

## FORM 4 – STAND DESIGN – SPACE ONLY

### EXHIBITORS DETAILS

Company Name:															
Stand Number:															
Your Name:	First name:									Last name:					
Job Title:															
Telephone Number:	+														
Email Address:															
Signature:											Date:				

Please enclose detailed drawings with dimensions, illustrating the design of your stand and include relative locations of all equipment, power sockets, telephone and/or fax lines, machinery etc on display. Signing this form means "We, as exhibitors and contractor, agree to abide by all Rules and Regulations of the exhibition as published in the contract and the Exhibitor's Manual."

### APPOINTED STAND CONTRACTORS DETAILS

Company Name:															
Stand Number:															
Your Name:	First name:									Last name:					
Job Title:															
Telephone Number:	+														
Email Address:															
Signature:											Date:				

#### RULES & REGULATIONS

**STAND CONSTRUCTION:** In the interest of speed, and to limit the possibility of damage to the hall, contractors are advised to use an established stand construction system. Where it is necessary to construct special designs please note that only assembly and touching up will be permitted in the exhibition halls. All stand designs must be shown to the organiser for approval at least one month before the start of the build-up. The Organisers reserves the right to amend or reject a design likely to unreasonably affect nearby exhibitors' sites in any way. All materials used in construction of stand fitting & display must be fireproofed and must conform in all respects with local regulations.

All specially designed stands must be free standing. Before any construction begins, the contractor must provide suitable cover to the floor area of the stand and adjoining gangway. The contractor must build the stand on a platform or on plywood laid directly over the floor covering of the centre. No glue or fixing the base/platform of the stand to the hall floor is permitted. It is the responsibility of space-only exhibitors to make their own arrangements for: fascia names stand numbers floor covering for their area, main power supply, electrical & lighting requirements. The name and stand number may be clearly shown.

**HEIGHT RESTRICTION:** Stand fittings and display work to space only sites should not exceed an overall height of 2.5 meters. Exceptions are only allowed with the organizer's written permission. Such applications must be made at least four weeks prior to the show. **The maximum height is 6 meters.**

#### ELECTRICS & LIGHTING:

Without exceptions, all power supply must be ordered from the Official Electric Contractor, using **Order Form 7** of the Exhibitor Manual. Exhibitors installing electrics to their own displays must ensure such installation confirm with Regulations and will be subject to inspection and approval before connection to the mains supply. Organisers reserve the right to disconnect any installation which in their opinion is dangerous. The switches and control boxes on stands must remain accessible at all times to technical personnel of the Electrical Contractors. Exhibitors requiring special arrangements (e.g. 24-hour power, different voltage and frequency or special connections to equipment must notify the Organisers / Official Electrical Contractor in writing seeking approval. Exhibitors, who require special light fittings not available from the official electrical contractor, must apply for prior approval from the Organisers one month before the start of the build-up. Applicants must submit the following requirements when applying, otherwise the application will not be considered:

- Light fitting specifications and its rating in watts/unit.
- Total units to be installed.
- Lay-out line drawings of the electrical installations.
- Company name of the contractor
- Third-party or public-liability insurance coverage for the electrical work from the date of moving into the exhibition premises until the time of move-out from the exhibition premises.

All Contractors must register at the Organizer's Office before moving in the halls for build-up