

## Stand Plan Submission

You or your stand contractor must supply the following documentation in English, clearly stating the stand name and number to the Operations Team:

- Plan view including elevation and dimensions, platforms, walling and any large exhibits
- Stand build material information ( if not included on your plans)
- Risk Assessment
- Method Statement
- Construction Phase Plan
- If your stand is considered a COMPLEX stand ( see below) you must also submit structural calculations with construction drawings

## Complex Stands

Complex stands are defined as:

- Stand designs exceeding 4m in height
- Multi – storey stands
- Any structure, regardless of its height, which requires structural calculations
- Suspended structures ( does not include banners) e.g lighting rigs, wooden structures
- Sound / lighting towers
- Stand designs that include a platform over 600mm above floor level

Your stand plans and required documents will be forwarded to the events structural engineers and when they are satisfied with the stands calculations they will issue a certificate. The final process is a site inspection during build-up, where the stands stability will be signed off.

There are charges for the complex structural audit, onsite inspection and sign-off:

- **Single Storey stand exceeding 4m: £270 + VAT**
- **Two Storey stand: £395 + VAT**

### Contact


Exhibition Operations Team

(Inside Events)

Dianne Wright, Gina Walls

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Tel: +44 247 651 0015

 Deadline: 7 April 2017

## Stand Design Rules and Regulations

The design of the stand must be such that it can be erected and dismantled with the time available. All work must be carried out in conformity with the Rules and Regulations of the venue.

- Maximum build is 6m, including banners and branding.
- Any stand build exceeding 4m must be submitted with structural calculations. There is an additional charge for the structural audit and final structural sign off. See the Basic Package stand plan submission section.
- Stand designs should avoid incorporating long runs of solid walling over 5m. At least 50% of each stand's side facing an aisle, should remain open where at all possible or be fitted with an approved transparent material.
- For any walling facing an aisle that may be 4m or over in height - it may be necessary to step the walling back by a minimum of up to 1metre into the stand. This is to avoid obstructing the view of your neighbouring stands. .
- When placing stands which require water, drainage, compressed air or power outlets, it is important to take into consideration the service ducts positions. The position of the service channels is normally marked by two dotted lines on the technical stand plan of the proposed location. Make use of these channels when designing the stand. This will avoid the nuisance of pipes and cabling on the stand floor.
- Walls marked on the plan between two space-only exhibitors (shared walling) must be constructed to a height of at least 2.5m. Both exhibitors are responsible for cladding and decorating both sides of their stand wall above a height of 2.5m.
- Exhibitors must NOT use the back of another stand as their wall without the consent of the exhibitor concerned. However, the joint construction of a dividing wall is acceptable.
- Where it is considered necessary, branding on the back of walls may be asked to be removed if it conflicts with the interest of a neighbouring stand.
- Store room doors must have include a vision panel of clear glazing at eye level
- Continuous curtains and ceilings are forbidden
- Ceilings must be water permeable
- Back to back stands , sharing wall space must dress the back of walls down to 2.5m in a neutral colour without exhibitor branding
- Extensive walling facing an aisle must be dressed with graphics, screens..etc
- Doors must not open onto a gangway
- Any furnishing elements or partitions made from floor to ceiling glass/mirrors must be suitably identified and protected from the risk of impact.

## Demonstrations

- Any exhibitors planning a working demonstration on their stand must inform the Exhibition Operations Team by **7 April 2016**.
- Demonstration areas must be indicated on your stand plans and, where necessary, must include soundproofing within the construction of this area.
- Plans must also show any proposed queuing and viewing areas within the stands. Organisers reserve the right to forbid working demonstrations onsite if they disturb neighbouring stands or pose a threat to the public in any way.

Please ensure your stand is manned and exhibits displayed throughout the open period of the exhibition. For health & safety reasons and in order not to show discourtesy to late visitors and other exhibitors, no dismantling of exhibits from the stand may begin until the exhibition closes and the halls are clear of all visitors at 15:30 Thursday 8 June 2017.

The [e Guide](#) is comprehensive code of practise, incorporating Health & Safety operational practises with building regulations used in the UK Event Industry.

