
6.0 Stand design, construction and fitting regulations

D: Octanorm 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 Saturday 11 February. You should make contact with The SO Group to agree the location of sockets and the name for your nameboard (see forms to complete in this section of the handbook).

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 Saturday 11 February.

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 stand specifications

Octanorm 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 contractor

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

- The SO Group
 - Tel: 01495 273660
 - Email: hayley.thomas@thesogroup.co.uk
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6D.7 Additional stand fitting on Octanorm 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 The SO Group's Octanorm 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 Tuesday. 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.

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

6D.11 Electrical installations

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
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- 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 wiring of stands in flexible cords is not allowed. 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.

Full details of Telford International Centre's lighting and electrical regulations are available on request from the Organisers.

6D.12 Compressed air and industrial gases in steel cylinders

Where compressed air, oxygen, hydrogen, dissolved acetylene or other gas or liquid under pressure is supplied in steel cylinders, such cylinders must bear test marks in accordance with the Home Office recommendation, and may be brought into the halls only with the prior written consent of Telford International Centre. Cylinders must be fitted with approved pressure gauges and a certificate of a pressure test by a recognised authority must be produced when required with each cylinder. Surplus cylinders must not be stored on the stand but in the gas cylinder store under the control of the Chief Fire Officer.

All piping for compressed air, gases etc, supplied by the Exhibitor, must be of rigid metal tube with welded or screwed connections. Flexible tubing may be used for connections to portable tools or appliances, or where the use of such tubing is an essential and integral part of the exhibit. Such tubing shall be adequately reinforced, fitted with purpose made screwed metal connectors and designed to withstand the maximum internal pressure to which it may be subjected.

6D.13 Floor Loadings

2000 kg per square metre.

This diagram will be used to place all orders on your stand. Ensure you complete the diagram clearly and show all heights and dimensions for the placement of all items you have ordered.






Please circle the scale to which you have drawn your stand

1 square = 1m 1 square = 2m

BACK OF STAND

FRONT OF STAND

If you do not complete this diagram or indicate the heights and dimensions of all orders, items will be placed at our discretion. Subsequent change will be subject to a £25 charge.

-  = **Extra wall panel**
-  = **Door section**
-  = **Curtain**
-  = **Shelf** (please state height)
-  = **Hat & coat hooks**

- Space only
- Shell Scheme
- Do you have a platform

Additional Information _____

COMPANY NAME _____

STAND NO _____

TERMS & CONDITIONS

This extract of So Simple Limited's Terms of Business summarises the principal matters relating to the provision of Shell Scheme Extras, Electrical Services, Hire of Furniture and Floral and Floor Coverings. At all times So Simple Limited's full Terms of Business will apply and this extract is for clients' convenience only. So Simple Limited's full Terms of Business can be provided, on request, to So Simple Limited's Company Secretary. For convenience paragraphs retain the numbering of So Simple Limited's complete Terms of Business.

1.1 In placing a Client Order with So Simple Limited the Client accepts, with no reservations, that these Terms and Conditions of Business take the place of any other document, prior written or oral agreement, as well as the Client's terms and conditions of purchase or hire.
 1.2 So Simple Limited's Terms and Conditions of Business can only be amended in writing.
 1.3 The Contract will be interpreted and applied in accordance with English Law and the parties to the Contract agree to submit to the exclusive jurisdiction of the English Courts.
 2.1 A Client Order must be evidenced in writing either by signing a So Simple Limited Pre Payment Order Form or by accepting a So Simple Limited Quotation. Except where stated, So Simple Limited's terms and conditions of business for the placing of Client Orders, their variation and cancellation, will apply to Quotations, Pre Payment Order Forms, site orders and Electronic sales orders.
 2.5.1.4 In the event that you cancel an order, even if only advised orally, you will be liable for any work put in hand in order to meet the timescales necessary to complete work to the deadlines of the Event for which the work is intended.
 2.2.1.2 All Client Orders placed after the defined Cut Off Dates will be subject to late order surcharges. The same will apply for any request to change a Client Order and/or additional Orders made outside the aforementioned deadlines.
 2.2.1.3 Acceptance of a Client Order will be conditional on timing and on stock availability. So Simple Limited reserves the right to supply in lieu and in place of the equipment ordered, any similar equipment fit for the general purpose of the required items of equipment or service.
 2.5.3 In the event of cancellation of a Client Order by a Client, the Client will pay to So Simple Limited the labour and material costs of any work undertaken by So Simple Limited in order to fulfil the Client Order, at So Simple Limited's Fully Costed Rates.
 2.6 Any Client Order placed on Site will be charged at the surcharged price as detailed in the exhibitor manual or as detailed on any Prepayment Order Form.
 3.1.3 Furniture hire Prices are quoted for the Duration of the Event for which they are made available hired (provided the total hire period does not exceed 14 days). A delivery charge may be applied if So Simple Limited is not an Official Contractor at an Event.
 3.1.4 All Prices are exclusive of VAT.
 3.2.2 Where a Client wishes to amend a Client Order after work has started on Site, the Client will be charged in accordance with the terms set out below at 3.3.1, for changed Client Orders. So Simple Limited will only proceed to make any change after a Site Order Variation Sheet has been signed by the Client's representative on Site. Labour time incurred by So Simple Limited or its contractors will be charged at the So Simple Limited Fully Costed Rate.
 4.1 It is the duty of the hirer to provide at such event or exhibition, a duly authorised representative to accept the furnishings and to give a written receipt. If the hirer fails to provide for this, he will not be permitted to dispute subsequently the facts of the delivery and be deemed to have accepted the delivery and these conditions.
 4.2 In the event of non delivery or if the Client is not satisfied that the goods or services that have been ordered are delivered in conformity to the Quotation then a member of the So Simple Limited Site team must be notified before the Open Period of the Event. If the Client is not satisfied with the remedial action taken by So Simple Limited, the matter should be addressed with the Senior member of the So Simple Limited Site team or with the Event Organiser's on site staff.
 4.3 In the event of a dispute that cannot be resolved on site, the Client will submit their complaint in writing to So Simple Limited within seven days of the opening of the Event. So Simple Limited will consider the complaint and respond to the Client within 10 working days.
 4.4 No complaint will be addressed unless it has been brought to the attention of So Simple Limited's team before the Open Period of the Event.
 4.5 If, after return, apparently malfunctioning products are found by So Simple Limited to be to specification and fully operational, then the Client will be charged for So Simple Limited's costs in recovering and replacing the item with all costs calculated at the at the So Simple Limited Fully Costed Rate.
 4.6 Once the Contract is complete, the Client will not be able to claim "force majeure" or an act of God against So Simple Limited, as So Simple Limited will be considered to have performed its contractual obligations.
 4.7 For the hire of furniture, the liabilities of the Client commence at the time the furniture is delivered to Site, or are collected from So Simple Limited's premises, and continue until they are collected from the Site by So Simple Limited or are returned to So Simple Limited's premises. During this time the Client will:-
 (i) Keep at the Client's own expense the furniture in good and substantial repair and condition and in the event of any article being damaged beyond repair or lost by fire, theft or any other cause whatsoever, will pay So Simple Limited the f

