

SPACE ONLY STAND REGULATIONS & INFORMATION

STAND CONSTRUCTION

SPACE ONLY STANDS

Space only means **no walls, no carpet, and no electricity**, just a marked-out area on the floor.

All space only exhibitors are responsible for their own stand design and construction, and for ensuring that they, or their contractor, has received a written 'Permission to Build' before arriving on-site.

All work must be carried out in conformity with the Rules and Regulations of the venue and the Local Authority. The [AEO eGuide](#) provides guidance on achieving common regulative standards for events. We recommend that exhibitors use a [Member](#) of the [Event Supplier and Service Association](#) (ESSA) to build their stands, which will provide the security of knowing their contractor is backed by the association's [Code of Conduct, Quality Charter, and Bond](#).

Please [click here](#) for a list of contractors recommended by Montgomery Group.

Make sure your contractor checks the location and orientation of your stand in relation to an up-to-date floorplan, and that they build within the given parameters. The thickness of walls must be calculated inside the outer dimensions of the stand. The Organisers will not be liable for any costs incurred to rectify mistakes or adjust on-site. Below are some considerations when planning your stand.

- How many walls will be required? An exhibitor's Contract to Exhibit will indicate 'one', 'two', 'three' or 'four' open sides. Three open sides indicate the need for one back wall, two open sides indicate the need for two walls etc.
- Space only exhibitors may not make use of walls provided by neighbouring stands that are built from the Organisers shell scheme.
- What are the other requirements or issues that need to be taken into consideration, e.g., store area, reception desk, and kitchen or sink requirements, disposal of waste from sampling etc.
- If services such as water and waste are being used, exhibitors should consider the use of a platform to avoid unsightly pipes and connections (which could also cause a trip hazard) from the service ducts.
- What floor covering should you have? If you have a kitchen area, carpet is not a suitable floor covering – the floor here should be washable.
- How much lighting do you need? Use spotlights to highlight particular products or graphics.
- You may supply your own electrical fittings, provided that all pre-wiring is carried out before you arrive onsite. Whoever has done the wiring then needs to sign a certificate to the effect that the work has been done by qualified personnel and in accordance with all rules and regulations governing electrical installations. This certificate needs to be handed to the electrical contractor before power to the stand is made live.
- When appointing a contractor, exhibitors should obtain guarantees that the stand will be finished and all litter and stand construction materials removed from the exhibition halls by 1800hrs on Monday 8th September. After this time should be interior dressing only.

When creating stand plan proposals, please ensure that you take the [exhibition timetable](#) into consideration and ensure that stands can be built and taken down in the given timeframe.

BUILD REGULATIONS

CDM (CONSTRUCTION DESIGN MANAGEMENT) 2015

You will need to ensure that the build of your stand at the event is carried out safely. The CDM Regulations provide a framework to help you ensure that your stand is constructed safely and fulfil your legal obligations.

As organisers we carry out a number of activities as part of our own responsibilities some of which will help you fulfil your obligations. Please contact [the organisers](#) if you need any further help or information.

Organisers Support:

- We ensure that all Space Only Contractors provide us with, Construction Phase Plans, consisting of Risk Assessment, Method Statement, Stand Plans and Welfare Arrangements. We employ Johanna Shirley from Scot-Baker to provide help and support to Space Only Contractors with CDM queries – standapproval@montgomerygroup.com. She can provide templates to assist in the completion of these documents.
- We ensure suitable welfare facilities are available including toilets, seating, access to drinking water and food outlets.
- We provide Health and Safety Site Rules to all contractors and exhibitors prior to coming onsite and onsite at entrances to the hall. There is no access to the hall during Build Up and Breakdown without having received the [Site Rules](#) and passes are issued only on this basis.

Exhibitor Responsibilities

Under CDM you are defined as **The Client** with regards to the build of your stand. Below is a list of your responsibilities, we have highlighted those that can be delegated to the Principal Designer and / or the Principal Contractor:

- Make arrangements for managing your project i.e., building your stand. You do need to ensure that someone is named as responsible for ensuring all the required roles are fulfilled.
- Appoint a Principal Designer and Principal Contractor. These roles are often the same company or person and can be an external company or someone you appoint within your company.
- Ensure construction work is carried out safely and that welfare requirements are complied with. This would be delegated to your Principal Designer/Contractor.
- Ensure that a Construction Phase plan is drawn up and a Health & Safety file is prepared. This would be delegated to your Principal Designer/Contractor who will do this as part of their obligations under this and other Health and Safety legislation.

