

Space Only Stands

You will be expected to produce a professionally built custom stand with a high level of finish and safety compliance and one that is in line with the high-quality, professional nature of the event. Space Only as an option works very well for companies as a whole and adds an extra level of brand re-enforcement. However, if you feel that the Space-Only option is more than you are prepared to commit to, then please get in touch with your Sales Manager without delay to discuss changing to shell-scheme if practical. If you need help with sourcing a professional Stand Contractor that can work according to the quality and health and safety standards that we expect to see at our events, we can recommend our Official Partner GES. For further information contact: aimemro@ges.com

IMPORTANT:

- Please make sure you receive your stand approval before the **10th February 2020**
- Space only stands do not receive carpet and walls.
- To enable visitors to find your stand properly, it is compulsory that you include a stand number on your stand.
- Please return the Health & Safety form to Organiser.

Why do plans and documentation need to be submitted and inspected?

The Organisers have a legal and moral duty of care to ensure the health and safety of everyone in the halls. Events in general have previously had a relatively poor record of health and safety and therefore plans must be submitted so that their proposed structural integrity may be assessed and issues raised dealt-with prior to arrival at site. Therefore, Stand Plan Inspections are required for each stand at the event and it is mandatory for these checks to be completed before construction starts.

Please note also, that receipt of a Permission to build is only an authorisation to start building the stand - regular checks will be made on each stand to ensure the appropriate use of materials, structural integrity, etc. If our safety advisors are concerned about the above in any way, we reserve absolute right to terminate any stand construction.

What do we need to submit?

You will need to submit your stand plans for approval before **31st January 2020**. 'Scalable' plans including:

- **Plan view**, showing clearly all dimensions, walling and major exhibits.
- **Elevation views**, showing clearly all dimensions, graphics etc. for each open side.
- **Details of materials & fire protection** measures.
- **Stand number clearly displayed in the final design** and also onsite actually placed on your stand where clearly visible for the visitors
- **Demonstration that electrical installations are to be carried out by 'competent' electricians.** For the avoidance of doubt, a competent person is one that is qualified, experienced and insured. You may be asked to provide proof of competency for your contractors on site, so please ensure that any qualifications and insurances are available for inspection in advance and also on site.
- **Further information** - the above list is not exhaustive and you may be asked for further information as required, depending on the nature of your stand construction and exhibits.

PLEASE NOTE THAT IT IS NOT ALLOWED TO FIX YOUR BACK WALLS INTO NEIGHBOURING STAND WALLS

'Scalable' means that all items on drawings conform to a scale that is clearly marked on the plan. Failure to supply drawings to scale will mean that the drawing will be immediately rejected. The scale of the plans should not be smaller than 1:50. All plan calculations and documentation must be in English and should clearly state the Exhibiting Company's name, the stand number and the name and contact number of the responsible contractor.

Please remember that as well as plans and details of stand construction, you will also need to submit:

- The Health & Safety form.
Risk Assessment & Method statement
- Public Liability Insurance certificates from all contractors and other individuals working on your stand(s).
- Details of any exhibits with moving parts, together with how they are to be guarded against causing injury.

Electrical Installations

Mains supply to space only sites is not included and must be ordered from EOS prior to the exhibition.

Mains supply to space only sites is not included within the space rental charge, only the cost of power consumed is included. The official contractor appointed by the Organisers are the only individuals permitted to carry out electrical installations. Please refer to the official contractor list for the official contractor's contact details. Orders must be placed via the relevant form on the online manual prior to the exhibition. Please note that your order will not be processed until payment is received.

When completing the Electrical Order Form the location of the items should be clearly marked by uploading a grid plan illustration, if you haven't submitted a grid plan your electrics will be placed at the discretion of the electricians, if you require these to be relocated you will be charged.

Orders received after the due date or placed on-site will be subject to a 20% surcharge.

Exhibitors installing their own power connections to their displays for general lighting and power sockets must ensure that:

- The main cable is connected to a suitable type distribution box
- The main switch should be an ELCB
- All wire joints are in connectors and concealed in junction boxes. No twisted wire joints are permitted
- All wires in exposed areas are protected in PVC trunking. Running wires under the carpet or across open areas is not permitted.

If the power supply ordered is to be connected to machines and equipment exhibitors must ensure that:

- A suitable type of isolator or ELCB is provided between the main cable and the cable from the machine / equipment
- If the machine / equipment has its own isolator, then the main cable can be directly connected to it

Exhibitors installing their own power connections to their displays must also ensure such installations conform to the IEE Regulations and will be subject to inspection and approval by the official electrical contractor before connections to the mains supply.

The Organisers reserve the right to disconnect any installation that, in their opinion, is dangerous or likely to cause annoyance to visitors or other exhibitors.

The standard supplies of electrical current available in the exhibition halls are:

Single phase 220 volts 50HZ

Three phase 415 volts 50HZ

The provision of a single phase mains supply terminal by suitable switchgear is included only in the shell scheme contract. Three phase supplies and 24 hour connection will be an extra charge and can be ordered on the relevant form through the online manual. Prices for fitting will cover power consumption, installation, maintenance and removal at the close of the exhibition.

