

MOTORCYCLE LIVE 2018

STAND FITTING RULES & REGULATIONS

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PLAN PRESENTATION & SUBMISSION FOR INSPECTION

All space only exhibitors are required to submit full dimensional stand design drawings. Plans must be in English and to a recognised scale not less than 1:50. Electronic submissions are preferred, however if posting, please ensure information is clearly marked MOTORCYCLE LIVE 2018, with the stand name and number prominently displayed.

Please submit full stand information to Event Support Solutions Ltd prior to the applicable deadline:

Complex Stand Submission deadline: Friday 7th September

A detailed description of complex elements can be found under the Complex Stands section below.

Non-Complex Stand Submission deadline: Friday 28th September

Event Support Solutions Ltd
The Old Town Hall
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Alexander Road
Farnborough
Hampshire GU14 6DQ

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Contact: Lianne Newton
Email: plans@eventsupportsolutions.com

A compulsory Space Only Stand Plan audit fee of £100 + VAT at the current rate will be payable on EVERY Space Only stand within the Exhibition. An invoice will be issued by MCI Exhibitions along with your stand space invoice.

Each Exhibitor must undertake to erect a Stand that is in keeping with the high reputation of the Event. Upon inspection, should an Exhibitors Stand, in the opinion of the Organiser and/or their appointed agents, whose decision is final, fail to have adhered to construction regulations and / or be of a quality that reflects the Event as a whole, the Exhibitor must effect such repairs and take such other action as deemed appropriate and bear any costs or expenses incurred.

All space only areas must be occupied in order for construction to begin no later than 12 noon on Friday 16th November, with stands complete no later than 6pm, otherwise an additional fee of £100 + VAT will be charged by the Structural Engineer.

All plan submissions **MUST** be accompanied by a **Risk Assessment** and **Method Statement**. Exhibitors must appoint a competent contractor that holds the necessary safety paperwork, Health & Safety policies and Insurances or hold the necessary documentation themselves. All requirements for Space Only exhibitors can be found within the online Exhibitor Manual.

NON-COMPLEX STANDS

i.e. single storey stands, stand build <4m in height etc.

Electronic plan submissions are ideal however if posting, TWO copies should be submitted. Stand plan submissions should include the following details:

- a) **plan view drawings** detailing the external dimensions, indicating which sides are open onto gangways, position of all build, displays, exhibits etc. plus the location of any hall column and its dimension to the nearest stand edge;
- b) **elevation views**, indicating clearly the heights of all stand fittings;
- c) details of all walling, platforms, demonstration areas, exhibits, graphics, etc;
- d) details of materials and fire protection;
- e) **Risk assessment and Method statement** for construction and dismantling periods. Template forms and guidance notes for this safety paperwork can be found within the online Exhibitor Manual.
- f) **Stand Plan Submission form** – available to complete and submit via the online Exhibitor Manual.
- g) Full eGuide regulations and details of any **Items of special risk** can be found at the following link: <http://www.aev.org.uk/e-guide>

COMPLEX STANDS

A complex structure is any form of construction of any height, which has had or may require input from a structural engineer, or a design which features a complex element.

It is the responsibility of the stand designer to determine whether the construction is complex or not.

Please note: Stands which are found to be complex onsite, which have not been submitted for inspection, will be challenged and construction will be stopped until satisfactory information has been received. Structural details must be made available onsite and the fee for a Certificate of Structural Integrity (as detailed below) will apply.

Examples of complex structures are below – for a full list please refer to the [eGuide](#):

- Any structure, regardless of its height, which requires structural calculations or has had input from a Structural Engineer
- Multi-storey stands
- Any part of a stand or exhibit which exceeds four metres in height
- Suspended structures (does not include lone vinyl banners) e.g. any form of custom/bespoke build such as wooden or metal construction (timber clad truss, octonorm, standfitting etc.), systems not designed to be hung or modified to be hung.
- Sound/lighting towers
- Temporary tiered seating
- Platforms and stages over 0.6m in height
- All platforms and stages for public use (not including stand floor flats and platforms)

Electronic copies of stand plan submissions are ideal, however if posting, THREE copies of the stand information (stand designs and supporting safety paperwork) are required, along with the structural calculations and construction drawings for each complex element.

