

SPACE ONLY STAND BUILD RULES & REGULATIONS

*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*



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 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
- e) Details of materials and fire protection
- f) Detailed risk assessment
- g) 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 Informa Tech approved submission.

- **Stand height & walling:**

- The maximum build height for stand structures is **4m** (please see next page regarding rigging & hanging banners)
- 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.

- **Walling off regulations:**

- 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 each side, the additional walling must be no more than 1m in height.

- **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.

- **Hanging Banners/Structures**

- Any additional 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. Informa Tech reserves the right to remove any non-approved hanging signage onsite.
- Banners/Structures can be rigged to a **maximum height of 6m** from the top of the banner to the floor.
- 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.
- All rigging must be arranged and ordered through the hall's official contractor.
- All overhead exhibits hung from approved ceiling trusses/rigging points using proper stranded steel cables must be endorsed by a Professional Engineer (PE) prior to sign-off.

- **Truss**

- If trusses are 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 over-hang into the aisle or any other stand

- **Complex Rigged Structures**

- Rigging that is deemed complex will require structural calculations to be submitted along with your technical drawings.
- 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
- 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.
- All overhead exhibits hung from approved ceiling trusses/rigging points using proper stranded steel cables must be endorsed by a Professional Engineer (PE) prior to sign-off.

- All custom built stands must abide by the Health and Safety rules set out by the venue and Informa Tech. Failure to provide the required documents will prevent your stand being constructed
- 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 non-official contractors must complete the performance bond documentation and make payment to their hall's official stand contractor before contractor access wristbands will be issued.
- 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 will be invoiced for the waste accordingly.



**YOUR SAFETY IS
OUR PRIORITY**

PPE IS REQUIRED:

- ✓ A high visibility jacket or vest
- ✓ Closed toe shoes
- ✓ Head protection must be worn where there is a risk of injury from above and if it is stated in the service partner's method statement and risk assessment
- ✓ Gloves to be worn where there is a risk of injury to the hands and it is stated in the service partner's method statement and risk assessment.

INFORMA TECH STAND DESIGN RULES

- A vision window must be included in any door
- No doors should open onto aisles
- All elements of the stand must be within the confines of the space – nothing overhanging or protruding into aisle
- Any fully glassed windows or doors must have stickers or a frosted overlay
- No solid ceilings permitted in enclosed stand areas - Casement ceilings are acceptable as they're fabric and porous.
- Any rigging, bulkheads or hanging signage **must be within 6m** from the top to the floor
- 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.



