

# A-Z General Information

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<p>Accidents, emergencies &amp; first aid</p>	<p>If you are involved in or witness an accident or near miss whilst on site, or need first aid assistance, please contact the Organisers Office, Floor Manager or member of the Security team immediately.</p> <p>PLEASE DO NOT CALL 999 DIRECTLY. ALL EMERGENCIES MUST GO THROUGH THE ORGANISERS</p> <p>This is to ensure that the emergency services can be directed quickly and efficiently on arrival.</p> <ul style="list-style-type: none"> <li>● All contractors and exhibitors must comply with the Health and Safety at Work Act 1974 and the Health and Safety (First-Aid) Regulations 1981</li> <li>● Contractors are responsible for ensuring appropriate first aid provision for their own teams during build-up, open days, and breakdown</li> <li>● In the event of an accident or medical emergency, contact venue first aid or event control immediately</li> <li>● All incidents, accidents, and near misses should be reported promptly to the organiser or venue team so they can be recorded and followed up where necessary</li> <li>● Contractors should ensure their teams are briefed on emergency procedures and know how to access first aid support on site</li> <li>● Any incidents that fall within legal reporting requirements will be handled in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 by the responsible duty holder.</li> </ul>
<p>Accessibility</p>	<p><b><u>Venue Accessibility</u></b></p> <p>The venue offers access to people with disabilities, as below</p> <ul style="list-style-type: none"> <li>- All levels of Manchester Central are accessible by lift</li> <li>- There are fully accessible toilets in every area of Manchester Central</li> <li>- Manchester Central have self-propelled wheelchairs available for occasional use by less able visitors within the venue. Bookings for these should be made in advance to guarantee availability by contacting Manchester central using the details below: <ul style="list-style-type: none"> <li>○ T: +44 (0) 161 834 2700</li> <li>○ E: <a href="mailto:eventsafetyteam@manchestercentral.co.uk">eventsafetyteam@manchestercentral.co.uk</a></li> </ul> </li> </ul> <p>If assistance is required on site, please contact the Organisers or one of the Show Stewards.</p> <p><b><u>Stand Accessibility &amp; Exhibitor Responsibilities</u></b></p> <p>Exhibitors should be aware that they have obligations under the Equalities Act 2010 (which has replaced most of the Disability Discrimination Act) because Exhibitors are considered service providers.</p> <p>Disabled persons should be provided with the same service, on the same terms and to the same standard, that is provided to others. It is unlawful to not make a reasonable adjustment for a disabled person.</p> <ul style="list-style-type: none"> <li>● Reasonable adjustments must be made to services and environments so that disabled people can access them</li> <li>● A reasonable alternative, or means of avoiding inaccessible features and services, must be provided.</li> </ul> <p>Your risk assessment should cover disabled visitors, and we recommend that your staff are aware of your disabled facilities on offer.</p> <p>Further details about the Equality Act, and how you can obtain copies of the act, can be found on the <a href="#">Government Legislation Website</a> and in the <a href="#">eGuide</a>.</p>
<p>Aisle management</p>	<p>All items must be positioned WITHIN your stand space and nothing may protrude into the aisle, 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>

