

General Stand Fitting Regulations

These apply to ALL stands within the exhibition

General Information:

1. Advertising and logos must not be sited on the back of dividing walls, especially where they overhang an adjoining stand.
2. All stand structures, signs, exhibits, etc must be contained and be the size within the area allotted and may not project into or over the gangway.
3. All painting must be carried out using water-based paint. Finishes having oil or cellulose base are not permitted to be applied onsite.
4. All stand structures must be completely self-supporting. Suspension may not be made from the roof of the exhibition halls, nor may any fixing be made to the structure of the building unless there has been a prior arrangement in writing. Nothing may be drilled, attached or bolted to the hall floor.
5. It is the responsibility of the exhibitor to examine the site allotted to them pre-show in order to avoid costly adjustments to stand structures caused by any building obstruction or pillar. The Organisers will not accept any responsibility for this. CAD plans are available on request.
6. All solid timber under 25mm thick must be impregnated (pressure process) to CLASS 1 flame resistant standard. Boards, plywood, chipboard, etc must be treated in the same way if they are under 18mm thick. Solid timber over 25mm thick need not be treated. All such treated timber must be BS476 CLASS marked on them.
7. The use of plastic less than CLASS 1 BS476 part 7 (1971), whether in stand construction or in display arrangements is prohibited. Limited amounts of plastic materials of a grade better than CLASS 3 will be permitted providing the details are submitted with stand plans for approval. Perspex must not be used.
8. Textile fabrics used for interior display purposes on the stand must be flameproof or purchased already treated by the approved chemicals in accordance with BS5438 and BS5852. All fabrics must be fixed taut and/or in tight pleats, not draped, to a solid backing and secured at least 3 inches above floor level to avoid a trip hazard, not close to or touching heat/light sources.
9. The name and stand number of the company exhibiting must be displayed prominently each side of the stand.
10. All work must be carried out using non-flammable material.
11. The Organiser may, at the expense of the exhibitor, remove or alter anything in, on or forming any part of the stand if, in their opinion, it is desirable to do so in the interest of the exhibition.
12. Any door leading to an enclosed area must have a vision panel and must not open directly on to a gangway.

13. Balloons are not allowed without the written permission of the Organisers and latex balloons will not be permitted. The Organisers will not accept any responsibility for costs arising from the use of gas filled balloons becoming trapped in the roof structure or ventilation system – any costs will be passed directly to the exhibitor.
14. Exhibitors are responsible for ensuring their stand contractor employs safe working practices and are aware of their responsibilities under the Health & Safety at Work Act.
15. Lone working, especially after listed working hours, is not permitted. All persons should have at least one colleague to assist them.
16. During the period of the exhibition, especially during the build and breakdown periods, gangways must be kept clear of obstructions. In the event of an accident this will enable the Emergency Services clear access to the area. Plans detailing emergency gangways will be available from the Organiser's Office.
17. Hot Work (cutting, grinding, welding, etc) is not permitted within the hall or loading areas of the venue.
18. During the build and breakdown periods of the exhibition children under 16 years are not permitted entry into the hall, even in the cab of vehicles.
19. Banners suspended above stands will only be permitted with written permission from the Organisers and must be shown on all stand plans/drawings.
20. Please ensure that you stand design takes the following into consideration;
 - a) Not to treat a disabled person less favorably than someone who is not disabled
 - b) To make reasonable adjustments to their services to take account of disabled people. Reasonable adjustments can be physical changes to your stand, providing equipment or changing practices and procedures to be more inclusive.