



## SPACE ONLY STAND REGULATIONS

A space only stand allows exhibitors to create a custom-made stand to showcase their capabilities and services. Space only exhibitors should engage the services of a stand build company to build their custom stand. Exhibitors who wish to display pop up banners only and remove their fascia will need to book a shell scheme package which includes carpet and power and walling.

A space only stand is a marked-out area on the hall floor on which your stand must be built. Space only stands are to be built and completed by the exhibitor and their contractors. No stand fitting, walling, electrical mains lighting or floor coverings are included in a Space Only Stand package, you are responsible for providing these.

All space only stands must submit stand plans to the organisers for approval. Please follow these steps

1. Please complete the ICC Custom Stand Plan Permit form online The Custom stand plan permit form can be found here. [Custom Stand Permit form](#)
2. When you receive back your ICC reviewed Permit form and stand plans, upload both to the "Space Only Stand Plans Submission" form together with your stand plans and risk assessment. in the online exhibitor manual.
3. Please do not submit unreviewed permit forms, we will not send them to the ICC on your behalf due to the volume of plans we are expecting to receive.
4. You will also need to complete some questions with information about your stand.

PLEASE **DO NOT EMAIL** THE STAND PLANS TO US PLEASE COMPLETE THE FORM USING THE LINK BELOW

[SPACE ONLY STAND PLAN SUBMISSION FORM](#)

## SPACE ONLY BUILD REGULATIONS

a) Exhibitors are not permitted to utilise the facing walls or structures of a neighbouring stand or any venue walls or fixtures as part of their stand. Where a line between stands is shown on the floorplan space only exhibitors **must** build a wall of at least 2.5m. All walls and structures must be self-supporting and not rely on support from neighbouring stands, venue walls or pillars. Any tying off to neighbouring walls or stands is expressly prohibited.

b) Exhibitors must obtain approval from the Organiser and ICC Venue Management for all Custom Stand designs where:

- Any 2-storey structure where access to the upper level is possible
- Any structure or wall 2.5m high or over
- Any raised floor or platform above 115mm high
- Any Rotating structure where access is possible
- Any wall or structure above 1.2m high facing an aisle



### **No Structure may exceed 5m height.**

A 1:50 copy of the dimensioned detail plan including perspective, elevation and plan / cross section drawings, and the venue Custom Stand Plans Permit Form are to be submitted via the online form before the due date.

Contractor access to the venue or stand construction will not be permitted without this approval.

In line with the Work Health & Safety Act 2011 Exhibitors have a responsibility to ensure Suppliers and Contractors engaged by them to provide services during the Sydney Build event conduct their activities in a safe manner.

Exhibitors who are using Suppliers or Contractors, other than those listed in the Exhibitor Manual, should ensure their contractors are able to supply them with evidence of or with the following items.

Public Liability Insurance to the minimum value of \$10 million and Workers Compensation insurance

A Risk Assessment and or a Safe Working Method Statement (SWMS) for the build of the stands.

**The organisers will request copies of these documents** and you should have copies available for inspection at any time while onsite.

It is the responsibility of the exhibitor or their stand contractor to verify the allotted stand space on the floorplan, to avoid costly adjustments to stand structures from incorrect measurements, for which the organisers cannot accept responsibility. 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 or public health & safety.

## **STAND DESIGN APPROVAL REQUIREMENTS:**

### **GENERAL CONSTRUCTION**

The design of the stand must be such that it can be erected and dismantled within the Move in / out time available. Exhibitors will be charged for any costs incurred by the organisers if they need to work outside the times stated in the event schedule. Please contact the show operations manager if you need to work beyond the working times given in the event timetable. Written permission must be sought from the operations manager to work outside the site operating hours. Additional charges will apply for supervising staff. Lone working after normal hours is strictly forbidden.

All exhibitors and contractors must ensure that all display stock and stand construction materials are removed from the venue by the times indicated in the event schedule. Any equipment not cleared from the halls or loading docks by the completion of the Move out will be considered as scrap and disposed of accordingly.

