


# Space Only Exhibitor Information

<p>Space Only - a definition</p>	<ul style="list-style-type: none"> <li>• A Space Only stand is a marked out area on the hall floor on which your stand can be built</li> <li>• There is no stand, walls, floorcovering, electrics or furniture provided. The exhibitor is responsible for providing these</li> <li>• The exhibitor may build a stand themselves or appoint a contractor to do this on their behalf</li> <li>• Either way specific information including detailed scale plans and health &amp; safety documentation must be submitted to the organisers appointed health and safety audit team in advance of the exhibition</li> </ul>
<p>Submission of plans &amp; paperwork</p>	<p>All space only exhibitors will need to submit the following information to:</p> <p>Essential Events 3<sup>rd</sup> Floor Agriculture House, 1 Newbold Terrace, Leamington Spa CV32 4EA T: 01926 470 100 E: <a href="mailto:ghanstock@essentialevents.co.uk">ghanstock@essentialevents.co.uk</a></p> <ol style="list-style-type: none"> <li>1. Stand plans clearly showing elevation and plan views with all measurements and dimensions noted; to include height, position of any AV, walling, major exhibits, any rigging, platforms etc. Plans must clearly show the orientation of the stand within the hall</li> <li>2. Stand build material information (if not included on your plans) and confirmation of compliance with e-guide regulations</li> <li>3. A specific risk assessment covering the build up and breakdown of the stand</li> <li>4. A method statement covering the build up and breakdown of the stand</li> <li>5. A construction phase plan as your individual stand area is classed as a construction site in it's own right</li> <li>6. Public Liability Insurance which covers the company building and dismantling your stand</li> <li>7. If your stand is complex (see below) you must also submit structural calculations and construction drawings</li> </ol> <p>Deadline for stand plan submissions is <b><u>4 October 2023</u></b>. We cannot guarantee to be able to process plans submitted after this date.</p> <p>All plans and documentation must be submitted in English and must clearly state the exhibiting company's name &amp; stand number and the name and contact number of the responsible contractor. All drawings must show the scale used, which should be no less than 1:50.</p> <p>After submitting your plans you will receive either written questions and comments about your plans or a Permission to Commence Build Notice. Please ensure you respond promptly to any questions to ensure that we are able to issue your Permission to Commence Build Notice. Work may not commence on your stand until you have received this.</p> <p>Once you have received the Permission to Commence Build Notice you should not alter the design of your stand. If you do need to change your design you must resubmit your plans for consideration.</p>

	<p>For any queries please contact Essential Events:</p> <p>T: +44 (0)1926 470 100  E: <a href="mailto:ghanstock@essentialevents.co.uk">ghanstock@essentialevents.co.uk</a></p>
<p>Complex stands</p>	<p>Should your stand be deemed to be complex the show's structural engineer will need to be appointed to review your stand design and accompanying structural information / calculations.</p> <p>Complex stands can be defined as follows (please note that this is not an exhaustive list) -</p> <ul style="list-style-type: none"> <li>● Any structure, regardless of its height, which requires structural calculations</li> <li>● Multi-storey stands</li> <li>● Any part of a stand or exhibit which exceeds 4m in height</li> <li>● Custom rigging of any kind</li> <li>● Custom-built/bespoke suspended structures</li> <li>● Sound/lighting towers</li> <li>● Staircases or steps</li> <li>● Platforms and stages over 0.6m in height and all platforms and stages for public use (not including stand floor flats and platforms)</li> </ul> <p>If the Stand design is complex the following must also be supplied</p> <ul style="list-style-type: none"> <li>● Structural calculations and construction drawings</li> <li>● A completed certificate of structural integrity for the design by an approved structural engineer</li> <li>● The stand will also need to be inspected for final sign off on site, once built, before the exhibition is opened to the public</li> </ul> <p><b><i>Note that the exhibitor is liable for all charges relating to this any payment must be made directly to the structural engineer.</i></b></p>
<p>Height limits</p>	<p>Height Limit for Build</p> <ul style="list-style-type: none"> <li>● There are no limits for build height in the Grand Hall unless you are under the gallery level</li> <li>● Any build over 4m will require structural calculations</li> </ul> <p>To verify the limits for your stand please contact:</p> <p>Essential Events  T: +44 (0)1926 470 100  E: <a href="mailto:ghanstock@essentialevents.co.uk">ghanstock@essentialevents.co.uk</a></p>
<p>Waste Management</p>	<ul style="list-style-type: none"> <li>● Space Only exhibitors, or their nominated stand build contractors, are responsible for the management of rubbish and waste generated by the installation of flooring, stand build or supply of product to their stand (ie wrapping / offcuts / excess build material etc). This must all be removed from site by the exhibitor or contractor responsible for the stand. Waste may not be left onsite and the organisers reserve the right to charge exhibitors for the removal of any waste left by them or their contractor. <b><u>Please work under the principle that anything you bring to site must leave site with you</u></b></li> <li>● The organisers actively encourage exhibitors and their contractors to consider the waste being generated by their flooring and stand construction and ensure that minimal waste is generated and that any residual waste is dealt with in a responsible manner.</li> <li>● A waste management plan, detailing anticipated waste and process for removal, should be prepared</li> </ul>