Stand plan submissions should include the following elements:

- a) Construction drawings and structural calculations (3 technical sets) to prove the structural stability of all build >4m, two storey structures, raised platforms/stages over 0.6m and steps etc.
*For two storey structures and raised hospitality platforms a loading analysis confirming an imposed load on the upper floors of 5kN/m² is required (dead loads will be individually assessed). Details of connections, bracing members and floor carcassing are also required. The venue's floor loading restrictions must not be exceeded. Base plates must be a minimum of 300 mm x 300 mm and 12 mm thick to support a point load of up to 50kn. Point loads in excess of this and in certain areas of the venue will require larger base plates. Bolts are not acceptable as a means of preventing uplift.

- b) Details of each level & staircase. Upper level plans must show details of walkways, means of escape, etc; Regulations concerning staircase design can be found in the section below relating to stepped access.
- c) Details of all steel work;
- d) The width and position of any fire or emergency exit and escapes routes within a stand.

CERTIFICATES OF STRUCTURAL INTEGRITY

Two separate certificates and sign off are required for complex stands as follows:

Certificate of Structural Integrity (Design Stage) – This certificate will be issued to the Venue along with the stand design and supporting information. **If a stand design plan has not been issued with the said certificate then stand building will not be permitted to commence. It is therefore imperative that plans are submitted by the date stipulated.**

Structural Engineers Completion Letter (Construction Stage) – A Structural Engineer will undertake an onsite inspection during build-up to approve construction considered to be complex structures.

The necessary paperwork will then be issued at a cost of £310.00 per Stand plus VAT at the current rate. This will be invoiced to Exhibitors in December by MCI Exhibitions Limited on behalf of the Structural Engineer.

All Stands of a complex nature MUST be signed off and certified on the Engineers Completion paperwork by 6pm on Friday 16th November 2018, otherwise an additional fee of £100 + VAT will be charged by the Structural Engineer

DESIGN OF STAND

GENERAL

The design of the stand must be such that the stand can be erected and dismantled in the time given. Please see timetable section within the Exhibitor Manual for further details.

All stands (construction, display and decoration) both exterior and interior must be constructed to the requirements and regulations of the eGuide, which can be found at <http://www.aev.org.uk/e-guide>

The construction form and framework of the interior shall be confined to the Stand and Space and shall be substantially and firmly erected of materials of suitable strength and sufficiency, meeting manufacturers requirements (where applicable) and all parts shall be properly covered and all materials fire-proofed.

Exhibitors and stand designers are reminded of their obligations under the Equality Act and must design their stands with accessibility in mind. Please [click here](#) for more information.

The Exhibitor shall submit full details for the installation and use of any sound amplification proposed to be used on the Stand no later than one month before the opening day of the Event.

The Exhibitor shall maintain the Stand and all Exhibits in good repair and appearance to the satisfaction of the Organisers throughout the Event and make all such alterations, repairs and additions as the Organisers may require to the Stand and Exhibits and shall keep the Stand and Exhibits clean and free from rubbish at all times

TARPAULIN IS NOT ACCEPTABLE AS PART OF ANY EXHIBITORS STAND BUILD.

HEIGHT LIMITS

The maximum height limit for any form of stand fitting, lighting, structures and/or graphic towers is 6m from the hall floor, including platforms and the use of banners, flags and balloons. **Please note that all lighting rigs must be at 6m in height from the hall floor to the underside of the rig.**

Any exhibitor wishing to build above 4m in height will be deemed as complex, and must produce and submit structural calculations and construction drawings to prove the stability of any proposed designs

Please ensure you have noted the complex inspection fee detailed in the Complex Stands section.

Exhibitors are reminded that flagpoles are permitted at a maximum height of 6m from the hall floor to the top of the flag. Flagpoles found to exceed this height limit onsite will be asked to remedy to meet regulations.

Exhibitors are advised that storage of items on the upper deck of the stand must not exceed the balustrade height of the upper deck. Any items deemed to provide a hazard will be requested to be removed. In addition, any stands containing wire-caged storage areas must include a skirting board around the area of storage.

PARTITION WALLS

All space only exhibitors are required to construct freestanding partition walls between their own & adjoining stands, even when located next to a shell scheme stand and/or the Venue wall. These must meet with the following minimum requirements:-

- Partition walls must be a minimum height of 2.5m to a maximum height of 6m.
- Partition walls must be solid, freestanding, and run for the full length of each closed side.
- 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 2.5 m in a neutral colour.
- Logos and branding are not permitted on the rear face of partition walls when these walls overlook neighbouring stands.
- Please note, receiving an 'Inspection Notice' does not mean that adjoining stand plans have been checked for compatibility.
- Adjoining exhibitors may agree to share the cost of a double-faced dividing wall otherwise each exhibitor must build their own single partition.

