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# EXHIBITION BUILD UP, OPEN DAYS AND BREAKDOWN

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## 5.1 GENERAL (BOTH SHELL SCHEME AND SPACE ONLY)

### 5.1.1 Items included in stand rental:

- a) Nightly stand cleaning (excluding exhibits, display cases, windows, walls and kitchen units and not including enclosed areas unless spare keys, clearly marked, are deposited at the Organiser's Office for collection by the cleaners by 18.00hrs on the final day of the build up). If an enhanced service is required please refer to the Directory for contact details. Please note that pre-cleaning of the venue will have commenced by 19:00hrs on the last day of build up, 60 minutes prior to opening on the first open day and 30minutes prior opening thereafter and rubbish placed in the aisles will be removed at those times.
- b) General hall heating.
- c) Fire extinguishers as necessary (exhibitors requiring special extinguishers, because of the nature of their exhibits, should make their own arrangements; extinguishers are available on hire from the Venue; for contact details see the Directory).

### 5.1.2 Aisles

- a) During build-up and breakdown demarcated fire aisles must be kept clear at all times; when the hall is open to visitors all aisles must be kept clear.
- b) Stand structures, signs, electrical fittings (with the exception of single light fittings as defined below), exhibits, stand dressings, furniture, etc., will not be allowed to encroach into or over aisle; offending items are liable to be removed without warning; no door or window on a stand shall open outwards onto an aisle.
- c) Single light fittings (not tray or track mounted) are permitted on space only stands (but not on shell scheme) where these externally illuminate logos or graphic panels mounted on or near the edge of a stand provided that the light fittings are positioned at a height no lower than 3000mm and project no further than 300mm.
- d) If a space only stand has no platform, flooring must be clearly defined and distinguished from the adjoining aisle carpet.

### 5.1.3 Electrical Installations

- a) The Official Electrical Contractor must be used for all on site electrical work (see the Directory for contact details).
- b) Where stand contractors supply prefabricated units with lighting and/or power the Official Electrical Contractor will repair these, should a fault occur, and charge the exhibitor accordingly (which charges exhibitors may wish to pass on to their own contractors). **The Official Electrical Contractor must be advised in advance of the electrical loading of any such units.**
- c) Contractors are required to use white cable clips so that the colour contrast with the hall floor will enable them to be more easily spotted and removed; contractors will be charged for the disposal of clips which are not of a contrasting colour (such as grey).
- d) All electrical installations must comply with the electrical regulations (see Health & Safety – Electrical Regulations).

### 5.1.4 Continuous Electrical Supply for Computers, Fridges, Fish Tanks, etc.

Stands will be powered during the show open period from 08.00hrs until half an hour after the show closes each day; exhibitors requiring an extension of these times and/or requiring temporary supplies during build up and breakdown should contact the Official Electrical Contractor by the due date (see Exhibitor Checklist Timetable)

### 5.1.5 Materials – Stand Construction, Stand Fittings and Displays

All materials used in the erection or construction of stands, features and displays, including signs and fascias, must be of a suitable nature and quality in relation to the purposes and conditions in which they are used and be prepared and applied, used or fixed so as to adequately perform the functions for which they are designed. All materials used in the construction of stands, signs and fascias shall be selected so as to be difficult to ignite (non-combustible, non-flammable or durably flame proofed in accordance with BS 476 - Part 7) and as specified below and must be water based where applicable (e.g. adhesives and paints).

#### a) Timber

- i) All timber under 25mm thick and all plywood, hardboard, blockboard and chipboard less than 18mm thick must be rendered flame resisting by a recognised process to Class 1 standard when tested in accordance with BS 476 (Part 7) and must be branded with a recognised mark.
- ii) The exception to the above is MDF which is acceptable for use due to its density; MDF must not be machined on site as the dust is hazardous to health.
- iii) Plywood, chipboard or block board not less than 18mm thick, may be used in the construction of internally lit units, display plinths and for display screens or panels provided that these screens or panels are not of such a size as to form internal dividing partitions.

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- b) **Plastics** - all plastic, including plastic plants and materials used for vision panels, etc., must conform to BS 476 (Part 7) CLASS 1; Lexan and Macralon are acceptable; Perspex must not be used.
- c) **Glazing** – all glazing must be in safety glass of a minimum thickness of 6mm (laminated or tempered) and must comply with UK Building Regulations and conform to the relevant British Standards including BS 6206 Part 7 and BS 6262; areas of glazing within 800mm of floor level or over 0.5m<sup>2</sup> where the smaller dimension of the pane is greater than 250mm must conform with the following:

Nominal Thickness	Maximum Pane Size
8mm	1100mm x 1100mm
10mm	2250mm x 2250mm
12mm	4500mm x 4500mm
15mm or thicker	no limits

Any large uninterrupted areas of clear glazing, in particular glazed doors, must be indicated with warning stripes, dots, logos, etc.; overhead glazing must be of wired or laminated glass or be otherwise adequately protected from shattering.

