


Exhibitor Manual

How To Use Your Exhibitor Manual

- The information detailed in this Manual should provide everything necessary for your successful participation at COTS 2024
- For ease of use the Manual is interactive. It contains an alphabetical listing and links to enable quick reference to relevant sections.
- The  button on each page returns to the **Contents Listing**
- We advise that **ALL** sections are read by Exhibitors. Some of the services explained will be essential to your participation, while others are an optional extra.

5 Steps To Ensuring A Successful Participation

1. Read the information in full now. This will ensure you are immediately aware of stand information, restrictions, cut off dates for orders and what you are required to do and by when.
2. Refer to the **Checklist**. Fill in and return all request / requirement forms immediately if possible; if not, please ensure you do so by deadline dates... it could save you money from surcharges incurred by late orders.
3. Refer to the COTS 2024 Exhibitor E-Zone. Access via User Name & Password. E-Zone Log In Button at the bottom of the show website **CLICK HERE**
4. Keep copies of any forms / order forms you complete and return. They will be invaluable should you have any queries on site.
5. Ensure any designers or stand fitters you employ directly are made aware of the regulations concerning stand construction, the use of officially appointed contractors and the build up and break down times provided in the **Show Schedule**.

Operations Contacts

This Manual does not replace the personal service we aim to provide for exhibitors at this year's event. So if you have any questions relating to your stand participation please do not hesitate to contact:

Sara Binns Show Operations Manager

E: sara@moyne.co.uk

Moyne: T: +44 (0) 208 997 8596

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Venue Address
Westpoint Centre (Devon)
Clyst St Mary
Exeter
EX5 1DJ

Key Show Data

Show Organisers:
Inspired Motive Limited
T: +44 (0) 204 517 8888
E: ryantreloar@inspiredmotive.co.uk
Show Operations:
Sara Binns
T: +44 (0) 208 997 8596
E: sara@moyne.co.uk
Show Marketing:
Inspired Motive Limited
T: +44 (0) 204 517 8888
E: pearl@inspiredmotive.co.uk
Show Website:
[COTS24 Website](#)

Open Dates & Times:

Wednesday 17th July
10.00 – 16.00

Build Up Dates & Times:

Space Only
Tuesday 16th July
09.00 – 19.00

Shell Scheme
Tuesday 16th July
14.00 – 19.00

Breakdown Date & Time:

Wednesday 17th July
16.30 – 20.00



COTS 2024 Contacts

Show Director	Ryan Treloar	E: ryantreloar@inspiredmotive.co.uk T: +44 (0) 204 517 8888
Show Director	Matt Williams	E: mattwilliams@inspiredmotive.co.uk T: +44 (0) 204 517 8888
Marketing Manager	Pearl Pearce-Smith	E: pearl@inspiredmotive.co.uk T: +44 (0) 204 517 8888
Operations Manager	Sara Binns	E: sara@moyne.co.uk T: +44 (0) 208 997 8596
Health & Safety Officer	Phil Fellows	E: phil.fellows@dimeevents.com
COTS 2024 Show Website		COTS 2024 website
Exhibitor Badge Orders		Order Exhibitor Badges
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Local Accommodation		Local Hotel List

Exhibitor Checklist

A – Z Show Services, Service Providers & Deadlines

Services	Service Provider, Information & Contact Details		Website Links, Forms & Deadlines
Accommodation	Various	Book Local Accommodation	Local Hotel List Deadline: Immediate
Audio Visual	CH Events	To order TV's on stands, Video Walls, Mic's, iPads and Laptops or to discuss bespoke AV requirements Tel. 0330 9000 757 Email: gerald@ch.events	Contact Supplier Direct Deadline: 12/07/2024
Badges - Exhibitor	Eventbrite	Access To Site During Show Open Period Is Strictly Via Exhibitor Badge Only. Follow the link opposite to order badges For Key Site Access Procedures CLICK HERE	Order Exhibitor Badges
Banners - Overhead	N/A	Overhead Banners Are Not Available For This Event	N/A
Car Parking	Westpoint	Ample free of charge parking is available at Westpoint. There is no requirement to prebook.	Getting To Westpoint
Catering – Stand Hospitality	Posh Nosh	The Lime Tree Cafe in the exhibition hall will be open for refreshments on the show open day All Food & Drink For Stand Hospitality Purposes Must Be Purchased Via Posh Nosh. To discuss requirements contact Posh Nosh direct E: Westpoint Westpoint@posh-nosh.co.uk	



Section One: Contacts, Checklist & Deadlines

Services	Service Provider, Information & Contact Details		Website Links, Forms & Deadlines
Electrical Services	Havills	Contact: <Uj]`g Tel: +44 (0) % \$' `` %(\$\$\$ Email: jbZc4 \Uj]`YI \V]hcbgVt'i _	Form 6 Deadlines: Early Rate: 03#\$7#&\$&4 Standard Rate: %5#+\$+#&\$&4 Electrics must be pre-booked
Floorcoverings		H\Y`YI \V]h]cb` \U``]g Z `mWfdYHYX`]b`Blue carpet	
Handling		9I \V]h]c]fg`g\ci `X`Ybgj fY`h\Ym\Uj Y`h\Y` bYWggUfma YUbg`tc`a`cj Y`[`ccXg`tc`g]UoXg` Hfc`Yng`#`Zc`f`_]Z]UFY`bch]dfcj]XYX	
Furniture	Moyne	Contact: Della Scimia Tel: +44 (0) 208 997 8596 Email: info@moyne.co.uk A cndY` : i fb]h fY`6fcW]i fY` Furniture is not available to order at the show. Items must be pre-ordered	Moyne Furniture Brochure Deadline: 12#\$+##&\$&4
Shell Scheme Standfitting	AIMEXE	Contact: Andy Daubeney Tel: +44 (0) 208 997 8596 Email: info@aimexe.co.uk Shell Scheme Specifications CLICK HERE	Form 4 Deadline: 01/07/2024
Health & Safety Stand Construction Floor Management Insurance	Dime Events	Health & Safety Information Requirements: ALL Exhibitors <ul style="list-style-type: none"> Public Liability Insurance To £2m FORM 1 Stand & Product Information Shell Scheme Exhibitors <ul style="list-style-type: none"> FORM 2 Compulsory Shell Scheme Construction Space Only Exhibitors <ul style="list-style-type: none"> FORM 3 CDM Space Only Checklist Project Pack to include: Risk Assessment Method Statement, Stand Build Plans Space Only Build Regulations CLICK HERE Contact: Amanda Coomber Health & Safety Administrator Email: amanda.coomber@dimeevents.com	FORM 1 Stand & Product Information Form Deadline: 14/06/2024 FORM 2 Compulsory Shell Scheme Construction & Health & Safety Declaration Deadline: 14/06/2024 FORM 3 CDM Space Only Stands Checklist Deadline: 07/06/2024 Public Liability Insurance Deadline: 14/06/2024
Nameboards	Moyne	Contact: Della Scimia Tel: +44 (0) 208 997 8596 Email: della@moyne.co.uk	FORM 5 Deadline: 08/07/2024
Scanners		Visitor Badges Contain A Bar Code Simply Take A Picture Of The Bar Code With Your iPhone Or Android Phone And A Pop Up Comes Up To Save The Visitor Details To Your Phone.	CLICK HERE For further information
Wi-Fi	Westpoint	Public WiFi is free of charge	CLICK HERE To find out more about Westpoint WIFI



