

# SPATEX

THE POOL, SPA & WELLNESS SHOW

**TUESDAY 4 – THURSDAY 6 FEBRUARY 2025**

Organisers' Address

SPATEX Ltd

4 Eastgate House, East Street

Andover Hampshire SP10 1EP, UK

Telephone +44 (0)1264 358558

E-mail [info@spatex.co.uk](mailto:info@spatex.co.uk)

Website [www.spatex.co.uk](http://www.spatex.co.uk)

**Tuesday 4 February – Thursday 6 February 2025  
Coventry Building Society Arena, Coventry CV6 6GE**

## RULES & REGULATIONS

### CONTENTS

#### GENERAL INFORMATION

- 1 Definitions
- 2 Regulations
- 3 Stand Allotment
- 4 Payment
- 5 Withdrawal by Exhibitor
- 6 Breach of Contract
- 7 Cancellation / Relocation of Exhibition
- 8 Failure of Service
- 9 Copyright and Patents
- 10 Rights of Organisers and Hall Owners
- 11 Amendments, Applications and Interpretation of Rules and Regulations

#### THE EXHIBITION

- 12 Opening Hours
- 13 Admission to the Exhibition
- 14 Passes
- 15 Gangways
- 16 Directional Signs
- 17 Advertising in the Halls
- 18 Official Catalogue

#### EXHIBITING

- 19 Eligibility of Exhibits
- 20 Conduct of Exhibitors
- 21 Working Machinery and Exhibits

- 22 Video and Cinematograph Displays and Amplifiers
- 23 Demonstrations
- 23a Competitions
- 24 Insurance, Indemnity and Claims
- 25 Character of Exhibits
- 26 Dangerous Materials and Exhibits
- 27 Fire Precautions
- 27a Other Restrictions

#### SERVICES

- 28 Catering
- 29 Alcohol
- 30 Cleaning
- 31 Other Services

#### STAND DESIGN AND CONSTRUCTION

- 32 Shell Stands
- 33 Space Only Sites
- 34 All Stands
- 35 Delivery of Exhibits
- 36 Removal of Exhibits
- 37 Build-up/Breakdown Personnel
- 38 Dilapidations
- 39 Employment of Labour

*Please read these Rules and Regulations carefully, and ensure that they are brought to the attention of any Agent, Designer or Contractor involved in the Exhibition on your behalf. Additional copies are available upon request.*

**SPATEX Rules & Regulations updated 23.04.2024 v3**

## **GENERAL INFORMATION**

### **1. Definitions**

In these Rules and Regulations:

- a) 'The Exhibition' means SPATEX 2025.
- b) 'The Organisers' means SPATEX Limited.
- c) 'Exhibitor' means all employees, staff and agents of any company, partnership, firm or individual to whom space has been allocated for the purpose of exhibiting.
- d) 'The Exhibition Premises' means the Exhibition Halls and Atrium, Coventry Building Society Arena, Coventry, CV6 6GE.
- e) 'Hall Owners' means Coventry Arena Retail Limited.
- f) The 'Booking Contract' means the agreement for the allotment of space at the Exhibition made between the Exhibitor and the Organisers, which shall include these Rules and Regulations.
- g) The 'Rental' means the Licence fee shown as the total cost payable by the Exhibitor in the Booking Contract.
- h) The term 'Product' shall be taken to mean any exhibit.
- i) 'Authorities' means landlords of the Exhibition premises/Hall Owners or Fire services
- j) 'Fire Officer' means the person designated to check compliance with the Fire Regulations and fire extinguishers etc.
- k) The 24 hour clock is used throughout these Rules and Regulations.

### **2. Regulations**

- a) The Exhibitor must comply with these Rules and Regulations together with the requirements of all local, county and other public authorities and where applicable with the regulations issued by the Hall Owners in force at the time of the Exhibition.
- b) Exemptions from any of the Rules and Regulations laid out below may be granted at the Organisers' discretion. No exemption given by the Organisers will be effective unless it is in writing.

