

6.0 Stand design, construction and fitting regulations

D: Octanorm/Quad 4 Shell Scheme Stands

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The following regulations/notes are not exhaustive. Approval for circumstances not detailed should be sought from the Organisers.

6D.1 Access to site

Your stand will be built in time for you to gain access from 1200 on Monday 17 January. You should make contact with Full Circle Events to agree the location of sockets and the name for your nameboard (see forms to complete in this section of the handbook). Hi-vis vests or similar are mandatory attire for all staff, contractors, exhibitors during the build and dismantle periods.

6D.2 Examination of site

All stand measurements are in metres.

When arriving, and before commencing any stand-dressing or alterations, please ensure that the site is in accordance with the Contract and is indicated on the floor plan issued by the Organisers. Any errors in dimensions or location must be reported to the Organisers immediately.

6D.3 Completion of stands

All stands must be completed, including positioning of exhibits, painting and signwriting by 2200 hours on Monday 17 January.

6D.4 Maintenance and repair of exhibits/stands

No major maintenance or repair work to stands may be carried out while the Exhibition is open to visitors. An application may be made to the Organisers for permission to carry out repairs between 0800 and 0900 hours.

6D.5 Octanorm/Quad 4 stand specifications

Octanorm/Quad 4 shell scheme stands are supplied with grey carpet, 1 x 500 watt socket and one spotlight per 3 square metres and a nameboard (name to be specified via form in this section of the handbook). Corner sites will be open 2 sides, mid run sites will be open 1 side and block end sites will be open on 3 sides. The exhibitor is responsible for decoration, fittings and any additional lighting.

Octanorm shell dimensions:

- height 2.5 metres to ceiling, 2.2 metres to fascia
- depth: 3 metres or multiples of 1 metre
- fascia: 0.3 metre
- walls: Octanorm modular system
- wall inserts: white foamex panels
- ceiling: grid ceiling

6D.6 Octanorm/Quad 4 contractor

The Organisers have appointed the following contractor to erect all shell scheme stands:

- Full Circle Events
- Tel: 0161 393 3949
- Email: Exhibit@fullcircleeventsltd.co.uk

6D.7 Additional stand fitting on Octanorm/Quad 4 shell scheme

The above contractor may be used for additional stand fitting. See Order Forms in this section of this Handbook. Any damage to the shell scheme is the responsibility of the Exhibitor.

6D.8 Do and Don't of Octanorm Shell Scheme

Your stand has been built using Full Circle Event's Octanorm/Quad 4 system. Please followed these guidelines when dressing your stand:

DON'T

- i. Don't drill or screw into the panels.
- ii. Don't use drawing pins, nails or anything that would cause permanent damage to the panels.
- iii. Don't paint the panels.

DO

- i. Do use Velcro, double sided tape or blue tack.

Exhibitors who do not follow the above guidelines will be charged for any damage caused to the system.

6D.9 Breakdown of show/Dismantling of stand

The show closes at 1600 on Thursday. No packing of samples or dismantling of stands should take place prior to this time. Exhibitors will have one hour to remove their samples and then contractors will also have access to begin dismantling of stands.

Any damage done to walls, columns, floorings or other parts of the premises will be required by Telford International Centre to be made good at the exhibitors expense. Exhibitors are responsible for the removal of all goods and material supplied by themselves or by their own contractors for standbuilding and fitting.

6D.10 Construction Materials and Fireproofing

All work must be carried out in conformity with the requirements of the Rules and Regulations of Telford International Centre, Local Authorities and the Regulations in force for the time being. Materials should comply with British Standards numbers BS476 part 7 and/or BS5570 and/or BS3120. Stands will be inspected during build up and the local authorities may remove any offending materials or close down any stand which does not meet the regulations.

- a) All timber less than 25mm in thickness and plywood, hardboard, blockboard and chipboard less than 18mm must be rendered flameproof by a recognised process to Class 1 standard when tested in accordance with the current edition of BS476. Timber over 25mm thick need not be treated. All materials which have been rendered flameproof in a manner approved to be branded with a recognised mark.
- b) Plastics must conform to BS476. Vinyl or plastic sheeting must comply to BS5438. Lexan and Macralon are acceptable.
- c) Textile fabrics - unless incombustible - may not be used for partitioning stands or for forming offices or the back and sides of stands and so far as they may be used for decoration treatment of such portions, the fabric must be backed with materials similar to that required for the construction of the stands. They shall be fixed taut to the backing boards and secured at floor level by a skirting board not less than 75mm deep.
- d) Painting: no stands, or parts thereof may be surfaced or otherwise treated with cellulose paint or other substance with a low flash point or which is dangerous for any other reason.

6D.11 Electrical installations

Regulations have been adopted by the main UK exhibition venues, including Telford, to the effect that all electrical installations must be inspected and undergo both dead and live tests. If you are ordering electrical fitting and sockets from the official contractor, separate testing charges are listed on the electrical order form.

The organisers have arranged special terms and charges with the Electrical Contractor for the hire and installation of electrical fittings on stands. The official contractor is responsible for observing the relevant regulations of the Institute of Electrical Engineers and the Exhibition Venues Association's (EVA) "Regulations for Stand Electrical Installations 1991". Although you and your contractor should be conversant with the EVA regulations, you must be aware of the following issues:

- a) All exhibitors must be aware of all regulations that apply to exhibition electrical installations and must adhere to these regulations.
- b) Appliances supplied and used by exhibitors must be tested before being used and proof of this will be required. Exhibitors own equipment must also comply with the regulations and will be subject to spot checks.
- c) All prefabricated electrical work must be carried out by suitably qualified and experienced electrical personnel and documentary proof of competence may be required.
- d) No exposed means of cable joints will be permitted.

- e) No lamp holder using spikes for connections will be permitted.
- f) Socket outlets must never be closer than 2 metres from a sink unit (unless protected by an RCD) and floor sockets must be protected against ingress of water.
- g) No multiway adaptors are to be used.
- h) Lamps and appliances with high temperature surfaces should be guarded and used well away from combustible materials.
- i) The maximum length of flexible cord to an appliance is 2 metres. Extension leads on drums, reels or coils of flexible cord are not permitted.
- j) All appliances for heating purposes (ie kettles) must be thermostatically controlled.

6D.12 Compressed gas

Compressed gas may only be used under special circumstances. Contact the organisers for further information if necessary.

6D.13 Floor Loadings

5 tonnes, with spreaders over any ducting.