Show Schedule

Date	Access Times	Access Stand Type
Tuesday 16th July	09.00 – 19.00	Space Only Exhibitors All Stand Build must be completed by 19.00 hrs and excess materials removed from the hall. The exhibition hall is fully carpeted.
	09.00 - 10.00	Delivery of Display Vehicles & Large Exhibits Delivery must be made between these hours and should be notified in advance of the build period to sara@moyne.co.uk. Exhibits permitted during this access period include display vehicles and large exhibits. Please note due to the hall being carpeted forklift movement is not permitted
	14.00 – 19.00	Shell Scheme Exhibitors Shell Scheme Exhibitors will be permitted access to stand spaces to dress stands when the shell scheme stand build is completed at 14.00. Please do not arrive before this time.
Deliveries	<ul style="list-style-type: none"> The Organisers are not responsible for goods that cannot be delivered to stands if they arrive at Westpoint outside the stated hours. Please ensure you have the necessary equipment to unload and move goods to stands. Forklifts are not permitted in the exhibition hall 	

Exhibition Open Hours

Date	Show Hours	Hall Open
Wednesday 17th July	10.00 – 16.00	08.00 – 20.00
Breakdown	Hours	Stand Type
Wednesday 17th July	16.30 – 20.00	Shell Scheme & Space Only

Important Information: Breakdown Period

- No Exhibit or Standfitting can be removed until all visitors are clear of the exhibition hall
- At 20.00hrs on Wednesday 17th July the Organisers exhibition tenancy period ends and the hall must be cleared of all materials and product. Items left in the hall will be disposed of and removal / waste costs charged to the exhibiting company
- Neither the Organiser or Westpoint are responsible for any item left in the exhibition hall or venue areas after 20.00 on Wednesday 17th July
- Breakdown is a period of high security risk so ensure your stand is manned until all your stand items have been removed.

Children under the age of 16 are not permitted in the exhibition hall during the Build, Open or Breakdown periods



How To Get To Westpoint

By Air



Exeter International Airport is approximately 2 miles from Westpoint and is connected to a large number of domestic and international airports.

For more information, destinations and to book tickets please visit: www.exeter-airport.co.uk.

By Train



Exeter St. David's provides direct rail links to all major cities in the UK. The station is 6 miles from Westpoint.

To book tickets or find out more information please visit: www.thetrainline.com.

By Bus



National coach and bus services call at Exeter Bus Station in the centre of Exeter. The bus station is 6 miles from Westpoint.

To book tickets or find out more information please visit www.nationalexpress.com

By Taxi



If you require a taxi during your visit to Westpoint please contact:

Apple Taxis
T: 01392 666 666

Quote 'Westpoint' for preferential rates to / from Westpoint



Google Map Reference: Westpoint
[Westpoint Google Map](#)



To view local hotel's and to book accommodation visit:

[Westpoint Local Accommodation](#)

By Car



The postcode for Westpoint is : **EX5 1DJ**

Directions:

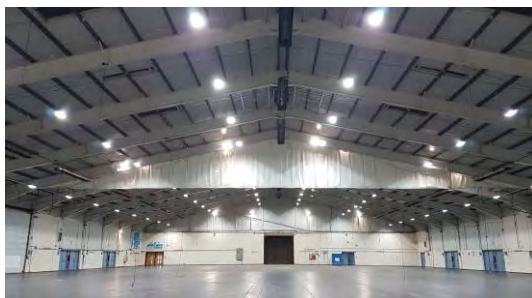
- Westpoint is just one mile from junction 30 of the M5, providing direct access from London, Birmingham, Bristol and Plymouth.
- For Westpoint, exit the M5 at junction 30 and follow the A3052 Sidmouth road for one mile. Westpoint is on your left hand side.

Venue Address:

Westpoint Centre (Devon)
Clyst St Mary
Exeter
EX5 1DJ

To plan your route visit:

[AA Route Planner](#)



Exhibitor Badges



Don't forget to order Exhibitor Access Badges

[Order Exhibitor Badges](#)



Summary Of Westpoint Site Access Procedures

- All stand deliveries / collections MUST be made during the specified tenancy days and access times designated by stand booking type – Space Only or Shell Scheme.
To view designated access hours on the Show Schedule [CLICK HERE](#)
- The Organisers cannot accept responsibility for any vehicle that is unable to deliver into the exhibition hall due to arrival outside the designated access hours. To see Hall Opening Hours & Show Schedule [CLICK HERE](#)
- Phased exhibition hall access will be in operation.
Shell Scheme exhibitors will only be permitted access from the designated entry time of **14.00 Tuesday 16th July**
Space Only exhibitors will be permitted entry for stand build at **09.00 Tuesday 16th July**
- All stands must be completed by **19.00 Tuesday 16th July**

During the Open Period exhibitors will be only be able to access the exhibition hall with an Exhibitors Badge. Follow the link to register for Exhibitor Badges:

[Order Exhibitor Badges](#)

Access For Vehicle / Trailer Displays & Large Exhibits

- Exhibitors displaying vehicles / trailers and any exhibit that will have difficulty accessing stand space once shell scheme stands are built, are permitted to pre-book access between the hours of **09.00 – 10.00 on Tuesday 16th July**
- Exhibitors with Motor Vehicles must comply with the following regulations:
 - The fuel tanks of motor vehicles must contain only sufficient fuel to move the vehicle in and out of the hall.
 - The fuel tanks on all other petrol engine equipment must be empty.
 - The fuel tank must be sealed, wherever possible with a lockable cap.
 - All vehicles must be provided with a drip tray and shall be positioned within the boundaries of the stand so that any protrusions, doors, tail lifts etc, do not infringe the stand perimeter.
 - The running of engines during the open period of an exhibition is strictly prohibited.
 - Filling or emptying of fuel tanks inside the hall is strictly prohibited at all times.
- The Organisers are not responsible for vehicles that cannot be delivered to stand space if they arrive at Westpoint outside the stated delivery hours. In this instance the Organiser is not obliged to find an alternative stand site.
- Exhibitors exhibiting the product types detailed in this section should provide the vehicle / product specifications on [FORM 1 Stand & Product Display Information Form](#)

If you are unsure whether your display applies to this category or if you have any questions about accessing the exhibition hall please email exhibit specifications to amanda.coomber@dimevents.com

Accommodation

Follow the link below to see local hotels and rates.

[Westpoint Local Accommodation](#)

Badges & Passes

Build Up & Breakdown Site Access

- Exhibitor Badges are not required for access during the Build Up & Breakdown periods.

Show Open Day Site Access – Exhibitor Badges

Access to Westpoint on the Show Open Day:

Wednesday 17th July is Strictly Via Exhibitor Badge

To order Exhibitor Badges for stand personnel follow the link provided below.

[Order Exhibitor Badges](#)



Breakdown

Important Information ALL Exhibitors

Date: **Wednesday 17th July**

16.00 – Show Closes

16.30 – 20.00 Breakdown Period

Timings at subject to change at the discretion of the Organisers.

- No Exhibit or Standfittings may be removed or dismantled before all visitors are clear of the venue
- At 20.00hrs on Wednesday 17th July the Organisers venue tenancy period ends. The internal and external areas must be cleared of all materials and product by this time
- The Organiser is not responsible for any item left in the exhibition hall or external venue areas after 20.00hrs on Wednesday 17th July
- Items left at Westpoint after 20.00 will disposed of and removal / waste costs charged to the exhibiting company at Westpoint waste rates
- Breakdown is a period of high security risk so ensure your stand is manned until all your stand items have been removed
- Children under the age of 16 are not permitted in the exhibition hall during the Build, Open or Breakdown hours

Concession Fees

Posh Nosh are the appointed Westpoint stand catering provider. Food and Drink for stand hospitality purposes must be purchased via Posh Nosh.

Posh Nosh reserve the right to charge concession fees for products distributed from stands for hospitality purposes which have not been ordered via Posh Nosh Ltd.