<p>Design &amp; build rules</p>	<p><u>Unbroken Walling</u></p> <ul style="list-style-type: none"> <li>• A minimum of 50% of any open side must remain fully open; open sides may not be entirely blocked off</li> <li>• Walling over 5m in length must be set back by 1m from the stand edge and have some form of visual break (at least 1m in length) such as glazed panels / planting etc</li> <li>• Please ensure that your stand does not visually block neighbouring stands off from the rest of the exhibition</li> </ul> <p><u>Walling that adjoins another stand</u></p> <ul style="list-style-type: none"> <li>• Exhibitors on blocks must provide walls between themselves and their neighbours on the block, as well as between themselves and any venue walls</li> <li>• Neighbouring exhibitors can liaise with one another to ensure that at least one of them is building a wall or to arrange to share the cost</li> <li>• Where you are building your own wall, the back of this must be dressed in a neutral colour without logos or graphics from the top of the wall to 2.5m off the hall floor</li> <li>• All divides must be a minimum of 2.5m tall, built on the dividing line and run for the entire length of the enclosed side(s)</li> <li>• Please note: receiving a 'Permission to Commence Build Notice' does not mean that adjoining stand plans have been checked for compatibility</li> </ul> <p><u>General</u></p> <ul style="list-style-type: none"> <li>• All stand construction must be completely self-supporting</li> <li>• Any construction that backs onto a gangway must be finished on the reverse</li> <li>• Bridging of gangways is NOT permitted</li> <li>• The name and stand number of the company exhibiting must be prominently displayed, ensuring visibility on each open side of the stand</li> <li>• All stands should be designed and built in line with the <u>eGuide</u>, Venue and Organiser regulations</li> </ul> <p><u>Tops of stands on the ground floor</u></p> <ul style="list-style-type: none"> <li>• The top of every stand must be finished and made neat (wiring etc hidden) as tops of stands are visible from the gallery level</li> <li>• Store rooms should have fire proofed fabric ceilings as they are visible from above</li> </ul>
<p>Damage / fixing to the hall</p>	<ul style="list-style-type: none"> <li>• Exhibitors will be charged for making good any damages to the hall such as paint marks, tape, bolts etc</li> <li>• You are not permitted to fix to the fabric of the building in any way</li> </ul>
<p>Columns</p>	<ul style="list-style-type: none"> <li>• Where columns fall fully or partially within the area of the allocated space, they may be encased by the exhibitor on all four sides to a height of 2.5m.</li> <li>• The casing must be self-supporting and may not be fastened to the column. Only the faces of the casings (not the column) which fall within the allotted space may be used for display or graphics or other pictorial matter.</li> </ul>