- d) **Stand Dressings** – all materials used in stand dressing must be compliant with BS 476 (Part 7) Class 1; artificial plants and flowers and similar decorations are combustible and give off toxic fumes and these must not be used for stand dressing; silk type flowers are acceptable providing they have been fireproofed to BS 476 (Part 7) and BS 5438 and are marked as such. Cellulose paints are flammable and must not be used in stand dressing (see Decorative Features and Finishes below for more information).
- e) **Flooring** – carpets and underlay or other floor coverings when tested appropriately in accordance with BS 4790 should either not ignite or have the effects of ignition limited to a radius of 35mm on both upper and under surfaces; fixing of floor coverings directly to the hall floor may only be carried out using venue approved tape and other forms of fixing, such as cable clips, nails and bolts are strictly prohibited; tape not removed during the breakdown period or any damage caused to the hall floor will be charged to the exhibitor; all floorcoverings must be secured and maintained so that they do not cause a hazard.
- f) **Decorative Features and Finishes**

- i) The applied decorative finishes of stands may be of natural (unproofed) timber of a minimum thickness of 25mm (normal) provided that where such timber is used on the outside of the stand it shall be so arranged as not to be continuous with similar timber treatment on an adjoining stand.
- ii) Where such timber is used on the inside of a stand and extends to within 600mm of a fabric ceiling, such fabric shall be inherently non-flammable or durably flame proofed.
- iii) All painting must be carried out in water-based paint; if paint spraying equipment is to be used the method must be approved by the Venue (see below) and not cause a nuisance to others; protective measures must be taken to ensure that no paint is spilt on floors or sprayed or splashed on the walls and/or other parts of the building, structure or equipment.
- iv) Paint sprayers powered by internal combustion engines must be fitted with the relevant fire extinguishers and must be refuelled in the open air clear of the building.
- i) **Plancourt Limited must be advised in writing of the intention to use a paint sprayer at least 6 weeks prior to operation in order that consent may be obtained from the venue.**

g) **Fabrics, Hangings, Curtains, Decorations, Upholstery and Scenery**

- i) Only decorative fabrics, hangings, upholstery, curtains, temporary decorations and scenery complying with the relevant British (or where appropriate European) Standard shall be used; where necessary these shall be tested for flame resistance.
- ii) Fabrics used for interior decorative purposes within stands shall be rendered and maintained non-flammable and secured at floor level by a 75mm deep skirting, fixed at and/or in tight pleats to a solid backing as specified.
- iii) Stands or stand components must not be surfaced or otherwise treated with cellulose paint or other substance with a low flash point or which is generally considered to be dangerous for any other reason; fabrics and materials treated with fire resistant solutions should not be over painted with water-based paints.
- iv) Textile fabrics – unless incombustible – may not be used for partitioning stands or for forming offices or the back or sides of stands and so far as they may be used for decorative treatment of such portions, the fabric must be backed with materials similar to that required for the construction of the stands.
- v) Fabrics and other decorative materials used for stand dressing must be flameproof or purchased already treated by use of an approved chemical, in accordance with BS 5438.
- vi) Seating upholstery must meet the pass criteria for smouldering ignition source 0, flaming ignition source 1 and crib ignition source 5 when tested in accordance with BS5852:2006.

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- h) Any stand upon which running electrical machinery or other apparatus involving special risk of fire is to be operated should be constructed of non-combustible materials, provided that if less than 20% of the floor area of the stand is used for such apparatus that part should be so constructed of non-combustible materials of such nature, quality, and thickness as not to be unduly affected by heat or condensation from the products of combustion.
- i) Authorised officers may inspect any work or take samples of materials used in the execution of such work, including the construction or decoration of stands provided for exhibition purposes, to enable the authorities to ascertain whether such work or materials comply with the provisions of these regulations.
- j) Where relevant the exhibitor should ensure that their designer/contractor complies with the requirements of The Accessible Exhibition Stand Handbook issued by the Association of Exhibition Contractors which can be downloaded from [http://www.aeo.org.uk/files/the\\_accessibleexhibition\\_stand\\_handbook\\_essa\\_rebrand.pdf](http://www.aeo.org.uk/files/the_accessibleexhibition_stand_handbook_essa_rebrand.pdf)

## 5.1.6 Alterations

The Organiser 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. Items must not be hung on the outside of, nor protrude above, shell scheme stands. The shell scheme must not be modified by exhibitors.