If you have any questions regarding the provision of own food products please contact Posh Nosh direct

E: Westpoint@posh-nosh.co.uk

Couriers & Deliveries

- Deliveries should be addressed as follows:

COTS 2024

Company Name

Stand Number

Westpoint Centre (Devon)

Clyst St Mary

Exeter

EX5 1DJ

- Exhibitors must ensure they are at the venue, at the designated access period, to receive deliveries.
- **Deliveries cannot be made to Westpoint outside the show tenancy period:
Tuesday 16th July - Wednesday 17th July**
- Shell Scheme exhibitors are advised to schedule deliveries after 14.00 Tuesday 16th July when stands are built
- Venue, organisers & site staff are not permitted to take responsibility for, or sign for, deliveries.
- The Organisers are not responsible for storing goods on behalf of exhibitors or for any deliveries which go missing

Loading / Unloading / Trolleys

- Trolleys are not available at the venue.
- Exhibitors should ensure they have an appropriate means of transporting good to and from stand space.
- Forklift movement is not permitted



Organisers Office

The Organisers office is located at the front of the exhibition hall next to the Visitors Entrance

Organisers Office Open Hours:

Tuesday 16th July 09.00 – 19.00

Wednesday 17th July 08.00 – 20.00

Organiser's Office T: 01392 353751

Event questions, queries, security or health & safety issues should be directed to the Organisers Office.

Exhibitors goods cannot be stored in the Organisers Office.

Exhibitors should ensure they have adequate, secure storage facilities on their stand.

Parking

Car Parking

- Westpoint has ample car parking on site. The majority of parking is on hard standing and approximately no more than 500m from the arena. Entering and exiting the site is easy,
- Disabled parking is available on site. Please display a disabled blue parking badge.
- Vehicles parked on site at Westpoint are owners' risk. Neither the venue or the organisers can accept responsibility for theft or vehicle damage.

Security

Please assist us to keep the exhibition secure by:

- Removing valuables and locking vehicle doors when in the loading & parking areas
- Wearing your Exhibitor Badge during the show open days

To secure your stand please follow the advice below:

- Take home any valuable items each night if there are no secure storage facilities on site.
- Do not leave your stand unattended at any time during build-up, the open period or the breakdown period of the show.
- Do not leave the hall until all visitors have gone each evening.
- Do not position desirable items at the front of your stand, where you may not be able to keep an eye on them.
- Ensure you have enough staff, so that the stand is not vulnerable to thieves and do not ask a neighbouring exhibitor to watch over your stand while you go for a break. They may become busy and not be able to keep an eye on your belongings.
- Remove all portable or valuable items from the stand on the evening the show closes. Do not leave them until the following day for collection. Your stand should be manned until all personal goods have been removed
- Arrive in time for the show opening. Ensure your stand is staffed at least 15 minutes before show open time each day.
- Use a lockable cabinet to store your personal possessions during the show open hours. You can hire one from Moyne the appointed furniture company.

ALL goods are at exhibitors own risk.

If you are a victim of theft please report it immediately to the Organisers Office

Storage

Internal / External storage space is not available. Exhibitors should ensure that adequate / safe storage is provided on stand space.

Unwanted items including pallets, crates & trailers must be removed from the venue over the open period and returned for breakdown.



AV

CH Events are the official show AV provider

To order TV's on stands, Video Walls, Mic's, iPads and Laptops or to discuss bespoke AV requirements **Form 6**

Tel. 0330 9000 757

Email: gerald@ch.events

Banners

Overhead banners are not available on this event

Carpet

The exhibition hall is fully carpeted in Blue cord carpet

Exhibitors wishing to change the colour of the carpet must lay a raised floor on top of the existing carpet. This prevents a trip hazard from carpet laid on carpet.

Exhibitors own carpet and carpet rolls must be removed from the venue. Charges apply for disposal.

Catering : Stand Hospitality

Posh Nosh are the appointed Westpoint stand catering provider. Food and Drink for stand hospitality purposes must be purchased via Posh Nosh. For further information:

E: Westpoint@posh-nosh.co.uk

A deliver to stand service is available for exhibitor lunch / stand hospitality. Products ordered will be delivered to stands over the lunchtime period. Please return the Exhibitor Lunch Stand Delivery Form (available to download from the EZone) and return it to the Lime Tree Cafe at the rear of the exhibition hall by 10.00 on the Show Open Day 17th July

Cleaning : Stands

- Stand and gangway carpets will be cleaned on the evening of the show build day
- Stand displays are not cleaned.

Exhibitors are requested to refrain from bringing own vacuum cleaners.

Vaccum cleaners require a 13amp (3000w) socket. Plugging into standard exhibition power supplies @ 2 amps will trip stand power and the power supplies of all surrounding stands.

Electrical supplies are not provided with stand bookings and must be pre-ordered



Electrical Orders & Electrical Guidance

Stand bookings are exclusive of power sockets and lighting

- Electrical orders for sockets, light fittings and mains power supplies should be placed via the [Havills Electrical Order Form 7](#)
- All stand power supplies will be switched off when the halls are not in use except for supplies booked as 24 hour. On open days this will be 30 minutes after the show closes.
- The organisers have appointed Havills as the official and sole electrical contractor. All electrical work for the exhibition will be carried out by Havills

Deadlines and Surcharges apply to Electrical Orders:

Early Rate: [03/07/2024](#)

Standard Rate: [15/07/2024](#)

Power sockets / stand lighting are not available to order at the show.

All items must be pre-ordered by the Standard Rate deadline

Floors & Floorcovering

The exhibition hall is carpeted throughout in Blue cord carpet

Furniture

Stand bookings are exclusive of furniture

For the full range of furniture available for this show request the [Moyne 2024 Furniture Brochure](#)

Email: info@moyne.co.uk

Orders from the Moyne Furniture Brochure should be supplied via the order form at the end of the Brochure

Deadline: 12/07/2024

Furniture is not available to order at the exhibition. ALL furniture items must be pre-ordered

Exhibitors are permitted to provide own furniture. All items must comply with fire regulations.

Graphics

Stand wall graphics are available to order via Carpepe Ltd

Please contact Carpepe direct:

E: sales@carpepe.co.uk

T: 01395 223366

Exhibitors undertaking own graphics installation should be aware of the following:

- Shell Scheme Walls are 2.44m high x the width of stand size booked
- Approved fixing methods for graphics to shell scheme walls are either Velcro or low tak tape. Panels are provided in light grey polyweave and are Velcro compatible
- Damage to shell scheme panels by fixings including, but not limited to, high tak tape, glue, staples, nails, pins, are charged to the stand holder at the cost to repair or replace
- Exhibitors own graphics and graphics packaging including graphics rolls, must be removed from the exhibition hall and the site at the end of the show. Waste charges to stand holders apply for disposal at the rates levied to the Organisers by the venue.
- Exhibitors employing stand contractors to build or dress their stands should ensure they take all waste graphics materials away from the site.



Logistics : Handling

Exhibitors who have vehicle exhibits or delivery of heavy items to stands should read the Show Schedule for designated access times [CLICK HERE](#)

Forklift movement is not permitted in the exhibition hall

Please ensure you have the necessary equipment to unload and move goods to stands

Nameboards : Shell Scheme Stands

- Standard Nameboard print is included in the Shell Scheme stand booking.
- Your company name and stand number will be supplied on a standard panel fixed to the front of your stand.
- One nameboard per designated per stand. Maximum 34 characters including spaces.
- Nameboard print should be confirmed via **Form 5 Deadline: 08/07/2024**
- If the nameboard print requirement is not returned by the deadline date the print name will be taken from the Organiser's record for the stand occupant.

