

eGuide

2011 version 2

Common Regulative Policy for Major UK Exhibition Venues



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■ Denotes updated guidance topic
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Contact Us

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Resource Background

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What is the eGuide?

The eGuide brings together guidance for achieving common standards of health, safety and operational planning, management and on-site conduct for events at all participating AEO member venues. The scope and development of the eGuide follows extensive consultation with operations professionals within the exhibition and event industry in order to ensure an overall approach that remains broadly acceptable to the community.

Now recognised as the industry's best practice document, the eGuide is continually reviewed by working industry professionals who represent the best advice currently available, and who themselves have to work within the guidelines in their own professional capacities. Senior representatives from EC&O Venues, ExCeL London, NEC, Yorkshire Event Centre, FIVE, the Business Design Centre, Manchester Central, Twickenham Stadium and Event City currently sit on the eGuide committee, meeting twice a year to ensure the guidance remains up to date with the biannual revision of health and safety laws. A number of additional venues also participate in the process and are gradually moving towards formal adoption of the document themselves.

By coming together, and proactively seeking to identify where working conditions and regulations are common (or, due to unique site circumstance, different), contributing venues are, in essence, providing the answers to questions that organisers and supplier companies may have resulting in more efficient onsite activity, a smoother operation for the event organiser, and, therefore, a more polished product for the client, exhibitor and visitor.

In competent hands these guidelines should be an invaluable tool, simplifying health & safety planning and management and other operational issues on the floor.

How to Use and Engage with the eGuide

The eGuide will save hours of painstaking and detailed work for any AEO venue seeking to maintain regulations that are compliant with UK law. Notwithstanding a few points of detail, which can be separately annotated, any AEO member venue that hosts any degree of exhibition business activity should be able to adopt these guidelines wholesale. The guide equally provides the basis for organisers to plan the operational management of their event and for suppliers and clients/exhibitors to understand what is required of them.

It must be stressed, however, that this is a GUIDELINE document. If meticulously followed, it should ensure that users are compliant with current health and safety law. Nevertheless, the particulars of each exhibition (or similar event) should still be considered on an individual basis and venues, organisers, suppliers and clients/exhibitors must all remember that it is ultimately their responsibility to ensure that they address health & safety, and other operational issues properly, in compliance with the law.

It must also be stressed that all employers have a legal duty to employ staff that are competent to manage health & safety, and other operations that are relevant to their level and range of responsibilities. This guidance alone is not a substitute for proper training and experience.

The committee welcomes any constructive comment on these guidelines. If you feel you can contribute, please email lee@essa.uk.com, and your point will be considered at the next committee meeting.

If you require additional health & safety support there are a number of specialist companies providing consultancy, training and floor management capabilities within ESSA and AEO Associate membership. You can gain access to these companies via the 'Approved Supplier' list, within a communal section of the AEO, AEV and ESSA websites.

EIA note on legal compliance

The AEO, AEV and ESSA trade associations are managed by the EIA secretariat. EIA advocates that members of all three associations work within or beyond the requirements of UK law. Where a British Standard, HSE Guidance, Approved Code of Practice, other central or local government guidance or examples of case law suggest that specific working methods or standards are needed to meet the requirements of UK law, the EIA advocates that members adopt these. In instances where groups of members wish to collaborate on finding alternative, but equally as safe, methods of work that they feel are more suited to the operational constraints of the event industry than those described elsewhere, the EIA will facilitate that collaboration and any benchmarking or HAZOP activity that is required, advise members of their specific duties and liabilities and where requested publish their findings, typically within the eGuide. The EIA cannot and does not however officially advocate any standard or working practice other than those produced by HSE, BSI or other Government agencies and offices, whether published within the eGuide or not, and reminds all organisations, members and non members alike, that it is their individual responsibility to assess the risks of their work and to establish practices that comply with the law and that prevent work related injury and ill-health.

Risk Assessment

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Event Risk Assessment

There is an absolute legal requirement under the Management of Health and Safety at Work Regulations (MHSWR) to carry out a 'suitable and sufficient' risk assessment. This means that it must identify all 'significant risk'. Significant risks are those which are reasonably foreseeable in terms of probability and severe enough in outcome to warrant consideration i.e. they are more than trivial. Risk assessment is a MANAGEMENT responsibility and all but the simplest risk assessments should be carried out by competent staff who are knowledgeable about the event or the activity in question.

Generally the venue will produce a generic risk assessment for the halls which indicates common hazards and control measures for all events. The organiser should then produce their own specific risk assessment detailing the hazards and controls for that particular event.

Examples of common risks associated with any event or exhibition are as follows:

- Multiple contractors working in a single workplace
- Fall from working at heights and working on a live edge
- Slips, trips and falls on a level surface
- Manual handling – lifting or moving of heavy/awkward loads
- Falls on stairs or escalators
- Injury from electric shock
- Objects falling from height or loads falling from vehicles
- Impact injury from moving vehicles
- Injury from use of work equipment e.g. circular saws
- Hanging wires
- Structural collapse of seating or an exhibition stand
- Outbreak of Legionnaires disease from a water feature
- Food poisoning incident from temporary catering outlet
- Fire and fire related incidents
- Major incident and civil emergency
- Excessive working hours
- Stress
- Alcohol and drug misuse related incidents

Before diving into the detail, however, it is necessary to think about the event in totality. Any event is a combination of three factors as follows:

- The type of event e.g. trade or consumer (for entertainment events the type of entertainer)
- The type of visitor expected and numbers expected
- The venue

This combination will create a risk dynamic which is unique to that event alone. The risk assessment in total should be set in that context.

5 Steps to Risk Assessment

There are two key definitions which are an important part of the risk assessment vocabulary.

A 'hazard' is something with the potential to cause harm (injury loss or damage)

A 'risk' is the potential for harm to be realised. This is usually seen as a combination of likelihood and severity and which is detailed in step two below.

The key is recognising that whereas there are a great many things which are hazardous, it is the context in which they arise which dictates whether or not they are actually a risk.

The most widely accepted approach in the events industry is the five steps approach as follows:

- Step 1: Identify the Hazard and who could be harmed
- Step 2: Assess the risk
- Step 3: Develop Controls
- Step 4: Implement Controls
- Step 5: Monitor and Review

Step 1: Identify the hazard and who could be harmed

This is the hardest part as it involves predicting everything that could reasonably foreseeably go wrong. There are various approaches to this based on the type of hazard or the type of harm as follows:

Types of Harm

- Hazards that cause injury, such as a broken bone
- Hazards to health, such as noise

Type of Hazards

- Physical e.g. a vehicle
- Chemical e.g. carbon monoxide in exhaust fumes
- Biological e.g. food poisoning
- Ergonomic e.g. upper limb disorders from working at a key board
- Psychosocial e.g. violence

It is important to consider the potential consequences and who could be harmed. For example with an electrical fault the consequences are both potential injury from the shock or a fire.

Step 2: Assess the Risk

This depends on the complexity of the operation. For simple processes it is often sufficient to award a straightforward:

- Low
- Medium
- High

Most event risk assessments require more detail. It is necessary to assess both the potential likelihood of an incident or accident and the potential severity if it does happen. A widely used format is shown below.

Likelihood	Severity
1. Very Unlikely	1. Minor/First Aid
2. Unlikely	2. RIDDOR 3-Day
3. Likely	3. RIDDOR Major Injury
4. Very Likely	4. Death or very serious injury to one person
5. Almost Inevitable	5. Death or serious injury to many persons

Risks are assessed both before and after controls are put into place. Before controls, we are assessing what would happen if there were no controls. It is important when considering severity to assess the most likely outcome. For example, consider a rigging operative falling from 3m onto concrete. The operative could be killed or they could get away with no injuries. The most likely outcome however, would be a major injury such as a broken bone.

Step 3: Develop Controls

- Having determined what the hazards are, and to what extent they pose a risk we now need to do something about it. We are required by MHSWR to take a methodical approach which attempts to reduce risk at source. This can be considered under the following headings:
- **Eliminate the risk at source.** There is a point at which any operation is simply too risky and you must consider this. An alternative is to find a different approach. A good example of eliminating risk at source is a mother grid. It eliminates the risk of riggers falling from height by lowering the grid to the floor and carrying out a fix and hoist.
- **Substitute for a safer method or product.** A good example is the use of emulsion paints as a substitute for the more hazardous solvent paints in stand build, or at seated event substituting a glass bottle with a plastic bottle for drinks.
- **Reduce the risk in a quantifiable way.** A good example is the prolific use of centre tapped earth transformers for temporary power (the yellow boxes). This reduces the voltage risk from 230V to a safer 100V or below on the event floor.
- **Isolate from the hazard.** This is a common form of control at event build ups. Workers are isolated from the risk of falling objects when raising a lighting rig by taping off the area under the rig to prevent access.
- **Control the risk.** All too often this is the start point in many poor risk assessments. Notice how far down the order this is. The most common form of control on the event floor is the use of security and floor management. Another example is an agreed safe system for the lowering of stand panels (i.e. not just letting them fall!)
- **Personal Protective Equipment (PPE)** are items such as hard hat and safety shoes. They are only effective if something goes wrong. A hard hat is only of use if something falls on your head. It also only protects you and not the person next to you unless they are wearing one too. Far better to prevent the object falling in the first place.
- **Discipline** is also a method on which there is far too much reliance. It is fairly self evident that simply telling people not to do things that are unsafe and then punishing them when they do, is not an effective way of controlling risk.

The example below illustrates the general layout of a risk assessment using the example of vehicle access. P=Probability of an injury, S=Likely severity should an injury occur, R=Risk rating (ie PxS). With no controls the risk rating is assessed to be 8, which is HIGH and unacceptable. After controls are put into place it is assessed to be 4, which is LOW and acceptable.

Hazard	Consequence	Who is at Risk	P	S	R	Controls	P	S	R
Access and egress of vehicles	Impact injuries	Staff	2	4	8	Isolate pedestrians with barriers Competent traffic marshals to ensure even flow of traffic and marshalling of routes and cargo doors Abide by house (venue) traffic rules	1	4	4
	Collision	Exhibitors Contractors Members of the public							
Key									
Action Level									
1- 4 LOW no further controls required									
5 -7 MED – justify /review for each event day									
8+ HIGH –immediate action/ further controls needed									

The MHSWR and associated guidance also requires that risks should be mitigated with a view to achieving maximum reduction in the level of risk within the bounds of what is reasonably practicable. This means that the employer should do what is reasonable within the constraints of the available resources in terms of time, money and personnel. This is not a licence to do nothing on the basis that it is too expensive, but should be the result of careful consideration. The key word here is 'reasonable'. The question to be asked is have you made reasonable provision to control the risks relative to the costs of controlling them? For example, consider the requirement for floor managers in a large exhibition. How many floor managers would provide just enough cover? Let us say you decide that two would suffice. Three would be better but how much would it achieve in risk reduction relative to the cost? This is the line of logic which you need to follow.

Step 4: Implement Controls

This is the business of implementing controls on the event floor itself. It is worthwhile considering all the practical implications of control measures before they are put into place. For example you may decide on full bag searches as a security measure. This may be easier said than done when you are expecting thousands of visitors! If it must be done then you need to think of the practical application such as the space for bag searches and the number of security staff that you will need.

Step 5: Monitor and Review

It is important to monitor the event floor to ensure that prescribed controls are actually in place.

You also need a system of reviewing risk assessments. Event risk assessments have a natural review cycle and a new one is required for each event. For routine operations every risk assessment should have a review date. Other times when risk assessments need to be reviewed are:

- When there has been an accident or incident
- When there is a significant change in personnel or process
- When there is a change in the law
- When monitoring reveals problems.

Fire Risk Assessment

The principles of risk assessment generally still apply as they have been outlined above, however, a fire risk assessment is a very specific legal requirement under The Regulatory Reform (Fire Safety) Order and related guidance. Every venue must do a fire risk assessment. They must make the findings available to an event organiser. For practical purposes, especially in large venues, this may be the section which applies particularly to the halls. The organiser must then do their fire risk assessment. The key question to be asked here is 'to what extent does my event alter the dynamics of the fire risk and fire loading in the hall?'

Note. Fire Legislation and guidance referred to in the eGuide applies only in England and Wales and will be updated as and when UK venues outside England and Wales adopt this guidance. Notwithstanding, fire safety is a science and as such the key principles are generally applicable in any venue.

Typical aspects which would increase the fire risk would be:

- Naked flame on stands (candles or gel burners)
- Use of compressed or flammable gases on stands
- Use of pyrotechnics, lasers and other stage effects
- Cookery demonstrations
- Exhibition of motor vehicles
- Likelihood of illegal smoking in outfield areas or in built storage areas on stands
- High levels of packaging waste
- High numbers of complex structures.
- Hot works during stand construction
- Dressing of stock or Octanorm panels with untreated (non flame retardant) materials.

Exhibitors will also need to complete a fire risk assessment. To keep it simple it is suggested that they fill in some form of return which either indicates that there is no risk, or acknowledges it, and includes it as part of the stand risk assessment (see below).

Any stand which is a complex structure or space only stand on which large numbers of people could gather will need a fire risk assessment simply because of the escape issue.

The Government has issued a set of guidance books for various industries. The principal guidance which applies to the Events Industry is Fire Safety Risk Assessment – Large Places of Assembly. It is written especially for venues for gatherings of over 300 persons. Other guidance in the series includes Small and Medium Places of Assembly for small gatherings up to 60 or medium gatherings up to 300, and Theatres Cinemas and Similar Premises.

A suggested fire risk assessment template can be found under Risk Assessment: Templates.

Exhibitor Risk Assessment

Every exhibition stand is a miniature workplace and therefore needs a risk assessment. Again the five steps approach will apply. There is a danger, however, of over complicating things. The erection of shell scheme will be covered by the shell scheme contractor's assessment. If the activity on the stand is clearly without significant risk, there is no need for a risk assessment, although there is a need for the exhibitor to confirm that this is the case. Most organisers have a simple form for shell scheme exhibitors to either confirm that they have no significant risk or indicate which they have and how they intend to control it. This should be sufficient and can include the aspect of fire risk assessment.

For space only stands it is a little more complex. They will have to produce risk assessment and method statements for the safe erection and dismantling of their stands. They will also have to produce a fire risk assessment for the stand once it is in use. If they have any other activities on the stand, such as catering, this will also have to be covered by risk assessment.

Contractors' Risk Assessment

Contractors are the subject matter experts in their own field and must produce a show specific risk assessment for their activities. Again the risk assessment should reflect the complexity of the operation. As a guide contractors generally fall into two categories. The first category is those larger contractors whose activities interact with other parties working in the hall such as the lifting contractor. Their risk assessments should be reasonably comprehensive with specific detail on how they will control the risk to others. The second category is those contractors whose activities do not interact greatly such as floral delivery. These could be simpler risk assessments focusing on ensuring that they can operate safely in the hall.

Vetting Risk Assessment

Organisers should vet risk assessments to make sure they have been done properly. The following are common indicators of a poor risk assessment:

- Too simplistic, does not cover the range of risks
- It is simply a big book of all the risk assessments that the company has ever done without any attempt to relate it to the show
- It contains obvious and erroneous references to the last show they did
- Generated by head office so the team on the ground have no idea what is in it
- Long overdue for review
- It has clearly been done by someone who has never worked in an event venue.

Consultation

One of the major failings of risk assessments generally, is that they are done by people who only have a partial grasp of what is involved. It is very important to involve people who know the subject matter. For example at a ski show there was a demonstration of ski stunts on a specially constructed ski run. The organiser took the trouble to consult with a professional downhill skier on some of the technical aspects such as safety distances and ski bindings etc.

Summary of Risk Assessment at Events

The following is a summary of the risk assessments that would usually be created for an event.

Type	Responsible Party	Copied to
Generic Venue RA	The Venue	The Organiser
Venue Fire RA	The Venue	The Organiser
Event RA	Organiser	The Venue Key Contractors Floor Managers
Event Fire RA	Organiser	The Venue Floor Managers
Organiser's Key Contractors RA's	Contractors	Organiser (Available to Floor Managers if needed)
Complex Structures including a Fire Risk Assessment	Exhibitors	Organiser and Venue (via the organiser)
Shell scheme stands. Where there is identified significant risk or fire risk	Exhibitors	Organiser
Venue's Key Contractors	Contractors	Venue

Management System

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In addition to risk assessment, MHSWR also requires organisations to implement their health and safety arrangements using a specific management system framework, the recognised standard being the HSE's HS(G)65 model, an explanation of which is given below. The health and safety aspects of exhibitions and events should be managed as closely to the framework as possible, from the initial allocation of roles and responsibilities and risk assessment through the on-site safety monitoring stages and on to auditing, review and continuous analyses and improvement of performance.

Integrated Management Systems – Sustainability and BS8901

The official guidance to Regulation 5 of MHSWR states that “The health and safety arrangements can be integrated into the management system for all other aspects of the organisation’s activities.”, ie a single management system within an organisation that controls the three corporate social responsibility bottom lines of people, planet *and* profit, can be seen as a more efficient option than attempting to implement several management systems separately. Conveniently, the BS8901 standard for sustainable event management (as well as ISO 14001, the industry generic sister standard for environment management) mimics the structure of HS(G)65 and as such organisers interested in adopting the standard are encouraged to deploy an integrated approach – for example a single policy document, dovetailing roles and responsibilities, combined on-site monitoring of safety and sustainability performance etc. Practical sustainability control measures for exhibitions and events will be included in a new section of the eGuide in 2011.

The following is needed to comply with HS(G)65

Creation and maintenance of a Health and Safety policy

Your health and safety policy will set a clear direction for your organisation to follow. It will contribute to all aspects of business performance as part of a demonstrable commitment to continuous improvement. Responsibilities to people and the environment will be met in ways which fulfil the spirit and letter of the law. Your stakeholders’ expectations of your activity (whether they are shareholders, employees, or their representatives, customers or society at large) will be satisfied. You will have cost-effective approaches to preserving and developing physical and human resources, which reduce financial losses and liabilities.

Organisational structure, roles and responsibilities

You will have an effective management structure and arrangements in place for delivering your policy. Your staff will be motivated and empowered to work safely and to protect their long-term health, not simply to avoid accidents. The arrangements will be:

- Underpinned by effective staff involvement and participation; and
- Sustained by effective communication and the promotion of competence which allows all employees and their representatives to make a responsible and informed contribution to the health and safety effort.

There will be a shared common understanding of the organisation’s vision, values and beliefs. A positive health and safety culture will be fostered by the visible and active leadership of senior managers.

Planning and risk assessment

There will be a planned and systematic approach to implementing the health and safety policy. The aim will be to minimise risks. Risk assessment methods will be used to decide on priorities and to set objectives for eliminating hazards and reducing risks. Wherever possible, risks will be eliminated through selection and design of facilities, equipment and processes. If risks cannot be eliminated, they will be minimised by the use of physical controls or, as a last resort, through systems of work and personal protective equipment. Performance standards (or KPI's) will be established and used for measuring achievement. Specific actions to promote a positive health and safety culture will be identified.

Monitoring and measuring performance

Performance will be monitored and measured against agreed standards to reveal when and where improvement is needed. Active self-monitoring will reveal how effectively the health and safety management system is functioning. This will look at both hardware (premises, plant and substances) and software (people, procedures and systems) including individual behaviour and performance. If controls fail, reactive monitoring will discover why by investigating accidents, ill health or incidents which could cause harm or loss. The objectives of active and reactive monitoring are:

- To determine the immediate causes of sub-standard performance; and
- To identify the underlying causes and the implications for the design and operation of the health and safety management system.

Longer-term objectives are also monitored.

Auditing and reviewing performance

The organisation will learn from *all* relevant experience and apply the lessons. There will be a systematic review of performance based on data from monitoring and from independent audits of the whole health and safety management system. These will form the basis of self-regulation and of complying with sections 2 to 6 of the Health and Safety at Work etc Act 1974 (HSW Act) and other relevant statutory provisions. There will be a strong commitment to continuous improvement involving the constant development of policies, systems and techniques of risk control. Performance will be assessed by:

- Internal reference to key performance indicators; and
- External comparison with the performance of business competitors and best practice, irrespective of employment sector.

Performance will also be recorded in annual (or event cycle) reports.

Roles & Responsibilities

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The Exhibition Director

The individual with the greatest responsibilities is usually the organiser's Exhibition Director (or equivalent e.g. 'Show/Event Director') as they are the individual responsible for the allocation of resources for health and safety. Exhibition Directors should have sufficient formal training to be able to understand the full extent of their responsibilities. The one day IOSH Directing Safely Certificate (preferably event specific) is the recommended minimum. Exhibition Directors who do not have an operational background may need additional health and safety training.

In respect of the exhibition itself the Exhibition Director is responsible for:

- Ensuring that the company health and safety policy and the law is adhered to
- Ensuring that competent staff are appointed with regard to health and safety
- Ensuring that risks are identified and sufficient resources are allocated to control them
- Ensuring that a suitable and sufficient risk assessment is conducted

Definition of Competence

In health and safety the definition of 'competence' is the correct level and balance of experience and formal training in relation to an individual's scope and level of responsibility.

'The Competent Person' is the individual within the organisation, department etc who is specifically charged with advising on health and safety issues. Clearly the idea of competence is to some extent subjective and this guide cannot give a prescriptive solution to every type of event. Ultimately the level of competence required for any given event must be determined by risk assessment and will be a judgment call by the Exhibition director and the operations staff.

The factors that effect the need for a higher level of health and safety competence include but are not limited to the size and complexity of the event, the number of complex stand builds, particularly double deck structures, and the presence of significant risks such as a high level of lifting.

Note: The venue reserves the right to impose a higher level of competence if it is felt that the organiser has underestimated the requirement.

The Competent Person

It is essential that the organiser employs someone on site who is the designated competent person to coordinate health and safety. This role can be fulfilled by the Operations Manager, Event Director or Floor Manager, if suitably qualified, or sub-contracted to a health and safety professional. The individual must understand the business of managing health and safety at events.

The recommended minimum training for this role is the IOSH Managing Safely Certificate (preferably event specific) or equivalent. Typically the duties of the competent person would include but not be limited to:

- Pre event planning of health and safety issues with the venue, contractors and exhibitors
- Appointing contractors who are competent with regard to health and safety
- Carrying out a suitable and sufficient risk assessment (or ensuring that it is done by a competent person)
- The coordination of all health and safety issues within the event management team and on site
- Monitoring health and safety on the floor or appointing competent floor managers (see below)
- Compiling and maintaining an up to date event safety file for the event

- Ensuring that arrangements are in place to deal with emergencies such as a fire or security threat
- Giving competent advice to the Exhibition Director
- Carrying out the duties of a Floor Manager (below) if none is appointed

Floor Management

There is a limit to the control that can be exercised over an event by the Operations Manager and for larger events it may be necessary to appoint one or more floor managers. The numbers and competence levels required should be identified by the risk assessment. Floor managers normally fall into two categories: 'Floor Managers' whose duties include health and safety and 'Health and Safety Managers' appointed to specifically to manage health and safety. These usually focus solely on health and safety though the roles can be combined depending on the size of the event.

The recommended minimum level of training for a Floor Manager is the IOSH Managing Safely Certificate (preferably event specific).

The recommended minimum level of training for a Health and Safety Manager is a NEBOSH General Certificate, or equivalent.

The health and safety duties of a Floor Manager include but are not limited to:

- Implementing the organiser's event risk assessment requirements
- Coordinating the health and safety effort between the organiser, venue, contractors and exhibitors on the event floor
- Maintaining a safe working environment by keeping aisles and emergency exits clear, monitoring vehicle movement and other hazardous activities such as working at height
- Monitoring the exhibition floor for hazards and unsafe conditions
- Dealing with health and safety incidents or reporting to the organiser if they cannot be solved on the exhibition floor
- Reporting and if necessary investigating accidents and health and safety incidents
- Giving competent advice to the organiser's operations team

The duties of a 'Health and Safety Manager' will usually be as follows:

- The principal advisor on health and safety issues to the organiser
- To coordinate the overall health and safety effort on the floor and focus on some of the specific health and safety duties of the Floor Managers above such as the investigation of accidents.

Guidance relating specifically to safe access and egress that a Floor Manager or Health & Safety Manager may refer to and/or implement on-site:

Build-Up Period

- The venue will issue an emergency gangway plan to the organiser prior to the start of build-up which must be communicated to contractors and exhibitors.
- The build-up should be scheduled, managed and monitored in order to maintain the emergency gangways as evacuation routes and to allow access for emergency vehicles and cleaning plant and equipment.
- Materials and products should not be stored in gangways. Construction materials should be delivered in such a way as to maintain access and egress. Any requests from the venue to clear gangways of materials must be adhered to.

Show Open Period

- All gangways shall be maintained, unobstructed and available at all times and shall comply with the following requirements:

- No part of any stand, exhibit, fitting or furniture shall project beyond the boundary of the stand and no door or window on the stand shall open outwards on to a gangway
- Where an exhibition space is not provided with a platform, the space shall be clearly defined and the exhibits shall be so arranged as to maintain uniform gangway width
- Where raised platforms are provided, the corners of the stands at gangway junctions shall be rounded off or splayed, or otherwise protected so as to ensure clear passage and remove trip hazards
- Any floor covering in gangways shall be of a non-slippery and even surface and shall be so secured and maintained so as not to present a hazard
- While the exhibition is open to visitors, no motor vehicle shall traverse the gangways and no hand trolley, truck or mobile shop shall be left unattended
- No stand building or dismantling shall take place whilst the public are in the venue
- Any night sheets used in conjunction with a stand shall not protrude into gangways and must be secured in a rolled up position so as not to cause an obstruction

Breakdown Period

- Following the closure of an event, breakdown will commence only when the venue has confirmed that the hall is clear of all visitors. Opening of vehicle/cargo doors for contractor access must be authorized by the venue.
- The breakdown should be scheduled, managed and monitored in order to ensure that emergency gangways are maintained as evacuation routes and for emergency vehicle access.

Stand Plan Audits

The specific requirements are covered in this guidance under this heading. Some organisers approve stand plans in house and this falls to the operations team. Some outsource this to a specialist company which may also be providing the floor management. In this case this duty may be included in the responsibilities of floor managers but only if specifically contracted to do so.

Venue Specific Rules

Manchester central – Floor Management

Please note that Manchester Central requires all Exhibition Organisers to appoint a Health and Safety Officer for the build and break down of Events at the Venue where structures are to be built (including shell scheme) as part of any Event/Exhibition. The appointed person must be qualified (minimum NEBOSH General Certificate or Level3 equivalent)

Acronyms and Definitions

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AEL

Accessible Emission Limit

ANSI

American National Standards Institute

BSI

British Standards Institute

Gas Safe

www.gassaferegister.co.uk

COSHH

Control Of Substances Hazardous to Health

dB(A)

A-weighted decibels

DDA

Disability Discrimination Act

DEFRA

Department for Environment, Food and Rural Affairs

GDC

General Dental Council

GMC

General Medical Council

HACCP's

Hazard Analysis Critical Control Points

HMI

Hydrargyrum medium-arc iodide (used in lamps)

HSE

Health & Safety Executive

LOLER

Lifting Operations & Lifting Equipment Regulations 1998

LPG

Liquefied Petroleum Gas

Lux (lx)

Measure of the intensity of light

MEWPS

Mobile Elevated Work Platforms

MHSWR
Management of Health & Safety at Work Regulations

PPE
Personal Protective Equipment

PUWER
Provision & Use of Work Equipment Regulations 1998

RIDDOR
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995

RNIB
Royal National Institute of Blind People

SWL
Safe Working Load

WELs
Workplace Exposure Levels

XENON
Chemical element (used in lamps)

Bibliography

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- Accessible Exhibition Stand Handbook
- Animal Welfare Act 2006
- Control of Substances Hazardous to Health Regulations 2002
- Cosmetic Products (Safety) Regulations 2004
- Dangerous Substances & Explosive Atmospheres Regulations 2002
- Disability Discrimination Act 1995
- Environment Protection Act 1990
- Health & Safety at Work Act 1974
- HSE Controlling the Radiation Safety of Display Laser Installations HS (G) 95
- HSE Control of Legionella: Revised Approved Code of Practice
- Licensing Act 2003
- Lifting Operations & Lifting Equipment Regulations 1998 (LOLER)
- Management of Health and Safety at Work Regulations 1999
- NAA Rigging Guidance
- Noise at Work Regulations 2005
- Provision & Use of Work Equipment Regulations 1998 (PUWER)
- Work at Height Regulations 2005

Useful Links

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Gas Safe

www.gassaferegister.co.uk

DEFRA

<http://www.defra.gov.uk/>

Food Standards Agency

<http://www.food.gov.uk/>

Lasermet

<http://www.lasermet.com/>

HSE

<http://www.hse.gov.uk/>

Acupuncture Society

<http://www.acupuncturesociety.org.uk/>

British Acupuncture Council

<http://www.acupuncture.org.uk/>

Health Promotion Agency

<http://www.healthpromotionagency.org.uk/>

British Standards Institute

<http://www.bsi-global.com/>

Gambling Commission

<http://www.gamblingcommission.gov.uk/>

28 days Notice

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Subsections:

- General Guidance

General Guidance

1 There are many aspects of an event that will require notification or application to the venue no later than 28 days prior to the tenancy. For convenience these are listed as below and expanded on in later sections as indicated:

Item	eGuide Section
Event risk assessment & risk assessments for any features presenting special risks	Risk Assessment
Airships, blimps & balloons	Airships, blimps and balloons
Serving alcohol from a temporary catering outlet run by an operator other than the venue's catering partner	Alcohol
Alcohol sampling	Alcohol
Animals	Animals
Use of compressed gas or LPG	Gas
Crèche details	Crèches
Details of special features with risk assessment & method statement	Feature Areas
Visitor participation or adventurous & potentially hazardous activities	Feature Areas
Final floor plans	Floor Plans
Preparation, cooking & dispensing of food, including sampling	Food
Application for unenclosed kitchens	Food
Gambling activities	Gambling
Hazardous processes or substances	Hazardous Substances
Ventilation systems for processes requiring ventilation	Hazardous Substances
Lifting activities	Lifting
Playing or performing music	Music and Video Licences
Hazardous noise levels (exceeding 80 dBA)	Noise
Secondary fixings for items to be rigged	Rigging
Simulators and Rides	Simulators and Rides
Special effects, including lasers, real flame, smoke machines and strobe lighting	Special Effects
Special Treatments	Special Treatments
Complex Structures	Stand Plans
Temporary demountable structures	Temporary Demountable Structures
Vehicles	Vehicles
Weapons	Weapons

Adult Entertainment

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Subsections:

- General Guidance

General Guidance

- 1** Exhibition centres operate within the confines of an 'Exhibition Licence' issued by the relevant Local Authority. This licence includes conditions prohibiting full or partial nudity, striptease, lap dancing, etc on the premises. Events that include these elements may therefore require the venue to apply for a temporary variation to the Exhibition Licence.
- 2** A specific licence e.g. an 'Occasional Sex Establishment Licence', or equivalent may also be required. Please contact the relevant venue for details of the application process.
- 3** Note that this is a long and in some cases expensive process and organisers should notify the venue at the earliest opportunity (prior to contract being agreed). When issued, the licence contains many conditions which are vigorously enforced by the licensing officers.
- 4** Many lifestyle events contain a number of stands selling/demonstrating marital aids, sex toys, etc. It is generally accepted by the Local Authorities that, where the numbers of such stands is less than 10% of the total stand space, a Sex Establishment Licence is not required, as they do not form a significant part of the event. This must be agreed by each venue.
- 5** Special attention should also be paid to events that include stages with elements of certain types of entertainment, e.g. male dance troops. This is deemed to be striptease and is prohibited under the conditions of an Exhibition Licence.

