

SPACE ONLY STANDS

As a **Space Only** exhibitor, you have hired the floor space only therefore you are responsible for providing everything within the specified space.

We strongly suggest you use **PICO**, the General Contractor for the event to design and build your stand. They can provide you with a fully personalised service. They are also fully aware of all relevant legislation and Stand Building regulations at SNIEC, which will ensure they will be compliant with any relevant regulations.

Please contact them directly for a quotation:

PICO	Tel:	+ 86 215 196 0990 x 8278
No 188 Xincheng Road, Beicai Town	Fax:	+ 86 215 190 8290
Pudong Area	Email:	tony.gu@pico.com
Shanghai 201204	Web:	www.pico.com
PR China	Contact:	Tony Gu

If you wish to use an alternative contractor, please ensure you read the following information and pass a copy to your contractors for their information. It is extremely important that your contractors follow all regulations as detailed below in order to ensure your plans can be approved in good time thus avoiding potential problems and costly amendments.

PLEASE NOTE: ALL SPACE ONLY STAND PLANS MUST BE SUBMITTED TO THE ORGANISER TOGETHER WITH A DETAILED RISK ASSESSMENT FOR THE STAND NO LATER THAN 16TH OCTOBER 2009.

PROCEDURE FOR OBTAINING CONTRACTOR PASSES & VEHICLE PASSES

Hall Management Fee

SNIEC levy an **18 RMB per m²** charge on all space only stands as a Hall Management Fee. This is not refundable and is payable onsite at the Customer Service Department counter at the South Entry lobby at SNIEC before contractor passes can be issued. This fee applies even if you are a stand fitting contractor and constructing the booth yourself.

Contractor Deposit

Contractors/exhibitors are also required to pay a refundable "Contractor Deposit" to PICO, the show General Contractor of Labelexpo Asia, of 150 RMB per m² at the Contractor Service Counter in the South Lobby. This deposit is to ensure that all regulations are abided by, all services are paid in full and all stand fittings removed at the end of the event. **PICO will issue a contractor badge once both charges above have been paid.**

Vehicle Passes

In order to be issued a Vehicle Pass at the parking area, the contractor/exhibitor is required to bring the Hall Management Certificate and the receipt of Contractor Deposit to the parking area and pay the vehicle pass fee of RMB 30 for 90 minutes.

SNIEC Legislation re Double Decker Stands

Please note that SNIEC has also introduced additional legislation for the control of Double Decker stands (further information below). All Double Decker stands or Complex Builds must be approved by a

Structural Engineer, the cost of which must be borne by the exhibitor or their contractor. Please find further information below.

This section is divided into 2 parts. Part 1 contains the Regulations at SNIEC and Part 2 contains the Regulations of Labelexpo and are standard at all Exhibitions.

STAND CONSTRUCTION REGULATIONS - SNIEC

General Regulations at SNIEC for Booth Construction

Management Regulations for Construction of ALL stands

- 1) All exhibitors should select the contractor with proven qualifications to construct their booth and are obliged to require the contractor to implement the construction in light of the relevant regulations and construction specifications and carry out corresponding safety measures
- 2) The structure of all exhibition stands must be reasonably designed so as to ensure security and safety. The construction materials shall be non-flammable or fire retardant
- 3) The designed structural strengths of all exhibition stands shall meet the strength required by the load. During the construction period, efforts shall be made to ensure the overall strength, stiffness, stability and local stability of the exhibition stand structure
- 4) The area of exhibition stand constructed by each contractor must comply with the area specified in the submitted application. The area of construction of an exhibition stand must not exceed the leased area
- 5) For exhibition stand structures decorated with glass ornaments, the glass must be safety glass so as to ensure security in construction and installation and also must be marked with conspicuous signs in order to prevent glass breaking.
- 6) For exhibition stands using steel structured standing posts, the standing posts shall use welding-free material with a diameter of over 100mm. Its bottom shall be welded with a secure base with a flange welded on its upper structure to increase the load bearing area of the standing post so as to ensure the soundness of the exhibition stand structure
- 7) The ground contact width of the main load-bearing wall in an exhibition stand structure shall be not less than 120mm, so as to ensure the contact area between the wall body and the ground. For walls with a large span of over 6m and steel column framework structures, connecting beams shall be added on the top, with supports fitted between the columns at the bottom of the columns so as to ensure the overall stiffness and stability of the exhibition stand
- 8) For construction of all exhibition stands in which the structural designs involve a stage or platform structure with height of over 1.2 metres as well as an indoor 2-deck, multi-deck, or are a complicated structure, stand structural drawings must be provided, which shall be imprinted with seals of National Grade A Registered Structural Engineer for confirmation, accompanied by a Structural Calculation Sheet. All exhibitors and construction institutions shall give full consideration to the safety of the exhibition stand from design to construction so as to ensure the soundness of each connecting joints of the exhibition stand and the overall structure of the exhibition stand
- 9) Double Decker or Multi-Deck exhibition stands must be equipped with fire extinguishers that have passed their annual inspection
- 10) All structural back walls of neighbouring exhibition stands must be properly decorated**
- 11) Totally enclosed ceilings are strictly prohibited. Exhibition stand ceilings must not obstruct the sprinklers and shall have an open space of over 50% of the total stand area to ensure fire prevention safety