## 5.1.7 Platforms and Raised Areas

- a) The general height of platforms must not exceed 120 mm. Areas may be elevated for display purposes but details of any areas elevated above the height of 600 mm from the hall floor to which persons have access must be submitted to Plancourt Limited for the approval of the Authorities by the due date (see Exhibitor Checklist Timetable). **Applications received after that date are at risk of refusal.** These must comply with the Venue Safe Exhibition Process for rises more than 600mm and Handrail and Balustrade Regulations K (see Balustrades and Handrails below). Exhibitors are responsible for any fees incurred in this regard. Details submitted should include the location of the stand within the exhibition, plans, sections, and elevations to a minimum scale of 1:33 showing form and dimensions of structural members and staircases, details of materials, flame spread details and calculations of loading and strength in English. Plans must also show the width and position of escape routes and aisles.
- b) The flooring must not be less than a nominal 25 mm thick and must be laid with close joints. Platforms must be of a strength and stability sufficient to carry and distribute the weight of the stand fittings and exhibits, stand personnel and visitors, having regard to the loading limits of the hall floors.
- c) The corners of platforms at junctions of aisles must be rounded off or splayed or otherwise protected so as to ensure clear passage.
- d) To minimise the risk of tripping or falling, exhibitors must consider and implement the requirements of the regulations in respect both of guarding (see Balustrades and Handrails below) and of the dimensions of steps and ramps (see Steps and/or Ramps below).

## 5.1.8 Ramps (see also General Information – Disability Discrimination Act)

- a) Exhibitors intending to incorporate a ramp on their stand must ensure that the gradient is not greater than 1:12, the going does not exceed 2m, the minimum width is 1.5 m and that a non-slip finish is used with a colour that contrasts with that at top and bottom of the ramp; the ramp must either be readily apparent or the approach clearly signposted.
- b) Easy going steps should complement ramped approaches (i.e. wide areas of ramp are not encouraged).
- c) Ramps must have guarding on both sides (see Balustrades and Handrails below) and, in addition, a kerb at least 100mm high, which contrasts visually with the ramp and with the finishes at the top and bottom of the ramp, must be provided on open sides of a ramp.
- d) Equipment or stand fittings should not be positioned close to the top or bottom of a ramp and the going clearance must not be less than the width of that ramp; any door swings must be clear of these areas.
- e) There must be clear headroom of at least 2000mm above the pitch line of ramps.
- f) Where the change in level is no more than 120mm exhibitors should consider whether the provision of assistance by suitably trained stand staff might be sufficient to satisfy the statutory requirements of the Disability Discrimination Act.

## 5.1.9 Steps

- a) Steps must have a minimum unobstructed width of 1.2m and those wider than 1.8m must be divided into flights not wider than 1.8m nor less than 1.1m and a central handrail must be provided between each flight.
- b) Steps should not have rises of less than 150mm nor more than 170mm; the going shall be not less than 280mm or more than 425mm.
- c) Treads should be level, imperforate and either formed from, or covered in non slip material. .
- d) Treads and risers must be consistent throughout a flight; single steps are not permitted.

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- e) Risers must be infilled and the projection of a step nosing over a tread below should be avoided, but if necessary must not exceed 25mm.
- f) Colour contrasting nosing 55mm wide on both the tread and the riser must be incorporated on all steps.
- g) Steps must have guarding on both sides (see Balustrades and Handrails below)
- h) Where tapered steps are constructed the angle formed by the nosing of the tread and the nosing of the tread or landing immediately above it must not exceed 15°; consecutive tapered treads must each have the same going and rate of taper
- i) The going clearance at the top and bottom of steps must be level, a minimum of 1200mm in length and not less than the width of the steps and any door swings must be clear of these areas.
- j) There must be clear headroom of at least 2000mm above the pitch line of stairs.

