

6.0 Stand design, construction and fitting regulations

B: Shell Scheme Stands (3m high)

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The following regulations/notes are not exhaustive. Approval for circumstances not detailed should be sought from the Organisers.

6B.1 Access to site

Your stand will be built to the specifications agreed between yourself and Full Circle, the official contractors, in time for you to gain access from 12 noon on Monday 20 January (electrical work may not be completed by this time, but you will have access to dress the stand). You should make contact with Full Circle to agree final stand design, location of sockets and lighting and the name for your stand. (see forms to complete at the back of this section of the Handbook). Hi-vis vests or similar are mandatory attire for all staff, contractors, exhibitors during the build and dismantle periods.

6B.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.

6B.3 Completion of stands

All stands must be completed, including positioning of exhibits, painting and signwriting by 2200 hours on Monday 20 January.

6B.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.

6B.5 Shell scheme stand specifications

Shell Stands - 3 metres high

Stands are built using timber/ply. Each stand must have a minimum of a 2 metre opening. Exhibitors can arrange a more open configuration with the standbuilder, Full Circle and should call 0161 393 3949 (email Exhibit@fullcircleeventsltd.co.uk) as soon as possible to agree the stand layout.

Each stand will come with grey carpeting and a name to be attached to a stand wall.

Electrical packages depend on the size of stand and are as follows:

Overall stand area: Up to 20 m ²	1 x 120w spotlight per 3m ² and 1 x 500w socket
21-35 m ²	1 x 120w spotlight per 3m ² and 2 x 500w socket
36-50 m ²	1 x 120w spotlight per 3m ² and 3 x 500w socket
51-75 m ²	1 x 120w spotlight per 3m ² and 4 x 500w socket
76-100 m ²	1 x 120w spotlight per 3m ² and 5 x 500w socket
Over 101 m ²	1 x 120w spotlight per 3m ² and 6 x 500w socket

6B.6 Shell contractor

The Organisers have appointed the following contractor to erect all shell stands as detailed:
Full Circle Events Ltd Tel: 0161 393 3949 Email: Exhibit@fullcircleeventsltd.co.uk

6B.7 Additional stand fitting on shell scheme

The above contractor may be used for additional stand fitting. See Order Form in this section of the Handbook. Any damage to the system scheme is the responsibility of the Exhibitor.

6B.8 Do and Don't of Shell Scheme

Please follow these guidelines when dressing your stand:

DON'T

- i. Don't drill into the walling (other than pilot holes for small screws).
- ii. Don't paint the walling
- iii. Do not use glues/adhesives as these will damage the panels.

DO

- i. Do use Velcro, double sided tape or blue tack on the walling.
- ii. Do use drawing pins, panel pins or staples in the walling.
- iii. Do use nails or small screws in the walling.
- iv. If you wish to hang a heavy item from the walling, or have any questions please contact Full Circle Events prior to the event.
- v. Graphics may be applied on the walling.

Any exhibitors who do not follow the above guidelines will be charged for any damage caused to the walling.

6B.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.

All shell stands must be vacated including samples and fixtures and fittings supplied by the exhibitor or their own contractor at the earliest opportunity following the closure of the show. The standbuilder will dismantle stands from 1700.

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.

6B.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.

6B.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.

6B.12 Compressed gas

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

6B.13 Floor Loadings

2000 kg per square metre.