Advertising

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Subsections:

- General Guidance

General Guidance

- 1** Only the venue's official sites allocated for the tenancy may be used for advertising purposes.
- 2** Leaflets must be distributed within the hall and not in any public circulation areas or outside the venue, unless authorised in writing by the venue.

Airships, Blimps & Balloons

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Subsections:

- General Guidance

General Guidance

- 1** The use of airships, blimps and balloons within the venue is strictly regulated. Applications for permission to use them must be submitted to the venue in writing, together with a risk assessment, at least 28 days prior to the event.
- 2** The following must be considered when carrying out the risk assessment:
 - The use of gas or batteries
 - Obstacles within the exhibition, including drop wires, cables, truss, stands and signage
 - The possibility of items falling from them
 - Compliance with the venue's specific regulations
- 3** Operators must remain in visual contact with the airship at all times and within radio range.
- 4** Exit signs and fire detection beams must not be obscured at any time.
- 5** A suitable take-off and landing area must be planned into the floor layout.
- 6** The venue may, for safety and security reasons, request that airships are monitored from the floor by a second person whilst in operation.
- 7** Blimps must be tethered, at all times, to a secure weight that is placed so as not to cause a hazard to exhibitors, their staff and visitors.
- 8** All balloons and blimps must be secured by suitable means and approved by a competent person. A charge will be made for retrieval if any escape to the roof or for any damage to the air-handling units.

Alcohol

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Subsections:

- Licensing Act
- Sale or supply of alcohol at events
- Sampling & Stand Hospitality
- Venue Specific Rules
 - NEC – Transfer of Title

Licensing Act

1 The Licensing Act came into force on 24th November 2005 and set out four clear objectives:

- Prevention of crime and disorder
- Protection of children from harm
- Public safety
- Prevention of public nuisance

From an operational aspect the major changes that resulted from this Act are as follows:

2 The venue is required to have a 'Premises Licence' issued by the relevant Local Licensing Authority

3 Those persons undertaking the supply or sale of alcoholic beverages within the venue can only do so with the prior permission of the venue's 'Designated Premises Supervisor'. Additionally, where such activities are to be undertaken/operated by a visiting caterer or by an exhibitor, such operators should do so under the supervision of a 'Personal Licence Holder' approved by the venue

4 The sale or supply of all or any alcoholic beverages must be carried out under the direct supervision of a Personal Licence Holder or a person authorised by a Personal Licence Holder. (Personal Licences issued in Scotland and Northern Ireland are not valid for use in England.)

5 Both the sale and *supply* of alcohol must be licensed, therefore, sampling is also a licensable activity

6 A venue's entire exhibition floor space is covered under the new Premises Licence, giving it the flexibility to move a licensable area from its original position should it be requested (previous legislation licensed specific areas of the exhibition floor space only.) The venue will be able to further clarify your obligations and the requirements for your event under the legislation.

Sale or supply of alcohol at events

Build-up and breakdown

7 The consumption of alcohol within the halls during build-up and breakdown is not permitted.

8 Alcoholic drink will not be available from the catering outlets within the halls during these times. The event profile may also preclude the provision of alcohol during event open days, e.g., where large numbers of children are present, or during cultural or religious events.

9 The venue may operate a drugs and alcohol monitoring service if required. Please discuss this with the venue.

Event open period

Licensed areas

10 As previously discussed, under the Licensing Act, the venues are licensed for the sale or supply of alcohol, under the venues' Premises Licence conditions. Please check the hours available with your venue.

Temporary bars

11 Where alcohol is sold or served by the venue's official caterer, this will automatically be covered.

12 In exceptional circumstances, and at the venue's sole discretion, where alcohol is to be served from a temporary outlet which is not managed by one of the venue's catering partners, the following applies:

- The organiser must contact the venue, supplying all of the information requested, together with a highlighted floor plan of the event no later than 28 days before the event.
- The venue will confirm agreement in writing to allow the sale or supply of alcohol from the areas requested.
- The catering/bar operating company must have a personal licensee present on site (in some instances, a named, authorised representative may suffice) and comply with the venue's Premises Licence conditions and also the following conditions:
 - The terms of the Licensing Act
 - Alcohol can only be served during the hours stipulated in the venue's licence (please contact the venue for clarification)
 - Service staff must be over the age of 18
 - Products for retailing/sampling must be held in a secure area
 - Alcohol may not be served to anyone under the age of 18, or anyone who appears to be under 18 (unless proof of age is shown)
 - Alcohol must not be served to anyone who appears to be under the influence of alcohol

Hospitality

13 Supplies for hospitality on stands must be obtained from the official caterer, unless agreed by the venue and any alcohol that is not, may only be served with the permission of the venue. All the points above must be followed and the name of a nominated, authorised person supplied.

Sampling, sale and supply from exhibition stands

14 Alcohol sampling must conform to the venue's sampling regulations, detailed in the venue's rules and regulations. If any stands are selling or supplying alcohol (except that provided by the official caterers), whether for on-site or off-site consumption, the points above must be followed and the name of a nominated, authorised person supplied.

Non-compliance

15 If any bar operator or exhibitor fails to comply with the conditions under which the sale or supply of alcohol is agreed, their activities will be curtailed and, depending on the severity of the breach, they may also be banned from site.

Sampling & Stand Hospitality

16 Organisers are requested to bring any such requirements to the attention of their venue contact during licence negotiations. In such a situation, they will be happy to discuss your needs and endeavour to satisfy them either directly, or through one of their catering partners, or via an alternative, approved caterer. However, none of the venue's caterers are required to provide facilities that are considered to be commercially non-viable.

17 General catering requirements must be discussed and agreed with the venue well in advance of the event to ensure successful delivery. These discussions will result in the creation of a mutually agreed catering plan for each event.

Sale of food and drink from exhibition stands

18 Permission for the sale of food or drink from exhibition stands must be sought from the venue and this will only be granted if it is clearly for off-site consumption.

Hospitality catering

19 The venue's hospitality catering partner offers a stand catering service, as well as providing a full hospitality service in private rooms.

20 If exhibitors wish to provide visitors to their stand with hospitality catering of any kind, they are required to obtain the food and drink from the venue's hospitality catering partner. Exhibitors are not permitted to bring their own food and drink on to their stands.

21 If, in the opinion of the catering partner, an exhibitor contravenes this rule and provides a significant level of hospitality catering from its stand, the catering partner reserves the right to charge the exhibitor a corkage or concession fee.

22 Under normal circumstances, the venue will not permit any other caterers to provide corporate hospitality. However, if a bona fide catering company is exhibiting at an event, permission may be granted for them to provide their own hospitality, subject to the payment of a concession fee. If this situation arises, please contact your venue contact during licence negotiations.

Sampling

23 Any proposed drink sampling activity must be notified to the venue for approval no later than 28 days prior to the start of the event licence period. The standard acceptable sampling sizes may vary in different venues, so please ask your venue contact to confirm the allowable limits.

24 This only applies where samples are free of charge; otherwise the operation will be treated as retailing activity and will be subject to the conditions outlined above.

Venue Specific Rules

NEC – Transfer of Title

Please note that for NEC a Transfer of Title process must be followed by all exhibitors supplying their own alcohol for any reason. Please contact the venue for details

Animals

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Subsections:

- General Guidance

General Guidance

- 1** Written consent for any animal or gathering of animals, wild or domestic to be permitted on the premises (except assistance animals) must be obtained from the venue.
- 2** Written application must be submitted to the venue at least 28 days prior to the event as a special licence may be required, for example, in the case of performing or wild animals. Any costs associated with obtaining the relevant licence shall be met by the organiser.
- 3** No animal welfare facilities are provided by the venue, therefore pets, except assistance animals, are not permitted unless they form part of an exhibit or display associated with an exhibition and are approved by the venue. Pets must not be left in vehicles.
- 4** Exhibitions involving numbers of livestock may have to comply with specific DEFRA regulations.
- 5** Guidance on animal welfare and appropriate safety measures shall be obtained by the organiser from a suitably qualified veterinary officer, who may deem it necessary to carry out an on-site inspection.
- 6** A copy of the veterinary officer's report shall be submitted to the venue for licensing authority approval. Any costs incurred are the responsibility of the person seeking guidance/consent.
- 7** Animals must be appropriately supervised and sufficient welfare arrangements must be maintained, to the venue's satisfaction, and in accordance with the Animal Welfare Act. These arrangements should be detailed in a risk assessment and include the following:
 - Transport to and from site
 - Feeding
 - Housing
 - Security
 - Environment
 - Exercise
 - Cleaning and sanitary arrangements
 - Sleep/rest
 - Protection from pain, injury, suffering and disease
 - Evacuation in an emergency
- 8** In order to ensure the safety of visitors, suitable guards /enclosures must be provided and warning notices prominently displayed where appropriate. Livestock must be properly contained when a stand is unattended and if exhibited outside an enclosure, must be adequately tethered or suitably controlled.
- 9** Where visitors are able to pet or otherwise come into contact with animals, or are able to touch parts of enclosures which animals may also touch, hand wash units with hot water must be sited adjacent to the animals and their pens for use by the public. Soap and water is considered to be the

most effective way of reducing infection and therefore gels and wipes are not allowed as suitable alternatives.

10 A sign should be in place advising visitors to wash their hands after touching animals or their enclosures.

11 Signs should also be displayed at the entrance to the exhibition indicating that animals are present and that people with allergies may be affected.

Auctions

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Subsections:

- General Guidance

General Guidance

1 The sale of goods by competitive bidding may require an auction licence; however auctions that are carried out in aid of charitable organisations may be exempt.

2 The definition of a 'charitable auction' is as follows:

'Any sale for the purposes of assisting in the funding of a voluntary organisation if the whole, or a substantial amount, of the proceeds of the sale is donated to the funds of the organisation.'

3 'Voluntary organisation' means a body, the activities of which are carried out on a not-for-profit basis, but does not include any public or local authority.

4 Organisers of charitable auctions will need to provide details of the charitable status of the organisation and the charity number.

5 Please contact the relevant venue for further details.

Build-Up and Break-Down

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Subsections:

- Build-Up
- Break-Down
- Venue Specific Rules
 - NEC – Floor Layout – Mark-Out Colour
 - Manchester Central – Build-Up and Break-Down

Build-Up

- 1** The build-up is a critical phase of an event for which Organisers are ultimately responsible for all activity taking place within the halls and external loading areas.
- 2** Organisers are encouraged to hold specific meetings with contractors, floor managers, H&S Managers and all other appropriate parties, to plan and discuss management arrangements for the build-up phase of the event to ensure that responsibilities and safe working practices during the build period are clearly understood. Appointed official contractors, exhibitors and stand contractors also have a duty to ensure that they work safely. Exhibitors and contractors should have carried out a risk assessment and issued PPE, if appropriate.
- 3** The following points should be considered during the planning process:
 - **Floor Layout:** Consideration should be given to complex structures and their location, particularly with regards to the width of the gangways around the stand. Consideration should also be given to any other special build requirements for any contractors/stands, such as whether a vehicle needs to be placed on the stand before other stands are built. Exhibitors and contractors should be advised of the stand number and the location of the stand on the floor, as well as the location of any service ducts or columns which may be on their stand space.
 - **Build schedule:** The build should be scheduled wherever possible with consideration given to the mix of space and shell scheme stands, for example, do space only stands have enough room to build or can the shell scheme stands be built slightly later.
 - **Heavy Lifting:** A copy of the lifting programme should be given to the Event Manager, Traffic Marshalls and the lorry park, if appropriate. Organisers should also consider whether they require a representative from the Lifting Contractor on the lorry park (only applicable if the venue has a lorry park). A communication plan should be agreed between the lifting contractor, organiser's H & S manager and organiser's floor manager, detailing heavy lifting requirements and locations. If a stand requires special access and/or lifting requirements, check whether a clear hall is required, for example, if an extremely large load is expected or space for a crane is required. When heavy lifting involving more substantial equipment such as cranes is required a schedule detailing the method of work, times of operation and safety arrangements such as provision of a banks man should be agreed.
 - **Fork Lift Trucks (FLT):** As FLT operations are considered hazardous, the organiser should consider appointing an official lifting contractor for work inside the hall. The lifting contractor and any other contractors using forklifts within the halls and the outside areas should follow the appropriate H & S legislation, however, the responsibility for the FLT operation ultimately sits with the organiser.
 - **Emergency Gangways:** The Emergency Gangway plan should be communicated and issued to all stands/contractors so they can plan accordingly and refrain from using the gangways as

storage areas. Organisers should also consider marking the emergency gangways on the hall floor using appropriate tape, if the floor surface is suitable. Please check with the venue. A copy of the plan should be on display in the organiser's office. Emergency gangways should be kept clear at all times throughout the build to ensure emergency vehicle and pedestrian access/egress, and the effective removal of waste during the build process. On occasions when this is not practicable, 50% of the width of the emergency gangways should be maintained to ensure access for medical equipment such as trolleys or wheelchairs, if required.

- **Off-loading:** Storage of crates on gangways can also cause congestion and hinder the build schedule for other contractors and exhibitors if their access has been blocked. The common practice of offloading vehicles of all stand fitting and product onto the gangways should be discouraged. Exhibitors and contactors should be encouraged to load their vehicles to fit with their build programme so that the first items required are the first to be unloaded.
- **Housekeeping:** Workshop benches/areas on the gangways should also be discouraged. Wherever possible stands should be pre-fabricated and painted off site. If painting on site the hall floor should be protected. Stands generating sawdust are responsible for the housekeeping of their work area and should sweep the gangways to maintain a safe environment for all other exhibitors and contractors. Where trailing cables cause hazards, battery operated equipment should be considered as an alternative.
- **Rigging:** If rigging is required during a tenancy, cherry picker/hoist access is to be agreed with the organiser. There should be a banksman with the machinery and the working area should be cordoned off .
- **Working at Height:** All contractors and exhibitors have a responsibility to work safely at height and should plan ahead and source the most appropriate equipment for the task. Working at height should also be covered by the Method Statement and Risk Assessment.
- **Hot Work Permit:** Organisers should be aware of the Venue's process for obtaining a Hot Work Permit and should ensure that contractors and exhibitors are aware that a permit is required before any hot works take place. Hot works include welding and angle grinding. A Hot Work Permit is required for any hot work taking place on-site, regardless of whether the works are taking place inside or outside the halls.
- **Carpet Laying:** Carpet should be off-loaded, transported and laid in a safe manner so as to prevent the risk of accidents. Gangways should be clear to allow this activity to safely take place.

Break-Down

4 Following the closure of an event, breakdown will commence only when the venue has confirmed that the hall is clear of all visitors. The opening of vehicle/cargo doors for contractor access must be authorized by the venue.

5 The breakdown should be scheduled, managed and monitored in order to ensure that emergency gangways are maintained as evacuation routes and for emergency vehicle access.

6 As breakdown is usually very busy and can create hazards, it is extremely important activities are controlled and carried out in a safe manner in all areas. Emphasis should be given to:

- **Communication:** Advising exhibitors and contractors of the details of the breakdown process is key to ensuring their understanding of arrangements and co-operation in maintaining a safe environment. Organisers must consider the timings published in their Exhibitor Manual relating to the commencement of breakdown making sure enough time is given to enable the halls to be clear of visitors.

- **Trolleys:** Trolley movement should not commence until the venue and organiser have agreed it is safe to go ahead. Access via the vehicle entry/cargo doors not the hall entrance is usually made available. It is best practice to nominate a suitable pedestrian door to separate vehicle activity from the pedestrian access point. Consideration should be given to exhibitors with trolleys on their stands and instruction should be given to allow visitors to clear the halls before trolley movement begins.
- **Security:** Full door manning is recommended during the last open hour of the exhibition and the first hour of breakdown to ensure that contractors don't gain access prior to the show closing, or immediately after the closing tannoy. Providing visitor or exhibitor badges to contractors to enable early access should not be permitted.
- **Removal of Carpet:** Gangway carpet removal should be planned and details of the schedule for removal agreed. Removal usually starts from the rear of the hall working towards the front. It is important that carpeting contractors are fully briefed and supervised, working in pairs, methodically with care. Carpet rolls are cleared from gangways as removal happens.
- **Fork Lift Trucks (FLT):** As FLT operations are hazardous, raising of vehicle entry/cargo doors should only take place once the venue and organiser are in agreement that it is safe to do so. It is recommended FLT movement does not commence until initial breakdown activity has passed (usually 1 hour from closure). When heavy lifting involving more substantial equipment such as cranes is required a schedule detailing the method of work, times of operation and safety arrangements such as provision of a banks man should be agreed.
- **Waste:** Leaflets and other leftover marketing collateral should be removed by exhibitors to avoid the Organiser incurring extra cost. Food waste should be placed in waste sacks and placed in any appropriate and available bin or left for collection.
- **Electrics:** Power is normally switched off 30 minutes after the exhibition closes. Electrical contractors must wait until stands are empty before removing electrical fittings, unless permission is obtained from the exhibitor. Requirements for late power must be ordered through the electrical contractor and should be considered during the breakdown meeting.
- **Shell scheme:** If the removal of specific sections of shell scheme are required to assist with the breakdown and flow of exhibitors this should be carried out in a safe manner and in a controlled area. It is important to ensure gangways are not obstructed with removed sections therefore consideration of how they will be stored is vital.
- **Dismantling of Stands:** It is usual for the early stages of breakdown to focus on packing and removal of stock/product. Following this contractors can begin taking stands down and it is important that this is controlled and does not expose those exhibitors still packing up to extra hazards. Organisers should consider all phases of stand removal to ensure all parties work safely.
- **Gangways:** It is important to ensure emergency gangways must remain at least 50% clear during breakdown (confirm with venue). Consideration should be given to how items will be removed from gangways as packing crates, stock/product and display components can cause obstructions.
- **Traffic:** Traffic is managed differently at each venue so it is important that Organisers ensure exhibitors and contractors understand and co-operate with the breakdown instructions. Space to the rear of the halls is often very limited and Organisers should consider this factor in breakdown planning.

Venue Specific Rules

NEC – Floor Layout – Mark-Out Colour

7 Exhibitors and contractors at the NEC should additionally be advised of the mark-out colour of the event.

Manchester Central – Build-Up and Break-Down

8 Manchester Central requires all Contractors to wear hi-vis during the build up and break down of Events/Exhibitions at the Venue. Exhibitors who are allowed access during periods of stand construction will also be required to wear hi-vis.

Children

Click [here](#) to return to main navigation page

Other relevant sections:

Crèches

Subsections:

- General Guidance

General Guidance

- 1** Children under 16 are not allowed in the halls during build-up and breakdown.
- 2** A clear policy must be in place with regard to allowing children entry to the event. This must be communicated to all relevant parties.
- 3** Any event which has a large number of children attending as visitors must have an enhanced security/stewarding presence, in accordance with the requirements identified in the event risk assessment.
- 4** If children are to perform at an event, the organiser must comply with the Children and Young Persons Act and the Children (Performances) Regulations, which set out maximum performance and rehearsal times and minimum intervals for meals and rest. The venue must be informed of the intention for children to perform at an event within the timescale required by the venue. A risk assessment must be carried out for each child.
- 5** Licences for children are provided by their Local Authority; for children not registered in the UK, the venue's Local Authority can provide licensing, subject to conditions.

Compressed Gas

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Subsections:

- Mains Gas
- Compressed Gas
- Liquefied Petroleum Gas (LPG)

Mains Gas

- 1** All equipment requiring connection to the venue's mains gas supply (eg cookers and hot cabinets) must be installed by a Gas Safe Register engineer.
- 2** The installation must be accompanied by a Gas Safety Certificate, issued by the installer, to confirm that the appliance is safe and working correctly. Visit www.gassaferegister.co.uk for further information.

Compressed Gas

- 3** Details of any proposed use of compressed gas must be submitted to the venue no later than 28 days prior to tenancy and must include the gases or liquids proposed, and sizes of cylinders or vessels with their working pressures.
- 4** No compressed gas or Liquefied Petroleum Gas (LPG) shall be used within the venue without the prior written consent of the venue.
- 5** Flammable gases must comply with the Dangerous Substances and Explosive Atmospheres Regulations and the Petroleum Regulations.
- 6** Suitable warning notices must be provided where appropriate, drawing attention to the flammable nature of the materials.
- 7** Compressed gas cylinders or vessels containing liquids or gas under pressure shall be stored in a position agreed by the venue and only those cylinders required for immediate use shall remain on a stand.
- 8** All such materials in excess of the requirements for one day's demonstration or exhibition shall be stored away from the stand in a properly constructed flammable materials store.
- 9** Cylinders and other vessels shall not be connected or disconnected during the time that the event is open to visitors.
- 10** Cylinders shall be constructed and stamped in accordance with EN 1089-3 and be painted with identifying colours in accordance with BS 349; 1973, 'Identification of Contents of Industrial Gas Cylinders'.
- 11** Vessels containing liquids or gases under pressure (other than compressed gas cylinders complying with EN 1089-3) shall be fitted with safety valves of an approved type.
- 12** Where such vessels are used, a certificate in respect of a recent pressure test of each vessel shall be available for inspection.

Liquefied Petroleum Gas (LPG)

- 13** The venue must be notified in writing at least 28 days in advance of tenancy of any proposed use of Liquefied Petroleum Gas (LPG).
- 14** LPG may only be used with the written consent of the venue.
- 15** The use of LPG in the exhibition halls is normally prohibited unless it is being used to demonstrate a product being offered for sale on a stand and only if other sources of fuel are unsuitable.
- 16** Only one bottle of LPG, sufficient for one day's use, can be on a stand at any one time; all other bottles are required to be kept in a secure environment outside the building.
- 17** All LPG connections must be made by a Gas Safe Register installer with ACS certification.
- 18** Connections to or disconnection of LPG is not permitted whilst the exhibition is open to visitors.
- 19** All empty cylinders must be removed from the venue.

Crèches

Click [here](#) to return to main navigation page

Other relevant sections:

Children

Subsections:

- General Guidance

General Guidance

1 The National Standards for Under Eights Day Care and Childminding apply to crèches at events.

Any crèche in the venue will generally be of a temporary nature and will normally come under the 5 day rule, i.e., not in the same location for more than 5 days per year. However, any crèche provider who is providing this service for more than 2 hours per day MUST be registered with Ofsted. It is imperative that any organiser who intends to have a crèche facility at their event ensures that the crèche provider has registered with Ofsted in plenty of time to allow the necessary procedures to be followed.

2 The organiser must provide the venue with details of any crèche no later than 28 days prior to tenancy. Details shall include the layout, its proximity to toilet facilities and emergency exits, details of the names, ages, numbers and experience of staff running it and any age restrictions for children. A risk assessment must be carried out and must include procedures to be followed in an emergency.

3 Crèches should be sited on the ground floor if possible and close to toilet facilities and exits. Adequate play space should be provided.

4 Stairs, if present, should be fitted with safety gates. Dangerous substances and equipment should be kept out of children's reach, preferably in a locked cupboard.

5 Power points within children's reach should be fitted with safety covers.

6 Cleaning of the crèche must take place before the children arrive.

7 Proper arrangements must be made for the children's safe arrival and departure. The entrance should have a lobby area in order to allow space for parents booking children in and help prevent children escaping.

8 Children should be supervised at all times whilst on the premises.

9 Any barriers must be high enough to prevent children from being lifted out.

10 A safe storage area, inaccessible to children, must be provided for staff bags and belongings.

11 Any cords must be tied up out of children's reach.

12 An information sheet and plan should be produced and issued to parents detailing the location of the crèche and the location of the evacuation point in case of an emergency.

13 Staff must be qualified (minimum of 2 staff required) and inducted prior to the children's arrival.

Crowd Management

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Subsections:

- Pre-event planning
- During the event

Pre-event planning

1 The organiser must inform the venue of anticipated attendance figures for the event during tenancy negotiations, in order that suitable halls and dates can be agreed, taking into account maximum permitted capacities and concurrent tenancies.

2 The floor layout must take into account any significant features which may lead to crowding in any one area and sufficient space must be allowed in order to avoid 'hot-spots'. The venue may require some or all of the following measures to be considered where potential crowding issues are identified:

- Amendments to the layout plan to incorporate space for additional catering areas, wider gangways, queues and viewing areas
- Pre-sold tickets only, with a limit on ticket sales for each day
- Early opening time to avoid queuing in public circulation areas
- Separate ticketing arrangements for theatres
- Alteration of seating arrangements
- Other considerations for specific events, e.g., where large numbers of wheelchairs, prams and/or small children are anticipated

3 During the planning process, the organiser must provide the venue with the following information:

- **Daily breakdown of anticipated attendance as and when requested by the venue**
- Advance ticket sales or registration figures
- Number of complimentary tickets; details of special offers and marketing campaigns
- Mix of visitors, e.g., male/female, children, babies, senior citizens and any other groups with special requirements, e.g. people with disabilities
- Profile of ticket sales and 'turn around', i.e., how long the visitors stay and at what time the majority arrives.
- Anticipated attendance in addition to pre-booked numbers
- Anticipated number of coaches or shuttle buses, if applicable
- Location of registration desks/ticket kiosks and catalogue points

4 Potential hot-spots and queuing areas should be identified and additional stewarding staff booked to manage these areas. Stands carrying out demonstrations should not be grouped together and must have a viewing area within the stand.

5 The organiser must ensure that there are sufficient registration and ticketing staff in relation to anticipated visitor numbers. It may be necessary to open registration/ticket desks early where it is anticipated that large queues may form. The welfare of those queuing should also be considered, i.e., toilet and catering facilities, and separation from traffic.

6 Should the anticipated number of visitors be likely to exceed the hall capacity figure, the following must be implemented:

- Daily monitoring of pre-sold ticket sales

- Consideration of suspension of advance ticket sales to allow for a walk-up audience
- Additional signage
- Additional information on the event web site
- Discussions with the venue regarding visitor management plans

During the event

- Visitor numbers within the hall must be monitored
- Effective stewarding and sufficient staffing levels must be in place
- Queuing areas should be identified for different groups, e.g., ticket holders, ticket purchasers
- Additional kiosks/desks, where available, should be used as necessary
- Signage should be used effectively to facilitate the queuing process and keep visitors informed of arrangements
- If it becomes necessary to suspend entry into the hall, arrangements must be made to inform waiting visitors of the situation.
- A separate room should be made available for handling complaints and ticket refunds
- Any complaints of a health and safety nature in connection with overcrowding should be notified to the venue

7 If visitor numbers are close to reaching the hall capacity, the following arrangements should be followed:

- Ticket sales should be suspended to avoid closure
- Entry of visitors into the hall should be suspended if necessary and the venue will advise the organiser when re-entry can commence
- All stewarding and security staff should be put on standby to ensure they are in the correct positions
- When the hall is closed, security and stewarding staff must hold visitors away from turnstiles and ticket points
- Queues must be safely managed

Customs and Excise

Click [here](#) to return to main navigation page

Subsections:

- General Guidance

General Guidance

- 1** Exhibitors importing goods must contact Customs and Excise. Customs clearance of goods takes place at the port of entry.
- 2** The organiser is advised to appoint a freight forwarding contractor who can arrange clearance on behalf of exhibitors, as well as transport to and from the venue and on-site lifting.

Dilapidations / Damage to Venue

Click [here](#) to return to main navigation page

Subsections:

- General Guidance

General Guidance

- 1** All necessary precautions should be taken to protect the fabric of the building from damage during the construction and dismantling of stands and features.
- 2** Any damage to the venue, over and above normal wear and tear to the building will be charged accordingly.
- 3** This includes the removal of carpet tape not removed by the contractor after the event and any damage to the floor caused by the use of tapes not approved by the venue.

Electrical Installation & Testing

Click [here](#) to return to main navigation page

Subsections:

- General Guidance
- Competence Requirements and Definitions
- Note on UK Electrical Supplies
- Stand Installations
- Testing
- Re-Testing
- Modification or Addition to Stand Installations
- Appliances
- Responsibility
- Floor Ducts & Service Tunnels/Overhead Walkway
- Main Switchgear & Distribution
- Earthing
- Electrical Wiring
- Lighting Circuits
- Special Lighting Systems
- Separated Extra Low Voltage Lighting Systems
- Protection of Wiring
- Local Switches & Socket Outlets
- Electric Motors
- Guarding Equipment
- Transformers & Frequency Converters
- Space for Working
- Chokes & Capacitors
- Lighting of Cages
- Lighting of Signs
- Lighting of Showcases
- Electrical Discharge Lamp Installation
- Electrical Cookers, Kettles, Irons, Radiators etc
- Batteries
- Harmonic Distortion
- Electromagnetic Compatibility
- Mains Supply
- Mains Supply Cables
- Appendix 1: Forms
- Appendix 2: Inspection & Testing regimes
- Venue Specific Rules
- YEC – General

General Guidance

1 The Electricity at Work Regulations, notably regulations 4 and 16, describe the requirement that "All (electrical) systems shall **at all times** be of such construction as to prevent, so far as is reasonably practicable, **danger**" and that "No person shall be engaged in any (electrical) work activity where technical knowledge or experience is necessary to prevent **danger** or **injury**, unless he possesses such knowledge or experience, or is under such degree of supervision as may be appropriate having regard to the nature of the work". The official HSE guidance to the Electricity at Work Regulations suggests that "BS 7671 is a code of practice which is widely recognised and accepted in the UK and compliance with it is likely to achieve compliance with relevant aspects of the Regulations". Absolute compliance with the BS 7671 standard is therefore generally considered to be the strongest legal defence for any given party in the event of legal action following an electricity

related accident, and some AEV venues may subsequently make this approach to electrical work a condition of tenancy.

