

SPACE ONLY STAND INFORMATION & REGULATIONS

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 [e-Guide](#) provides guidance on achieving common regulative standards for events. 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](#).

All large machinery will have a scheduled delivery time according to the location of the stand in the hall. This process will help all exhibitors and ensure a smooth build up and breakdown. It will be managed and co-ordinated by our lifting contractor ILS. ILS will contact all exhibitors separately but if you have any queries in the meantime please email Michel Blok on Michal@i-l-s.co.uk

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 make adjustments 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 indicates the need for one back wall, two open sides indicates 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 **1800 hrs on Monday 28 April**. After this time should be interior dressing only.

IMPORTANT NOTICE ON HIABS: - If you will be using a HIAB at all you should get in touch with the [organisers](#) asap.

If you need to us any specialised glass handling equipment please send full details of the intended equipment to the organisers and ILS. Operators will be asked onsite to show certificates. Please ensure this is included in your risk assessment.

BUILDING 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 ops.fit@montgomerygroup.com 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 Assessments, Method Statements, Stand Plans and Welfare Arrangements. We employ Scott-Baker to provide help and support to Space Only Contractors with CDM queries standapproval@montgomerygroup.com. They 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.

EXHIBITION BUILD REGULATIONS

Proposed stand designs must be forwarded to [Johanna Shirley](#) by FRIDAY 14 February via [this link](#)

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

- Stand Layout Plan - showing stand dimensions
 - Stand Elevation Plans – showing stand heights and dimensions
 - Method Statement
 - Risk Assessment
 - Contractor Health and Safety Declaration
 - Welfare Arrangement Details
 - Better Stand Table as part of our Sustainability Policy
- 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 **7m** (including multi-story stands). **Except for stands in the linkway between halls 8 and 9 – the height limit here is 3.5m**
 - The **minimum height** for Space Only Stands is **2.5m**.
 - **There is a plan approval charge for all Single Storey, Non-Complex, Double Decker and Complex Space Only Stand builds of £150 per stand which will be paid as you book your stand.**
 - All advertising and logos must be within specified height limits.
 - No advertising and logos will be allowed on the reverse side of dividing walls.
 - Please refer to the [e-Guide](#) for more information on Rules and Regulations for Double Decker Stands.

- On divided sites if your wall is above 2.5m you must decorate the back of your wall facing your neighbours stand, down to 2.5m. these walls must be finished in a neutral colour only to the satisfaction of the Organisers.
- 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 (see [Exhibition Timetable](#))
- 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.
- 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.
- Fixings can be made direct to the Latexfalt surface of the Hall floor to secure margin board, cable clips and similar items of stand. These fittings are to be carefully removed after use to prevent damage to the floor surface. Any fixings left in the floor or damage to the floor caused by these fixings 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.
- Organisers are allowing open sides to be built solidly when it is justified. Approval is required from Organisers before submitting stand plans.
- Solid walling over 5m in length should 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, rigging of banners and lighting are permitted. See further information under **General Stand Building Information – Rigging found below**.
- 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.

Linkway Specific Information

If you have a stand in the linkway between Hall 8 and 9, please read the following details carefully

- The height limit is 3.5m
- The flooring is on a gradient. It is lower Hall 9 side to Hall 8. The ramp ratio is 1:60
- We recommend a site visit, to book this, please contact ops.fit@montgomerygroup.com
- Please [click here](#) for some images of the linkway.

ELECTRICAL REGULATIONS & INFORMATION

ELECTRICAL CONTRACTOR

NEC Fully Connected

T: +44 (0) 121 767 3253

E: eventorders.nec@necgroup.co.uk

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

Please place your orders using the NEC Fully Connected ordering system which includes a price list for specific items. Orders must be made by **24th February for Advance rate**. The standard rate will be applied to all orders between 25th February and 27th March. Orders placed between 28th March and 24th April will be surcharged 20% higher than the standard rate. 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 ** - these appliances are of varying power requirements dependent upon type or manufacturer. It is therefore essential that the reference tag or plate that is fitted to each appliance under law be read, the loading in watts or kW (kilo Watts = Watts x 1000) will be stated, and the appropriate size socket ordered.