## Construction Materials

All material used in the erection or construction of an exhibit or stand shall be of a suitable nature and quality in relation to its purpose and the conditions in which it will be used. They will be adequately mixed or prepared and applied, used or fixed so as to perform adequately the functions for which they are designed.

Artificial plants and flowers are combustible and give off toxic fumes. Therefore they must not be used for stand dressing. Silk-type flowers are acceptable providing they are fireproof or have been treated and marked as such.

All floor coverings must be secured and maintained so that they do not cause a hazard. Fixing of floor coverings to the hall floor may only be carried out using venue approved tape. The venue will only approve exhibition tape which has a low tack bottom, high tack grab top and does not leave any residue or cause any damage to the floor when removed. Other forms of fixing to the hall floor, such as cable clips, nails and bolts are prohibited. A charge will be made to the exhibitor if any damage is done to the venue, this includes residue left by carpet tape.

Drapes, curtains, hangings etc must be inherently or durably flame-proofed; otherwise they may be treated with a proprietary flame retardant. Test certificates must be available for inspection for any materials intended to be used. Fabrics used for interior stand decoration must be fixed taut and/or in tight pleats (not loosely draped) to a solid backing, secured above floor level and not touching light fittings. Curtains on exit routes should hang 75mm clear of the floor, be parted in the centre and not conceal any exit signs. If the venue is not satisfied that a material meets the standards required they shall be removed from the venue.

All glazing used in the construction of stands must consist of safety glass (laminated or tempered) a minimum of 6mm thick. Please refer to the [eGuide](#) for further details. Any uninterrupted, large areas of clear glazing shall be indicated with warning stripes, dots, logos etc. Overhead glazing shall be of wired or laminated glass, or be otherwise adequately protected from shattering.

Written permission for paint spraying must be sought at least 28 days prior to use stating the proposed use of the paint sprayer. The sprayer shall not be used without the consent of the venue.

Paint spraying will be permitted provided:

Only water based paints are used.

Protective measures are undertaken to ensure that no paint is spilt on floors or sprayed or splashed on the walls and/or other parts of the building, structures or equipment.

No nuisance is caused to other persons within the venue.

Sprayers powered by internal combustion engines must be provided with suitable fire extinguishers.

**Note:** Sprayers using liquid fuel will not be permitted. No structures, or any part thereof, may be surfaced or otherwise treated with cellulose paint or other substances with a low flash point or which is generally considered to be dangerous for any other reason. Fabrics and materials treated with fire resistant solutions should not be over painted with water-based paints.

All plastic, including plastic plants and materials used for vision panels etc, must conform to BS476-Part 7, Class 1. Polycarbonate materials are acceptable.

Timber under 25mm thick must be impregnated to Class 1 standard. Treated materials should have 'BS476-Part 7, Class 1' marked on them. Boards, plywood, chipboard, etc, must be treated if under 18mm thick. The exception to this is MDF which is acceptable for use due to its density. MDF may not be machined on site, as its dust is hazardous to health.

Upholstered seating must be non-combustible and marked with the appropriate standard.

## Exits from Stands & Doors

The exit(s) from the stand shall discharge to a gangway

The maximum travel distance from any part of the stand to a gangway shall not exceed 15m

Escape routes should have a minimum unobstructed height of 2100mm, other than within doorways, which should have not less than 2060mm clear height

There should be no obstruction that could impede the free flow of people using the escape route

No floor shall be constructed having a slope in excess of 1:12. All floors should be even and have a firm, slip-resistant finish

All exit notices shall be sited in conspicuous positions above or adjacent to all exit doors and openings, and directional signs and notices shall be provided and sited to indicate the route of escape

The size of letters of exit notices shall not be less than 125mm

In any part of the stand where the normal lighting may be dimmed or extinguished while the public are present, exit notices shall be illuminated internally and conform to the relevant British Standard. The sign must be a minimum of 200mm in height and 400mm in width and be on a 24 hour electrical supply.

Doors and gates forming part of an escape route (including those out of storerooms) must have a vision panel at sight level of clear glazing (320mm x 320mm recommended), wheelchair users zone of visibility is between 900mm and 1500mm above floor level.

