

Space Only & Complex / Scaffolding Structure Builds Exhibitor Information

<p>Space Only – a definition</p>	<ul style="list-style-type: none"> • A Space Only stand is a marked out area on the hall floor on which your stand or display can be built • There is no stand, walls, floorcovering or furniture provided for you; the exhibitor is responsible for providing these • The exhibitor may build a stand themselves or appoint a contractor to do this on their behalf • Either way, specific information including detailed scale plans and health & safety documentation must be submitted to the organisers appointed health and safety audit team in advance of the exhibition. <p>Important note: No part of your stand, including (but not limited to) walling, banners, dressings, base plates, timber, plastic, rubber or high-visibility sole boards, furniture or any accessories must encroach into the aisles. You will be asked to remove anything that sits outside of the dimensions of your stand.</p>
<p>Ordering services for your stand:</p> <p>Electrics & Lighting / Floorcovering / Accessories / Furniture hire / Graphics</p>	<p>To order services and additional items for your space only stand, please use the details below:</p> <p>Electrics & Lighting / Floorcovering / Accessories / Furniture hire Full Circle T: +44 (0) 161 393 3949 E: exhibitors@exhibitconnect.co.uk ONLINE ORDERING PORTAL LINK HERE Earlybird price deadline: 07.08.26 *Price increase after this date</p> <p>Graphics Full Circle T: +44 (0) 161 393 3949 E: eehub@fullcircleeventsltd.co.uk ONLINE ORDERING PORTAL LINK HERE Earlybird price deadline: 07.08.26 *Price increase after this date</p> <p><i>*All orders must be placed online – Full Circle will email you directly with your unique login to be able to log onto the portal. This will be received from exhibitors@exhibitconnect.co.uk - please check your junk/spam folder if not received. If you are experiencing any technical issues with this service or need help with our orders, please contact Full Circle using the details above.</i></p>
<p>Recommended Space Only Build Contractor</p>	<p>Full Circle offer a range of space only stand 'show ready' build solutions, please use the contact details below for more information and a quote:</p> <p>Full Circle Show Ready T: +44 (0) 161 393 3949 E: showready@fullcircleeventsltd.co.uk Show Ready Brochure</p> <div data-bbox="1193 1532 1477 1765" data-label="Image"> </div> <p>SHOW ready</p> <p>Full Circle's modular Show Ready solutions offer cost-effective off-the-shelf designs - perfect for busy professionals.</p> <p>Blending convenience with sustainability, using recycled materials and creatively repurposed stock items. With the ability to custom upgrade further this is the perfect solution for modular Space Only stands.</p>