• **Nameboard reprint is not available after the deadline or onsite**

We advise all Shell Scheme exhibitors to return a nameboard print request

Shell Scheme Specifications

Aimexe Shell Scheme Stands units are made up of 2.44m high x 1m wide flush fitting panels and include:

- Panel Walls To Designated Closed Sides (all sides onto a gangway are designated as open) Panels are provided in Light Grey Polyweave - Velcro Compatible
- Nameboard Fascia & Nameboard, including Stand Number & Company Name

Schedule for Shell Scheme exhibitors:

BuildUp: **Tuesday 16th July 14.00 – 19.00**

Breakdown: **Wednesday 17th July 16.30 – 20.00**

- Stand layouts should be planned in advance. Positioning will be required for electrical and standfitting items.
- Shell Scheme exhibitors ordering power sockets are advised to position these on stand walls. **Trailing cables are not permitted across stand floors.**
- Shell scheme is supplied as a hire item. Panels damaged due to misuse of inappropriate fixings such as high tak tape, screws, glue and nails are charged at the cost to repair and replace
- Stand panels are provided in grey light grey polyweave which is compatible with velcro fixings
- If a stand has an open side in excess of 6m then a support pole will be required at the front to support the nameboard fascia



Standfittings including alternative coloured panels should be ordered via **Form 4 Deadline: 01/07/2024**

Stand Builder Contact Details

Aimexe

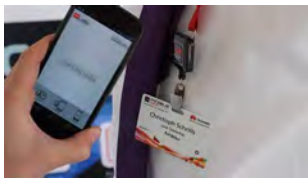
E: info@aimexe.co.uk

T: 01395 274234



Scanners – Visitor Badges

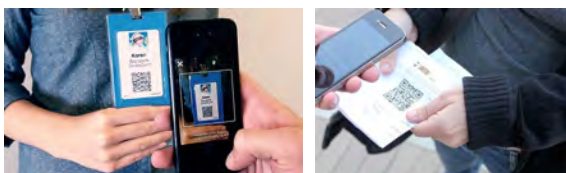
Visitor data capture for this event requires that exhibitors have an android or iphone at the show



Key Features include:

Easy to use - simply take a picture of the visitor badge bar code from your phone. A message will appear on your phone requesting that the data be saved

Data Storage - Visitor demographics (as registered on the bar code) are stored on your phone



TV Screens

TV Screens on stands and LED Video walls can be purchased via CH Events the official show AV provider.

Contact CH Events direct:

E: gerald@ch.events

T: 0330 9000 757

Wi-Fi & Wired Internet Connections

Westpoint Free WiFi Portal:

_Westpoint WiFi

- Portal Registration: Username: wptclient Password: client13579
- Free access for 8 hours at speeds of up to 10Mbps.

PDQ / Card Machines must connect to following network as it is PCI DSS compliant: **_WPT Sec**

Password: 24682468

Free access for 8 hours at speeds of up to 0.5Mbps.



Children

Children under the age of 16 are not, under any circumstances, permitted in the exhibition hall or external site loading areas during the exhibition build up, open and break down periods.

Contractors

If you are employing a stand contractor to build or dress the interior of your stand please ensure that they receive a copy of this manual.

Contractors must adhere to all regulations detailed in this manual and those detailed in the AEO eGuide. This is available at [Download eGuide](#)

Exhibitors are responsible for ensuring that their contractor / stand service suppliers are aware of the following:

- Access Procedures & Vehicle Security Pass Registration
- Show Schedule
- Show Information Requirements (Space Only CDM Project Pack)
- Rules relating to Waste Disposal
- Site Rules

The venue has a strict drugs and alcohol policy which allows them to offer to test or eject from site any person suspected of being under the influence of drugs or alcohol.

The Organisers reserve the right to prohibit contractors who are in breach of the stated rules and regulations from working onsite.

In the event that a contractor is prohibited it is the exhibitors responsibility to complete the work themselves or source an alternative supplier.

Damage & Dilapidations

Venue

- Please do not attach anything to the fabric of the building. Charges will apply for any damage caused.
- Damage to venue floors is chargeable at the rate levied by the venue.
- Exhibitors appointing their own stand contractors should be aware that a charge will be made direct to the exhibitor for any standfitting items, carpet tape and floorcoverings left at the end of the event.

Damage to Shell Scheme

When dressing your stand please be aware that damage to shell scheme stand wall panels via fixings including: nails, screws, staples, high tak graphics adhesive will be charged at the cost to repair or replace the panel.

The acceptable method of fixing to stand panels is via Velcro (double sided tape) or Low Tak tape.

Shell scheme panels are made of light polyweave Velcro compatible fabric

- Charges for damaged panels @ £32.00 + vat are charged to the stand holder irrespective of any appointed supplier / contractor involvement.
- Stand panels are provided on a hire basis and should be handed back at the end of the show in the same condition they were provided in.

Emergency Procedures

It is the stand holders responsibility to ensure that all staff (including any directly appointed contractors) are familiar with the venue Emergency and Evacuation Procedures.

To view Emergency Procedures for Westpoint [CLICK HERE](#)