## 5.1.10 Balustrades and Handrails

- a) Guarding must be provided to protect exposed edges of steps and ramps and any raised areas exceeding 360mm; these must comply with Building Regulation Approved Document K (current edition) and the recommendation of BS 6180:1999 and must be constructed of non-combustible material and be capable of resisting the forces set out in BS 6399-1:1996.
- b) Guarding must be 1100mm high around raised areas, not less than 900mm and no more than 1000mm above the pitch line on stairs and ramps, and should extend at least 300mm beyond the top and bottom of stairs and ramps.
- c) Provision must be made for children visiting this exhibition – a 100mm sphere must not pass through any openings in the guarding and children must not be able to climb the guarding i.e. these should have solid infills or vertical guard-rails without horizontal members between verticals.
- d) Guarding on steps may be left with triangular openings between treads, risers and guarding provided that the bottom of the guarding is not more than 50mm above the pitch line.
- e) At least one continuous handrail must be provided to all stairs where there are two or more steps and steps wider than 1.1m must be provided with a continuous handrail on both sides.
- f) Handrails should be rigid, strong enough to provide adequate support for users, be comfortable to grip and provide adequate resistance to hand slippage.
- g) Handrails should contrast visually with the background against which they are seen without being highly reflective and should be terminated in a way that reduces the risk of snagging.
- h) The profile of handrails should be circular, with a diameter between 40mm and 45mm, or oval, preferably with a width of 50mm.
- i) The clearance between the handrail and any wall should be between 60mm and 75mm.
- j) Handrails should extend at least 300mm beyond the top and bottom risers.

## 5.1.11 Exposed Services

Electrical or plumbing services must be covered with Vulcascot rubber cable protector systems, or a similar approved product, where they run across exposed floor areas.

## 5.1.12 Doors

- a) Door openings must have at least 800mm clear width for wheelchair access (but see waiver requirements below).
- b) All doors must incorporate clear glazed vision panels of at least 1000mm x 200mm; these should be at sight level and should take account of wheelchair user's zone of visibility between 500mm and 1500mm above floor level.
- c) However if the door only gives access to a storage area the vision panel may be reduced in size to a minimum of 0.1 sq m, omitting the wheelchair users requirements, providing that the exhibitor prepares an access statement for the stand confirming that the door will be kept locked and will only be used by designated non disabled staff; this policy would need to be made known to all staff members.
- d) Doors should have single lever handles complying with BS EN 179 or push pads complying with BS EN 179.

## 5.1.13 Hall Structure

- a) Fixings to the structure of the building or to the hall floor are not permitted.
- b) The suspension of banners, stand components, etc., from the roof of the exhibition halls is not permitted.

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- c) Exhibitors proposing to erect brick, stone or block walls, etc., must lay heavy duty building paper or similar material on the Hall floor under such works.
- d) Any stand structures that lie over duct must have base plates; fixings to floor duct covers are not permitted.
- e) Contractors must only use adhesive tape of the type approved by the Venue (low tack – B7 conformity) and only single sided tape, as specified by the Venue, must be used for securing carpet protection paper or for marking out; use of plastic packing tape or drafting tape is not permitted.
- f) The removal of adhesive tape left behind by exhibitors / contractors and/or promotional stickers etc., and any damage to the hall structure or floors will be charged to the exhibitor responsible.

### 5.1.14 Piped Services (Water, Waste, Natural Gas and Compressed Air)

- a) All orders for these services must be placed by the due date (see Exhibitor Checklist Timetable) using the Order Form (see Appendices); orders received after the official deadline date will be subject to 20% surcharge.
- b) All pipework installations on stands, features, displays or exhibits must comply with:
  - i) The Venue Rules and Regulations.
  - ii) The Local Authority Regulations
  - iii) Water and Drainage Bylaws
  - iv) The Gas Regulations
  - v) Compressed air – the recommendations of the Chartered Institute of Building Services Engineers
  - vi) The Health and Safety at Work, etc., Act 1974 and subsequent amendments and regulations made there under.
  - vii) Any special requirements of the Authorities.

The Venue will not supply water, gas or compressed air or take drainage from any installation which does not comply with these regulations or requirements.

- c) Exhibitors are responsible for all pipework on their stands and must ensure that each installation is suitable for the operating pressure of the mains service to which it is to be connected; supply pressure and connection sizes are as indicated on the order form.
- d) All piped services are brought onto stands via floor ducts on the exhibition floor and it is recommended that consideration be given to building a platform to avoid any unsightly or hazardous pipework; where platforms are installed all stop cocks or valves on mains piped services must be above the platform and in an accessible position.
- e) Water
  - i) Mains water will not be connected to a stand without a drainage system to remove the water used.
  - ii) The use of steel or galvanised pipework is not permitted; stand installations must be in copper, approved plastic, polypropylene or rubber; refer to the Order Form (see Appendices) for details of supply pipe size, pressure and maximum capacity.
  - iii) A direct connection from the water mains service to a machine is not permitted unless a double check valve is fitted to the inlet to the machine; the Venue will quote for the installation of the appropriate vacuum breaker if requested.
  - iv) All exhibits and ancillary equipment containing water must be carefully drained down at the end of the exhibition in such a way that water is not discharged onto the floor of the Halls; any costs arising from water discharge onto the floor or into the service ducts will be charged to the exhibitor.
  - v) Full details of any vessel containing more than 250 litres (55 gallons) of water (or any other liquid) must be submitted to Plancourt Limited no later than the due date (see Exhibitor Checklist Timetable).
- f) Drainage
  - i) All discharges into the drainage system from washbasins or sinks must be made through a trap with a waste seal at least 75mm deep; refer to the Order Form (see Appendices) for details of drainage pipe sizes.
  - ii) Drainage connections from machines may be made direct to the Venue waste system.

