

## 2.0 Stand design, construction and fitting regulations

The following regulations and notes are not exhaustive. Any circumstances not specifically detailed below should be brought to the attention of the Organisers for approval.

### 2A.1 Examination of site

All stand measurements are in metres. When arriving, and before commencing construction or any stand dressing, 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.

### 2A.2 Completion of stands

All stands must be completed, including positioning of exhibits, painting and signwriting by 2200 hrs on Monday 8 January.

### 2A.3 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.

### 2A.4 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) Plastic materials, (having a classification below Class 1 BS476) shall not be used. ICI Daric, 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. Decorating shall be executed in water-based paints. Oil bound paint may be used in small quantities only for such items as sign-writing, picking out of mouldings and other small decorative items.

### 2A.5 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 Full Circle portal.

If you require a mains-only supply, an administration fee may be charged to satisfy the official contractor that the stand builder is suitably qualified to install and test their own installation. Call 0161 393 3949 or email [exhibitors@exhibitconnect.co.uk](mailto:exhibitors@exhibitconnect.co.uk)

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, updated in 2001".

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.

## **2A.6 Compressed gas**

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

## **2A. 7 Floor Loadings**

5 tonnes, with spreaders required over any ducting.

## **SPACE ONLY**

### **2B.1 Space only**

Stand building will be the full responsibility of the Exhibitor in relation to layout, construction, decoration, fittings and lighting. Contractors' names and full drawings **MUST BE** submitted to the Organisers for approval no later than **30 November 2023**; though sole responsibility remains with the Exhibitor.

Stands must comply with all Telford International Centre, local and UK building regulations including current Building Regulations.

No carpet is supplied as standard. Any floorcoverings are the responsibility of the exhibitor. Raised floors/platforms will require to be sealed off and suitable fire-resistant floorcovering laid. Electric and other services must be accessible at all times. The maximum height of walls for stands is 4 metres.

Where the stand adjoins another stand, any partitioning/walling above the height of 1.5 metres must be clad and painted on the reverse side. You may not display any graphics or branding on this reverse side. All stand structures, signs, etc. must be confined within the area allocated and may not project into or over the public gangways.

The name and stand number of the Exhibitor should be displayed on the stand. All doors shall be provided with a vision panel of clear glazing, giving a zone of visibility from 900mm to 1500mm above floor level.

No suspension may be made from the roof of the exhibition hall, nor any fixing be made to the structure of the buildings unless by arrangement with Telford International Centre, and by the official contractor.

Full details of Telford International Centre's stand building regulations are available on request from the Organisers.

## **2B.2 Access to site**

Access for you/your contractor will be from 8am on Sunday 7 January. Hi-vis vests or similar are mandatory attire for all staff, contractors, exhibitors during the build and dismantle periods.

As a security measure, we recommend that samples are not placed on your stand until Monday.

## **2B.3 Dilapidations**

No fixings can be made to any part of the premises, apart from the floor fixings as detailed. Use of carpet tape is restricted to that specified by Telford International Centre. After the end of the exhibition all traces of floor covering and tape must be removed. Where margin boards or floor coverings are directly fixed into the floor of Telford International Centre there will be a charge per metre to cover the cost of making good damage to the floor after the exhibition. Hall floors must not be painted.

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 used for stand building and fitting.

## **2B.4 Complex stands**

A complex stand is one which would normally be designed by an engineer and/or has, through a risk assessment, been found to provide a significant risk. In addition, any structure which exceeds 4 metres in height, requires cross-bracing, makes use of lighting rigs or towers, lifting or hot-working is considered complex.

Double Decker/Multi Storey Stands will only be permitted by special application. Applications must be made to the Organisers a minimum of 10 weeks prior to the exhibition opening. Any upper level storey must be no more than 50% of the total ground floor area and must be a minimum of 3 metres from any stand perimeter wall.

All such stands are considered complex and are subject to the regulations below. Details of all complex stands must be submitted (in the English language) to the Organisers by 30 November 2023 at the very latest and must include:

- a) 2 copies of plans, to a scale of not less than 1:50, showing layout, elevations, staircases, platforms, AV, walling and exhibits.
- b) structural calculations
- c) specifications of materials to be used and provisions being made for protection against fire and flame spread.
- d) where appropriate, an independent structural engineers certificate of integrity, plus other details of the results of any relevant test, carried out on any material or other substance which is to be used in connection with the stand.
- e) signed and completed health and safety form
- f) risk assessment
- g) method statement

## **3. SHELL STANDS:**

### **Shell contractor**

The Organisers have appointed Full Circle Events Ltd as the official contractor. Full Circle has moved to an online platform and orders can be placed for accessories, shell scheme nameboard or carpet via <https://SlideandOTS2024.exhibitconnect.co.uk>

Exhibitors will receive a unique username and password from Full Circle.

For any queries, contact Full Circle on 0161 393 3949 Email:exhibitors@exhibitconnect.co.uk

## Access to site

Your stand will be built to the specifications agreed between yourself and Full Circle, in time for you to gain access from 10am for Octonorm shell scheme exhibitors or 12 noon for Trad shell scheme exhibitors on Monday 8 January (electrical work may not be completed by this time, but you will have access to dress the stand). You should make contact with Full Circle to agree final stand design, location of sockets and lighting and the name for your stand. Hi-vis vests or similar are mandatory attire for all staff, contractors, exhibitors during the build and dismantle periods.

## Additional stand fitting on shell scheme

The above contractor may be used for additional stand fitting using the online ordering system. Any damage to the system scheme is the responsibility of the Exhibitor.

## Do's and Don'ts of Shell Scheme

Please follow **these guidelines** when dressing your stand.

Traditional panels – see [HERE](#)

Shell scheme – see [HERE](#)

## 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. All shell stands must be vacated including samples and fixtures and fittings supplied by the exhibitor or their own contractor at the earliest opportunity following the closure of the show.

The stand builder will dismantle stands from 1700. 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 materials supplied by themselves or by their own contractors for stand building and fitting.

## A. Shell Scheme Stands 3 metres high

Stands are built using timber panels. Each stand must have a minimum of a 2 metre opening. Exhibitors can arrange a more open configuration with the stand builder, Full Circle and should call 0161 393 3949 (email: exhibitors@exhibitconnect.co.uk) as soon as possible to agree the stand layout. Each stand will have a nameboard attached to a stand wall.

If you have chosen the package this includes

- 500w socket. Number varies with size of stand booked
- Lighting (1 spotlight per 3 square metres booked)

## B. Shell Scheme Stands 1.5 metres high (Low Pre-Built Shell)

Low Stands - 1.5 metres high stands are built using timber panels. Each stand will have a minimum of a 2 metre opening. Exhibitors can arrange a more open configuration with the stand builder, Full Circle Events and should call 0161 393 3949 (email: exhibitors@exhibitconnect.co.uk) to agree the stand layout. Each stand will have a nameboard attached to a stand wall.

If you have chosen the package this includes

- 500w socket. Number varies with size of stand booked
- Lighting – Sunfloods on 2.5m posts. Number varies with stand size

### **C. Octanorm / Quad 4 Shell Scheme Stands 2.5 metres high (Lightweight Pre-Built)**

Quad shell scheme stands, white walls with fascia above and nameboard (name to be specified via form). 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, 2.42 metres to fascia
- depth: 3 metres or multiples of 1 metre
- fascia height : 0.08 metre
- walls: Quad modular system
- wall inserts: white foamex panels
- ceiling: grid ceiling

If you have chosen the package this includes

- 500w socket. Number varies with size of stand booked
- Lighting – 1 spot per 3metres squared plus one 500w socket