A suitable partition wall is a solid structure e.g. made from wood stock panels, octanorm, solid wrapped full height grid walling or truss with secured vinyl infills.

Please note:

- If your space only stand adjoins a shell scheme stand, you are not permitted to utilise the rear of the shell scheme divide wall. You must provide your own suitable and sufficient, full length divide wall at a minimum height of 2.5m.
- Exhibitors are reminded that should partition walls be deemed unsuitable following inspection onsite, the Organiser reserves the right to request full height shell scheme panels (at the relevant rate) to be put in place at the expense of the Exhibitor.
- Where textile/secured vinyl infills are used as a divide, these must be double skinned and dressed in white to prevent logos and branding being visible from neighbouring stands. Truss legs should be dressed so the walls of neighbouring stands are not visible.

For exhibitors with a **Trade/Retail stand**, a freestanding, solid structure must divide the trade and retail elements of the stand by means of a wall or counter. Stand drawings must be submitted showing this divide.

GAZEBOS/MARQUEES/POP-UPS

Exhibitors using gazebos, marquees, pop-ups or other similar construction as their stand must provide **solid self-supporting perimeter walls** to the length of the stand where the stand neighbours another exhibitor and/or the venue walling. In addition, this walling must be no lower than 2.5m and no higher than 4m. To clarify, **gazebos, marquees and pop-ups do not constitute suitable walling.**

Walling meeting this standard can be supplied by the organiser at the relevant shell scheme rate per m².

Where a gazebo / marquee stand neighbours another exhibitor, branding on the roof material cannot appear above 2.5m unless facing a gangway.

Please note: Structures are required to be of fire-retardant material, for more information please refer to the eGuide specifications <http://www.aev.org.uk/e-guide>

A freestanding wall is a solid structure, usually made from wood stock panels, octonorm, solid wrapped full height grid walling or truss with secured vinyl infills that can remain in the appropriate upright position on its own, without help from external forces or without being bolted or attached to neighbouring walls.

For example:

Where a stand neighbours another exhibitor and/or the venue wall, a freestanding wall is to be constructed on the dividing lines to run for the full lengths. Exhibitors can then place 'pop up' displays, framework etc. in front of these freestanding walls.

OPEN FRONTAGES

At least one third of each open side must be kept open. Solid runs of stand walls exceeding 6m in length along gangway edges are forbidden - walls should either have natural breaks, glazed panels or other such display features. This includes long runs of product that can create false walls or barriers to the public.

If you are constructing 'grid wall' or other such framework on an open edge which exceeds the open frontage regulation, displays, & product etc, must be positioned facing into the aisle. The framework must be setback into the stand to accommodate product on the aisle edge so it does not protrude into the aisle.

GROUND SUPPORTED TRUSS SYSTEMS/Framework

Ground supported truss systems/framework must be stable and constructed in line with manufacturer's specification. Adequate baseplates must be provided and fixed to the floor (by the Venue) or fixed to the stand floor (if there is a platform), unless the structure is adequately weighted.

All attachments must have secondary fixings. Cable ties are not suitable secondary fixings.

Textile/secured vinyl infills must be double skinned and dressed in white to prevent logos and branding being visible from neighbouring stands. Truss legs should be dressed so the walls of neighbouring stands are not visible.

OBSTRUCTING GANGWAYS

No part of any stand or exhibit, including product, fascia, signs, lighting or corner posts etc, shall project into or over the gangway or obscure any fire or exit signs and the Organiser reserves the right to remove any such item.

Please note: the coloured border of floor tiles around your stand does not constitute part of **your stand space**. If you require any clarification of the space you have booked on-site please contact the Organiser Office.

FLOOR LOADINGS

The NEC hall floors have a loading of 20 tonnes per square metre. If special foundations or fixings are required, please contact NEC Sales and Customer Support Team on 0844 338 8338.

The venues floor loading restrictions must not be exceeded. Base plates must be a minimum of 300 mm x 300 mm and 12 mm thick to support a point load of up to 50kn. Point loads in excess of this and in certain areas of the venue will require larger base plates.

PLATFORMS & RAMPS

Exhibitors designing stands with platforms should incorporate a ramp so that all customers can be served on the stand and not from the gangway.

Where multi-levels are used without ramped access or a portable ramp deployed, customers must be offered the same service at ground level.

Exhibitors and their appointed contractors should make themselves aware of the Equality Act and include the management of this within their safety paperwork.

