

CUSTOM-BUILT STAND BUILD REGULATIONS

Please take note of the following **design guidelines**:

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 **10th September 2021**

They should be clearly marked “**BBWF Stand Plan for Approval**” and sent together with the H&S Pack (Exhibitor’s Health & Safety Declaration form, and a completed Risk Assessment & Method Statement (RAMS)) to the below relevant contact:

STANDS A1 - B10

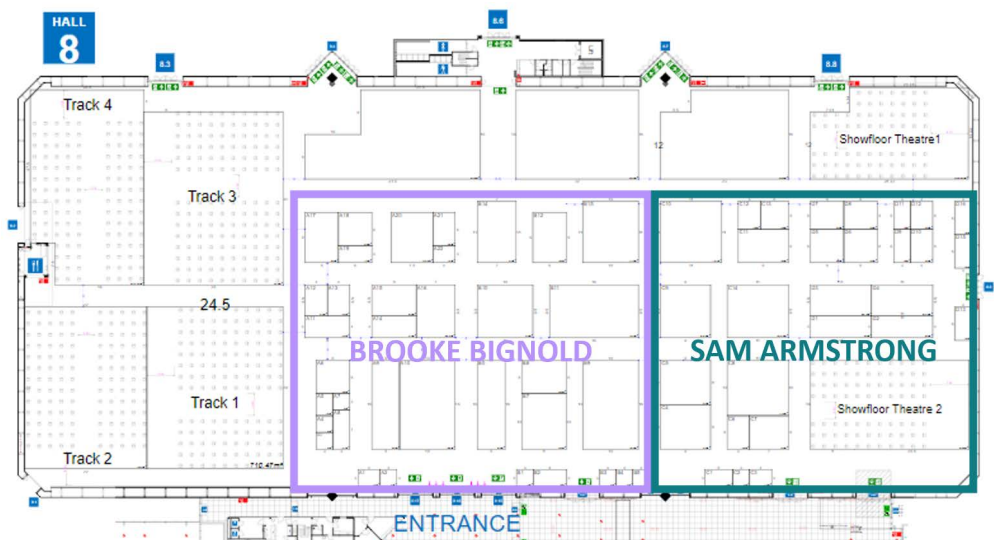
Brooke Bignold:

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STANDS C1 - D20

Sam Armstrong

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- All space only exhibitors are required to construct free standing partition walls between their own & adjoining stands. These must be to a minimum height of 2.5m (i.e. the height of shell scheme) and a maximum of 4m (maximum stand height permitted). There is an additional fee for building over 4m.

NB. 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.

SINGLE STOREY STANDS

MAXIMUM BUILDING HEIGHT

- The maximum building height for single storey stands is **4m**. Portions of an exhibition stand that are by their nature higher than 4 metres (such as antenna masts) may exceed 4 metres, **only if given approval** in writing by Informa Tech. Any portion of an exhibition stand that exceeds 4m will need to provide structural calculations and **will be charged airspace**. Any stands over 4m in height that we approve may contain no more than 1sqm of promotional signage.
- Any additional hanging banners above your stand must be approved by Informa Tech before the show (note there is an additional charge). Informa Tech reserves the right to remove any non-approved hanging signage onsite.

WALLING OFF

- Any walls built either within or on the perimeter of your stand, must be no more than **60% of each side** of the stand (excluding compulsory walling as specified above). If a wall is required to be longer than 60% of the perimeter, the additional walling must be no more than 1m in height.

ADJOINING SINGLE STOREY STANDS ONLY

- All space only exhibitors with adjoining neighbours are required to construct free standing partition walls between their own & adjoining stands. These must be to a minimum height of **2.5m** (i.e. the height of shell scheme) and a maximum of **4m** (maximum stand height permitted).
- 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**. NB. This cannot be branded and must be white in colour.

DOUBLE DECKER STANDS

MAXIMUM BUILDING HEIGHT

- The maximum building height for double-decker or multi-storey stands is **6m**. Double-decker stands may only be built with permission from Informa Tech (note there is an additional charge).