### **SAFETY FEATURES**

All stands must be designed and constructed in accordance with all current Australian Standards

The ICC may require a structural engineer's certificate be obtained where it is ascertained that the integrity of the structure or compliance with the Building Code of Australia may need to be proved.

Where any stand/exhibit is a multiple storey construction, the design showing all features, including access/egress points and stairways, full dimensional plan, elevations and certification must be provided to the operations manager - [operations@sydneybuild.com.au](mailto:operations@sydneybuild.com.au) for assessment and written approval.



A certificate from a structural engineer identifying the integrity of the structure is required after construction on site. Artist's impressions are not acceptable.

#### FIRE SAFETY

Any stand that has a structure contained within it that has a roof or ceiling will be required to provide additional fire protection equipment, such as the fitting of a smoke detector, a portable CO2 extinguisher and/or an extension of the existing sprinkler system.

Exhibits with internal aisle-ways are to be clearly marked as such with a minimum aisle width of 3 metres. At no time can these aisles be blocked, partially or completely, during the event.

Where any permanent exit signs are blocked from view by a custom built stand, the ICC will require additional and supplementary signage within, or to the exterior the stand to comply with the Building Code of Australia and relevant standards

Any custom built stand with a floor area of more than 50 square metres is to be provided with at least one alternative means of egress/exit back to the walkways. Any door assembly in such a custom-built stand will comply with Building Code of Australia requirements. A sign labelled NO THOROUGHFARE is to be affixed to any door that does not provide an alternative means of egress.

#### WALLING

Where a line between two stands is shown on the event floorplan space only stands must build a wall of at least 2.5m.

Height limits within the event vary as follows:

All walls, structures and signage, other than perimeter walls described below, are not to exceed 3 metres in height without Organiser approval the maximum limit is 5m.

Height restrictions for walls and structures are in place to ensure high stands, structures and signage do not dwarf or obstruct adjoining stands. Perimeter walls, storage rooms and any other structures are not to exceed 2.5 metres high without approval from the Organisers. Walls or other structures over 2.5 metres high within one metre of the stand boundary may not receive approval if that construction is seen to be adversely affecting any neighbouring stand.

All walls and structures must be self supporting and not rely on support from neighbouring stands, venue walls or pillars. Any tying off to neighbouring walls or stands is expressly prohibited.

#### VENUE WALLS

Perimeter walls, storage rooms, offices, meeting rooms or any other structures adjoining any venue wall are permitted to a height of 4.5 metres subject to venue structural requirements.

#### WALLS ADJOINING AISLES "30% rule"

The total wall length along a stand's boundary with an aisle cannot exceed 30% of the length of that boundary. E.G. if your stand is an island site 6x6 you can only build 2m of walling on each perimeter. If you stand is a 6x3 half island you can only build 1m on each end and 2m on the 6m side.

Stand walling, or any other structure above 1.2m high (including plants or graphic panels) within 4 metres of a stand boundary adjoining an aisle, must not extend more than 3 metres in total length and direction in any one section. A 4-metre opening is required between 3 metre sections. E.G if you had a 15m



boundary along an aisle you can build 5m of walling in one 3m section and 1 two metre section with a 4 break between them.

#### WALLS MORE THAN 4 METRES FROM THE STAND PERIMETER

Walling 4 metres or more in from the stand perimeter, adjoining any stand facing aisle, are not to exceed 30% of the length of the stand perimeter facing that aisle.

#### WALLS ADJOINING ANOTHER STAND

Walls adjoining another stand are not to exceed 3 metres high. Graphic panels facing into the stand are permitted 500mm above the wall height provided they are no wider than 800mm each and do not exceed a total of 25% of the length of each wall.

#### WALL COLOUR

Walls, over 3m in length within 4 metres of aisles adjoining other exhibitors, are not to be finished in dark colours, black, brown, dark blue etc.

## FLOORING

It is the exhibitor's responsibility to provide carpet, flooring or another floor covering for their stand.