Alcohol, food & drink	<p>Exhibitors who would like to provide stand hospitality such as alcohol, food or drinks to visitors MUST order this through the official caterers at Manchester Central, contact details below.</p> <p>Exhibitors are not permitted to bring their own alcohol, food or drink into the venue.</p> <p><b>Manchester Central Catering</b>  T: +44 (0) 161 834 2700  E: <a href="mailto:catering@manchestercentral.co.uk">catering@manchestercentral.co.uk</a>  W: <a href="#">Booking link</a></p> <p>Please note attendees are not permitted to walk the show floor with open bottles of alcohol.</p>
Animals	<p>Assistance dogs are the only animals permitted entry to the show without written permission from the organisers.</p>
Badges & passes	<p><u>Exhibitor badges</u>  Exhibitor badges are valid during the build-up, open period and breakdown - please ensure that your team wear their badges when they are in the halls. We will communicate with all exhibitors when badge registration is open soon.</p> <p><u>Contractor access</u>  Contractors are required to have wristbands throughout the build-up and breakdown. These will be issued to contractors on arrival at Manchester Central, with proof of completion of the <u>site induction</u> (once completed an email will be sent confirming this has been completed: this can be shown to security at Manchester Central for issue of wristband)</p>
Balloons (helium filled)	<p>If you wish to use helium filled balloons on your stand you must highlight this on your compulsory form and submit a risk assessment for this activity to the organisers. Please note the following regulations in regards to helium filled balloons in the venue:</p> <ul style="list-style-type: none"> <li>● Helium balloons must be safely secured, as hefty charges for recovery will be incurred if any float to the roof (chargeable to the exhibitor)</li> <li>● Helium balloons are only permitted when fitted with slow release valves</li> <li>● Helium balloons cannot be filled while the exhibition is open to the public</li> <li>● Helium canisters must be stored off site during the show open period</li> </ul>
Canvassing / Off stand promotions	<p>All business must be conducted on your stand, please plan your space accordingly. Activities may not spill into gangways or any other part of the show.</p>
Chemicals	<p>If you intend to use any chemicals, you must notify the organisers by declaring your activities on your compulsory form. You will be required to submit a risk assessment and COSHH assessment, in order to comply with the venue's regulations. COSHH regulations must be adhered to.</p>
Children	<p>Children under the age of 16 are not permitted in the halls at any time during the show build up and breakdown.</p> <p>With regard to the show open periods, please refer to <u>Section 18 of the Children and Young Persons Act 1933</u>, which outlines the laws regarding conditions for children working. If you intend for a person under 16 years of age to be working on your stand you must notify the organisers in advance of the show. You may be asked to show a copy of the Employment Permit issued by the education department of your local authority.</p>
Cleaning & waste	<p>Stand cleaning is provided by the venue as part of the exhibitors' package. However, exhibitors are responsible for cleaning their own exhibits.</p> <p>Exhibitors requiring locked areas on stands to be cleaned must deposit a duplicate key stating stand number with the organisers prior to the exhibition opening. This key will be returned to the organisers on the last open day of the exhibition.</p> <p>If you have any specific cleaning, skip or hazardous waste requirements you can arrange these directly with the cleaning contractor provided by the venue.</p>

	<b>Exhibitors and their contractors must remove all waste, including carpet, carpet tape, pallets, stand fitting materials and literature, otherwise charges will be incurred.</b>
Code of conduct	<p>The stand must be staffed, and all exhibits must remain displayed during the hours that the exhibition is open to visitors.</p> <p>You are reminded that you must not transfer, sublet or subdivide your stand, whether for financial consideration or otherwise, or enter into any agreement to do so. The Organisers reserve the right to ensure that any products not belonging to the contracted company are removed, and any contracted company found subletting may not be offered a stand in future years.</p>
Compressed air & gasses	It is not possible to use Compressed Air or Gasses within the venue.
Customs & excise	<p>Customer clearance of goods takes place at the port of entry. Further information regarding importing goods into the UK can be found here - <a href="https://www.gov.uk/import-goods-into-uk">https://www.gov.uk/import-goods-into-uk</a></p> <p>Please also contact the lifting contractor, DSV, who will be able to assist you – please refer to the CONTACTS section.</p>
Demonstrations	<p>Demonstrations on your stand should be highlighted on your compulsory form and a risk assessment completed for your activities.</p> <p>Crowding of the aisles, walkways and entrances by visitors watching presentations are not permitted.</p>
Dilapidations & damages	<p>You are not permitted to fix to any part of the fabric of the building and charges will apply to any associated damages. Charges will also apply for paint spillage, abandoned carpet tape, etc.</p> <ul style="list-style-type: none"> <li>• In terms of rubbish anything that will not fit into a black plastic bag will <u>not</u> be collected by the cleaners - it will be deemed as abandoned waste and will be charged for by the venue</li> <li>• Shell scheme exhibitors are also reminded they are responsible for all shell scheme panels and will be charged for any damages through inappropriate fixings, painted panels etc.</li> <li>• Space only exhibitors are reminded that ALL stand fitting materials, exhibits and flooring must be removed from the halls during breakdown. Please refer to the SPACE ONLY EXHIBITOR section of this manual for full instructions</li> <li>• The venue management will charge for any damage made to the walls, floors, paintwork, carpeting and other facilities. Therefore exhibitors must protect the walls, flooring and fabric of the hall from damage at all times, particularly when moving materials or equipment and if painting or using other fluids on site</li> <li>• Notices must not be affixed to the fabric of the building without prior permission. Sticky fixers, Blue tack, Sellotape must not be used on painted surfaces. Under no circumstances must cables, wires etc be attached or affixed directly to the walls or ceilings in the main exhibition areas. All Exhibitors need to be self-sufficient with regards to use and provision of equipment and the rigging/de-rigging of display material.</li> </ul>
Draping, decorations artificial flowers, candles	<p>All decorations, draping and artificial flowers used for stand dressing must be flameproof and comply with all Fire &amp; Safety Regulations. Copies of all appropriate certificates should be available for inspection on site.</p> <p>Please note that the use of lit candles, projectors and gobos are not permitted without seeking prior approval from the organisers – please highlight any such items on your compulsory form and submit together with a risk assessment for your activities.</p>
Electrical & lighting services & information	<p>This year, Shell Scheme exhibitors can take advantage of an exclusive package of 1 x 500w socket and 2 x spotlights for a discounted rate of £295.00 including testing + VAT. This can be booked via the Full Circle Portal above.</p> <p>Electrical and lighting requirements for shell scheme and space only stands can be ordered via the electrical contractor – please refer to the CONTACTS section of this manual.</p> <p><b><u>Extension lead regulations</u></b></p> <ul style="list-style-type: none"> <li>• Only one 4-way extension lead may be connected to each socket outlet and the maximum length of lead permitted is 2m</li> </ul>