### **3. Stand Allotment**

- a) A potential Exhibitor shall ask the Organisers in writing to grant it the right to use a stand at the Exhibition.
- b) If, following a request under clause 3(a), the Organisers wish to grant a potential Exhibitor the right to use a stand at the Exhibition, the Organisers shall issue the Exhibitor with a Booking Contract for it to sign and return to the Organisers.
- c) No stand will be held as let until the Exhibitor has signed and returned to the Organiser its Booking Contract on which the stand number, area and Rental are shown.
- d) The Booking Contract constitutes a licence for the Exhibitor to use a stand to exhibit at the Exhibition and not a tenancy. The Organisers reserve the right at any time to make such alterations in the floor plan of the Exhibition as may in their opinion be necessary in the best interests of the Exhibition as a whole and to alter the shape, size or position of the space allotted to the Exhibitor. If, as a result, the space allotted to the Exhibitor shall be reduced, a proportionate allowance will be made to the Exhibitor by adjustment of Rental. No alteration to the space allotted will be made in such a way as to impose on the Exhibitor any greater liability for Rental than that undertaken in the Booking Contract.
- e) Where an Exhibitor is the selling agent in the United Kingdom for another company or companies and intends to show their products, it must, when making its enquiry under clause 3(a) and subsequently completing the Booking Contract, include the other company's or companies' name(s) and undertake to confine exhibits to the goods of these firms and of its own manufacture. Any subsequent changes to be sent in writing to the Organisers as they arise.
- f) Exhibitors are not allowed to sublet the stand allotted to them or to permit the stand to be utilised by any other person or company without the Organisers' prior consent in writing.
- g) Without the prior written consent of the Organisers, no name(s) other than that of the Exhibitor, its trade name(s), the companies it represents in accordance with clause 3(e) or has borrowed equipment from (under clause 19(b)) may be displayed on the stand, nor may any literature or handbills in respect of any goods other than those of the Exhibitor be displayed or distributed.
- h) Allotment of space by the Organisers shall not imply that they accept the proposed exhibits, and the Exhibitor must satisfy itself that its exhibits comply with the Rules and Regulations. The Organisers reserve the right to exclude and/or require to be removed any exhibit which in their opinion is not relevant to the Exhibition. The decision of the Organisers as to the eligibility of the exhibits will be absolutely final and binding.
- i) Exhibitors wishing to borrow products from other companies to enhance or complete their displays must use the products of other Exhibitors wherever possible.

### **4. Payment**

- a) The Rental payable under Booking Contracts issued shall be paid in full and in cleared funds according to the payment schedule of the Exhibitor's individual Booking Contract. Our preferred method is by monthly BACS or Direct Debit.
- b) If not paying by monthly BACS or Direct Debit then the Rental payable under the Booking Contracts issued before 1 June 2024 shall be paid in full and in cleared funds by the Exhibitor as follows:
  - i. 25% of the Rental within 30 days of invoice and receipt of signed Booking Contract;
  - ii. 25% on or before 30 July 2024;
  - iii. 25% on or before 30 September 2024;
  - iv. 25% on or before 30 November 2024
  - v. The Rental payable under Booking Contracts issued after 1 June 2024 shall be paid in full and in cleared funds according to the payment schedule of the Exhibitor's individual Booking Contract.
- c) If payments are not received as scheduled above or in accordance with the Booking Contract (as applicable), any discounted rate that the Organisers may have granted to the Exhibitor will revert to the standard rate.
- d) In no circumstances will an Exhibitor be permitted to erect or occupy its stand or site if the Rental has not been paid in full. Should an Exhibitor be prevented from occupying its site for this reason, all Rental monies paid shall be forfeited and the balance of the whole of the Rental due under the Booking Contract shall be recoverable forthwith by the Organisers as agreed liquidated damages. The Organisers shall be entitled to utilise the site allotted to such an Exhibitor in such manner as the Organisers think fit, and to recover from the Exhibitor any expenditure involved in so doing.
- e) The Organisers reserve the right to amend the payment schedule for any Exhibitor that has previously failed regularly to make payments at the agreed times.

### **5. Withdrawal by Exhibitor**

- a) Without prejudice to the rights and remedies of the Organisers in respect of any breach of the Booking Contract or these Rules and Regulations on the part of the Exhibitor, the Organisers may at their discretion allow the Exhibitor to withdraw from the Exhibition subject to the following conditions:
  - i. the Exhibitor must give written notice to the Organisers that it desires to withdraw and if the Organisers allow such withdrawal, they will notify the Exhibitor of their decision in writing;
  - ii. any such notification by the Organisers to the Exhibitor will constitute a cancellation of the Booking Contract subject to the payment by the Exhibitor to the Organisers of an agreed sum for release from the Booking Contract as further detailed in clause 5(a)(iii) below;
  - iii. the amount of any such withdrawal payment under clause 5(a)(ii) will be specified in the Organisers' notification to the Exhibitor and will be that proportion of the sum payable under the Booking Contract specified in the second column below dependent on when the Organisers receive the notification from the Exhibitor



Mediation Procedure. Unless otherwise agreed between the parties, the mediator shall be nominated by CEDR.