full replacement value of the furniture plus the original - hire charge. In the event of any item being damaged and requiring repair the Client will pay the full cost of such repair in addition to all hire charges.
 (ii) Keep the furniture fully insured to their full replacement value against all risks. Clients are reminded that the period of the insurance shall include at least five days prior to the opening of the event or exhibition for which they are hired, and at least five days after its conclusion. Furniture is hired only on this condition.
PAYMENT
 4.8.1 Unless otherwise agreed, all Client Orders for items ordered from Pre-payment forms must be accompanied by full payment.
 4.8.2 In the event of non payment within the terms detailed in our Quotation So Simple Limited reserve the right to withhold the goods or services that have been ordered.
 4.8.3 In the event of late payment, with reference to the terms detailed in So Simple Limited's Quotation, So Simple Limited reserves the right to charge interest of 3% p.a. over the HSBC base rate until paid.5.2.4 Save as expressly provided in all these Terms and Conditions, the Client shall indemnify So Simple Limited against all actions, claims and demands whatsoever arising from any loss or damage of whatsoever nature suffered by any party as a result of its conduct in completing the Contract or complying with any Event or Site conditions.
 6.1 It is the duty of the hirer to provide at an event or exhibition, a duly authorised representative to accept the furnishings and to give a written receipt. If the hirer fails to provide for this, he will not be permitted to dispute subsequently the facts of the delivery and be deemed to have accepted the delivery and these conditions.
 6.2 As from its being made available, its delivery or acceptance, the Client will be responsible for the safety of So Simple Limited's property throughout the Duration of the Event and will be responsible for any damage to So Simple Limited's property caused by the actions of the Client or its customers.
 6.3 During this period So Simple Limited disclaims all responsibility concerning documents, objects, samples, equipment or other goods present in / under / on the equipment rented by the Client.
 6.4 Clients are reminded that all equipment should be emptied of personal belongings immediately at the end of the Open Period of the Event, in order that So Simple Limited's property may be removed from Site as quickly as practical. So Simple Limited accepts no responsibility for the safe custody of goods left in cabinets, draws or similar storage items.
 7.1 So Simple Limited provides all goods, including complete stand structures on hire only and the Client undertakes:
 7.1.2 To use the equipment in accordance with its usual purpose, to do nothing nor allow anything to be done that could lead to its damage or its disappearance, to give it the normal maintenance required, to keep it and to return it in good working order and clean, and to respect the So Simple Limited's particular recommendations, specific advice for use, and appropriate warnings which it acknowledges having read notably in these Terms and Conditions, the specifications sheets, and/or the documents that were handed over to it on delivery.
 7.1.3 Not to carry out any modification or repair to So Simple Limited's property, however small.
 7.1.4 Not to nail, apply adhesive or paint, or damage So Simple Limited's property in any way without So Simple Limited's agreement or the express permission as set out in the Exhibitor manual for the Event.
 7.1.5 To allow any of So Simple Limited's representatives or persons authorised by the latter, unrestricted access to the equipment installed for purposes of maintenance and to take any necessary steps to make their mission easier.
 7.1.6 To return goods to So Simple Limited free of any object.
 7.1.7 To be responsible for any electrical item connected to a socket or mains connection installed by So Simple Limited and to accept full responsibility and all consequential costs resulting from the connection of a faulty or inappropriate electrical item connected to a socket or mains connection installed by So Simple Limited.
 7.1.8 To pay So Simple Limited the cost of repair or replacement (as appropriate) for any item damaged whilst in the care of the Client however caused.
 8 All goods, materials, plant or machinery supplied by So Simple Limited, shall be on hire unless otherwise stated. The period of hire will be Duration of the Event unless otherwise stated. So Simple Limited shall enter the Site to collect and to remove its property as soon as permitted after the end of the Open Period.
 10.1 The illustrations and / or photos featured in the sales documentation (irrespective of the medium) are for guidance only are not binding specifications.
 10.2 Clients may photograph work carried out by So Simple Limited for their own marketing purposes only and attention drawn to paragraph 9.2 (please see full terms and conditions regarding the use of So Simple Limited designs.