DEADLINE DATE

All orders received after the deadline will need to be assessed to see whether they are possible. Please take time to read the [Compulsory](#) and [Optional Form](#) checklist and deadline to take advantage of the early booking rate and avoid disappointment.

ENQUIRY DESK

During the build-up period, an enquiry desk to assist you with any electrical problems will be located in the halls. 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.

Any exhibitor needing electricity for the running down of machinery or working equipment etc, **after the exhibition closes on the final day** are required to inform the Organising Office of their requirements **no later than 17.00 hrs the day before for this to be organised in time.**

Please remember to order and specify a 24-hour electricity supply if this is required for refrigerators and/or computer equipment.

TEMPORARY POWER

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

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 [NEC Fully Connected](#)

GENERAL STAND 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 Independent Hotel Show 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 attached and 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	×	×	✓	✓
Reused or recycled	8	Display facilities	×	×	✓	✓
	9	Floor covering	×	×	×	✓
	10	Graphics and decorative items	×	×	×	✓

If you require any further information or guidance on the Better Stands programme, please contact [Johanna Shirley](#)

COMPRESSED AIR

Exhibitors requiring a compressed air supply on their stand should note that the NEC supply is industrial quality only.

Exhibitors who are using piped services are advised to build a platform on their stand to cover unsightly pipes and connections and to avoid any hazard risks.

To locate the position of your nearest duct, please request a 'Ducting Plan' from the Organisers. Contact Sophie wood on 020 7886 3021 or via email on ops.fit@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 found in Health & Safety 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.

Please note that UK Industrial Tapes are the only tapes permitted to be used in the halls. The NEC are aware that other tapes state that they are 'NEC Approved' however this is not the case. For more information please [click here](#)

Our lifting contractor ILS have recommended that where possible floorcovering is cut in around large pieces of machinery / equipment this will help prevent any damage or dirt if a forklift is needed to lift the item into position after the floorcovering has been laid.

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

GAS /LPG

Exhibitors requiring a gas supply on their stand should complete and return the **Gas/ Water & Waste/ Compressed Air Order Form by Friday 15 April**. Exhibitors who are using piped services are advised to build a platform on their stand to cover unsightly pipes and connections and to avoid any hazard risks. **Please note that the use of LPG is NOT permitted at The NEC.**

To locate the position of your nearest duct, please request a 'Ducting Plan' from the Organisers, contact ops.fit@montgomerygroup.com.

HEIGHT RESTRICTION

The **minimum height** for walls on space only stands is **2.5m**

The **maximum height** for walls on single storey space only stands is **7m (including** for multi-storey space only stands).

LATE WORKING

Work outside the timetabled hours will not be allowed. In emergency situations eg unavoidable delays due to circumstance outside the contractor's control, the Venue will charge £62 + vat per hour until 2200hrs and £102 + vat per hour between 2200 hrs and midnight. The Organisers will have to pass this cost to the exhibitor / contractor concerned.

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.

Please contact ops.fit@montgomerygroup.com for further information.

LEV/DUST CONTROL

The HSE have been concentrating on this area with pro-active inspections in the sector. LEV/Dust Control at the exhibition will therefore be inspected and monitored more rigorously at this year's event. For more information, please contact elaine.stanley@didac.co.uk.

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.

All stands will be inspected during the build-up by the Health and Safety Officer and the Venue Fire Safety Officer. Any fittings or materials not meeting the fire regulations will need to be removed, or the stand will be closed down. You should draw attention to these requirements to any contractors working on your behalf.

- Decorative materials used for stand dressing must be flame proofed or purchased already treated with an appropriate chemical.
- **Artificial flowers and plants are highly flammable and give off toxic fumes and must not be used for stand dressing.**
- 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 to be removed without warning.
- No empty packing cases may be stored on, around or behind your stand, as this constitutes a fire hazard.

For more information, please check the [e-Guide](#) pages 128 - 130.