<p>Complex structures including those with scaffolding</p>	<p>Complex structures / stands can be defined as follows (please note that this is not an exhaustive list):</p> <ul style="list-style-type: none"> ● Any structure or any part of the structure which is 4m, or over 4m, in height. ● Any structure, regardless of its height, which requires structural calculations ● Multi storey stands ● Custom-built/bespoke suspended structures eg lighting rigs ● Sound/lighting towers ● Temporary tiered or raised seating ● Platforms and stages over 0.6m in height and all platforms and stages for public use. <p>For complex stand designs, the following must also be supplied:</p> <ul style="list-style-type: none"> ● Structural calculations and construction drawings, including the STATIC and LIVE LOAD calculations ● A completed certificate of structural integrity for the design of your stand and / or scaffolding from a structural engineer ● The stand (and scaffolding structure if present) will also need to be inspected for final sign off on site, once built, before the exhibition is opened to the public ● You must ensure that you have resource available onsite in the event that any re-work is required to be carried out as part of the final inspection. <p>For any queries please contact plans@waysandmeanevents.com.</p>
<p>Black Hat Supervisor onsite responsibilities</p>	<p>Please ensure you have provided the full name, email and mobile number of your onsite Black Hat Supervisor for build and breakdown, via the Compulsory Form in the EXHIBITOR CHECKLIST section.</p> <p>Your Black Hat Supervisor will be responsible for the final check and sign-off of your scaffold structure against the approved CAT 3 design before handing over to our onsite Temporary Works Co-ordinator. We will provide a form onsite for your Black Hat Supervisor to sign as confirmation your stand is complete.</p> <p>Please also refer to the Waste management section below for additional responsibilities.</p> <p>Black Hat Supervisors will be expected to attend a daily briefing onsite at commencement of each shift during build and breakdown days. Location and details TBC.</p>
<p>Submission of plans & paperwork – what must be supplied?</p>	<p>All space only exhibitors will need to submit the following information:</p> <p><u>Stand Build</u></p> <ol style="list-style-type: none"> 1. Stand plans clearly showing elevation and plan views with all measurements and dimensions noted; to include height, position of any AV, walling, major exhibits, platforms etc. Plans must clearly show the orientation of the stand within the hall 2. Stand build material information (if not included on your plans) 3. A specific Risk Assessment covering the build up and breakdown of the stand - please refer to the H&S section 4. A specific Method Statement covering the build up and breakdown of the stand - please refer to the H&S section 5. A construction phase plan as your individual stand area is classed as a construction site in its own right 6. Public Liability Insurance which covers the exhibiting company and any third-party contractors building and dismantling your stand (see further guidance in the A-Z section) 7. For complex stands and those with scaffolding structures (see Temporary Works section below) you must also submit structural calculations and construction drawings. <p><u>Submission details</u></p> <p>All information must be submitted via email to plans@waysandmeanevents.com</p> <p>Deadline for stand plan submissions is <u>24 July 2026</u>. We cannot guarantee to be able to process plans submitted after this date.</p> <p>All plans and documentation must be submitted in English and must clearly state the exhibiting company's name & stand number and the name and contact number of the responsible contractor. All drawings must show the scale used, which should be no less than 1:50.</p>

	<p>After submitting your plans you will receive either written questions and comments about your plans or a Permission to Commence Build Notice (including CAT 3 Design Check for scaffolding structures). Please ensure you respond promptly to any questions to ensure that we are able to issue your Permission to Commence Build Notice. Work may not commence on your stand until you have received this.</p> <p>Once you have received the Permission to Commence Build Notice (including CAT 3 Design approval for scaffolding structures) you must not alter the design of your stand. If you do need to change your design you must resubmit your plans for consideration. We will endeavour to accommodate any change requests but cannot guarantee it.</p> <p><u>Temporary Works (Scaffolding Structures)</u></p> <p>Buckley Design Solutions (BDS) is our appointed Temporary Works Co-ordinator for scaffolding structures and will manage the CAT 3 Design Checks and onsite build sign-offs. Please submit your technical drawings to plans@waysandmeansevents.com. You will then be contacted directly by BDS who will support you through the process.</p> <p><u>Use of Hoarding, Sheeting etc.</u></p> <p>If you are intending to obscure any part of your scaffold structure with graphics, hoarding, sheeting etc. please notify BDS as part of your submission so that onsite inspections of the obscured areas can be planned accordingly.</p> <p>Failure to supply technical designs and receive the necessary CAT 3 checks, or to disclose any hoarding, sheeting or anything that may prevent the appropriate onsite inspections taking place, could result in your stand not receiving onsite sign-off and approval to exhibit.</p> <p>For any queries please contact plans@waysandmeansevents.com.</p>
Waste management	<ul style="list-style-type: none"> ● Exhibitors and nominated contractors must comply with the Environmental Protection Act 1990, the Waste (England and Wales) Regulations 2011, and the Separation of Waste (England) Regulations 2025 (Simpler Recycling) ● Waste must be segregated at source in accordance with current UK recycling legislation ● Exhibitors and contractors must separate dry recyclable materials, food waste (where applicable), and general waste into the designated waste streams provided by the venue ● Waste must be placed in the appropriate labelled containers or recycling areas ● The exhibitor or contractor responsible for the stand remain responsible for removal of all waste generated by stand build or breakdown ● The organisers actively encourage exhibitors and their contractors to consider the waste being generated by their flooring and stand construction and ensure that minimal waste is generated and that any residual waste is dealt with in a responsible manner ● Waste may not be left onsite and <u>exhibitors will be charged by the venue for the removal of any waste left by them or their contractor/s</u> ● Please work under the principle that anything you bring to site must leave site with you ● It is the responsibility of your appointed stand lead / Black Hat Supervisor to ensure full clearance of your stand space. A sign-off sheet will be provided for them to confirm your space is clear ● The organiser nor venue accepts any responsibility for any items left on site ● A waste management plan, detailing anticipated waste and process for removal from site, should be detailed alongside all space only plans.
Height limits	<p>Please refer to the Arch Elevation HERE for venue ceiling heights.</p> <p>You must ensure that all structures are built a safe height from the ceiling.</p>
Construction regulations	<p><u>Unbroken Walling</u></p> <ul style="list-style-type: none"> ● A minimum of 50% of any open side must remain fully open; open sides may not be entirely blocked off ● Walling over 5m in length must be set back by 1m from the stand edge and have some form of visual break (at least 1m in length) such as glazed panels / planting etc ● Please ensure that your stand conforms to the requirements and does not visually block neighbouring stands off from the rest of the exhibition <p><u>Walling that adjoins another stand</u></p>