Platforms should not exceed 170mm in height (one step) and consideration must be given to accessibility for people with disabilities. It is good practice to have at least two means of access/egress.

A barrier must be provided on all except the performance edges of stages and plates over 170mm in height.

The distance between supporting timbers of platforms constructed from battens (25mm thick minimum) and sheet materials (plywood or MDF, 18mm minimum), must not exceed 400mm from centre to centre.

Platform edges must be clearly delineated and corners splayed, rounded or angled to prevent sharp corners and tripping hazards. Bevelled edges must be monitored during the open period and included in the Risk Assessments. The surface of the bevel must be non-slip, the edges clearly visible and the joins closed and neat, so the corner points do not present a trip hazard. The gradient should be no more than 1:12.

Platforms & stages over 60cm in height and ALL platforms and stages for public use are deemed as complex structures. All stage edges must be marked with a contrasting colour.

Please refer to the eGuide <http://www.aev.org.uk/e-guide> for full ramp guidelines.

SUSPENDED LIGHTING SYSTEMS

Lighting gantries will be allowed provided they conform to the regulations governing their use and requirements below:-

- a) A maximum of 6m from the hall floor to the underside of the system is required;
- b) All structures will be rigged by the NEC Rigging Department (sometimes only points or drop wires are supplied);
- c) A structural report must be submitted and approved for all suspended systems to the NEC;
- d) For single stands with >100m² of floor space and over, Audio Visual, Graphics and other decorative material and branding are permitted with prior written approval from the Organisers. Full details should be provided with the structural report. Please note that any graphics hung from a lighting rig must not drop any lower than 2.5m from the hall floor.
- e) Any form of bespoke build such as wooden or metal construction (timber clad truss, octanorm, standfitting etc.), systems not designed to be hung are deemed complex. Complex regulations apply and calculations will be required. Please note that charges apply for complex designs – please refer to the Complex Stands section above.
- f) Please refer to the [eGuide](#) for full submission criteria by the Venue and for regulations relating to the installation of rigging and fittings.

MULTI-STOREY STANDS & STEPPED ACCESS

Multi-storey stands shall be constructed of materials as specified in Section 4, and the following specifications shall also be observed:

- a) Ceilings, except those above the topmost storey of multi-storey stands, must be of solid construction.
- b) Cupboards, enclosed offices, storerooms, etc formed beneath the staircase shall be lined throughout with non-combustible material;
- c) In ideal circumstances there will be a minimum of two separate staircases leading from any floor above ground level.
However, in the following situation, a single staircase is acceptable:
 - No more than 60 people will occupy the level served by the staircase at any one time (public, performers and staff inclusive)
 - No part of that floor of the upper storey of a stand is more than 20 metres away from the gangway. This should be reduced to 15 metres where alcohol is being served on the upper deck.

The occupancy of the upper deck is calculated according to the use of the area. For example, if the upper deck has tables and chairs (e.g. conference, sales area, bar or restaurant), the occupancy can be no more than 1 person per square metre.

Stepped Access

- A level landing must be provided at the top and bottom of each flight.
- Each landing must have an unobstructed length of not less than 1200mm.
- Doors shall not swing across landings.
- Flights shall have a minimum, unobstructed width of 1.1m, measured in-between the handrails.
- Flights between landings shall contain no more than 12 risers where the treads are less than 350mm and no more than 18 risers where the treads are 350mm or greater.
- The tread and riser of each step must be consistent throughout a flight.
- The rise of each step must be between 150mm and 170mm.
- The tread of each step must be between 280mm and 425mm.
- Risers must not be open.
- All step edges must be made apparent by means of a permanently contrasting material 55mm wide on both the tread and the riser.
- The projection of a step nosing over a tread below should be avoided, but if necessary it must not exceed 25mm.
- A continuous handrail must be provided on each side of flights and landings.
- A single staircase shall not exceed 1.8 metres in width.
- Where a staircase is divided into more than one channel, no single channel shall be less than 1 metre wide and an additional handrail must be provided between channels.
- Spiral staircases are only permitted for exhibiting staff use and not for members of the public.
- Helical stairs are permitted where they comply with this guidance and their use is approved by the venue.
- Cupboards formed beneath the staircase shall be lined throughout with non-combustible material

- Where the means of access to trailers, boats, caravans and other, similar exhibits is manufactured as an integral part of the product, it may not comply with the above regulations. In such a case an appropriate risk assessment is required. As a minimum, it must comply with the following:
 - The headroom must be a minimum of 2m
 - The width may not be less than 450mm and must be at least equal to the width of the entrance to the exhibit
 - The risers must not exceed 170mm in height
 - Each tread must be a minimum of 280mm in depth
 - The width of landings at top and bottom must be equal to the width of the steps
 - Handrails must be provided
- The venue will additionally accept stepped access complying with the specifications of BS5395. However the use of stepped access that is not compliant either with this standard or with the specifications given above (e.g. pre-existing modular and system staircases) will be subject to venue approval on a case by case basis.