- f) To initiate the mediation, a party must serve notice in writing to the other party to the Dispute, requesting a mediation. A copy of the such notice should be sent to CEDR. The mediation will start not later than fourteen (14) days after the date of the ADR notice. The commencement of mediation shall not prevent the parties commencing or continuing court proceedings in relation to the Dispute under clause 11(g) which shall apply at all times.
- g) All verbal agreements, individual permits and special arrangements relating to these Rules and Regulations or the Booking Contract must be confirmed in writing.
- h) These Rules and Regulations and any dispute or claim (including non-contractual disputes or claims) arising out of or in connection with them or their subject matter or formation shall be governed by and construed in accordance with the law of England and Wales. Each party irrevocably agrees that the courts of England and Wales shall have exclusive jurisdiction to settle any dispute or claim (including non-contractual disputes or claims) arising out of or in connection with these Rules and Regulations or their subject matter or formation.

#### **12. Exhibition Opening Hours**

Tuesday 4 February 2025	09.30 – 17.00 hrs
Wednesday 5 February 2025	09.30 – 17.00 hrs
Thursday 6 February 2025	09.30 – 16.00 hrs

The Exhibitor must remove all dust covers and ensure all stands are ready for display purposes by 09.30 on each open day. The Exhibitor shall ensure that stands are manned throughout the duration of the exhibition opening times and no stand shall be covered up or closed during the Exhibition before the official closing time on any day. Dismantling of stands before 16.00 on the final day is strictly prohibited.

#### **13. Admission to the Exhibition**

- a) The Organisers reserve the right to refuse to admit or to expel from the Exhibition Premises any person at its discretion at any time notwithstanding that person's possession of an official pass/badge.
- b) The Organisers will issue official pass/badges of admission and no other form of admission tickets will be valid.

#### **14. Passes**

No Exhibitor will be admitted to the Exhibition without producing to the gate officials the Exhibitors pass issued to it by the Organisers, who reserve the right, at their discretion, to withdraw the pass issued to any person if complaints have been received concerning their conduct.

#### **15. Gangways**

It is the responsibility of the Exhibitor to ensure that gangways in front of its stand are kept free from obstruction during the whole of the time the building is open for the purpose of the Exhibition.

#### **16. Directional Signs**

The Organisers reserve the right to affix stand numbers or direction signs on any stands in any position.

#### **17. Advertising in the Hall**

- a) The Exhibitor is not allowed to place or affix advertisements anywhere in the building except on its own stand. The Exhibitor may not distribute advertising matter from the aisles, entrance, catering areas or any other part of the exhibition (including car parks) but only from its stand and only in relation to its own goods or any other company's goods whom it is advertising in accordance with clause 3(e).

#### **18. Official Catalogue**

An official catalogue for the Exhibition will be issued by the Organisers. The Organisers will not accept responsibility for any omissions, misquotations or other errors which may occur in the compilation of the catalogue.

### **EXHIBITING**

#### **19. Eligibility of Exhibits**

- a) Exhibits must fall within the defined scope of the Exhibition and may represent all forms of products, and services related to the Water Leisure Industry as approved by the Organisers and the Hall Owners. Exhibitors shall indicate on the Stand Booking Form the types, of products or service they intend to display.
- b) Where an Exhibitor wishes to use borrowed equipment on its stand to demonstrate its own products, the display of the name of the firm lending the equipment is not permitted unless that firm is also exhibiting, without the written consent of the Organisers.

#### **20. Conduct of Exhibitors**

- a) Every Exhibitor shall ensure that its stand is open to view and staffed by competent representatives during the Exhibition hours specified in clause 12. In the event of an Exhibitor failing to open its stand or uncover its exhibits, the Organisers may do so, or arrange for the stand and exhibits to be removed and the Exhibitor shall be liable for any charges that may thereby be incurred. The Organisers will not be liable for any losses, including consequential losses, sustained by the Exhibitor as a result of this action.
- b) Every Exhibitor and all persons for whom it may be considered responsible in any way whatsoever, must conduct themselves in such a manner as shall not be objectionable to any other Exhibitor, Exhibitor's employees, attendees of the Exhibition or the Organisers, and shall not create any disturbance or obstruction at the Exhibition. The Exhibitor shall be liable for any person for whom it is responsible who does not comply with these requirements. The Organisers reserve the right, at their discretion, to remove any such person from the Exhibition Premises and refuse them re-admission during the period of the Exhibition. Details of the Code of Conduct can be viewed on the SPATEX website