Any raised floor, step or ramp must be clearly defined from surrounding areas of aisle or floor and must be constructed to comply with any applicable section of the Building Code of Australia. Exhibitors with raised floor on their stands must ensure that adequate wheelchair access is provided.

Ramps and raised floors must be constructed to ensure trip hazards and protruding or sharp edges are prevented.

Floors less than 115mm high require a ramped edge from the floor level to the top level of the raised floor. The ramped edge must be no less than 1 in 3 gradient, clearly defined from the surrounding areas of flooring, and **must not** protrude into the surrounding aisle ways.

Floors 115mm high but less than 190mm high do not require ramping but require a stair nosing and must comply with the requirements of steps in public places.

Under no circumstances are exhibitors permitted to bolt or screw into the venue's floor walls or pillars. Punitive damage charges will apply.

## RIGGING

Structural support rigging, lighting and banner rigging must only be carried out by an ICC approved rigger.

Exhibitors must obtain approval from the Organisers and Venue Management for all rigging. Two dimensional detailed plans or perspective drawings including elevation and cross section and weight are to be submitted on the Organisers stand plans form by the due date.. Rigging will not be permitted without this approval. An application fee may be applied by the organiser for rigging. Please indicate if you intend to rig on the Space Only Stand Plans Form

Rigging is limited to Space Only exhibitors with stands over 36m<sup>2</sup>. Space Only stands under 36m<sup>2</sup> and shell scheme stands will not be permitted to rig.

Rigging, if approved, is to be conducted only by a company certified by ICC Sydney to rig within the building. All groundwork rigging and trussing may only be conducted by a venue certified rigging



company. All rigging is at exhibitor's cost.

Banners, suspended signage or curtains, other than stand rigging, may only be hung from venue approved rigging points and may only be conducted by a venue certified rigging company.

The spirit of the rigging regulations for structural rigging, the hanging of banners, signage or curtains is to ensure a level of fairness of presentation for all exhibitors:

All banners, signage or curtains must have adequate suspension points or eyelets to allow safe rigging. All banners, signage or curtains must be presented for rigging in a clean and serviceable condition. Cost of additional cleaning is to be borne by the exhibitor.

No banners, signage or curtains may be hung within one metre of the perimeter of the exhibitors stand, or over any other exhibitor's space, any aisleway, public area or café area.

No banners, signage or curtains may overpower, reduce the visibility of, or intrude upon neighbouring stands or signage. Double sided banners are not to overlook an adjoining exhibitor's stand. Single sided banners are to be constructed of block out fabric or similar so that signage is not visible from the rear of the banner.

Banners, signage or curtains are not permitted to hang below (trim height) 4.5 metres to the underside of any rigged object, above exhibition floor level without prior approval from the organiser.

The Organiser reserves the right to direct the riggers to alter the positioning of banners or signage to maintain the spirit of these regulations, at the Organiser's discretion.

Please note that the use of boom lifts in the halls once the halls have been carpeted will be restricted and further works should be carried out on scissor lifts only. There should be no use of boom lifts in the halls once shell scheme exhibitors have access to the halls for move in.

## LIGHTING AND ELECTRICS

The certified company for all connections to the ICC Sydney electrical system is Exponet. Display contractors and stand builders are required to use switchboards provided by Exponet and are not permitted to make direct connection to the venue electrical system. Distribution of electrical supplies on the stand may only be made by suitably qualified electricians.

All electrical equipment brought into the venue must be tagged and tested. A testing and tagging company called AGE testing and tagging services will be onsite to perform these tests at a cost to the exhibitor if required. If you choose not to use their services then you must make your own arrangements for testing and tagging prior to arrival onsite. Any electrical items that are not tested and tagged are not permitted to be used and the organisers reserve the right to cut power to stands that are not compliant.

Lighting and Power circuits are to be separate, and clearly marked, to allow lighting, particularly overhead truss lighting, to be turned off during event non-operational hours.

Machines or substances considered by the Exhibition Organiser to be likely to jeopardise the health or safety of any person, are prohibited.

