



SPACE ONLY STAND BUILD RULES & REGULATIONS

These guidelines should be followed in connection with the technical regulations of the venue & the Informa Rules & Regulations.

Informa reserves 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 Technical Guidelines](#)
- Informa'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, the official show contractor, the fire safety officer 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.
- Waste removal should be ordered with Standout before coming onsite.
- 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
- f) Fire resistance certificates for all materials used in the stand design (please refer to [Venue Technical Guideline Section 17](#) for additional information)
- g) Detailed risk assessment
- h) Method Statement detailing the process by which the stand will be built and dismantled.
- i) Documents indicating adequate cover for product insurance, employee and public liability.
 - a) It is essential that you take out adequate employee, public liability and product insurance against personal injury, damage to or loss of exhibits, etc. The limit requirement is not less than £2,000,000 per occurrence. It may be possible for you to extend your existing insurance to cover the event.

The [Informa template for risk assessment and method statement from the Handbook](#) 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 Informa
- **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 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 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.
- You will need to sign a compliance form before show opening attesting you have followed the Venue Technical Guideline for your hanging structure
- Your hanging structure will need to be approved by a structural engineer before the event and upon assembly.



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.

Rigging is not permitted in certain areas of the exhibition hall. Please check with the Network X Team to confirm whether rigging is allowed above your stand.

All rigging must be arranged and ordered through [Standout](#), 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 4m 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
- Fire resistance certificates for all materials used in the stand design

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



Important Reminders!

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 with the [Venue Technical Guidelines](#)

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

The back of your stand must be neat and finished with white fabric/paint

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

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

Check your rigged structure has been approved by a structural engineer before the show

A vision window must be included in any door

No doors should open onto aisles

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 dismantle 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





Through our commitment to the evolution of the events industry, we aim to ensure that we are delivering the best possible experience for our customers. That is why, we at Informa, have created the industry-wide campaign Better Stands.

Better Stands focuses on uniting exhibitors, contractors and the wider event industry to move away from disposable, single-use stands at our events, in favour of reusable structures. We believe that by moving away from the use of disposable stands we will improve the ease, quality, safety and sustainability of the exhibitor experience at our events.

Following up on steps already taken at previous editions and informing the exhibitors and stand contractors about Better Stands, this year we are moving forward and will require all space-only stands to at least reach a Bronze Level.

Please have a read through the [Better Stands Exhibitor Information Guide](#) to get more information about the campaign!





Thank you!

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

