

OUTDOOR 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.

OUTDOOR EXHIBITION STANDS

GENERAL INFORMATION

VALIDATION OF PLANS

For stands constructed on bare surfaces, the Exhibitor must send the following to Organisers via admin@opssquad.co.uk

- A set-up plan with the position of the construction marked on the bare surface area
- A plan of each side of the constructed surface with detailed dimensions, in particular construction heights, as well as all other information useful to providing a full understanding
- Plans must comply with architectural regulations and fire safety regulations
- The technical department will check all installations on site and may reject any which do not correspond to the approved plans, or which are not installed within the areas reserved for these constructions
- The technical department reserves the right to carry out work, at the Exhibitor's or its representative's cost, to ensure the construction is compliant or to have the necessary safety and structural stability reports, and any other studies carried out by a certified organization

Anchoring to the floor by drilling is forbidden. If it is necessary to drill into the floor, the venue must be notified (a fee is applicable). Breach of this shall result in a fixed amount being invoiced to the Exhibitor per hole identified. **All anchors must strictly be located within the contracted floor space and cannot be erected outside of the stand area. This is also applicable with generators needed. Please take these points into consideration when planning your build.** E.g. a 10m x 10m space only stand cannot have a 10m x 10m tent as this will not allow for the anchors to be fitted or for a generator to be placed within the stand space. Failure to comply with these regulations will result in a fixed penalty or the rejection of the stand being built.

CONNECTIONS DURING BUILD-UP/DISMANTLING

Space only stands are not provided with a power box. This service will need to be ordered from the Exhibitor Manual once available at the end of April.

GENERAL REGULATIONS FOR ALL SPACE ONLY STANDS

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
- Floor load weight limit

OUTDOOR EXHIBITION STANDS

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. 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.
4. On **Space Only** stands, the name and stand number of the company exhibiting must be displayed prominently on each side of the stand.
5. 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.
6. Concerning setting-up and decoration of the stands and/or a breach of technical nature, the organiser is authorised to carry out the necessary procedures to correct it.
7. The design of the stand must be such that it can be erected and dismantled within the time available listed in the exhibition timetable. Within the design, you must take into account that if you order electricity or water or require anchors for structures, these elements must all be located within your allotted space.
8. Exhibitors are responsible for ensuring their stand contractor employs safe working practices.
9. 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).

The venue must be informed and approve any stand plan involving the use of a second story. Additional participation costs may apply directly from the venue to the exhibitor.

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.

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 the organiser 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.

OUTDOOR EXHIBITION STANDS

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

Exhibitors have a legal obligation to build your stand to the required standards as outlined by the Venue, Organisers and Local Authority regulations, some of which are outlined below.

1. 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.
2. 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.
3. 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.
4. 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.

MANDATORY REGULATIONS REGARDING STAND CONSTRUCTIONS, FITTINGS, FIREPROOFING, ELECTRICITY, STAIRS, ACCESS TO PERSON WITH DISABILITIES & MACHINERY

CONSTRUCTION HEIGHTS

Maximum construction height 7.5m.

Maximum height of flagpoles: 8m.

The venue must be informed and approve any stand plan involving the use of a second story. Additional participation costs may apply directly from the venue to the exhibitor.

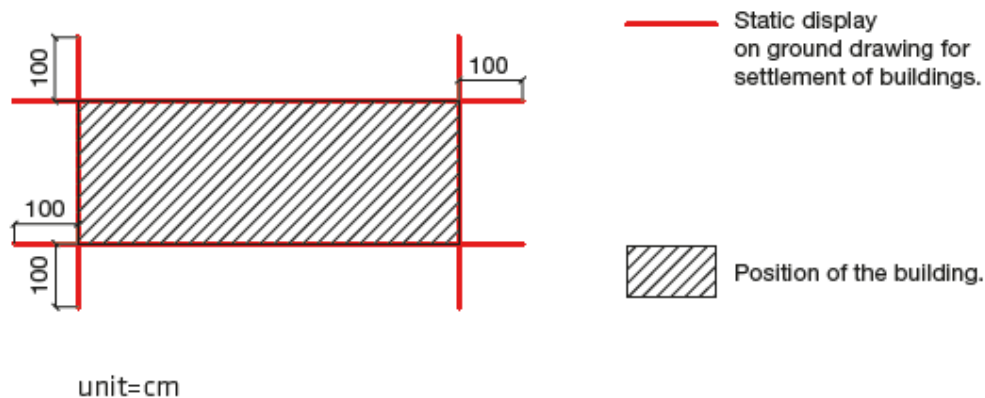
MARKING OUT

All stands will be marked out by the Organiser's contractor on the 10th September. When suppliers and contractors arrive on the 11th September, they will be taken to the dedicated area for the Exhibitor.

If a stand does not respect the marked-out limits set down by the organiser, the Organisers reserve the right to dismantle the structure at the Exhibitor or its representative's expenses and will not be held liable for any delay this causes the project construction.

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ATTENTION – You may not erect a structure outside the construction lines marked out on the ground by the organiser, see the marking out picture:



INFLATABLE BALLOONS

The use of inflatable balloons is forbidden by trade show organisers.

