

## INDOOR EXHIBITION STANDS

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**All regulations which have not been mentioned within this document will be stated within the Exhibitor Manual launched at the end of April.**

## INDOOR EXHIBITION STANDS

### SHELL SCHEME PACKAGE

Exhibitors who have opted for the 'shell scheme' package will receive the below items:

Furniture:

- 4 x Shell chairs
- 1 x low round Argüelles table
- 1 x catalogue structure
- 1 x lockable white cupboard
- 1 x waste paper bin
- Sustainable exhibition grade roll carpet in grey (colour upgrades available at a later stage for an additional charge)
- LED lights

Electricity and branding are not included within the package and will need to be ordered separately. Details will follow in the Exhibitor Manual.

**\*Fascia names will be taken from the event floor plan. Please ensure that the correct company name is displayed on the show floor plan.**

Visual below:

\*Actual product may differ.



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### STAND FITTING RULES

Your stands' structures as well as their furnishings and decorations must comply with:

- Our building regulations
- Our fire and safety regulations
- Our safety briefing
- The exhibition ground's regulations

### ORGANISER STAND FITTING REGULATIONS

1. All advertising and logos must be within the specified height limits and must not be sited on back of dividing walls, especially where they overhang an adjoining stand.
2. All stand structures, signs, exhibits etc. must be contained within the area allotted and may not project into or over the gangway.
3. If you have a shell scheme stand, all exhibits and stand fitting material must be contained within your shell scheme stand.
4. All stand structures must be completely self-supporting. Suspension may not be made from the roof of the exhibition halls, nor may any fixing be made to the structure of the building. Nothing may be drilled, attached, or bolted to the hall floor.
5. It is the responsibility of the exhibitor to examine the site allotted pre-show to avoid costly adjustments to stand structures from any building obstruction or pillars, for which the organisers cannot accept any responsibility.
6. On **Space Only** stands, the name and stand number of the company exhibiting must be displayed prominently on each side of the stand.
7. The Organisers may, at the expense of the Exhibitor, remove or alter anything in, on, or forming part of any stand if, in their opinion, it is desirable to do so in the interests of the show.
8. The design of the stand must be such that it can be erected and dismantled within the time available. Within the design, you must take into account that if you order electric or water, cables and pipes might be visible and will need to be fitted within your floor area.
9. Exhibitors are responsible for ensuring their stand contractor employs safe working practices.
10. Lone working, especially after-hours, is not permitted on-site. All persons must have a colleague to assist them where suitable.

### VENUE REGULATIONS

It is forbidden to drill, screw, nail or embed elements in load-bearing and non-load-bearing structures, in particular in walls, cladding, doors, ceilings, floorings, floors, hall columns and structural elements in addition, walls, columns and structural elements must not be used to bear the load of exhibited objects and decorative elements (without the express permission of the venue).

It is forbidden to paint or cover the walls or columns in the halls or other areas without first interposing an intermediate layer. When removing the layer, the buildings' structures must not, under any circumstances, bear any traces of an installation.

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The same is true of floors, which must not be painted. If an element is glued to the floor, the removal of the element must not leave any traces of glue. Cleaning products must be approved by Ground Handling International to prevent any damage from corrosive substances or liquids.

Within the hired premises (exhibition halls, access halls, mezzanines, services halls), installations that require materials be fastened to the floor must not be carried out without first interposing sheet metal or another material that separates permanent structure from temporary ones.

Material handling or hoisting equipment of any kind may not, under any circumstances, position their stabilizer legs or jacks over trench hatches, tiles, or any cables or flexible piping on the floor.

Exhibitors and installers must not leave, either inside or outside hired buildings and exhibition halls, any waste that has been generated during the set-up and dismantling of stands and must take all necessary measures to have such waste removed.

## STAND FITTING REGULATIONS – SPACE ONLY SITES

If you have a space only site at the show, you have a legal obligation to build your stand to the required standards as outlined by the Venue, Organiser and Local Authority regulations, some of which are outlined below.

1. Space Only sites are not provided with any walling. On divided sites, exhibitors are responsible for erecting their own walls. Exhibitors may not use the back of other stand walls without the consent of that Exhibitor concerned. Such walls must be a minimum height of 2.5m and the walls must be dressed above 2.4m.
2. Solid runs of stand walls along gangway edges are forbidden. All stands, irrespective of height, must have at least 40% of each frontage either open or fitted with (approved) transparent material. Please take neighbouring exhibitors into account when designing your stand.
3. Platforms (technical floors) - the provision of a platform may be regarded as necessary to cover some electrical installations and is the responsibility of the exhibitor.

Open corners of stand floors and platform shall be splayed, rounded, or angled, if not protected by heavy exhibits, to avoid sharp corners and tripping hazards. Platform edges must be fully highlighted, and the use of the platform must be included in the Risk Assessments.

Due consideration must be given to the needs of disabled visitors. It is also recommended that handrails be applied to either side of the ramp to assist the less mobile and prevent slips/trips.

4. Branding is not permitted on the back of walls overlooking neighbouring exhibitors. Should there be a query regarding this onsite, the Organisers' decision is final.
5. All speakers are to be positioned within the boundaries of the stand and angled so that they face inwards towards the centre point of the stand. Noise output will be monitored on-site, and the Organisers reserve the right to terminate any display causing a nuisance.