Principal Designer Responsibilities

The Principal Designer is the person or company in control of the 'design' of your stand and they must:

- Ensure that planning, design, and pre-construction is carried out in compliance with the law.
- Ensure that risks are identified, eliminated, and controlled at the design stage.
- Ensure that pre-construction information is provided to contractors.
- Ensure a Construction Phase Plan is drawn up and a Health and Safety file is prepared.

Principal Contractor Responsibilities

The Principal Contractor is the person or company in control of the 'build' of your stand. If they employ a 3rd Party to deliver onsite this company would become the Contractor, whether one company or two they must:

- Plan, manage and monitor the construction phase (build-up & breakdown) and the way the construction work is carried out, ensuring it is safe to construct and remove within an event environment and that it has little or no impact on the neighbouring constructions or contractors.
- Ensure work is carried out without risks to Health & Safety.
- Draw up site rules for the stand area (these will often mirror the Event's rules, but should not be limited to this), ensure suitable inductions and welfare facilities; provide information, instruction, and training.
- Restrict access to your site if required by the work being carried out at the time.
- Liaise onsite with Event Operations team.

STAND BUILD REGULATIONS

Proposed stand designs must be forwarded to Johanna Shirley via the [Space Only Submission Form](#) by Friday 1st August.

As per the CDM Regulations above please ensure a Construction Phase Plan is sent to Johanna. If you have a stand contractor, they will do this and it should consist of:

- Stand Plan
- Method Statement

- Risk Assessment
- Contractor Health and Safety Declaration
- Welfare Arrangement Details
- Better Stands Sustainability Details

Please use the [Space Only Submission Form](#) to submit these forms, do not email Johanna directly. Examples and templates can be found within the submission form.

- All space only stands are responsible for building all their walls and cannot make use of neighbouring stand walls whether they are space only or shell scheme stands.
- 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. [Click here](#) for the e-Guide.
- We recommend that exhibitors use a member of the Event Suppliers & Services Association (ESSA) to build their stands, which will provide the security of knowing their contractor is backed by the association's [Code of Conduct, Quality Charter and Bond](#). If you would like to put your stand design and build out to tender visit [ESSA – Submit Your Contract for Tender](#).
- The maximum height for Space Only Stands is 4m. Some areas in the National Hall have a reduced height limit where 4m is not possible. Please contact [Johanna Shirley](#) if you are unsure of the height restriction in your area.
- All advertising and logos must be within specified height limits.
- The minimum height for Space Only Stands is 2.5m.
- Double Decker Stands are not allowed.
- On divided sites if your wall is above 2.5m you must decorate the back of your wall facing your neighbours stand, down to 2.4m. these walls must be finished in a neutral colour only to the satisfaction of the Organisers.
- No advertising and logos will be allowed on the reverse side of dividing walls.
- Do not 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 onsite and last-minute approvals could involve the exhibitor in delays and / or additional costs.
- Stands must be designed in a way as to not discriminate against disabled visitors.
- All work must be carried out using non-flammable materials.
- The design of the stand must be such that it can be erected and dismantled within the published time schedule (You can download a PDF of the exhibition timetable in the operations zone)
- The Organisers may, at the expense of the exhibitor, remove or alter anything forming part of any stand, if in their opinion it is desirable to do so in the interest of the exhibition.
- The stand floor area must be covered with a suitable floor covering e.g., Nonslip, easy clean surfaces in food preparation areas.
- Any presentation or demonstration likely to interest groups of 10 or more people must be located towards the centre of the stand and clearly shown on stand drawings.
- If any presentation or demonstration causes obstruction in the gangway and/or nuisance to any other exhibitor, we reserve the right to cancel the presentation or demonstration or restrict the frequency.
- Vehicles are not permitted without prior written approval from the Organisers.
- No fixings can be made to the hall floor, or any other part of the hall structure. Any damage to the floor or structure of the building will be charged to the exhibitor.
- Exhibitors are responsible for all actions of any contractor they employ to work for them. Any damage caused will be charged back to the employing exhibitor.
- Balloons are only permissible with written approval from the Organisers.
- All stand structures: signs, etc. must be confined within the area allotted and must not project into or over the gangways.
- All painting onsite must be carried out using water-based paints.
- Designs incorporating long runs of solid walling will not be approved. At least 50% of each frontage must remain open or fitted with an approved transparent material. This is subject to the approval of the organisers.
- Solid walling over 5m in length on a designated open side must be set back at least 0.5m from the stand perimeter.
- Doors from offices, stores or meeting rooms must NOT open outwards on to a gangway. Vision panel windows must be fitted to all doors built into the interior of a stand.
- Drop wires are NOT permitted at Speciality & Fine Food Fair. This rule applies equally to any rigging in stand construction, banners, and lighting rigs.
- Exhibitors and their contractors should familiarise themselves with the [Working at Height Regulations 2005](#), and [amendment published in 2007](#).