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- g) Compressed Air
  - i) The Venue will only provide compressed air to a valve on the stand; the exhibitor is responsible for all compressed air pipework on the stand and for final connection to this valve; refer to the Order Form (see Appendices) for details of valve size, pressure and maximum capacity.
  - ii) The use of rigid plastic pipe work is not permitted; stand installations must be in metal pipe work or flexible plastic/nylon hose.
  - iii) The compressed air supply is of industrial quality, containing normal levels of contamination from oil, water and particulate matter; users requiring pure compressed air shall supply their own filtering, drying and regulating equipment to obtain the quality of air required.
  - iv) An adequately trained person must be designated responsible for the proper operation of all machinery and equipment powered by compressed air and exhibitors must ensure that only trained staff operates such machinery and equipment.
  - v) All machinery and equipment powered by compressed air must have the appropriate BS/CE marks.
- h) Gas
  - i) Refer to the Order Form (see Appendices) for details of supply pipe size, pressure, calorific value and maximum capacity.
  - ii) Gas installations must only be carried out by appropriately certified and registered gas fitters.
  - iii) Installations must conform to all gas safety standards and regulations; an appropriate test certificate must be issued for each installation and piece of equipment.
  - iv) The Venue will not connect the mains supply unless adequate provision has been made for the removal of exhaust fumes.
  - v) Orders for gas mains cannot be accepted on site.
- i) Compressed Gas / LPG – see Health & Safety.

## 5.1.15 Exhibitor's Own Compressors

Under the terms of the letting agreement exhibitors are not permitted to provide their own source of compressed air unless specific approval has been given by the Venue. Exhibitors selling compressors and therefore needing to utilise compressed air from these compressors for demonstration purposes may be permitted to do so, subject to the compressor being the exhibit in itself or alternatively an integral part of a separate exhibit.

**Applications for specific approval must be made to Plancourt Limited, in writing, by the due date (see Exhibitor Checklist Timetable).**

## 5.1.16 Vehicles Used for Display Purposes

- a) Mobile units, caravans, cars or any other motor vehicles are not permitted in the halls (except for contractors' vehicles during build up and breakdown) without prior written consent; details should be submitted to Plancourt Limited no later than the due date (see Exhibitor Checklist Timetable).
- b) Vehicles must be drained of fuel prior to bringing them into the Halls (filling or emptying fuel tanks inside the Venue is prohibited at all times), batteries must be disconnected, fuel filler caps sealed and suitable drip trays placed under the engine of each vehicle.
- c) Turning internal combustion engines during open periods is prohibited.
- d) Suitable extinguishers must be provided adjacent to every vehicle and any other requirements requested on site by the Fire Officer or any other responsible official must be met

## 5.1.17 Hospitality Areas on Stands

- a) Where exhibitors intend to provide hospitality on stands (shell or space only) details must be submitted to Plancourt Limited for approval no later than the due date (see Exhibitor Checklist Timetable); areas so utilised must be clearly defined and configured so that other exhibitors are not adversely affected and all catering requisites must be purchased from the Venue Catering Department (see Additional Services – Catering, Food, Drink and Tobacco for further information and the Directory for contact details)..
- b) Exhibitors providing catering for visitors must comply with the European Communities Act 1972 EC852/2004, the Food Safety Act 1990, the General Food Regulations 2004, and the Food Hygiene (England) Regulations 2006, and all subsequent amendments and subsidiary regulations.
- c) Exhibitors must ensure that adequate food safety procedures are identified, implemented, maintained and reviewed, that staff are fully trained in these matters **and that these procedures are recorded and available for Environmental Health Officers to check when they visit the stand.**

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- d) Where unwrapped food is to be handled a wash hand basin with soap and a hygienic means of hand drying must be provided, in addition to a sink with hot and cold water, and all worktops and shelves must have laminated finishes; all persons engaged in the handling of open food must wear clean, washable over-clothing; the only exceptions to these requirements are where:
  - i) Only tea, coffee and soft drinks are served.
  - ii) Only snacks such as crisps and peanuts are provided.
  - iii) Sandwiches or similar are provided pre-prepared and do not require any handling or preparation.
- e) All areas where food is to be stored, handled or served must be kept clean and tidy.
- f) Provision must be made for the enclosed storage of waste.
- g) The provision of popcorn or other take-away food is not permitted.

