

# SPACE ONLY STAND DESIGN GUIDELINES

*These guidelines should be followed in connection with the technical regulations of the venue, any country specific regulations & the Informa rules & regulations.*

*Informa Tech reserve the right to order and enforce changes to stand design at any given time.*

● ● YOUR SAFETY IS  
OUR PRIORITY

# Safety First!

All custom-built stands must abide by the Health and Safety rules set out by:

- the venue
- any country specific regulations
- Informa Tech's Stand Build Guidelines
- Informa's Health & Safety Rules & Regulations

Failure to provide the required documents will prevent your stand being constructed.

Non-official contractors must follow any instructions given by Informa Tech, the official show contractor and the appointed health & safety officer. Exhibitors may appoint any competent local stand contractor to design and construct their booths.

## ZERO WASTE POLICY

- Informa has a 0% waste tolerance policy, this means you are responsible for removing all stand fitting waste, flooring and any other disregarded materials from your stand both during the build-up and the breakdown periods.
- We encourage all contractors and exhibitors to Reduce, Reuse or Recycle as much of your stand fitting materials as possible – any materials left in the halls will be photographed and the relevant contractor/exhibitor will be invoiced for the waste accordingly.

# Stand Plan Submission Requirements

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. We require:

- a) A plan showing the location within the exhibition
- b) A plan view with external dimensions, indicating which sides are open onto gangways
- c) Elevation views, indicating clearly the heights of all stand fittings
- d) Details of all walling, platforms, demonstration areas, exhibits, graphics, etc
- e) Indication of the booth number in a conspicuous position of the booth on the drawings, and when building on-site, you need to clearly display the booth number on the on-site booth according to the location of the booth number on the drawing
- f) Details of materials and fire protection
- g) Detailed risk assessment
- h) Method Statement detailing the process by which the stand will be built and dismantled.

The Informa template for risk assessment and method statement can be used or contractors can provide their own.

The onsite stand design and build must not deviate from the final approved submission.

# Building Rules

- Stand Height & Walling
  - **Single storey:** The maximum build height for single storey stand structures is **4m** (please refer to slide 8 regarding rigging & hanging banners)
    - Single storey stands higher than 4m are not permitted unless explicit permission has been granted by the Informa Event Organiser
  - **Multi-storey:** The maximum build height for multi-storey stand structures is **6m** (please refer to slide 8 regarding rigging & hanging banners)
    - Multi-storey stands higher than 6m are not permitted
  - 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).

**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. This must be white with no branding.

# Building Rules (cont.)

- Walling off
  - Any walls built either within or on the perimeter of your stand, must be no more than 50% of each side of the stand (excluding compulsory walling).
  - If a wall is requested to be longer than 50% of each side:
    - the additional walling must be no more than 1m in height
    - *or* must be fitted with transparent (clear see-through) material
      - If using transparent materials:
        - All glazing must comply with local requirements. Any interrupted large areas of clear glazing, especially glazed walls or doors, shall be indicated so, as to be readily apparent (*for example, by warning stripes, dots or logos*) to ensure people do not injure themselves by inadvertently walking into the glass.
        - 80% of clear walling or doors must be clear and free from stickers, warning stripes or logos
- **Multi-storey stands:** In the case of a multi-storey stand, the same above rules apply to the ground floor level of the stand. There are additional regulations pertaining to multi-storey 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)

## Building Rules (cont.)

- Platforms and raised flooring:
  - If you are including a platform or raised flooring on your stand, please note that if this goes 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.

# Rigging

- Hanging Banners/Structures
  - Any hanging banners or structures above your stand must be approved by Informa Tech before the show. Please note this will incur an additional airspace charge.
  - Banners/Structures can be rigged to a **maximum height of 6m** from the top of the structure to the floor.
  - Rigged banners should have a clear 1m distance from the partition walls of any neighbours (where applicable).
  - Banners can be positioned up to the gangway edge if on an aisle.



## Rigging (cont.)

- Truss
  - If truss is required, the trusses can hang above 4m with the condition that **no promotional signage** 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 protrude into the gangway or any neighbouring stand.

All rigging must be arranged and ordered through the official contractor, this will come at an additional cost to the exhibitor.

Informa Tech reserves the right to remove any non-approved hanging banners/structures or truss

# Complex Stands & Rigging

Any stand submissions that are deemed complex will require supporting information to be submitted with their application

Examples of complex stands:

- Structures over 4m and of a complex design or nature
- Stands with rigging
- Platforms over 600mm
- Raised walkways
- Ramps
- Sound/lighting towers

Structures over 4 meters which are of simple design i.e. signage and stage backdrops and may not be Complex, must submit details of how they are to be Fixed to prevent them from falling to the organiser

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.

## INFORMATION REQUIRED

- Written confirmation on structural safety from a structural engineer
- Detailed scaled structural drawings (including staircases, plan views and elevations)
- Calculations for the structure
- Risk assessment
- Method statement

All of the above should show the event name and/ or number of the structure. All information should be submitted together in one email.

## Important Reminders!

A vision window must be included in any door

Any rigging, bulkheads or hanging signage must be within 6m from the top to the floor

All elements of the stand (e.g. TV monitors) must be within the confines of the space – nothing overhanging or protruding into an aisle/a neighbouring booth

No solid ceilings permitted in enclosed stand areas - Casement ceilings are acceptable

Any fully transparent windows or doors must be 80% clear but include stickers

No doors should open onto aisles

Stands should be made accessible to physically disabled persons where this can be readily achieved e.g. through the installation of access ramps

If you have raised flooring on your stand, 90° corners are not permitted. Failure to adhere to this rule will incur costs to exhibitor as stand alterations will have to be made to comply with this rule. Corner protectors are acceptable.

# PERSONAL PROTECTIVE EQUIPMENT (PPE)

All exhibitors and contractors shall establish their minimum PPE requirements during the build and breakdown phases based on their risk assessment and method statement:

## Mandatory Requirements

- ✓ Safety footwear with steel toe protection
- ✓ Hard hats
- ✓ High visibility vests

## Specialist Requirements

- ✓ Hand protection
- ✓ Fall arrest equipment
- ✓ Respiratory protection
- ✓ Eye protection
- ✓ Ear protection

# Thank you

*If you have any questions please contact your dedicated operations point person who will be more than happy to help.*