- Exhibitors who have two stands either side of a gangway who wish to connect them in some way must contact the Organisers for permission and specification regulations before implementing any design work.

ELECTRICAL REGULATIONS & INFORMATION

ELECTRICAL CONTRACTOR

Jenni Green

Showlite

T: 01264 365 550

E: j.green@showlite.co.uk

W: www.showlite.co.uk

Please [click here](#) for the electrical order form

Showlite are responsible for and will carry out all electrical work on stands within the exhibition halls.

Please place your orders by **Thursday 7th August**. Other prices can be provided if required. The price for fittings covers the hire, power requirements, maintenance during the open period and removal at the close of the exhibition.

If you have any questions about the exact electrical requirements for your stand, please contact the electrical contractor using the details above who will be happy to advise you.

If machinery or working equipment is to be operated, please inform the electrical contractor, including the electrical requirements and ratings; this applies particularly where high fluctuating currents are involved. Electrical supplies (three- and single-phase) will be assessed on the information provided. The contractor will then be responsible for ordering the required mains from the venue. The installation of these supplies will be subject to a connection charge.

The standard supplies of electrical current available are:

Single-phase alternating at 240 volts, 50 Hz

Three-phase alternating at 415 volts, 50Hz

BASIC GUIDELINES FOR SOCKET SIZES AND USAGE

Listed below are examples of "typical" loadings for items plugged in to socket outlets:

500 watt sockets: computers, TV's, video's, spotlights to 500W, refrigerators

1000 watt sockets: domestic filter coffee machines, lighting up to 1000W

2000 watt sockets: kettles**, machinery up to 2000W

3000 watt sockets: hired coffee machines, machinery 2000W to 3000W

Note ** kettles and refrigeration / freezer requirements vary between 200 and 2000 watts. Please check with the supplier or check the reference tag or plate on the machine.

DEADLINE DATE

Orders must be received by Thursday 7th August so that the necessary mains can be ordered from the venue in sufficient time for them to be laid in the hall before general construction commences. **Orders received after the deadline will incur a 20% surcharge.**

ENQUIRY DESK

During the build-up period, an enquiry desk will be located inside the hall at the entrance to the foyer to assist exhibitors with any electrical queries or problems. The desk will be manned from 0800-1800 hours daily.

SUPPLY TIMETABLE

Electricity will be energised to stands as quickly as possible during the build-up period, subject to satisfactory inspection and testing of installations. Occasionally delays may occur because adjoining stands are not complete and ready for inspection.

From the time your sockets are energized they will remain on 24 hours until 30 minutes after the show closes, which will be 1600hrs on Wednesday 10th September

Any exhibitor needing electricity for the running down of machinery or refrigeration equipment etc. when the exhibition closes at 1600hrs on Wednesday 10th September, must inform the Organisers' Office of their requirements no later than 1600hrs the day before (Tuesday 9th September), for this to be organised in time.

TEMPORARY POWER

If you require a temporary power supply during the build-up period, you should order this **direct with Showlite**.