Contractors - appointment of	<ul style="list-style-type: none"> <li>Space only exhibitors are free to appoint stand designers and construction contractors of their choice; for advice please call <a href="#">Event Supplier and Services Association (ESSA)</a>. ESSA members have been approved by ESSA and understand all UK regulations.</li> </ul>
Disabled Access	<ul style="list-style-type: none"> <li>Under regulations set out by the Equality Act (formerly the Disability Discrimination Act) a vertical 'lip' or 'up stand' of more than 13 mm will present a barrier to some disabled people. If the stand design requires a raised floor section, a ramp must be incorporated into the flooring or a portable ramp can be deployed when required. An alternative is to have multiple floor areas of the stand to make a credible attempt to deliver the services to an area of the stand, which does not require a platform. Please see the regulations below relating to platforms.</li> <li>Access for disabled people is not only about physical access to buildings for wheelchair users but also includes access to written information for people with visual impairments and access to the same standard of service for all. It is important to take account of health and safety legislation, which has primacy over disability regulations, as mentioned.</li> </ul>
Travel distance	<ul style="list-style-type: none"> <li>The maximum travel distance from any part of the stand to a gangway shall not exceed 50m</li> <li>Where there is only one means of escape from the stand this must be reduced to 20m</li> <li>In either case, the maximum travel distance should be reduced by 25% where alcohol is being served</li> </ul>
Doors	<ul style="list-style-type: none"> <li>If you are building a storeroom /office, doors must have a minimum clear width of 800mm; however it is recommended that double doors are used for at least one of the exits in order to accommodate larger types of wheelchair</li> <li>Doors must have a vision panel with a zone of visibility of between 500mm and 1500mm above the floor. The exception to this is doors to small storerooms, where a small panel may suffice</li> <li>A suitable exit sign must be positioned above each doorway</li> <li>Doors should open outwards in the direction of escape and be suitably recessed so they do not protrude into gangways</li> </ul>
Gangways	<p>Bridging of the gangways is NOT permitted.</p> <p>Gangways must be kept clear at all times, including build up and breakdown. Please request advice from the Floor Manager when looking at the most suitable location for you to work from.</p>
Hot works permit	<p>Hot works are NOT permitted without permission via a hot works permit</p>
Platform flooring & ramps	<ul style="list-style-type: none"> <li>The provision of a platform may be regarded as necessary in order to cover some electrical installations and is the responsibility of the exhibitor, however these should be avoided where possible</li> <li>Flooring must not be less than a nominal 25mm (1") thick and wood chipboard or block board 18mm</li> <li>Flooring must be laid with close joins and be of a strength and stability sufficient to carry and distribute the weight of stand fitting, personnel, visitors and exhibitors</li> <li>Open corners of stand floors and platforms must be rounded or angled, if not protected by exhibits or displays, to avoid sharp corners and tripping hazards. Platform edges must be fully highlighted and the use of the platform must be included within the Risk Assessment</li> <li>A vertical "lip" or "up stand" of more than 13mm will present a barrier to some disabled people</li> <li>If the stand design requires a raised floor section, a ramp must be incorporated into the flooring or a portable ramp can be deployed when required</li> <li>An alternative is to have multiple floor areas of the stand to make a credible attempt to deliver the services to an area of the stand, which does not require a platform</li> <li>Ramps must be a minimum width of 1.5m, gradient no more than 1:12, have a slip resistant surface and a colour contrasting with that of the stand floor or landing</li> <li>Changes in height must be protected; all ramps require a kerb of 100mm high which is visually contrasting and ramps with a gradient steeper than 1:20 must have a handrail either side to prevent falls and assist users</li> </ul>

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- Adequate space must be maintained around the ramp and stand area for wheelchair manoeuvring. The use of the wheelchair ramp is the responsibility of the contractor and exhibitor and adequate public liability insurance must be in place
  - Platforms exceeding 170mm in height will require handrails and balustrades complying with eGuide regulations - for more info see <http://www.aeo.org.uk/eguide>