#### **21. Working Machinery and Exhibits**

- a) Moving machinery shall, at the expense of the Exhibitor, be installed and comply with Health & Safety Regulations to the satisfaction of the Organisers and the landlords of the Exhibition Premises. If such machinery shall, in the opinion of the Organisers, be too noisy or cause annoyance to other Exhibitors or to visitors, it shall be switched off, upon reasonable request by the Organisers.
- b) No motors, engines, furnaces, contrivances or power-driven machinery may be exhibited in operation without adequate protection against fire risks without the written permission of the Organisers. Such permission may be withheld or withdrawn at any time should such operating exhibits be of a nature likely to cause danger, annoyance or inconvenience to other Exhibitors or visitors.
- c) Safety devices may be removed only when the machines are not in operation and not connected to the source of power and only for the purpose of showing a visitor the design and construction of the uncovered part or parts. In such a case however, the safety devices which are removed must be placed immediately beside the machine.

## **22.Video and Cinematograph Displays and Amplifiers**

- a) Cinematographs and photographic slides may not be used without the written consent of the Organisers.
- b) Where sound film or video is used, adequate sound-proofing must be carried out so that no annoyance is caused to Exhibitors and visitors on adjacent stands. The placing of the equipment shall be arranged in such a way that obstruction of gangways is not caused by persons viewing the display. See also clause 34.

## **23.Demonstrations**

- a) An Exhibitor wishing to carry out demonstrations on its stand must obtain prior written consent of the Organisers, giving details of the intended demonstration.
- b) All efforts to advertise, promote sales and operate exhibits must be conducted so as not to cause any annoyance or inconvenience to other Exhibitors and visitors. Any practice resulting in a complaint from a fellow Exhibitor or visitor which, in the opinion of the Organisers', exposes them to danger or annoyance will be prohibited.

## **23a.Competitions**

No competitions or the like may be held by an Exhibitor at the Exhibition without the written permission of the Organisers.

## **24.Insurance, Indemnity and Claims**

- a) Nothing in these Rules and Regulations shall limit or exclude the Organisers' or the Exhibitor's liability for: death or personal injury caused by its negligence, or the negligence of its employees, agents or subcontractors; fraud or fraudulent misrepresentation; or any other liability which cannot be limited or excluded by applicable law.
- b) Each Exhibitor exhibits at the Exhibition entirely at its own risk. The Exhibitor is responsible for all claims arising from damage to property arising in connection with the erection and dismantling of the Exhibitor's stand.
- c) The Exhibitor shall be responsible for any claim arising from any act or omission of any of its contractors, subcontractors, employees, agents, licensees or invitees (whether negligent or otherwise) during the period of the Exhibition or the construction and dismantling of the Exhibitor's stand caused directly or indirectly by the Exhibitor.
- d) The Exhibitor shall be responsible for any claim arising from its use of an exhibit, piece of machinery or other article or thing of the Exhibitor or in the possession or use of the Exhibitor or any of its contractors, subcontractors, employees, agents, licensees or invitees.
- e) The Exhibitor will indemnify the Organisers in respect of all losses, damages, costs, expenses, fines, levies the Organisers incur as a result of any claim, and all actions, proceedings, costs, claims and demands specified in clauses 24(b)–(d) (inclusive).
- f) The Organisers will take such precautions as they may consider advisable for the protection of all articles exhibited, but will not at any time be responsible for the loss of, or damage to, or safety of any exhibit, empty cases, tools or other property of an Exhibitor or any other person under any circumstances whatsoever except where this arises solely as a direct result of the Organisers' negligence.
- g) The Exhibitor must take out adequate insurance in respect of all such claims specified in this clause 24, including (but not limited to) third party liability insurance at an amount not less than £5,000,000. The Exhibitor shall, on the Organisers' request, produce insurance certificates giving details of such cover before 8 December 2024.

## **25.Character of Exhibits**

The Organisers reserve the right to refuse accommodation for any exhibit the character of which, in the reasonable opinion of the Organisers and/or the landlords of the Exhibition Premises, is unsuitable for the site allocated to the Exhibitor.