All electrical equipment brought into the venue must be tagged and tested. A testing and tagging company called AGE testing and tagging services will be onsite to perform these tests at a cost to the exhibitor if required. If you choose not to use their services then you must make your own arrangements



for testing and tagging prior to arrival onsite. Any electrical items that are not tested and tagged are not permitted to be used and the organisers reserve the right to cut power to stands that are not compliant.

All operating machines and equipment, reception desks and interactive displays must be positioned at least one metre from the stand boundary edge, with guards and locks fitted (if applicable) to ensure the safety of patrons and staff and to ensure patron activity is on the stand not in the aisle.

## 24 HOUR POWER

If 24-hour power is required, e.g. for refrigeration it must be ordered specifically with the Exponet. All stand electrics will be switched off after the specified exhibitor access times.

## ELECTRICAL STANDARDS

All electrical work must comply with NSW Work Health and Safety Regulations and Australian Standards.

Please note the use of TPS wiring under raised floors is not permitted. TPS cabling under floors requires mechanical protection such as ducting / conduit protection.

## PLUMBING

There are no wash facilities for exhibitors providing food and beverage samples for visitors provided. Exhibitors should supply their own specialised cleaning materials if required.

Stands requiring plumbing must ensure their stand is on a water and waste pit, these are shown on the technical versions of the show floorplan. Exhibitors and their stand builders must engage an ICC Sydney certified licensed plumber to make and water and waste connections. The organisers recommend Zoom Plumbing. Please contact the organisers for contact details at [operations@sydneybuild.com.au](mailto:operations@sydneybuild.com.au)

## POWER TOOLS / CUTTING

The following conditions apply when using power tools:

Power tools may not be used on ICC Sydney permanently carpeted areas

When cutting or sanding wood within the venue, ensure appropriate dust extraction equipment and measures are in place, large amounts of cutting should be carried out pre-event offsite.

The organisers reserve the right to forbid further cutting of wood / mdf etc if in their view it is excessive and causes cleaning and safety issues. Contractors are expected to work clean and to clean their own sawdust please bring appropriate equipment.

Protect building surfaces and carpet from dust generated by use of power tools

When angle grinders are used, have measures in place to control sparks and minimise the risk of fire. Complete and return the Welding and Hot Work Permit Form to obtain prior ICC Sydney approval.

Brick and tile cutting saws are to be used in an appropriate location on the loading dock, not inside the venue. Ensure brick and tile slurry are contained and removed from the site. Contractors must eliminate any risk of slurry flowing into storm water drains



## STAND MATERIALS

Materials used in stand construction must not cause dampness stain, be readily ignitable or emit toxic fumes should ignition occur. Crepe paper, corrugated cardboard, straw, hay, untreated Hessian, untreated material fabrics or PVC sheet (except on floors as a protective membrane) are forbidden without the approval of the organisers. Sawdust, tan bark or wood chips of reasonable size may be used to decorate floors, provided a protective membrane is laid and chips are kept slightly moist at all times. Exhibitors may be asked to cover cleaning costs.

Any fabric used in the construction or decoration of a stand, must be treated with a fire retardant. Contact details for these services can be provided on request.

## STANDS REQUIRING ADDITIONAL SAFETY PRECAUTIONS

Should your exhibit feature any of the items listed below please contact us for further information on the safety steps you may need to take or written approvals that you may need to gain:

ICC Custom Stand Permit form is required for all stands meeting the following criteria.

A second storey

A solid ceiling or roof area

A structure more than 2.5 metres high

A motor vehicle / Electric Vehicle

Dangerous Goods

A discharge of noxious waste

LPG gas and other gas bottles e.g. helium or compressed gas and overnight storage requirements

Naked flames (e.g. a candle)

## WORKING AT HEIGHT / HOT WORK

Please notify the Operations Director Keir Duncan in advance if you intend to undertake major working at height or hot works.

## LATE WORKING

Contractors needing to work substantially beyond 10pm each night should contact the organisers in advance or present at the organisers office to ask permission for late working. Please also refer to late working in the A-Z section of the manual.