- 12) All construction institutions must not damage the facilities in the exhibition hall. They are not allowed to drive nails, punch holes, paste adhesives, apply paints or post advertisements within the exhibition hall, on the exterior floor or wall surfaces
- 13) When each contractor is construction an exhibition stand, it shall not create an obstruction in front of fire-fighting facilities, electric equipment, emergency exits and audience passages etc inside the exhibition hall
- 14) No inflammable or explosive materials shall be used for the construction of an exhibition stand and no paint spraying or paint coating shall be carried out inside the exhibition hall
- 15) When personnel or contractors are working at height, they shall use qualified and safe elevators and operation platforms and be fixed to safety belts. To protect personal safety, a safety zone shall be set up in the surrounding area which should be monitored by dedicated personnel with warning signs set up around the safety zone
- 16) Once the exhibition starts, the contractor must appoint an on-site safety principal and dedicated personnel to stay on duty at the site in order to facilitate problem handing when issues arise
- 17) For exhibition stands that have safety hazards during the construction period, the contracting company must make prompt rectification after receiving "Notice of Rectification" and feedback the rectification results to HAH Exhibition Site Construction Management Office at SNIEC
- 18) Contractors shall complete the construction within the prescribed time and area, and take care of security work such as fire and burglary prevention. Contractors must appoint a site principal at the construction site, whose registration and filing shall be done at the time of completing construction formalities
- 19) Processing tools such as electric saws or electric planes shall not be used for construction inside the exhibition hall nor shall open fire operations such as electric welding or pneumatic welding. In case of special requirements, the contracting company must go to the Security Office at SNIEC to go through the formalities. Construction can only start once the application has been approved
- 20) The selection of construction materials for exhibition stands must comply with criteria issued by relevant national authoritative departments regarding material usage for temporary buildings and be implemented in a rational way by taking into consideration the features of the exhibition. The selected materials must conform to national requirements on environment protection and fire-fighting
- 21) Exhibition stand structures must not use thin load-bearing structural parts with pipe wall thickness of 0.8mm not shall heavily rusted load-bearing structural parts be used
- 22) All contractors working in the hall must wear identification badges provided by the Organiser
- 23) Removal of rubbish – during the build up period, exhibitors and contractors will be responsible for the day to day removal of debris
- 24) Exhibitors and their appointed contractors must strictly adhere to the build up and breakdown schedule
- 25) All materials must be fire retardant – minimum flame spread rating of Class 2
- 26) All booths must be carpeted or laid with some form of flooring as clear demarcation of contracted space. All carpet and floor coverings must be fixed with double side tape to be removed during the dismantling period. The use of paints of other adhesives is prohibited
- 27) At the close of the exhibition, it is the joint responsibility of the exhibitor and contractor to dismantle and remove the stand in accordance with the dismantling schedule specified by the Organisers. All debris and carpets must be cleared by the exhibitors and/or contractors. Failure to do so will result in exhibitors being liable for a fee
- 28) Portable compressors are NOT permitted – mains compressed air must be ordered via the forms in Section 6 of this manual

MULTI-STOREY STANDS

In view of the fact that there are wide differences in strength and qualification among companies providing services for construction of exhibition stands, and in order to ensure the standardized construction of exhibition stands at Shanghai New International Expo Centre (SNIEC) as well as the

personal safety and security of both exhibitors and visitors, SNIEC has appointed HAH Consulting & Exhibition Co., Ltd Shanghai to for the review of drawings and event management. They have jointly formulated the following detailed management rules so as to implement uniform review and supervision over the design, structure, construction and disassembly of participating exhibition stands.