ELECTRICAL TESTING

Every circuit installed on an exhibition stand must be tested before it's finally energised. Costs for this are shown separately on the electrical order form. For further information on how this impacts your stand, please contact Showlite.

GENERAL EXHIBITION BUILDING INFORMATION

BETTER STANDS



What is Better Stands?

Better Stands is a programme aiming to ensure that all core elements of exhibitor stands are reusable. Help us to reduce the environmental impact of Speciality & Fine Food Fair by committing to the Better Stands programme framework and show that your company values being part of sustainable and socially responsible events.

Did you know that one medium sized disposable stand produces around four tonnes of waste, which is almost 10x the average person's household waste per year. Designed to be used only once, they have a significant impact on the environment, in addition to increasing health and safety risks onsite.

What's in it for me?

- A better quality, more attractive & sustainable stand
- Opportunity to promote the sustainable credentials of your brand
- Smoother, more efficient build up and breakdown periods
- Lower work hours and reduced construction costs
- Reduce or eradicate your waste bill

What do I need to do?

To make your commitment to Better Stands and contribute to a more sustainable event:

- Familiarise yourself with the Better Stands framework found below
- Share these guidelines with your contractor before they begin designing your stand (if you are a self-build, you will be asked to submit the 10-point checklist within your stand plan submission)
- Ensure the stand reaches at least a bronze level, meaning the stand structure and walls, platform or raised flooring, furniture, equipment, and lighting are all reused.
- Ensure that the submitted stand design clearly communicates how your contractor will meet the Better Stands guidelines

How will we help?

- Once you have submitted your framework, our stand plan approver will send back information on what you can do reach the Bronze, Silver or Gold Better Stands rating.
- If you tell us all elements of your stand are completely reusable, congratulations! You have already reached the Better Stands Gold standard. Our Better Stands representatives will be onsite during build up and breakdown to check this.
- You will receive an email post show with a detailed report and your Better Stands rating.

How do you define a Better Stand?

We classify all stands into 4 categories – Disposable, Bronze, Silver or Gold – depending on the particular elements that are reused or recycled.

All elements of a particular category must be shown to be reused or recycled in order to achieve that classification. If a stand does not meet all the elements in the Bronze level then it is classed as disposable.



Category		Items	Fully disposable	Better Stands Bronze	Better Stands Silver	Better Stands Gold
Reused	1	Stand structure and walls	×	✓	✓	✓
	2	Platform or raised flooring	×	✓	✓	✓
	3	Furniture and equipment	×	✓	✓	✓
	4	Lighting	×	✓	✓	✓
	5	Fascia and overhead signage	×	×	✓	✓
	6	Rigged structure	×	×	✓	✓
	7	Ceiling	×	×	✓	✓
	8	Display facilities	×	×	✓	✓
Reused or recycled	9	Floor covering	×	×	×	✓
	10	Graphics and decorative items	×	×	×	✓

The Better Stands table must be completed by the company building the stand (self-build or building contractor) and is submitted via the [Space Only Submission Form](#).

If you require any further information or guidance on the Better Stands programme, please contact standapproval@montgomerygroup.com.

DISPLAY / MODULAR STANDS

If you do not plan to construct a stand but utilise a “pop up” structure as a backdrop, all stand regulations still apply to your stand. You are required to submit a Stand Plan, Risk Assessment and Method Statement and any additional CDM Regulation information.

FLOORCOVERING

No carpet is provided for space only sites.

Appropriate floor covering e.g., carpet, non-slip, easily cleanable floor covering in food preparation areas. Whoever is responsible for laying the carpet down to the hall floor must ensure that an acceptable carpet tape is used and that all carpet and carpet tape is removed from the hall along with all other stand fitting material at the end of the exhibition. Failure to do so will result in a dilapidation charge of £25.00 per linear metre.

If a large number of services (water & waste, gas, electrics, etc.) are required, the Organisers recommend the use of a platform. Please contact [Expo Floors Ltd](#) direct for a quotation.

FORKLIFTS

The use of forklifts is **NOT** permitted for any stands located in the **Central Hall**. If you are unsure of the location of your stand, please contact the [Organisers](#).