## **26.Dangerous Materials or Exhibits**

The Exhibitor shall:

- a) Ensure that no naked lights, oil lamps or temporary gas or electrical fittings may be used in the Exhibition building, unless agreed in writing by the Organisers.
- b) Ensure that no petrol, dangerous gases or highly flammable substances are allowed into the building, unless agreed in writing by the Organisers.
- c) Conform to the conditions concerning explosives and dangerous combustible materials as laid down by the Authorities.
- d) Not do anything to jeopardise the current insurance policies or the licences of the Hall Owners or the Organisers and the Exhibitor shall in all cases comply with any requirements of the Fire Officer or other authorities concerned.
- e) Ensure that non-flammable materials such as silk are used for lamp shades and ordinary cotton or paper lamp shades are not used with lighted lamps. Celluloid or any other highly flammable exhibits may only be shown under special conditions approved by the Organisers, and only then in limited quantities.
- f) Ensure that any chemical containers on display should be empty of product. However, a stand may have for its own water treatment of a pool or spa, a set of small containers, correctly labelled, of necessary chemicals such as Calcium Hypochlorite, Sodium Bi-Sulphate (pH-), Soda Ash, Anti-Foam etc. These must be kept out of reach of unauthorised personnel.

## **27.Fire Precautions**

The Exhibitor shall observe the following provisions:

- a) Fireproofing: All display material must be made from fireproofed materials to the satisfaction of the Authorities. Cloth materials used in the decoration of stands must be non-flammable, this would include fire retardant fabrics and stretched against solid backing. Counter backs and curtains shall be cut off at least 150mm (6 inches) clear of the floor.
- b) Flammable Goods: Explosives or highly flammable substances may not be exhibited or brought into the Exhibition unless agreed to, in writing, by the Organisers beforehand, but celluloid or articles mainly consisting of that material may be shown in glass showcases or otherwise protected from risk of fire in an approved manner.
- c) Naked Lights: No naked lights or lamps may be used during the period of the Exhibition or the periods of setting up and dismantling, except when permission is given in writing by the Organisers after obtaining the approval of the Local Authorities and the Landlords of the Exhibition Halls.

An Exhibitor committing a breach of any of the above provisions will be liable for all claims, loss and damage thereby caused and will indemnify the Organisers in respect thereof.

## **27a.Other Restrictions**

It is expressly forbidden for the Exhibitor to promote or display journals, material or logos contrary to the interests of the Organisers without the written consent of the Organisers.

## **SERVICES**

### **28. Catering**

All articles for human consumption, whether for eating, drinking within the Exhibition premises or dispensed or given away therein must be obtained from the Hall Owners, who have the exclusive food, drink and catering franchise in the Exhibition Halls.

Catering Order Forms are available from the Exhibitor Zone on the SPATEX 2025 website ([www.spatex.co.uk](http://www.spatex.co.uk))

### **29. Alcohol**

Alcohol brought in to the Exhibition Halls should be purchased from the Hall Owners. Order Forms are available from the Exhibitor Zone on the SPATEX 2025 website ([www.spatex.co.uk](http://www.spatex.co.uk))

Alternatively, a corkage charge will be levied by the Hall Owners.

### **30. Cleaning**

The Exhibitor is responsible to the Organisers for ensuring that its stand is maintained in a clean state throughout the period of the Exhibition. The Exhibitor may not carry out its own stand cleaning, and accordingly such cleaning will be carried out by the 'Official Stand Cleaning Contractor'. Cleaning of the stand is free of charge, but cleaning of the exhibits is extra.

### **31. Other Services**

Other than site only stand construction, and shell stand interiors, Exhibitors may only use the Official Contractors appointed by the Organisers for the services they may require, a list can be found in the Exhibitor Manual. The Organisers reserve the right to change or appoint additional Official Contractors as may be found necessary.

## **STAND DESIGN AND CONSTRUCTION**

### **32. Shell Stands**

- a) The stands, which will be provided by the Organisers, will be in accordance with the specification given in the Exhibitor Manual, a copy of which can be found on the SPATEX 2025 website in the Exhibitor Zone ([www.spatex.co.uk](http://www.spatex.co.uk)). The conditions governing all construction work are also contained in the Exhibitor Manual.
- b) All additional stand fitting must be contained within the stand structure i.e. no fittings may exceed the height from floor level to the underside of the shell scheme roof beams. This does not apply to simplified shell schemes where only back walls are provided.
- c) No display material may be attached to the shell scheme panels except by the approved fixing materials and methods.
- d) Stand Dimensions include the shell panels hence the internal area is reduced. For exact internal dimensions, please contact the Organisers.