2 However, unless stated otherwise as a "Venue Specific Rule" (eg see YEC, above) official eGuide adopting venues have agreed to accept the following, modified guidance as an acceptable minimum standard for electrical installation within their halls (effective from **July 1st 2012**). This is an independently created methodology, developed from 2008 by a specialist ESSA/AEV facilitated task force consisting of senior members of the event venue, electric and safety communities, and where adopted is believed, by them, to deliver a strong legal defence given the unique operational challenges in the event production environment. Under the auspices of the general eGuide committee, the task force is road-mapped to review and develop this guidance on an ongoing basis against future legislation and emerging technological and methodological advancements and remains proactive in seeking comment and insight from both inside and outside of the event industry.

3 It is stressed, however, that venues, organisers and electrical contractors must all make their own decision as to what constitutes compliance with the law by means of a suitable and sufficient risk assessment (taking into consideration the unique profile of each project and, where appropriate, advice from their health and safety adviser, legal representative and insurer).

Competence Requirements and Definitions

Electrician Installation (testing, labour control, fault finding)

4 Qualified to the standard of City and Guilds 2360 part 1 and part 2; City and Guilds 2330 part 1 and part 2 - or Equivalent.

Competent Person (installation)

5 Qualified by training and experience having worked in the exhibition electrical industry for at least 5 years, and be able to prove this via provision of a reference from a ESSA/AEV Technical Committee member or AEV/ESSA Board Member, or, possession of professional card such as JIB card, or others as stipulated by ESSA/AEV Technical Committee.

Mates Wirer, helper

6 Always under supervision, working with a competent person or electrician

Apprentice

7 Undergoing educational training. Never works unsupervised

Labourer

8 Can mechanically fix, no part of the wiring process. Never works unsupervised

Note on UK Electrical Supplies

9 For non-standard voltage and frequencies, the client may be allowed to bring suitable voltage transformers and frequency converters if written permission is given by the venues approved person. The Venue will not supply electricity to any installation, which does not comply with these regulations or requirements.

Stand Installations

10 It is the responsibility of the person undertaking the electrical installation to carry out the appropriate inspection and testing to verify compliance with these regulations upon completion of the installation.

Testing

11 The person undertaking the testing and inspection must be a competent person.

12 Upon satisfactory testing and inspection, the competent person must sign and submit a *Connection and Energisation Form* to the venue mains installer (Sample of the form is attached). Once the Venue Mains Installer has received the signed form from the electrical installers competent person the venue mains installer will after a visual check energise the system. Venue printed forms only to be submitted: a photocopy will not be accepted.

13 Where found to be satisfactory the supply will be connected to the electricity supply and energised. If an installation is found to be unsatisfactory, the supply will not be connected and the Venue will advise the person responsible, who must rectify any faults and advise the venue when the installation is ready for re-inspecting by resubmission of the Connection and Energisation Form.

Re-Testing

14 Where stands are not complete and fail the test as a result of the installation not being finished, a charge will be made for re-testing. Where stands fail the test, for whatever reason, more than twice, a charge will be made for re-testing.

Modification or Addition to Stand Installations

15 If, after initial inspection and energising of mains supplies, modifications or additions are made to the stand installations, these must be recorded, tested and inspected by the competent person undertaking and notified to the venue.

Appliances

16 It is the owner or user's responsibility to ensure that portable appliances are safe to be plugged into the electrical system. The event organising company must ensure that the product owner is aware that it is their responsibility to make certain their appliance is safe.

Responsibility

17 The Venue will not accept responsibility for:

Delays

18 Delay in energising installations found unsatisfactory or where insufficient time has been allowed for testing.

Faults

19 Any faults discovered in installations after testing and energising by the Venues.

Floor Ducts and Service Tunnels/Overhead Walkways

Exclusion

20 Ducts set into the floors of the Hall and the service tunnels under the floors of the Halls, where applicable, do not form part of the hired floor space. Access to and use of the floor ducts is limited to employees of the Venue, or contractors employed by the Venue, for the purpose of installing main supply cables and piped services.

Limited Use

21 The Venue will consider limited use of the floor ducts, where applicable, for purposes other than those specified above, provided that the installation in the ducts is carried out by or under the supervision of the Venue's Mains Installer and that such use has been agreed in writing, prior to the commencement of the Licence Period.

Access

22 No person shall enter the service tunnels, switch rooms or other service areas without permission in writing from the Venue's Mains Installer or his nominees.

Main Switchgear and Distribution

Block Mains

23 A single mains cable may be installed to supply a block of up to six adjoining stands. This approval will only be given where the electrical installation is on continuous walling on all stands within the block is the responsibility of a single contractor. The crossing of gangways via fascia or floors with sub-mains shall be prohibited, unless where authorised by the Venue.

24 24 hour VENUE mains supplies shall **NOT** be used as Block Mains, unless authorised by the Venue.

25 Specialist exhibitions that necessitate 24 hour Block Mains will be considered for exemption from this ruling provided that suitable and sufficient risk assessments accompany the request which must be presented to the venue 4 weeks prior to the exhibition build up.

Minimum Cable Size (Sub-Mains)

26 The minimum acceptable cable size (subject to 20A loading) for the wiring of block sub-main supplies shall be 2.5mm².

Isolation

27 Each mains supply shall have its own means of isolation. Each of the stands on a block fed from a single supply shall have its own means of isolation situated in an accessible position on the stand.

Location of Boards

28 Distribution boards and similar equipment shall be installed adjacent to the fused isolators provided by the Venue. The mounting board provided by the contractor for this equipment shall be of sufficient size to allow the fused isolator provided by the Venue to be fixed thereon. The distribution board shall be provided with suitable cable entry protection and tested prior to arrival on site.

29 Switch and fuse gear, motor controls, starters, etc., shall be readily accessible, suitably connected and out of reach of public gangways. The electrical contractor responsible for the stand installation shall supply suitable cabling to connect his installation to the fused isolators on the main supply cables supplied by the Venue.

External Supplies

30 Supplies external to Halls shall generally be limited to a maximum rating of 100 amps 3 phase Neutral and Earth or 100 amps single phase Neutral and Earth.

31 Where circumstances dictate supplies exceeding 100 amps as absolutely essential, these will only be provided following full consultation with the Venue.

32 Earth leakage (RCD) protection of not more than 30 mA rating shall be provided (by the contractors) for all wiring beyond the termination point of the Venue's supply.

Earthing

Regulations and Codes of Practice

33 Metal conduit, metal casing of apparatus, frames of motors, etc., shall be efficiently bonded to earth using the earthing system provided within the Venue's permanent electrical distribution system. This Regulation shall apply to all matters covered by the British Standard 7671 (IEC 364) referred to in clause 1. Where separate special regulations and codes of practice have been prepared and approved by the Authorities (i.e., electrical installations in caravans, electromedical equipment, "all insulated apparatus", and appliances which conform to the standards of double insulation) the current edition of these special regulations shall take precedence.

Lighting Fittings

34 At every lighting point an earth terminal shall be provided and connected to the earth continuity conductor of the final sub-circuit.

Metal Framework

35 Where the electrical bonding to earth of metal framed stands, metal water pipes, sinks and other items is necessary, this shall be to an earth conductor which terminates at the Venue's electrical supply. The bonding conductor shall have a minimum cross section area of 6mm². Under no circumstances shall any of these items be used as the sole means of earthing an electrical installation.

36 Where block mains are employed on metal framed stands, the stand framework shall be bonded at the incoming main position and also at the termination point of **every** sub-main. The bonding conductor shall have a minimum cross section area of 6mm².

Insulation Sleeving

37 Every earth continuity conductor shall, wherever exposed, including within all termination enclosures, be totally insulated using green and yellow PVC sleeving.

Use of Residual Current Devices (RCD's)

38 Final circuits rated up to 32A shall be provided with additional protection to reduce/control the risk of electric shock from direct contact by the fitting of an RCD with an operating current not exceeding 30mA and a tripping time not exceeding 40mS at 5I_{AN}. RCD's are considered as supplementary protective devices and should be installed in addition to an approved rated fuse or other excess current devices. RCD's shall be performance tested immediately before or at each show but not exceeded annually.

Electrical Wiring

Material Specification

39 Stand wiring may be Thermoplastic, elastomeric or other plastic sheathed cable, not less than 1.5mm² and cross sectional area and 300/500 volt grade, complying with the relevant and current British Standard and with a current density not exceeding that recommended in the relevant and current British Standard.

40 Flexible cables used for circuit wiring in approved manufactured systems, must also have a current density not exceeding that recommended in the relevant and current British Standard.

Identification

41 Identification of all wiring shall be in accordance with the colour or numbering systems recommended by BS7671 (IEC364).

Joints

42 Joints shall not be made in cables except where necessary as a connection to equipment/accessories. In such cases insulated screwed connection shall be used, and shall be enclosed in totally insulated enclosures.

Metal Sheathed Cable

43 Mineral insulated metal sheathed cable may be used in approved conditions and where it is not liable to mechanical damage.

Current Capacity

44 Current capacities must be in accordance with the "exposed to touch" conditions of BS7671 (IEC364). All joints, connections, terminations and fixings, etc., must be made using accessories, which are specifically designed for use with the type of cable installed.

Excess Current Protection

45 All circuits must be separately protected for excess current with fuses or other means of close excess current protection.

Lighting Circuits

Maximum Capacity

46 Lighting circuits, serving more than one fitting, shall not carry more than 1200 VA and all sections of the wiring system shall be capable of carrying its circuit full load current. Where discharge lighting is connected the appropriate reduction shall be made (normally to 800VA). All apparatus over 1000 VA shall be individually fused.

Mains Load

47 Where the lighting load to any stand or feature is in excess of 14000 VA, the circuit shall be arranged to be suitable for connection to a 3 phase supply with neutral and phase conductors being of equal size.

Flexible Cords

48 Flexible cords or cables used in approved manufactured systems for circuit wiring shall have a cross sectional area of not less than 1.5mm² and comply with the relevant and current British Standard.

49 Flexible cords shall be of circular section, fully insulated and sheathed, and the only form of jointing shall be purpose made non-reversible flex connectors, being shrouded and having an earth terminal.

50 For static appliances, flexible cords shall not exceed 2 metres in length and for mobile appliances (e.g., vacuum cleaners) the length shall be kept to a minimum.

Lampholders

51 Lampholders of lighting systems must have screw clamp or screw terminal connections between the conductors and the plungers of the lampholders. Lampholders using spikes for connections shall not be used.

Suspended Lighting Fittings

52 Suspended lighting fittings (other than single lamp pendants) shall be provided with adequate means of suspension independent of the electrical conductors. Heavy lighting fittings shall be provided with a secondary means of suspension.

Special Lighting Systems

Track Lighting Systems

53 These may be used provided the track and all the accessories are of the same make, and also provided the loading on the system is compatible with the rating of the sub-circuit wiring and fuse, and complies with the requirements of paragraph 6. Earthing and paragraph 11.1. Protection of Wiring.

Other Lighting Systems

54 Only systems designed and manufactured to suit their intended use shall be permitted and these must comply with paragraph 11.1. and **all** other aspects of the Regulations. Where a system is wired in flexible cords and cables wholly or in part, an RCD of maximum rating of 30mA tripping current shall be installed at the source of the installation and fitted in an accessible position for switching, testing and resetting purposes. Suitable overcurrent protection must be provided as required under regulation 8.

Client's Own Equipment

55 Where "client's own" equipment is used this must comply with all regulations and is subject to testing and spot checks.

Separated extra low voltage lighting systems previously known as Safety Extra Low Voltage Lighting System

Transformers

56 Multiple connection Separated Extra Low Voltage (SELV) Transformers shall be of Class II safety isolating type conforming to the relevant and current British Standard, or providing an equivalent degree of safety, having a fused primary connection. Every secondary connection shall be individually fused to its appropriate rating or shall be fitted with a manual re-set protective device approved by the Venues Engineer.

57 Transformers shall be clearly labelled indicating the precise details of any integral secondary circuit protective device: that they are manual re-set and shall include the rated transformer power output in VA.

Positioning

58 Particular care shall be taken when installing SELV transformers, which shall be fixed at high level, allowing adequate ventilation and access for testing/fuse replacement.

Cable Sizing

59 Selection of cabling for SELV circuits shall take into consideration both volt drop and current carrying restraints subject to a maximum volt drop on 12v supplies of 0.6 volts. Cabling from SELV transformers supplying Extra Low Voltage track shall be of sufficient size for the full current rating of the transformer.

ELV Fitting

60 Shall comply fully with IEC598 and the relevant British Standard.

Catenary/Uninsulated Pole Low Voltage Systems

61 The use of uninsulated catenary or uninsulated pole separated extra low voltage systems is prohibited.

Earthing of SELV Equipment

62 Secondary windings of SELV transformers, fittings and lighting track connected to same **shall not** be earthed.

Power Circuits

63 Circuits feeding 13 amp socket outlets shall be radials. Where there is more than one socket per circuit, maximum rating of over-current protective device shall be 16A amps. Total load shall not exceed 3000 watts and not more than 3 sockets shall be permitted on that circuit. A 30mA RCD protective device shall be fitted.

Coils/Reels of Flexible Cord/Cable

64 Coils of flexible cord or cable loose or on reels and forming part of the circuit shall not be permitted.

Protection of Wiring

Final Stand Wiring

65 All electrical wiring, where liable to mechanical damage or interference, shall be tough overall sheathed or armoured or enclosed in protective conduit, trunking or cladding. Conductive materials including flooring used to provide mechanical protection shall be efficiently continuously bonded to earth. Where tough overall sheathed cables are used without further protection, i.e., without armour or protective conduit trunking or cladding, such cables shall have stranded conductors and shall have a degree of flexibility. A 30mA RCD must be fitted to final stand wiring circuits up to 32A.

Temporary Supplies

66 The wiring of temporary supplies shall be subject to the requirements above. In circumstances where full mechanical protection is impracticable the supply may be provided if 30 mA RCD protection is installed.

Local Switches and Socket Outlets

Local Switches

67 Local switches shall be fixed out of reach of the public and shall be mounted and protected in a similar way to distribution fuse boards (Clause 04.c.).

Socket Outlets

68 Socket outlets shall be of the switched type to BS 1363 (198A) of metal clad industrial type or suitable equivalent to BS 1363 (1995) for mechanical protection and be provided with suitable cable entry protection.

69 Socket outlet enclosures shall be securely fixed to walls, partitioning or floors in such way that they shall not be subject to mechanical damage and shall be located not less than 2 metres (measured horizontally) from any sink unit. Suitable consideration must be given to the ingress of moisture. Wall sockets shall be a minimum of 300mm above floor or work surface level.

Water Heaters

70 Water heaters shall be connected via fused spur outlets – **NOT SOCKET OUTLETS.**

Floor Sockets

71 Where a floor mounted socket outlet is essential, it shall be adequately protected from the accidental ingress of water, and shall be of surface mounted pattern.

Plugs

72 Not more than one flexible cord shall be connected to one plug.

73 The rating of fuses in fused plugs shall be appropriate for both the equipment and flexible cord connected thereto. Non flexible cords shall not be connected into plugs

Adaptors

74 Multi-way plug-in type and bayonet adaptors shall not be used.

75 The use of Trailing/Block type 4 way fused sockets shall be restricted to the following:
One 4 way unit per fixed socket outlet, subject to a maximum loading of 500 watts total and its plug shall be fused accordingly.

76 A maximum flexible cord length of 2 metres from plug to Trailing Block Unit.

Electric Motors

Isolators

77 Every motor shall be provided with an effective means of isolation on all poles and such isolators shall be adjacent to the motor which they control.

Starting

78 Motors in excess of 7.5 kw (10 hp) shall be fitted with current limiting devices for starting, i.e., shall not be started "direct-on-line". Where, however, the "direct-on-line" starting of a motor is essential to the satisfactory operation of the machine, details of such requirements shall be submitted in advance to the Venue for dispensation.

Overload and No Volt Release

79 Every motor in excess of 0.375 kw (½ hp) shall be fitted with a starter having an overload release in each phase line.

80 Every motor shall be provided with a suitable means to prevent automatic restarting after a stoppage, due to a drop in voltage or a failure of the supply, where unexpected re-starting of the motor might cause danger.

Guarding Equipment

Electrical Equipment and Exhibits

81 Electrical equipment and exhibits shall be guarded as necessary to prevent accidental contact with live metal, moving parts, live terminals, etc., and accidental short circuiting.

Conditions of Operation

82 Proper consideration shall be given to the conditions under which the equipment is being demonstrated, which may well differ from the conditions under which it is normally installed and for which the normal safeguards will no longer be appropriate.

Lighting Fittings

83 Lighting fittings mounted below 2 metres from floor level or otherwise accessible to accidental contact shall be firmly and adequately fixed and so sited or guarded as to prevent risk of injury to persons or materials.

Heat Generation

84 Incandescent lamps and other apparatus or appliances with high temperature surfaces shall, in addition to being suitably guarded, be arranged well away from combustible exhibits and in such a manner as would prevent contact therewith. Stands containing a concentration of electrical apparatus, lighting fittings or lamps liable to generate abnormal heat shall have well ventilated ceilings, which shall be made of incombustible materials.

Transformers and Frequency Converters

Step-up Transformers

85 Step-up transformers shall not be installed without the written permission of the Venue's Engineer. Where such permission is requested, drawings and full details shall be submitted at the time of application. Where, however, step-up transformers are used as an integral part of any electronic or similar apparatus, appliance or equipment, and providing the use of such step-up transformers conforms with the customary practice within a particular industry, or where the installation of the transformer conforms with the conditions of paragraph 18 below, no such permission will be required.

Step-Down Transformers

86 Step-down transformers shall have separately wound primary and secondary windings. The iron core and frame shall be connected to earth. In addition to the normal fuse protection on the phase line(s) of the primary circuit, the secondary protection in the phase line(s) and with three phase transformers, the neutral connected to earth.

Auto-Transformers

87 Auto-transformers shall not be used, except as an integral part of motor starters, unless the written permission of the Venue has been obtained.

Location

88 Transformers shall be placed in positions out of reach of the public and must be adequately ventilated.

Oil-Filled Transformers

89 Oil-filled transformers containing more than 20 litres of oil shall be mounted in a suitable catch-pit or tray capable of containing the entire quantity of oil plus a margin of 10%.

Frequency Converters

90 The Venue shall be notified in advance of the intention to provide apparatus to convert the frequency of the electrical supply to any machine or exhibit.

Space for Working

91 Electrical apparatus (other than exhibits and portable equipment) shall be fixed in position with adequate space for operation and maintenance.

Chokes and Capacitors

Location

92 Choke and capacitor equipment for fluorescent lighting shall be fixed in accessible and well-ventilated positions away from combustible material and shall be spaced at least 10mm there from by an air gap or by non-combustible material.

Connecting Wiring

93 Where choke and capacitor equipment for fluorescent lighting is not contained within the lighting fitting, any connecting wiring exceeding 1.0 metre in length shall be of PVC sheathed, PVC insulated flexible construction, placed well away from readily flammable articles and shall not be installed under flooring or in spaces enclosed by stand construction.

Lighting of Cages

94 Any artificial lighting of cages or enclosures for livestock shall be arranged outside the cages or enclosures and any heating shall be to the satisfaction of the relevant Authorities.

Lighting of Signs

Fixing

95 Electrically operated or illuminated signs shall not be fixed on woodwork or cloth unless effectively protected by non-combustible material.

Construction and Wiring

96 Internally illuminated signs shall be constructed of approved materials and wired in approved type cables (not flexible cords), which are related to the expected internal ambient temperature and adequately ventilated.

Location

97 Illuminated signs which in any way resemble exit notices and similar mandatory signs shall not be positioned in such a way as to cause confusion to the public.

Lighting of Showcases

Externally

98 Unless the exhibits are of an incombustible nature, showcases shall be illuminated from the outside only. A valid PAT test is required and the label clearly visible.

Internally

99 Internally illuminated showcases shall be constructed of suitably approved materials and wired in approved type cables (not flexible cords) and adequately ventilated. The minimum c.s.a of the cable shall be 1.5mm². The units shall be fused at the correct current rating to protect cable and equipment.

Electrical Discharge Lamp Installations

100 Discharge tube signs or lamp installations used as illuminated units on stands, or as part of an exhibit, whether of high or low voltage operations, shall be regarded as high voltage for the purpose of these Regulations, and conform to the following conditions:

Location

101 The sign or lamp exhibit shall be installed out of reach of or shall be adequately protected from the public.

Installation

102 The fascia or stand fitting material behind luminous signs of this nature shall be incombustible material and protected as required by BS7671 (IEC364).

High Voltage Gear

102 High voltage gear shall be mounted on incombustible material and protected as required by BS7671 (IEC364).

Fireman's Switch

103 A separate electric circuit must be used to supply such signs or lamp exhibits, and shall be controlled by an approved pattern "Fireman's emergency switch" located in an accessible and visible position and labelled "Fireman's Switch" in a visible and fully accessible position in accordance with the Authority's requirements.

Approval

104 The Venue shall be advised by persons responsible for installing this type of apparatus of their proposals prior to installation on site. No installation of this type will be permitted unless approved by the Venue's Engineer in writing.

Electrical Cookers, Kettles, Irons, Radiators, etc.

General

105 The use of radiators or heaters with exposed elements is not permitted. Any apparatus, which has a hot surface, and all electrical appliances such as electric kettles, radiators, irons, etc., shall be guarded where necessary and stood or mounted on incombustible material. All appliances under this heading which are liable to exceed a surface temperature of 70°C shall be supplied from a socket outlet having a pilot lamp indicating whether the appliance is switched on or not. Kettles, irons, radiators and similar appliances shall not be connected to the lighting circuit; they shall be separately connected to the electrical supply, or in accordance with paragraph 506k. Electric cookers shall be wired on an independently fused final sub-circuit complete with 30mA RCD protection. All equipment shall be PAT tested and labelled.

Electric Kettles

106 Electric kettles shall be fitted with an automatic safety device whereby in the event of boiling dry the kettle will be automatically disconnected.

Adjacent Construction

107 Walls adjacent to all electrical cookers, irons, kettles, hotplates, etc shall be protected with non-combustible material. Shelves are not allowed immediately above any of the appliances, and adequate ventilation shall be provided.

Batteries

108 Charged batteries may only be exhibited as part of electric lighting, ignition or starting for motor vehicles, boat engines, small demonstration house lighting plants or other small working devices. No stand lighting shall be connected thereto. The use of approved purpose made self-contained secondary lighting fittings both of a maintained and non-maintained pattern will be permitted provided that they are connected to a 24 hour supply.

Terminals

109 All terminals of charged batteries, whether in use or not, shall be fitted with a cover of non conducting incombustible material.

Switches and Fuses

110 A double pole metal clad switch with suitable fuses shall be fitted and shall control all connections serving such appliances.

Charging

111 The battery charging unit shall be fitted with an automatic current regulator which cuts off the mains supply to the rectifier when the battery is fully charged, and is otherwise of an approved type.

Times for Charging

112 The battery shall not be charged on the stand except at times when the public is not in the Hall.

Charger Isolation

113 The circuit to the charger unit shall be directly connected to the Venue's supply with its own isolator, separate from all other circuits, to permit the isolation of these other circuits without affecting the charging circuit.

Enclosure

114 The vehicles or equipment and its charger must stand in a free and enclosed space, the battery box cover shall be removed and the gas vents of the cells shall be cleared and inspected daily.

No Smoking Signs

115 "No Smoking" signs shall be displayed in the vicinity of the charging operation.

Batteries Not in Use

116 Charged batteries not in use on exhibit vehicles or other exhibits shall be disconnected at both terminals.

Harmonic Distortion

117 The Venue's mains normally provide an acceptably "clean supply". No protection is incorporated in the mains to counteract interference produced by other exhibitor's equipment connected to the same source of supply. All sensitive/vulnerable equipment should be protected by filters etc. Electrical equipment which produces harmonic distortion can cause problems for the local area supply board, the Venue, and other clients in the Hall. This equipment may only be used if adequate precautions and harmonic filters are used.

118 The customer's equipment shall not under any circumstances emit into the supply any currents in excess of the following:

119 Third harmonics in excess of 48A RMS and /or in excess of 15% of load current; Fifth harmonics in excess of 28A RMS and no harmonic current emissions in excess of the recommendations given in the Electricity Association's Engineering Recommendations G5/4.

120 The VENUE reserves the right to:
Refuse to connect any suspect equipment and disconnect any known problem equipment.

121 Connect only via a physically separate supply (i.e. a generator)

122 Impose additional charges to cover the costs of remedial works, depending on the exact nature of the harmonics being produced by the load.

123 Recover any costs to repair damage to the VENUE's supply equipment or to others equipment.

Electro Magnetic Compatibility

124 Any electrical equipment radiating a magnetic field could cause problems for the Venue and other clients in the hall. This equipment may only be used if adequate precautions and suitable screening is provided.

125 Any extra costs involved to overcome the magnetic problems will be the responsibility of the installer.

126 Liability for any costs/damage to Venue's supply equipment or others equipment lies with the installer.

127 The Venue reserves the right to refuse to connect up any suspect equipment and disconnect any known problem equipment.

Mains Supply

Right of Supply

128 All current for consumption on the Premises, howsoever generated, shall be supplied by the Venue.

Standard Supplies

129 These comply with the EU Harmonized Voltage Band of + 10% and – 6%
Single phase 230v 50hz (216v to 253v)
Three phase 415v 50hz (376v to 440v)

130 All electrical appliances used by exhibitors must be compatible with standard UK voltage provided by the Venue, as to ensure safety in use.

Separate Lighting and Machinery Mains

131 Separate mains shall be supplied by the Venue for machinery and for lighting and small power.

24 Hour Supplies

132 24 hour supplies are available for any standard supplies during the open period and by arrangement for breakdown of an exhibition. 24 hour supplies cannot be guaranteed during build up.

"Clean" Supplies

133 The Venue's mains normally provide an acceptably "clean" supply. No protection is incorporated in mains to counteract interference produced by other exhibitors' equipment connected to the same source of supply. All sensitive/vulnerable equipment should be protected by filters, etc.

Non-Standard Supplies

134 Alternating current supplies which are non-standard in voltage, current or frequency and direct current supplies may be arranged on application to the Venue.

Load Limitation

135 The Venue, at its own discretion, will limit the power rating of a supply or supplies where, in the Venue's opinion, the load or combination of loads requested may have an adverse effect on the supplies to other exhibitors. Where it is proposed by the Organiser to group exhibitors demonstrating heavy current consuming machines in such a way as to cause an abnormal demand (i.e., in excess of 100 watts per square metre) in a particular section of the exhibition, the Organiser should discuss this arrangement with the Venue prior to the final allocation of stand space to exhibitors and should endeavour to conform to any rearrangement required by the Venue.

Power Factor

136 The Venue aims to achieve a minimum .9pf on site but is required by the Electricity Supply Authority to maintain a Power Factor of not less than 0.92 lagging. Where electrical machines or equipment at an exhibition are such that in the opinion of the Venue the Power Factor is likely to fall below 0.92, Power Factor correction apparatus shall be supplied and installed by the person responsible for the electrical installation.

Correction Apparatus

137 Correction apparatus shall be connected on the "load" side of the main switches controlling the supply to the stand or individual piece of equipment. The scale of provision shall be that agreed by the Venue.

Notification

138 The Venue will notify Organisers, within a reasonable time after it becomes apparent, of the likelihood of correction apparatus being required at the exhibition.

Main Supply Cables

Supply and Installation

139 All main supply cables from the Venue's electrical distribution system to the point of supply, which may be an exhibit, stand or group of stands, shall be supplied and installed by the Venue.

Termination

140 Each cable will be terminated with a fused isolator or circuit breaker supplied by the Venue.

Separate Lighting and Machinery Mains

141 Separate mains will be supplied for machinery from those used for the provision of lighting and small power. A machine is defined as a single item of plant or equipment, which could not be connected using a 13-amp socket or spur unit.

Connection of Machinery to Lighting Mains

142 Connection of machinery to lighting mains will be permitted.

Connection of Lighting or Small Power to Machinery Mains

143 Connection of lighting or small power to machinery mains is prohibited. If any such connections are made, then the party responsible for placing the order for electrical supplies to that stand will be required to order and have installed an appropriate lighting main. Where this is not practical the stand will be subject to a surcharge equivalent to the late order cost of the lighting main which would otherwise have been installed.

Proliferation of Mains Cables

144 Where installation of a number of small supplies would, in the opinion of the Venue, lead to an unacceptable proliferation of mains cables, the Venue may, at its discretion, either itself install a large main cable and provide the mains ordered by sub distribution within the block, or instruct the nominated electrical contractor that only a single main will be installed to the group of stands.

Access for Installation

145 The main supply cables to stands or exhibits will be installed before or immediately after the starting date of the Licence Period, provided that the supply has been ordered from the Venue by the agreed date (see paragraph 29.1 below). Before occupying the stand site, exhibitors and their contractors must check with the Venue that the supply cables have been installed and, if not, shall only occupy areas of the stand site permitted by the Venue until such time as the supply cables are installed.

Appendix I: Forms

Dead Tests

	Stand:	Stand:	Stand:	Stand:	Stand:	Stand:
Circuit Description / Designation						
Points Served						
Conductor Size 1.5mm*						
C.P.C Size 1mm*						
Cable Type PVC*						
Protective Device						
Rating						
Visual Inspection						
Earth Bond Connected						
Insulation Resistance: Line to CPC						
Insulation Resistance: Neutral to CPC						

*Unless otherwise stated

I request that the electrical supply ordered be finally connected and energised and certify that the installation has been checked, tested and is complete and ready for energisation.

