

## INDOOR SPACE ONLY RULES & GUIDELINES

Please note that along with the following information provided, it is mandatory to read, complete and submit the venue **Contractors & Suppliers Policies and Procedure** form found in the exhibitor portal under the Health Safety Security section.

### **Aisles & Gangways**

Exhibitors must ensure that for health & safety reasons gangways are kept clear of all items including stand fitting materials and exhibits. No part of any stand or exhibit, including fascia, signs, lighting, corner posts, floral or other fittings shall protrude into or overhang any aisle/gangway or adjacent stands, obscure any fire, or exit signs. Additionally, any display or other items suspended from the ceiling or attached to the stand must not project over the front of space taken by another exhibitor. Storage behind stands, especially perimeter stands, is strictly forbidden. Any items (including stand materials) left behind stands will be disposed of immediately during the daily master cleaning. **Emergency gangways MUST be always kept clear. Failure to adhere to the above will incur a non-compliance fee.**

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

Stand structures that have not been approved or fail to comply with 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.

### **Building Material**

All building material must be fireproof. A fire-retardant certificate must be provided for any potentially flammable materials used in stand design submissions.

All textile materials being used for decorative finishes to stands must fulfill the following health & safety criteria:

- Shall be able to pass a test for flammability or for surface spread of flame
- Fire retardant certificate is to be submitted for any fabric used on the stand
- Shall be fixed taut or in tight pleats to a solid backing
- Shall be secured at floor level
- Shall not ignite when subjected to a flame after 10 seconds
- Shall not have an afterglow when subjected to a heat source for 10 seconds
- Any paint used should be water-based and the use of paint sprayers in the halls is not permitted.

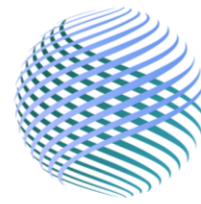
Materials used for the construction of exhibition stands, staging and events infrastructure should meet with international standards of material fire acceptability. Materials must be non-combustible and inherently nonflammable.

### **Cleaning**

Exhibitors and/or their appointed stand contractors are responsible for cleaning their stand.

### **Company Name and Stand Number**

The exhibitor's company name and/or logo and stand number must be prominently displayed on the stand.



### **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 inwardly 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.

### **Eco-Flooring**

As part of the better stands and sustainability program all space only stands must use and install reusable, eco flooring or system flooring as part of their stand build. This must be listed and noted in your stand design submission and will be checked by the stand submission team during stand review and onsite.

If you require eco flooring, this can be purchased on a rental basis, please contact the show operations team. If you do not wish to use any of the above sustainable options or are found to be using disposable flooring onsite, then an amount of \$25/sqm will be charged.

### **Electrical Mains & Power Supply**

Electrical mains power supply requirement must be ordered using the electrical order form. The appointed stand contractor must have their own distribution board (DB) or may order one official contractor.

### **Enclosed Stands**

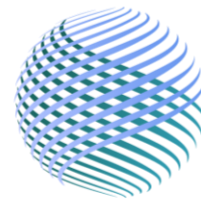
The inclusion of large, enclosed areas within a stand can only be permitted with the Organisers' prior written permission, please also refer to walling & open sides section.

### **Fabrics & Decorative Finishing**

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 fireproofed, 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.

All textile materials being used for decorative finishes must fulfill the following health & safety criteria:

- Shall be able to pass a test for flammability or for surface spread of flame
- Fire retardant certificate is to be submitted for any fabric used on the stand
- Shall be fixed taut or in tight pleats to a solid backing
- Shall be secured at floor level
- Shall not ignite when subjected to a flame after 10 seconds
- Shall not have an afterglow when subjected to a heat source for 10 seconds



- Any paint used should be water-based and the use of paint sprayers in the halls is not permitted.

All materials used in the construction of stand fitting and displays shall be either:

- Non-combustible material
- Flame resistant plastic
- Flame resistant boarding
- Timber of any thickness, treated to be flame resistant
- Timber of any thickness of more than 25mm
- Chipboard or block board more than 18mm thick
- A fire-retardant certificate must be provided with all stand design submissions.

### **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.

Fire exits and signs must NOT be blocked by any exhibitor / stand contractor material or equipment at any time. A one-meter clear gap must be maintained between the stand and venue wall. Access to wall mounted fire hoses, extinguishers and manual call points must always be kept clear. Storage of boxes, materials, ladders, paints and general waste is not permitted at any time behind the stands.

Failure to adhere to the fire exit regulation will incur a non-compliance fee.

### **Flooring / Floor Loading Capacity / Floor Markings**

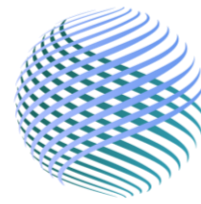
It is the responsibility of the contractor to ensure that all precautionary measures are taken to suitably protect the hotel premises; this includes putting up protective covers on doors, floors, carpets, door frames, pillars etc.