### **33. Space Only Sites**

- a) Exhibitors must make their own arrangements for stand design and construction. All stands on Space Only Sites will be subject to the approval of the Organisers, although the Exhibitor has freedom of design and choice of stand fitting contractor provided that the contractor selected is party to the terms of the Working Rule Agreement for the Exhibition Industry currently in force. For full details download: [Constitution and Working Rule Agreement 2022](#)  
Special permission must be obtained from the Authorities through the Organisers where an Exhibitor intends to:-
  - i. Erect a multi-storey stand
  - ii. Erect any stand of such construction or containing any areas where:
    - a. Provision is made for a closely seated audience
    - b. Any part of the stand or exhibit exceeds 4 metres in height
    - c. The travel distance from any part of a stand to an open side or exit or to a gangway on the stand is greater than 10 metres
- b) Approval has to be given by the appropriate Authorities for both the design, and for the structure of the stand. Approval of one does not imply approval of the other. Approval for the structure is conditional upon satisfactory inspection on site. In either case, the Exhibitor must submit four copies of plans with structural calculations to the Organisers, for distribution to the Authorities. Exhibitors must satisfy the Organisers that the erection and demolition of the stands can be safely carried out within the allotted time.
- c) All stand fitting is backed-up to present a clean appearance from gangways and adjoining stands. Any Exhibitor erecting a stand over 2.5 metres in height is responsible for ensuring that the rear of any dividing walls over this height are backed-up and decorated where visible from adjoining stands.
- d) The Exhibitor shall avoid long runs of walling, particularly along open perimeters of stands.
- e) Exhibitors must submit full dimensional drawings showing all constructional details and positions and dimensions of machinery/exhibits to the Organisers for approval before any work is put in hand. For stands not exceeding 4 metres in height, the Exhibitor must submit drawings in duplicate to the Organisers by not later than two months before the opening of the Exhibition.
- f) The Organisers reserve the right to prevent work being carried out by, or on behalf of, any Exhibitor who has not complied with the Rules and Regulations and submitted stand design drawings in accordance with the terms above.
- g) Where an Exhibitor has purchased a stand, whether conventional or modular, the recognised contractor who sold it to the Exhibitor should subsequently service and re-erect it. If that contractor is too busy to re-erect it for a particular Exhibition, then another recognised contractor may undertake the work.
- h) Only those modular systems which are being manufactured in accordance with the Working Rule Agreement for the Exhibition Industry are acceptable. The National Joint Council for the Exhibition Industry shall from time to time advise the Organisers of those modular systems which are acceptable.

### **34. All Stands**

The Exhibitor shall ensure it complies with the following:

- a) **Health & Safety:** Water used by exhibits – hot tubs, spas, pools, swim spas etc. must be treated and the water sanitiser (bromine or chlorine) and pH value tested regularly as necessary to ensure public health and safety and compliance with UK Water and other Regulations and Guidance. There may be a charge for the use of water for filling and emptying exhibits which must be carried out by the Organisers. Exhibitors must ensure that floor ducts are kept dry. Accidents involving water spillages, leaks etc, must be reported to the Organisers immediately. Spas/hot tubs that have been wet tested previously, eg. during manufacture and/or filled for the exhibition must be kept horizontal whilst in the hall. If they need re-orientating for transport, this must be done outside the Exhibition hall. Additional insurance cover may be required depending on quantity of water and the location of the stand. Contact the Organisers for details.
- b) All Exhibitors must comply with the requirements of the Health and Safety at Work etc. Act 1974 and all other relevant/related health and safety legislation.
- c) No part of any stand may overhang any gangway or exceed the allotted boundaries of a stand space. Exhibitors must not display their products so that they impede the view along the open spaces or gangways or inconvenience other Exhibitors.
- d) **Storage – Fire regulations** prohibit the storage of packing cases, packaging etc. in areas behind your stand. However, the

appointed Lifting and Handling Contractor will collect crates etc from your stand and return them at the end of the Show. Refer to the online Exhibitor Manual for the prices and details.

The Organisers may, at the expense of the Exhibitor, remove or alter anything in, on or forming part of any stand, if, in their opinion, it is desirable to do so in the interests of the Exhibition.

#### **34a.All Electrical Work Must Comply With The Association Of Exhibition Venues (AEV) For Stand Installations**

- i. Appliances:- Any electrical appliance connected to a socket must have been tested by a competent person before it is plugged in and energised. The responsibility for ensuring this testing is carried out is that of the person, or persons, responsible for bringing the equipment into the Exhibition Halls.
- ii. Plugs:- Not more than one flexible cord shall be connected to one plug. The rating of fuses in fused plugs shall be appropriate for both the equipment and flexible cord connected thereto.
- iii. Adaptors:- Multiway plug-in type and bayonet adaptors shall not be used. The use of trailing block type 4-way FUSED sockets shall be restricted to the following:  
  
One 4 way unit per fixed socket outlet, subject to a maximum loading of 500 watts total, and its plug shall be fused accordingly.  
A maximum flex length of 2 metres from plug to trailing block unit.
- iv. Special Lighting Systems:- Where client's own equipment is used, this must comply with all regulations and is subject to testing and spot checks.
- v. The above is a summary of the Rules and Regulations for stand electrical installations and testing compiled in conjunction with AEV Electrical Regulations.
- vi. A full copy of these regulations is available from the AEV/AEO/ESSA [https://www.essa.uk.com/images/E-Guide/eGuide\\_August\\_2020\\_clean\\_copy\\_complete.pdf](https://www.essa.uk.com/images/E-Guide/eGuide_August_2020_clean_copy_complete.pdf)
- vii. These regulations are subject to revision or addition at any time.