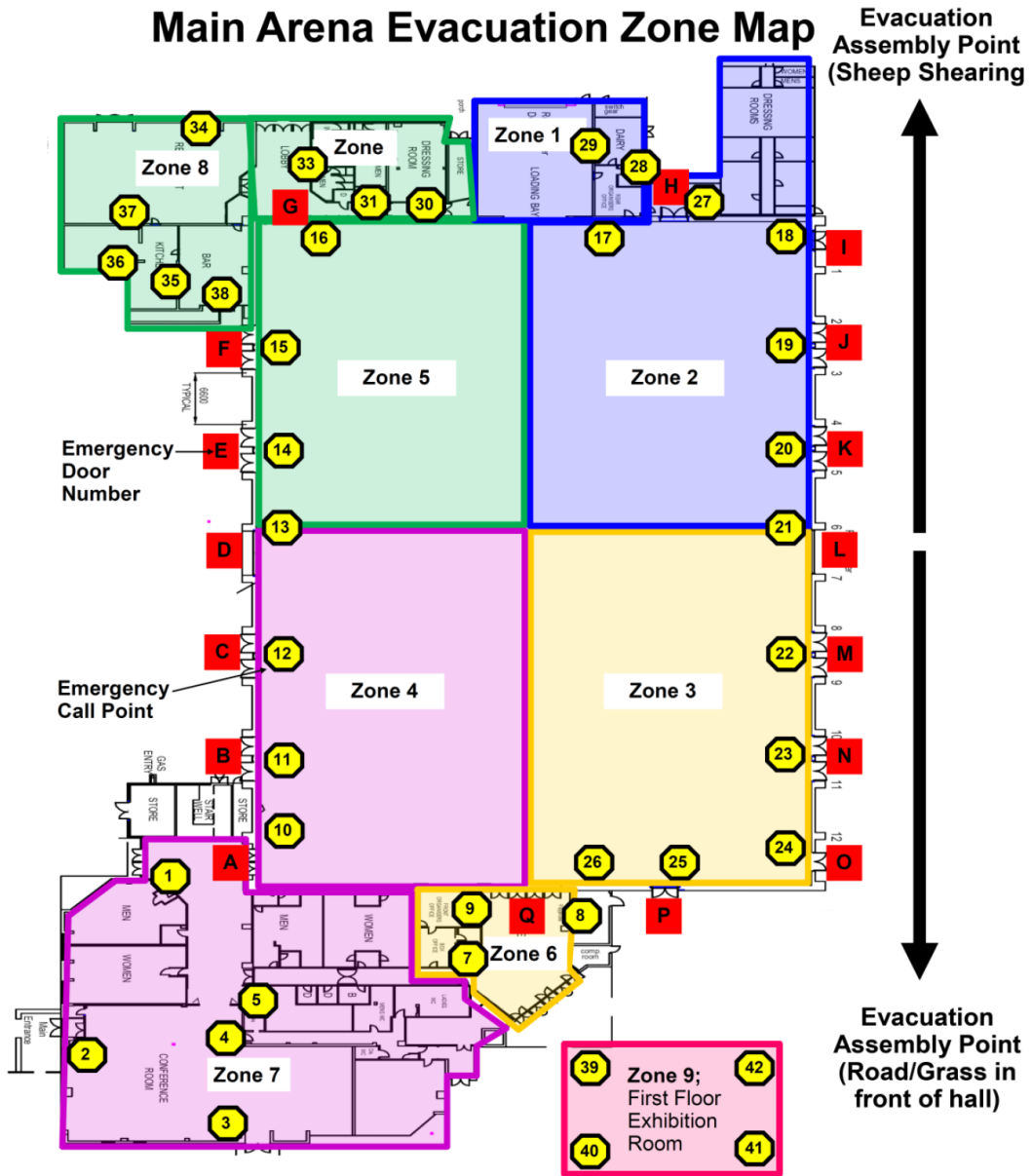
Westpoint Emergency Procedures

1. On discovering a fire operate the nearest fire alarm and dial 999 (dial 9 for outside line)
2. Give the operator your telephone number and ask for FIRE.
3. When the emergency services replies, give call distinctly FIRE AT WESTPOINT EXETER, CLYST ST MARY, EXETER, EX5 1DJ.
4. Do NOT replace receiver until address has been repeated and confirmed by Emergency Services.
5. Notify the Emergency Control Manager of the alarm being raised and location of the FIRE.
6. If the alarm has been raised: The alarm will sound, the roof vents will open, the evacuation message will be repeatedly played, the strobe warning lights will flash and people will be evacuated from the building.
7. Do NOT put yourself at any risk.
8. Commence the evacuation of the event, checking the main arena, conference room, temporary structures, offices, toilets and corridor have been evacuated, being particularly aware of those needing HELP and assist as needed.
9. Report to the Emergency Control Manager of the areas evacuated and leave the building by the nearest exit.
10. Report to the Assembly Point, contact your Westpoint Representative.
11. Assess if anyone is missing and report to Emergency Control Manager/Emergency Services.

In the event of system failure, the person discovering fire should notify the Emergency Control Manager and shout: PLEASE LEAVE IMMEDIATELY BY THE NEAREST EXIT POINT



Main Arena Evacuation Zone Map



- Zone 1** - Loading Bay, Back Organisers Office & Dairy
- Zone 2** - Back right quarter of the hall, dressing rooms (inc. Corridor)
- Zone 3** - Front right quarter of the hall
- Zone 4** - Front left quarter of the hall
- Zone 5** - Back left quarter of the hall
- Zone 6** - Front Foyer, Front Organisers Office & Box Office
- Zone 7** - Conference Room, Main Hall Toilets, Corridor Toilets, Disabled Toilets & Baby Changing Room
- Zone 8** - LimeTree Cafe and Kitchen, Back Foyer and Toilets (inc. Staff) & Main Dressing Room



Fire Regulations

Venue

- Fire Escape Routes & Fire exits must be kept free of obstruction at all times. This includes loading doors, main entrances to the exhibition hall, designated emergency exits, gangways and office / room exits.
- Fire Extinguishers will be provided by Westpoint. The Organisers Health & Safety representatives will inspect the hall at regular intervals to ensure that all the exit routes are clear in the case of an evacuation.

Stands

The following regulations are included in the eGuide [AEO eGuide Download](#) and must be complied with by all contractors and exhibitors. They do not apply to exhibits.

All materials used in the construction of stands, features and displays, 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 BS476-Part 7
- 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 they comply.

First Aid

First Aid cover will be provided for the duration of the site open periods.

In the event of an accident First Aid Assistance can be sourced either via the venue security team or the Organisers Office.

To conform to RIDDOR all accidents must be reported to the Organisers Office.

The closest Accident & Emergency is located at:

Royal Devon & Exeter Hospital
Barrack Road,
Exeter
EX2 5DWG

Gangways

- Designated gangways must be kept clear of obstruction at all times.
- During build up and breakdown the designated build stand items area is within the confines of the stand space NOT the gangway.
- Exhibits, including pop up banners, are not permitted, under any circumstances, to encroach into the gangway.
- Please ensure sufficient exhibit space is booked to accommodate people, stand fittings & product.

Hazardous Exhibits

Please consider the safety of your staff and visitors to the show when planning the layout of your stand.

- Hazardous items, such as knives and hot equipment such as ovens and catering appliances must be set back from the stand and out of reach of the public.
- Guards will be required to shield anything emitting heat and any machinery or other equipment which may present a hazard to visitors. The use of real flame (eg candles) and LPG gas are not permitted.

Exhibitors are responsible for declaring hazardous exhibits via [Form 1 Stand & Product Information Form](#) and for providing all required exhibit specifications and Risk Assessments.



Health & Safety

Inspired Motive Limited Health & Safety Statement : COTS 2024

'It is the policy of Inspired Motive Limited to endeavour to seek the co-operation of all concerned in order to achieve the highest standards, in all aspects, of health and safety'.

In general terms The Health and Safety at Work, etc, Act 1974 (HASAWA) places a responsibility on companies and individuals to exercise a duty of care for employees and non-employees who may be affected by their acts and omissions. These duties can be discharged by doing what is "reasonable" to prevent loss or harm where risk is foreseeable.

It applies to all premises used as a place of work, including temporary locations such as Westpoint, and includes build-up, open days and breakdown.

The Health and Safety at Work, etc, Act 1974 [HASAWA] and its subsidiary legislation is criminal law, a breach of which is a criminal offence.

Inspired Motive Limited and Westpoint, within the scope of their own laid down policies, have a responsibility to ensure that safe working practices are maintained at all times, which includes ensuring that provision is made whereby persons, other than Inspired Motive Limited or Westpoint employees, are reminded of their responsibilities whilst working at the exhibition centre.

Health & Safety Officer

Inspired Motive Limited has appointed Dime Events as the Health and Safety Officers for COTS 2024

Dime Events reserve the right to impose any necessary measures to ensure safe build-up, open and breakdown periods and will be based on site in the Organiser's Office.

In case of queries before the event, Amanda Coomber can be contacted at amanda.coomber@dimeevents.com

Health & Safety: Exhibitor Responsibilities

- Exhibitors have a legal duty of care for the safety of anyone who may be affected by their activities.
- This includes responsibility for all aspects of safety on the stand during the build-up, the open period of the show and during breakdown.
- Where the building and finishing of the stand is contracted out, exhibitors and stand holders are still vicariously responsible for the activities of their appointed contractors. It is therefore essential that exhibitors appoint a contractor who is fully aware of their Health and Safety responsibilities including CDM 2015.

Exhibitor Duties Are To:

- Comply with the Organiser's health and safety requirements as laid out in this manual, including submitting all required health and safety documentation.
- Notify the Organiser of any special risks via the [Stand & Product Information Form 1](#)
- Appoint a competent person to be responsible for health and safety on the stand. For the build-up and breakdown this can be the contractor.
- Carry out a suitable and sufficient Risk Assessment of all activities during the Open Period of the show
- For Space Only Stands - obtain a Construction Phase Plan from the stand contractor which will include risk assessments with supporting method statements for the building and dismantling of the stand. Space Only Build Risk Assessments are not optional; they are an absolute legal requirement.
- Ensure that staff and contractors working on-site are informed of the site rules and health and safety arrangements and ensure so far as is reasonably possible that they follow them.
- Ensure that all staff on-site and contractors are familiar with the venue's Emergency & Evacuation Procedures.
- Make available on the stand a copy of their company's own Health and Safety policy and a copy of the Health and Safety policy document of each contractor employed to work on the stand (with the exception of those appointed by the Organisers).
- Co-operate with the Organiser's and Venue's appointed health and safety staff.

Health & Safety Declaration

All companies are obliged by law to have a Health & Safety Policy.

If you employ more than five people this should be a written policy.

If you do not have a Health and Safety Policy, this should be addressed as a matter of urgency.