## 5.1.18 Hospitality Suites

Subject to space availability, hospitality suites can be provided at exhibitor's cost in areas designated by the Organiser for those booking a stand. The outer faces of the hospitality suites may not be used for advertising or for any other purpose

## 5.1.19 Children

No person under the age of 16 years can be admitted to the halls during build up or breakdown. This regulation also covers exhibitors' children and is necessary to comply with safety regulations. During the show open days children are allowed into the hall as long as they are accompanied by an adult.

## 5.1.20 Air Conditioning in the Exhibition Hall

When designing a stand it is important to note that usage of a ceiling on a stand could result in problems maintaining comfortable conditions on the stand (see also Health & Safety – Solid Ceilings). Air Conditioning in the Hall is a high velocity system via ductwork approximately 10 metres above floor level.

## 5.1.21 Accidents, Diseases and Dangerous Occurrences

To comply with the Health & Safety (First Aid) Regulations 1981 and Approved Code of Practice contractors must provide adequate first aid facilities. Both Exhibitors and Contractors have a legal obligation to report accidents, diseases and dangerous occurrences to the Venue as the appropriate enforcing authority (see the Directory for contact details). These include those falling within the "Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 1995":

- a) Fatal accidents
- b) Major injuries
- c) 3 day lost time injuries
- d) Specified industrial diseases
- e) Specified dangerous occurrences

## 5.1.22 Hot Works and Naked Flames

Any work involving oxy-acetylene cutting / welding, arc welding, gas / oil blowlamps, grinders, tar boilers, LPG burners or soldering requires a hot working permit issued by the Venue prior to the commencement of work (see Health & Safety – Naked Flames & Hot Surfaces for more details).

## 5.2 SHELL SCHEME

### 5.2.1 General

The minimum size available is 4m x 2m and stand sizes must be in 1m multiples.

### 5.2.2 Brief Specification (drawings showing details of the shell scheme are included in Appendix 3):

- a) 2500mm high Octanorm display components forming backs and dividers to stands with 1 metre wide (nominal) 40mm thick grey hessian covered infill panels (whilst the use of Velcro is advocated, nails may be used to affix display materials to stand walls but exhibitors will be charged for any damage to the shell scheme).
- b) 500mm deep end panels at all outer edges of stands finished in 3mm Foamex, colour as fascia.
- c) Blue Foamex fascias around all open elevations of stands on full height posts; intermediate supports as required.
- d) Open aluminium diagonal (criss-cross) ceiling grid – internal height to underside 2430

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- e) Exhibitor's names and stand numbers in 50mm upper and lower case vinyl lettering (white on blue); stand numbers mounted on projecting panels above the fascia.
- f) BDTA logo (BDTA members only)
- g) Spotlights behind fascias.
- h) Beige carpet tiles

## 5.2.3 Additions to Standard Construction

Details of optional features available at additional cost from the Shell Scheme Contractor, which must be ordered by the due date, are shown in the Shell Scheme Additional Components Appendix.

## 5.2.4 Heavy Loads

Exhibitors intending to display heavy items suspended from or supported by the shell scheme structure must advise the Shell Scheme Contractor by the due date (see Exhibitor Checklist Timetable) so that suitable arrangements can be made in good time; this is particularly relevant to any proposed ceiling fixings; exhibitors will be responsible for any additional charges in this respect and for any damage to the shell scheme.