Doors must be hung to open to at least 90 degrees in the direction of escape, clear of any steps, landings or gangways. Where necessary doors must be recessed so as not to open into or obstruct the required width of any gangway or other escape route. Emergency exit doors shall be free from fastenings other than panic bolts in accordance with BS EN 1125.

## Fumes

ExCeL London does not have the facility to provide ventilation to the outside atmosphere. Any process that generates noxious or toxic fumes, exhausts or smoke must have an effective ventilation system to filter the air to an acceptable standard to be released back into the hall.

## Gangways

All stand structures, signs, notices, exhibits, furniture etc must be confined within the area allocated and must not project into or over the gangways.

## Liquid Petroleum Gas & Hot Work

The use of LPGs/compressed gasses will not be permitted.

Any work during build up/breakdown involving oxy-acetylene cutting/welding, arc welding, gas/oil blow lamps, grinders, tar boilers, burners or soldering requires an ExCeL London hot working permit. You must contact the Operations Team at least 28 days before the event with full information of what you wish to carry out, including risk assessment, so that this can be applied for.

## Platforms

Stands should be designed to ensure that it is not unreasonably difficult for a disabled person to access as described by Disability Discrimination Act 1995.

Please contact the Operations Team for a technical plan from which the position of service ducts on your stand can be identified. If you plan your design around these you can avoid the need for a platform.

The approach to the stand must be entirely flat and level. A vertical 'lip' or 'upstand' of more than 13mm will present a barrier to some disabled people. If the stand design requires a raised floor section, a ramp should be incorporated into the flooring or a portable ramp deployed when required. An alternative is to have multiple floor areas of the stand to make a credible attempt to deliver the services to an area of the stand which does not require a platform.

Please refer to the [eGuide](#) for full guidelines on the use and construction of platforms and ramps.

## Rigging

All drop wires and rigging must be arranged through ExCeL Event Services but is at the approval of the Organisers.

Maximum banner height is 6m from hall floor to the top of the banner / suspension.

ExCeL is the sole and only service provider for rigging. To secure rigging services please ensure that you send an order confirmation with the correct full invoicing address.

Effective forward planning and exchange of information are essential to safe and successful rigging operations. Accurate information regarding the loads to be rigged must be provided with your stand plans, submitted by 7 April.

All orders must be accompanied by:

- A fully completed 'hoist & fix form', available from the venue
- Fully dimensioned plans
- The total weight to be suspended
- Precise weight loadings for each individual suspension point
- Specification of the materials used
- Details of connection points
- Orientation of the suspended item within the stand

Information should also be provided on any moving loads, flying performers or anything else out of the ordinary.

## Vehicles

If you are intending to have a vehicle on your stand you must seek permission from the Operations Team. If permission is granted the vehicle must be clearly marked on your stand plan.

All fuel tanks must contain the minimum amount of fuel.

All batteries must be disconnected.

Fuel caps must be locked and the fuel tank shall not be replenished within the venue.

A drip tray shall be provided under the engine.

Please liaise with the Operations Team regarding delivery and collection times, as this will need to be planned carefully around the construction and dismantling of stands.

## Venue Structure

No fixings of any kind may be made directly to the structure or fabric of the building. All stand construction must be completely self-supporting.

Stands containing steelwork or framework structures are required to use base plates to avoid damage to the venue floor and duct covers. Base plates must be a minimum area of 1sqm (1m x 1m).

## Waste Removal

The exhibitors and their contractor must remove any packing materials and other waste brought into the hall and all waste materials arising from the construction or dismantling of stands etc from the premises. Alternatively you can hire a bin or skip from the venue. Please see Cleaning in the list of General Information A-Z for contact details. Any stand materials left in the hall at the end of the event will be cleared and the removal of the waste will be charged to the exhibitor directly.

The organisers may, at the expense of the exhibitor, remove or alter anything forming part of any stand, if in their opinion it is desirable to do so in the interest of the exhibition or if it does not conform to our Rules and Regulations.

If you have any questions regarding the above information please contact the Operations Team to discuss further.

### Contact

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