	<ul style="list-style-type: none"> ● Exhibitors on part island sites must provide walls between themselves and their neighbours on the block, as well as between themselves and any venue walls ● Neighbouring exhibitors can liaise with one another to ensure that at least one of them is building a wall or to arrange to share the cost ● Where you are building your own wall, the back of this must be dressed in a neutral colour (unless you have liaised with your neighbouring exhibitor to determine a mutually agreeable colour dressing for this) without graphics/logos/branding from the top of the wall to 2.5m off the hall floor; logos and branding are not permitted to the rear face or partition walls when these walls overlook a neighbouring stand ● All divides must be a minimum of 2.5m tall, built on the dividing line and run for the entire length of the enclosed side(s) ● Please note: receiving a 'Permission to Commence Build Notice' does not mean that adjoining stand plans have been checked for compatibility <p><u>Damage / fixing to the hall</u></p> <ul style="list-style-type: none"> ● Exhibitors will be charged for making good any damages to the hall such as paint marks, tape, bolts etc ● You are not permitted to fix to the fabric of the building in any way <p><u>General</u></p> <ul style="list-style-type: none"> ● All stand construction must be completely self-supporting ● The back of the stand should be as well presented as the front ● Bridging of gangways is NOT permitted ● The name and stand number of the company exhibiting must be prominently displayed, ensuring visibility on each open side of the stand ● No part of your stand, including (but not limited to) walling, banners, dressings, base plates, timber, plastic, rubber or high-visibility sole boards, furniture or any accessories must encroach into the aisles. You will be asked to remove anything that sits outside of the dimensions of your stand ● All stands should be designed and built in line with the eGuide Venue and Organiser regulations.
Columns	<ul style="list-style-type: none"> ● Where columns fall fully or partially within the area of the allocated space, they may be encased by the exhibitor on all four sides. ● The casing must be self-supporting and may not be fastened to the column. Only the faces of the casings (not the column) which fall within the allotted space may be used for display or graphics or other pictorial matter.
Contractors – appointment of	<ul style="list-style-type: none"> ● Space only exhibitors are free to appoint stand designers and construction contractors of their choice; for advice please call Event Supplier and Services Association (ESSA). It is the exhibitors responsibility to advise them of the exhibition Stand fitting and Health & Safety regulations.
Disabled access	<ul style="list-style-type: none"> ● Under regulations set out by the Equality Act (formerly the Disability Discrimination Act) a vertical 'lip' or 'up stand' of more than 13 mm will present a barrier to some disabled people. If the stand design requires a raised floor section, a ramp must be incorporated into the flooring or a portable ramp can be deployed when required. An alternative is to have multiple floor areas of the stand to make a credible attempt to deliver the services to an area of the stand, which does not require a platform. Please see the regulations below relating to platforms. ● Access for disabled people is not only about physical access to buildings for wheelchair users but also includes access to written information for people with visual impairments and access to the same standard of service for all. It is important to take account of health and safety legislation, which has primacy over disability regulations, as mentioned.
Distance	<p>All travel distances must comply with the eGuide regulations;</p> <ul style="list-style-type: none"> ● The maximum travel distance from any part of the stand to a gangway shall not exceed 50m; where there is only one means of escape from the stand this must be reduced to 20m <p>In either case, the maximum travel distance should be reduced by 25% where alcohol is being served.'</p> <p>For more information please consult the eGuide.</p>