Please visit <http://www.hse.gov.uk/simple-health-safety/write.htm>



Health & Safety: Continued

Exhibitor Health & Safety Information Requirements

It is a requirement that:

- Shell Scheme stand holders submit the [Compulsory Shell Scheme Construction & Health & Safety Declaration Form 2](#)
- Space Only exhibitors submit the [CDM Space Only Checklist Form 3](#)

to indicate to us that you:

- Have read and understood your obligations as detailed above.
- Are in possession of a company Health & Safety Policy
- Have completed a Risk Assessment for the Open Days of the show

Space Only exhibitors must also ensure their principle stand contractor is aware of their responsibilities under the Health & Safety at Work Act and Construction Design and Management) Regulations 2015.

General Health & Safety Guidelines

Below are some of the principal areas that need to be brought to the attention of contractors and exhibitors.

Whilst this is not an exhaustive list, it covers the common problems regarding health and safety created by lack of information and/or poor organisation.

Please take notice of the following:

- In areas of traffic movement e.g. loading areas, exhibitor must be vigilant and aware of vehicle movement
- Every employer has a duty to co-operate with other employers (e.g. Exhibition Organisers or other Exhibitors) when sharing a workplace, whether temporarily or permanently.
- Exhibitors must have an understanding of the Fire and Emergency Procedures of the venue and the location of the First Aid Responder. All incidents must be reported to the Organisers.
- Exhibitors must maintain emergency gangways, throughout the exhibition period, including build-up and breakdown, and to ensure that good housekeeping is maintained in all work areas, thereby minimising hazards and allowing any remaining hazards to be easily identified.
- All work areas are maintained free from general waste materials that could hazard operatives.
- Hard hats MUST be worn when working beneath, or near overhead working including delivery of large machinery plus access to such areas should be restricted.
- The need for all operatives to wear suitable protective clothing relevant to their job, which includes eye, hearing, foot and hand protection. That Personal Protective Equipment (PPE) is used only where other protective measures have been considered unrealistic, i.e. PPE is the last line of defence when all other alternatives have been considered. That PPE is suitable and sufficient for the job and employees are trained in its uses and limitations.
- Exhibitors are responsible for the safe use and storage of flammable liquids and substances including segregation from other waste. Full compliance with the COSHH regulations is required. Gas canisters are not permitted on the site.
- Portable power equipment must be used for the purpose for which it was designed and that safety guards are correctly fitted and used and only operated by fully trained and certified personnel. They must be used with the minimum length of trailing leads and not left unattended with a live power supply to it. Trailing leads and electrical cables must not cross over gangways, passageways or fire exits. Any work using power or hand tools to be restricted to the stand space i.e. no drilling or sawing in the gangways.
- All parking restrictions and speed limits must be adhered to.
- All contractors, particularly from abroad, must be aware of the need to identify suitable and sufficient tools and equipment required for the job before coming onto site this prevents corner cutting and avoids risk taking.
- All materials used for construction and displays must adhere to eGuide and not less than British Class 1 standards of flammability
- All construction materials, ladders, trolleys etc. must be removed from the building prior to any public entering the building. Similarly, no contractors will be permitted access for breakdown until all members of the public have vacated the building.
- A hot working permit must be obtained prior to commencement of hot work (ox-acetylene, cutting/welding, arc welding, gas/oil blowlamps, grinders, tar boilers, soldering or cutting of LEV metal pipes.
- Use of scaffolding towers is permitted subject to being erected by competent personnel and used as per the manufacturer's guidelines.
- Exhibitors should ensure that all staff (their own and those of any company contracted by them) are aware of and adhere to the current Working Time Regulations (S.I 1998/1883).

Any violations or concerns regarding any of the above points should be reported to the Organisers Office



Insurance

It is a compulsory requirement of exhibiting that ALL exhibitors have a minimum of £2 million public liability insurance dated to cover the build up, open and breakdown periods. Companies not providing adequate insurance will not be permitted to exhibit.

Send Certificates to Amanda Coomber, Health & Safety Administrator Email: amanda.coomber@dimeevents.com

Deadline: 14/06/2024

There are a number of companies who provide Exhibitor Insurance:

** In providing this information the Organiser neither recommends nor endorses their services.*

[Event Insurance Website](#) [Hiscox Exhibitor Insurance Website](#)

Music

If you wish to play pre-recorded music on your stand, you will need to apply for a Phonographic Performance (PPL) licence and Performing Rights Society (PRS) licence.

For further information and to purchase a licence visit: [PRS PPL Buy Music Licence](#)

A copy of the licence must be available at the show

Noise

Exhibitors are asked to refrain from playing music or recorded messages which may cause annoyance to other exhibitors.

The Organisers reserve the right to terminate any type of noise deemed to be a nuisance.

Risk Assessment: General Stand

- It is a legal requirement that ALL exhibitors undertake their own risk assessment prior to the event, listing the tasks to be undertaken and identifying any significant hazards they present on site.
- Risk Assessments do not need to be submitted (except where exhibits necessitate submission) but must be brought to the show. In the event of an accident they may be requested by the show Health & Safety Officer.

Key Risk Areas

Please give the following your due consideration whilst on site and incorporate them into your Risk Assessment:

- Only commercial equipment appropriate for the task must be used, including tools and ladders.
- Where possible, use only 110v or battery operated power tools. All portable tools are to be PAT tested prior to coming on site.
- Movement of goods to and from stands to be undertaken with the correct equipment so as to avoid injury. Trolleys are not available at the venue.
- Portable power tools and equipment must have the minimum length of trailing lead, if fitted, which must be protected from damage and not left so as to cause a trip hazard.
- Children under the age of 16, the general public and animals, except assistance animals, (including inside cabs of vehicles) are not allowed on site during build-up, show open hours and breakdown.
- Schedule a late working rota to prevent tiredness and accidents.
- Contractors / exhibitors must wear suitable personal protective clothing relevant to the task; this includes head, eye, hearing, foot and hand protection.
- Understand the fire and emergency procedures. Notify your staff of the location of the first aid facility, fire exits and emergency assembly points
- Chemicals and flammable liquids must be safely removed after use by the user and not placed in general rubbish bins or skips.
- The work area must be maintained free from general waste materials which could present a hazard to operatives. All waste should be disposed of in the proper manner.

Remember you have a 'duty of care' for all stand personnel, external suppliers AND VISITORS working within / entering your exhibition space.

Example Risk Assessments and further advice on controlling your workplace can be downloaded at:

<https://www.hse.gov.uk/risk/controlling-risks.htm>

Smoking

Smoking is not permitted in the internal venues areas at anytime. This includes electronic cigarettes.



Site Rules

As part of the CDM 2015 Health and Safety Regulations all staff (exhibitors or contractors) who wish to access the hall during build up or break down must read and understand the Site Rules for COTS 2024

1. Access

Authorised access to the halls will be allowed for personnel who have read and understood the Site Rules.

2. Traffic Rules

The maximum speed limit for vehicles is 10mph and pedestrians have right of way at all times. Use of mobile phones whilst driving is prohibited. All contractors and exhibitors must be vigilant and aware that forklifts will be operating during build up and breakdown and care should be taken at all times.

3. Emergency Gangways

Emergency gangways will be clearly identified and must be maintained to allow forklift movement and emergency access/egress at all times.

4. Personal Protective Equipment (PPE)

All contractors & exhibitors are required to wear suitable protective clothing relevant to their job. This includes protection for eyes, ears, feet and hands. Protective foot wear should be worn at all times. High visibility jackets must be worn on Space Only Access Day and in all locations where vehicles are operating (i.e. loading bays and site roads).

5. Hot Work Rules

A hot working permit must be obtained from the venue, prior to commencement of hot work (ox -acetylene, cutting/welding, arc welding, gas/oil blowlamps, grinders, tar boilers, soldering or cutting of LEV metal pipes).

6. Working At Height

Appropriate management and safe methods of working at height is required at all times. Exhibitors and contractors should familiarise themselves with and adhere to the Working at Height Regulations 2005 (as Amended 2007).