Barriers: Barriers must be provided to protect exposed edges of staircases, landings, balconies, galleries and other changes of level e.g. platforms >170mm (single step) and stages. They must be continuous across flights, steps and landings and comply with eGuide regulations and be capable of resisting forces set out in BS 6399-1.

Balustrades - Provide guarding to landings, balconies and platforms and must be a minimum height of 1.1m.

- All balustrades must be non-climbable i.e. with solid infills or vertical guard rails a maximum of 100mm apart.
- Barriers must be continuous across an edge.

Handrails - Provide guarding to all exposed edges of steps/stairs and ramps.

- The vertical height from the pitch line/surface, to the top of the upper handrail must be between 900mm and 1000mm.
- Handrails must be continuous across flights, landings and ramped & stepped access.
- Handrails are required on both sides of a staircase and centrally if >1.8m in width and all double width staircases.
- All handrails must be non-climbable i.e. with solid infills or vertical guard rails a maximum of 100mm apart without horizontal members between verticals.
- Handrails must extend at least 300mm beyond the top and bottom riser and terminate in a way that reduces the risk of clothing being caught.
- Surfaces must be slip resistant and contrast visually with the background against which they are seen without being highly reflective.
- The profile should be circular with a diameter of between 40 and 45mm, or oval, preferably with a width of 50mm.
- The clearance between the handrail and wall 60-75mm.

The clearance between a cranked support and the underside of the handrail shall be at least 50mm.

Please refer to the [eGuide](#) for full two storey regulations.

EXIT FROM STANDS (ESCAPE ROUTES)

- Alternative escape must be available from any point within a stand or structure leading to a place of safety.
- Escape routes should have a minimum, unobstructed height of 2.1m, other than within doorways, which should have a clear height of not less than 2.06m.
- Occupied inner rooms on stands can have a single emergency exit for up to 60 people but thereafter there must be a minimum of two, sited remotely from each other. If the travel distance from the room to a gangway exceeds 20 metres then there must be two exits in any case (reduced to 15 metres where alcohol is being served in the room). The exhibitor must also anticipate the requirements of disabled and other vulnerable visitors when determining the number of exits.
- All escape routes must be:
 - a minimum of 1m if the stand area is less than 100m²
 - a minimum of 2m if the stand area is greater than 100m²
- There should be no obstruction that could impede the free flow of people using the escape route.
- All floors should be even and have a firm, smooth and slip-resistant finish. Trip hazards should be avoided.
- The maximum travel distance from any part of a stand to a gangway shall not exceed 50 metres. Where there is only 1 means of escape from the stand, this must be reduced to 20 metres. In either case, the maximum travel distance should be reduced by 25% where alcohol is being served.

Exit signs

Exit signs must be:

- A minimum height of 200mm and a minimum width of 400mm
- On a 24 hour electrical supply and illuminated at all times
- Positioned so they are conspicuous

Alternative means of escape and adequately maintained general and emergency lighting, as well as maintained illuminated exit notices shall be provided to any enclosed area on a stand.

Emergency Lighting

The illumination provided by normal lighting and emergency lighting should be sufficient to enable anyone to see their way out of stands, seminar rooms and theatres at all times. The horizontal luminance at floor level provided from either source along the centre line of defined escape routes should not be less than 0.2 lux and preferably 1 lux. Any battery used for emergency lighting should be capable of maintaining the full load connected to it for a minimum of three hours after the failure of the normal supply.

MATERIALS

All materials used in the construction of stands, features and displays, including signs and fascias, must be:

- a) of a suitable nature and quality for the purposes and conditions of their intended use;
- b) adequately prepared and fixed in order to perform the functions for which they are designed;
- c) compliant with the British Standard relevant to the particular material or item and ultimately, non-combustible, inherently non-flammable or durably flameproof in accordance with BS476-Part 7;
- d) water-based, where applicable, e.g. adhesives, paint, fillers

British Standards are the minimum acceptable standards for construction materials. Suitable samples of materials may be submitted to the venue for approval. Materials may be tested on site to ensure that they comply.