CLEANING

The exhibitor is responsible for the cleaning of their space through the periods of assembly, show days and breakdown.

DURING ASSEMBLY

During assembly period, do not forget to ensure that your construction site remains clean and tidy as this helps guarantee the safety of your workers.

DURING BREAKDOWN

No skips will be made available by the Organisers during the breakdown period. The Organisers will maintain the aisles and routes to ensure that they remain free for transporting goods and personnel.

The exhibitor will order, for themselves and from any company of their choice, any skips needed to remove any form of waste and debris.

Sites must be left completely clear of any waste, or debris/ The Organisers will charge for any failure to follow these instructions at the price of €1,200 excl. VAT.

ORDER WASTE COLLECTION

Details for waste collection will be available in the Exhibitor Manual launched at the end of April.

STORAGE IN THE AISLES

The aisles are public areas intended for the transportation of goods, people, services, and emergency services.

It is strictly forbidden to store any items in the aisles. Failure to adhere to this rule, following a first warning, will result in the removal of the concerned items at the Exhibitor's expense. If this occurs a second time, the construction will be closed.

OUTDOOR EXHIBITION STANDS

ATTENTION – If you exhibit heavy or large items you will need to contact Daniel Taylor to arrange logistics for bringing the equipment (access, date etc.)

For further information:

Daniel Taylor

+44 (0)797 597 4136

Dan.taylor@markallengroup.com

SPACE RESTRICTIONS

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

SHARED PARTITIONS

The Organisers 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.

PERMITTED GROUND LOADS

The displacement for load bearing cannot exceed 1 tonne per sqm, for further clarification please contact Daniel Taylor who will provide authorisation.

GSE EQUIPMENT AND HEAVY MACHINE DELIVERIES

Although FIL Lisbon has a large outdoor exhibition area adjacent to the exhibition halls, there is **not** enough space to sensibly manage all of the exhibition traffic and large loads on site without the use of a separate marshalling area.

Therefore, **all GSE machinery will need to be booked in on arrival** at our nearby marshalling area. From there they will be sent to exhibition site as soon as the lifting company is ready for them or the unloading area is free. We will have dedicated areas within the exhibition site to store the unloaded machines while the stands are being made ready for them.

We are currently confirming the location marshalling area we wish to use to ensure that it is the most suitable and convenient for all of our exhibitors. Full details will be in the full Exhibitor Manual release in April. Once the full Exhibitor Manual has been released our operations team will be contacting exhibitors to arrange their arrival date and discuss their unloading and lifting 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

OUTDOOR EXHIBITION STANDS

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

Tel: +44 (0)797 597 4136

Email: Dan.taylor@markallengroup.com

CTS - MARQUEES, TENTS AND TEMPORARY STRUCTURES

CTS have one or two levels: establishments that are intended by design to be completely or partially enclosed and mobile with a soft cover.

GENERAL REGULATIONS

Marquees, Tents and Temporary Structures (CTS) are subject to particular regulations against fire and panic risks. The primary measures are as follows:

- The CTS must be certified in Portugal. A safety register copy, as evidence of this certification, should be given to the Fire Safety Officer. A sticker stuck to the canvas will show the certification,
- It is forbidden to erect a ceiling or a suspended ceiling. Only mesh or “smoke-out” awnings classified as M2 or C (and not M1 or B as it is in “hard-standing” buildings) are allowed. An interior area of 6m in depth opposite each exit of the CTS will be left free of any construction or furnishing, Transparent tarpaulin must be classified as M2 or C (Proof to be provided),
- Electric generators or combustion refrigeration units must be placed at least 5m away from the structure. If this is not possible, a 60-minute fireproof screen will be placed between the appliance and the structure. This screen will be 1m taller than the appliance. As for hydrocarbon tanks supplying these appliances, they will be placed at least 10m from the structure,
- Office: only one heating and temperature control point, powered wholly by electricity and with a total power output of < 20kW is allowed inside a CTS. A specific request must be made to the Fire Safety Officer for validation.

MULTI-STOREY MARQUEES, TENTS AND TEMPORARY STRUCTURES (CTS)

The venue must be informed and approve any stand plan involving the use of a second story. Additional participation costs may apply directly from the venue to the exhibitor. Multi-storey CTS are allowed (Floor, partial floor or mezzanine) and must be certified in Portugal. A copy of the safety register, as evidence of this certification, should be sent to the Fire Safety Officer. A sticker stuck to the canvas will show the certification number found on the safety register.

- Installation: a soil strength test on the area where the CTS will be placed should be carried out by a specialist company before installation. The report should be given to the Fire Safety Officer before the assembly period,
- Cooking or reheating appliances are banned in multi-storey CTS (a “back kitchen” can be created under a common cts), Technical documentation for the projects should be given, as early as possible, to the Show’s Fire Safety Officer for consultation. The following points

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should be explicitly mentioned:

- Smoke extraction system on ground floor,
- Confinement screen for internal stairways,
- Alarm system which should be type 3 (central alarm and manual triggers, Certified CMSI (Central Fire Safety Unit),
- Location of technical rooms (electricity, air conditioning) and the planned safety measures.

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