A simple rule of thumb would be:

- Avoid working at height wherever possible
- Use work equipment or other measures to prevent falls where this cannot be avoided, and If working height cannot be avoided, use work equipment or other measures to minimise the distance and consequences of a fall

Every employer shall ensure that work at height is:

- a) Properly planned and organised
- b) Appropriately supervised
- c) Carried out in a manner which is so far as it is reasonably practicable safe
- d) Carried out by competent persons, or if being trained, is being supervised by a competent person (including the organisation, planning and supervision of working at height).

The Working at Height Regulation 2005 (as Amended 2007) includes the following but not restricted to:

- Suitable and sufficient steps to be taken to prevent, so far as is reasonably practicable, the fall of any material or object and prevent any person being struck by any falling material or object which is liable to cause personal injury
- Take into account of weather conditions that could endanger health and safety.
- Take into account the distance and consequences of a potential fall and the need for easy and timely evacuation and rescue in an emergency
- Utilise equipment that has been appropriately inspected.
- Ensure that fragile surfaces and falling objects are properly controlled
- Must be included in the stand Risk Assessment.
- Ensure all working platforms are of suitable strength and rigidity for its intended purpose
- Working platforms are to be erected and used to ensure that its components do not become accidentally displaced so as to endanger any person
- Working platforms and any supporting structure shall not be loaded so as to give rise to a risk of collapse or to any deformation which could affect its safe use.

The Working at Height 2005 Regulations can be viewed at: <http://www.opsi.gov.uk/si/si2005/20050735.htm>

7. Late Working Rules

Exhibitors and contractors should plan to ensure that working outside of the published hours is not necessary.

All staff must be made aware of and adhere to the current Working Time Regulations.. To view:

www.hse.gov.uk/contact/faqs/workingtimedirective.htm.

8. RIDDOR

Under the Reporting of Injuries, Diseases or Dangerous Occurrences Regulations 1995 (RIDDOR), an employer will be required to notify the enforcing authority when there is an accident resulting in death or major injury, or any notifiable dangerous occurrence.

Failure to report a RIDDOR is a criminal offence, the duty to report is on the employer. Any incident that occurs onsite that requires a RIDDOR must be reported to the Health & Safety Officer via the Organisers Office.



Space Only Stand Build Regulations & Information Requirements

This section should be read by all exhibitors who have booked a 'Space Only' Stand Site

COTS 2024 Space Only Build Access Schedule:

Build Schedule:

Tuesday 16th July 09.00 - 19.00

Breakdown Schedule:

Wednesday 17th July 16.30 - 20.00

For full Show Schedule including schedule for delivery of heavy goods [CLICK HERE](#)

- Times maybe subject to change. Please ensure any timings given as directed by Dime Events are adhered to.
- Exhibitors and contractors attention is drawn to the tenancy build up and break down times, which are NOT flexible.
- All parties are required to ensure that all stands, regardless of design, are able to be completed within the stated times.
- You should ensure that sufficient crew are allocated to the construction and dismantling, so as not to compromise safety, or the European Working Time Directive.
- Work outside these hours will not normally be allowed, however if this becomes unavoidable the Organisers must be informed no later than 1400hrs on the day in question. A charge will be made (payable on-site) to cover additional costs incurred from the venue and for the provision of Health & Safety cover.

Space Only Information Requirements

All space only sites must submit for approval:

- Dimensioned drawings showing all proposed construction and elevations
- Stand Visuals
- Stand Build Risk Assessments (non generic)
- Stand Build Method Statements (non generic)
- CDM Checklist [FORM 3](#)
- Public Liability Insurance to a minimum of £2 million cover (in date for the duration of the event tenancy period). Stand contractors building space only stands are required to provide £5m Public Liability Insurance

This documentation should be submitted NO LATER than [07/06/2024](#) to amanda.coomber@dimeevents.com

Space Only Booking Details & Requirements

Space Only Means: no walls, no electricity.

N.B The exhibition hall is carpeted throughout in Blue cord carpet. Carpet / vinyl lay on top of carpet lay is not permitted. To prevent trip hazards a raised floor should be installed

- All Space Only exhibitors are responsible for their own stand design and construction and for ensuring that they or their contractor has received written approval before proceeding with the build.
- It is the responsibility of Space Only Exhibitors to appoint a Contractor who fulfils their obligations under CDM.
- Exhibitors are advised not to allow any off-site construction to begin until written approval has been received. If written approval has not been received building will not be allowed to commence on-site and last minute approvals could involve the exhibitor in additional costs.
- All work must be carried out in conformity with the Rules and Regulations of the industry accepted e-Guide and the UK Building Regulations including all BS Standards. [eGuide Download](#)
- It is the exhibitors / contractors responsibility on arrival at the exhibition hall to examine the site allocated in order to avoid adjustments to stand structure or displays, and to ensure that the footprint/height is correct! Any queries should be referred to the organisers as soon as possible and always before commencing construction.
- All Space Only stands will be inspected and certified by an independent structural engineer on site. They will only be allowed to trade once the engineer is satisfied that the structure is safe and has provided certification. * Additional charges above standard sign off are the responsibility of the exhibitor / contractor. This is known as Complex Structure Sign Off.

Important Information:

The Organisers Insurance Policy is subject to all Space Only Construction receiving approval to build prior to the installation date. Should information, as detailed above not be supplied stand construction will not be permitted to commence.

- Stand Construction must conform to the guidelines provided in this section and in adherence to the regulations detailed in the Health & Safety Section of this Manual.
- Any stands not conforming will be required to make alterations onsite. Should the alterations not be satisfactory the Organisers reserve the right to request that the stand it is dismantled at exhibitors own cost.



Space Only Stand Build Regulations & Information Requirements Continued

CDM 2015

- You are required, under CDM 2015, to submit a FULL Site Safety Plan and also ensure that this is brought to, and produced on site.
- Your stand build space will ultimately become your own CDM site, and should be controlled as such. It is highly likely that ALL persons entering the main CDM site will need to be inducted.

Further information on contractors roles and responsibilities under CDM 2015 can be found via the Health & Safety Executive website: [HSE CDM](#)

CDM & Overseas Contractors

The regulations for CDM 2015 are Pan-European. Overseas contractors are equally required, under law, to comply with them. ANY contractors NOT complying with the regulations in advance/on site, WILL be refused access or removed.

eGuide

Build at this exhibition is governed by the eGuide.

For further information on the build regulations detailed in this document please download a copy: [eGuide Download](#)

Build Rules & Regulations

- All space only bookings MUST provide a back / side wall up to a minimum height of 2.5m.
- All space only exhibitors are responsible for making good the back of their stand, which may not be left uncovered so as to conform with the rest of the floor. Should you believe that this may be the case, then please contact Amanda Coomber amanda.coomber@dimeevents.com for advice.
- Where there are adjoining space only stands, each stand must have their own dividing wall or a single wall could be constructed and the cost split between the two companies. Please contact Amanda Coomber for the adjoining stands contact name and phone number as we prefer for the companies to speak directly to each other.
- If a space only stand adjoins a shell scheme stand, the shell scheme dividing wall will not be finished off on the side of a space only stand. If you wish to use this wall please contact the Shell Scheme Contractor Aimexe to discuss the charge for making good the shell scheme wall. info@aimexe.co.uk
- All construction over 2.5m high must be dressed on both sides.
- Any part of the wall above 2400mm must be suitably decorated and finished to a high standard.
- Branding is not allowed if overlooking an adjacent stand.
- Advertising or logos on the external walls of your stand is not permitted where they will interfere with another company's exhibit.
- All stand fittings must be constructed so as to present a clean appearance from gangways and adjoining stands

Construction Heights

- There is no predetermined height limit at this event. If you require ceiling / overhead heights please email: sara@moyne.co.uk
- Stands over 4m will need to be authorised by the Organisers and are classed as Complex Structures. Charges may apply for structural engineers sign off. **We advise not building to this height unless absolutely necessary.**

Complex Structures

Stands exceeding 4m in height, including the platform, will be classed as a complex structure and will require structural calculations to be submitted to our structural surveyors. There will be a separate charge for this sign off.

