
6.0 Stand design, construction and fitting regulations

A: Space only standbuilding

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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.

6A.1 Access to site

Access for you/your contractor will be from 1000 on Sunday 20 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.

6A.2 Examination of site

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

6A.3 Completion of stands

All stands must be completed, including positioning of exhibits, painting and signwriting by 2200 hours on Monday 21 January.

6A.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.

6A.5 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 standbuilding and fitting.

6A.6 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 should be, where applicable, submitted to the Organisers for approval no later than 30 November 2018; though sole responsibility remains with the Exhibitor.

Stands must comply with all Telford International Centre, local and UK building regulations including Building Regulations 2000: Approved Document M, 'Access and facilities for disabled people'.

All stands will be supplied with grey carpeting on the floor. If this is not required, please return the form indicating that carpeting will not be required. Raised floors/platforms will require to be sealed off and alternative suitable fire-resistant floorcovering laid. Electric and other services must be accessible at all times.

The maximum height of walls for stands is 3 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 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 standbuilding regulations are available on request from the Organisers.

6A.7 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 3 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 2018 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 flamespread.
- 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 (see Section 7)
- g) method statement (see Section 7)

6A.8 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.

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

6A.9 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. 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 Exhibit@fullcircleeventsltd.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.

For full details of Telford International Centre's lighting and electrical regulations, contact the Organisers.

6A.10 Compressed gas

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

6A.11 Floor Loadings

2000 kg per square metre.

please complete and return this form to:

Slide

3 Coalhill
The Shore
Edinburgh EH6 6RH
tel. 0131 555 3820
fax. 0131 553 7488



The basis of the contract is section 9.0,
the general terms of contract for order
forms

**Please retain a copy for your reference
and files.**

Your company name, address:

Date form sent _____

Signature

Standbuilder Contact

Applies to space only stands.

One copy of this form to be returned by 30 November 18

To facilitate co-ordination in the construction and dismantling of your exhibition stand, please specify which firms have been contracted by you for stand design/construction, stand fitting and other specialist exhibition services not included within this handbook.

Vehicle delivery passes and contractor access passes are unlikely to be required.

Please fill in the type of supplier (ie: stand building, stand dressing) as well as their details in the boxes below or affix their business cards.

If you are building/creating the stand yourself without any external contractors, just return the form with 'self-build' below.

contractor type _____

contractor type _____

contact name _____

contact name _____

company _____

company _____

address _____

address _____

city _____

city _____

region _____

region _____

post code _____

post code _____

tel _____

tel _____

fax _____

fax _____

please complete and return this form to:

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The Shore
Edinburgh EH6 6RH
tel. 0131 555 3820
fax. 0131 553 7488



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**Please retain a copy for your reference
and files.**

Your company name, address:

Date form sent _____

Signature

Submission of Plans and Particulars

One copy of this form to be returned by 30 November 18

To be completed by exhibitors or contractors building stands on **space only** sites.

We hereby supply the enclosed documentation regarding the construction of our stand at Slide.

Signature:

Name (capitals): _____

The following documents to be submitted in **duplicate** together with this application form:

- i. Drawings to a scale of not less than 1:50
- ii. A plan of every floor of the stand, a section through each storey and an elevation.
- iii. Structural calculations and details, where appropriate.
- iv. Specifications of materials to be used and provisions being made for protection against fire and flamespread.
- v. Details of all stairways, ballustrades and other guardings.
- vi. Certificates or other details of the results of any relevant tests carried out on materials or substances to be used in connection with the stand.
- vii. Signed and completed Health and Safety Form.
- viii. Risk Assessment (sample in section 7).
- ix. Method Statement.

The above may be supplied by email to: slide@raremanagement.co.uk

please complete and return this form to:

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The Shore
Edinburgh EH6 6RH
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fax. 0131 553 7488



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forms

**Please retain a copy for your reference
and files.**

Your company name, address:

Date form sent _____

Signature

Health & Safety Declaration

(To be completed and returned by ALL exhibitors)

One copy of this form to be returned by 30 November 18

It is a condition of entry that every Exhibitor, Contractor, Supplier and their agents comply with Health and Safety legislation (HASAWA74) and all regulations relating to Telford International Centre. The exhibitor accepts that it is their responsibility to ensure that their own and others' Health and Safety is not put at risk by their action (or inactions) throughout tenancy. Each exhibitor must name their staff member who is responsible for the Health and Safety aspects of their stand/staff throughout the exhibition.

Health & Safety representative on the stand is (name): _____

Position within company: _____

Mobile Telephone/Stand Telephone Number: _____

a) We have a **shell scheme stand. We have trained and made all our staff aware of the potential risks on site and will advise them of any additional safety information supplied. Our exhibits, demonstrations and work practices cause **No Hazards** to ourselves or others on site.**

✓

OR

b) We have a **space only stand. The principal contractor/person responsible has undertaken a specific risk assessment for this event in accordance with HASAWA74 and has trained and notified his staff and sub-contractors in all areas of risk. Our principal contractor/ person responsible has a suitable Method Statement prepared for the show - and has satisfied me of his competence to undertake the tasks required.**

I confirm that I have read the TIC Site Induction Document. I will make available at Slide a copy of our own company's Health & Safety Policy and Risk Assessment. Our stand staff will be sufficiently instructed and trained in matters in order to carry out their tasks safely and competently.

Signed: _____

Name in block capitals: _____

Date: _____

All space only exhibitors (and any shell scheme exhibitors who believe that any hazards may exist) should submit a risk assessment to the Organisers by 30 November 18 (see sample risk assessment in section 7). Any complex space stands (see 6A.7 for definition) **must** complete the Submission of Plans form along with plans, risk assessment, method statement and any other relevant documents.