Installer's Name (Print)..... Signed.....

On behalf of COMPANY NAME (Block Capitals).....

NOTE: ALL DETAILS ABOVE SHOULD BE COMPLETED IN FULL. ENERGISATION TIME MAY BE AFFECTED IF NOT CORRECTLY COMPLETED.

Live Tests

To Be Completed By.....

Hall Ref.....

Main located on Stand Number..... Main Supply/Main No.....

IS THIS A MODIFICATION FORM YES/NO

Main Size.....Amps

	Stand:	Stand:	Stand:	Stand:	Stand:	Stand:
Visual Check						
Polarity Check						
Earth Loop Impedance Test						
RCD 5X Test						

Tested By.....Signed.....

TEST INSTRUMENTS Type and Serial No: Time Stamp:

PASS / FAIL

Appendix II: Inspection and testing regimes for electrical installations at UK events and exhibitions

146 The following copy relates directly to the electrical installation test form featured in 'Appendix I' and to BS 7671 2008 (seventeenth edition). This appendix seeks to provide additional information on the testing regime points.

Overview: why is inspection and testing required?

147 Inspection and testing of electrical installations is required to confirm that the installation is safe, that it is fit for the assigned purpose and, if a fault later occurs, that it 'fails safely' to protect those within its proximity. Due to the nature and type of installation discussed within this guidance document, the requirement to inspect and test differs from that defined within other existing standards and regulations. The system or regime of inspection and testing described below is appropriate to the nature / type of installation commonly found at UK events and exhibitions, reflecting the 'non-complex' nature of these installations and focussing on safety. The reader is advised to fully comprehend that these regimes reflect a safe minimum standard.

a) Live / dead test: visual inspection

148 The HSE have recognised that 95% of all faults are identified during a visual inspection and this is the first essential part of the testing process. The visual inspection should be undertaken by the installation team, their supervisor and / or manager. This initial verification confirms that the equipment and materials are of the correct type and comply with the relevant standard, that all parts of the installation have been fixed adequately and that no part of the installation is visibly damaged or otherwise defective.

149 The visual inspection may ultimately constitute a single tick in the appropriate box, but all of the following elements should be considered and checked:

- *Connection of conductors*
- Are terminations electrically and mechanically sound? Is insulation and sheathing removed only to a minimum, to allow satisfactory termination?
- *Identification of conductors*
- Are conductors correctly identified in accordance with the AEV / ESSA rules & regulations?
- *Routing of cables*
- Are cables installed with appropriate consideration of external influences, such as mechanical damage, corrosion, heat etc?
- *Conductor selection*
- Have conductors for current carrying capacity and voltage drop been selected with appropriate consideration for the design?
- *Connection of single pole devices*
- Are single pole protective and switching devices connected in the phase conductor only?
- *Accessories and equipment*
- Are all accessories and items of equipment correctly connected?
- *Thermal effects*
- Where required, are fire barriers present and is there provision for protection against thermal effects?
- *Protection against shock*
- What methods have been used to provide protection against direct and indirect contact?
- *Mutual detrimental influence*
- Are wiring systems installed such that they can have no harmful effect on nonelectrical systems? Are systems of different currents or voltages segregated where necessary?
- *Isolation and switching*
- Are the appropriate devices for isolation and switching present, correctly located and installed?

- *Undervoltage*
- Where undervoltage may give rise for concern, are there protective devices present?
- *Protective devices*
- Are protective and monitoring devices correctly chosen and present, to ensure protection against indirect contact and / or overcurrent?
- *Labelling*
- Are all protective devices, switches (where necessary) and terminals correctly labelled?
- *External influences*
- Have all items of equipment and all protective measures been selected in accordance with the appropriate external influences?
- *Access*
- Are all means of access to switchgear and equipment adequate?
- *Erection methods*
- Have all wiring systems, accessories and equipment been selected and installed in accordance with the requirements of the AEV / ESSA regulations, and are fixings for equipment adequate for the specific environment?
- Following the visual inspection across all the aforementioned areas, and the subsequent determination that there are no defects that may lead to a dangerous situation when testing, it is time to proceed actual testing.

b) *Dead test: polarity (and continuity)*

150 These tests ensure that all wires are correctly connected and terminated, that they are continuous, and that they will provide adequate protection for the current supplied.

c) *Dead tests: insulation resistance ('line to CPC' and 'neutral to CPC')*

151 These tests are undertaken in order to ensure that the insulation of conductors, accessories and equipment is in a healthy condition, and will prevent dangerous leakage currents between conductors, and between conductors and earth. It will also detect the existence of any short circuit(s).

d) *Live test: earth loop impedance*

152 This test confirms the capability of the earth, to ensure that it is able to take the fault current, rather than discharge it to surrounding materials (and possibly a person).

e) *Live test: RCD 5X test (functional testing)*

153 This testing verifies the ability of the RCD to 'break' under load. Furthermore, the test ensures that any 'break' will occur in sufficient time, and at the required amperage to ensure safety.

Venue Specific Rules

YEC – General

YEC requires electrical installation and testing to be undertaken in full compliance with the latest edition of the BS7671 regulations.

Emergencies

Click [here](#) to return to main navigation page

Subsections:

- General Guidance
- Dealing with an Emergency
- Responsibilities
- Emergency Announcements
- Evacuation Procedures
- Telephoned Bomb Threat
- Medical Emergencies
- Security - general advice
- Checking Areas
- Fire Procedures
- Traffic Notice

General Guidance

1 Organisers must ensure that their staff, exhibitors and contractors are fully conversant with the venue's emergency procedures, including action to be taken on discovery of a fire or unattended package and on hearing evacuation broadcasts and the locations of assembly points. These procedures will be issued to you by the venue. (Translation into various languages is available on request at some venues).

2 Dealing with emergencies is very important to the safety of an event and all the information provided to you should be read carefully.

Dealing with an Emergency

3 In any emergency situation, it is important that you contact the venue emergency number and not the emergency services directly. That way the services can be correctly directed to the incident to ensure it is dealt with promptly and safely.

Responsibilities

4 It is important that you and your team are aware of the venue security, emergency and fire procedures that they are designed to protect you and the safety of others.

Emergency Announcements

5 Your team must be properly aware of specific venue protocols and codes used in emergency announcements. The meaning of these should not be relayed to the public as this might cause unnecessary panic.

6 In the event of a reported emergency, a coded message will be broadcast. Don't leave the building; this announcement is a warning that it may be necessary to clear the building.

7 In the case of a suspect package warning:

- Your team should immediately inspect the area for suspicious items or anything out of place
- If anything is discovered don't touch or move the article but inform the venue security and clear people from the area.
- If there is no danger a cancellation message will be broadcast.

Evacuation Procedures

- 8** If circumstances make it necessary to leave the building an evacuation message will be broadcast.
- 9** For their own safety everyone must leave the building by the nearest exit and gather at one of the assembly areas.
- 10** Information will also be given regarding arrangements for returning into the building

Telephoned Bomb Threat

11 In the unlikely event that you should receive a telephoned bomb threat, remain calm and listen carefully. Write down everything that's said.

Try to discover:

- Where the bomb is located
- When it is going to explode
- What it looks like
- What type of bomb it is
- What will cause it to explode
- Whether the caller planted the bomb
- Why they planted the bomb
- Any other useful information

12 Write down the exact time of the call. Contact the venue emergency number immediately.

Medical Emergencies

13 In cases of medical emergency call the venue emergency number giving the following details:

- Location of the casualty (it is very important to be precise as many venues will have multiple events on at the same time)
- Brief but as accurate as possible description of the casualty and symptoms
- What the medical problem is, if known
- Is the person conscious?
- Are they breathing?
- Approximate age
- Is there a chest pain?
- Is there severe bleeding?

14 Most venues have a 24 hour control room and all calls for assistance should be passed through control. Where this is not the case the venue will provide an emergency contact number to summon on site first aid assistance directly. The organiser must ensure that they are aware of the emergency contact details and pass these on to the floor managers, security contractor, contractors and exhibitors.

Accidents

15 If the injury is a result of an accident, further information will be required:

- What type of accident was it – ie: trip, fall, collision?
- How did the accident happen?
- What injury has occurred?
- Are there any witnesses?

16 The venue emergency number will arrange for all necessary assistance.

Security - General Advice

Official Passes

17 Always use a pass system for contractors, exhibitors and your own personnel from the start of your tenancy. Ensure that pass holders are issued, so that passes can be worn. During build-up, open period and breakdown of the exhibition or event, admittance may be refused to anyone who cannot produce an official identification pass.

18 Ensure that you and your team carry passes at all times.

19 Venues are vulnerable places. Please take a few moments to consider how you can secure your products and belongings while on site. The following tips should assist you:

- Make contact with the event security company or venue security team for advice on how to secure the items. There may be an overnight secure store for valuable items.
- Do not leave your items unattended at any time during build-up, the open period or the breakdown of the show. Do not leave the venue until all visitors have gone each evening.
- Think about how you position desirable items, especially where you may not be able to keep an eye on them.
- Always secure desirable and vulnerable items. Typically these are; plasma screens, lap top computers, mobile phones or handbags
- Ensure you have enough staff, so that your area is not vulnerable to thieves and do not ask anyone else to watch over your property while you go for a break. They may become busy and not be able to keep an eye on it.
- Remove all portable or valuable items where possible, especially on the evening the show closes. Do not leave them until the following day for collection.
- Arrive in time for the show. Ensure your area is staffed at least 15 minutes before show open time each day, but remember that the hall is normally open from 0800 hours.
- Take home any valuable items each night if there are no secure storage facilities on site.
- Use a lockable cabinet to store your personal possessions during the show open hours. If you have not already brought one, you may be able to hire one.
- Use a night sheet. If these are available, it is advisable to use them where appropriate.
- Hire an alarm for your area if you have valuable or portable items.
- If you are a victim of theft please report it immediately
- In the case of a security emergency call the venue emergency number.

Checking Areas

20 Make frequent checks around your area to ensure that no unidentifiable packages, cases or bags have been abandoned.

21 Remain vigilant at all times; be aware of suspicious people, incidents and packages. Don't look after items belonging to other people; Never touch or move unattended items.

22 When leaving your area each night you must ensure that:

- Machinery and appliances are switched off
- Doors and windows are secured
- Areas are clear of staff and visitors

23 In the case of a security emergency or if you see anything suspicious call the venue emergency number. Co-operate fully with any instructions you may be given.

Fire Procedures

24 Most venues' public areas are protected by sprinkler systems but it is important to check fire protection for each event.

25 Portable fire extinguishers are also provided in designated areas to meet legislative requirements.

26 Exhibitors should ensure that they are conversant with their use as well as acquainting themselves with the location of their nearest fire exit and alarm point in the building.

27 Exhibitors who, because of the nature of their exhibits, require special extinguishers, should make their own arrangements. Other types of extinguishers are available on hire and further details can be obtained from the venue fire department.

28 In the event of a fire emergency:

- Break the glass on the nearest manual fire alarm call point (coloured red). These are located at strategic points around the venue.
- Telephone the venue emergency number giving the location and nature of the incident.
- Notify persons in the vicinity of the situation and, if safe to do so, tackle the fire with an extinguisher.
- Keep calm, follow these procedures and assistance will arrive as soon as possible.
- NEVER put yourself in danger.

Traffic Notice

29 Accessibility and traffic flow must be maintained at all times. It is important to follow the instructions of the venue staff. Illegally parked vehicles will be removed.

30 Always report traffic accidents or incidents so they can be properly investigated and reported.

Equality/Disability

Click [here](#) to return to main navigation page

Subsections:

- The Law
- Accessible Stand Design
- Organising Accessible Events
- Further information

The Law

1 Compliance with each area of the Equality Act needs to be addressed by all UK businesses and, in terms of the event industry, organisers, contractors and venues are advised to assess the structure, fairness and transparency of their overall recruitment and people management processes for both permanent and temporary personnel. The area of most impact to events remains discrimination against the disabled visitor however and the following guidance, based on the old Disability Discrimination Act, is still applicable under the new law. The Equality Act does however add three clear definitions to the previous legislation, clarifying the principles of discrimination that must be considered in the context of your event management arrangements:

Direct discrimination because of disability

2 Where a person is directly treated less favourably than someone else because they have a disability – no justification is permitted as a defence under the Equality Act.

Eg – A former soldier who lost his legs in service is asked to leave an area of an event because organisers are concerned that other visitors may feel distressed when they see him.

Indirect disability discrimination

3 Where a business process indirectly disadvantages disabled people – organisations must be able to show fair and reasonable, risk-assessed justification for the process, with evidence of alternative measures considered. The process must support a legitimate business aim, other than solely reducing costs – for example ensuring health and safety.

Eg – A local sports centre only allows people to use the pool if they can swim a minimum of one length. A member with a heart condition can only swim a width at a time and so is therefore unlawfully discriminated against unless the sports centre can justify their decision.

Discrimination arising from disability

4 Where a person is treated less favourable than someone else, not because of their disability, but because of something connected with it. As with Indirect discrimination a defence can be the pursuit of a legitimate business aim and this form of discrimination can only take place where the organisation is aware of the disability.

Eg – A cafe owner bans a Tourette syndrome sufferer because of her loud shouting, as opposed to the fact that she has the condition.

5 In terms of general guidance, this section does not attempt to list everything that will need to be done for every type of event to ensure compliance with the disability related elements of the Equality Act. Instead, it outlines principles that will lead to the development of best practice and increase access for disabled people to a range of conferences and events. Further details are provided in the 'Stand construction' section.

6 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 the disability regulations, as mentioned earlier.

7 When applied to events, compliance with the Act, to ensure that disabled people are not treated less favourably than people who aren't disabled, can be broken down into the following objectives:

- Reasonable adjustments must be made to services and environments so that disabled people can access them.
- Inaccessible features must be removed or altered.
- A reasonable alternative, or means of avoiding inaccessible features, must be provided.
- Delivery of services by a reasonable alternative means must be provided.

Accessible Stand Design

8 All stands or structures erected and/or installed should comply with the guidance contained in The Accessible Exhibition Stand Handbook issued by ESSA. The Handbook provides guidelines on how best to present and arrange an exhibition stand to ensure everybody can gain access to the information and products promoted.

Getting to the stand

9 Circulation routes/guidance paths leading to the stand should be even, level and solid. Carpets and flooring materials must be well secured. Poor carpet seams or lifting corners can present a particular hazard to visually impaired people. Changes in colour and tone of floor finish help to define circulation routes. Clearly demarcated areas in high contrast colours can help to improve visitors' awareness of possible obstacles and hazards.

10 The access routes to the stand must remain free from unnecessary obstacles; products or marketing material should be kept within the stand area.

Getting onto the Stand

11 The approach to the stand must be entirely flat and level. A vertical 'lip' or 'upstand' 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.

Moving around the stand & accessing information

12 Information and products must be displayed in a position and at a height that can be reached by everyone and to ensure that people can move about the stand with ease. Where it's impossible to follow the guidance below, staff on the stand must be prepared and be proactive in assisting people to reach the information they want.

13 The circulation areas between stand displays or products should be between 1200mm and 1000mm wide.

14 To assist customers of short stature or who use wheelchairs, goods and products must be placed between 650mm and 1060mm in height.

15 Information should be displayed at a height between 900mm and 1200mm.

Writing Surfaces

16 The typical height of a counter top is between 1000 and 1200mm from the floor. This provides very poor access to the writing surface for a range of disabled people.

17 If customers fill in forms or pay for products using a counter, a low-level section must be provided at a height of 760mm. This assists both wheelchair users and people of short stature to write if needed.

18 A clear 400mm horizontal depth is required under the low-level counter section and a gently raised edge to the counter to assist picking up objects like coins or paperwork.

19 If a low-level counter section is not feasible, a lightweight clipboard or lap tray can be provided.

20 Sufficient lighting must be provided at the service counter to assist someone who is lip reading. Avoid placing lighting behind stand staff as it silhouettes their face.

Seating

21 The position and design of individual chairs and seating arrangements can have an impact on access.

22 Different sizes, shapes and types of seating should be available. If a seat is too low or too high or if there are inappropriate armrests or side supports, customers may experience discomfort. A variety of seating enables customers to choose the most comfortable.

23 Seating arrangement must not obstruct access for wheelchair users either when using tables, sitting beside someone at a table or in circulation around a seating area. A variety of seating of different types and configurations must be provided to accommodate those with differing mobility requirements.

Flooring Surfaces

24 No single floor finish is universally suitable for all disabled people. Many types of finish can be used, including carpets, timber, stone or rubber, depending on the use. The following guidance highlights the key issues:

- Flooring should be slip-resistant even when wet.
- Glossy, highly glazed finishes, which create glare, can prove a hazard to partially sighted visitors.
- Carpets should give a firm surface to allow wheelchair passage without sinking in; therefore excessive use of underlay, is to be avoided if at all possible.
- Ensure that the junction of flooring materials does not create a trip hazard.
- Complex patterns can cause confusion, though an element of simple floor colour change can assist in giving directional information, such as the slope of a ramp. Where there is a change of texture or colour, the joint must be flush.
- Contrasting floor textures can also help partially sighted or blind people to identify different areas of the stand by the feel of the textures underfoot.

Information & Signage

25 The way information is presented can impact significantly on the ease with which people can access it.

Viewing distance	Type of sign	'x' height mm
Long distance	Fascia signs	200
	Location signs	90-120
	Direction sign	90
	Stand numbers	90
Medium range	Location and direction	60
	Identification signs	40
Close range	Room identification signs	35
	Wall mounted information	15

- 26** Signs must not create an obstruction. Overhanging and projecting signs should be positioned high enough to avoid causing an obstruction – not less than 2300mm to the underside.
- 27** Information is easier to understand if grouped together logically. Several small groups of messages are easier to read than one large list. Too many messages on a sign and random groupings of information should be avoided.
- 28** Glare from lighting can cause major discomfort. The most common causes are indirect glare from signage with a high gloss finish or direct glare from an internally illuminated sign.
- 29** To minimise glare, use materials with a matt or satin finish. Avoid placing suspended signs against a light source such as overhead light fittings and avoid positioning signs directly onto glazing panels.
- 30** Localised lighting of signs may be necessary; internally illuminated signs are not recommended. If possible, all light sources should be concealed or shaded.
- 31** Clear colour contrast between the text and signage background must be used, avoiding similar shades of brown on red or blue on mauve. Colours can appear different under various light sources.
- 32** The combination of upper and lower case text is much easier to read than large blocks of upper case text. Avoid using complex calligraphy and gothic style fonts; also avoid underlining large blocks of text.
- 33** If in doubt, a full list of guidelines regarding font sizes and style for easy accessibility is available from the RNIB.

Alternative formats and Auxiliary Aides

- 34** A number of relatively small adjustments can have a major impact on access for people with sensory impairments such as vision and hearing.
- 35** Hearing induction loops help to cut out background noise which hearing aids would otherwise amplify. The device is an important aid in noisy or busy environments. A hearing induction loop contains a microphone that picks up the spoken word from your staff and transmits it as an electronic signal to a hearing aid set in the 'T' position.
- 36** The availability of the induction loop should be clearly signed.

Colour Contrast

- 37** Differences between colours can be used to create a detectable contrast. This contrast will assist visually impaired users in searching, moving, and identifying objects, as well as creating an interior acceptable to all.
- 38** Often colours that appear to be very different from each other, such as green and brown or grey and pink, are very similar tonally, and therefore provide too little contrast to be useful. An easy method of determining whether a colour scheme provides an adequate contrast is to take a black and white photocopy or photograph of the colour scheme; good contrasts will show up as black/white and poor contrasts will show up as grey.
- 39** Colours should be chosen for each of the critical surfaces; then, secondary features such as trims and other areas should be considered.
- 40** Many finishes such as carpets are composed of more than one colour. In this instance the designer may choose the most influential colour, relying upon a level of self-judgement, as the basis for an effective scheme i.e. either the colour that occupies the greatest surface area, or the colour that is perceptually prominent due to its level of intensity.

- 41** There are a couple of 'natural' laws in relation to the distribution of colour in a space. The more yellow the colour, the higher it should go towards the roof. The more blue the colour, the lower it should go towards the floor.
- 42** Matt finishes should be used for ceiling, floor and wall surfaces to prevent reflective glare.
- 43** A colour scheme should be designed to help orientate visually impaired people. There should be a colour and luminance contrast between doors and walls and between the floor and walls. Ensure wall surfaces are non-reflective to sound and light. This is important for people with speech, hearing and visual impairments.
- 44** Where practical, the wall behind a reception desk should be finished in a plain, dark colour to aid lip reading.
- 45** Ensure routes are well lit for safety and to help guide people.

Organising Accessible Events

Event Planning

46 Thinking inclusively means thinking about everybody each time a feature of an event is planned. This means thinking about all attendees, staff, chairpersons, speakers, performers and exhibitors who may be disabled people. You also need to clearly communicate everyone's responsibilities, for example to exhibitors, their contractors, your suppliers and contractors.

Event layout & design

47 It is important to plan the layout and design of your event to ensure all visitors can safely and easily travel around it. Gangways and exit routes must comply with the venue regulations. Always consider the needs of all disabled visitors when planning features ie: seminar theatres, special structures, lounge areas, stand layouts, etc.

Venue

48 Check the locations of facilities for disabled people, including car parking, access to the hall, toilets, telephones, etc and publish this information in your event literature.

Transport

49 Information about how to reach the venue and about public transport must include arrangements for disabled people.

Setting down

50 Arrangements for cars, taxis and coaches to set down passengers as close as possible to the entrance of the venue must be considered.

Car parking

51 Check the venue's parking arrangements and facilities. Each venue will vary and the details should be clearly communicated to the visitor

Getting Away

52 Arrangements for leaving must be considered especially if there are likely to be crowds and long queues. Some disabled people may not be able to stand for long periods of time.

Access to an event

53 If disabled people know that accessibility has been planned for it could have an impact on their decision to attend an event.

Making promotion accessible

54 Disabled people including people who are blind or visually impaired, deaf or hard of hearing or who have learning disabilities will benefit from accessible information.

Selling tickets

55 It is important for disabled people to know what adjustments have already been made so that they can acquire tickets. This must be included in promotional information, especially for events where seating arrangements need to be considered.

Application and reply forms

56 Forms can let people know what adjustments are already in place or what you will need to provide, such as sign language interpreters, deaf-blind communicators and large font text and give a description of any physical features.

Support workers (carers)

57 How support workers will be accommodated must be decided in advance. Each situation will be different but consideration must be given to; not charging admission, charging a reduced ticket rate or just charging to cover basic costs.

Written Information

58 There are a number of different formats for visually impaired people including large print, Braille and audiotape. Many visually impaired people welcome receiving copies of papers before an event; this gives them an opportunity to read them and to be able to concentrate on what is being said once they are at the event.

Information for deaf, hard of hearing and deaf blind people

59 Deaf and hard of hearing people can be supported by Language Support Professionals (LSP).

Videos

60 It's necessary to think inclusively about the commissioning of any video or film to be shown at the event and plan for it to be audio described and subtitled.

The organising team

61 Disability awareness training is available and can be tailored to meet the needs of organising staff.

Venue staff

62 Check with the venue to see what training their staff have undergone.

Chairpersons, speakers and presenters

63 Conference chairpersons, speakers and presenters need to be aware of the requirements of disabled people in the audience before the event. Chairpersons may have additional responsibilities, like explaining evacuation procedures and need to be aware that they should describe exits in terms of left, right and north, south rather than pointing or saying 'over there'.

Attitude

64 A positive attitude by staff can make all the difference on the day. It is important that the event team respond appropriately to requests for assistance and put things right if they go wrong.

Flash lighting, strobes and other special effects

65 People will need to know if the event involves the use of flash lighting, strobes and other special effects.

Dimming lights

66 If the lights are required to be dimmed it is necessary to ensure that speakers and any LSP's are suitably spotlighted and there is good light for reading.

Public address systems

67 At conferences and seminars where only the presenters have a microphone and members of the audience will ask questions from the floor, it's necessary to provide portable microphones.

Catering

68 Consider the catering facilities at the venue and any additional catering you may be requiring for the event. Staff must be available in self-service facilities to assist disabled people with their choice of food and carrying trays to the eating area. Reserved seating should also be considered. There must be room for everybody to manoeuvre safely between tables.

Accommodation

69 Information or booking services should be accessible for disabled people and its good practice to provide information about hotels that are accessible.

Quiet Room

70 It is a good idea to provide a quiet room for rest especially if the event is going to be long and crowded.

Evening entertainment

71 It is important that associated events like evening entertainment are inclusive, as this is part of the service being provided and is also covered by the DDA.

Further Information

72 If you have questions about the Equality Act and how it affects you please contact Government Equalities Office at enquiries@geo.gsi.gov.uk

Feature Areas

Click [here](#) to return to main navigation page

Subsections:

- General Guidance
- Materials
- Lighting Levels
- Visitor Participation and Adventurous Activities

General Guidance

- 1** Full details of special features must be submitted with the final floor plans, no later than 28 days prior to tenancy, together with a method statement and risk assessment detailing how these areas will be operated and managed. These should include details of queuing areas and any necessity to control noise levels, fumes or other effects that could present a hazard, either within the area or to surrounding areas
- 2** The layout must be designed to avoid obstruction of gangways caused by equipment, cables, or spectators viewing the activity or display. Viewing areas should be included within the feature area and surrounding gangways should be wider.
- 3** Where appropriate persons within the area must wear suitable personal protective equipment. They must be fully briefed on how to manage any equipment they are operating, taking into account any visitor participation and be fully conversant with the risk assessments for any activities.
- 4** All the necessary licences must be obtained for these areas, including for child performance, adult entertainment, PPL, PRS, music, video, special treatments, etc.

Materials

- 5** Any materials brought on to site, such as soil, building materials, sawdust, hay, etc. must be clean and free from contamination from previous usage (e.g. chemicals) and appropriately treated and all the necessary documentation must be provided.
- 6** It is the responsibility of the organiser to ensure that all such materials, including materials to be scrapped, are removed from the venue at the end of the show.
- 7** The venue floors and service ducts must be protected from damage that may result from the use of such materials.

Lighting levels

- 8** The illumination provided by emergency lighting should be sufficient to enable anyone to see their way at all times. The minimum levels must be no less than 1.0 lux. Emergency lighting must be provided in enclosed area and escape routes or where hall lighting has been reduced or modified for the show.

Visitor Participation and Adventurous Activities

- 9** Permission must be sought in writing from the venue no later than 28 days before tenancy for any activities of an adventurous or potentially hazardous nature and for activities involving public participation.

10 In case of doubt as to whether activities are considered to be adventurous, please contact the venue for advice.

11 Public participation in any adventurous activity must be covered by a minimum of £5 million public liability insurance and comply with any relevant operating code (eg ADIPS for fairground rides).

12 A competent person must confirm that the following principal control measures are in place:

- Duplication of safety critical equipment
- Checking of safety critical actions – eg the fastening of a bungee jumper’s harness
- Close control of operations by those running the site
- Competence of all operators
- Suitability of equipment used

Filming, Television and Recording

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Subsections:

- General Guidance
- Cameras
- Staff and Crowd Extras

General Guidance

- 1** Full details of any filming, televising or recording for television, radio or any other purpose during the event open period must be submitted to the venue no less than 7 days prior to event.
- 2** Apparatus or equipment for the purpose of taking photographs, films or the making of broadcasts or sound recordings must be handheld only.
- 3** Locations designated for cameras and equipment and their operation must not include any part of the gangways.
- 4** All cabling must be on the stand/feature/filming area and flown over gangways or adequately ramped if required to reach such areas.
- 5** Companies may use any filmed material of the interior, exterior and contents of the venue and may edit, record, televise, repeat filmed/recorded material, provided that the filmed/recorded material is not used in any way that might be to the detriment of the venue, its owner or the event, or that might bring them into disrepute
- 6** In the first instance please liaise with the event organiser or venue if parking is required.

Cameras

- 7** Cameras or equipment on booms whether in static positions or on dollies, must have the space required around them for their operation and be surrounded by pedestrian control barriers which must not obstruct the gangways. No part of the camera, equipment or the boom shall be less than 4 metres above the floor when suspended above spectators or gangways.
- 8** When suspended from winch-operated cables so as to be mobile above the audience (e.g., 'Skycap') the controls must be set so as to prevent the lowest point on the camera or the supporting cradle of the equipment being less than 4 metres above the floor, except when landing in an agreed area. The approach to and departure from the agreed landing area must be directly vertical between floor level and 4 metres above.
- 9** All such equipment must be sufficiently supervised at all times to ensure there is no risk the public at any time.

Staff and Crowd Extras

- 10** All staff and participating extras must have valid passes or tickets to the event in order gain entry and must be briefed not to obstruct gangways or exits at any time and must be included in attendance numbers.