- After the drawing and design plans of the booth construction are approved by both SNIEC & HAH the construction must be implemented strictly in accordance with the “stand building regulations” and the structural designs given by SNIEC & HAH. Amending the structural requirements or adopting unconfirmed material without approval is forbidden. If any booth accidents occur otherwise, the exhibitor or the entrusted contractor must take full responsibility
- Though the drawing and design plans of booth construction submitted by the exhibitor or the entrusted contractor are approved by SNIEC & HAH still the professional structural engineers and safety inspectors shall inspect the construction site at intervals to prevent any safety accidents from occurring. If any violation of the second regulation stipulated in this notice is found, SNIEC & HAH will offer notice of rectification to the exhibitor or the entrusted contractor and meanwhile send one copy to the exhibition organiser. Upon receiving the notice of rectification, the exhibitor or the entrusted contractor is negligent of the given notice of rectification, SNIEC & HAH, for the sake of safety, will work together with the exhibition organiser to stop the booth construction and the exhibitor shall bear the full responsibilities arising thereof.

Mutli-storey stands shall observe the following additional specifications which will be enforce by SNIEC and HAH Consulting and Exhibition Co.

SNIEC Conditions for Double Decker or Two Storey Stand Construction

Outdoor stand or Two Storey stand construction is permitted in the halls with approval of Grade A National Registered Structural Engineer who is employed by contractor or recommended by the organiser. Approval for the two-storey stand depends on the position of the stand within the hall and the area it occupies. Since consideration must be given to the overall general appearance of the hall in question, the visibility of signs, and the visual effect of neighbouring stands, two-storey constructions may be limited in number or prohibited all together.

Two-storey constructions must be designed in such a way that it is possible to install and dismantle them within the designated time period. No upper storeys may be built across the aisles.

Maximum height for stands is as follows:

Island stands (open on 4-sides)	6m
Stands 18 sq. m. or larger	5m
Stands under 18 sq. m.	4m

The structural part of the booth cannot hang from the structures of the hall. In the case of infringement of the conditions specified here, the Organisers reserve the right to take action in accordance with the general terms of participation.

APPROVAL PROCEDURE FOR DOUBLE DECKER STANDS

The construction application must be submitted to the Organisers no later than **16th October 2009**. The following documents must accompany the application. The fee for the approval by a Structural Engineer is 50 RMB per m². The cost is to be borne by the exhibitor or their contractor.

- Booth perspective drawing in quadruplicate
- Plan of ground floor in quadruplicate
- Plan of upper floor, in quadruplicate
- Elevations and Cross-Sections, in quadruplicate
- Cutaway view, in quadruplicate

- Electricity layout, in quadruplicate
- Sectional drawings, in quadruplicate
- Static test report or static load calculation, in duplicate
- Specification of construction together with the materials, in duplicate

All drawings are to be specified scale. **Drawings submitted by fax cannot be processed.**

Please note that irrespective of approval by the Organiser, the installer and/or operator of an exhibition stand is responsible for compliance with public statutory regulations, such as the Shanghai Building Regulations, insofar as applicable to exhibition stand, as well as with the terms of participation of the organisers.

- All drawings must be marked with the axis size of beams and posts, as well as specifications and sizes of all structural materials
- All contractors entering the exhibition hall to start stand construction must provide HAH with copies of their business licence certificate along with licence certificate for special job types imprinted with company seal, which will be used for filling purpose
- All contractor employees entering the exhibition hall to start stand construction must pay a risk deposit of **150 RMB per m²** for the exhibition stand (this deposit shall be paid in cash ONLY) directly to **PICO**, the General Contractor, at the Service Desk in the South Lobby at SNIEC. If no safety accident occurs to the exhibition stand during the exhibition period, the deposit will be returned in view of the clearing and transport conditions of the exhibition stand at the site after the exhibition is over.

Stand Construction

Stands may be installed conventionally or using modular system elements. Materials standard in exhibition stand construction are to be used for floor and wall coverings/ceilings

Positioning of Cabins/Design of Upper Storey

Stairways, open cabins, terraces and hospitality zones must be set back a distance of at least 1m from any aisles. A distance of 3 metres must be maintained to neighbouring stands. If it is not possible to maintain this distance, a closed partition of at least 2m in height must be installed here as a screen. The side facing the neighbouring stand must be finished in white and of neutral and clean appearance. The neighbour is permitted to use this surface for promotion purposes

Balustrades

Balustrades must be at least 0.9 metres in height. Where open at floor level, an anti-roll batten must be installed on the floor (height 0,05m). To prevent objects such as wine glasses being placed on balustrades where they can easily fall off, the handrails or tops of balustrades must be circular or rounded in shape

Load Bearing Capacity

Ceiling Strength

The load-bearing capacity of the upper storey when used for general visitor traffic, meetings, presentations and/or as storage space must be a minimum of 5 kN/sqm, in accordance with the regulations concerned, insofar as a capacity reduced to 2kN/sqm is permissible under the following conditions:

