

COMPULSORY SPACE ONLY

Please ask your stand builder to complete and return the space only form on the last two pages of this document along with a risk assessment, method statement and proof of public liability insurance. **As an exhibitor at the event, it is your sole responsibility to disclose all information and stand activity – please ensure you make us aware of any form of entertainment, activities or demonstrations etc. you plan to have on the stand.**

Stand Plans and supporting documents along with any queries from contractors or exhibitors should be sent to:

standplans@exposafetyandoperations.co.uk

The deadline to return H&S forms is **Friday 7th August.**

SPACE ONLY – FOREWORD

Contractors should ensure that the positioning and orientation of the stand is correct before construction commences. If you are unsure, please visit the organiser's office when you arrive on site. For access information, please refer to the exhibitor manual.

SHOW BUILD-UP AND BREAKDOWN TIMES

Sunday 27 th September 2026 (Build Up)	Space Only: 08:00 – 20:00 Vehicle Exhibits: 08:00 - 10:00 Shell Scheme: NO ACCESS
Monday 28 th September 2026 (Build Up)	Space Only: 08:00 – 20:00 Shell Scheme: 13:00 - 20:00
Wednesday 30 th September (Breakdown)	Space Only & Shell Scheme: 16:30 – 22:00

Times are subject to change – please ensure any timings given as directed by Expo Safety and Operations are adhered to.

Exhibitors and contractors' attention are drawn to the tenancy build up and break down times, which are NOT flexible. All parties are required to ensure that all stands, regardless of design, can be completed within those times. You should therefore ensure that sufficient

crew are allocated to the construction and dismantling, so as not to compromise safety, or the European Working Time Directive.

SPACE ONLY RULES

Bespoke rigging i.e. wooden frames will be classed as a complex structure and WILL require sign off by a structural engineer at a cost to the exhibitor. All construction over 2.5m high must be dressed on both sides.

All space only exhibitors are responsible for dressing the back of their stand, which may not be left uncovered to conform with the rest of the floor. A shell scheme wall may be provided at a cost to the exhibitor. Any part of the wall above 2400mm must be suitably decorated and finished to a high standard. Branding is not allowed if overlooking an adjacent stand. All space only bookings MUST provide a back wall up to a minimum height of 2.5m UNLESS you have purchased an open 4 sides island site.

CDM 2015 Please note: space only contractors must familiarise themselves with the confines of the construction (design & management) 2015 regulations which now govern the entertainment industry. You are required, under CDM, to submit a full site safety plan and ensure that this is brought to; and produced on site. You should already be aware of the regulations currently in force within the construction industry. This space only submission form will need to be completed in the first instance and emailed directly to standplans@exposafetyandoperations.co.uk by Friday 7th August. This also contains information on what should be submitted under CDM. Your stand build space will ultimately become your own CDM site and should be controlled as such. It is highly likely that all persons entering the main CDM site will need to be inducted. This may be done remotely, with a declaration that all your employees have undertaken that induction. Please remember that this is not something which can be 'addressed on the day', CDM 2015 is statute, in other words, law and should be obeyed as such.

FOREIGN CONTRACTORS

The regulations for CDM 2015 are Pan-European, which is partly the reason for them being introduced to the UK Entertainments industry. Overseas contractors are equally required, under law, to comply with them. ANY contractors NOT complying with the regulations in advance/on site, WILL be refused access or removed.

SPACE ONLY SITES - GENERAL

All space only sites must submit for approval, fully dimensioned drawings showing all proposed construction and elevations, visuals, together with risk assessments and method statements and Public Liability insurance. Please submit these to standplans@exposafetyandoperations.co.uk. Please note: any part of the wall above

2400mm must be suitably decorated and finished to a high standard. Branding is not allowed if overlooking an adjacent stand.

Advertising or logos on the external walls of your stand is not permitted where they will interfere with another company's exhibit. There are specific requirements for staircases and handrails on multistorey stands – please refer to the regulations in the eGuide. For access, please refer to the exhibitor manual/portal. Similarly, the larger stands which will be used to showcase services to an audience, may be required to have emergency exits, which, if opening outward, must be recessed so as not to open onto a gangway or thoroughfare, and must be fitted with Illuminated Exit Signs, in accordance with BS5499. All stand fittings must be constructed to present a clean appearance from gangways and adjoining stands.

ISLAND STANDS

An Island site is classed as a standalone footprint, not attached to any other stands. In these instances, the stand should be accessible from all four sides. However, if a wall is in your plans, it must be authorized by the show [operations manager](#) to ensure surrounding exhibitors are not fully obstructed by the build. All walls should be fully dressed on both sides, to floor level.