- Extension leads must not be plugged into other extension leads (commonly known as 'daisy-chaining')
- Block adaptors and drum reel extension cables must not be used

### **Electricity supply during build up and overnight**

If a supply is needed at the start of build, then a temporary supply must be ordered for use during build-up and breakdown from the electrical contractor. Use of the venue's electrical sockets is not permitted and cables must not cross gangways.

Once power has been energised during build-up, it will be switched off each night, including the pre-open and each open day night (30 minutes after show close). If you need power overnight, you will need to order a 24 hour supply from the electrical contractor:

### **Electrical mains power boxes**

On every block there will be an electrical mains power box. This will be placed on the wall of the stand which is placed over the duct. The organisers will, where possible, try to fix this so that it does not infringe on the stand aesthetics or on a stand with bespoke walling. Please do not cover this power box if it is fixed to your stand walling, as access may be needed at any time.

### **Power consumption reference guide**

Standard 3-pin English 13A socket-outlets are provided when sockets are ordered, but with different power ratings. The list below indicates the sort of equipment that can be used with each of the power ratings, please check your individual item and discuss your requirements with the electrical contractor:

- 2amp (500w) Socket - Laptops, Computers, TV's, DVD's, Fridges, Lighting up to 500w
- 5amp (1000w) Socket - Small Freezers, Microwaves, Lighting up to 1000w
- 10amp (2000w) Socket - Small Nespresso Machines, Larger Fridges / Freezers, Hair Dryers
- 13amp (3000w) Socket - Vacuum Cleaner, Coffee machines, Jug Kettles, Urns

Under the current regulations it is not permissible to use a socket to supply a consumer unit if you are carrying out the installation of your own electrical wiring and equipment. In these circumstances you will need to order an electrical mains supply.

### **Lighting, including Neon**

- Light fittings must be secured using clips or heavy-duty electrical ties and earth bonded.
- Light fitting flex must not be draped across the ceiling grid (if applicable), or left hanging in coils or wrapped around any part of a metal structure. Cable ties must be used to secure flex to the structure.
- Spotlights/floodlights/halogen lamps, etc must be guarded and mechanically fixed.
- All lighting must be kept at least 300mm away from muslin/fabric ceilings and other combustibles.
- Lighting circuits must not exceed 1,000 watts. They must not be looped or connected to power circuits.
- Heavy fittings (over 1 kg) require a secondary means of support.
- Neon lighting should be encased above 2m high and will need a fireman switch which the electrical contractor can supply. To note this does not apply to LED lighting which appears to be like Neon.