#### **34b.General Electrical Installation Regulations and Procedure**

- i. The carrying out of electrical installations may be undertaken only by the official contractor. Such persons undertaking work will be supervised and approved within the criteria laid down in the AEV Electrical Regulations and the current version of the e-guide available on the AEV website.
- ii. When an installation is complete, the official contractor, on behalf of the Organiser, will advise the energy suppliers who will test and inspect the installation. If it is found to be satisfactory the installation will be connected to the electrical supply and energised.
- iii. All exhibitor's or their agent's (client's own) fittings, including displays and light boxes, must be complete with all connectors fully enclosed and having an earth connection at every fitting.
- iv. All electrical wiring and circuitry assembled prior to arrival on site will be subject to spot checks before connection to the main supply. Where an installation and/or appliance is found to be faulty, the exhibitor or his staff must ensure that the faults are rectified and advise the official contractor on completion before connection.
- v. Where electrical installations and/or appliances do not comply with the regulations, supplies to the stands will not be connected.
- vi. Flexible cord is not permitted for stand wiring unless forming part of a purpose manufactured system, and being fully in accordance with the appropriate B.S. standard.
- vii. Flexible leads for static appliances must not exceed 2 metres and extension leads are not permitted.
- viii. Stand switch fuses must be accessible at all times.
- ix. Bare conductor catenary low voltage systems are not permitted.
- x. NOTE:- The official contractor will accept responsibility under the above rules and regulations for all appliances provided, or installations undertaken by its employees or its agents. This responsibility does not extend to installations undertaken by third parties not contracted to the official contractor or to clients own equipment and/or appliances brought into the halls. It remains the responsibility of the Exhibitors or their agents to ensure that any appliance or installation complies with the rules and regulations referred to above. Any electrical equipment connected or added after energising and without compliance to the above rules and regulations, may have a detrimental effect on the installation and will be the sole responsibility of the Exhibitor or his agent.
- xi. Exhibitors are asked to notify the electrical contractor of their exact requirements and type of machinery/apparatus. This applies particularly where high fluctuating currents are involved so that the correct mains can be accessed.
- xii. Hour and three phase supplies (240/415v) can be arranged so long as sufficient notice of requirements is given to the electrical contractor. Quotations will be sent for either of these requests.
- xiii. Supplies of electricity should, in most cases, be available from mid-day on the day prior to opening until the official closure of the Show. However, should this not be possible for whatever reason neither the Organisers or the electrical contractors will be held responsible and will not accept any claims for loss of earnings or otherwise.
- xiv. A 24 hour electrical supply is available at an additional cost via the Official Electrical Contractors.
- xv. Any exhibitor needing electricity for the running down of machinery etc. after the exhibition closes on the final day must inform the Organising Office of the requirements no later than 17.00 hours on the previous day.
- xvi. Where illuminated fascia boards are used on space only stands, the lighting thereof shall be of sufficient power to light the fascia board only, and must not cause any spill of light on to neighbouring stands. No flashing lights will be permitted other than for safety reasons. The Organisers reserve the right to disconnect the electricity supply to any illuminated fascia which, in their opinion, is causing a nuisance to any other Exhibitor.
- xvii. The Exhibitor will be responsible for any charges of the District Surveyor should his stand design require such attention.
- xviii. A licence will be issued by the Organisers where an Exhibitor wishes to utilise any sound amplification equipment. Strict compliance with the conditions of the licence will be essential, and applications must be made two months before the opening of the Exhibition.

#### **35.Delivery of Exhibits**

Work may commence to Space Only stands from 08.00 on Sunday 2 February 2025. Shell scheme Exhibitors will be allowed access to the Exhibition Premises from 08.00 on Monday 3 February, but please note that some stands may not be ready for occupancy before 12.00. Shell scheme Exhibitors needing to set up before this time should contact the Organisers. No vehicles will be allowed in the Exhibition Premises without prior permission from the Organisers. All Exhibitors must have their stands ready, and all exhibits (other than those which are small or have special value) installed and arranged thereon by 20.00 on Monday 3 February 2025.