Goods Lift Sizes

If you are located on the National Gallery, please take note of the goods lift sizes below. For Olympia National Hall – see lifts N7, N8 and N9:

Goods Lifts

Location	Olympia Grand	Olympia Grand	Olympia National	Olympia National	Olympia National	Olympia West	Olympia West
Number	G1	G2	N7	N8	N9	W1	W4
Length/m	3.75	4.90	2.10	1.76	4.01	3.20	6.82
Width/m	2.14	2.33	1.90	2.71	2.18	2.12	3.32
Door Width/m	1.36	See note	1.58	2.36	1.99	2.03	3.31
Height/m	2.80	2.26	2.10	2.10	2.92	2.78	2.84
Loading/kg	2,000	7,000	2,500	3,000	3,175	4,000	6,000
Persons In Lift	26	93	33	40	42	53	80

HEIGHT RESTRICTION

National Hall Ground Floor 'Open Well':

- The minimum height for walls is 2.5m
- The maximum height for walls is 4m

National Hall Ground Floor 'Under the Gallery':

- The maximum height for walls on space only stands will vary depending on the exact location under the gallery, please contact [Johanna Shirley](#) who can advise.

National Hall Gallery Level:

- The maximum height for walls is 3.8m; however, this may be lower in certain areas. To confirm the height limit for your stand, please contact [Johanna Shirley](#).
- Gallery Rail - If your stand is parallel to the gallery rail, we request that your back wall is half height (maximum height of 1.1m high). In addition, please ensure your stand is laid out so no products can be dropped from the gallery edge to the floor below.

Central Hall Gallery Level

- The maximum height for walls varies between 3.5m and 4m depending on the location of your stand. **Please contact [Johanna Shirley](#) to check the height limit for your stand.**

If you are unsure of your stand location and height limit, please contact [Johanna Shirley](#) for confirmation.

LATE WORKING

Work outside the timetabled hours will not be allowed. In emergency situations e.g., unavoidable delays due to circumstance outside the contractor's control, late working may be permitted subject to the organiser's obtaining the necessary venue staffing and H&S cover. There is a minimum charge of £400 + VAT per hour per stand (up to 8pm) which the organisers will have to pass on to the exhibitor/ contractor concerned. Please contact [the organisers](#) to enquire on the possibility of late working.

Depending on when any late working is requested, we cannot guarantee that a sufficient amount of required support, from the venue, Health & Safety Officer etc can be provided. We therefore require all exhibitors and contractors to ensure that space only stands are designed to be completed in the time available.

NB. There will be no late working allowed on Monday 8th September. The hall will be open until 8pm.

MATERIALS FOR STAND FITTING & DECORATION

There are strict regulations governing the materials used in the construction and decoration of stands and in the demonstration of products.

PLEASE NOTE – CHIPBOARD MUST NOT BE USED AS A WEIGHT BEARING MATERIAL. If you are using chipboard, you must declare what you are using for in the space only submission form. We have onsite auditors checking the use of chipboard at the show.

All stands will be inspected during the build-up and the Organisers may remove any offending fittings or materials, or close down a stand if it does not comply with fire regulations. You should draw these requirements to the attention of your contractors.

- Decorative materials used for stand dressing must be flame proofed or purchased already treated by use of the appropriate chemical.
- Artificial flowers and plants are highly flammable and give off toxic fumes and must not be used for stand dressing. If you do decide to use artificial plants, they will be subject to a Burn Test in the hall. Any plants that fail the test must be removed from the hall immediately.
- Gangways must be kept clear and free from exhibits, stand dressing, furniture etc at all times during the open period of the exhibition. Offending items are liable without warning to be removed.
- No empty packing cases may be stored on, around or behind your stand, as this constitutes a fire hazard.

For more information, please [click here](#) for the e-Guide.

PERMISSION TO BUILD

A Construction Phase Plan as required by the CDM Regulations must be submitted to Johanna Shirley before the deadline date – Friday 1st August 2025. Please ensure your stand contractor (if you appoint one) complies with this deadline date, failure to do so could result in delays and / or additional costs. The design of the stands must be such that it can be safely erected and dismantled in the limited time available.