### **Electrical Testing**

All electrical contractors are required to test their electrical installation to a minimum standard demonstrated in the Current EIA Electrical regulations e-guide also Incorporating BS 7671 17th edition.

If you are ordering mains only, the following criteria must be met:

- Copies of the relevant qualifications of any personnel responsible for the completion of the installation must be provided.
- The person carrying out testing must be qualified to the required standard.
- All qualifications, insurance and general details must be provided to the electrical contractor

An administration fee plus the cost of the main will be charged.

Following the completion of the installation by the allocated contractor the following must also be adhered to before energisation of the supply may be facilitated;

	<ul style="list-style-type: none"> <li>● The installation must meet the standards required by the regulations, however should the installation not meet these requirements, the electrical contractor are authorised to postpone energisation until they are met satisfactorily</li> <li>● If for any reason the electricians responsible for the installation cannot carry out the required test &amp; inspection, the electrical contractor may carry out this service on their behalf and charge an additional fee.</li> <li>● Please be aware that any personnel involved will still remain responsible for their own installation</li> </ul> <p>For full electrical installation and testing information please refer to the <a href="#">eGuide</a>.</p>
Fire precautions	<p>The Fire Officer will provide fire extinguishers in designated areas to meet the Local Authority requirements. These extinguishers are not to be moved or covered. It is important that all exhibitors ensure that their staff and contractors are familiar with their operation and acquaint themselves with the location of the fire exits and alarm points in the venue.</p> <p>Fire extinguishers are also available for individual stands. If you require a specific type of fire extinguisher for a particular type of work, please contact the Fire Officer via the Organisers.</p> <p>Fire exits must be kept clear at all times and no exhibits or packaging materials may be stored behind stands. No naked flames or liquified petroleum gas (LPG) will be permitted without prior written approval.</p> <p>For further information please refer to the <a href="#">eGuide</a>.</p>
Floor loadings	<p>Floor loading in Central Hall is 1,450 kg/sqm. Point loads of 7 tonnes are permissible, 3m apart or at 2m distance from other distributed loads.</p> <p>Vehicles up to 40 tonnes gross weight are allowed in the main hall. Please note that the floor has a slight rise towards the entry doors to the hall.</p> <p>Failure to comply with floor loadings may result in items being unable to be brought into the hall.</p>
Gangways	<p>The gangways within the event are the minimum permissible by law and have been subject to approval by the Local Authority.</p> <ul style="list-style-type: none"> <li>● Under no circumstances can any part of your stand, furniture or exhibits project beyond the boundary of your stand</li> <li>● All gangways must remain unobstructed and accessible at all times</li> <li>● Any exhibitor who has too much stock to fit onto their stand should make adequate arrangements to hold the excess stock elsewhere via our logistics partner, DSV (details in the CONTACTS section).</li> </ul>
Insurance	<p>It is a requirement of your ScaffEx26 contract that all exhibitors hold adequate insurance including PLi minimum of £5m* (please note this increase from £2m in 2025).</p> <p>We strongly recommend you check your company insurance to ensure you are fully covered or that you take up the insurance provided by NASC on a non-advised basis for ScaffEx26.</p> <ul style="list-style-type: none"> <li>● A Participation Insurance Service is pre-arranged on your behalf by NASC as an exhibitor benefit. A fee of £200 has been included in your exhibition invoice for this</li> <li>● However, you will shortly receive an email from our insurance partners, InEvexco and if you already hold PLi of £5m minimum, you can upload your document via their portal link <b>by Friday 14th August</b> and receive a credit for this fee once it's been verified by them</li> <li>● If you require any assistance regarding your insurance please email <a href="mailto:exhibitor@inevexco.co.uk">exhibitor@inevexco.co.uk</a> who will be pleased to assist.</li> <li>● Please ensure you have completed the Compulsory Form within the EXHIBITOR CHECKLIST section to advise whether you hold your own PLi insurance or wish to take up NASCS's Participation Insurance</li> <li>● <b>Space only stands</b> with complex builds and / or scaffolding structures require the exhibiting company and their contractors to have their own <b>PLi of minimum of £10m</b> which should be uploaded to the InEvexco portal when you receive the email from them.</li> </ul>