WALLING OFF

- In case of a double decker stand, no more than **60% of the ground floor** may be walled off. There are additional regulations pertaining to double decker stands – please contact Informa Tech as soon as possible if you are planning to build a multi-story stand (note there is an additional charge for double-decker stands).
- **IMPORTANT: all double decker stands must apply for a local license which can be ordered through the RAI portal [HERE](#).**

GUIDELINES

Much of this information can be supplied by your stand builder. We have also included all our questions in this report from Royal HaskoningDHV (PDF)(linken) which you can forward to your builder.

The following information is required:

- Construction calculations
- Stability calculations
- Construction drawings
- Design drawing

Please submit the following information:

- Details of the stand builder
- Information regarding onsite contact
- Construction details

For this fill in the form: click on de the red button 'Download' and send it to permits@rai.nl.

Note

Read the report from Royal HaskoningDHV carefully to be aware of all the rules and guidelines that the RAI and the organizers set for the design.

For example:

- Demonstrate that the structure is sufficiently strong.
- Include details of the connections (how the balustrade is attached).
- State dimensions of the galleries, including stairs and height of the balustrade.

DOWNLOAD THE APPLICATION FORM HERE

RAISED PLATFORMS

- Platforms and raised flooring:
- If you have a platform or any raised flooring on your stand above 40mm in height, a ramp will be required.
- The platform or raised flooring height must be incorporated into your maximum build height.
- If you include a ramp in your stand design, this must be incorporated into your space and must not intrude into the aisle. The ramp must be minimum 1m wide, and the edges of the ramp access must be highlighted in a contrast colour.
- The corners of all raised platforms must have a bevelled edge (have rounded corners, no sharp edges).

TRUSSES

- If trusses are required, this would be subject to an additional cost which can be discussed with your account manager.
- Trusses can hang above **4m** with the condition that **no promotional signage** (with no additional cost) will be included as part of the truss structure. Any truss (including lighting/projection support) must be hung within the perimeter of your stand and must not over-hang into the aisle or any other stand.

RIGGED STRUCTURES/HANGING BANNERS

- If rigging is required, this would be subject to an **additional cost** which can be discussed with your account manager.
- Rigging that is deemed complex will require structural calculations to be submitted along with your technical drawings. **NB. Structural calculations are at the expense of the exhibiting company, Informa Tech are not liable for these costs.**
- Examples of complex rigged structures include any **bespoke or timber banner constructions and suspended items, e.g. lighting rigs of over 400 kg in weight.**
- The following information must be submitted for a complex rigged structure to Informa Tech with your space only plan submission:
 - Detailed, scaled structural drawings
 - Specifications of materials used, description of all fixings
 - Weight per suspension point and total weight of banner construction
 - Structural calculations
 - Risk Assessment
- Please note that lightweight aluminium banners that are a proprietary system with fabric/pvc infills are deemed noncomplex and do not require the above secondary level of review, sign off process and complex fee. It is therefore important that all banner materials, description of all fixings, and total weight of your rigged banner is fully described on plans submissions.
- Rigged banners should have a clear 1m distance from the partition walls of their neighbours. Banners can be positioned up to the gangway edge, but there must be a gap from their neighbour.

ADDITIONAL FEES

Additional fees may be applicable if your stand build includes any of the following:

- Hanging banners
- Anything over 4m (including walls, structures, signs, trusses, etc.)

GENERAL RULES

- All custom-built stands must abide by the Health and Safety rules set out by the venue and Informa Tech. See the **HEALTH & SAFETY** page of this manual for instructions on this. Failure to provide the required documents will prevent your stand being constructed.
- If any complex structure is modified after the submission of the above information, plans must be resubmitted with details of all modifications and a structural engineer's confirmation that the final overall design is safe for its purpose.
- **Non-official contractors** must follow any instruction given by Informa Tech and the official show contractor. Exhibitors may appoint any competent local stand contractor to design and construct their booths.
- All these guidelines should be followed in connection with the Technical Regulations of the venue.
- **Informa Tech reserve the right to order and enforce changes to stand design.**