Doors	<p>If you are building a storeroom /office, doors must have a minimum clear width of 800mm; however, it is recommended that double doors are used for at least one of the exits in order to accommodate larger types of wheelchair.</p> <ul style="list-style-type: none"> • Doors must have a vision panel with a zone of visibility of between 500mm and 1500mm above the floor. The exception to this is doors to small storerooms, where a small panel may suffice • A suitable exit sign must be positioned above each doorway • Doors should open outwards in the direction of escape and be suitably recessed so they do not protrude into gangways
Electrical regulations, suppliers & installations	<ul style="list-style-type: none"> • All work on stands must be ordered through the official contractor. • All electrical installations must comply with the Electrical Regulations. • Any requirement for three-phase supplies will be assessed by the Electrical Contractor. • 24-hour supplies and non-standard voltages can also be provided. Please ensure you contact the Electrical Contractor as soon as possible for a quote. • Power will be switched off at source 30 minutes after the show closes each evening. • Please contact the Electrical Contractor if you require power outside of standard hours, or if you need your power by a certain time during the build-up / breakdown phase. <p>For all electrical queries please contact the electrical contractor:</p> <p>Full Circle T: +44 (0)161 393 3929 E: exhibit@fullcircleeventsltd.co.uk</p>
Floorplan & access ducts locations	<ul style="list-style-type: none"> • The event floorplan can be viewed HERE • Please note that the green lines across the hall are the venue's access ducts for water & waste, electrics and IT services. When ordering these services you will be able to stipulate where on the lines (within your stand) you would like these services. • If you would like these in a different area to the location of the service ducts on your stand you must ensure you use a raised or platform floor to hide the pipes/wires to the desired location on your stand. • Please refer to the 'platform flooring & ramps' section below for more information.
Gangways	<ul style="list-style-type: none"> • Bridging of the gangways is NOT permitted. • Gangways must be kept clear at all times; please request advice from the Floor Manager when looking at the most suitable location for you to work from.
Hot works permit	<ul style="list-style-type: none"> • Hot works are NOT permitted.
Platform flooring & ramps	<p>A platform floor may be deemed necessary to cover electrical installations, water & waste or IT connections. Please note the following regulations in regard to platform floors.</p> <ul style="list-style-type: none"> • Flooring must not be less than a nominal 25mm (1") thick and wood chipboard or block board 18mm • Flooring must be laid with close joints and be of a strength and stability sufficient to carry and distribute the weight of stand fitting, personnel, visitors and exhibitors • Open corners of stand floors and platforms must be rounded or angled, if not protected by exhibits or displays, to avoid sharp corners and tripping hazards. Platform edges must be fully highlighted and the use of the platform must be included within the Risk Assessment • A vertical "lip" or "up stand" of more than 13mm will present a barrier to some disabled people • If the stand design requires a raised floor section, a ramp must be incorporated into the flooring or a portable ramp can be deployed when required • An alternative is to have multiple floor areas of the stand to make a credible attempt to deliver the services to an area of the stand, which does not require a platform • Ramps must be a minimum width of 1.5m, gradient no more than 1:12, have a slip resistant surface and a colour contrasting with that of the stand floor or landing