## Stand Construction Including Dressing Methods & Materials

<p><b>Stand construction general information</b></p>	<p>All materials used in the construction of stands, including signs and fascias, shall be:</p> <ul style="list-style-type: none"> <li>• of a suitable nature and quality for the purposes and conditions of their intended use</li> <li>• adequately prepared and fixed in order adequately to perform the functions for which they are designed</li> <li>• non-combustible, inherently non-flammable or durably flameproof in accordance with British standard numbers BS476 and BS5570 and/or BS3120</li> <li>• Water-based, where applicable, e.g. adhesives and paint</li> <li>• 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 that they comply</li> </ul> <p>Your stand will be inspected during build-up and the Fire Safety Officer may remove any offending materials, or close down a stand if it does not comply with fire regulations.</p>
<p><b>Fabrics, drapes, curtains &amp; hangings</b></p>	<ul style="list-style-type: none"> <li>• Drapes, curtains, hangings, etc, must be inherently or durably flame-proofed. Otherwise they may be treated with a proprietary flame retardant. Test certificates must be available for inspection for any materials intended to be used.</li> <li>• Textile fabrics used for interior decorating of stands should be fixed taut and/or in tight pleats (not draped) to a solid backing secured above floor level and not touching light fittings.</li> <li>• Curtains on exit routes should hang 75mm clear of the floor be parted in the centre and not conceal any exit signs</li> </ul>
<p><b>Painting and Decorating</b></p>	<ul style="list-style-type: none"> <li>• Only water-based paint may be used on site. The use of lead based paints and primers must be avoided. Cellulose paints are flammable and must not be used in stand dressing.</li> <li>• If paint-spraying equipment is to be used, the method must be approved by the venue and not cause a nuisance to others. Protective measures shall be taken to ensure that no paint is spilt or sprayed on to the fabric of the building. Barrier creams and masks must be used.</li> <li>• Painters must not work in confined areas unless adequate ventilation is available.</li> <li>• All waste products must be disposed of properly</li> </ul>
<p><b>Plastics</b></p>	<ul style="list-style-type: none"> <li>• Plastics must conform to BS476 - part 7- Class 1</li> <li>• Perspex is not permitted to be used at this venue for stand-fitting purposes, including displays; an alternative polycarbonate, conforming to BS476 part 7 (class 1) must be used instead</li> </ul>
<p><b>Timber Wood</b></p>	<ul style="list-style-type: none"> <li>• Timber under 25mm thick must be impregnated to Class 1 standard. Treated materials should have 'BS 476-Part 7, Class 1' marked on them.</li> <li>• Boards, plywood, chipboard etc. must be treated if under 18mm thick. The exception to this is MDF, which is acceptable for use due to its density. MDF and chipboard must not be machined on site, as the dust produced is hazardous to health.</li> <li>• Chipboard must not be used as a weight-bearing material</li> </ul>
<p><b>Decorative Materials including Wallpaper &amp; Artificial Plants</b></p>	<ul style="list-style-type: none"> <li>• Decorative materials used for stand dressing must be flame proofed or purchased already treated by use of the appropriate chemical.</li> <li>• Untreated wallpaper and similar thin surface finishes, not exceeding 1mm in thickness, may be accepted, provided they are firmly fixed.</li> <li>• Artificial plants and flowers are combustible and give off toxic fumes. Therefore, they must not be used for stand dressing. Silk-type flowers are acceptable, providing they are fireproof or have been treated and marked as such.</li> </ul>

<b>Glazing</b>	<ul style="list-style-type: none"> <li>Any uninterrupted, large areas of clear glazing shall be indicated with warning stripes, dots, logos, etc.</li> <li>Overhead glazing shall be of wired or laminated glass or be otherwise adequately protected from shattering.</li> <li>All glazing used in the construction of stands must consist of safety glass (laminated or tempered) a minimum of 6mm thick.</li> <li>Areas of glazing within 800mm of floor level and over 0.5m<sup>2</sup>, where the smaller dimension of the pane is greater than 250mm, must conform to the thicknesses shown below (in order to comply with the 'Code of practice for safety related to human impact'.</li> </ul> <table border="1" data-bbox="363 434 1406 658"> <thead> <tr> <th>Nominal thickness</th> <th>Maximum pane size dimensions</th> </tr> </thead> <tbody> <tr> <td>8mm</td> <td>1100mm x 1100mm</td> </tr> <tr> <td>10mm</td> <td>2250mm x 2250mm</td> </tr> <tr> <td>12mm</td> <td>4500mm x 4500mm</td> </tr> <tr> <td>15mm or thicker</td> <td>no limits</td> </tr> </tbody> </table>	Nominal thickness	Maximum pane size dimensions	8mm	1100mm x 1100mm	10mm	2250mm x 2250mm	12mm	4500mm x 4500mm	15mm or thicker	no limits
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<b>Upholstery</b>	<ul style="list-style-type: none"> <li>Upholstered seating and furniture must be non-combustible and marked with the appropriate standard.</li> </ul>										
<b>Flooring</b>	<ul style="list-style-type: none"> <li>Space only stands are required to provide their own floor covering and ensure that it is removed and disposed of at the end of the event.</li> <li>All floor covering must be suitable for its purpose and security fixed using approved fixing tape.</li> <li>Cables must be hidden away, located out of main walkways and securely fixed down and ramped if required so that they do not present a trip hazard.</li> </ul>										
<b>Night Sheets</b>	<ul style="list-style-type: none"> <li>Night sheets must be made of inherently non-flammable material or of material satisfactorily treated to render it non-flammable.</li> <li>They must be stored rolled-up and firmly secured and not cause any obstruction while not in use.</li> </ul>										
<b>Rigging</b>	<ul style="list-style-type: none"> <li>If you wish to have banners or other rigging on your stand, you must obtain permission from the organisers.</li> <li>All attachments must be made using Outback Rigging personnel; please contact the organisers for contact details</li> </ul>										