Floor Plans

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Subsections:

- General Guidance
- Gangways
- Final Floor Plans
- Entrances and Registration Areas
- Accommodation Figures
- Exits, Doorways and Gateways
- Venue Specific Rules
 - NEC Gangways
 - NEC Entrances and Registration Areas
 - ExCeL London Gangways
 - Olympia Gangways
 - Yorkshire Event Centre Gangways

General Guidance

- 1** It is essential to ensure that all event plans comply with the venue's regulations and that the initial plan is issued to the venue immediately after the contract is signed and before the event sales process begins. The following must be adhered to/clearly defined:
- 2** The location of all fire points – alarms, extinguishers, hydrants, sprinklers, house telephones and sliding smoke doors & shutters between the halls, together with their control switches, which shall be kept clear and accessible at all times
- 3** The location of floor boxes, service ducts, vehicle entry doors, as access is required to essential services provided from these locations. Where services are provided from under-floor service ducts, each stand or block of stands should be located directly over a duct, in order to ensure that services can be provided safely and easily. Ramping services across gangways is not normally permitted and it is essential to check this with the venue.
- 4** All venue facilities, including catering, toilets, first aid centres, cloakrooms, organiser's offices, etc.
- 5** Scale (minimum 1:200). Plans reduced in size and not to scale are not permissible
- 6** The size and position of each exit from the event, the width and position of each gangway and position of each stand, stages, features and lighting rigs
- 7** The event name, organiser, open dates, floor level and hall
- 8** Gangway dimensions
- 9** Clear access routes to all emergency exits. All fire exits must be kept unobstructed at all times. However, in exceptional circumstances, the construction of stands across certain exits may be approved. Such proposals must be submitted with the initial floor plan and the organisers must provide additional signs in agreed locations which comply with the necessary regulations. See Stand Construction: Escape Routes
- 10** The arrangement of each gangway must be such that alternative routes of escape are provided
- 11** Perimeter gangways must normally be a minimum of 3m

- 12** Minimum gangway width must be 2m. Depending on the event profile, wider gangways may be required, especially around feature & busy areas
- 13** Gangways must not exceed 45m in length without an intersecting gangway
- 14** Gangways adjacent to any stand or stage used for demonstrations or performances must be maintained clear of obstruction. Additional space for an audience, where applicable, must be planned into the floor layout, as people are not permitted to congregate in the gangways
- 15** Where an area is not enclosed ie: seating area or feature, has no raised platform and contains an unobstructed area that is of the required height and width in line with a gangway, clear 2m gangways will be required through the area. Gangways must be defined either with alternative floor covering or suitable edging.
- 16** Gross and net space figures. Space allocated to stands must not be greater than twice the space allocated to gangways
- 17** The following should also be considered:
- Crèche facilities - located next to exits and toilets and, where possible, on the ground floor
See Crèches
 - Void areas
 - Locations of high risk exhibits/displays
 - Height restrictions around the venue
 - Loading to roof and floor
 - Positioning of temporary lifts, mechanical and electrical apparatus and equipment that may require ventilation
- 18** If stands, decorations or exhibits obstruct venue signage or notices, the venue shall provide additional notices, as required by the Authorities. The venue will carry out the provision and fixing of these additional notices at the expense of the event organiser
- 19** The venue will accept no responsibility for any floor plans that fail to comply with these regulations or that vary from the layout plan that has been approved.

Gangways

- 20** Gangways must conform to the following:
- Gangways must be of sufficient width to serve the exits they lead to, i.e., the aggregate width of the gangways must be equal to the width of the exit i.e.: 3m + 3m = 6m exit width
 - Gangways must be a minimum of 2m - Please refer to venue unique guidance on gangway widths
 - No gangway leading from the centre of the hall towards the perimeter is to decrease in size, in order to prevent possible crushing in an emergency
 - If a pillar is in a gangway, two metres must be kept clear on one side of the pillar
 - Gangways running from side to side and which lead directly to vehicle doors or hall entrances shall normally be a minimum of 3m wide
 - 'Doglegs' should be avoided. As a guide, 50% of all gangways should be straight, from side to side or top to bottom
 - Structures over gangways are only allowed on agreement with the venue and must have a minimum clear height of 2.2m

Final Floor Plans

21 The final floor plan shall be submitted no later than 28 days prior to the licence period and, in addition to the above, must define the following:

- The final block layout of stands. All gangway and stand dimensions must be indicated
- All feature areas, including platforms and stages, temporary structures, service areas, displays and foyer layouts
- Identification of space only stands, complex structures, multi-storey stands and shell scheme stands
- Seating areas, eg, seminar rooms, theatres, hospitality and catering areas, temporary kitchens, etc. Exits from these must not encroach into dedicated gangways or exit routes
- Hospitality areas, including dressing rooms, temporary covered ways, sleeping and stable accommodation. Exits, gangways and any seating layouts must be defined
- Any high risk areas, stands or exhibits, including naked flame, special effects and apparatus that requires guarding
- Any curtains or baffles to exits, temporary barriers and turnstiles
- Void areas must not be used and must be kept clear at all times
- Final gross and net square metreage
- Positions of free-standing signs, including information desks and 'You Are Here' boards
- Locations of temporary illuminated exit signs. These must comply with the regulations for exit signs

22 Storage areas must be agreed. They must be walled off to a maximum height of 2.5m and fully observe gangway and fire exit rules and regulations. Void areas in the hall or behind stands must not be used for storage of anything unless they are specifically designated and identified storage areas.

Entrances & Registration Areas

23 Where hall entrances are utilised for registration or ticket checking purposes, normally a minimum of approx 50% of the overall width must be available for emergency access.

24 Plans of these areas must be submitted to the venue for approval no later than 28 days before licence period.

25 The entrances, foyers, vestibules and other circulation spaces shall not be used for the accommodation of stands or other material or structure likely to impede the circulation of visitors.

Accommodation Figures

26 The number of people that may be accommodated within the event at any one time will be specified in writing by the venue and will depend on the floor layout and number of exits available. This number includes exhibitors and staff and must not be exceeded. Organisers must have a system in place which enables them to monitor and verify the number of people in the event at any time.

27 The event risk assessment must detail measures to be put into place to control queues, should the maximum attendance limit be reached.

28 Maximum permissible capacities for each hall may be obtained from the venue.

Exits, Doorways and Gateways

29 All exits shall be maintained completely unobstructed on both sides and available at all times and shall comply with the following requirements:

- Every entrance and exit door shall be available for use while an exhibition is open to visitors and shall not be secured closed by means of any fastening other than panic bolts
- Any removable fastenings shall be removed before visitors are admitted
- Any collapsible gates or rolling shutters and any inward opening doors or gates shall be opened to the full width and necessary height before visitors are admitted and shall be kept locked in that position until the exhibition is closed to visitors
- No temporary barriers other than rope or chain type barriers shall be provided. They shall be fitted with automatic catches or slip connections and shall be so arranged as not to trail on the floor when parted and the fittings shall not project into any gangway
- No vehicle, trolley, refuse container, hand cart or material shall be placed outside the exit doors of the hall in such a manner as to impede the means of escape
- No event shall be opened to visitors until all gangways and exits are clear of obstructions. It will not be opened before the scheduled opening time and a representative of the venue has authorised its opening. The opening time may be deferred until any obstructions have been removed. This request may be in writing and shall be served on the responsible person who shall take steps to either clear such obstruction to the satisfaction of the venue or prevent entry to the exhibition until the obstruction has been cleared.
- The event organiser is to check the marking out prior to the erection of stands and feature areas and the venue will accept no responsibility for incorrect mark-out.

Venue Specific Rules

NEC - Gangways

30 For public exhibitions all gangways are to be a minimum width of 3m.

31 The Event Manager will arrange for the marking out of the perimeter of all stands and feature areas onto the floor of the halls. For this purpose, the organiser must issue to the Event Manager final layout plans, showing dimensions of all stands and feature areas, the widths of gangways between the stands and feature areas, the dimensions between the frontages of the stands and the hall columns and walls and stand identification numbers. These plans are in addition to the copies mentioned above and shall be issued not later than one month prior to the first day of tenancy, unless otherwise agreed by the Event Manager.

32 The show organiser is to check the marking out prior to the erection of stands and feature areas and any discrepancies between the drawing and the marking out are to be notified to the Event Manager immediately.

33 The NEC will accept no responsibility for incorrect marking out if this procedure is not followed or if the plans issued to the Event Manager vary from layout plans issued by the organiser to others.

NEC - Entrances & Registration Areas

34 Additional Requirements for where foyer/entrance areas are used:

- Walls may be clad up to ceiling heights without damaging the sprinkler heads
- Removable panels or curtains must be incorporated into the cladding to allow easy access to permanent services, telephones and control panels located behind the cladding
- Where sprinklers are evident, areas behind cladding can be used for storage
- Ceilings must be water permeable, ie, muslin or sharks-tooth gauze
- Stand fitting, barriers, etc, must not be erected beneath the line of the fire shutter
- Carpet should be cut back from the edge of the hall entrance door channel, so that the doors can easily be opened and closed.

ExCeL London - Gangways

35 A minimum width of 12m across the Boulevard must be kept clear at all times. This can be split into 2m x 6m widths or 3m x 4m widths etc

Olympia - Gangways

36 Perimeter gangways may be under 3m but not less than 2m. However, if due to the profile of the event, the venue deems it necessary to have wider gangways, these must be provided.

Yorkshire Event Centre – Gangways

37 Perimeter gangways may be under 3m but not less than 2m

Food

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Subsections:

- Approval
- Legislation
- Food Labelling
- Risk Assessment
- Kitchens and Stands processing & serving food
- Equipment
- Waste & Ventilation
- Food Safety
- Sampling
- Alleged Food poisoning procedure
- Personal Hygiene
- Training
- Allergies and Intolerances
- Washing Facilities

Approval

1 Details of proposed preparation, cooking and dispensing of food from stands or temporary catering areas, including sampling, must be discussed with the venue during the early planning stages of the event. The venue's approval is required in writing for such activities. If approval is not obtained at least 28 days prior to tenancy, there is a risk that contractual obligations may be contravened and visitors' health put at risk. Stands may therefore be prevented from trading.

Legislation

2 All food preparation, cooking and dispensing operations must comply with current legislation.

Labelling

3 Food labelling legislation is complicated and only certain elements of the regulations apply to food sold or sampled at events. If you need clarification of your responsibilities under food labelling regulations, please contact either your Local Authority Environmental Health Department or that of the venue.

Risk Assessment

4 Hazard analysis critical control points (HACCPs) is a tool to identify and control food hazards. It is a legal requirement to compile HACCPs documentation when operating any food business, including on an exhibition stand.

5 The HACCP principles are as follows:

- Identifying any hazards that must be prevented, eliminated or reduced to acceptable levels
- Identifying the critical control points at the step or steps at which control is essential to prevent or eliminate a hazard or to reduce it to acceptable levels
- Establishing critical limits at critical control points which separate acceptability from unacceptability for the prevention, elimination or reduction of identified hazards
- Establishing and implementing effective monitoring procedures at critical control points

- Establishing corrective actions when monitoring indicates that a critical control point is not under control
- Establishing procedures, which shall be carried out regularly, to verify that the above measures are being acted upon
- Establishing documents and records commensurate with the nature and size of the food business to demonstrate the effective application of the measures outlined above
- Click [here](#) for an example of hazard analysis, control and monitoring for the preparation, cooking, storage and serving of foods. NOTE: Staff should know what the procedures and control points are when asked.

Kitchens & stands processing & serving food

6 Kitchens must comply with the stand fitting regulations and be enclosed with ½ hour fire-resisting construction. Where they exceed 6m in either length or breadth they must be provided with two separate exits, sited remotely from each other. One of these may be by way of the associated restaurant or adjacent floor area.

7 Unenclosed cooking arrangements may be considered where they are sited remotely from any upper floor or exit and are located so as not to prejudice the means of escape from any exit. Application must be made to the venue no later than 28 days prior to the start of tenancy.

8 Stands may not be used to process or serve food if they are in poor sanitary condition or in such a condition as to expose food to risk of contamination.

9 Stands/kitchens/food preparation and dispensing areas must be in good order and repair to enable them to be cleaned easily and properly. Therefore all the surfaces likely to be soiled during the event should be at least sealed or gloss painted. A suitable, non-slip floor covering must be provided on the service side of the counter and in the kitchen. Carpeting or bare flooring is not suitable.

10 The kitchen/food preparation area must be of adequate size to meet the potential demand put upon it and should include adequate storage (refrigeration & ambient) and water and waste facilities.

Equipment

11 Any equipment, including food containers, which is likely to come into contact with food must be kept clean and be constructed of materials that are not absorbent and can easily and properly be cleaned.

Cookers and ovens

12 Cookers, ranges and hobs must operate on mains gas or electricity. The use of Liquefied Petroleum Gas (LPG) is not permitted.

13 Gas-fired cooking and heating appliances must be installed by Gas Safe registered fitters, in rooms or enclosures specially approved for the purpose and ventilated directly (where possible) to the open air. They must be situated well away from any combustible materials.

14 Gas ring burners or similar open-flame apparatus must be mounted on suitable, non-combustible bases, e.g. 50mm stone slabs or solid non-combustible material not less than 25mm thick and not less than 750mm above floor level.

Deep fat fryers

15 Deep fat fryers shall be located on stands so as not to endanger anyone in a gangway in case of flashover. Except for tabletop-type domestic fryers, they must be provided with thermostatic controls which will cut out at 200°C in accordance with BS 5784: Part 2 (Electric) and BS 5314: Part 4 (Gas), to prevent overheating of the oil and subsequent flashover. All fat fryers, including table top

fryers, shall be guarded with suitable, protective shields when positioned in close proximity to visitors and shall be installed and operated in accordance with the relevant standards.

First aid equipment

16 Each stand or kitchen where open food is handled, prepared or dispensed, must be provided with a supply of blue, waterproof plasters and bandages. Where staff are employed to operate the business, the higher standard of first aid box, complying with the Health and Safety (First Aid) Regulations 1981, must be provided, or other suitable arrangements made.

Fire-fighting equipment

17 Each kitchen or stand where cooking or heating of food is taking place, must be provided with a fire blanket and suitable fire extinguisher.

Waste & Ventilation

18 Designated disposal facilities must be made available for food and other waste substances. Waste materials, however innocuous, shall not be abandoned on site and must be stored and disposed of in the appropriate way, in suitable, closed containers and in compliance with environmental regulations.

19 Waste water must be disposed of in a safe and hygienic manner. It must not be deposited down any hand-washing facility, in any of the sanitary accommodation throughout the venue or the floor ducts.

20 Waste oils and fats are categorised as hazardous waste and as such have to be disposed of under strict conditions. Each exhibitor/caterer is responsible for removing its own waste oils and fats from the venue. Cleaning/disposal charges will be incurred if any such products are left on site.

21 Where cooking is likely to create a high concentration of smoke eg, barbeques; grilling; frying, it may be necessary to ventilate the stand to the outside air.

Food Safety

22 All preparation, handling and distribution of food for sale or supply must be carried out in a hygienic manner.

22 Any foods likely to support the growth of pathogenic micro-organisms or toxins should be maintained at a temperature of 8°C or below. Cooked food which is kept hot must be kept above 63°C. Reheating of cooked food must be carried out at a temperature of at least 75°C. Frozen food must be kept at -18°C or below.

23 Refrigeration temperatures must be measured with a suitable thermometer and recorded daily.

24 All food on a stand must be protected from risk of contamination likely to render the food unfit for human consumption, injurious to health or contaminated in such a way that it would be unreasonable to expect it to be eaten in that state.

25 Any food which is unfit for human consumption, unsound or unwholesome, must be kept apart from any other food, and labelled 'unfit food'.

26 Open foods must not be placed less than 18 inches (45cm) from the ground.

Sampling

27 The acceptable sampling sizes are as follows:

- Bite-sized portions

- Individually wrapped items

28 Food sampling must be carried out in such a way that customers do not touch food that other people will eat, in order to minimise the risk of cross-contamination. The guidance below should be followed:

- Food should be placed to be sampled where the exhibitor can see it and therefore supervise customers
- Customers should not be allowed to sample from food held as stock
- If possible, samples should be offered to customers from plates or small bowls
- If food items such as biscuits are being used to take sample food from dishes/bowls, only items that will not break off into the sample must be used (to prevent customers putting fingers into the food to retrieve the biscuit)
- Large bowls or piles of food for sampling should be avoided, as this increases the risk of people putting fingers into the food
- Customers should not be allowed to 'double dip' biscuits/sampling sticks/spoons, etc.
- Bowls, dishes or plates should not be topped up unless they have been properly cleaned after use
- Customers should be directed as to where to place any discarded items, such as stones from food or sampling sticks
- Different containers for food and waste should be used to help avoid confusion by customers

Alleged Food Poisoning Procedure

29 Any alleged, suspected food poisoning resulting from consumption of any food on the premises must be reported to the venue.

Personal Hygiene

30 All food handlers working with open food must:

- Keep their hands clean
- Keep their clothing clean
- Cover all cuts, etc, with a blue waterproof dressing
- Not spit or smoke whilst handling food or while in a room containing open food
- Wear clean and washable over-clothing
- Keep personal clothing out of areas where open food is handled, unless it is stored in appropriate accommodation, i.e. lockers/cupboards
- Not wear jewellery (including necklaces and piercings) other than a plain wedding band
- Not handle open food when suffering and within 48 hours of suffering from gastro-enteritis, dysentery, any infection, boils or septic cuts, etc, likely to cause food poisoning. They should contact their doctor immediately

Training

31 All staff engaged in food handling must be properly trained, commensurate with their duties, and supervised to ensure they work hygienically. Evidence of this training may be required for inspection so all relevant documentation should be made available on site.

Allergies and Intolerances

Enquiries from customers regarding the content of food can be related to allergies and intolerances. As some food allergies and intolerances i.e. nuts can be **life threatening**, it is very important that accurate information is given.

Washing Facilities

32 It is the responsibility of each exhibitor or concessionaire to assess the extent of their operation and ensure that adequate, suitable and sufficient washing facilities are provided in conjunction with their operation.

33 The washing facilities required are determined by factors such as the public health food safety risks posed by the operation, the scale of the operation, types of food, equipment used, types of serving container (disposable/reusable), etc.

34 Where the sharing of facilities is proposed, exhibitors/concessionaires must liaise with each other and the organisers prior to the event, in order to ensure that the overall provision of facilities adequately services all exhibitors/concessionaires when operating at maximum capacity.

35 It is recommended that hand-washing facilities should not be further than 3 metres from any preparation area. Handwashing facilities should be accessible at all times, and not be obstructed. It is recommended that facilities for hand washing, food washing and equipment washing (where appropriate) are labelled as such with a suitable notice affixed adjacent to each facility, to ensure that each one is used exclusively for its purpose.

36 The following guidance indicates the washing facility standards required for each category of food operation.

Category A: High risk food preparation or handling (packaged and unpackaged and large scale operations)

- Production kitchens for hospitality catering involving preparation/processing of food on-site; handling open, high-risk foods. Example: Client catering & seating areas.
- Production kitchens with preparation of food for service to the public involving high-risk food preparation/production on-site. Examples:
 - Takeaway meals
 - Restaurants
 - Cafés
 - Hospitality
- Large-scale coffee and tea bars set up for service to the public.
- Bars set up to serve beverages to the public utilising glass/china drinking vessels.

37 The legal requirements for washing facilities on Category A stands are:

- A wash basin for cleaning hands must be provided, additionally supplied with hot and cold running water. Materials for cleaning hands (i.e. soap) and for hygienic hand drying must also be provided (paper towels or similar)
- A sink with constant, piped supplies of hot water and portable cold water is required, i.e. taken from a drinking water supply in a safe and hygienic manner

38 The stipulations above are the minimum legal requirements when preparing and handling open food. In certain circumstances the size and nature of the catering operation will require additional washing facilities. Exhibitors and concessionaires are required to assess their operations and ensure that, where necessary, adequate numbers of additional washing facilities are provided.

39 It is recommended that larger operations provide at least a double-bowl sink rather than a single sink or alternatively consider the provision of a dishwasher which can accommodate the largest utensil proposed for use, in addition to a single sink.

40 It is recommended that if a significant amount of food preparation involving the washing of food is taking place, i.e. prepared salads etc., an additional sink should be provided solely for this purpose, so that there are separate hand-washing, food-washing and equipment washing facilities.

41 Diligent, well-planned operations may be able to utilise one double sink for both food washing and equipment washing, provided there is adequate disinfecting of the sink between such uses. In all cases, the hot water supply must be instantaneous and constantly available.

42 The venue reserves the right to insist on additional washing facilities where this is deemed necessary.

Category B: Medium Risk Operation – unpackaged products/minimal handling

43 Stands that fall into this category feature operations utilising either disposable or no utensils/crockery and dispensing food only (i.e. no cooking or processing), such as:

- Equipment demonstration: Samples of food given to the public; open food prepared off-site, then processed with minimal handling
- Tasting of food samples, i.e. product testing/tasting with the food products being prepared elsewhere and transported to site. Minimum food handling (cheeses, cold meats, etc.)
- Unpackaged medium risk products i.e. pastries etc
- Ice cream and water ice

44 The legal requirements for washing facilities on Category B stands are:

45 A wash hand basin for washing hands which must be supplied with hot and cold running water. Materials for cleaning hands (i.e. soap) and for hygienic hand drying must be provided (paper towels). No sink is required provided utensils are discarded when soiled.

46 The exhibitor must be able to demonstrate to the organiser and the venue's representatives that they are discarding utensils or setting them aside for washing later.

47 In certain circumstances the use of sanitising hand-wipes may be substituted for the provision of hand wash basins. This depends upon the types of food and/or the scale of the operation being undertaken and must be approved in advance by the venue. Please contact the venue for guidance.

Category C: Pre-Wrapped/Low Risk Foodstuffs

48 Stands that fall into this category include operations with non-perishable open foods for consumption that cannot support the growth/formation of pathogenic micro-organisms or toxins (such as crisps, nuts and biscuits, etc.) and other foods used for display purposes only.

Stands that fall into this category include:

- Wrapped products including crisps, sweets, biscuits
- Small-scale service of tea and coffee on a hospitality basis to individual members of the public or clients on a stand (ie, not receptions/hospitality functions).
- Use of disposable crockery/cutlery; wrapped biscuits or confectionery.

49 The legal requirements for washing facilities on Category C stands are:

- No hand washing facilities are required for such stands, however, facilities within the venue must be identified and accessible for cleaning equipment, shelving, counters and spillages.
- The provision and use of sanitising hand-wipes/gel or gloves must be employed if sampling the products.

50 If, after considering the above advice exhibitors are not able to decide which category they fall in to or whether the facilities they propose are in compliance with the above requirements, they should contact the venue for clarification.

Gambling

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Subsections:

- General Guidance

General Guidance

- 1** Most exhibition & event venues are not licensed for gambling activities.
- 2** Gambling activities include raffles, lotteries, prize draws and some charity collections, where profit-making occurs.
- 3** Guidance regarding the regulations and the issuing of licences can be obtained directly from the Gambling Commission.
- 4** The venue must be notified, via the Organisers in writing of any proposal to undertake these activities no later than 28 days prior to the licence period. Copies of correspondence from the Gambling Commission must also be provided.
- 5** Where necessary, the relevant licences must be obtained and provided to the venue before any activity will be allowed to take place.
- 6** The Gambling Commission website is: www.gamblingcommission.gov.uk

Hazardous Substances

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Subsections:

- General Guidance

General Guidance

1 Any exhibit, process or feature that is likely to generate and/or emit gases, vapours, liquids, fumes or dusts into the venue must not be used without written approval from the venue, must not present any hazard to health and shall comply with the requirements of the Control of Substances Hazardous to Health Regulations.

Documentation

2 Where approved, an assessment for the use of any hazardous process or substance must be submitted to the venue no later than 28 days before the event, together with a plan showing the proposed location. Where appropriate, the organiser must provide the venue with written information regarding the monitoring procedures they plan to implement to prevent unnecessary exposure to the identified hazards.

3 The assessment must include spillages and the removal of waste and residual material, including identification of an approved waste carrier. The venue will require copies of hazardous waste transfer notices.

4 Organisers should collate the appropriate safety data sheets with the COSHH assessment for each substance or process. All control measures, precautions and emergency procedures detailed in the assessment must be maintained by a responsible person.

Emergency Precautions

5 Any person suffering injury or ill health as a result of exposure to hazardous material must attend the medical centre or hospital with the assessment and related data sheet, as this identifies specific medical responses.

Ventilation

6 A stand containing an exhibit, process or feature giving rise to any of the above hazards may require effective local exhaust ventilation to the outside atmosphere. This shall be sited as agreed with the venue. Full details of the exhibit or process and proposed local exhaust ventilation system must be submitted to the venue for approval no later than 28 days before the event.

7 Any attachments to the building structure or openings through the fabric of the building for an exhaust flue must be made by the venue at the organiser's expense.

8 Where appropriate, the organiser must provide the venue with written information regarding monitoring procedures to be implemented (eg for fumes).

Storage

9 The storage of permitted quantities of hazardous materials must be agreed with the venue. No more than one day's supply may be stored on the stand.

Flammable substances

10 The use, storage and transfer of flammable substances will require a separate assessment to identify appropriate control measures.

11 The Dangerous Substances and Explosive Atmospheres Regulations provide essential guidance, as does the HSE CoSHH Essentials web site: www.coshh-essentials.org.uk

Conditions of use

12 Where flammable substances are used to fuel a product being demonstrated:

- Not more than one of each model or type may be exhibited in a working demonstration.
- Each working exhibit shall, where practical, only have sufficient fuel for one day's use.
- No spare fuel may be stored on the stand.
- The fuel shall only be replenished at times when the event is closed to visitors.
- Each working exhibit shall be firmly fixed or placed in such a position that it cannot be overturned.
- Where working exhibits are within reach of visitors, warning notices shall be displayed stating that the appliance is working and should not be touched.

Heat Generating Displays

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Subsections:

- General Guidance

General Guidance

- 1** Full details of the proposed equipment are to be submitted to the venue for approval prior to any demonstration.
- 2** Where a boiler, stove, furnace or similar heat generating equipment is being displayed, in operating conditions, precautions are required to be taken to prevent the transmission of heat to any combustible part of the stand, and the downward transmission of heat to the floor of the hall.
- 3** Suitable non-combustible insulation material must be inserted between the heat source and the surrounding stand fittings and other structures.
- 4** The stand shall be well ventilated and a flue may be required, consult venue.
- 5** Hot areas are required to be effectively guarded to prevent injury to visitors and shall be adequately fixed in a stable location to ensure constant safety and stability.
- 6** A warning notice must be prominently displayed to prevent persons accidentally burning themselves.
- 7** Where a naked flame is present arrangements must be made to adequately monitor the burning period to ensure constant stability and safety.
- 8** All burning materials must be properly extinguished when the stand is unattended.
- 9** A suitable fire extinguisher must be readily available on the stand and suitably trained staff must be present
- 10** Lighting fittings installed at low level or within reach of visitors must be sufficiently protected to prevent burn injuries.

Hot Works Permits (Welding and Similar Processes)

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Other relevant sections:

Product Demonstrations

Subsections:

- General Guidance

General Guidance

1 All hot works are subject to the issue of a hot work permit by the venue. The issue of the permit is subject to the advance submission of an acceptable method statement and risk assessment for the activity.

2 Where Oxy-acetylene cutting/welding, arc welding, soldering, gas/oil blow lamps, grinders, metal burning, brazing and other operations generating heat are carried out, either during the build-up or breakdown periods of an event, adequate precautions must be taken to prevent damage to property or injury to persons by sparks, fire or heat.

3 The venue may require the issue of a permit for product demonstrations which involve hot work.

Lifting

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Subsections:

- General Guidance
- Fork Lifts

General Guidance

- 1** Organisers will ensure lifting operations are undertaken by competent persons who are qualified by provision of appropriate skills, knowledge, training and experience
- 2** Lifting equipment includes any equipment used at work for lifting or lowering loads, including attachments used for anchoring, fixing or supporting it. The Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) cover a wide range of equipment including, cranes, fork-lift trucks, lifts, hoists, mobile elevating work platforms, and vehicle inspection platform hoists. The definition also includes lifting accessories such as chains, slings, eyebolt etc
- 3** LOLER refers specifically to the Management of Health and Safety at Work Regulations 1999 regarding the requirement to carry out a "suitable and sufficient" risk assessment of lifting operations
- 4** Organisers will ensure all lifting activities are sufficiently planned and documented. As a minimum, the hazards, risks and range of control measures to reduce associated risks, so far as is reasonably practicable, must be identified and adequately communicated to those affected. A copy of the relevant risk assessment will be made available to the venue 28 days in advance of the event
- 5** Organisers will ensure any lifting equipment used in their event is free from defects, fit for purpose (sufficiently strong, stable and marked to indicate its safe working load), adequately maintained and has been subject to relevant statutory inspection with valid certification. This will include equipment that is used only occasionally, such as attachments to fork lift trucks
- 6** Information, such as statutory inspection certificates of thorough examinations or documented pre-shift visual inspection checklists, will be made available for inspection upon request
- 7** Lifting equipment must be positioned to minimise the risk of injury, e.g. from the equipment or the load falling or striking people; every part of a load (including, for example, pallets and stillages) and anything attached to the load and used in lifting (including for example the lifting points on skips) is of adequate strength
- 8** Organisers will ensure forklift trucks are labelled and numbered so the equipment and its operating company can be easily identified by the venue in the event of safety violation, near misses and accidents
- 9** Organisers will ensure they appoint competent lifting contractors and ensure lifting equipment is subject to pre-shift inspections by the operator, such documentation will be made available for inspection upon request
- 10** Organisers will ensure all lifting equipment operators are sufficiently licensed. Licences must be valid and not more than 3yrs old. Licences must be made available for inspection upon request

11 The venue reserves the right to inspect all lifting operations, working methods and equipment to ensure compliance with legislation and codes of practice, and prohibit the use of non-compliant equipment and working methods.

Fork Lifts

12 A number of common types of fork lift truck are used at venues, including counter-balance, reach, telescopic and pedestrian operated. Operators must be trained and qualified for the type used and certificates must be available for inspection when requested.

13 Vehicles must be inspected at the start of each shift and any defects recorded. An annual certificate of thorough examination must be available for inspection when requested.

14 Except where indicated otherwise, operators must give way to pedestrians. Operators should wear safety footwear, seatbelts (where fitted), even for short distances and they may also be required to wear hi-vis jackets or waistcoats (please check with the venue).

15 Loads must be carried at low level wherever possible. Where a fork lift is operating in a narrow gangway with a load at high level, it must be accompanied by a suitably experienced banks-man.

16 Where multiple trucks are used in a co-ordinated operation to raise a load, eg double-deck platform, a suitable and sufficient risk assessment must be agreed between the floor manager/organiser and lifting company prior to the commencement of the lift.

17 Trucks must be operated with audible and visible warnings, eg flashing beacon, reversing sounder. In low light conditions, headlights and reversing lights must also be used.

18 Where a working platform or personnel basket is used, it shall be fitted in accordance with the manufacturer's instructions and be subject to thorough examination every six months. When in use, the rider's instructions supersede the operator's and a suitable means of communication/signalling must be agreed prior to work commencing.

19 The operator is responsible for ensuring that the safe working load of the vehicle is not exceeded, that the vehicle is suitable for the load and that the combined load does not exceed the maximum floor loading of the venue.