	<p>Whilst we take every precaution, we are not responsible for damage or loss to stand fittings and exhibits and cannot accept any responsibility for damage or loss of any properties introduced by the exhibitors and / or their agents / contractors. We advise you to take out adequate insurance to cover your property.</p> <p>Cancellation and Abandonment insurance to cover your costs and expenses is also highly advisable should you not be able to attend due to adverse weather for example or if the show was to be cancelled or abandoned for any reason. This is a specialist form of insurance normally only found on a separate Exhibition Policy.</p>
Intellectual property rights	Exhibitor affirms that, to the best of its knowledge, it has the legal authority for its use of any intellectual property associated with any product or promotional material that it will display, offer, or otherwise use in its exhibit at the trade show/event and it will not knowingly infringe the intellectual property rights of another party.
Internet & WiFi	<p>Complimentary WiFi is available at the venue. This is sufficient for checking emails etc but should not be relied upon to show presentations or streaming etc.</p> <p>If you need a more reliable, secure or maintained service, please book this via <a href="#">Booking link</a></p>
Loudspeaker announcements	It is not possible for exhibitors to make announcements using the venue tannoy system. However, these will be used by the exhibition organiser to communicate important information to you during the show. Your attention to these announcements is advised.
Machinery on stands	<p>If you are planning to have machinery demonstrations on your stand, please remember it is your responsibility to ensure these operate safely. The factors below are in line with the venue and show guidance and should be adhered to at a minimum:</p> <ul style="list-style-type: none"> <li>● A stand layout will be required to assess the impact on surrounding gangways</li> <li>● Machinery can be on the stand edge if it is made safe (and is not accessed during operation) whether that be through guarding, stand design or the machines integral design; if it cannot be made safe it must be set back</li> <li>● Any sides of machinery set on the stand edge must have no moving parts and be safe i.e. no heat, no open parts</li> <li>● Any side of running machinery which is not able to fulfil the above requirement must be set back from the stand edge by a minimum of 0.5m (more if your risk assessment suggests more is required)</li> <li>● Operating the machinery must be from within the stand space; the stand layout must show where each machine will be operated from</li> <li>● Showing &amp; viewing a machine that is set on the stand edge can be done from the show aisle provided that the machine fills the criteria above and is deemed safe</li> <li>● The collection/replacement of media and outputs must be done safely, and the output moved immediately on to the stand</li> <li>● Moving parts of machinery and other working equipment must be suitably guarded to protect the public and the operator</li> <li>● Where you remove guards for display purposes then a strong and suitable see-through guard must be in place, additional barriers or screens may also be required to protect visitors</li> </ul> <p>You should highlight any machinery on your compulsory form and a risk assessment will be required to include the use of the machinery and how you have protected visitors, exhibiting personnel or any other participant from harm. This should include the above as well as the below:</p> <ul style="list-style-type: none"> <li>- Protection from any emissions, dust</li> <li>- Removal of any excess waste materials</li> <li>- Who is undertaking the demonstrations, and have they had sufficient instruction and training to ensure they are competent to undertake demonstrations</li> <li>- Any PPE requirements</li> <li>- Any additional fire prevention / fighting requirements</li> <li>- Any other risk arising from using the machinery in the context of an exhibition</li> </ul>
Music, noise levels & performing rights	The Control of Noise at Work Regulations 2005 are in force and you are required to assess the risks to your employees from noise at work, take action to reduce the noise exposure that produces the risk, provide your employees (and those in the immediate area) with hearing protection if you cannot reduce the noise exposure and ensure that the legal limits on noise exposure are not exceeded.