Floorcoverings/Carpet tape

All floor coverings must be secured and maintained so that they do not cause a hazard. Fixing of floor coverings to the hall floor may only be carried out using venue approved tape.

The venue will only approve exhibition tape which has a low tack bottom, high tack grab top and does not leave any residue or cause any damage to the floor when removed. Other forms of fixing to the hall floor, such as cable clips and nails are generally prohibited, but is permitted at the NEC so long as damage is not caused to the floor.

The exhibitor will incur a charge for any tape not removed by the end of the tenancy period, or any damage caused to the hall floor.

Decorative materials

Decorative materials used for stand dressing must be flame proofed or purchased already treated by use of the appropriate chemical.

Untreated wallpaper and similar thin surface finishes, not exceeding 1mm in thickness, may be accepted, provided they are firmly fixed.

Artificial plants and flowers are combustible and give off toxic fumes, therefore they must not be used for stand dressing. Silk-type flowers are acceptable, providing they are fireproof or have been treated and marked as such.

Fabrics, drapes, curtains and hangings

Drapes, curtains, hangings, etc, must be inherently or durably flame-proofed. Otherwise they may be treated with a proprietary flame retardant. Test certificates must be available for inspection for any materials intended to be used.

Fabrics used for interior stand decoration must be fixed taut and/or in tight pleats (not loosely draped) to a solid backing, secured above floor level and not touching light fittings.

Curtains on exit routes should hang 75mm clear of the floor, be parted in the centre and not conceal any exit signs.

Night Sheets

Night sheets must be made of inherently non-flammable material or of material satisfactorily treated to render it non-flammable. They shall be stored rolled-up and firmly secured and not cause any obstruction while not in use.

Glazing

All glazing used in the construction of stands must consist of safety glass (laminated or tempered) a minimum of 6mm thick. Areas of glazing within 800mm of floor level and over 0.5m², where the smaller dimension of the pane is greater than 250mm, must conform to the thicknesses shown below (in order to comply with the 'Code of practice for safety related to human impact'):

Nominal thickness	Maximum pane size dimensions
8mm	1100mm x 1100mm
10mm	2250mm x 2250mm
12mm	4500mm x 4500mm
15mm or thicker	no limits

Any uninterrupted, large areas of clear glazing shall be indicated with warning stripes, dots, logos, etc. Overhead glazing shall be of wired or laminated glass, or be otherwise adequately protected from shattering.

Paint

Only water-based paint may be used on site. If paint-spraying equipment is to be used, the method must be approved by the Venue and not cause a nuisance to others. Protective measures shall be taken to ensure that no paint is spilt or sprayed on to the fabric of the building.

Plastic

All plastic, including plastic plants and materials used for vision panels, etc, must conform to BS476-Part 7, Class 1. Polycarbonate materials are acceptable.

Timber

Timber under 25mm thick must be impregnated to Class 1 standard. Treated materials should have 'BS476-Part 7, Class 1' marked on them.

Boards, plywood, chipboard, etc, must be treated if under 18mm thick. The exception to this is MDF, which is acceptable for use due to its density. MDF may not be machined on site, as its dust is hazardous to health.

Upholstery

Upholstered seating must be non-combustible and marked with the appropriate standard.

GASES

The NEC is solely responsible for the supply and connection of natural gas, compressed air, water and waste services. Services will be supplied via under floor service ducts and must be controlled by a main stop-cock fitted in rigid metal piping and in an accessible position on your stand.

Compressed Gases

Details of any proposed use of compressed gas must be submitted to the Venue no later than **28 days prior to tenancy** and must include the gases or liquids proposed, and sizes of cylinders or vessels with their working pressures.

- No compressed gas or Liquefied Petroleum Gas (LPG) shall be used within the venue without the prior written consent of the Venue.
- Where compressed air, oxygen, hydrogen, dissolved acetylene or liquid under pressure is supplied in steel cylinders, such cylinders must bear test marks in accordance with Home Office recommendations and may only be brought into the halls with the prior consent of the NEC.
- Other vessels containing liquids or gases under pressure (other than compressed gas cylinders complying with EN 1089-3) must be fitted with approved safety valves and a certificate in respect of a recent pressure test by a recognised authority must be available for inspection for each vessel.
- Cylinders must not be stored on the stand but in the gas cylinder store under control of the NEC Fire Officer. Exhibitors should liaise directly with the lifting contractor concerning their transportation between the store and the exhibitors' own stand.
- Flammable gases must comply with the Dangerous Substances and Explosive Atmospheres Regulations and the Petroleum Regulations.
- Suitable warning notices must be provided where appropriate, drawing attention to the flammable nature of the materials.
- Compressed gas cylinders or vessels containing liquids or gas under pressure shall be stored in a position agreed by the Venue and only those cylinders required for immediate use shall remain on a stand.
- All such materials in excess of the requirements for one day's demonstration or exhibition shall be stored away from the stand in a properly constructed flammable materials store.
- Cylinders and other vessels shall not be connected or disconnected during the time that the event is open to visitors.
- Cylinders shall be constructed and stamped in accordance with EN 1089-3 and be painted with identifying colours in accordance with BS 349; 1973, "Identification of Contents of Industrial Gas Cylinders".