If you are building a complex structure, you must also supply structural calculations and written confirmation from a structural engineer that the stand is fit for its purpose.

A complex structure is defined as 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 present a significant risk.

The following are always treated as complex structures:

1. Stands over 4m in height, including the platform
2. Double deck stands
3. Suspended items of 400kg or over in weight
4. Platforms and stages for public use and all platforms and stages over 0.6 metres in height
5. Tiered seating structures
6. Free build ceilings



Space Only Stand Build Regulations & Information Requirements Continued

Complex Structures Important Information:

Exhibitors should note that stands deemed to be complex will require specific Local Authority approval, and must be agreed a minimum of 28 days before the event. Any structural engineering fees incurred in acquiring Local Authority approval must be borne by the exhibitor.

If you have any queries on what are deemed complex structures, please contact Phil Fellows. Phil.fellows@dimeevents.com

- Please note that sign off approval is given for stand plans/designs ONLY and are not a technical or structural sign off.
- No responsibility whatsoever will be accepted by the organisers or their representatives for the failure of exhibitors or their contractors to obtain the necessary information

Floors

- Cables / pipes are not permitted to run across open stand space
- Cables / pipes are not permitted to run under floorcoverings
- Cables / pipes are not permitted to run under 18mm raised floors
- Floors (including any sloped edging) must be contained within the stand footprint
- Floor heights should be provided on stand drawings and included in the overall stand height
- If you have a kitchen area or if you are serving food, carpet is not a suitable floor covering – the floor should be washable / vinyl.

Equality Act

Space Only exhibitors should note that their stands must comply with the Equality Act 2010, which supersedes the Disability Discrimination Act 2005, insofar as:

1. Reasonable adjustments made to services or premises to enable disabled people to access them.
2. Delivery of services by a reasonable alternative means provided.
3. Where a stand requires a raised floor platform, consideration should be given to providing ramped access for wheelchair users.
4. Further advice can be found in the Accessible Exhibition Stand Handbook, issued by ESSA

Emergency Exits & Doors

- Larger stands which will be used to showcase services to an audience, may be required to have emergency exits, which, if opening outward, must be recessed so as not to open onto a gangway or thoroughfare, and must be fitted with Illuminated Exit Signs, in accordance with BS5499..
- To conform to the Regulatory Reform (Fire Safety) Order 2005, all space only stands with store rooms MUST have clear vision panels in them, frosted glass is NOT permitted.
- Glass or clear vision doors must be clear of decals or logos.
- Doors on stands must not open into gangways, with the exception of emergency exit doors which must be recessed into the stand.

Stand Build & Stand Dressing Materials General Regulations

The following regulations are included in the eGuide [AEO eGuide Download](#) and must be complied with by all contractors and exhibitors. They do not apply to exhibits.

All materials used in the construction of stands, features and displays, 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 BS476-Part 7
- water-based, where applicable, e.g. adhesives and paint.
- British Standards are the minimum acceptable standards for construction materials.
- Materials may be tested on site to ensure they comply.

Rigging

Overhead rigging is not available at this event



Vehicle Exhibits

Exhibitors with Motor Vehicles must comply with the following regulations:

- The fuel tanks of motor vehicles must contain only sufficient fuel to move the vehicle in and out of the hall.
- The fuel tanks on all other petrol engine equipment must be empty.
- The fuel tank must be sealed, wherever possible with a lockable cap.
- All vehicles must be provided with a drip tray
- Vehicles shall be positioned within the boundaries of the stand so that any protrusions, doors, tail lifts etc, do not infringe the stand perimeter.
- The running of engines during the open period of an exhibition is strictly prohibited.
- Filling or emptying of fuel tanks inside the hall is strictly prohibited at all

Details of Vehicle displays must be detailed on [Form1 Stand & Product Information Form](#)

Visitor Participation

If visitors are participating in any activity on your stand, your risk assessment must detail the measures in place to ensure their safety.

It must also be detailed in your Open Period Risk Assessment

If you intend to offer such activities, in order to ensure that all relevant regulations are complied with, please detail the activity on [Form 1 Stand & Product Information Form](#)

Your attention is drawn to the following:

- Gangways must not be encroached
- Activity must be placed away from stand perimeter so as to avoid visitor viewing (bottlenecks) in the gangway
- Avoid nuisance noise
- Where seats are being provided they must comply with the seating requirements as provided in the eGuide: [eGuide Download](#)

Use of Chairs

A minimum gap (seat way) of 300mm must be provided between the back of one seat and the front of the seat immediately behind.

Number of Chairs Per Row:

- 7 seats where there is a gangway at one end only.
- 14 seats where there is a gangway at each end.

If there are four or more seats in a row the seats must be secured together using an approved method (linked), so that it is not possible to separate them nor for a row to 'snake' by pushing one or more seats in a row. Cable Ties are not an approved method of linking chairs

Waste

Westpoint operates a Zero to Landfill waste management plan

All waste, except small quantities of litter, produced by your stand must be removed from the venue at the end of the end of the build up period and at the end of the exhibition breakdown period.

A charge will be made, at the rates levied to the Organisers by the venue, for disposal of large items, such as boxes of literature & giveaways, carpet / floorcoverings (except scraps), carpet rolls, vinyl graphics, foamex panels, graphics rolls and all stand fitting and build materials.

Exhibitors employing contractors should ensure that they are aware that waste they leave at the show is charged back to the exhibitor they are providing services for.

Water Features

If you are exhibiting any product or feature which requires water and is capable of producing spray or droplets, it is essential that, in order to ensure that the risk of legionella bacteria is controlled, you adhere to the regulations contained in the eGuide [eGuide Download](#)

- Under no circumstances can connections be made to fire hydrant points and water must not be discharged on to the floors.
- Suitable methods for filling and emptying water must be identified in advance.

Please provide details of any activity involving Water on [Form 1 Stand & Product Information Form](#)



Accessibility

There are designated disabled parking bays at Westpoint. Please bring Blue Badge identification to utilise these bays. Access to the building from the car park is along walkways with a gradient of no more than 1:15 and via flat entrances. All public entrances allow for access by wheel chair via low gradient ramps. Once inside the venue, all floors are level, offering unobstructed access.

There are three disabled toilets on site, two near the front foyer and one in the rear foyer, near the Lime Tree Café.

If further assistance is required please email: sara@moyne.co.uk

ATM

There are two cash points located in the Front Foyer available for use during event opening hours. All cash dispenses will incur a £2.50 transaction fee

First Aid

First Aid cover is provided for the duration of the show tenancy period

First Aid requirements should be reported to any member of security or direct to the Organisers via the Organisers Office

Food & Drink

The Lime Tree Café is located at the back of the arena, providing a sumptuous array of catering from locally sourced, hot meals, to homemade treats and fresh coffee. Refreshments are served at Westpoint Exeter throughout the day.

Hotels

Follow the link below to see local hotels and rates.

[Westpoint Local Hotels](#)

Lost Property

If you think you've lost something at Westpoint please inform the Organisers Office

Open Hours

The venue is open daily from 0800hrs. Closing and access times are dictated by the timings of event schedule.

To see Show Schedule [CLICK HERE](#)

Parking

Westpoint has ample, free, car parking on site. The majority of parking is on hard standing and approximately no more than 500m from the arena. Entering and exiting the site is easy.

Wi-Fi

Westpoint Free WiFi

- **_Westpoint WiFi**
- Portal Registration: Username: wptclient Password: client13579
- Free access for 8 hours at speeds of up to 10Mbps.

PDQ / Card Machines must connect to following network as it is PCI DSS compliant: **_WPT Sec**

Password: 24682468

Free access for 8 hours at speeds of up to 0.5Mbps.