- Changes in height must be protected; all ramps require a kerb of 100mm high which is visually contrasting and ramps with a gradient steeper than 1:20 must have a handrail either side to prevent falls and assist users
- Adequate space must be maintained around the ramp and stand area for wheelchair manoeuvring. The use of the wheelchair ramp is the responsibility of the contractor and exhibitor and adequate public liability insurance must be in place
- Platforms exceeding 170mm in height will require handrails and balustrades complying with eGuide regulations - for more info see <https://www.aev.org.uk/resources/e-guide>

Vehicle exhibits

If you intend to display a vehicle exhibit on your stand, you must inform the organisers as soon as possible to find out if it's possible in your location and seek approval.

Due to the nature of the exhibition build, sometimes it is necessary to bring vehicles in before stands are built, depending on the stand location. This is to ensure the vehicle can access safely and without damage. Sometimes it is physically impossible to bring a vehicle onto a stand once the stands are built, especially for larger vehicles.

Vehicle exhibits may not be exhibited without the prior written consent of the Organisers, and must comply with the regulations below. You are required to declare any vehicle exhibits on your compulsory form and submit a risk assessment covering your activities the organisers (please refer to the regulations below on your risk assessment)

All petrol-fuelled motor vehicles or other petrol engine equipment fitted with a fuel tank, including boats, plant or machinery, must comply with the following:

- The fuel tanks of motor vehicles manufactured prior to 1984 must contain only sufficient fuel to move the vehicle in and out the hall, due to the absence of safety features which prevent leakage
- Fuel tanks of motor vehicles manufactured from 1984 onwards may contain fuel.
- Fuel tanks on all other petrol engine equipment must be empty
- The fuel tank must be sealed, wherever possible with a lockable cap
- Vehicles may require a drip tray and must be positioned within the boundaries of the stand so that any protrusions, doors, tail lifts etc, do not infringe the stand perimeter
- The running of engines during the open period of an exhibition is strictly prohibited
- For vehicles required to operate as part of a moving demonstration, "pit" positions must be clearly defined and agreed with the venue. Suitable fire extinguisher(s) must be provided
- Filling or emptying of fuel tanks inside the hall is strictly prohibited at all times
- The use of aerosol sprays for cleaning / shining purposes is not permitted unless the floor surface is protected at all times and no residue is left afterwards. Please contact the venue Event Safety Team pre-commencement, who will be able to assist with your operation

Vehicles in Public Circulation Areas

- No vehicles, hand propelled or motorised, are permitted to travel within the public circulation areas during the open period of the exhibition
- The static display of vehicles in the public circulation areas is subject to approval of written details by the venue. Vehicles must be clean including tyres, supplied with a drip tray and pushed into position
- The venue will agree the maximum number of vehicles permitted in these areas

Stand Construction, Including Dressing Methods & Materials

General

All materials used in the construction of stands, including signs and fascia's, shall be:

- of a suitable nature and quality for the purposes and conditions of their intended use
- adequately prepared and fixed in order adequately to perform the functions for which they are designed
- non-combustible, inherently non-flammable or durably flameproof in accordance with British standard numbers BS476 and BS5570 and/or BS3120. Your stand will be inspected during build-up and the Fire Safety Officer may remove any offending materials, or close down a stand if it does not comply with fire regulations