Please contact MCI Exhibitions for further advise and a copy of the 'Pre-Tenancy: Use of Compressed Gas at The NEC' form that requires submission prior to show opening to The NEC.

Liquefied Petroleum Gas (LPG)

The venue must be notified in writing at least **28 days in advance of tenancy** of any proposed use of Liquefied Petroleum Gas (LPG).

- LPG may only be used with the written consent of the venue.
- The use of LPG in the exhibition halls is normally prohibited unless it is being used to demonstrate a product being offered for sale on a stand and only if other sources of fuel are unsuitable.

- Only one bottle of LPG, sufficient for one days use, can be on a stand at any one time; all other bottles are required to be kept in a secure environment outside the building.
- All LPG connections must be made by a Gas Safe Register installer with ACS certification.
- Connections to or disconnection of LPG is not permitted whilst the exhibition is open to visitors.
- All empty cylinders must be removed from the venue.
- All piping for compressed air, gases, etc must be of rigid tube with welded or screwed connections.

HAZARDOUS ITEMS/PROCESSES

Any exhibit, process or feature that is likely to generate and/or emit gases, vapours, liquids, fumes or dusts into the venue must not be used without written approval from the venue, and must not present any hazard to health. The HSE COSHH Essentials website provides useful guidance at www.coshh-essentials.org.uk

Where approved, an assessment for the use of any hazardous process or substance must be submitted to the Venue no later than 28 days before the event, together with a plan showing the proposed location. Where appropriate, the Venue must receive written information regarding the monitoring procedures implemented to prevent unnecessary exposure to the identified hazards. The assessment must include spillages and the removal of waste and residual material, including identification of an approved waste carrier. The venue will require copies of hazardous waste transfer notices.

The appropriate safety data sheets with the COSHH assessment for each substance or process must be provided. All control measures, precautions and emergency procedures detailed in the assessment must be maintained by a responsible person. Please refer to <http://www.aev.org.uk/e-guide> relating to Hazardous materials.

Ventilation

A stand containing an exhibit, process or feature giving rise to any of the above hazards may require effective local exhaust ventilation to the outside atmosphere. This must be sited as agreed with the venue. Full details of the exhibit or process and proposed local exhaust ventilation system must be submitted to the venue for approval no later than 28 days before the event.

Any attachments to the building structure or openings through the fabric of the building for an exhaust flue must be made by the venue at the Exhibitors expense.

The Exhibitor must provide the venue with written information regarding monitoring procedures to be implemented (e.g. for fumes).

Heat Generating Displays: Fumes, Exhaust and Smoke

Any exhibit or process which generates and blows out or otherwise emits fumes, exhaust or smoke is subject to the requirements of the current COSHH regulations and all such processes must be so arranged to have an effective system to the outside atmosphere as approved by the NEC

Boilers, Stoves and Furnaces

Precautions must be taken to prevent the transmission of heat to a combustible part of the stand & to the Hall floor. A suitable non-combustible insulating material of sufficient thickness must be inserted between the equipment & the stand. Please refer to the eGuide (<http://www.aev.org.uk/e-guide>) for Heat Generating Displays

Machinery and Apparatus

All machinery & operated apparatus must be fitted with guards & must only be demonstrated or operated by persons authorised by the exhibitor. A suitable and sufficient Risk assessment must be carried out for any activities undertaken. Please refer to the eGuide (<http://www.aev.org.uk/e-guide>) for working machinery.

Please note:

- Machinery, engines and similar equipment exhibited on stands are subject to the Provision and Use of Work Equipment Regulations 1998 (PUWER).
- A risk assessment must be carried out in order to ensure that any equipment being demonstrated (e.g. operated as part of an exhibit) on a stand is inherently safe and does not present a hazard to the operator of the equipment, other staff or visitors at any time.
- Details of all demonstration areas must be submitted to the venue.
- Demonstration areas must be indicated on stand plans and, where necessary, must be sound proofed.
- Machinery shall be electrically and mechanically disconnected, except if required for a demonstration.
- Working machinery should only be demonstrated to interested parties where necessary and not used as an attraction to the stand.
- Moving parts of machinery and other working equipment must be efficiently guarded to protect both the public and the operator.