## 5.2.5 Fascia Details

- a) The fascia must display the name/trading name of the exhibitor and may only be in the standard shell scheme typestyle; wording required should be advised, in writing, to Plancourt Limited by the due date (see Exhibitor Checklist Timetable) if this differs from the stand name given under Exhibitor Details on the Exhibition Booking Form.
- b) **Exhibitors finding errors in their fascia details upon arrival at the venue must report these to the Organiser's Office immediately to enable corrections to be made before the opening of the exhibition.**
- c) Exhibitors are permitted to display one company logo on the fascia. This must be provided by the exhibitor in the form of an adhesive vinyl with a maximum height of 200mm and must complement not replace the standard vinyl lettering; exhibitors removing the standard lettering will be charged for replacements; for safety reasons the logo must be fixed by the Shell Scheme Contractor and exhibitors should contact the Organiser's Office during build-up to make arrangements for fixing; exhibitors may also display their company logo on the blue end panels on the outer edges of the stand

## 5.2.6 Floor Coverings

Exhibitors wishing to change carpet tiles to other available colours should apply to Plancourt Limited by the due date (see Exhibitor Checklist Timetable); exhibitors providing their own floor covering and not requiring shell scheme carpet tiles must notify Plancourt Limited by the due date or they will be charged for removal and/or damage as appropriate – there will be no reduction in the shell scheme rental as offered.

## 5.2.7 Electrical Works

- a) Alterations and additions to the standard electrical installation must only be executed by the Official Electrical Contractor.
- b) **Power points are not provided as part of the shell scheme.** Orders for power points and for additional lighting must be placed using the Order Form (see Additional Lighting & Power Appendix) by the due date (see Exhibitor Checklist Timetable) indicating the locations of all fittings required.

## 5.2.8 Support Beams for Lighting and Other Suspended Equipment

Shell scheme exhibitors intending to suspend exhibits from the ceiling grid and who will therefore require additional support beams must order these from the Shell Scheme Contractor by the due date (see Exhibitor Checklist Timetable); exhibitors are responsible for all additional charges incurred.

## 5.2.9 Variations

The interior of the stand may be constructed and/or decorated by the exhibitor in any appropriate manner (but see also Exhibition Build Up, Open Days and Breakdown – Alterations) provided that the outward appearance of the fascia boards and end panels shall follow the shell scheme as offered; the height of interior fittings must not exceed 2430mm; no additions to the fascia exterior will be permitted other than the addition of a company logo (see Fascia Details above); external additions such as flags, fascia lighting, etc., are not permitted; all additional expenses shall be for the exhibitor's own account – there will be no reduction in the shell scheme rental as offered.

## 5.3 SPACE ONLY SITES

### 5.3.1 General

The design shall be such that it at least maintains the standard of the shell scheme. Island sites must be a minimum of 40 sq m with 5m minimum depth and stand dimensions must be in 1m multiples. The exhibitor is responsible for all costs in respect of space only stands.

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# EXHIBITION BUILD UP, OPEN DAYS AND BREAKDOWN

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## 5.3.2 Height Limit

The maximum height permitted is 4m overall from the hall floor (including platform, signage, flags, electrical fittings, etc.) Multi storey stands are NOT permitted.

## 5.3.3 Divided Sites

Exhibitors wishing to book an area smaller than 40 sq m must negotiate a shared space with another exhibitor(s) and the overall size must meet the above requirement; where possible assistance will be given in making such arrangements and exhibitors should contact Plancourt Limited at an early stage to discuss any such proposals. On divided sites exhibitors are responsible for erecting their own walls and may not use the back of other stand walls without the consent of the exhibitor concerned; dividing walls must be a minimum of 2800mm and a maximum of 4000mm in height, must be clad and decorated in white emulsion above the height of 2400mm on the side facing the adjoining stand(s) and that side may not be used for advertising or for any other purpose.

## 5.3.4 Partitions

Partitions may be erected up to 4m high but must be clad and decorated on all exposed faces and edges. Where partitions are constructed on, or close to, the edge of the stand these must not exceed 2.5m in height, should not generally extend beyond 50% of the length of that edge and must be broken up visually by the use of graphics or other suitable treatments. These requirements are to ensure that a generally open aspect is achieved within the hall but proposals that do not strictly conform but are of a high standard of design will be given consideration by the Organiser, however the Organiser's decision in such matters shall be final and exhibitors requiring guidance should contact Plancourt Limited as soon as possible.

## 5.3.5 Plans, Elevations, Constructional Details

Complete details should be sent to Plancourt Limited by e-mail in either pdf or dwg format to arrive not later than the due date (see Exhibitor Checklist Timetable). Alternatively two (2) copies of dyeline or better quality plans and elevations to a scale not less than 1:33 shall be submitted. All plans and documents must be submitted in English. Photographs, faxed drawings or drawings relating to other exhibitions are not acceptable. Details must include

- a) Full dimensions, materials used and orientation within the hall.
- b) Copy of the Risk Assessment prepared by the appointed contractor.
- c) Copy of the contractor's Employer's and Public Liability Insurances
- d) Locations of the name of the exhibitor.
- e) Locations of the stand identification letter and number. These must be displayed and be clearly visible from all sides of the stand. The stand number (with block letter) should be in white Helvetica Medium to a minimum height of 75mm, displayed on a blue background (Pantone ref. 286).
- f) **BDTA members only:** location of the member's logo. Logo blocks can be obtained direct from the BDTA

The plans must be approved in writing **BEFORE ANY WORK IS PUT IN HAND**. The decision on acceptability of design, construction, and materials is vested in the Organiser whose ruling will be impartial and final.

