

## **SPACE ONLY RULES & GUIDELINES**

(STANDS BUILT BY YOU)

### **Aisles & Gangways**

Exhibitors must ensure that for health & safety reasons gangways are kept clear of all items including stand fitting materials and exhibits during build-up and breakdown.

Please be aware: **Emergency gangways MUST be kept clear at all times.**

### **Alterations to stand structures in non-compliance with regulations**

Stand structures that have not been approved or fail to comply with the Technical Guidelines or other regulations in force from time-to-time shall be altered or removed from the premises. In the event that said alterations or removal shall not have been concluded by the appointed time, the Organisers shall be entitled to make the required alterations or removal at exhibitors' expense.

### **Balloons**

The use of helium balloons (Blimps) and toy balloons is not permitted anywhere inside the exhibition halls.

### **Demonstrations**

As a matter of safety and courtesy, please ensure that you conduct sales presentations and product demonstrations in a manner which assures all of your personnel and attendees are within your contracted exhibit space and not encroaching on the aisle or neighbouring stands.

### **Doors / Windows / Storage Rooms / Meeting Rooms**

Doors or windows along the aisle or walkway edges must open inwards to the stand. Storage doors within a stand build must have port holes or clear view windows or similar. Handles must not protrude on to the aisle.

Should you decide to use full glass walls, doors or windows please ensure the glass is clear and provide visual indication such as partial frosting, logo, or caution stickers etc. to avoid visitors accidentally walking into them.

### **Enclosed Stands**

The inclusion of large, enclosed areas within a stand can only be permitted with the Organisers' prior written permission, please also refer to walling in open sides section the 'Height Restriction' section.

### **Fabrics Used In Displays**

Textile fabrics used for interior display purposes on the stand must be FIRE RETARDENT or purchased already treated by use of approved chemicals. Certain fabrics need not be fire proofed, i.e., wool, twill or felt. Textile fabrics used for interior decorative purposes within stands must be fixed taut and or in tight pleats (not draped) to a solid backing and secured 3 inches above floor level and not touching any light fittings. Cellulose paints are flammable and must not be used for stand dressing. Water based paints must be used.

### **Fire Appliances and Information**

The venue will be providing fire patrols during all phases of the event. Fire extinguishers of approved pattern and capacity can be found at various locations around the site according to the risk involved. Instructions will also be supplied, please locate your nearest extinguisher. Exhibitors will be given instructions regarding fire, emergency and accident procedures prior to the show opening, please ensure all personnel read these carefully.

- Fire Exits and Extinguishers / Fire Hose points must never be blocked.
- No paint or paint thinner can be placed near the electrical distribution boxes.
- Empty cartons/boxes, stand materials and combustible waste must be disposed of and not stored behind stands.

### **Flooring**

Space only stands are not carpeted by the Organiser - exhibitors must provide their own floor covering on top of the eco flooring.

All Space Only stands of 150sqm and above are obliged to use Eco Flooring as part of their build plan.

All carpet tape must be removed and any charges for the removal of carpet tape left on the floor at the end of breakdown will be passed directly to exhibitors.

### **Floor Loading Restrictions**

There is a maximum distributed weight loading of 350 kgs per m2. The exhibition hall and site floor must not be damaged in any way.

If you are exhibiting any heavy items please inform the Operations Team as soon as possible to arrange delivery.

### **Floor Markings**

Stand locations will be clearly marked on the floor, it is the responsibility of the exhibitor or their appointed contractor to ensure their stand is built to the correct floor markings.

### **Height Restrictions**

The below height restrictions apply to the structures themselves and any items within the designated area. Please be aware that areas of stand build above these height limits will be subject to the Organiser's structural engineer's approval and will incur additional charges.

- Single-Storey Space Only Stands: **A maximum height of 4m**
- Double-Decker Space Only Stands: **A maximum height of 6m**
- Please be aware that certain stand locations are situated beneath the mezzanine floor and the maximum height in those locations must not exceed 2.5m, please contact the Operations Team to confirm your stand location.

### **Hot-Working (Grinding & Welding):**

Hot - working on double storey/pavilions although not encouraged onsite, it may be allowed if necessary and as an integral part of design. Before undertaking hot-work, a permit to work (PTW) will have to be applied for at least 24hours in advance from the Organiser's office – Operations Team.