Use of the upper storey as an office, salesroom (less than 50sqm in area), lounge or hallway within which persons only stay for limited periods. The stairways must be closed to the general public with corresponding signs clearly visible. The designated use of such rooms must be clearly indicated in the planning documents submitted

Strength of Stairways

The construction must be capable of resisting 1/20 of the load-bearing capacity in horizontal direction (point of attack: surface of upper floor). All stairways are to be constructed in accordance with Shanghai Building Regulations and with a load-bearing capacity of 5kN/sqm

Strength of Balustrades/Banisters

Balustrades and banisters must be designed to withstand horizontal loads of 1kN/m at the level of the handrail. Proof must be provided that the pressure applied by the supports does not exceed the maximum permissible pressure the hall floor can withstand

Fire Prevention

The maximum length of any escape route from the upper floor to the aisle is 25 metres

On stands with upper storey of 100sqm in area or less, one stairway is required which must emerge beyond the covered area of the stand.

On stands with an upper storey more than 100sqm in area, at least two stairways are required, at opposite ends of the stand, one of which must emerge beyond the covered area of the stand.

The space beneath and alongside open-tread stairways must not be used for storage, nor for the installation of shelves.

If the area covered by the upper storey exceeds 30sqm, a sprinkler system must be installed in accordance with the regulations, with one sprinkler unit to be installed every 12sqm or part thereof of covered space. All rooms must be incorporated with the sprinkler system.

No area of the upper storey may have a closed ceiling or canopy. Metal grids 1cm x 1cm in modular dimension are permitted. Inclusive of lighting elements, the open area must comprise at least 80%.

All cabins and enclosed areas must permit clear sight of the outer exhibition hall. Up until final approval of the completed stand, additional measures of safety or fire prevention may also be imposed if deemed necessary.

Regulations on the Booth Construction of Double Decker Stands
HAH Consulting & Exhibition Co., Ltd, Shanghai

In view of the fact that in the present exhibition sector there are wide differences in strength and qualification among companies providing services for construction of exhibition stands, and in order to ensure the standardized construction of exhibition stands for various conventions and exhibitions of Shanghai New International Expo Center, as well as the personal safety and property security of both exhibitors and visitors, after consultation with HAH Consulting & Exhibition Co., Ltd. Shanghai (a company appointed by Shanghai New International Expo Center Co., Ltd. for review of drawings and event management, hereinafter referred to as HAH), we have jointly formulated the following detailed management rules, so as to implement uniform review and supervision over the design, structure, construction and disassembly of participating exhibition stands.

Formality for indoor construction of specially structured exhibition stands:

1. For all specially structured exhibition stands, the design drawings of its stand construction must be submitted to HAH for review. The drawings subject to review include:

- a. Booth perspective drawing (1 front-side and 2 sides), in quadruplicate
- b. Ground floor plan, in quadruplicate
- c. 2nd floor plan, in quadruplicate
- d. Cutaway view, in quadruplicate
- e. Elevation, in quadruplicate
- f. Section (Side elevation), in quadruplicate
- g. Detailed booth material checklist, in quadruplicate
- h. Structural drawing, in quadruplicate

All drawings must be marked with the axis size of beams and posts, as well as specifications and sizes of all structural materials.

2. All construction institutions entering the exhibition hall to start stand construction must provide HAH with copies of their business license certificate along with license certificate for special job types imprinted with company seal, which will be used for filing purpose.

3. All construction employees entering the exhibition hall to start stand construction must pay a risk deposit for exhibition stand (this deposit shall be paid in cash or check); if no safety accident occurs to the exhibition stand during the exhibition period, the deposit will be returned in view of the clearing and transport conditions of the exhibition stand at the site after the exhibition is over.

Management regulations for construction of special design exhibition stand:

1. The structure of all specially structured exhibition stands must be reasonably designed, so as to ensure security and safety of the constructed structure. The construction materials shall use non-inflammable or fire retardant materials.