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### ELECTRICAL SYSTEM

Halls are lit during build-up and breakdown. Space only and shell scheme exhibitors are not provided with a power box. This service will need to be ordered from the Exhibitor Manual once it is released at the end of April.

**It is forbidden to use a generator inside halls**

### SPACE RESTRICTIONS

No item of decoration, furniture, signage or lighting must protrude beyond the boundaries of the stand.

### SHARED PARTITIONS

The Organiser will not erect any separating partitions. Each stand is required to have its own partitions and may not, under any circumstances, use its neighbours' partitions. Exhibitors' partitions shared with neighbouring stands should be smooth, plain, painted white or grey, covered in white or grey wall fabric, no signage of any kind is permitted on shared partitions. They may not exceed a height of 2.5m

### EXHIBITION HALL WIEGHT LOADING LIMITS

The maximum floor loadings within the exhibition halls are as follows:

- The venue maximum point load is 65kN (6628 kg or 6.6t) in the halls on a 30cm x 30cm contact patch.
- The maximum axle load in the halls is 12 tonnes. Therefore, a four wheeled vehicle can have a load of 6 tonne maximum per wheel.

**The maximum vehicle weight in the PAV 3 is 24 tonne / 24,000kg**

If an exhibitor's machine or vehicle exceeds these loads it may be possible in some cases to spread the load sufficiently to allow it into the halls. But this will only enable us to increase the load allowed a small amount. This will need to be looked at carefully and agreed with venue. All exhibitors will be contacted during the lead up to the show to establish:

- Vehicle Size
- Vehicle Weight
- Arrival time & Date

This information will then be fed in to a schedule and agreed with our appointed lifting contractor. This enables us to hire the correct manpower and equipment to suit our exhibitors' requirements.

### LIFTING

**ATTENTION** – GES Logistics are the sole lifting contractor at GSE Expo Europe due to health and safety reasonings.

Rob Cotton  
Tel: +44 (0) 7971 981 529  
Email: [RCotton@ges.com](mailto:RCotton@ges.com)

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If you require lifting services or are bringing in large or heavy items, please contact Daniel Taylor who will be able to note your requirements and share this information with GES. At a later stage you will then be issued with a time slot for your lifting needs.

For further information:

Daniel Taylor

+44 (0)797 597 4136

[Dan.taylor@markallengroup.com](mailto:Dan.taylor@markallengroup.com)

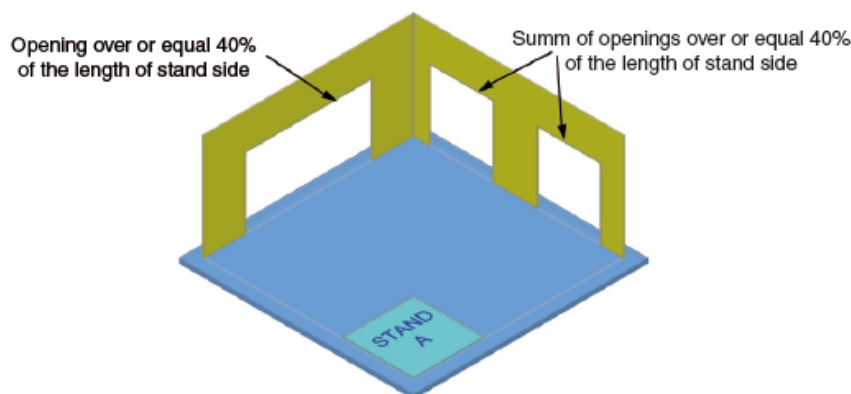
### NAKED FLAMES

Naked flames or flammable liquids are only permitted if they are part of the product being exhibited and only at the discretion of the Venue's Fire Safety Officer. A full Fire Risk Assessment must be carried out by a competent person on behalf of the Exhibitor, and all safety control measures so required must be in place at the show and the Venue Fire Officer notified. The Organisers must be notified at least 14 days prior to the tenancy, and permission gained in writing.

### OPENING OF STANDS

Partitions, signs and decorative structures installed on the edge of the stand must allow an opening of at least 40% of the length of the stand's side.

If there are several openings: the sum of the openings must correspond to at least 40% of the length of each side of the stand.



### HEIGHTS

All heights are defined without anything, from the ground of the Hall.

Exhibitors' Stand Walls or other construction must be of 2.5m in height maximum.

### RIGGING SLINGS

Rigging slings may only be installed by the venue's specialist teams. You can order this through the Exhibitor Manual once the link is available. All rigging slings are subject to maximum construction height restrictions.

**INDOOR EXHIBITION STANDS**

RECAP

HALL	
<b>HEIGHTS</b>	
<b>Max. Construction Height</b>	2.5m
<b>Max. Lighting Height</b>	6.5m
<b>Slinging</b>	YES
<b>MINIMUM DISTANCE FOR ELEMENTS AT OVER 3M HEIGHT</b>	
<b>Decoration, signs, shared partitions, structures...</b>	0.5m/Alley and common partition
<b>Lighting battens</b>	1m / Alley and common partition
<b>OPENING OF STANDS</b>	
<b>Structures</b>	40% min even if this element is pulled back from the alley

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