Contractors are required to ensure that stands are built fully in accordance with approved drawings. Upon completion of the stand the supervisor or foreman is required to "sign off" the construction by completing and submitting to the Organiser's Office the Stand Completion Certificate, copies of which are available from Plancourt Limited. The contractor must remain on site until the stand construction has been inspected and approved by the appointed Structural Engineer and/or by the Safety Officer. Failure to comply with these requirements may result in the exhibitor being denied access to their stand.

## 5.4 STORAGE AREAS

Subject to space availability, lock up stores can be provided at exhibitor's cost in areas designated by the Organiser for those booking stand space at the exhibition; packing cases, empty cartons, excess stock, literature, etc, may not be stored on, around or behind stands. Material to be used for re-packing shall not be returned to the stand until the exhibition is closed. Storage will be available until 8.00 pm on Saturday after which the structure will be removed and exhibitors must ensure that stores have been cleared by that time as any items remaining will be disposed of. The outer faces of the stores may not be used for advertising or for any other purpose.

## 5.5 BUILD UP

### 5.5.1 Exhibitor Stand Designers and Stand Contractors (both shell scheme and space only)

Designers' and Contractors' names, addresses, contact names, telephone and fax numbers must be advised to Plancourt Limited (see the Stand Designer & Contractor Appendix) as soon as these appointments are made and certainly no later than the due date (see Exhibitor Checklist Timetable) To ensure that Health & Safety requirements are met, **exhibitors are responsible for ensuring that Stand Contractors can be contacted on an emergency number on a 24-hour basis at all times from commencing build up to completion of breakdown.**

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# EXHIBITION BUILD UP, OPEN DAYS AND BREAKDOWN

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## 5.5.2 Access for Space Only Contractors and Exhibitors' Shell Scheme Interior Contractors

For times of access refer to the Event Timetable.

## 5.5.3 Access for Exhibitors' Stand Dressing

In accordance with times notified (see General Information – Delivery of Exhibits)

## 5.5.4 Transport of Goods

Contractors, drivers and exhibitors are advised to bring their own trolleys to transport goods to and from their stands; freight services are available from the Official Logistics Contractor (see the Directory for contact details).

## 5.6 BREAKDOWN

### 5.6.1 Exhibits and free-standing display material

- a) Health & Safety Regulations now require the halls to be cleared of all visitors before exhibits and display materials are removed from stands; to ensure compliance with this requirement removal must not commence until advice is given by the Safety Officer over the Public Address System which would generally be expected 30 minutes after the close of the exhibition on the final day; exhibitors may commence packing such items within the confines of their stand from 17.00 hrs provided that the stand is clear of visitors.
- b) Exhibitors in breach of the above regulations may be precluded from participating in future BDTA Dental Showcase exhibitions (but see also Exhibition Police, Rules & Regulations - Appeal)
- c) Clearance of shell scheme stands must be completed by 20.00 hrs on the final day, at which time the shell scheme will be dismantled and any exhibition material left on shell scheme stands will be disposed of.
- d) **Stores must also be cleared by 20.00hrs on the final day of the show (see Storage Areas above).**
- e) Items left unattended on both shell and space only stands after 17.00 hrs on the final day are at exhibitor's risk.

### 5.6.2 Space only stands

From 08.00 until 17.00 hrs on the day following the close of the show (see the Show Timetable). Please note that in the interests of safety the breakdown of space only stand structures will NOT BE PERMITTED before that time under any circumstances.

**SPACE ONLY EXHIBITORS MUST ENSURE THEIR STAND CONTRACTORS ARE AWARE OF THIS REGULATION AS CONTRACTORS ATTEMPTING TO BREAKDOWN EARLY WILL BE REQUIRED TO LEAVE THE HALL AND THE EXHIBITOR WILL BE HELD RESPONSIBLE FOR ANY DAMAGE OR COST ARISING**

## 5.7 LATE WORKING

Any exhibitor or contractor requiring to work later than the hours indicated in the Show Timetable must advise Plancourt Limited well in advance. Access will be subject to agreement with the Venue and the exhibitor/contractor will be responsible for all additional costs.