20 Additional information is available from the HSE's HSG6 guidance document.

Medical Cover

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Subsections:

- General Guidance

General Guidance

- 1** The principle responsibility for assessing the risk and identifying the appropriate level of medical cover for each event lies with the organiser. A basic level of medical cover / first aid may be provided at the venue and it is important that all staff, stewards, security, exhibitors and contractors are made aware of the location of the medical centre and how to contact it if required.
- 2** The organiser should assess whether the standard cover (if provided) is sufficient and if not, then decide on both the level of additional cover required and the specific type of cover. For example, a paramedic would normally be required for a mother and baby show or for heavy builds to deal with potential serious trauma injuries; cover may also be required for overnight working. Additional cover above any standard provision will normally be charged for, so organisers must make an early assessment and discuss their requirements with the venue.

Music and Video Licences (Broadcasting of Music)

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Subsections:

- General Guidance

General Guidance

- 1** Any person wishing to have any music publicly performed or played at events must obtain the necessary licence for doing so. The venue must be informed in writing at least 28 days prior to tenancy and copies of licences must be submitted.
- 2** Organisers, exhibitors or other persons requiring music to be publicly performed live on stands or other areas, will require a licence for the performance of music from The Performing Rights Society Ltd (PRS).
- 3** Any person wishing to publicly play pre-recorded music from radio, digital media players, CD's, tapes, etc, on stands or other areas, or through the public address system must obtain the necessary licence directly from the Phonographic Performance Ltd, in addition to a licence from the Performing Rights Society Ltd mentioned above.
- 4** Any person wishing to publicly show video or DVD recordings must apply for a licence directly to Video Performance Ltd. This licence is required in addition to the licences mentioned above for music videos/DVDs.

Night Working

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Subsections:

- General Guidance

General Guidance

- 1** On those occasions when contractors request permission via the organiser to work later than the venue's operating times, the following issues must be considered: licensing, security, lighting, power, first aid cover, health and safety cover, vehicle movement curfews and emergency situations.
- 2** Night working will only be permitted on condition that there is sufficient venue management cover and appropriate duty staff to oversee safe working practices and to ensure adherence to licensing restrictions, particularly vehicle movement curfews.
- 3** Organisers must cover any associated costs and also provide their own venue cover. A suitable risk assessment must be carried out. Please contact your venue manger for further details.

Noise

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Subsections:

- General Guidance
- Peak sound pressure levels

General Guidance

- 1** Organisers will inform the venue at least 28 days in advance of an event that will give rise to expected hazardous noise levels associated within the event and/or its exhibitors or feature areas.
- 2** Hazardous noise levels can be described as those that exceed 80dBA. Common noise hazards arise from music whether un-amplified or amplified, motor sport or vehicle demonstrations, machinery and equipment exhibits and pyrotechnic effects.
- 3** Organisers, exhibitors and employers related to the event, must ensure they fully meet their duties under the Noise at Work Regulations 2005, to reduce the risk of hearing damage to employees to the lowest level reasonably practicable, as well as all other duties and those particularly relating to action levels. Where noise hazards are identified, the organiser will specify to the venue, the planned event noise management arrangements this will include:
 - The nominated responsible person for noise management at the event
 - The nature of noise sources
 - The expected noise levels
 - Noise engineering controls
 - Monitoring the arrangements for the provision and types of hearing protection equipment required
 - Monitoring the arrangements for those not in employment (i.e. earplugs at the feature area)
- 4** N.B. The noise management plan must also include the planned noise reduction measures to be implemented.

Peak Sound Pressure Levels

- 5** Arrangements must be in place to ensure that all persons working within an area where noise levels exceed 80dBA are wearing appropriate hearing protection equipment.
- 6** Linear noise levels must comply with current legislation and remain at peak levels below 137dB(linear).
- 7** Noise levels of concussion pyrotechnics must be monitored pre-show and results effectively communicated to the venue. Such effects will be subject to approval at this time.
- 8** Music sound levels may be monitored by the venue. Where these exceed acceptable levels the nominated responsible person must comply by lowering the levels.

Platforms and Stages

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Subsections:

- General Guidance
- Structural Details
- Access and Egress for Non-public Use
- Protection Against Falling

General Guidance

1 Platforms and stages over 0.6m in height and all platforms and stages for public use are deemed to be complex structures and the procedures for complex structures detailed under 'Stand Construction' must be followed.

2 The corners of raised floors on stands must be splayed, rounded or angled to prevent sharp corners and tripping hazards.

Structural Details

3 Temporary platforms and stages should be assembled in accordance with engineering documentation that comprises drawings, calculations and specifications, all prepared by a competent person and checked by an independent structural engineer. The results of the check should be included with the technical documentation applicable to the stage and submitted to the venue for approval.

4 Of the calculations that are applicable to complex structures, the following are particularly relevant to stage structures:

- Ability of the stage surface to support the design loads and other given criteria, including dynamic loadings, e.g. dancing, acrobatics
- Ability of the structure to support the weight of any equipment attached to it.
- Rigging and support methods proposed to suspend the equipment.
- Ability of the whole structure to resist all imposed forces on it, including those created by weather conditions (if applicable).
- Ability of the structure to resist the additional wind loading on the suspended equipment (if applicable)
- Interaction between elements of the structure e.g. junctions between staging and ground supports.

Access and Egress for Non-public Use

5 Stages and platforms should be provided with adequate access by means of ramps and/or stairways. It is good practice to have at least two means of access/egress. Stairs and ramps used for access/egress must comply with the guidance detailed in the stand construction section.

6 The surface of ramps and treads, particularly those which could become wet, should be covered with slip-resistant material.

7 Adequate handrails should be provided to all ramps and stairways. Ramps should have suitable rails to restrain equipment on wheels.

Protection Against Falling

8 A barrier should be provided on all except the performance edge(s) of all stages, platforms over 170 mm high (single step), and on every staircase.

Where a system scaffold is being used, eg, 'Layher', 'Alistage' or 'Stagedeck', other criteria may apply; however, all handrails must be a minimum of 1100 mm high.

9 Measures must be put in place to prevent falls by technicians installing equipment (typically sound, lighting and video) on the unfinished stage or platform. Temporary barriers may be required at the front edge of the stage during non-show times. All contractors are to take suitable measures to prevent the risk of falling during the assembly and removal process. These measures should be documented in the form of a method statement and risk assessment.

10 Narrow gaps between staging and adjacent walls must be protected by handrails and toe boards.

11 The front edge of stages, physical obstructions and stair edges should be marked with contrasting tape (generally white).

Product Demonstrations

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Other relevant sections:

Feature Areas, Work Equipment, Tools and Processes, Working Machinery and Hot Works Permits

Subsections:

- General Guidance

Please refer to guidance on Feature Areas, Work Equipment, Tools and Processes & Working Machinery

General Guidance

- 1** The organiser must ensure that a risk assessment is carried out for any proposed demonstration. Where a demonstration gives rise to significant risk to health and safety, full details, including the risk assessment must be submitted to the venue.
- 2** Controls must be put in place to ensure that:
 - Demonstrations do not present a fire or safety hazard
 - They are arranged so as not to cause a nuisance
 - They do not obstruct or encroach into gangways
 - Space for an audience is allowed within the stand area – viewing from gangways is not permitted and they must be kept clear at all times
- 3** The use of compressors, sprayers, auto trucks and similar plant powered by internal combustion engines is prohibited during periods when the public is in the hall, except with the express permission of the venue and subject to stringent safeguards. All such vehicles must comply with the guidance contained in 'Vehicles' and be supplied with a suitable fire extinguisher.
- 4** The venue reserves the right to curtail any activity considered to be detrimental to public safety.

Public Address Systems

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Subsections:

- General Guidance

General Guidance

1 The venue provides a public address system for the organiser's use during events. Organisers must ensure that the system is operational and under the control of a competent member of staff at all times. In emergency situations, the venue's public address system will override those of the organisers.

Rigging

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Subsections:

- General Guidance
- Responsibilities
- Competency
- General Safety Precautions
- Working Practices
- Insurance & Public Liability
- Access Equipment
- Planning & Provision of information
- Rigging Limitations
- Suspended Fittings

General Guidance

- 1** All rigging work must be carried out in accordance with the National Arenas Association's Guidance for Rigging in UK Venues. The following is a brief summary of the key points. Personnel involved in rigging operations should familiarise themselves with the full document.
- 2** Health and safety legislation, Approved Codes of Practice, guidance and general 'good practice' apply to rigging operations.
- 3** Consultation with the venue is essential, in order to comply with regulations that are specific to that venue.
- 4** The venue reserves the right to inspect all rigging, working methods and equipment to ensure compliance and to prohibit the use of non-compliant equipment and working methods.

Responsibilities

Employer's/organiser's responsibilities

5 Effective communication between employers is paramount. An employer has a duty to ensure the health, safety and welfare of his employees and that the activities being undertaken do not affect the safety of others. The organiser cannot absolve him/herself of the principle duties outlined above by contractually deferring them to his/her contractor or sub-contractors.

Employees'/self-employed persons' responsibilities

6 These individuals carry a responsibility for ensuring that all equipment being used has been properly maintained and inspected; whether this equipment is owned by the individual or by a third party.

Competency

7 Rigging operations shall be undertaken by competent persons. It is expected that all rigging company supervisors and riggers will be registered for the National Rigging Certificate (NRC by PLASA) by 1st April 2012. A rigging company should have an authorised person to advise on rigging issues. Ground riggers should have a level of knowledge to enable them to undertake the inspection of rigging equipment to prepare it for lifting.

General Safety Precautions

Working underneath rigging operations

8 Where possible, all personnel should be excluded from areas where overhead rigging or lifting operations are taking place.

Working at height

9 Employers and employees must avoid work at height where they can and use work equipment or other measures to prevent falls and to minimise the distance and consequences of a fall. Rigging companies must have a rescue plan in place.

Hours of work

10 Employers, promoters, production managers and venue managers have a duty to ensure that riggers and rigging supervisors receive adequate rest periods.

Personal protective equipment

11 Appropriate PPE must be worn at all times where required and inspected at least every 6 months. PPE for rigging activities must be suitable for both work positioning and fall arrest.

Lifting equipment

12 All lifting equipment/lifting tackle shall comply with all current, relevant legislation and shall be of sound material and construction, free from defects and fit for the purpose for which it is to be used. Rigging equipment should only be used by competent individuals, or under the supervision of such individuals.

Examination and inspection of equipment

13 Examination and inspection of lifting equipment must be carried out at least every 12 months.

Working Practices

14 Riggers must ensure that they comply with venue specific requirements. Care should be taken to protect the structure of the building.

15 All equipment used shall have its safe working load (SWL) or working load limit (WLL) clearly marked and shall be suitable for the load to be applied. Applied loads should take account of the full (SELV) weight of the rigging, cabling and hoisting equipment.

16 In situations where bridling is unsuitable, the use of spreader beams should be considered. Where specifically designed or manufactured beams are employed certificates of conformity and examination must be available for inspection.

17 All suspended truss systems should have independent structural certification and should only be used within manufacturer's design parameters. Particular attention shall be paid to the assembly of truss sections to ensure that braces are aligned correctly as per manufacturers' recommendations and all connectors correctly fitted.

18 The slinging of suspended equipment shall be undertaken to manufacturers' recommendations and in accordance with best practice.

19 Areas for rigging operations are to be clearly defined and access to such areas shall be restricted to competent personnel involved in the operation. Clear communication between persons working at height and ground crew is to be maintained. This is particularly important when the actions of other personnel could endanger the safety of rigging personnel e.g. sound and lighting crews.

20 Signs and banners supplied for rigging shall be checked to ensure they are fit for suspension. Sign suppliers shall be responsible for the integrity of signs and their suspension fittings. Screw-in

eyes are not acceptable and the venue reserves the right to refuse to allow the suspension of any signs where the suspension fitting supplied is inadequate.

21 Due to the flimsy nature of materials used, paper signs may only be suspended if constructed from 'Tyvek' or a similar, approved material. Drop weighting to the bottom of banners may only take place when the weighting is completely sealed within the banner by positive means, such as stitching and/or vinyl welding; gluing is not acceptable.

22 Due to the potential structural damage that can be caused by catenary wire, the rules for their installation should always be checked with the venue. Catenaries should never be installed when public are in the halls.

23 Secondary or 'safety' suspensions may be required in certain locations. When required, they shall be installed to bypass the mechanical lifting unit, as a minimum, in case of mechanical failure.

Insurance & Public Liability

24 The minimum level of liability cover required by rigging companies working within venues will be set by the venue's insurers and may be increased depending on the nature of the services to be supplied.

Access Equipment

25 All access equipment shall be used in accordance with manufacturer's instructions and recommendations. The SWL of access equipment shall be permanently displayed on the equipment. It is the responsibility of the operator of the equipment to ensure that the carried weight does not exceed the SWL.

26 Special attention should be paid to the correct assembly and stability of ladders and other static forms of access equipment, including the use of outriggers where fitted. Operators of mobile elevated work platforms (MEWPS) for use in rigging related operations are required to be in possession of a current valid certificate of Training Achievement and Competency of Operations.

27 Standing directly on forks, attachments or pallets not intended for such applications is strictly forbidden. Any accidents involving access equipment used for rigging purposes shall be reported to the venue immediately.

28 Truss/caving ladders to access flown truss structures must be used in conjunction with inertia-type fall arrestors. If it is necessary for an operative to leave a MEWP at high level, he/she must identify a secure point of anchorage for the safety harness lanyard. The lanyard shall be secured before leaving the platform. When returning to the platform, the operative must ensure the lanyard remains in position until the transfer to the carriage has been completed.

Planning & Provision of information

29 The key to safe and successful rigging operations lies in effective forward planning and exchange of information. The organiser should ensure that accurate information regarding the loads to be rigged is provided to the venue as soon as possible. This is irrespective of whether the rigging will be carried out by venue riggers, touring riggers or outside contractors.

30 Information should also be provided on any moving loads, loads involving people or anything else out of the ordinary. In turn, the venue should highlight any problems, restrictions, regulations and other requirements.

31 The venue reserves the right to restrict or refuse proposals which exceed the loading limitations of the roof structure of the hall.

Lifting Equipment Documentation

32 Under LOLER, certain information must be kept and made available for inspection. All lifting equipment must have appropriate documentation confirming that it has been inspected/ examined in accordance with the provisions of LOLER.

Risk Assessment

33 LOLER refers specifically to the Management of Health and Safety at Work Regulations regarding the requirement to carry out a 'suitable and sufficient' risk assessment of lifting operations. The risk assessment must be documented and available for examination.

Rigging Limitations

34 All fixings or attachments to the permanent fabric or structure of the building will be carried out by the venue's rigging service provider at the expense of the organiser, exhibitor or contractor requiring the service. This shall include the provision of attachments to the structure, steel work and the anchorage of guy ropes, wires, cramps or tackle for any purpose to any part of the building fabric and structure, whether to the interior or exterior of the halls.

35 Under no circumstances may any unauthorised person enter the venue's roof to attach any wires or tackle to it or any other part of the premises.

Suspended Fittings

36 Primary fixings for the suspension of stand fitting, banners, lighting fittings or other decorative materials from the structure of the hall roof, walls, columns or any other part of the building, must be carried out only by the venue's appointed rigging company. Secondary fixings will be permitted provided that:

- The arrangement is agreed in writing by the event organiser.
- The event organiser ensures that the company carrying out the work supplies a suitable work at height risk assessment identifying specific hazards and risks when installation and removal takes place.
- Initial enquiries are submitted to the event organiser who will liaise with the venue for approval in principle. Exhibitors or contractors approaching the venue directly will be referred back to the organiser.
- Application is made to the venue at least 28 days prior to the first day of tenancy.
- All orders are accompanied by fully dimensioned plans giving precise weight loadings for each individual suspension point. Requests for rigging will be dealt with by the venue on a first come first served basis.
- Installation and dismantling, including the fixing and removal of suspension wires, takes place within the official tenancy period and unobstructed access is available at floor level for hoist vehicles, etc.
- Suitable safety arrangements are made for overhead working which do not conflict or present a hazard to ground level work.
- Suspended systems are installed prior to the commencement of stand building.
- A report from a structural engineer is supplied for structures which are to be rigged.
- A certificate of integrity is supplied by a competent person for the attachment of items which are rigged.

37 The venue reserves the right to check all rigging services and arrangements and to reposition or remove any items which may cause a hazard, obscure venue signage, appear to contravene regulations, or otherwise interfere with the safe and proper operation of the hall.

38 The organiser will be responsible for the cost of repositioning banners, etc, or providing equivalent supplementary signage due to overshadowing or obstruction of permanent exit signs.

High Intensity Lighting Systems

39 Textile fabric infills must comply with BS 476 Part 7 (Class 1) and be thoroughly porous so as not to inhibit the effectiveness of any fire protection system within the hall. Also fabric is required to be arranged in such a way so as not to inhibit the effectiveness of the permanent emergency lighting or heating/ventilating plant in the hall.

Seminar Theatres

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Other relevant sections:

Stand plan approval and certification, Stand construction, Construction materials

Subsections:

- Submission of Plans
- Exits
- Equipment
- Venue Specific Rules – NEC, YEC

Submission of Plans

1 The organiser must supply detailed plans of any proposed seminar theatres to be built on the exhibition floor no later than 28 days prior to tenancy. In addition to the requirements set out under 'Stand plan approval and certification', the following must be included:

- Means of access and egress
- Gangways and gangway widths
- Layout and dimensions of seating
- Method of securing seating

Exits

2 Seminar theatres must have a minimum of two emergency exits, sited remotely from each other.

3 If a seminar theatre has a ceiling, exit signs must be illuminated.

4 Exit doors must have vision panels and open outwards, in the direction of escape and into a recess, so that gangways remain unobstructed.

5 Exit doors must be free from fastenings, except for panic bars or emergency release mechanisms.

6 Doors must have a minimum clear width of 800 mm; however, it is recommended that double doors are used for at least one of the exits in order to accommodate larger types of wheelchair. The size of the theatre and number of people to be accommodated will determine whether double or single doors are otherwise required. Please discuss this with the venue.

Equipment

7 Audio-visual and presentation equipment, cabling etc, must be securely sited so as not to cause any obstruction or trip hazard. Feet of speaker stands may need to be indicated with hazard tape.

Seating

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Subsections:

- Tiered Seating
- Flat Floor Seating

Tiered seating

1 Tiered seating structures are treated as complex structures. Please contact the relevant venue for details of the regulations to be followed.

Flat floor seating

2 The width of gangway required between blocks of seats depends on the total number of seats and their layout. The minimum gangway required is 1.1 metres. A minimum gap (seat way) of 300mm must be provided between the back of one seat and the front of the seat immediately behind.

3 The maximum number of seats allowed in a row is:

- Seven seats where there is a gangway at one end only. Up to 12 seats are allowed if the seat way is increased by 25mm for each additional seat over seven.
- 14 seats where there is a gangway at each end. Up to 28 seats are allowed with a gangway at each end if the seat way is increased by 25mm for each additional seat over 14.

4 If there are four or more seats in a row the seats must be secured together using an approved method, so that it is not possible to separate them nor for a row to 'snake' by pushing one or more seats in a row.

4 If floor bars are used to secure seats at the end of rows and on corners, they must be cambered.

5 Where seating is provided for 250 or fewer, the requirement for floor barring is dependent on the profile and size of the audience.

6 Where seating for more than 250 is provided, the rows of seating at the front, back, on cross-gangways and near exits must be floor barred, unless all the seats are secured together, in which case, only the end seats of rows need to be floor barred.

Signage

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Subsections:

- General Guidance

General Guidance

1 The venue may choose to restrict the use of external sign sites to that of general promotion for the event and not individual exhibitors or sponsors. Please check this with the venue concerned.

Simulators and Rides

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Subsections:

- General Guidance

General Guidance

1 Simulators and rides must comply with the Amusement Devices Inspection Procedures Scheme (ADIPS). They will only be permitted if a valid Declaration of Operational Compliance (DOC), copies of annual inspection certificates and a full risk assessment are submitted to the venue no later than 28 days prior to the start of the license period.

2 Simulators and rides shall be under the control of a competent and experienced person, who is able to recognise any dangers associated with the apparatus and is authorised to take any immediate and necessary action to prevent danger. During build-up the organiser will submit documents to the venue that confirm to the venue that they correspond to the actual rides to be used. The organiser must also confirm that each ride has been tested daily by a competent person and is safe for public use, prior to the event opening.

Special Effects

Click [here](#) to return to main navigation page

Subsections:

- Approval Procedure
- Responsibilities
- Firearms (as an effect)
- High Power Scenic Projectors
- Laser Displays
- Pyrotechnics
- Real Flame
- Smoke Machines
- Strobe Lighting
- Ultraviolet Lights

Approval Procedure

1 Special effects equipment includes, smoke machines, strobe lighting, dry ice machines, pyrotechnics, (including fire work displays) and lasers. All special effects require prior approval in writing from the venue.

2 Technical details of proposed special effects, a full risk assessment and method statement for their use, together with certification of apparatus used (where appropriate), must be submitted to the venue no later than 28 days prior to the first day of the licence period.

Responsibilities

3 Obtain details of all/any special effects equipment to be used during the event.

4 Obtain schedule of when equipment is to be used & length of time the effects are likely to remain in the event.

5 Obtain risk assessment/method statement, certificates of competency for operators and serviceability of equipment.

6 Ensure copies of a COSHH assessment and safety data sheets are obtained for any chemicals used to produce effects.

7 Ensure warning signage is available according to the type of effects to be used and is placed in a visible position for visitors.

8 Organise demonstration of effects as necessary.

9 Ensure the details are included in the event fire risk assessment.

39.2.2 Exhibitor/Contractor

10 Notify organiser of intention to use special effects equipment, including type and schedule for use.

11 Complete a risk assessment and COSHH assessment (if required for any chemicals to be used and the by-products, ie smoke). Some chemicals may be subject to workplace exposure levels (WELs)

12 Display the appropriate warning signage for visitors to the stand.

13 Ensure installers and operators are competent, trained and qualified as necessary.

14 Ensure an appropriate fire risk assessment is carried out.

Firearms (as an effect)

15 All ammunition and firearms including deactivated, replica and imitation firearms shall be stored in a robust, locked container in a room which shall be kept locked when not in use.

16 Deactivation certificates must be provided if requested.

17 Note: The police will also require approval of storage arrangements for firearms and ammunition

High Power Scenic Projectors

18 XENON and HMI lamps emit extremely bright lights, so luminaires shall be sited out of the gaze of the public.

Laser Displays

19 Organisers shall not permit the use of lasers except with the written consent of the venue and providing that at least 28 days notice is given of any proposal to use them. This notice shall include, save in exceptional circumstances, exact details of the proposal, including the date and time when the lasers can be demonstrated.

20 A suitable and sufficient risk assessment must be undertaken to adequately identify hazards and risks and details of how these will be controlled and managed.

Hazards

21 The main hazards associated with lasers are eye and skin burns, toxic fumes, electricity and fire. The vast majority of accidents with lasers affect the eyes. Retinal damage is the most common and is irreversible. Cataract development and various forms of conjunctivitis can also result from laser accidents. Skin burning and reddening (erythema) are less common and are reversible.

22 Lasers are classified according to their potential to cause biological damage. The pertinent parameters are:

- laser output energy or power
- radiation wavelengths
- exposure duration
- cross-sectional area of the laser beam at the point of interest

23 In addition to these general parameters, lasers are classified in accordance with the accessible emission limit (AEL), which is the maximum accessible level of laser radiation permitted within a particular laser class.

24 The ANSI standard laser hazard classifications are used to signify the level of hazard inherent in a laser system and the extent of safety controls required. Lasers are classified into five classes (1, 2, 3a, 3b and 4) in ascending size of power output. Classes 1 and 2 are relatively low hazard and only emit light in the visible band. Classes 3a, 3b, and 4 are more hazardous and the appointment of a laser safety officer is recommended. All lasers should carry information stating their class and any precautions required during use.

25 The following is a table of laser classifications

Class 1	Safe
Class 1m	Safe provided optical instruments are not used
Class 2	Visible lasers. Safe for accidental exposure (< 0.25 s).
Class 2m	Visible lasers. Safe for accidental exposure (< 0.25 s) providing optical instruments* are not used.
Class 3R	Not safe. Low risk
Class 3B	Hazardous. Viewing of diffuse reflection** is safe.
Class 4	Hazardous. Viewing of diffuse reflection is also hazardous. Fire risk

26 The installation and operation of any laser shall comply with the HSE Guide to Radiation Safety of Lasers used for Display Purposes. HS(G)95

27 Laser beams shall be at least 3 metres above the highest affected floor level at all times and arranged so that they cannot scan onto any member of the public, performer or staff. Supporting structures shall be rigid to avoid any accidental misalignment of the laser(s). Any mirrors shall be securely fixed in position.

28 Where scanning is requested, a specific risk assessment must be provided before permission will be considered and this must be obtained in writing from the venue.

29 Laser equipment, including mirrors, shall be placed out of the reach of the public. All fixed mirrors, if approved for use in the display area and having been correctly set, must be locked or otherwise secured in position so as to prevent subsequent or unauthorised readjustment

Installation Guidelines

30 The alignment of the laser installation including any mirrors must be checked on a daily basis.

31 The means of electrical isolation of the mains supply must be provided adjacent to the laser machine.

32 Adequate mains water supply must be provided adjacent to the laser where the laser is water-cooled.

33 The laser beam must terminate in a safe area away from the eyes of all persons in the vicinity.

34 Note: Lasers produce very intense light beams, which could blind, cause skins burns or even start a fire if used improperly. Even reflected beams can be dangerous.

35 An independent certificate of inspection of all installations may be required and this must be submitted to the event manager no later than 12 hours before the event opens. The organiser will be responsible for any costs incurred.

36 Further information can be obtained from the following website: www.lasernet.com

- Laser Safety Assessment
- Laser Consent Form

Pyrotechnics

37 Only pyrotechnics supplied specifically for stage use shall be used as part of a stage presentation. The mixing of loose powders on site is not permitted

38 In addition to the requirements of the approval procedure detailed above, the following details must be supplied to the venue:

- The organisation providing the effects
- The nature of the effects and their positions, including distances from the public
- Manufacturer's data sheets
- The amount of pyrotechnics
- Consideration should be given to compliance with the Noise at Work Regulations

39 If required, a demonstration of the pyrotechnics shall be given in the presence of the venue's representative and/or the Licensing Authority.

40 All explosives and highly flammable substances must be stored and used under safe conditions to the satisfaction of the venue and must be in the charge of a competent person specifically appointed for this purpose. Storage areas and containers shall be indicated by the explosive or inflammable symbol as appropriate on the door or lid.

41 When not in use all pyrotechnics shall be stored in approved transportation and storage containers. All exposed metalwork, including the screws and nails shall be non-ferrous, preferably of copper, brass or zinc, or be otherwise covered with a thick layer of non-ferrous metal, material not easily ignited or paint at least 1 mm in thickness.

42 The opening face of the storage receptacle shall carry the explosive symbol together with a sign reading DANGER – No smoking – No naked flame in letters no less than 25mm high or equivalent signs and the UN number.

43 Withdrawal from store: Only the minimum amount of any explosive or highly flammable substance shall be withdrawn from the store as is necessary for the particular performance.

44 Pyrotechnics must only be fired from an approved key-protected device at the firing point. The device must not be operated if there is any risk to anyone. The operator must have a direct view of the pyrotechnic device from the firing point. In the event of a misfire, the circuit shall be switched off until after the performance.

45 Maroons and concussion shall only be used in a suitable bomb tank in approved locations and when the appropriate warning notices have been displayed stating that maroons will be operating as part of the effects of the event.

- Code of practice for pyrotechnic operators
- Pyrotechnic Consent Form

Real Flame

46 Real flame will only be permitted where it is essential for an effective demonstration of a product. It must be used under safe and ventilated conditions and under the control of a competent person appointed to ensure this at all times.

47 Gel burners will not normally be permitted.

48 Organisers shall give the venue at least 28 days notice in writing of any proposal to use real flames and this should be reflected in the organisers and exhibitors fire risk assessments

49 Real flame shall be kept clear of costumes, curtains and drapes and shall not be taken into any area occupied by the public.

50 The lighting and extinguishing of the flame shall be supervised by the venue fire safety officer who shall remain where there is a clear view of the flame and easy access to it until it is extinguished.

52 Any candleholders and candelabra shall be robustly constructed, not easily overturned and, where practicable, fixed in position.

53 Hand-held flaming torches shall incorporate fail-safe devices so that if a torch is dropped the flame is automatically extinguished. Fail-safe devices shall be tested prior to each performance.

54 Only solid fuel or paraffin shall be used unless otherwise agreed with the venue. The amount of fuel in the torches shall be limited to the minimum necessary for the effect.

Smoke Machines

55 Smoke machines may be used, provided a risk assessment and a COSHH assessment are completed and copies submitted to the venue no later than 28 days prior to the start of the licence period. A list of recognised smoke machines may be provided by the venue and in these cases, only those listed may be used, unless details of the proposed machine are submitted to the venue for authorisation. Any costs involved in testing the machine are to be borne by the organiser.

Hazards

56 Hazards involved with special effects equipment include:

- Allergic reactions to the chemicals used to produce smoke
- Photosensitive epileptic induced fits from the use of strobe effect lighting
- Freeze burns from skin contact with liquid nitrogen or carbon dioxide
- Asphyxiation from high concentrations of carbon dioxide or nitrogen gasses, especially in low level areas ie: orchestra pits, basement, under stage voids etc.
- Skin irritation from mineral oils or glycol
- Visibility may be obscured by smoke or vapour effects increasing the risk of slips/trips/falls and may cause a hindrance should the need to evacuate the building arise
- Only approved chemicals are to be used in smoke machines. Operation of the smoke generator shall be restricted to the minimum amount of time required to achieve the approved density level of smoke. The time factor will be determined by the venue's fire and safety officer at a demonstration, which must be given 24 hours before the event opens to the public. Account will be taken of the visibility and CO2 levels, which must not adversely affect public safety.

57 Suitable arrangements must be made to ensure that the smoke generated does not interfere with the venue's smoke detection systems.

58 A suitable notice warning the public of the use of smoke machines must be displayed at all entrances to the event.

Strobe Lighting

59 Organisers shall not permit the use of strobe lighting, except with the written consent of the venue.

60 Organisers shall give the venue at least 28 days' notice in writing of any proposal to use strobe lighting. This notice shall include exact details of the proposal including date and time when the strobe lighting can be demonstrated.