	<ul style="list-style-type: none"> <li>• The use of public address systems, microphones or sound amplification of any kind is not permitted without the express permission of the organisers</li> <li>• Noise levels on stands must be kept so as not to cause annoyance to neighbouring exhibitors</li> <li>• Where permission for music to be played is given, it is the exhibitor's responsibility to obtain the correct music licenses e.g. PRS, PPL, VPL. Costs for this must be covered by the exhibitor</li> <li>• The Music License (PPL &amp; PRS): required by any exhibitor playing or performing music on their stand. If you are unsure which license you may need please contact PPL PRS on 0800 068 4828 or at <a href="https://pplprs.co.uk/contact-us/">https://pplprs.co.uk/contact-us/</a></li> <li>• VPL: required by any exhibitor playing music on their stand, by means of video or DVD. It covers royalties for the artist and the video company. To obtain your license, call VPL direct on 020 7534 1400</li> <li>• Film Bank Distribution Ltd: any exhibitor playing a feature film or clip requires a license from this body. Please call the Film Bank Distribution Ltd direct on 020 7984 5958</li> </ul>
Naked flames, hot surfaces	<p>Naked flames, flammable liquids or anything else which causes a heat or fire risk will only be permitted if they are an integral part of a product for sale and there are no alternative fuel sources available. You must get prior consent from the Organisers by submitting your risk assessment to include the following:</p> <ul style="list-style-type: none"> <li>• No lit flames / hot surfaces at the front of a stand - they must be set back by at least 1m</li> <li>• They should not be in reach of the public</li> <li>• Some form of bulb/guard should be fitted around the flame / hot surface</li> <li>• Prominent signage advising the use of naked flames / hot surface must be provide</li> <li>• Only a minimal amount may be lit at any one time</li> <li>• You must not refill / refuel when the show is open to the public</li> <li>• Fuel must not be stored on your stand; the Fire Officer will be able to advise appropriate storage</li> </ul>
Onsite organisers office	<p>The organisers' office will be open throughout the tenancy period from 8.00am each day.</p> <p>The organisers' office is located in the foyer behind the main reception desk.</p>
Photography	<p>If you wish to film or have professional photography at the show you will need to complete and submit the <a href="#"><u>Filming &amp; Professional Photography Permit Application</u></a></p>
Risks on stands	<p>If you wish to have any of the below activities taking place on your stand during the show, please ensure you highlight these on your compulsory form and complete a risk assessment and stand layout, showing where the activity will be taking place and forward this to <a href="mailto:plans@waysandmeanevents.com">plans@waysandmeanevents.com</a>. Please note that most of the activities below will require specific licenses or authorisation from the venue or Local Authority.</p> <ul style="list-style-type: none"> <li>• Airships / blimps</li> <li>• Dangerous, noxious or hazardous substances or processes (including radioactive substances, flammable oils, liquids and gases, compressed gases, acetylene, LPG, hot surfaces and naked flames)</li> <li>• Demonstrations</li> <li>• Gambling (including raffles)</li> <li>• Hazardous noise</li> <li>• Seating (closely seated audiences) and seminars</li> <li>• Simulators and rides</li> <li>• Stepped access or staircases</li> <li>• Temporary structures</li> <li>• Visitor participation that may expose them to risks that would not normally be associated with visiting an exhibition hall</li> <li>• Water equipment and features</li> <li>• Weapons or dangerous exhibits (eg knives / tools even if they are replica)</li> </ul>
Security	<p>Although every reasonable precaution is taken, exhibition halls are vulnerable places and the Organisers can accept no responsibility for any loss or damage which may occur to your staff or property from any cause. Please consider these security tips when planning your stand:</p> <ul style="list-style-type: none"> <li>• Plan your arrival &amp; departure from the venue during Build-Up &amp; Breakdown. Ensure there are at least two representatives setting up and dismantling your stand, so that the stand or any items or personal property is never left unattended during these vulnerable periods.</li> </ul>