In no circumstances will the Organisers accept or sign for any goods or other material on behalf of an Exhibitor.

#### **36.Removal of Exhibits**

- a) The Organisers' tenancy of the Exhibition Premises terminates on 7th February 2025, and all exhibits and other property of the Exhibitor, its employees and contractors, must be removed from the Exhibition Premises before 12.00 on the 7th February 2025, and the Organisers shall be entitled, if, in their reasonable opinion, the Exhibitor will be unable for any reason to comply with this condition, to remove and despatch such exhibits and property at the risk and expense of the Exhibitor to the address of the Exhibitor stated on the Booking Contract.
- b) Immediately after the Exhibition closes (and not before) on Thursday 6 February 2025, at 16.00, Exhibitors will be permitted to remove



portable exhibits and personal effects from their stands under the supervision of authorised members of their staff. (See also item 9d below)

- c) Exhibitors, their employees or contractors, are responsible for the complete removal from the Exhibition Premises and all outside areas of all goods and materials used by them, together with all rubbish. Should any Exhibitor or its contractor fail to remove any exhibit, stand, wires, ropes or any rubbish within the times stipulated, then the Exhibitor shall indemnify the Organisers in respect of any claim thereby occasioned for failure to give up possession of any part of the Exhibition Premises on the due date, and the Organisers shall be entitled but not obliged to remove such materials as they consider necessary at the cost of the Exhibitor, who shall be liable for all loss and costs thereby occasioned. The Organisers reserve the right to specify the time at which individual stands and exhibits shall be removed.
- d) Notwithstanding instructions issued specifically for the closing day of the Exhibition, 6 February 2025, the security of exhibits, stands, furniture etc. during the remaining days of the demolition period is wholly the responsibility of the Exhibitor, its employees or contractor and the Organisers will not be responsible for any losses that occur.

### **37. Build up / Breakdown Personnel**

- a) No Exhibitor will be admitted into the Exhibition Hall without wearing high -viz and producing to the gate officials the Exhibitor Build-Up/Breakdown pass issued to him by the Organisers. The Organisers reserve the right, at their discretion, to withdraw the pass issued to any person if complaints have been received concerning his conduct.  
Under no circumstances will persons who have consumed any alcohol that day, or anyone under the age of sixteen, or any animals be permitted entry to the Exhibition Halls during the build-up or breakdown periods.

### **38. Dilapidations**

- a) Exhibitors are responsible for the cost of making good, restoring or renewing in all cases of serious damage or dilapidations to the Hall Owners or any part thereof, whether caused by themselves, their employees or contractors or by any person or persons employed or engaged on their behalf by any such agent or contractor.
- b) Exhibitors occupying shell stands are also responsible for the cost of making good, restoring or renewing any damage or dilapidations to shell stand structures, floor coverings, light fittings, or any part thereof, whether caused by themselves, their employees or contractors, or by any person or persons employed or engaged on their behalf by any such agent or contractor. The cost of making good any damage will be assessed by the shell stand contractor and charged to the Exhibitor. The Organisers in conjunction with the Hall Owners will inspect every site before erection and after demolition of the stand.
- c) Dilapidations include (by way of example only) marks caused by paint, distemper, mortar or any other adhesive substance; bolt, screw or nail holes; battens, boarding or any other material, or substance attached or adhering to walls, floors or any part of the building; loose wire or other things left behind. The cost of making good will be assessed by the Hall Owners and charged to the Exhibitor by the Organisers. In their own interest, Exhibitors should satisfy themselves as to the condition of their site, both before erection and after clearance.

### **39. Employment of Labour**

All stand-fittings, construction and display work brought into the Exhibition or carried out at the Exhibition should so far as it is possible to do so, be undertaken by operatives who are members of the appropriate Trade Union(s) at rates of pay and overtime in accordance with the terms of the Exhibition Agreement. If the Organisers shall be of the opinion that any work is being, or may be or is proposed to be or has been carried out in such a manner or upon such terms or by such persons that there is a risk of a strike or stoppage of work by any persons or of any industrial dispute or labour difficulties the Organisers in their absolute discretion may (if the work is being or may be or is proposed to be carried out) require the Exhibitor to stop or not to carry out the work or to cause it to be carried out in a different manner and in any event the Organiser may terminate the licence of the Exhibitor by immediate notice to the Exhibitor in writing.

**FURTHER GENERAL HEALTH & SAFETY INFORMATION IS AVAILABLE AT: [www.aev.org.uk/e-guide](http://www.aev.org.uk/e-guide)**