- All running machinery and other working equipment must be set back from the stand edge, so as not to cause a hazard to staff and to accommodate visitors.
- All staff must have sufficient instruction and training to ensure that they are competent when undertaking any demonstrations. Suitable PPE should be issued.
- All machines must be suitably guarded, as they would be in normal use. Where guards are removed for display purposes, the following will apply:
 - A strong and suitable see-through guard must be in place for the duration of the show.
 - Distance barriers and screens may be required to protect visitors from harm. The risk assessment will identify the type needed.
 - Barriers may be required.
- All exhibits must, where they are not sufficiently stable as free-standing models, be properly secured to the floor of the stand or other structure.
- Floors on stands must be kept clear of articles or substances likely to cause persons to slip or trip.

Welding (Hot Work)

Where welding & other heat generating operations are carried out adequate precautions against damage to property or injury to persons by fire or hot metal are taken.

All hot works are subject to the issue of a hot work permit by the venue. The issue of the permit is subject to the advance submission of an acceptable method statement and risk assessment for the activity.

Where Oxy-acetylene cutting/welding, arc welding, soldering, gas/oil blow lamps, grinders, metal burning, brazing and other operations generating heat are carried out, either during the build-up or breakdown periods of an event, adequate precautions must be taken to prevent damage to property or injury to persons by sparks, fire or heat. The venue may require the issue of a permit for product demonstrations which involve hot work.

Specific regulations exist concerning the exhibiting of such items & their use is prohibited without prior permission from the NEC. Please forward written requests to the Organisers giving full details of the intended activity & any control measures to be taken.

Please refer to the eGuide (<http://www.aev.org.uk/e-guide>) for Hot Works.

ELECTRICAL REGULATIONS

The Organisers have appointed GES as the official electrical contractor for the exhibition and as such they are responsible for and will carry out all electrical work on space only sites and shell scheme stands within the exhibition halls. Exhibitors who wish to pre-fabricate any of their installation must ensure that it complies fully with the electrical regulations of the National Association of Exhibition Hall Owners and that the official electrical contractor carries out all site work. A summary of the regulations follows herewith:

- The use of flexible cords for stand wiring is generally prohibited **(Reg.06g1)**
- Flexible cords shall be of a circular section, fully insulated and sheathed, and the only form of jointing being the use of non-reversible purpose made flex connectors. **(Reg.06g2)**
- Flexible cords shall not exceed 2 metres in length. **(Reg.06g3)**
- Coils of flex or flex on reels shall not be permitted. **(Reg.06i2)**
- Where the client's own equipment is used, this must comply with all Regulations and is subject to testing and spot checks. **(Reg.06i3)**
- The use of uninsulated catenary/pole low voltage systems is prohibited. **(Reg.06j5)**
- Selv transformers must be fixed at high level. **(Reg.06j1 & 18)**
- Only one flexible cord per 13A plug top. **(Reg.08c1)**
- Multi-way, plug-in type and bayonet adapters shall not be used. **(Reg.08d1)**
- The use of trailing block type 4-way fused sockets shall be restricted to: **(Reg.08d2)**
 - i. one 4 way unit per fixed socket outlet, subject to a maximum loading of 500 watts total and its plug shall be fused accordingly &
 - ii. a maximum flexible cord length of 2 metres from plug to Trailing Block Unit.
- A fireman's switch shall be fitted to all types of neon signs. **(Reg,18c)**
- Any electrical cables, appliances or accessories which do not comply with the National Association of Exhibition Hall Owners Regulations for stand electrical installations, or are considered unsafe, will be asked to be removed or made safe.

IMPORTANT

It is the responsibility of all exhibitors to be aware of the full National Association of Exhibition Hall Owners Regulations for stand electrical installations.

Copies are available from either GES or the NEC engineering department.

FAILURE TO OBSERVE ANY OF THE REGULATIONS OUTLINED HEREWITH MAY RESULT IN DELAYS, RESTRICTIONS AND / OR CRIMINAL PROCEEDINGS AGAINST THE EXHIBITOR

For any stand-fitting information not referenced above, please go to the following website: <http://www.aev.org.uk/e-guide>