London Tech Week 2026
STAND BUILD GUIDELINES

informa LONDON TECH WEEK

SPACE ONLY STAND BUILD RULES & REGULATIONS

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

- the venue
- the **eGuide**
- Informa's Stand Build Guidelines (read pages below)
- **Informa's Health & Safety Rules & Regulations**

Failure to provide the required documents will prevent your stand from being constructed. Non-official contractors must follow any instructions given by Informa, the official show contractor and the appointed health & safety officer. Exhibitors may appoint any competent local stand contractor to design and construct their booths.

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

YOUR SAFETY IS OUR PRIORITY!

Stand Build Rules

Stand Height

- **Single-storey**: The maximum build height for single-storey stand structures is **4m** (please refer to p. 6 regarding rigging & hanging banners)
  - Single-storey stands higher than 4m are not permitted unless explicit permission has been granted by the Event Organiser
- **Multi-storey**: The maximum build height for multi-storey stand structures is **6m** (please refer to p.7 regarding rigging & hanging banners)
  - Multi-storey stands higher than 6m are not permitted

Walling

- 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 a 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. This must be white with no branding

Stand Build Rules

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 get in touch with Informa as soon as possible if you are planning to build a multi-storey stand (note there is an additional charge)

Stand Build Rules

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.

Ceilings

- Ceilings of all meeting rooms, storage rooms and any other spaces resulting from the building of walls, or stand structures, must be covered with a white textile fabric compliant with the requirements mentioned in the eGuide.

Rigging

Hanging Banners/ Structures

- Any banners or structures hung above your stand must be approved by Informa before the show. This will incur an additional airspace charge.
- Banners and structures can be rigged to a maximum height of 6 meters, measured from the top of the structure to the floor.
- Rigged banners must maintain a clear distance of 1 meter from the partition walls of neighbouring stands (where applicable).
- Banners and structures must be hung within the perimeter of your stand and must not protrude into the gangway or neighbouring stands.
- If your banner is located on an aisle, it can be positioned up to the edge of the gangway.

Truss

- Trusses can be hung above 4 meters, but promotional signage is not allowed as part of the truss structure.
- All trusses, including those for lighting or projection support, must be hung within the perimeter of your stand and must not extend into the gangway or neighbouring stands.

All rigging must be arranged and ordered through the official contractor (Outback). This will come at an additional cost to the exhibitor.

Informa 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 to the organiser details of how they are to be fixed to prevent them from falling.

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 the number of the structure. All information should be submitted together through **to BLG**

Important Reminders

A vision window must be included in any door.

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.

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.

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.

If you have raised flooring on your stand, 90° corners are not permitted. Failure to adhere to this rule will incur costs to the 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 statements:

Mandatory Requirements

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

Specialist Requirements

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

THANK YOU

*If you have any questions, please contact **the customer success team** who will be more than happy to help.*