	<ul style="list-style-type: none"> <li>● Book sufficient staff for your stand during the show. This ensures it is always staffed. Do not ask a neighbouring exhibitor to watch over your stand while you go for a break – they may become busy and not be able to keep an eye on your stand.</li> <li>● Place a lockable cabinet on your stand. Lock away brief cases, mobile phones, handbags, laptops, etc during the day even when you are on your stand</li> <li>● Do not position desirable items at the front of your stand. They can be easily removed.</li> <li>● Book a night security guard or hire an alarm or a night sheet. Remove high value items from your stand each evening.</li> <li>● Avoid leaving your stand each evening before the show is clear of visitors. Likewise, ensure your stand is fully manned by the show opening – remember, however, the halls are open each morning, 2 hours prior to opening for maintenance.</li> <li>● Report anything of a suspicious nature to the organisers or security. Leads can be followed up to avoid incidents of theft.</li> <li>● Ensure you are adequately insured – this is the responsibility of the exhibitor</li> </ul> <p>If you are a victim of theft please report the matter immediately to Security and the Organisers Office.</p>
Site map	The full site map can be seen <a href="#">here</a> .
Site survey	It is each exhibitor's responsibility to examine their allocated site in order to avoid adjustments to stand structures or displays, as variations in the floor level or obstructions cannot always be indicated on the floor plan. In your own interest you should also satisfy yourself as to the condition of the site before both erection and after clearance.
Special effects	<p>If you are planning to use any special effects on your stand, you must inform the organisers as soon as possible to seek approval.</p> <p>Special effects include (but are not limited to)</p> <ul style="list-style-type: none"> <li>● Lasers</li> <li>● Strobe lights</li> <li>● Pyrotechnics</li> <li>● Smoke machines</li> </ul> <p>The information you will be required to submit includes:</p> <ul style="list-style-type: none"> <li>● Risk assessment</li> <li>● Full details of the operator and manufacturer</li> <li>● Certification from an independent specialist may also be required</li> </ul> <p>Any costs associated with this will need to be covered by the exhibitor.</p>
Sustainability	<p>Under the Environmental Protection Act, we are duty bound to dispose of waste correctly and safely by suitable and approved agents. It is all of our responsibility to ensure that waste is managed properly, and plans should be put in place to re-use and recycle stand fitting materials.</p> <p>It is in the best interests of everyone to progress towards a greener approach to exhibitions. When planning your stand, look at elements that can be used at more than one event. If you are unable to take away your stand materials at the end of the show please contact the official cleaning contractor as listed on the contacts page.</p>
Trolleys	<p>Please bring your own trolleys as these are not available to hire from the venue.</p> <p>Trolleys are only permitted on the exhibition floor outside show open hours for the safety of visitors.</p>
Vehicle exhibits	<p>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.</p> <p><i>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.</i></p>

	<p>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)</p> <p>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:</p> <ul style="list-style-type: none"> <li>• 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</li> <li>• Fuel tanks of motor vehicles manufactured from 1984 onwards may contain fuel.</li> <li>• Fuel tanks on all other petrol engine equipment must be empty</li> <li>• The fuel tank must be sealed, wherever possible with a lockable cap</li> <li>• 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</li> <li>• The running of engines during the open period of an exhibition is strictly prohibited</li> <li>• 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</li> <li>• Filling or emptying of fuel tanks inside the hall is strictly prohibited at all times</li> <li>• 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</li> </ul> <p><b>Vehicles in Public Circulation Areas</b></p> <ul style="list-style-type: none"> <li>• No vehicles, hand propelled or motorised, are permitted to travel within the public circulation areas during the open period of the exhibition</li> <li>• 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</li> <li>• The venue will agree the maximum number of vehicles permitted in these areas</li> </ul>
<p>Water &amp; waste including water features</p>	<p>Water and Waste facilities can be ordered with this <a href="#">Booking link</a>.</p> <p>Exhibitors using water installations upon their stand are required to inform the operations team by declaring it on their compulsory form and are subject to regulations. You must also submit a risk assessment covering your activities to the organisers.</p> <p>Please also note under no circumstances may water be discharged onto the floors or into ducts and fire hoses may not be used for filling.</p>
<p>Waste management</p>	<ul style="list-style-type: none"> <li>• 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)</li> <li>• Waste must be segregated at source in accordance with current UK recycling legislation</li> <li>• Exhibitors and contractors must separate dry recyclable materials, food waste (where applicable), and general waste into the designated waste streams provided by the venue</li> <li>• Waste must be placed in the appropriate labelled containers or recycling areas</li> <li>• The exhibitor or contractor responsible for the stand remain responsible for removal of all waste generated by stand build or breakdown</li> <li>• 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</li> <li>• Waste may not be left onsite and <b><u>all exhibitors (space only or shell scheme) will be charged by the venue for the removal of any waste left by them or their contractor/s</u></b></li> <li>• Please work under the principle that anything you bring to site must leave site with you</li> <li>• 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</li> <li>• The organiser nor venue accepts any responsibility for any items left on site</li> <li>• A waste management plan, detailing anticipated waste and process for removal from site, should be detailed alongside all space only plans.</li> </ul>