The PTW application will need to include the following information and below procedure must be met before work can be carried out:

- A risk assessment will have to be submitted to accompany the task carried out.
- Up to date and valid certificates of the equipment to be used will have to be submitted for inspection.
- The PTW will then be signed off by competent person undertaking the task & counter signed by a certified fire safety officer at both the start of work and completion.
- All fire prevention methods will have to be adhered to (extinguishers & blankets supplied and all housekeeping in place).
- All correct hot-work PPE will have to be worn.
- Task will then be monitored on site by fire watchman and/or an appointed safety officer from the Organisers or venue

### **Late Working (Extra Build Up Hours):**

If you require extra build up time to complete your structure safely and need to continue working outside the publicised build up hours, you will need to inform the Organisers Office by 14:00 hrs on that day. You will also need to supply the names of all employees working and a main contact number. Sufficient health & safety coverage can then be arranged.

A charge of AED 1,000 (\$272) per hour, per structure, per day from (20:00-22:00hrs) will apply and no work can continue after 22:00hrs. Please note that all payments must be made in advance and a late working permit obtained before out of hours working can commence.

### **LPG - Liquefied Petroleum Gases (Propane, Butane, etc.)**

All flammable gases including compressed gas & LPG are prohibited on the premises at all times unless the Organiser is satisfied that exceptional circumstances apply and its prior consent is obtained.

### **Maintenance**

Under no circumstances will maintenance work be permitted on stands during the exhibition open hours. Maintenance work can only be done after the exhibition has officially closed for the day. Please acquire permission from the Organisers office by 14:00 on the same day.

### **Open Flames**

Flames from open fires or candles will NOT be permitted.

### **Organisers' Right to Change Stands and Floor Plan Layout**

In the interests of the exhibition as a whole, it may be necessary to remove or alter anything in - or forming part of - any stand. If we feel this action must be taken this would be at the expense of the exhibitor concerned. The exhibition floor plan is subject to change and consolidation at any time without notification at the discretion of the Organisers.

### **PPE (Personal Protection Equipment) Requirements:**

All health & safety guidelines and safe working practices must be adhered to at all times. Failure to do so will result in suspension of work until we are satisfied that control measures have been put in place for you to carry on. PPE clothing and equipment are compulsory and must be used and worn at all times. Failure to do so will also lead to work being suspended.

### **Signage**

Signage and graphics are not permitted to overlook other stands where there is a dividing wall or to overhang in the gangways.

### **Walling**

#### **• Dividing Walls**

Exhibitors are responsible to build a wall where there are adjoining/neighbouring stands, except in case of an island or free standing stand (*see walling in on open sides*). Exhibitors with stand walls that exceeds the height of an adjacent / neighbouring stand must dress & paint the rear surface of their wall in a neutral plain colour only. The minimum height for dividing wall is 2.5m

#### **• Walling in on open sides**

- Only 30% of any open side is permitted to be a solid, full height wall.
- Solid perimeter walling facing into an aisle or any open area/space must be branded and not left blank.
- Glass perimeter walling must NOT be fully frosted or covered with graphics but includes enough H&S indication to avoid visitors from accidentally walking into them.

All items and equipment must stay within the stand space, even if adjoined to the perimeter wall. This includes flags, fascia, and lighting, such as long arm spotlights.

### **Working at Height**

Ground access to areas in the vicinity of any work at height must be controlled to prevent persons walking or working directly beneath the area in question. Ground workers in the vicinity must not work directly underneath and must wear suitable head protection (e.g., hard hats). Ladders must be footed or tied off and used in accordance with construction regulations. The use of domestic ladders and steps is strictly forbidden.

### **Work Equipment and Tools**

Exhibitors and contractors have a duty to ensure that all tools are fit for purpose and safe to use.

All dangerous moving parts such as circular saws must be guarded with controls to prevent unauthorised use. The use of battery powered tools is strongly encouraged to reduce trailing cables and risk of electrical hazards. Those using mains powered tools must ensure that cables are not trailed across aisles.

### **Vehicles (Exhibits & Displays)**

If you wish to display vehicles on your stand, you must receive prior approval from the Operations Team; the vehicle details should be included within your stand drawings. The following criteria must be adhered to when display a vehicle in the hall.

- The vehicle must be static and have its engine switched off for the duration of the exhibition.
- The fuel tank must be drained.
- The vehicle must have a lockable fuel cap.
- The vehicle must have a drip tray placed under the engine.
- The battery must be disconnected.
- A 24hr contact name and number must be given to the Organisers.
- The vehicle keys must be left with the Organisers in case removal is necessary.
- The Organisers accept no responsibility for any vehicle that is damaged when being brought into or out of the hall or once in its final position.
- Any damage caused to the venue as a result of vehicle movement will be charged back to the exhibitor as part of the dilapidation costs
- You must work closely with the Organisers when arranging to bring the vehicle into the exhibition, as it may be required to enter the hall before the build due to the logistics of building the exhibition around the vehicle.