- No Cutting / Sawing / Hot Works inside the Carpeted Areas of Ballroom & Foyer
- No Rusted parts from the stands to be left unattended & shall be covered with proper protection, thus ensuring no corrosive marks on Carpet / Flooring
- The contractor shall not affix any form of decoration to any part of the ballroom/foyer walls, doors, door frames, floors, pillars or any other area by means of scotch tape, nails, glue or any other fasteners.

As part of the better stands and sustainability program all space only stands who are using raised floor/platform must use and install reusable, eco flooring or system flooring as part of their stand build - go to **Eco-Flooring** section above for details. Platform / raised floor edges must be finished in a safe manner. Plastic protection strips should be placed over all corners, or they should be finished with a curved round edge.

The venue will examine the floors after the event. If the floor is damaged, exhibitors / stand contractors will be liable for the cost of any repairs.

A non-compliance fee is applicable for any stands without suitable protective floor covering.



There is a maximum distributed weight loading, please contact the show operations team for details. If you are exhibiting any heavy machinery or heavy product displays, floor loading capacities must be checked in advance with the official onsite handling team – **DSV** or **Airlink International** to ensure exhibits are allowed to be placed.

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

### **Heavy Machinery / Vehicles / Equipment (Exhibits & Display)**

Please contact the show operations team [Operations.Aerospace@informa.com](mailto:Operations.Aerospace@informa.com) with details of heavy exhibits, as special arrangements may need to be made. The exhibition hall and site floor must not be damaged in any way. There is a maximum distributed weight loading if you are exhibiting any heavy item's please inform the show operations team as soon as possible to arrange delivery.

### **Height Restrictions**

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

- **A maximum height of 3m**
- Please be aware that certain stand locations are situated under a low ceiling area 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):**

Strictly NO hot works allowed inside the halls. Contact the show operations team [Operations.Aerospace@informa.com](mailto:Operations.Aerospace@informa.com) for details.

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

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

### **Maintenance**

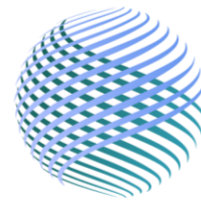
Under no circumstances will maintenance work be permitted on stands during the exhibition open hours. Maintenance work can only be done after the exhibition has officially closed for the day. Please acquire permission from the Organizers office by 14:00 on the same day.

### **Open Flames**

Flames from open fires or candles will NOT be permitted.

### **Organizers' 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 Organizers.



### **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 the Organizers are satisfied that control measures have been put in place to carry on work. 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. Please read through the detailed Health & Safety section in the exhibitor manual.

### **Roof of Stands**

This is applicable to stands located near/under the mezzanine floor. It is mandatory to cover and dress the top of the stands. The top view of the stand should be included in the 3D visuals / Renders & structural drawings. Any stand contractor or exhibitors who do not adhere to this rule will be subjected to a non-compliance fee.

### **Scaffold Towers**

- The use of scaffold towers must be in accordance with the manufacturer's recommendations. The rules do not allow employees to be exposed to falls of 2 meters or greater at any time in a construction environment.
- Scaffold towers must be fully erected when in use, with a double handrail, sufficient working platform areas, a safe method of access and egress and not exceeding a height of 3.5 times the shortest width of the tower for internal use and 3 times externally.
- Outriggers must be used, or stability achieved through an alternative means.
- Scaffold towers must not be moved whilst people are situated on the tower.
- All scaffolds must be designed to withstand the loading that is required. The tower must only be used for work and not be used as a base for lifting.
- Towers must be locked off and level when in use.
- Persons involved in scaffolding work must be competent for the erection and design of scaffolding. It is the employer's duty to ensure that the people carrying out the work are competent to do so, and the manner of work is safe.
- Scaffold erectors must adopt a working method that is safe for themselves and others. They must be protected from falls at all times. This can be through handrails or harness use or a combination of both. Harness is mandatory.
- Materials shall be stored and moved without risk to people below and should be suitably signed to warn of overhead activities.
- It is the stand contractor's responsibility to ensure all scaffold towers (fixed and mobile) display a '**Scaff tag**'\* carrying the following information: Date erected / Use / Loading / Last inspection and inspected by.

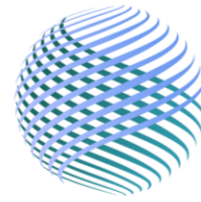
### **Signage**

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

### **Structural Performance Specifications**

Contact the show operations team [Operations.Aerospace@informa.com](mailto:Operations.Aerospace@informa.com) for information.

### **Sustainability on stands**



All stand builders need to revise their working practices to bring reusable and prefabricated stands to assemble rather than build on site. Sanding and painting should be limited to touch-ups and final finishing.

Exhibitors/Contractors should promote 'keep it simple' with their stand designs. Modular stands or basic custom build that is prefabricated should be used where possible, to establish the safest possible environment with limited manpower and time.

