



## **RAW / SPACE ONLY INFORMATION**

A Raw / Space Only booth will be marked-out on the hall floor per the square footage agreed upon in your contract and must stay within the parameters of your allotted booth space. Raw / Space Only booths are to be designed by the exhibitor or appointed contractor and submitted for review.

Any overhead hanging signs must be pre-approved by the show organizers, please request permission for this by emailing [questions@theshowhelper.com](mailto:questions@theshowhelper.com).

Raw / Space Only does not include pipe and drape, walling, flooring or electrical mains and fittings - you are responsible for arranging and providing these. All raw space/ space only booths must have their own walling and flooring, this is compulsory.

Should you wish to order graphics and furnishings for your booth, please visit the EES Manual under the General Contractor section of the kit! Here you will find the order catalogue and Turnkey Package Options. Including Graphic backwall, lights, furnishings and more! If you need assistance, please email [orders@expoeventservices.com](mailto:orders@expoeventservices.com)

### **Booth Design Rules**

Below is a summary of the booth design rules for the show. Please read the entire Raw / Space Only information.

- **ALL RAW SPACE/ SPACE ONLY MUST HAVE CARPET OR FLOOR COVERINGS**
- **BUILDS OVER 13ft** will require structural calculations at a cost to the exhibitor (please note ceiling heights vary for this venue, please confirm maximum height prior to planning).
- It is the responsibility of Raw / Space Only exhibitors to supply, erect and decorate free standing, single clad partitioning to the full length of the periphery of their sites where they adjoin other booths. The minimum height for this partitioning is 8ft.
- Shared/partition walling must be professionally finished in plain white or black, or a color and choice of material agreed with your neighbor, down to a height of 8ft. Such areas should not include graphics, logos, or company information
- At least 50% of each side of your booth facing another booth must remain open or fitted with transparent material.
- Platforms should include a ramp for wheelchair access.
- All booths should have lighting and floor covering.
- Exhibitors will be charged for making good any damage to the hall such as paint marks, tape, bolt/screw/nail/staple holes etc.
- You are responsible for examining your allotted booth space and ensuring your booth is built on the correct markings. If you are in any doubt, please inform the Service Desk onsite and our Floor Managers will gladly assist.
- You are not allowed hang or tape fabric to any building structure or to sprinkler pipes.
- All booth construction must be completely self-supporting.
- Show Management and Floor Managers will inspect booths during build-up, and they may remove any offending materials, or close a booth if they do not comply with regulations.
- The construction material for all booths, signs and fascia must be non-combustible material, inherently non-flammable or durably flame proofed.



## **Booth Plan Submission Details**

Please submit booth scaled diagrams with dimensions for approval no later than **February 7** to [questions@theshowhelper.com](mailto:questions@theshowhelper.com)

1. Scalable plans showing all dimension and location of booth-fitting, construction, furniture & exhibits.
2. Elevation view drawings showing all heights, including any rigging
3. Risk assessment for the build & dismantle
4. Method statement for the build & dismantle
5. Public liability Insurance certificate, I&D Company– must show company name & dates needed to cover build open & breakdown.
6. List of booth fitting materials confirmation their compliance with regulations (if not included on the plan)
7. Raw / Space Only booth plan submission & construction phase plan

All plans and documentation must be submitted in English and must clearly state the exhibiting company's name & booth 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.

***Ultimate responsibility lays with you the exhibitor to comply with all Health & Safety and plan submission requirements and always ensure the safety of all persons on your booth.***

## **Complex Raw / Space Only Booths**

- Designs that contain any structural elements
- Designs with any part over 13ft in height
- Designs that will require the submission of calculations proving the strength and stability of the structure and the engagement of a structural engineer to issue a certificate of structural integrity.
- Non-standard rigged items e.g., box banners made from plywood
- Booths with viewing / service platforms, raised walkways, sound / lighting towers, temporary tiered seating.

In all complex cases, calculations proving the strength and stability of the complex structure will be required. If the design is approved, the exhibitor **MUST** arrange for a structural engineer to complete a Certificate of Structural Integrity for the design. The show's structural engineer will then inspect the booth on site, during the move in, for the final sign off at the client's expense.

After submitting your request and diagrams you will receive either written questions and comments about your plans or an approval to Commence Build Notice. Please ensure you respond promptly to any questions to ensure that we can issue your Permission to Commence Build Notice. Work may not commence on your booth until you have received this. Once you have received the Permission to Build Notice you should not alter the design of your booth. If you do need to change your design, you must resubmit your plans for consideration.