General lighting is provided in the halls but is not powerful enough to provide adequate stand illumination. Exhibitors are advised that specific illumination of their stands is considered essential to achieve an effective display. Lighting is available and can be ordered online.

Please note that electricians to stands are switched off 30 minutes after the exhibition closes, please contact the Organisers to arrange 24 hour power, should you need it.

Space only exhibitors are responsible for their own stand design and construction. No stand fittings or carpet is provided by Tarsus F&E LLC Middle East on space only sites. All space only stand designs must be approved by the Organisers before exhibitors will be allowed access to the site and permitted to commence build. Please submit your stand designs through the Exhibitor Ordering System (EOS) by **31st January 2020**

It is the responsibility of the exhibitor to examine the area and site allocated to them in order to avoid costly adjustments to stand structures. Where possible the Organisers will provide on request detailed stand plots indicating the position of service ducts and pillars. Minor obstructions or height restrictions cannot always be indicated on the plans of the exhibition. Stand fitting regulations contained within this section must be observed when planning stand design and layout. We are pleased to offer advice and guidance where required. Please feel free to contact the operations team with any enquiries.

Please note the Organisers have the right to reject any stand plan that they deem to be:

- a) Structurally unsafe
- b) Considered to be too complex to be completed in the time specified
- c) Does not conform to the specifications listed in the manual
- d) Likely to unreasonably affect nearby exhibitor's sites in any way

Complex Structures & Stand Plan Submission

A complex structure is any form of construction of any height, which would normally be designed by an engineer and/or has, through a risk assessment, been found to provide significant risk. Structures over 4m in height, multi-level stands, raised platforms and all suspended items are generally considered to be complex structures.

For all stands exceeding 4m in height, with two-storeys, with a platform exceeding 600mm in height, or deemed by us to be complex structures, drawings must be submitted in English via EOS (EXHIBITOR ORDERING SYSTEM) to the operations team for approval by the deadline on **31st January 2020**. These may be submitted electronically as DWG, JPEG or PDF format through the relevant form via EOS (EXHIBITOR ORDERING SYSTEM).

These drawings must include:

- Height of stand
- Width of stand
- Length of stand
- Visual of stand, including full details of stairways if part of design
- Rigging requirements, with visual if part of design
- Risk Assessment (RA)
- Method Statement (MS)
- Insurance policy, PLI to be to the value of US \$2,000,000

All calculations of loading and strength must be in English, and all drawings must be to scale. A method statement and risk assessment are also required.

All complex structures are subject to a pre-show plan approval and on-site inspection by the official structural engineers.

In the case of particularly complex stands the Organisers may require additional structural calculations, method statements or technical detail in order to process the stand approval. It is the responsibility of individual exhibitors and their appointed contractor to provide this additional information upon request and any associated costs will be charged to the exhibitor.

Please note, permission to enter the exhibition premises and commence construction will not be permitted without the full approval of the structural engineer and receipt of signed contractors undertaking form. Stand build progress will be monitored continually by on-site Health & Safety officers who reserve the right to halt stand build progress should any Health or Safety issues arise.

The Organisers reserve the right to deny access and prevent work being carried out by, or on behalf of, any exhibitor who has not submitted stand design drawings in accordance with these regulations.

Double Storey Stands

Written application for permission to design stands of two-storeys must be made directly to the Operations Team and must have been booked and paid for directly with the relevant Sales Manager. Such stands may be built to a maximum height of 6m (including any name sign or trade mark). No foundations may be drilled into the floor and suitable anchorage must be installed. Double storey stands are only permitted on island sites.

In the interests of the Exhibition as a whole we reserve the right to determine the position of any two-storey structure within a stand. All two storey stands are classified as complex structures and must abide by the same regulations.

Double Storey design submission guidelines:

- Design calculation for beam columns and base plates
- Connection detail and design
- General layout and location of the structures
- Staircase details including handrail details
- Total load
- Structure detail (material)
- ONLY a minimum 400mm x 400mm x 12mm mild steel base plates will be accepted
- All measurements listed (H x W x L)
- Risk Assessment (RA)
- Method Statement (MS)

All stand designs will be subject to the DWTC resident engineer's inspection with an administration fee of USD 500 for double decker stands.

Alterations to stand structures in non-compliance with regulations

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

Enclosed Stands

The inclusion of large enclosed areas within a stand can only be permitted with the Organisers' prior written permission.

Dividing Wall

On divided sites, you are responsible for erecting and decorating side and back walls facing onto your stand areas to a height of 2.5m.

Walls above this height must be clad and decorated on both sides, with the reverse side being decorated from 2.4m upwards

by the exhibitor who has them erected. Such walls overlooking adjoining stands must be finished in a neutral plain colour only. The minimum height for dividing walls is 2.5m.

Space only stand numbering

All space only exhibitors must display their company name and stand number prominently on their stand so that they can be viewed from each approaching gangway. This will assist visitors in locating their position within the hall and finding the stands they wish to visit.