ON THE LAST DAY OF BUILD: there will be no opportunity to work past the time indicated in the exhibition schedule.

Stand materials to be used for surfaces of walls, counters, floors, and furniture needs to be easily cleanable. All stands built and exhibits must be confined within the allocated space of the exhibitor. This includes lighting, logo, symbols, floral arrangements, decorations, signage, furnishing etc.

### Suspensions / Rigging

Contact the show operations team [Operations.Aerospace@informa.com](mailto:Operations.Aerospace@informa.com) for information.

### Venue Infrastructure

It is NOT permitted to drill foundations, any part of the stand or product displays into the venue floor or walls under any circumstances. Do not paint, tape, nail, screw, drill or tack anything to the walls, columns, floor or ceiling of the venue or adjoining stands/displays. Any damage made to the venue will be charged back to exhibitor or stand contractors in question.

### 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.

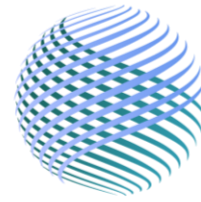
#### • **Walling in on open sides**

- Only 30% of any open side is permitted to be a solid, full height wall. **NO exceptions.**
- 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 include enough H&S indication to prevent visitors from accidentally walking into them e.g. at least the 50cm top header and 50cm bottom footer must be kept clear.
- Full length low walling with a maximum of 1.20m height can be accepted, ensure to have 2m gap as an access for entry, and exit.
- Closed rooms / partition are suggested to be centralised to avoid blockage of neighbouring stand.

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. IT IS NOT ALLOWED TO FIX YOUR BACK WALLS INTO NEIGHBOURING STAND WALLS.

### 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. See 'Scaffold Towers' section and ensure to adhere to the 'Health & Safety' regulations.

A Live Edge Working Procedure will be enforced for the construction and dismantling phases where applicable. Live Edge Working will be permitted onsite by the Safety Officer once the control measures described in the risk assessment and method statement and been verified with the construction team when they arrive onsite. Work will be stopped if the construction team are working without permission or if the construction team are found working unsafely and not following the procedures identified in the risk assessment and method statement. The aim of the procedure is to safeguard staff undertaking the task, contractor and Informa Markets. It is designed to ensure that the work activity is undertaken in line with the Local and International Standards on Work at Height and reduce the risks to a reasonably practicable level.

As part of the stand plan submission process, every Double Deck stand must submit Method Statement and Risk Assessment document detailing what control measures will be in place to reduce the risk of falls from height from working on a live edge. If providing a temporary barrier, please detail exactly what type of barrier and how it will be fixed to the live edge. Please remember that this applies to the dismantle phase as well.

#### **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 unauthorized misuse. 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.

#### **Water & Waste**

Water supply is not available within the exhibition hall.

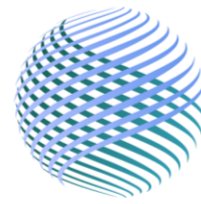
#### **Waste Materials**

All exhibitors and contractors must ensure that they do not discard sharp objects and must ensure that nails and screws are not left sticking out of waste wood – these must be removed or hammered flat. The Organisers are committed to ensuring that the exhibition is as environmentally responsible as possible. Please help us by keeping waste to a minimum, recycling waste where possible and reporting any incidence of fly tipping to the Organiser. If you are a shell scheme exhibitor, your stand will be delivered to you in a clean state in the readiness of the show opening. Any waste generated during the dressing of your shell scheme should be placed in the gangways for the cleaning contractor to remove prior to the show opening.

All waste must be removed from the exhibition hall. Any items of waste or stand fitting left in the hall at the end of the show will be treated as waste and disposed of. Any removal costs will be charged to the exhibitor in question.

Exhibitors are responsible for their own waste removal during build-up and breakdown. The exhibitors' appointed stand contractor(s) should remove the build-up material outside the venue premises and not inside the marshalling yards. Paint cans should not be thrown inside the skips and should be removed from the venue premises. The skips area must be kept free at all times to allow uninterrupted access for the venue. The contracted space must be vacated with all adhesive tapes, paint and similar traces completely removed.

#### **Wheelchair Access**



A policy requirement exists to provide suitable access for wheelchairs. If you plan to have a raised floor / platform of 10cm and above on a stand of over 10sqm (or more than 3m in depth / width), a ramp must be installed.

This is normally provided in the form of a built-in 1000 mm wide ramp, with sides clearly defined, at no more than 1:12 gradient. **Ramps in the walkway outside of the stand floor area are NOT permitted.** Stand designs submitted without clear indication of wheelchair access will not be accepted for assessment. A non-compliance fee is applicable for stands who do not comply with this regulation.

### **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.

- For non-electric vehicle, the fuel must be in a quarter level.
- A 24hr contact name and number of the exhibitor must be given to the Organisers.
- 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 because 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.