	<ul style="list-style-type: none"> ● Water-based, where applicable, e.g. adhesives and paint ● 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
Fabrics, drapes, curtains & hangings	<ul style="list-style-type: none"> ● 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 ● Textile fabrics used for interior decorating of stands should be fixed taut and/or in tight pleats (not draped) to a solid backing secured 3" 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
Painting and decorating	<ul style="list-style-type: none"> ● Only water-based paint may be used on site. The use of lead based paints and primers must be avoided. Cellulose paints are flammable and must not be used in stand dressing ● 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. Barrier creams and masks must be provided ● Contractors should be continually aware of the attendant fire risks associated with paints. Good housekeeping is essential and hygiene is particularly important ● Painters must not work in confined areas unless adequate ventilation is available. All waste products must be disposed of properly
Plastics	<ul style="list-style-type: none"> ● Plastics must conform to BS476 - part 7- Class 1 ● Perspex is not permitted to be used at this venue for stand-fitting purposes, including displays; an alternative polycarbonate, conforming to BS476 part 7 (class 1) must be used instead
Timber wood	<ul style="list-style-type: none"> ● Timber of any thickness if impregnated to BS476-Part 7 class 1 standard and branded as fireproofed is acceptable ● Timber framing of stands may be of natural unproofed timber of a minimum thickness of 25 mm ● Counters and floors of stands may be of natural unproofed timber of a minimum thickness of 21 mm; where natural timber is used for floors it must be close-jointed ● Wood, chipboard or blockboard to a minimum thickness of 18 mm, may be used in the construction of internally lit units, display plinths and for display screens or panels provided that these screens or panels are not of such a size as to form internal dividing partitions ● Plywood, hardboard, pulpboard or fibreboard rendered fire-resistant by an approved process of impregnation and bearing a distinguishing brand mark to indicate that it has been impregnated ● The applied decorative finish of stands may be of natural (unproofed) timber to a minimum thickness of 21 mm provided that the area of vertical wall services does not exceed 2.5 m for each square metre of exhibition floor area occupied by the stand ● Where such timber is used on the inside of the stand and extends within 600 mm of a fabric ceiling, such fabric shall be inherently non- flammable or durably flame proofed ● The use of softwood board is prohibited apart from countertops and platforms, in which instance it must be impregnated to render it non- flammable and branded with a recognisable trademark
Decorative materials including wallpaper & artificial plants	<ul style="list-style-type: none"> ● Decorative materials used for stand dressing must be flame proofed or purchased already treated by use of the appropriate chemical ● Brown paper, corrugated paper and the like must not be used for stand dressing; particularly as backing/lining on stand structures ● 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 fume and 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

Glazing	<ul style="list-style-type: none"> 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 practise for safety related to human impact'). 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. <table border="1" data-bbox="405 378 1449 611"> <thead> <tr> <th>Nominal thickness</th> <th>Maximum pane size dimensions</th> </tr> </thead> <tbody> <tr> <td>8mm</td> <td>1100mm x 1100mm</td> </tr> <tr> <td>10mm</td> <td>2250mm x 2250mm</td> </tr> <tr> <td>12mm</td> <td>4500mm x 4500mm</td> </tr> <tr> <td>15mm or thicker</td> <td>no limits</td> </tr> </tbody> </table>	Nominal thickness	Maximum pane size dimensions	8mm	1100mm x 1100mm	10mm	2250mm x 2250mm	12mm	4500mm x 4500mm	15mm or thicker	no limits
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Upholstery	<ul style="list-style-type: none"> Upholstered seating and furniture must be non-combustible and marked with the appropriate standard. 										
Flooring and lay of	<ul style="list-style-type: none"> Space only stands are required to provide their own floor covering and ensure that it is removed and disposed of at the end of the event. All floor covering must be suitable for its purpose and security fixed to the venue floor using approved fixing tape only. The use of glue or non approved tape will incur charges to the exhibitor for cleaning / removal. Please contact ops@theflooringshow.com if you require guidance on approved tape. Cables must be hidden away, located out of main walkways and securely fixed down and ramped if required so that they do not present a trip hazard. 										
Night sheets	<ul style="list-style-type: none"> 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. 										
Rigging	<ul style="list-style-type: none"> Rigging can be arranged through Manchester Central's official contractors, Knight Rigging Services. Please contact them directly for further information and to discuss your requirements. Rigging MUST be shown on all stand plans. <p> Knight Rigging Services: T: +44 (0) 1253 894 688 E: MCCC@krs-group.co.uk Click here for Order form </p>										