2. The designed structural strengths of all exhibition stands shall meet the strength required by the load, during the construction period efforts shall be made to ensure the overall strength, stiffness, stability and local stability of the exhibition stand structure.
3. The area of exhibition stand constructed by each construction institution must comply with the area specified in the submitted application. The area of an exhibition stand constructed by construction institutions shall not exceed the leased area, and its projected side line must not extend beyond the leasing border line.
4. For exhibition stand structures decorated with glass ornaments, the glass must use safety glass, so as to ensure security in construction and installation, and marked with conspicuous signs in order to prevent glass breaking to cause personal injury or death.
5. For exhibition stand using steel structure standing post, the standing post shall use welding-free material with a diameter of over 100mm, its bottom shall be welded with a secure base, with a flange welded onto its upper structure to increase its load bearing area of the standing post, so as to ensure the soundness of exhibition stand structure.
6. The ground contact width of the main load-bearing wall in all exhibition stand structures shall not be less than 120mm, so as to ensure the contact area between wall body and the ground. For walls with a large span of over 6m and steel column framework structures, connecting beams shall be added on the top, with supports fitted in between the columns at the bottom of columns, so as to ensure the overall stiffness and stability of the exhibition stand.
7. For construction of all exhibition stands in which the structural designs involve stage or platform structure with a height of over 1.2 m, as well as all indoor two-deck, multiple-deck or complicatedly structured exhibition stands, their exhibition stand structural drawings must be provided, which shall be imprinted with seals of National Grade A Registered Structural Engineer for confirmation, accompanied by structural calculation sheet. All exhibitors and construction institutions shall give full consideration to the safety of exhibition stand from design to construction, so as to ensure the soundness of each connecting joints of the exhibition stand and the overall structure of the exhibition stand.
8. Construction of double-deck or multiple-deck exhibition stand must be equipped with fire extinguishers that have passed annual inspection.
9. All structural back walls of neighbouring exhibition stands must be properly decorated.
10. It is strictly prohibited for indoor exhibition stands to adopt totally enclosed type ceilings. Exhibition stand ceilings must not obstruct the fire-fighting facilities on the top of the exhibition hall. It must also be ensured that the ceiling shall have an open space of over 50% of its total area, so as to ensure the fire prevention safety of the exhibition stand.
11. All construction institutions must no damage all facilities in the exhibition hall or alter its application nature and position. They are not allowed to drive nails, punch holes, paste adhesives, apply colorful paints or post advertisements within the exhibition hall, on exterior

floor, or on wall surface.

12. When each construction institution is constructing exhibition stand, it shall not set up obstructions in front of the fire-fighting facilities, electric equipment, emergency exits and audience passages, etc. inside the exhibition hall.
13. No inflammable and explosive materials shall be used for construction of exhibition stand, and no paint spraying or paint coating shall be carried out inside the exhibition hall.
14. When personnel of each construction institution are making mid-air operations, they shall use qualified and safe elevators and operation platform, construction personnel shall tie up safety belt. To protect personal safety, a safety zone shall be set up in its surrounding area, which shall be monitored by dedicated personnel, with conspicuous warning signs set up around the safety zone.
15. After the exhibition starts, the construction institution must appoint site safety principal and dedicated personnel to stay on duty at the site, in order to facilitate problem handling when problems crop up.
16. For exhibition stands that have safety hazards during construction period, the construction institution must make prompt rectification after receiving "Notice of Rectification", and feedback the rectification results to HAH Exhibition Site Construction Management Office.
17. Construction institutions shall complete the construction within the prescribed time and area, and take care of security work such as fire and burglary prevention. Construction institutions must appoint site principal at the construction site, whose registration and filing shall be done at the time of completing construction formalities.
18. Processing tools such as electric saw, electric plane shall not be used for construction inside the exhibition hall, nor shall open fire operations such as electric welding and pneumatic welding be executed. In case of special requirements, the construction institutions must go to the Security Office of Shanghai New International Expo Center to go through application formalities, construction can only start after the application has been approved.
19. The selection of construction materials for exhibition stand must comply with criteria issued by relevant national authoritative departments regarding material usage for temporary buildings, and be implemented in a rational way by taking into consideration the features of the exhibition; the selected materials must conform to national requirements on environment protection and fire-fighting.
20. Exhibition stand structure shall not use thin load-bearing structural parts with its pipe wall thickness $\geq 0.8\text{mm}$, nor shall heavily rusted load-bearing structural parts be used.

Management regulations for construction of outdoor exhibition stand:

1. The construction area and positions of all outdoor exhibition stands shall be applied for by the

organizer and be verified by the exhibition hall before formalities for construction can be processed.

2. Structural drawings of exhibition stand must be provided for all outdoor constructed exhibition stands, and imprinted with seals of National Grade A Registered Structural Engineer for confirmation and accompanied by structural calculation sheet.
3. The design of outdoor exhibition stand shall give full consideration to unsafe factors brought by natural phenomena including wind and rain to the exhibition stands.
4. All exhibition stand structures or exhibits (company name, logo, lamp box and post) are strictly prohibited from protruding beyond its exhibition stand border.
5. Electric appliances such as lamps, sockets and distribution panel that are installed outdoors shall adopt rain-proof products. Outdoor electric equipment shall be protected with reliable rain-proof shield and leakage protection device.
6. Outdoor exhibition stand shall ensure the strength, stiffness, stability and local stability of the overall structure of exhibition stand, i.e. no variable system is allowed, and there shall be no rather large deformation under load (mainly wind load). The designed structural strength shall meet the requirements of all types of load.
7. The selection of construction materials for exhibition stand must comply with criteria issued by relevant national authoritative departments regarding material usage for temporary buildings, and be implemented in a rational way by taking into consideration the features of the exhibition; the selected materials must conform to national requirements on environment protection and fire-fighting.
8. Exhibition stand structure shall not use thin load-bearing structural parts with its pipe wall thickness $\leq 0.8\text{mm}$, nor shall heavily rusted load-bearing structural parts be used.

