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# 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 Monday 21 January. You should make contact with Full Circle Events to agree the location of sockets and the name for your nameboard (see forms to complete in this section of the handbook). Hi-vis vests or similar are mandatory attire for all staff, contractors, exhibitors during the build and dismantle periods.

### 6D.2 Examination of site

All stand measurements are in metres.

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

### 6D.3 Completion of stands

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

### 6D.4 Maintenance and repair of exhibits/stands

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

### 6D.5 Octanorm 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:

- Full Circle Events
  - Tel: 0161 393 3949
  - Email: [Exhibit@fullcircleeventsltd.co.uk](mailto:Exhibit@fullcircleeventsltd.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 Full Circle Event'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 Thursday. No packing of samples or dismantling of stands should take place prior to this time. Exhibitors will have one hour to remove their samples and then contractors will also have access to begin dismantling of stands.

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

#### 6D.10 Construction Materials and Fireproofing

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

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

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

#### 6D.11 Electrical installations

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

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

- a) All exhibitors must be aware of all regulations that apply to exhibition electrical installations and must adhere to these regulations.
- b) Appliances supplied and used by exhibitors must be tested before being used and proof of this will be required. Exhibitors own equipment must also comply with the regulations and will be subject to spot checks.

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

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

**6D.12 Compressed gas**

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

**6D.13 Floor Loadings**

2000 kg per square metre.

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# 1 Shell Scheme NAME PANEL



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@Fullcircleevenstltd.co.uk](mailto:Exhibit@Fullcircleevenstltd.co.uk)

Show:	SLIDE 2019
Venue:	Telford International Centre
Dates:	22nd – 24th January 2019

Return By:	21st December 2018
Our Ref:	2147

Please complete the details below and return to: [Exhibit@Fullcircleevenstltd.co.uk](mailto:Exhibit@Fullcircleevenstltd.co.uk)

**We wish to have the following details appear on our name panel:**

**Name to be a maximum of 32 Characters and spaces**


Stand Number:

**Notes:**

- 1) In all cases, standard upper and lower case lettering will be used
- 2) In all cases, abbreviations will be used (ie: Limited = Ltd / Company = Co / Brothers = Bros)
- 3) Please indicate special additions eg; è, ò, ñ, etc.
- 4) If the above details are not submitted by the return-by date, the company name given to us by the show organisers will be used
- 5) A charge of £25.00 will be made for any on-site name panel alterations

**Details:**

Contact Name:					
E-mail:					
Company Name:					
Telephone:					
Date:					
Internal Use Only	Added to Database:	Initials	Batch No	Date	Proof Checked

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# Octanorm Shell Scheme ACCESSORIES



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

Fullcircle

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:	

ITEM/DESCRIPTION	UNIT	Early Booking Price	Standard Price	QTY	Total
Graphics - Individual Foamex Panels (artwork by Exhibitor)	each	£175.00	£210.00		
Graphics - Full clad to stand walls (artwork by Exhibitor)	per linear m	£195.00	£234.00		
Shelf (sloping) 300mm deep (Please specify height)	per metre	£27.83	£33.40		
Shelf (flat) 300mm deep (Please specify height)	per metre	£27.83	£33.40		
Hanging Rail (Please specify height)	per metre	£36.75	£44.10		
Waterfall Bracket (Please specify height)	each	£26.25	£31.50		
Mirror (Hung to wall)	each	£43.58	£52.30		
Hat & Coat Hooks (5 hooks)	each	£25.00	£30.00		
Curtain 1m wide - White	each	£55.13	£66.16		
Lockable Door	each	£78.75	£94.50		
Black Loop Nylon Panel 1m(w) x 2.5m(h)	per metre	£33.58	£40.30		
Extra Panel/Wall - white foamex 1m(w) x 2.5m(h)	per metre	£55.13	£66.16		
Slat Walling 1m(w) x 2.5m(h) (NB: We do not supply fixings)	per metre	£94.50	£113.40		
MDF Infill Panel Painted White 1m(w) x 2.5m(h)	per metre	£80.00	£96.00		

<b>IMPORTANT NOTICE: Any order will not be processed without Payment in Full</b>		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
<b>Chosen Method of Payment:</b>	<input type="checkbox"/> Credit Card <input type="checkbox"/> Cheque <input type="checkbox"/> Debit Card <input type="checkbox"/> BACS	
(please indicate with X in the box )	Please use Our Ref / Your stand No. as a reference	
NB: We DO NOT accept AMEX		
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:	<input type="text"/>
Card Number:	<input type="text"/>
3 Digit Security Code (This number can be found on the back of your card):	<input type="text"/>
Expiry Date:	<input type="text"/>
Maestro Card please include:	Issue Number: <input type="text"/>
	Valid From Date: <input type="text"/>
Address to which this card is registered:	
<input type="text"/>	

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="checkbox"/>	Drawing Received	<input type="checkbox"/>	Added to Schedule	<input type="checkbox"/>
	Processed By	<input type="text"/>	Date Processed	<input type="text"/>		

# Shell Scheme Accessories PLAN



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](mailto: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.
3	Loading of shelves (per 1m panel): 1 shelf - max 25kg / 2 shelves - max 40kg / 3 shelves - max 60kg / 4 shelves - max 80kg.
4	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.

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** \_\_\_\_\_

# 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.