PERMISSION TO BUILD

A Construction Phase Plan as required by the CDM Regulations must be sent to Johanna Shirley via [this link](#) ASAP, but definitely before the deadline date – **Friday 14 February**. 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 Form
 - Better Stands Table

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

Stands Over 4m or Complex Structures

For stands incorporating features over 4m, or deemed a complex structure, plans must be submitted by **25 FEBRUARY**.

A complex structure is any stand which is:

- ◆ Over 4 meters in height
- ◆ A multi-story stand including raised platforms over 600mm high
- ◆ A stand requiring foundations
- ◆ A stand with a travel distance to a gangway greater than 10m

- ◆ A stand which has a closely seated audience of more than 15 people
- ◆ **All suspended elements which are constructed from timber and/or metal structure will be deemed as complex structures.** Suspended elements consist of canopy, fascia, trusses clad with timber etc. [Click here](#) for guidelines. For further details on [Complex Stands - Suspended Elements](#).

Structural Calculations

If any of the above apply to your stand design you must provide your own structural calculations together with your drawings proving stability of your structure. These calculations and drawings will then be submitted to our structural engineer for checking.

Complex rigs must include connection details between venues rigging point to suspended elements, constructed details of joints between elements etc. Calculations are to provide that the rigging elements are capable of supporting the weight of the elements. Lifting points should be clearly indicated in the drawings together with magnitude of load for each individual suspension point. A factor of Safety of 1.5 should apply to the rigging load.

The Organisers will forward this information to an independent Structural Engineer and NEC and Local Authority who will (if satisfied) complete a Certificate of Integrity (Design Stage) for the plan at which point you will receive a Certificate to Build. The same Structural Engineer will then attend onsite during build-up and when satisfied you have built as per your drawings submitted and calculations will provide the stand with a second Certificate of Integrity (Construction Stage).

NEC and the Local Authority need copies of both Certificates of Integrity signed by an NEC recognised Structural Engineer before they will allow the stand to be opened to visitors. Those with complex rigs must submit the signed Certificate of Integrity to the organiser before the rig can be flown.

It is the exhibitor's responsibility to ensure that any contractor working on their behalf is aware of this procedure and can comply with these deadline dates.

For more information, please refer to the [e-Guide](#) - see page 138.

PLATFORMS

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

T: +44 (0)1922 721177
E: sales@expo-floors.com

RAMPS AND HANDRAILS

Please check the [e-Guide](#) pages 125-127 for Regulations relating to the use of ramps and handrails.

RIGGING

To order drop wires and rigging points please contact the NEC rigging department. Please contact ops.fit@montgomerygroup.com for their order form.

Banners directly above your own stand are permitted and will be considered as part of your stand build. You will need to book rigging for any banners directly with the NEC rigging department. All rigging is required to be a minimum of 4 metres from the floor to the underside of structure / banner.

When submitting drawings to Johanna Shirley via [this link](#) for your stand please advise if the rig you are doing has a complex element.

All rigging other than lightweight banners and lighting rigs made of truss (without cladding) are now subject to checks by a Structural Engineer. The cost for this is included in your stand booking charges. Those with complex rigs must submit the signed Certificate of Integrity to the organisers before the rig can be flown.

NO rigging will be permitted without written consent from the organiser to an agreed position.

Drop wires are not allowed to be used for stabilising stand fitting. All works from the halls roof cannot be connected to anything that touches the hall floor.

STAND CONTRACTORS

Please complete the [Contractor Nomination Form](#) as soon as possible but **by no later than Friday 17 January**. We will then liaise with them regarding any information required.

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

IMPORTANT NOTICE ON HIABS: - If you will be using a HIAB at all you should get in touch with the [organisers](#) asap.

If you need to use any specialised glass handling equipment please send full details of the intended equipment to the organisers and ILS. Operators will be asked onsite to show certificates. Please ensure this is included in your risk assessment.

WATER & WASTE

Exhibitors requiring a water and/or waste supply on their stand should complete and return the Gas/ Water & Waste/ Compressed Air Order [Form by Friday 15 April](#), orders received after this date **may incur a 20% surcharge**.

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](#).