Shanghai New International Expo Center Co., Ltd.
HAH Consulting & Exhibition Co., Ltd. Shanghai
December 1, 2006

STAND CONSTRUCTION REGULATIONS - TARSUS/LABELEXPO

1. GENERAL

1.1 INTRODUCTION

All work must be carried out in conformity with the requirements of the SNIEC. Should you have any queries, please contact the Organisers. Failure to observe these regulations may result in delays, restrictions and criminal proceedings against the exhibitor.

1.2 NOTIFICATION OF CONTRACTORS

Exhibitors must notify the Organisers as soon as possible of the names of their stand contractors via the **Space Only Plans** form in **Section 4**.

2. PLAN PRESENTATION & SUBMISSION FOR APPROVAL

2.1 GENERAL

All space only exhibitors are required to submit full dimensional stand design drawings. Plans must be in English, to a recognised scale not less than 1:50 and be submitted by **16th October 2009**. They should be clearly marked "**RE: LABELEXPO ASIA**" and sent together with the Space Only Stand Plans form and a completed Risk Assessment to Claire Farrugia:

Tarsus Group plc.
Metro Building 9th Floor
1 Butterwick
London
W6 8DW

☎: +44 (0) 20 8846 2706
Fax: +44 (0) 20 8846 2801
E: cfarrugia@tarsus.co.uk

2.2 SINGLE STOREY STANDS OVER 2.5 M AND UNDER 4 M IN HEIGHT

TWO copies of plans should be submitted. They should include the following details:

- a) A plan showing location within the exhibition;
- b) A plan view with external dimensions, indicating which sides are open onto gangways, plus the location of any hall column and its dimension to the nearest stand edge;
- c) Elevation views, indicating clearly the heights of all stand fittings;
- d) Details of all walling, platforms, demonstration areas, exhibits, graphics, etc;
- e) Details of materials and fire protection.

2.3 STANDS ABOVE 4 M IN HEIGHT, MULTI-STOREY STANDS

All stands over 4 m in height, whether single- or multi-storey require **TWO** sets of plans to be submitted. These plans must include details outlined in above (see SNIEC Rules & Regulations above), together with:

- a) Structural calculations (2 sets) proving the structural stability of the stand. These should include i) a loading analysis assuming an imposed load on upper floors of 5 KN per sq m. Dead load should be individually assessed for each floor; ii) a stability check assuming a lateral load

- equal to 2.5% of the total vertical load applied at upper deck level; iii) details of connections, bracing members and floor crevassing;
- b) Details of each level & staircase. Upper level plans must show details of walkways, means of escape, etc; NB Regulations concerning staircase design are given in section 3.12, section c.
 - c) Details of all steel work;
 - d) A method statement detailing the process by which the stand will be built.

2.4 COMPLEX STRUCTURES

All stands deemed as complex structures also require **TWO** sets of plans to be submitted, together with structural calculations, a method statement, etc as outlined in the SNIEC Rules & Regulations (see above). Please also complete the **Double Decker Stand Approval Form** in **Section 4** of this manual if your stand has more than one level.

Complex structures are defined as any form of construction of any height that would normally be designed by an engineer and / or has been found to provide significant risk via a risk assessment. Examples include:

- Stands over 4m in height
- Multi-storey stands
- Viewing / service platforms
- Suspended items
- Raised walkways
- Ramps
- Sound / lighting towers
- Temporary tiered seating

3. DESIGN OF STAND

3.1 GENERAL

The design of the stand must be such that the stand can be erected and dismantled within the time given.