COMPLEX STRUCTURES

If you are building a complex structure, you MUST also supply structural calculations and written confirmation from a structural engineer that the stand is fit for its purpose. A complex structure is defined as any form of construction of any height, which would normally be designed by an engineer and/or has, through a risk assessment, been found to present a significant risk. The following are always treated as complex structures:

- Double deck stands, regardless
- Suspended items of 400 kg or over in weight
- Items over 4m
- Bespoke Rigging for structural purposes
- Platforms and stages for public use and all platforms and stages.
- Tiered seating structures
- Free-build ceilings

Any of the above items will require a structural sign-off, for which there will be additional charges. All space only stands will be inspected and certified by an independent structural engineer on site. They will only be allowed to trade once the engineer is satisfied that the structure is safe and has provided certification. Please Note: Stand approval is based on design only. We take no responsibility for incorrect stand size to footprint or height. It is the exhibitors/contractor's responsibility to examine the site allocated to avoid adjustments to stand structure or displays and to ensure that the footprint/height is correct. Although we give stand dimensions on the plan, if precise measurements are required, we strongly advise a site survey.

Displays must conform to the fire regulations and be installed to the satisfaction of the venue owner and local authority. Exhibitors should note that stands deemed to be complex will require specific Local Authority approval and must be agreed on a minimum of 28 days before the event. Any structural engineering fees incurred in acquiring Local Authority for approval must be borne by the exhibitor. If you have any queries on what are deemed complex structures, please contact standplans@exposafetyandoperations.co.uk. Please note: sign off approval is given for stand plans/designs ONLY and are not a technical or structural sign off. No responsibility whatsoever will be accepted by the organisers or their representatives for the failure of exhibitors or their contractors to obtain the necessary information.

CONSTRUCTION HEIGHTS

The maximum permitted build height on any show, unless otherwise stated, is **4m** including any platforms. Any rigged lighting truss must also fall inside this height limit.

This will require sign off from a structural engineer.

WORKING AT HEIGHT REGULATIONS

A person is working 'at height' if there is a possibility of injury from falling, even if they are working at or below ground level. The Working at Height Regulations refers to 'duty holders': employers, self-employed and employees. This includes all contractors and exhibitors (for example, when accessing areas above floor level to dress stands). Duty holders' responsibility is to ensure that:

- No work is done at height if it is safe and reasonably practicable to do it other than at height.
- Ensure that the work is properly planned and organised, appropriately supervised and carried out in as safe a way as is reasonably practicable.
- Plans are in place for emergencies and rescue.
- A suitable and sufficient risk assessment is carried out and the significant findings recorded and acted upon.
- They do all that is reasonably practicable to prevent anyone falling.
- All work at height takes account of conditions that could endanger health and safety.
- Those involved in work at height are trained and competent.
- The place where work at height is done is safe.
- Equipment for work at height is appropriately inspected.
- The risks from fragile surfaces are properly controlled.
- The risks from falling objects are properly controlled.

Equipment used for work at height must be suitable for the task. All equipment must be industrial quality (including ladders; domestic quality ladders are not permitted).

To conform to the Regulatory Reform (Fire Safety) Order 2005, all space only stands with storerooms **MUST** have clear vision panels in them; frosted glass is **NOT** permitted.

Doors on stands must not open into gangways, with the exception of emergency exit doors which must be recessed into the stand. ANY glass or clear vision doors on stands MUST have decals or logos on them to prevent them from being hazards.

Please note: ALL your stand flooring, INCLUDING any sloped edging, must fit into your stand footprint completely and must not encroach into a gangway.

INSURANCE

ALL contractors and space only stand holders MUST hold valid Public & Products Liability Insurance, which covers them and indemnifies for all activity involving stand construction, operation, and deconstruction, at the event and in the country to which this information pertains.

The liability is a compulsory minimum of £5 million GBP or the equivalent in another currency. If you are in doubt as to what your cover is, please contact your underwriter or broker for clarification.

Please note, we do not require your Employers Liability Insurance.

SPACE ONLY STAND SUBMISSION

EVENT NAME:	
VENUE:	
STAND NAME:	
STAND NUMBER:	
STAND DIMENSIONS INC. HEIGHT:	
PRINCIPLE CONTRACTOR DETAILS:	
ON SITE CONTACT NAME & NUMBER:	
ARRIVAL & COMPLETION TIME:	

I HAVE SUBMITTED STAND PLANS SHOWING DIMENSION & HEIGHTS?	
I HAVE SUBMITTED A RISK ASSESSMENT & METHOD STATEMENT?	
I HAVE SUBMITTED PUBLIC LIABILITY INSURANCE WITH £5 MILLION COVER?	
I HAVE CHECKED THE STAND SIZE & ORIENTATION?	
I WILL SUPPLY A BACK WALL WITH A MINIMUM HEIGHT OF 2.5M?	
I WILL DRESS THE BACK OF MY STAND IF IT EXCEEDS 2.5M?	
STORE ROOM DOORS WILL HAVE A CLEAR VISION PANEL?	

RIGGING SUBMISSION

DOES YOUR STAND REQUIRE RIGGING FOR STRUCTURAL PURPOSES?	
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Rigging an item or banner is limited to sponsors of the event only, if interested please email operations@uncrewedtechexpo.com.

NAME:

SIGNED:

DATED: