilt or sprayed on to the fabric of the building. Barrier creams and masks must be provided • Contractors should be continually aware of the attendant fire risks associated with paints. Good housekeeping is essential and hygiene is particularly important • Painters must not work in confined areas unless adequate ventilation is available. All waste products must be disposed of properly
Plastics	• Plastics must conform to BS476 - part 7- Class 1 • 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

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<tr><td>Timber Wood</td><td>

Timber of any thickness if impregnated to BS476-Part 7 class 1 standard and branded as fireproofed is acceptable
Timber framing of stands may be of natural unproofed timber of a minimum thickness of 25 mm
Counters and floors of stands may be of natural unproofed timber of a minimum thickness of 21 mm; where natural timber is used for floors it must be close-jointed
Wood, chipboard or blockboard to a minimum thickness of 18 mm, may be used in the construction of internally lit units, display plinths and for display screens or panels provided that these screens or panels are not of such a size as to 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
The applied decorative finish of stands may be of natural (unproofed) timber to a minimum thickness of 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 600 mm of a fabric ceiling, such fabric shall be inherently non- flammable or durably flame proofed
The use of softwood board is prohibited apart from countertops and platforms, in which instance it must be impregnated to render it non- flammable and branded with a recognisable trademark

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<tr><td>Decorative Materials including Wallpaper & Artificial Plants</td><td>

Decorative materials used for stand dressing must be flame proofed or purchased already treated by use of the appropriate chemical
Brown paper, corrugated paper and the like must not be used for stand dressing; particularly as backing/lining on stand structures
Untreated wallpaper and similar thin surface finishes, not exceeding 1mm in thickness, may be accepted, provided they are firmly fixed
Artificial plants and flowers are combustible and give off toxic fume and therefore they must not be used for stand dressing; silk-type flowers are acceptable, providing they are fireproof or have been treated and marked as such

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<tr><td>Glazing</td><td>
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>
<tr><td>Nominal thickness</td><td>Maximum pane size dimensions</td></tr>
<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>
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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.
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<tr><td>Upholstery</td><td>

Upholstered seating and furniture must be non-combustible and marked with the appropriate standard.

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<tr><td>Flooring and lay of</td><td>

If supplying floor covering or carpet, this must be suitable for its purpose and security fixed to the venue floor using approved fixing tape only. Approved tape can be purchased here: https://www.ukindustrialtapes.co.uk/product/4109-carpet-tape/ The use of glue or non-approved tape will incur charges to the exhibitor for cleaning / removal. Please contact dairytech@waysandmeansevents.com if you require guidance on approved 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.

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<tr><td>Night Sheets</td><td>

Night sheets must be made of inherently non-flammable material or of material satisfactorily treated to render it non-flammable. They shall be stored rolled-up and firmly secured and not cause any obstruction while not in use.

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Rigging	• If you wish to have banners or other rigging on your stand, you must obtain permission from the organisers. • All rigging must be carried out by the NAEC approved rigging contractors by contacting NAEC@eventriggingservices.co.uk