3.2 HEIGHT LIMITS & PARTITION WALLS

Exhibitors are required to construct freestanding partition walls between their own & adjoining stands. These must be to a minimum height of 2.5m and maximum height of 6m. Note: Where partitioning walls are constructed over 2.5m in height, it is the responsibility of the exhibitor constructing the wall to dress the rear of the partition wall down to a height of 2.5m **in a neutral colour** (normally white or light grey) as agreed by the neighbouring exhibitor. **All Space Only stands MUST be approved for construction by the Organiser and if Double Decker also by the venue.**

The maximum height limit for any form of stand fitting, lighting, structures and/or graphic towers is:

6m for **island stands** (open on all 4 sides)

5m for **stands 18sqm or larger**

4m for **stands smaller than 18 square metres**

Maximum height includes platforms and the use of flags and balloons. Any exhibitor wishing to exceed 4m in height (be it stand fitting or actual exhibits) must produce & submit structural calculations to prove the stability of any proposed designs. Logos and branding are not permitted on the rear face of partition walls when these walls overlook neighbouring stands.

3.3 OPEN FRONTAGES

Stand walls (above 1.5m in height) that are on a gangway facing another exhibitors' stand should generally not exceed 4m in length without an opening or glazed panel. Walls should either have natural breaks, glazed panels or open view. In circumstances where an opening or vision panel is not practical, such as the wall of a plant room behind a machine, then a plan must be submitted and

written permission given from the Organiser for an exception to the above rule.

3.4 SPACE ONLY STAND NUMBERING

All Exhibitors should display their company name and stand number prominently on their stand so that they can be viewed from each approaching gangway. This will assist visitors in locating their position within the hall and finding the stands they wish to visit.

3.5 OBSTRUCTING GANGWAYS

No part of any stand or exhibit, including fascia, signs, lighting, corner posts, etc, shall project into or over the gangway or obscure any fire or exit signs and the Organisers reserve the right to remove any such item.

3.6 LINKING STANDS

Exhibitors who have stands either side of a gangway must be given permission to link their stands. This will be by means of a lightweight lattice structure (Trilite type), positioned at a height no lower than 3 m and no higher than 6 m from the Hall floor. This structure must be completely “open” and purely give an indication that the stands are linked. Full details should be forwarded with stand plans.

Note: Each stand will require its own electrical mains connection.

3.7 PLATFORMS

Platforms are not essential but where they are incorporated into the stand design the following regulations apply. The general height may not exceed 100 mm (4”) but areas may be super-elevated for display purposes. Details of super platforms, above the height of 600 mm (24”) to which people have access must be submitted to the Organiser for approval by the Authorities. Corners should be rounded off and platforms should incorporate a ramp into their design for disabled access to meet the requirements introduced under the recent Disability Discrimination Act.

The flooring must not be less than a nominal 25 mm (1”) thick & be laid with close joints. Platforms must be of a strength and stability sufficient to carry and distribute the weight of the stand fitting, stand personnel, visitors and exhibits having regard to the loading limits of floors.

3.8 DOORS AND WINDOWS

To avoid accidents, all doors and windows along gangway edges must open inwards. Other doors and windows that open outwards should not exceed beyond the site boundaries.

3.10 SUSPENSION AND FIXING TO THE EXHIBITION PREMISES

SNIEC has the exclusive right to approve and supply suspensions and rigging from the roof and building structure. Please refer to the **PICO** order form in **Section 6** if you require this service.

Please note that banners suspended from the ceiling are permitted only above stands that **exceed 32 square metres in area**. Banners may only be suspended above the exhibitors’ own stand and must be inside the perimeter of the stand by at least 2 metres on any side.

3.11 MULTI-STOREY STANDS

Multi-storey stands shall be constructed of materials as specified in the SNIEC Rules & Regulations,

and the following specifications shall also be observed:

- a) Ceilings, other than to the topmost storey, shall be of solid construction or of inherently non-flammable fabric, except that treated fabric may be permitted to single storey portions of stands where not exposed to the risk of fire from lighted articles dropped from above;
- b) Cupboards, enclosed offices, storerooms, etc formed beneath the staircase shall be lined throughout with non-combustible material;
- c) Adequate means of escape must be provided from the upper storeys of any stand. Stairways shall be at least 1m wide and if not subdivided by a central handrail, no more than 1.8m wide. Each step shall have an available tread, measured on plan, of 280mm and the risers between the steps shall not exceed 180 mm. Staircases shall discharge to the ground floor at a point where unimpeded access to a public gangway is achieved. If the occupants of the upper storey have no choice but to make their way to a single escape stair, the travel distance from any part of the storey to that stair must not exceed 10m.
- d) All balustrades and handrails shall be at least 1100 mm high, be non-climbable, i.e. with solid in fills or vertical guard rails that should be no more than 100mm apart, and be capable of withstanding a lateral load of 1.5KN/LM.
- e) Baseplates should be designed to limit the compressive stress on the floor of the Building to 200 KN per sq m unless the total load on a baseplate is 50 KN or less, in which case a 300 mm square plate may be used; bolts are not acceptable as a means of preventing uplift of bases.