61 Stroboscopic lighting units shall be mounted at high level and wherever possible the beams deflected off a matt surface to reduce the glare. Strobes shall not be sited on escape routes or corridors or stairs or other changes of level.

62 Where strobe lighting is installed, the equipment shall be arranged to operate at a fixed frequency not exceeding FIVE flashes per second and the control equipment must be in a locked-off

position. A suitable notice must be displayed at all entrances to the event warning the public of the use of strobe lighting.

63 Where different sets of strobe lighting are to be used by different exhibitors at the same time, but in different parts of the exhibition hall, no more than one set of strobes shall be visible to any person at any time.

64 Warning notices shall be displayed at the entrances of the affected halls stating that stroboscopic lighting will be operating.

Ultraviolet Lights

65 Ultraviolet lights should not be used for the purposes of special effects. It is essential that lamps or luminaires restrict exposure to ultraviolet radiation, especially ultraviolet B radiation. Luminaires shall be sited out of the gaze of the public.

66 Black light blues may be used without restriction.

Special Treatments

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Subsections:

- General Guidance
- All Treatments
- Invasive Treatments
- Additional requirements for specific invasive treatments
- Venue Specific Rules
 - NEC – All Treatments: Equipment
 - NEC – All Treatments: Personal Hygiene

General Guidance

1 This section covers three areas of treatments that are currently known:

- Invasive treatments: e.g. skin piercing, acupuncture, tattooing, electrolysis, cosmetic piercing, micro pigmentation, dermal fillers and Botox
- Non invasive, hands on treatments: e.g. Indian head massage, reflexology, manicures and pedicures
- Hands-off treatments (non licensable): e.g. reiki

2 Local authorities take different view points on the licensing of these activities. Some treatments have to be licensed and therapists registered, unless they are exempt or under the direct supervision of a medical practitioner.

3 In all cases, exhibitors should contact the organisers of the event, who in turn will need to contact the venue for full details of what will be required, i.e. details of indemnity cover, qualifications and risk assessment for the special treatment, etc. Copies of these must be provided to the venue.

4 Please note that there is a strong risk of civil action should any issues arise as a result of bad practice during the provision of special treatments.

5 All treatments should be carried out in a safe and hygienic manner.

All Treatments

6 Treatments may be performed only by person(s) fully qualified to do so.

7 Treatments may only be carried out using approved equipment and methods, in accordance with current industry accepted standards and practices relating to the treatment.

8 Clients shall not be treated if under the influence of alcohol, drugs or other substances.

9 Stipulated age restrictions for treatments must be adhered to.

10 Clients shall be given written and verbal advice regarding after-care where appropriate.

11 Appropriate skin tests must be carried out prior to treatment to check for possible allergies.

Waste Materials

12 All waste material and other litter shall be placed in a suitable, covered leak-proof receptacle which shall be emptied at least once a day (or more frequently as necessary). The receptacle must

be cleaned following emptying. Waste shall be removed from the premises in sealed plastic bags at the end of the event and disposed of correctly in an approved manner.

13 Clinical waste, ie anything contaminated with human tissue, must be placed in yellow refuse bags, which should be sealed when no more than one third full; it must not be disposed of in general rubbish containers. It should only be removed from site by a waste carrier who is registered for carrying and disposing of clinical waste.

Equipment

14 All surfaces onto which treatment instruments and equipment are placed prior to treatment must have a smooth, impervious surface. These surfaces must be wiped down with a suitable disinfectant at least once a day, as well as following any spillage onto the surface.

15 Any tables or couches used by clients shall be covered with a disposable paper sheet which must be changed after each client.

16 All equipment requiring regular/on-going maintenance should be maintained according to the manufacturer's recommendations. The local authority/event organisers may require proof that correct and up-to-date maintenance has been carried out in certain instances.

Hygiene

17 The exhibitor shall ensure that adequate facilities and equipment for the purpose of sterilising/disinfecting instruments and equipment are provided.

18 Disposable rubber gloves must be worn by therapists for all invasive treatments and in any other instance where it is an industry standard to do so. These will be discarded after each treatment and new ones used for each client.

19 Any protective clothing, paper or other covering used in the treatment shall be clean and in good repair and not have been used in connection with the treatment of any other client.

20 Sterile, single-use instruments should be used wherever possible and disposed of correctly. Any other instrument used in connection with the treatment shall be disinfected or sterilised immediately after the treatment has been completed.

21 Adequate provision for storage shall be provided for all equipment and items involved with the treatment. The store must be suitably clean and in such a place so as to avoid any risk of contamination.

Personal Hygiene

22 Any person carrying out treatments must ensure that:

23 Any open boil, sore, cut or open wound is kept effectively covered by an impermeable dressing

24 Hands are kept clean and are washed immediately prior to carrying out any treatment. For non-invasive treatments only, if running water is not available, it may be acceptable to use anti-bacterial gel and disinfectant wipes.

25 They refrain from smoking or consuming food and drink during the course of the treatment.

26 Adequate space must be made available on the stand surrounding the treatment area in order to ensure the safety of those administering and receiving treatments and also visitors to the event.

Treatment Records

27 The exhibitor shall ensure that adequate records are kept of:

- The person receiving treatment

- The treatment given
- The person giving treatment
- The client's relevant medical history, including: heart disease, fainting seizures (eg epilepsy), haemorrhaging, diabetes, HIV infection, hepatitis B infection, cellulitis, eczema, impetigo, genital warts (if relevant) and any allergic responses (to anaesthetics, adhesive plaster, jewellery metals such as nickel, etc)

28 These records must be made available to a Licensing Officer/Event Organiser, if requested.

Fish Pedicures

28 The following applies to the use of fish spas:

29 Customers must undergo pre-screening by a competent person prior to treatment to identify contraindications and any bacterial, viral or fungal infections present.

30 Records of pre-screening and customer's contact details must be retained for at least three years.

31 Staff must be properly briefed and understand the limitations and risks associated with the treatment.

32 A suitable means for cleaning customers' feet prior to treatment must be provided that does not contaminate the fish water or endanger the fish. Ideally, this should include a dedicated wash basin with a constant and adequate supply of hot and cold running water and means for effective drainage. Fresh towels should be provided for each customer.

33 Customers with freshly applied nail varnish must not be treated.

34 Appropriate water filtration procedures, including records of water changes and how many customers can therefore receive treatments within defined timescales.

35 Adequate equipment for the testing of water quality must be provided and records kept of the type and frequency of tests.

36 Fish welfare measures must be in place:

- Control of fish stock numbers
- Rest periods between each customer totalling at least 50% of each working day
- Covers for holding tanks
- Adequate quantities of treated water for water changes
- Feeding supplements
- Considerations for the stand being left overnight (water temperatures, etc).

37 Electrics should be fitted with an RCD, be individually switched and not rely on extension leads.

Invasive Treatments

Anaesthetics

38 A suitable surface local anaesthetic may be applied to the area using a clean, disposable applicator (ie sterile gauze) for each application. If ethyl chloride is used then its hazards and limitations must be understood and extreme care must be exercised.

39 It is an offence to use injected anaesthetics unless registered as a medical practitioner.

40 Any exhibitor using injected anaesthetics must provide relevant evidence of their registration as a medical practitioner to the organiser and/or supervising medical practitioners prior to the commencement of the event.

Sharps

41 Any needle or instrument which penetrates the skin or any instrument or item of equipment used to handle such a needle or instrument, shall be in a sterile condition and be kept sterile until it is used.

42 Needles must be pre-packed, pre-sterilised and only used once before proper disposal in a puncture and leak proof yellow box which is clearly marked 'sharps'. The box and its contents must be disposed of in a manner approved for clinical waste.

43 The exhibitor shall ensure that adequate facilities and equipment for the purpose of sterilising instruments are provided and are maintained in proper working order.

Hygiene

44 The following facilities must be provided on stands where invasive treatments are being carried out:

45 A dedicated wash hand basin, with a constant and adequate supply of hot and cold running water, means for effective drainage and sufficient electrical sockets if required. Anti-bacterial hand wipes are not regarded as an acceptable alternative to the provision of hand washing facilities.

Additional Requirements for specific invasive treatments

Ear Piercing

46 The treatment area must be solely used for the process of carrying out cosmetic piercing.

47 If the piercing site is to be marked, then this shall be done with a fine, indelible pen prior to cleansing.

48 In every case the skin in the area of the piercing site must be appropriately cleansed using a skin-safe antiseptic solution before piercing.

49 Clients shall be given verbal and written information regarding piercing after-care until fully healed including:

50 Keep the site dry (apart from careful bathing/showering); clean hands before touching site or the jewellery; rotate the jewellery regularly until the wound has dried up; keep wound uncovered as much as possible to permit free air circulation; indicate normal time for wound to heal; possible indications of any complications in healing process; advice on dealing with slight reddening/swelling/pain and need to contact GP if problems do not improve within 24 hours.

51 Piercing guns designed for ear piercing must be used only on ears.

Body Piercing

52 The treatment area must be solely used for the process of carrying out cosmetic piercing.

53 Any person carrying out body piercing must ensure that prior to piercing:

- New disposable rubber gloves are worn for each client
- They are wearing clean and washable protective clothing, overalls or other suitable covering
- They note that vaccination against Hepatitis B is strongly recommended

54 A notice shall be prominently displayed on the premises informing potential clients of the risks associated with body piercing including:

55 Blood poisoning (Septicaemia), severe swelling and trauma at and around the site pierced, scarring, embedding of the jewellery, localised infections (sepsis), allergic reactions to jewellery, metals and antiseptics.

56 Clients shall be given verbal and written information regarding body piercing after-care until fully healed, as for ear piercing (see above).

57 Body piercing of navel, lip, nose or eyebrow only shall be permitted, unless specifically agreed by the venue.

Acupuncture

58 The acupuncturist must be a registered member of a recognised UK body/association (e.g. The Acupuncture Society, British Acupuncture Council).

59 The treatment area must be solely for acupuncture practice or other similar work requiring a comparable level of hygiene and cleanliness.

60 Details of current client medication must be taken and possible side effects must be considered. Acupuncture should not be prescribed if a patient's condition is not fully understood or is likely to be critical or non-responsive to treatment. Such patients must be referred to their General Practitioner and treatment is to be declined.

61 Disposable pre-sterilised solid needles should be used. Trays, cotton wool, wipes, etc, must be autoclaved to the manufacturer's specification and kept in sterile environment before each use. No direct or indirect contact is to be made with blood between each use.

62 Sterilised, plastic, disposable gloves should be used during needle insertion and withdrawal. Plastic gloves must be worn when examining skin disease.

63 All clinical waste, including paper waste, swabs, etc should be segregated in sealed yellow plastic bags before being sent for disposal.

64 If patients are left alone with needles in situ during a treatment, they must be cautioned about any movement which might bend or damage a needle. If moxa is used on a needle in situ, the practitioner or other qualified practitioner must remain with the patient at all times to avoid any risk of burn injury.

65 Needle stick injuries: Practitioners must never test a needle for sharpness on their own skin. In the event of the practitioner sustaining a needle stick injury, blood should be forced out of the site, it should be washed thoroughly with soap and water and the needle discarded properly. Practitioners must never continue to use a needle on a patient that may have penetrated their own skin.

Micro pigmentation

66 The treatment area must be solely for the practice of micro pigmentation or other similar work requiring a comparable level of hygiene and cleanliness.

67 Needles must be pre-packed, pre-sterilised and only used once before proper disposal in a puncture and leak proof box which is clearly marked 'sharps'. The box and its contents must be disposed of in a manner approved for clinical waste.

68 Sterilised, plastic, disposable gloves should be used and worn prior to setting up tubes, needles and ink supplies, and disposed of after each treatment. All equipment used shall be sterile prior to treatment.

Tattooing

69 The treatment area must be solely for the practice of tattooing or other similar work requiring a comparable level of hygiene and cleanliness.

70 Needles must be pre-packed, pre-sterilised and only used once before proper disposal in a puncture and leak proof box which is clearly marked 'sharps'. Trays, cotton wool, wipes, etc, must be autoclaved to the manufacturer's specification and kept in a sterile environment before each use. No direct or indirect contact with blood is to be made between each use. The box and its contents must be disposed of in a manner approved for clinical waste.

71 Sterilised, plastic, disposable gloves should be used and worn prior to setting up tubes, needles and ink supplies, and disposed of after each treatment.

72 Pigments should be dispensed into single-use, disposable pigment trays or disposable caps, ensuring a sufficient quantity to complete the procedure.

73 Clean water must be used to rinse needles if changing dyes and inks, without changing needles on the same client.

74 The temper or sharpness of a needle must not be tested on the client's or the operator's skin before use.

75 After tattooing, a dry, sterile dressing must be fixed in place with micro-pore tape. Tubes and needle bars must be dismantled from the machine and placed in a plastic container marked 'dirty instruments'.

76 The client must be given appropriate after-care advice.

Micro-dermabrasion

77 Therapists must be fully trained on the equipment used, according to manufacturer's requirements.

78 The client's medical history should be sought for contra-indications for micro-dermabrasion treatment applications, i.e. any contagious disease; any blood transmitted disease (HIV, hepatitis, herpes); use of Retin-A, Tetracycline, Accutane, or any drug causing sensitivity to sun exposure; haemophilia; skin irritation or rash (wait at least 48 hours after waxing).

79 Therapists should wear latex gloves and protective face mask throughout treatment.

80 An operator-controlled hand piece must be properly and completely sterilised – according to manufacturer's guidelines - before beginning treatment on a new client.

81 Once crystals become used (i.e. have passed over a client's skin) they should be disposed of in the manufacturer's recommended way.

Tooth jewellery/tooth whitening

82 Any cosmetic procedures affecting the surface of the tooth, such as filing or drilling may only be carried out by a registered GDC dentist. (The exception to this is the application of stick-on jewellery). This also applies to giving clinical advice about such procedures.

83 Tooth whitening products contain bleach and need to be handled with caution. Under the terms of the Cosmetic Products (Safety) Regulations it is illegal for tooth whitening products to be supplied that contain more than 0.1% hydrogen peroxide or for any associated products, which release greater than this level of hydrogen peroxide to be supplied.

84 In situations where tooth whitening is carried out by laser machine operators, the operators must be registered with The Health Promotion Agency.

Botox, cholesterol and blood tests

85 These are classed as medical treatments. Botox should only be administered by a registered doctor or by a nurse under the supervision of a registered doctor. Doctors should be GMC registered.

Laser treatment

86 These Full details of the demonstration or treatment must be submitted to the venue no later than 28 days prior to the event.

87 A risk assessment must be provided for the demonstration or treatment detailing all the relevant hazards and appropriate control measures, including, but not restricted to:

- **The class of the laser** - This must be referred to within the Risk Assessment and users must be aware that lasers can cause serious eye and skin injuries from direct exposure to the laser beam. Diffuse reflections from the beam can also be as hazardous.
- **Nominal ocular hazard distance** - i.e. the distance along the laser beam to the point at which the beam does not exceed the laser's MPE (maximum permissible exposure)). In the exhibition context this would be the safe distance at which members of the public could stand away from the laser and not be detrimentally affected. As a general rule if the nominal ocular hazard distance cannot be achieved between an operating laser and the audience then it should not be used.
- **The competence of the person carrying out the treatment** – Any person carrying out demonstrations or treatments with equipment that includes laser must have received adequate and appropriate training in the use of that equipment (manufacturers or their suppliers should offer this training).
- **The Environment in which the demonstration or treatment is carried out** – If the nominal ocular hazard distance cannot be achieved on an exhibition stand then the demonstration or treatment must be carried out in an enclosed room or not at all. The Risk Assessment should refer to users ensuring there are no reflective surfaces in the area they are carrying out the demonstration or treatment.

Venue Specific Rules

NEC - Special Treatments: All – Equipment

88 Exhibitors demonstrating acrylic nail treatments must provide a suitable means of minimising exposure to vapours and dust, in order to comply with Control of Substances Hazardous to Health Regulations 2002 (COSHH). It may be that engineering controls such as extraction equipment or down draught tables are required.

NEC – All Treatments: Personal Hygiene

89 Hot and cold running water must be provided for hand washing for the following non-invasive treatments. Portable units are acceptable if maintained:

Waxing
Threading
Eyelash treatments
All nail treatments

Stand Construction

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Subsections:

- General Guidance
- Exit Signs
- Emergency Lighting
- Escape Routes
- Double Decker stands – Planning and Construction
- Double Decker stands - Exits
- Floor Loading
- Inner Rooms
- Doors/Vision Panels
- Ceilings on multi-storey stands
- Ramped & Stepped Access
- Construction Materials
- On site Management
- Venue Specific Rules
 - NEC – Fixing to the Hall Floors

General Guidance

1 All construction work is subject to the requirements imposed by this guidance and must be carried out using proper materials and in a workmanlike manner. Adequate precautions must be taken by contractors to protect the fabric of the building during construction and dismantling. The cost of repairing any damage will be charged to the organiser of the event.

Exit Signs

2 Exit signs must be:

- A minimum height of 200mm and a minimum width of 400mm
- On a 24 hour electrical supply and illuminated at all times
- Positioned so they are conspicuous

3 Alternative means of escape and adequately maintained general and safety lighting, with maintained illuminated exit notices shall be provided to any enclosed area on a stand.

Emergency Lighting

4 The illumination provided by normal lighting and emergency lighting should be sufficient to enable anyone to see their way out of stands, seminar rooms and theatres at all times. The horizontal luminance at floor level provided from either source along the centre line of defined escape routes should not be less than 0.2 lux and preferably 1 lux. Any battery used for emergency lighting should be capable of maintaining the full load connected to it for a minimum of three hours after the failure of the normal supply.

Escape Routes

5 Alternative escape must be available from any point within a stand or structure leading to a place of safety. Escape routes should have a minimum, unobstructed height of 2.1m, other than within doorways, which should have a clear height of not less than 2.06m.

- 6** The minimum permitted gangway width is 2 metres, except within stands of less than 100m², where gangways must be no less than 1m wide.
- 7** There should be no obstruction that could impede the free flow of people using the escape route.
- 8** All floors should be even and have a firm, smooth and slip-resistant finish. Trip hazards should be avoided.
- 9** The maximum travel distance from any part of a stand to a gangway shall not exceed 50 metres. Where there is only 1 means of escape from the stand, this must be reduced to 20 metres. In either case, the maximum travel distance should be reduced by 25% where alcohol is being served.

Double Decker Stands – Planning and Construction

Introduction

10 This guidance identifies the main elements of safe construction of a double-deck stand. It supports the requirements for complex structures set out in the Stand Plans section.

Design

11 The following basic considerations must be addressed by the designer of a double decker stand:

12 Stability:

- Stability at all stages of construction and dismantling
- Identifying the point at which the structure can support itself
- Identifying the permanent elements that ensure stability
- The sequence of construction and the sequence for the removal of any temporary parts
- Calculations indicating the relevant forces and load capability of the structure
- The floor loading capacity of the venue

13 Construction and Dismantling:

- Drawings must clearly identify the sequence of construction, eg construction of frame; insertion of legs; fixing of bracing
- A clear plan for dismantling the stand must be identified
- The time available for construction and dismantling of the stand must be taken into consideration
- A safe system of work must be identified within the methods for construction and dismantling, ie work equipment; temporary handrails; fall-arrest system

14 Assessment of Loads:

- A realistic assessment of the loads and forces at each stage should be made in consideration of the erection sequence

15 Connections:

- The design should consider the safest means of connecting components and, where appropriate, indicate the necessary provision of access equipment and the safe system of work
- Connections shall be simple and effective to reduce the time spent working at height

16 Materials Handling:

- The design should take account of the safe handling, lifting, storage, stacking and transportation of the components relevant to their size, shape and weight

Method Statement

17 The preparation of a method statement is an important step in the planning of a safe system of work.

18 The method statement for a double decker stand should include:

- Construction sequences, noting the starting point
- Methods to ensure stability, including the use of temporary components
- The detailed construction scheme that identifies the lifting, alignment and connection requirements
- The preferred system to prevent falls from height, the safe means of access and any special platforms or equipment
- The provision of suitable plant and equipment with which to construct the structure safely

General guidance on erection and dismantling of structures

19 Method statements and risk assessments must be provided and shall be followed. All persons involved with the work shall be competent to undertake the work and have read and understand the method statement and risk assessments and erection sequence(s).

20 Competent supervision is required and supervisors must be trained and understand the work they are to supervise. They shall be able to read and understand the drawings and method statements and ensure that they are appropriate for the structure and its location. Where the methods are changed, the designer shall authorise the change, in writing, prior to the documentation being changed and these must be re-submitted to the organiser for approval and to the venue.

21 Weights of components should be clearly marked and where necessary, lifting points indicated. Components should be stacked and delivered so that they can be removed in the desired order.

22 Deliveries must consider the floor loading in the area of erection or unloading.

23 Hard hats and steel toe-capped boots are necessary PPE for working with steel structures. It may be necessary to cordon off the area of the build when overhead working is taking place.

24 As much of the construction as possible should be completed at floor level. This should include decking and the erection of handrails to ensure a safe place of work on the upper level, once lifted, to avoid the provision of additional safety measures such as temporary edge protection and fall restraint or arrest systems.

25 Welding and cutting (fabricating) is not allowed within the venue without the prior written consent of the venue. Please refer to Hot Works Permits.

26 Plant and equipment must only be operated by a competent person and copies of their licences or certificates must be available for inspection at any time.

27 Cranes (including Hiabs) are allowed but the positioning of the vehicle must be agreed by the venue to ensure that the weight loading is effectively distributed on the floor. Lifting the main deck using several forklift trucks is acceptable provided a method statement and risk assessment for such an activity has been accepted by the organiser.

Method Statement Template for Double Decker Stands

28 The completed document must be submitted to the organiser along with the other required documentation detailed under 'Stand Plans'. Work on site will be checked against this information and will be stopped where it does not comply; dangerous work practices will not be tolerated and persons may be removed from the venue if necessary. Please note that 'live' or 'open-edge' working is prohibited.

This form should be completed by the person supervising the work on site

Event	
Date of event	
Stand no.	
Exhibitor	
Contractor	
Contact name	
Mobile contact number (on site)	
Date information completed	

Step-by-step build sequence for the structure (can it be built at ground level?)	
Weight to be lifted; height it will be lifted to; equipment to be used (crane, fork lift, Hiab, etc)	
How the structure will be lifted safely	
Who will undertake the tasks (own work force; sub-contractors)?	
When will handrail be completed (prior to lifting)? Will floor be complete; if not, what means of edge protection has been designed?	
Equipment to be provided for working at height	
Hazards created by the task (work at height, dust, scaffolds, etc)	
Solutions to the above hazards (scaffolds, barriers, fall-arrest equipment, etc)	
Control measures to be used (codes of practice, safe systems of work, etc)	

Predicted noise levels	
Specialist work required (scaffold erection, woodworking machines, hot work, etc) and proof of competence of those undertaking this work	
Plant and tools to be used (power drills, saws, compressors, etc)	
Physical precautions to be used and details of supplier (barriers, screens, warning signs, fire extinguishers, etc)	
PPE to be used; who it will be used by and what training will be given (hard hats, dust masks, gloves, overalls, ear plugs, etc)	
Details of the working platform (mobile tower, trestles, ladders, steps)	
Access required by other contractors to locate services or undertake an installation; who; when	
When structure will be signed off by an independent structural engineer (normally arranged by the organiser)	
Arrangements for safe dismantling	
Work at the venue will not commence without the permission of the organiser or their appointed representative. Their approval of this document and supporting information must be confirmed below.	
Organiser's comments	
Name	
Date	
Organiser's signature	

Double Decker Stands - Exits

29 There should be a minimum of two separate staircases leading from any floor above ground level.

30 However, in the following situation, a single staircase is acceptable:

- No more than 60 people will occupy the level served by the staircase at any one time (public, performers and staff inclusive)
- No part of that floor of the upper storey of a stand is more than 20 metres away from the gangway. This should be reduced to 15 metres where alcohol is being served on the upper deck.

Floor Loading

31 The venue's floor loading restrictions must not be exceeded. Base plates must be a minimum of 300 mm x 300 mm and 12 mm thick to support a point load of up to 50kn. Point loads in excess of this and in certain areas of the venue will require larger base plates. Please refer to the relevant venue for details.

Upper Level Floor Loading

32 The floor of the upper level of a multi-storey stand must be capable of withstanding a weight loading of 5kn/sqm.

Inner Rooms

33 Occupied inner rooms on stands require an alternative means of escape if they contain more than 60 people and/or the travel distance to a gangway exceeds 20 metres. This should be reduced to 15 metres where alcohol is being served in the room.

Doors/Vision Panels

34 The required minimum effective clear width of a door is 800 mm.

35 Doors must have a vision panel with a zone of visibility of between 500 mm and 1500 mm above the floor. The exception to this is doors to small storerooms, where a small panel may suffice.

Ceilings on multi-storey stands

36 Ceilings, except those above the topmost storey of multi-storey stands, must be of solid construction.

Ramped & Stepped Access

Ramped Access

37 If constraints necessitate an approach of 1:20 or steeper, an approach incorporating a ramp should be provided.

38 A ramp must be either readily apparent or the approach to it clearly sign-posted.

39 The gradient of a ramp flight and its going between landings should be in accordance with the following table:

Going of a ramp*	Maximum Gradient	Maximum Rise
10m	1:20	500mm
5m	1:15	333mm
2m	1:12	166mm

*For goings between the above lengths, the gradient will be adjusted accordingly

40 Ramps must not be greater than 10m, or have a rise of more than 500mm.

41 Ramps shall have a minimum, unobstructed width of 1.5m.

42 The ramp surface must be slip resistant, especially when wet and of a colour that contrasts with that of the landings.

43 A landing at least 1.2m long and clear of any door swings or other obstructions must be provided at the foot and head of the ramp.

44 Intermediate landings must be at least 1.5m long and clear of any door swings or other obstructions.

45 Intermediate landings at least 1800mm wide and 1800mm long must be provided as passing places when it is not possible for a wheelchair user to see from one end of the ramp to the other, or if the ramp has three flights or more.

46 Handrails must be provided on both sides of a ramp which has a gradient steeper than 1:20. Where it is impractical to comply with this legal obligation, a risk assessment must be provided to and approved by the organiser.

47 Where the change in level is no greater than 300mm, a ramp should be provided instead of a single step.

48 Where the change in level is 300mm or more, 2 or more clearly signposted steps should be provided in addition to the ramp.

49 All landings should be level, subject to a maximum gradient of 1:60 along their length.

50 A kerb at least 100mm high, which contrasts visually with the ramp or landing, must be provided on the open side of any ramp or landing, in addition to any guarding required.

Stepped Access

51 A level landing must be provided at the top and bottom of each flight.

52 Each landing must have an unobstructed length of not less than 1200mm.

53 Flights shall have a minimum, unobstructed width of 1.1m.

54 Doors shall not swing across landings.

55 Flights between landings shall contain no more than 12 risers where the treads are less than 350mm and no more than 18 risers where the treads are 350mm or greater.

56 The tread and riser of each step must be consistent throughout a flight.

57 The rise of each step must be between 150mm and 170mm.

58 The tread of each step must be between 280mm and 425mm.

59 Risers must not be open.

60 All nosings must be made apparent by means of a permanently contrasting material 55mm wide on both the tread and the riser.

61 The projection of a step nosing over a tread below should be avoided, but if necessary it must not exceed 25mm.

62 A continuous handrail must be provided on each side of flights and landings.

63 A single staircase shall not exceed 1.8 metres in width.

64 Where a staircase is divided into more than one channel, no single channel shall be less than 1 metre wide and an additional handrail must be provided between channels.

65 Spiral staircases are only permitted for exhibiting staff use and not for members of the public.

66 Helical stairs are permitted where they comply with this guidance and their use is approved by the venue.

67 Where the means of access to trailers, boats, caravans and other, similar exhibits is manufactured as an integral part of the product, it may not comply with the above regulations. In such a case an appropriate risk assessment is required. As a minimum, it must comply with the following:

- The headroom must be a minimum of 2m
- The width may not be less than 450mm and must be at least equal to the width of the entrance to the exhibit
- The risers must not exceed 170mm in height
- Each tread must be a minimum of 280mm in depth
- The width of landings at top and bottom must be equal to the width of the steps
- Handrails must be provided

68 The use of non-compliant stepped access (e.g. pre-existing modular and system staircases) will be subject to the approval of the venue.

Handrails

69 The vertical height to the top of the upper handrail from the pitch line of the surface of a ramp, flight of steps or landing must be between 900mm and 1000mm.

70 Handrails shall be continuous across flights and landings of ramped and stepped access.

71 Handrails shall extend at least 300mm beyond the top and bottom riser of any steps.

72 Handrails shall contrast visually with the background against which they are seen, without being highly reflective.

73 The surface of handrails shall be slip resistant.

74 Handrails shall be terminated in a way that reduces the risk of clothing being caught.

75 The profile of handrails shall be either circular, with a diameter of between 40 and 45mm, or oval, preferably with a width of 50mm.

76 The clearance between the handrail and any wall shall be between 60 and 75mm.

77 Double-width staircases shall have a central handrail.

78 The clearance between a cranked support and the underside of the handrail shall be at least 50mm.

79 Handrails shall be non-climbable, i.e. with solid infills or vertical guardrails, which should be no more than 100mm apart and without horizontal members between verticals.

Barriers (Balustrades)

80 Barriers shall be provided to protect exposed edges of staircases, landings, balconies, galleries and other changes of level. They shall:

- Provide guarding to all exposed edges of stairs and ramps at a height of 900mm above the pitch line and to landings and balconies at a height of 1.1m.
- Be capable of resisting the forces set out in BS 6399-1.
- Be non-climbable, i.e., with solid infills or vertical guard rails a maximum of 100mm apart.

Construction Materials

81 All materials used in the construction of stands, features and displays, including signs and fascias, 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 BS476-Part 7
- Water-based, where applicable, e.g. adhesives and paint

82 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.

Decorative materials

83 Decorative materials used for stand dressing must be flame proofed or purchased already treated by use of the appropriate chemical.

84 Untreated wallpaper and similar thin surface finishes, not exceeding 1mm in thickness, may be accepted, provided they are firmly fixed.