- CDM Regulations requirements are:
 - Stand Plan – these must include:
 - A ground plan and elevation drawing
 - All dimensions, which should be to a recognised scale (e.g., 1:20, 1:25, 1:50, 1:100)
 - Method Statement including materials to be used
 - Risk Assessment including a Fire Risk Assessment that covers precautionary measures to be undertaken during build-up if working within a hazardous environment such as welding, toxic or flammable substances, etc.
 - Contractor Health and Safety Declaration
 - Welfare Arrangement Details
 - Better Stands Sustainability Details

If a stand is considered to be 'Complex' the Local Authority requires certification by an Independent Structural Engineer. There will be a charge for this inspection and certification of £350.00 + VAT. If you have any questions about what constitutes a 'Complex' stand, please contact [Johanna Shirley](#).

All drawings and Health and Safety details **MUST** be submitted via the [Space Only Submission Form](#).

No construction will be permitted in the hall until permission to build has been issued.

PLATFORMS

The use of platforms should be avoided wherever possible, to provide level access to exhibits and services. Where the use of platforms is unavoidable, they should not exceed 170mm in height (one step) and ramped access should be provided for people with disabilities.

The distance between supporting timbers of platforms constructed from battens (25mm thick minimum) and sheet materials (plywood or MDF, 18mm minimum), must not exceed 400mm from centre to centre.

Platform corners must be splayed, rounded or angled and there must be a contrast in colour between the gangway and the platform to denote the change in level.

Where a bevel edge is applied to the perimeter of a platform, it must be conspicuous.

For advice and a quotation please contact Expo Floors Ltd directly on

T: +44 (0)1922 721177

E : sales@expo-floors.com

RAMPS AND HANDRAILS

Please check the [e Guide](#) from page 130 - 133 for Regulations relating to the use of ramps and handrails.

STAND CONTRACTORS

Please complete the [Contractor Nomination Form](#) as soon as possible but by no later than Friday 11th July 2025. We will then liaise with them regarding any information required.

Use An ESSA Member

As an exhibitor, you have a responsibility to appoint a **competent** exhibition contractor. For the supply of products and services at this event, we strongly recommended that you use ESSA Members – ESSA is the Events Supplier and Services Association. All ESSA Members observe a strict Code of Conduct and Quality Charter, which covers service, ability, experience and business practice. Full members are also covered under the ESSA Bond – you can find more information [here](#)

In addition, ESSA Accredited companies have attained an annual company-level H&S qualification for event suppliers and contractors. Independently audited, it provides demonstrable proof that a company is operating at the required level to meet industry standards. For those constructing stands, it assesses against stage one requirements of assessing competence under Construction Design & Management (CDM) 2015. You can find more information [here](#) Accredited ESSA members also have an option to undertake a module in Sustainability enabling them to demonstrate to you that they are considerate of their impact to the environment in their working practices.

All ESSA members will be able to provide you with an up to date certificate of membership and logo or you can find your ESSA company [here](#) or accredited members [here](#)

Should you need assistance on which stand builder to approach to build your stand, please [click here](#) for our Recommended Stand Builder list.

VEHICLES IN THE LOADING BAY

The loading bay for the National Hall is in the Red Zone. Please enter the site from Hammersmith Road, then turn right onto Blythe Road and proceed to Gate H. All traffic will then be directed through Gate G and the red zone to Gate D, where you can unload. Please see this [map](#) for guidance. The maximum vehicle height that can be accommodated on entry at is 4.4 metres.

There is a time limit of 30 minutes for cars, 1 hour for vans and rigid lorries and 1½ hours for articulated vehicles. To secure the desired time, please book your vehicle into the loading bay via [Voyage Control](#)

Voyage control will go live at midday on Thursday 7th August.

WATER & WASTE

Exhibitors requiring a water and/or waste supply on their stand should complete and return the Piped Services [order form](#) by 21st August 2025 to receive early booking prices, orders received after this date will be charged the standard rate.

If necessary, it is advisable to build a platform to cover unsightly pipes and connections, and to avoid potential trip hazards. To obtain a 'Ducting Plan' showing the location of the ducts on your stand, please contact [Johanna Shirley](#).