3.12 MEANS OF ESCAPE - ENCLOSED AREAS

Alternative means of escape and adequately maintained general and safety lighting with exit notices illuminated by both primary & secondary lighting systems shall be provided to any enclosed stand.

4. MATERIALS

4.1 TIMBER

All timber less than nominal 25 mm (1 inch) in thickness and plywood, hardboard, block board and chipboard less than 18 mm (3/4") must be rendered flameproof by a recognised process to a Class 1 standard when tested in accordance with BS 476 part 7 - 1971. Ply-Hard and pulp boards which have been rendered flameproof in a manner approved shall be branded with a recognised mark.

4.2 PLASTICS

The use of plastic of a grade less than Class 1 BS 476 Part 7 - 1971, whether in stand construction or display arrangements is prohibited. Limited amounts of plastic materials of a grade better than Class 3 can be permitted providing the details are submitted prior to construction.

4.3 TEXTILE FABRICS

Textile fabrics - unless incombustible - may not be used for partitioning stands or for forming offices or the back or sides of stands and so far as they may be used for decorative 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 board and secured at floor level by a skirting board not less than 75 mm deep.

4.4 PAINTS

All painting must be carried out in water paint. Finishes that have a base of oil or cellulose must not be applied on site.

4.5 CARPET TAPE

When fixing your own carpet, please note that only low adhesive exhibition carpet tape may be used. You must remove all carpet tape at the close of the exhibition and charges will be levied for non-compliance. Please specify details when you submit your stand plan to the Organiser.

5. GASES

5.1 MAINS SUPPLY

Compressed air, water and waste services can be ordered through PICO using the forms provided in **Section 6** of this manual. Services will be supplied via under floor service ducts and must be controlled by a mains stopcock fitted in rigid metal piping and in an accessible position on your stand.

5.2 COMPRESSED GASES

All stands proposing to use compressed gases must first obtain written approval from the Fire Office – no use will be permitted without this authorisation. Details can be submitted to the Organisers and should show the gases or liquid proposed and the sizes of their cylinders or vessels with their working pressures. Where compressed air, oxygen, hydrogen, dissolved acetylene or liquid under pressure is supplied in steel cylinders, such cylinders must bear test marks in accordance with Government recommendations and may only be brought into the halls with the prior consent of the Fire Officer. Other vessels containing liquids or gases under pressure must be fitted with approved safety valves and a certificate in respect of a recent pressure test by a recognised authority must be available for inspection for each vessel.

Cylinders must not be stored on the stand but in the gas cylinder store under control of the Fire Officer and exhibitors should liaise directly with the lifting contractor concerning their transportation between the store and the exhibitors' own stand.

All piping for compressed air, gases, etc must be of rigid tube with welded or screwed connections.

Compressed Air – Please note that portable compressors are not permitted at SNIEC for Health & Safety reasons. It is imperative that you order Compressed Air through the official contractor (PICO – see form in Section 6 of this manual) in advance as portable compressors will not be permitted.

6. HAZARDOUS ITEMS/PROCESSES

6.1 COSHH

The use of all toxic & hazardous substances is prohibited without written approval from SNIEC and the Organiser. Applications should be accompanied by a risk assessment including details of measures taken protecting employees & workers on adjacent stands and they should be submitted at least one month prior to the exhibition.

6.2 EMISSIONS, EXHAUST & FUMES

Any exhibit or process which generates, blows out or otherwise emits fumes, exhaust or smoke is subject to inspection by the Organisers.

The Organisers reserve the right to shut down any machine that is not emissions compliant at any time.

In any case, machine exhaust outlets should be arranged not to discharge filtered fumes below 4 metres in height and where possible these should be ducted outside the building.

6.3 BOILERS, STOVES & FURNACES

Precautions must be taken to prevent the transmission of heat to a combustible part of the stand & to the Hall floor. A suitable non-combustible insulating material of sufficient thickness must be inserted between the equipment & the stand.

6.4 MACHINERY & APPARATUS

All machinery & operated apparatus must be fitted with guards & must only be demonstrated or operated by persons authorised by the exhibitor.

6.5 WELDING

Where welding & other heat generating operations are carried out adequate precautions against damage to property or injury to persons by fire or hot metal are taken.

6.6 RADIOACTIVE SUBSTANCES, LASERS, OBNOXIOUS SUBSTANCES & FLAMMABLE OILS

Specific regulations exist concerning the exhibiting of such items & their use is prohibited without prior permission from the venue. Please forward written requests to the Organisers giving full details of the intended activity & any control measures to be taken.