85 Artificial plants and flowers are combustible and give off toxic fumes. 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.

Fabrics, drapes, curtains and hangings

86 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.

87 Fabrics used for interior stand decoration must be fixed taut and/or in tight pleats (not loosely draped) to a solid backing, secured above floor level and not touching light fittings.

88 Curtains on exit routes should hang 75mm clear of the floor, be parted in the centre and not conceal any exit signs.

Floor covering

89 All floor coverings must be secured and maintained so that they do not cause a hazard. Fixing of floor coverings to the hall floor may only be carried out using venue approved tape. The venue will only approve exhibition tape which has a low tack bottom, high tack grab top and does not leave any residue or cause any damage to the floor when removed. Other forms of fixing to the hall floor, such as cable clips, nails and bolts are generally prohibited, but may be allowed at certain venues. Please contact the relevant venue for information.

90 The organiser will incur a charge for any tape not removed by the end of the tenancy period, or any damage caused to the hall floor.

Glazing

91 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 practice for safety related to human impact'):

Nominal thickness	Maximum pane size dimensions
8mm	1100mm x 1100mm
10mm	2250mm x 2250mm
12mm	4500mm x 4500mm
15mm or thicker	no limits

92 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.

Night sheets

93 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.

Paint

94 Only water-based paint may be used on site. 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.

Plastic

95 All plastic, including plastic plants and materials used for vision panels, etc, must conform to BS476-Part 7, Class 1. Polycarbonate materials are acceptable.

Timber

96 Timber under 25mm thick must be impregnated to Class 1 standard. Treated materials should have 'BS476-Part 7, Class 1' marked on them.

97 Boards, plywood, chipboard, etc, must be treated if under 18mm thick. The exception to this is MDF, which is acceptable for use due to its density. MDF may not be machined on site, as its dust is hazardous to health.

Upholstery

98 Upholstered seating must be non-combustible and marked with the appropriate standard.

Column Cladding

99 Where columns fall wholly or partially within the area of allocated space, exhibitors may encase them, providing access is allowed to any services which may be provided from the columns. Nothing may be fixed directly to the columns and any casing must be self-supporting.

Fixing to the Building

100 Please also refer to Stand Construction: Construction Materials: Floor Covering.

Stands must be self-supporting and fixing to the building fabric of the venue is not normally permitted. Where this is permitted, it may only be carried out by the venue and will be at the organiser's expense.

On site Management

101 All stand construction must be monitored during build-up by the organiser's appointed structural engineer and floor management team. Stands which appear to be complex, which have not been submitted for approval, will be challenged and construction may be stopped until satisfactory information has been received.

102 The venue reserves the right to monitor all construction activity and to challenge risk assessments and the methods employed.

Venue Specific Rules

NEC – Fixings to the Hall Floors

103 Nail fixings to the Latexfalt surface of the Hall floors to secure margin boards, cable clips and similar items of stand fittings will be permitted. These fittings must be carefully removed after use to prevent damage to the floor surface.

104 Any fixings, nails, etc., left in the floor after the end of the tenancy will be removed by NEC and the organiser will be charged with the cost of removal.

105 Any damage to the floor caused by fixings will be repaired by the NEC at the expense of the show organiser

106 Electrical contractors are required to use white cable clips, so that the colour contrasting with the Hall floors will enable them to be more easily spotted and removed. A higher rate will be charged for the removal of clips that are not of a contrasting colour with the Hall floor (such as grey) than for white clips.

107 No fixing will be permitted to the floor duct covers, or to the floor above the tunnels or other subways.

Stand Plans

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Subsections:

- General Guidance
- Space Only Stands
- Complex Structures
- Certification of Stands & Structures on site
- Venue Specific Rules
 - NEC – Space Only, non complex
 - NEC – Space Only, complex
 - Manchester Central – Space Only, non complex

General Guidance

1 All stand plans must be checked by a competent person to ensure:

- Compliance with all relevant standards
- That the structure can be built safely within the time available
- That the design is suitable for its purpose and safe for use by all

Space Only Stands

2 Detailed scale drawings, including plan views and elevations of all space only stands must be submitted to the event organiser prior to the event, so that they may ensure that the plans comply with the venue's regulations.

3 Details of the materials used to construct the stand, a plan showing its location within the exhibition, a risk assessment, (to include fire hazards) and method statement must also be submitted.

4 It is the organiser's responsibility to ensure that space only stand plans comply with all relevant regulations. Where plans are required to be submitted to the venue, as in the case of complex structures, the organiser or appointed stand plan checking contractor must be satisfied that the plans and all accompanying documents are complete and fully comply before submitting them.

5 The following is a guide to the elements of a space only stand plan which should be checked in addition to ensuring that they comply with the organiser's own regulations:

- Documentation – Is it complex or not and are all the required plans and documents included?
- Dimensions – Does it fit the space and is the orientation correct?
- Height – Does it conform to the venue's maximum construction height?
- Stability – Is the stand self-supporting?
- Dividing walls (if applicable) – Are they shown? Are they self-supporting?
- Construction materials – Have they been identified and do they comply?
- Floor covering – Is it indicated?
- Ceiling – What material?
- Columns (where applicable) – If there is a building column on the stand area, has it been shown and if being clad, is the cladding self-supporting? Has access been allowed to any services which may be provided from the column?
- Fire points – Is the stand adjacent to a fire point? Will the fire point be kept completely clear?
- Services – Is the stand accessible to services/over a hall service duct? If services are required, is a platform to be built?

- Platform – If there is a platform how high is it? Has the height been included in the overall height of the stand? Are the edges highlighted? Do the corners comply? Has a ramp been incorporated? Are the vertical sides in-filled?
- Enclosed areas – Are there any store rooms or offices? Is a secondary means of escape required? Is fire detection required? Is the travel distance from any part of the enclosed area to a gangway more than 20m
- Doors – Have vision panels been incorporated? Are the vision panels between 900mm and 1500mm above floor level? If the door is a concertina has a vision panel been incorporated adjacent to the door; do they open outwards without encroaching into gangways?
- Rigging – Is anything to be rigged, eg banners, lighting?
- Turntables/rotating signs – Are there any?
- Steps – Are the risers and treads compliant and consistent? Are edges highlighted?
- Handrails & balustrades – Are they at the correct height? Do they have anti-climb rails?
- Lighting – Is there any low-level lighting? Any neon lighting?
- Travel distances to exit routes – Are they within maximum permitted?
- Special risks – Are there any items or proposed activities of special risk?
- Demonstrations – Check positioning on stand. Is there space for an audience?
- Seating – If seating is provided, does it comply?
- Kitchens & bars – Have all relevant details been supplied?
- Water features – Are there any?

6 Double-deck stands:

- Construction – Are measures in place to prevent live-edge working?
- Method statement – Does this fully detail how the upper deck will be built?
- Staircases – Is the correct number provided in relation to the upper deck maximum travel distance?
- Toe-boards – Are they fitted to the upper deck?
- Equality Act – Are services provided on upper deck available to those with disabilities?

Complex Structures

Definition

7 A complex structure is any form of construction of any height, which may require input from a structural engineer.

8 If a stand is not constructed from 'shell scheme', it is the responsibility of the stand designer to determine whether the construction is complex or not. Examples of complex structures:

- Any structure, regardless of its height, which requires structural calculations
- Multi-storey stands
- Any part of a stand or exhibit which exceeds four metres in height
- Suspended structures (does not include banners) e.g. lighting rigs
- Sound/lighting towers
- Temporary tiered seating
- Platforms and stages over 0.6m in height and all platforms and stages for public use (not including stand floor flats and platforms)

Submission procedures

9 Organisers are responsible for submitting full details of all complex structures no later than 28 days prior to tenancy. Permission to build any complex structure will not be given until the venue has received 2 copies of the following (written in English):

- Detailed, scaled structural drawings showing:
 - Plan views of each storey of the stand
 - Sections through each storey of the stand

Elevations including full steelwork and staircase details
 Width and position of gangways within the stand
 Floor and/or roof loading
 Specifications of materials used

- Structural calculations
- Risk assessment (to include fire hazards) and method statement
- Written confirmation from an independent structural engineer, with adequate professional indemnity cover, that the design is safe for its purpose.

10 Each item of information should state the event name and stand number. Complete sets of information only should be submitted, together with a plan showing the location of the stand within the exhibition.

11 If any complex structure is modified after the submission of the above information, plans must be re-submitted with details of all modifications and a structural engineer's confirmation that the final overall design is safe for its purpose.

Certification of Stands & Structures On site

12 The following written certification must be submitted by the organiser to the venue before visitors can be admitted to the event:

Shell scheme

13 Certificate of completion and safe construction provided by a competent person, ie, official stand contractor, confirming that all stands have been built in a satisfactory manner and are fit for their intended purpose.

Space Only, Non-Complex

14 Certification by a structural engineer approved by the venue, with appropriate professional indemnity cover (a copy of which shall be supplied to the venue), certifying them to be sound and safe for their intended purpose.

Venue Specific Rules

NEC – Space Only, Non-Complex

15 NEC does not require certification by a structural engineer.

NEC – Space Only, Complex

16 NEC does require certification by a structural engineer, certifying them as safe, fit for use and constructed in accordance with the designer's specification. The event will not be deemed safe for visitors until all certificates have been received by the venue.

Manchester Central – Space Only, Non-Complex

Certificate of completion and safe construction provided by the stand contractor, confirming that all stands have been constructed in a satisfactory manner and are fit for their purpose. Currently, MCCC does not require certification by a structural engineer.

Temporary Demountable Structures

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Subsections:

- General Guidance
- Additional Requirements for Tiered Seating

General Guidance

Definition

1 Temporary demountable structure' means any structure assembled and installed for use at an event, which is intended to remain in situ for the event only. This includes grandstands, scaffold, timber and fabric structures, filming and lighting platforms, but excludes exhibition stands.

Compliance

2 All temporary demountable structures erected and/or installed shall comply with The Institution of Structural Engineers - Temporary Demountable Structures Guidance (Third Edition April 2007), available from The Institution of Structural Engineers, 11 Upper Belgrave Street, London SW1X 8BH

3 Marquees shall comply with the Muta Code of Practice.

4 In addition, there may be specific venue requirements. Please check with your venue.

Submission procedures

5 The following information is required to be submitted to the venue at least 28 days prior to installation:

- A full set of design drawings and calculations for the structure, stating any restrictions for use
- A method statement
- A risk assessment for installation, removal and use

6 Design Considerations:

- The venue should be treated as an 'open' site for wind speed purposes
- The supplier shall carry out a pre-event survey of the venue/site
- The design must include provision for emergency lighting of escape routes

Installation

7 The organiser shall ensure that a competent person supervises the installation and dismantling of the temporary structure

8 Where fixings to the ground or fixings to existing structures are permitted by the venue, the supplier shall:

- Ensure that all holes are pre-drilled
- Ensure that fixings are capable of withstanding the imposed load(s)

9 Where bolts or stakes exceeding 300mm in length are to be inserted into the ground, the supplier shall take all reasonable measures to ensure that there are no buried services within the immediate locality.

Certification

10 On completion of installation and before it can be used by the public, the organiser shall submit to venue certification signed by a structural engineer, stating that the structure has been installed in accordance with the design and certifying that it is safe for its intended use.

Event open period

11 The supplier is responsible for the structural integrity of the temporary structure at all times. A qualified and competent technician must be available on site during all open periods, if required by the venue and on 24 hour call at all times.

12 Emergency call-out contact details must be provided to the venue.

1 Combustible materials must not be stored underneath raised areas.

Additional Requirements for Tiered Seating

Plan submission

13 A 1:200 DWG drawing of the seating layout must be submitted for approval to the venue **prior to any tickets being sold for the event**, to ensure that the layout has sufficient exits.

Daily inspection

14 The seating must be checked by a seating engineer/competent person on a daily basis and the sign-off passed to the venue.

15 Inspections should include the following as a minimum:

- Components align vertically and horizontally from above and below system
- Handrail spigots and pins/bolts fully engaged and securely located
- Rails in place – ends of gangways and stair landings
- Stair frames braced and secure flight fixed
- Half steps secure, handrails and nosing properly fitted
- Seats and seat frames undamaged, in line and level
- Seat backs not dislodged, splitting or warping
- Floor panels secure not splitting or warping
- Exits signed, unobstructed
- All light fittings secure and working including emergency lighting
- Mechanical damage

Vehicles

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Subsections:

- Moving or static motor vehicles within the venue
- Petrol-fuelled motor vehicle exhibits
- Vehicles in public circulation areas
- Vehicles for speed competitions/racing/stunt events
- Refuelling and recharging
- Double Decker Buses

Moving or static motor vehicles within the venue

- 1** Organisers shall give the venue at least 28 days' notice in writing of their intention to exhibit or demonstrate vehicles within the venue.
- 2** Vehicles shall not enter any building in which an exhibition is taking place during the time that it is open to visitors.
- 3** Motor vehicles used for delivery of materials or exhibits are not permitted to remain in the halls overnight. Please contact the venue should a vehicle need to remain on site overnight.

Petrol-Fuelled Motor Vehicle Exhibits

- 4** 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 of 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

Vehicles in Public Circulation Areas

- 5** No vehicles, hand propelled or motorised, are permitted to travel within the public circulation areas during the open period of the exhibition.
- 6** 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.
- 7** The venue will agree the maximum number of vehicles permitted in these areas.

Vehicles used for speed competitions, racing & stunt events

8 Organisers shall give the venue at least 28 days' notice in writing of their intention to use vehicles for any speed competitions, racing, stunt events, etc, including full risk assessments and method statements of all vehicle activities, pit areas and fuel storage for the event.

Refuelling and re-charging

9 Vehicles and plant must be refuelled or re-charged in the open air, away from the building in a position agreed by the venue.

Double Decker Buses

10 Access to and the number of people permitted on the upper deck must be restricted by a suitable barrier or steward. Overall numbers of people admitted to the upper deck will be dictated by the venue.

11 Warning signs must be provided at the top and bottom of stairs. For example "Caution: Hazardous stairs".

12 As access tends to be restricted to people without ability restrictions, this will need to be taken into account and exhibitors using these vehicles will need to provide an equivalent service at floor level to visitors who are unable to access.

13 All stewards and staff must be briefed, be competent in assisting visitors, understand the emergency procedures and be able to put these into practice if required.

14 All stewards and staff must be briefed and competent in providing assistance and/or the necessary aid (ie Step Ladder) if the emergency exit panel is required to be used.

Waste

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Subsections:

- General Guidance
- Stand Cleaning
- Hazardous Waste
- Venue Specific Rules
 - YEC - General

General Guidance

1 The venue is responsible for cleaning common areas of the site ie: communal/public areas, foyers, entrances, concourses, gangways, toilets and will remove 'normal waste' produced during the build-up and breakdown periods. Normal waste includes packaging and other small items.

2 The organiser, exhibitors and contractors are responsible for the removal of any other waste, including:

- Carpet - except scraps
- Crates/pallets
- Building waste, such as bricks, sand and stand fitting materials
- Metal work
- Large items that will not fit into rubbish receptacles or that need to be removed by mechanical means
- Hazardous waste - eg, paints, solvents, chemicals, clinical waste, aerosols, oils or lubricants, including rags used in the application of these substances
- Cooking oils
- Strip lights (fluorescent tubes) and light bulbs
- Material produced by working demonstrations of exhibits.

3 In accordance with Section 34 of the Environment Protection Act, items requiring disposal shall be removed by an approved waste carrier and taken to a licensed waste management company. The venue can provide quotes, on request, for making the necessary arrangements.

4 All such items must be removed from the exhibition halls in sufficient time for the venue's cleaning contractor to clean the floors within tenancy hours on the last day of the licence period. If such items are not removed, the venue may arrange for their removal and any associated costs will be passed on to the organiser. The venue accepts no responsibility for any items left on the premises after tenancy hours on the final day of the licence period.

5 As a general rule, by 1900 hours on the day before the first day of the open period of an event (pre-open day) all stand construction work must be completed. All vehicles, plant, ladders, trestles, scaffolds, trolleys, contractors' huts, spare materials and other items used in connection with the construction and erection of stands must be removed from the venue. At the same time all exhibits, exhibitors' and contractors' materials required for that event must be removed from the gangways and placed on stand areas to allow the venue's cleaning staff to sweep the gangways and clear away refuse.

6 The organisers, exhibitors and contractors must provide adequate access and freedom of movement to allow the cleaning operation to take place in reasonable time prior to the commencement of the open period.

7 After an exhibition has closed each day, stand holders must place any dry refuse from their stand into plastic sacks, provided by the venue. The plastic sacks must then be placed in the gangways immediately after the closure of the exhibition for removal by the night cleaning staff. Under no circumstances must refuse be placed in the gangways other than in plastic sacks, or at other times than those stipulated above.

8 Contractors must ensure that adequate arrangements are in place to dispose of liquid waste in a safe and environmentally sound manner. Discharges must not be made into any site drainage system, sanitary facility or floor duct.

Stand cleaning

9 The venue will normally provide stand cleaning services as follows:

- A pre-clean of all stands on the day or night before the event opens;
- A daily clean of all stands prior to the event opening.

10 These services do NOT normally include the following:

- The cleaning of exhibits;
- The cleaning of the upper level of multi-storey stands; or
- Specialised cleaning ie: Cleaning of cars, boats, glass, special flooring, etc

11 At the end of the event, the organiser, exhibitor and contractors must ensure all equipment has been moved prior to the end of the Licence Period. Abandoned equipment will be removed by the venue will be charged for and skip hire will be calculated according to the amount of waste remaining.

12 If skips are required to dispose of stand materials, these can be hired from the venue's cleaning contractor.

13 Washbasins and toilets within the WCs throughout the venue are not to be used for disposing of tealeaves, waste food, etc. The cost of clearing blockages in the drainage system as a result will be charged to the organiser or anyone found carrying out this act.

14 The venue will charge for any unreasonable soiling or permanent damage caused to walls or carpeted areas.

Hazardous waste

Duty of care

15 All producers of waste have a duty to ensure that any waste produce is handled safely and within the law. This is your Duty of Care.

16 The following are the main items we find in exhibition waste covered by Hazardous Regulations, The WEEE and Batteries directive and Clinical waste;

The Hazardous Waste Regulations 2005

17 Examples: Solvents, Paints, Inks, Oil, Contaminated rags with Oil or Paint, Aerosols, Chemicals, Unmarked liquids, Tyres

18 Any waste that is listed in the Europe waste catalogue marked with an asterisk (*) is classed under Hazardous waste Regulations. Any accident or spillage that could result in a hazardous substance entering a drain must be reported immediately.

Waste Electrical Electronic Equipment (WEEE) Regulations (Amended January 2007)

19 Examples: Electrical Equipment containing Hazardous components such as cathode ray tubes (TV's), Computers, Radios, Light fitting, Plugs, Fuse box's, All electrical appliances

The Batteries Directive (September 2008)

20 All Batteries inc Lead Acid and NiCad

Clinical waste

21 Clinical waste is defined in the Controlled Waste Regulations 1992

It means any waste which consists wholly or part of:

22 Human or animal tissue, blood or bodily fluids, excretions, drugs or other pharmaceutical products, swabs or dressing, syringes, needles or other sharp instruments which unless rendered safe may prove hazardous to any person coming into contact with it.

Venue Specific Rules

YEC – General

23 The venue is responsible for cleaning the following common areas of site: public catering areas, entrances, foyers and toilets. The organiser is responsible for the removal of any other waste produced during build-up, live event and breakdown including concourses, gangways and main event areas

Water Features

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Subsections:

- General Guidance

General Guidance

1 Water and water equipment shall at all times be used in such a manner as not to interfere with the safety of anyone in the venue.

2 Arrangements for filling and subsequent removal of water must be agreed with the venue or the venue's official contractor. Under no circumstance can connections be made to fire hydrant points, nor should water be discharged onto the floors, into ducts or any other unauthorised part of the premises.

Bathing Pools, Water Features and other Large Vessels

3 All equipment and/or exhibits are required to conform to HSE approved code of practice L8 'The control of Legionella Bacteria in Water Systems' (ISBN 0-7176-1772-6). By-laws of the relevant Water Authority must also be adhered to.

4 Organisers shall advise the venue in advance of the nature of any equipment or exhibit(s) for which a foreseeable risk is identified and is capable of generating an aerosol spray (eg. Fountain, whirlpool spa, humidifier etc)

5 Identification and assessment of any source of risk including a written scheme for prevention and control of the risk is required to be submitted to the venue prior to build up works commencing on site.

6 A nominated person should be responsible for ensuring that suitable arrangements are in place to properly implement, manage and monitor, in accordance with the written scheme, and it is strongly advised that records of the precautions taken are kept for at least 1 year after the tenancy.

Weapons

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Subsections:

- General Guidance
- Knives

General Guidance

1 Weapons covered by these regulations include firearms, crossbows, replicas, deactivated weapons, swords, knives (including kitchen knives) and tools. Ceremonial knives carried or used to meet religious obligations and small, folding or utility knives used for a lawful purpose and not brandished or worn in such a manner as to cause concern or alarm are exempt from these regulations.

2 The use of weapons must be agreed in writing by the venue. Requests for approval, a copy of the relevant licence, if applicable, e.g. firearm certificate, together with detailed risk assessments for delivery, storage, operation, use, display and management must be submitted to the venue at least 28 days prior to tenancy.

3 The use and possession of weapons is regulated by strict legislation. The venue reserves the right to refuse permission for the use of any weapon in a show or performance where it feels that the criteria are not being met.

4 The person in control of a weapon, ie the armourer (registered firearms dealer) or certificate holder is responsible for the following:

- Secure transport, storage and use in accordance with the licence. Ammunition and firearms must be carried in separate, locked containers
- Safe use
- Competency of the weapon handlers
- Maintaining safe areas and distances to eliminate risk from discharge
- Clear briefing to those who may be affected of details of the use of the weapon(s) and the arrangements for the safety of people and equipment
- Identifying and ensuring the use of protective measures, eg screens, protective clothing and ear defenders
- Accounting for all weapons and ammunition at all times

5 The suspected loss of a firearm, ammunition, replica or deactivated weapon must be reported to the venue immediately.

Knives

6 Knives displayed on stands must be encapsulated in protective packaging or kept in enclosed cabinets, so that blades cannot be touched by the public. It is recommended that exhibitors request photographic identification from customers appearing to be under 21, in order to ensure compliance with minimum age legal requirements.

7 Where knives are used in demonstrations, they must be kept out of reach of the public.

Work Equipment/Tools/Processes

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Subsections:

- Work Equipment
- Access Equipment
- Working Platforms
- Lifting Equipment
- Work Tools
- Working at Height
- Fixing to the Premises
- Floor Loading

Work Equipment

1 All equipment provided for work within the venue must be suitable and appropriate for the tasks required. The venue is a commercial environment and the use of 'domestic' quality equipment is not acceptable. Equipment must comply with the Provision and Use of Work Equipment Regulations (PUWER). All lifting equipment must comply with the Lifting Operations and Lifting Equipment Regulations (LOLER). The following are the minimum health and safety requirements in the use of work equipment, tools and the processes used in stand construction and breakdown. Risk assessments and method statements specific to the use of all the equipment mentioned below shall be provided to the organiser so that their floor management team can monitor the activities.

Access Equipment

2 Access equipment includes scaffold towers and mobile elevating work platforms (MEWPS). Scaffolds must be built in accordance with the manufacturer's instructions and where the working platform is more than 3 times the minimum base dimension have outriggers fitted and used. MEWPS may be operated on the premises as long as they can be proven to have been inspected and tested for safety in the previous 6 months. The venue requires all operators working on (MEWPS) to wear head protection and body harnesses and be attached to the equipment by means of a short or adjustable lanyard designed for fall restraint not fall arrest. Powered access equipment (MEWPS) must only be used by competent persons trained in the use of the equipment who can provide a valid licence or certificate to operate the equipment.

Working Platforms

3 All working platforms shall be protected by guardrails when at a height assessed to present a hazard. Mobile tower scaffold shall be constructed and used as identified by the manufacturer. Steps and ladders used as working platforms shall have flat treads and not round rungs to prevent damage to feet. Working platforms shall be identified in the assessment of equipment required under Work at Height Regulations.

Lifting Equipment

4 Lifting equipment includes fork lift trucks, Genie hoists and winches, chain blocks and chain hoists and all associated tackle, including shackles, wire rope, slings, rings and harnesses and all safety attachments.

5 All persons using such equipment shall be competent to do so and shall have undertaken an assessment to select the appropriate equipment to be used. All equipment will be visibly marked as

having been inspected and tested within the previous 6 months. Only official contractors appointed to an event may operate lifting equipment within the venue.

Work Tools

6 All tools being used in the construction of stands shall be fit for purpose. Where electrically operated they shall be visibly marked as inspected and tested within the previous 12 months. Woodworking machinery shall be used with due consideration for the affect on others nearby (noise and dust). Gangways are not to be turned into makeshift 'work-shops'. The use of routers is not appropriate due to the release of harmful dust in the process.

Working at Height

7 Where work at height is necessary, a risk assessment must be carried out to identify the appropriate means of access, e.g. step ladders, zarges, mobile tower scaffold or powered access equipment. The contractor is responsible for ensuring that suitable equipment is used.

Fixing to the premises

8 Fixing of any sort to any part of the interior or exterior of the premises, including floors, is not normally permitted, but may be allowed at certain venues. Please contact the relevant venue for information.

9 Where applicable, only venue approved carpet tape may be used for fixing floor coverings to the hall floors. Any damage to the fabric of the building will be repaired by the venue at the organiser's expense.

Floor Loading

10 The transportation and location of heavy exhibits/structures must conform to the venue's weight limits, which must not be exceeded.

11 The organiser must inform the venue in advance, of any load which may exceed that normally permitted, so that an engineered solution may be found, if possible.

12 Floor loading limits and the required dimensions of base plates vary considerably; please check the specific information provided by the venue.

Working Machinery

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Other relevant sections:

Heat Generating Displays, Work Equipment, Tools and Processes. Stand Construction & Product Demonstrations

Subsections:

- General Guidance

General Guidance

- 1** Machinery, engines and similar equipment exhibited on stands are subject to the Provision and Use of Work Equipment Regulations 1998 (PUWER).
- 2** A risk assessment must be carried out in order to ensure that any equipment being demonstrated (i.e. operated as part of an exhibit) on a stand is inherently safe and does not present a hazard to the operator of the equipment, other staff or visitors at any time.
- 3** Details of all demonstration areas must be submitted to the venue.
- 4** Demonstration areas must be indicated on stand plans and, where necessary, must be sound proofed.
- 5** Machinery shall be electrically and mechanically disconnected, except if required for a demonstration.
- 6** Working machinery should only be demonstrated to interested parties where necessary and not used as an attraction to the stand.
- 7** Moving parts of machinery and other working equipment must be efficiently guarded to protect both the public and the operator.
- 8** All running machinery and other working equipment must be set back from the stand edge, so as not to cause a hazard to staff and to accommodate visitors.
- 9** All staff must have sufficient instruction and training to ensure that they are competent when undertaking any demonstrations. Suitable PPE should be issued.
- 10** All machines must be suitably guarded, as they would be in normal use. Where guards are removed for display purposes, the following will apply:
- 11** A strong and suitable see-through guard must be in place for the duration of the show
- 12** Distance barriers and screens may be required to protect visitors from harm. The risk assessment will identify the type needed
- 13** Barriers may be required.
- 14** All exhibits must, where they are not sufficiently stable as free-standing models, be properly secured to the floor of the stand or other structure.
- 15** Floors on stands must be kept clear of articles or substances likely to cause persons to slip or trip.

- 16** All electrical conductors must be properly installed and adequately protected.
- 17** Exhibits must be positioned so that at no time do they protrude into gangways.
- 18** Precautions must be taken to ensure that dust particles, fumes, etc. from working machinery do not discharge into areas outside the stand.
- 19** All stand personnel should acquaint themselves with how to use the appropriate fire fighting equipment as identified in the risk assessment and supplied on the stand, and with the position of the nearest fire alarm location in the building.
- 20** A charge may be made by the venue for provision of additional fire fighting equipment.

Working at Height

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Subsections:

- General Guidance
- Ladders

General Guidance

1 A person is working 'at height' if there is a possibility of their being injured from falling, even if they are working at or below ground level.

2 The Work at Height Regulations refers to 'duty holders': employers, self-employed and employees. This includes all contractors and exhibitors (for example, when accessing areas above floor level to dress stands).

3 Duty holders' responsibilities are to ensure that:

- No work is done at height if it is safe and reasonably practicable to do it other than at height
- The work is properly planned and organised, appropriately supervised and carried out in as safe a way as is reasonably practicable
- Plans are in place for emergencies and rescue
- Account is taken of the risk assessment carried out for the activity.
- They do all that is reasonably practicable to prevent anyone falling
- All work at height takes account of conditions that could endanger health and safety
- Those involved in work at height are trained and competent
- The place where work at height is done is safe
- Equipment for work at height is appropriately selected
- The risks from fragile surfaces are properly controlled
- The risks from falling objects are properly controlled
- Where ladders are used, these are industrial, not domestic quality.

Ladders

4 All reasonable steps should be taken to eliminate or minimise the risks associated with work at height through efficient work planning and selection and use of safe working platforms or other suitable equipment, including ladders and stepladders.

5 Where work at height cannot be avoided, safe means of access and safe systems of working must be used. As far as steps and ladders in particular are concerned, the following should be considered:

- What they are to be used for
- Industrial quality and not domestic
- Duration of the work
- Training and abilities of users

6 Ladders can be used as working platforms when it is not reasonably practicable to use alternative means and a risk assessment identifies the activity to be undertaken is low risk.

7 Ladders must be used in accordance with manufacturer's instructions at all times. Additionally, the following guidelines must be followed:

- Leaning ladders must be placed at the correct angle
- Ladders should only be used on level ground and must be secure e.g. suitably tied or, as a last resort, footed
- The top treads or steps must not be used as a platform for work
- Users should face the ladder at all times whilst climbing or dismounting
- Stepladders should not be used sideways-on where sideways loads are applied
- Only one person should climb or work from a ladder or a stepladder
- Users should not overreach
- Steps and ladders should be checked for suitability and defects each time they are used