3 Electrical EQUIPMENT



Full Circle Events & Exhibitions Ltd
 Engels House, Victoria Mills
 Weaste Trading Estate
 Liverpool Street
 Salford M5 5HD
 Tel: 0161 393 3949 Fax: 0161 873 7688
 Email: Exhibit@Fullcircleeventsltd.co.uk

Show:	SLIDE 2019
Venue:	Telford International Centre
Dates:	22nd – 24th January 2019
Stand No.	

*Return By:	21st December 2018
Our Ref:	2147

Company Name _____

Email Address: _____

Invoice Address: _____

Postcode: _____

Contact: _____

Tel: _____

Fax: _____

Mobile: _____

Date: _____

***Early Booking Prices below are only available on orders received by Friday 21st December 2018. Standard Prices will apply to all orders received after this date**

ITEM/DESCRIPTION	EARLY BOOKING PRICE	STANDARD PRICE	QTY	Total
Individual Spotlight	£39.00	£46.80		
Track with 3 x Spotlights	£104.00	£124.80		
1.5m Fluorescent Fitting	£40.00	£48.00		
13 Amp Socket Outlet 500W	£59.00	£70.80		
13 Amp Socket Outlet 1kW	£65.00	£78.00		
13 Amp Socket Outlet 2kW (not suitable for lighting)	£87.00	£104.40		
13 Amp Socket Outlet 3kW (not suitable for lighting)	£113.00	£135.60		
13 Amp Socket Outlet 500W - 24hrs	£107.00	£128.40		

Any item not on this list then please contact for a quote

In Line with the Current Exhibition Industry Alliance (Aeo,Aev & Essa) e-Guide / Rules & Regulations the Following Charges will be Implemented in Relation to Testing the Electrical Installation. These Charges are Compulsory and will Automatically be charged on your Invoice.

COMPULSORY TESTING CHARGE: £15.00

IMPORTANT NOTICE: Any order will not be processed without Payment in Full	Subtotal
Important information re: Non UK Companies within the EU:	VAT @ 20%
Please supply your current VAT Number <input type="text"/>	Total Cost

If we do not receive your VAT Number we will charge you VAT at the rate of 20% Full Circle Event & Exhibitions VAT No: GB 167 9174 66

Chosen Method of Payment: (please indicate with X in the box)

Credit Card Cheque
 Debit Card BACS

NB: We **DO NOT** accept AMEX Please use Our Ref / Your stand No. as a reference

Cheques should be made payable to Full Circle Events & Exhibitions Ltd. Not acceptable 5 days prior to 1st day of build up or for any on-site orders

Bank Details - Account Number: 64348865 Sort Code: 01-10-01 Swift/BIC: NWBKGB2L IBAN: GB59NWBK01100164348865

Name of Card Holder: _____

Card Number:

3 Digit Security Code (This number can be found on the back of your card) **Expiry Date:**

Maestro Card please include: **Issue Number:** **Valid From Date:**

Address to which this card is registered: _____

An invoice confirmation of your order will be emailed to you from our finance department. Don't forget to keep a copy of your order for your records.

Internal Use Only:	Payment Received	<input type="text"/>	Drawing Received	<input type="text"/>	Added to Schedule	<input type="text"/>
	Processed By	<input type="text"/>	Date Processed:	<input type="text"/>		

Electrical Fittings Location PLAN



Fullcircle

Full Circle Events & Exhibitions Ltd
Engels House, Victoria Mills
Weaste Trading Estate
Liverpool Street
Salford M5 5HD

Tel: 0161 393 3949 Fax: 0161 873 7688

Email: Exhibit@FullcircleeventsLtd.co.uk

Show:	SLIDE 2019
Venue:	Telford International Centre
Dates:	22nd – 24th January 2019
Company:	
Stand No.	

Our Ref:	2147
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Please Indicate: Shell: Space:

Do you have a platform: Yes/No



FRONT OF STAND

It is important that the sketch gives details of the open front(s) of the stand, and also the orientation of the stand in relation to others.

IMPORTANT - Please Read The Following Notes:

1	All items (subject to availability) are <u>nett on hire</u> and <u>provided in accordance with suppliers' terms and conditions</u> (a copy of which is available on request), and <u>should be insured during the show period</u> against all risks for <u>3 times the rental value</u> .
2	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. Where no drawing is received, the items may be positioned at our discretion, and re-fixing could involve additional costs.
3	Only one four way trailing outlet allowed per maximum socket load of 500w may be used. Flexible cord (round cable) should not exceed two metres.
4	Please note that in ordering electrics you may have a mains box and cable on your stand.

please complete and return this form to:

Slide

3 Coalhill
The Shore
Edinburgh EH6 6RH
tel. 0131 555 3820
fax. 0131 553 7488



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forms

**Please retain a copy for your reference
and files.**

Date form sent _____

Signature

Your company name, address:

I do not require grey carpet fitted to my stand

One copy of this form to be returned by 30 November 18

All stands will be supplied with grey carpet unless this form is returned. If you wish Full Circle Events (official carpet contractors) to supply an alternative floorcovering (at an additional cost), call 0161 393 3949 or exhibit@fullcircleeventsLtd.co.uk

If you have arranged alternative floorcovering with another contractor, please return this form so that grey carpet will not be fitted to your allocated space. Returning this form will save considerable time and effort by both the official show contractors, and your own flooring contractor.
