
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 19 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 20 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 29 November 2019; 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 29 November 2019 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.

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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.