

STAND BUILD & ELECTRICAL GUIDELINES

Standard requirements for all space only stands

RESTRICTIONS / GUIDELINES

1. Any wall/structure on a common boundary that is **greater than 8ft in height** **MUST** be finished with a clean look with no raw construction visible. All wall systems must be self-supporting.
2. NO logos, or decoration of any sort, can be applied to the exterior walls that are greater than 8ft high where the wall is on the boundary with a common neighbour. These walls must be presented with a seamless white finish above 8ft high.
3. The rear of any wall adjoining another stand must be cladded and neatly finished with no branding above 8ft.
4. Space only stands are not to rely on their neighbour's fabric and need to provide walling as under 8" high will be raw from behind their neighbour.
5. Space Only Stands cannot: attach to, use as supports, stick posters to or make use of the adjoining stand walls. Space Only stands are required to supply walls to a height of at least 8ft on all common boundaries.
6. All stand structures require scale drawings including plans, elevations, and cross-sectional views to be submitted to the Organizer and may require a certification by an engineer.
7. The maximum permissible height of any part of a stand is 9ft.
8. Informa (the Organizer) reserves the right to request adjustments to wall design if they are deemed as adversely affecting or blocking other exhibitors, reducing the value of their investment in the show. Any concerns will be raised and discussed at the design approval stages.
9. Any double storey stands will require an Engineer Certificate prior to erection. The sign off must be completed and copies provided to Informa before the second level can be occupied. Any double storey stand as part of the Engineer Certificate must clearly define the number of occupants allowed, considering any other item on the second storey.
10. Banners must be rigged inside the vertical floor boundary of your space and must not be within 3ft of the boundary. All banners rigged must be approved by the organizer. Banners must be rigged at a height of around 9ft or above.
11. If rigging, anything over 13ft wide and/or over 44lbs and/or requires roof power will require truss and motors (liaise directly with your rigger or Freeman the official show contractor).
12. Stands must be dismantled & removed from the Broadmoor premises before 2.00pm on Friday November 21. If any stand materials are left at the Broadmoor the Show Contractor will charge a handling fee and disposal fee to the exhibitors.
13. All raised floors, ramps and steps / stairs must comply with the points below:
 - Must be free of sharp or dangerous edges and anything that poses a trip hazard.
 - Edges of thin decorative flooring such as carpet, vinyl, matting, wood, or the like, are to be taped down or firmly secured.
 - Flooring such as bark, pebbles, soil, railway sleepers and other loose materials are to be steady under foot and not cause a trip hazard.
 - All flooring that exceeds 4.5 inches in height is deemed to be a step. A ramp must also be provided within the allocated stand space and not encroach into the aisle.
 - Ensure all raised floors with a height of less than 115 inches have a clearly distinguishable ramped edge.
 - To prevent trip hazards on standard 1.2 inches high raised floors, ramped edging is generally acceptable.
 - All ramped edges are to be contained within the contracted space and are not allowed to encroach into the aisle.
14. Only use tapes or decals on bare floors that do not leave adhesive residue. If adhesive materials that leave residue are used, a removal charge will be assessed by The Broadmoor.

15. All canopy/roof structures must be made from a permeable material to ensure the flow of water from the venue's sprinkler system is not inhibited. Stands may be required to provide additional fire protection equipment.
16. **Any fabric used in the construction or decoration of a stand must be treated with a fire retardant.**
No stands are to be covered or blocked by fabric or material at any time as this can be a fire safety hazard.
17. Sawdust, tan bark, or wood chip may be used to decorate floors; however, a protective membrane **MUST** be laid first, wood chips must remain moist at all times and a fire extinguisher must be placed in a prominent location at the stand.
18. Doors built into a stand need to comply with the requirements of an exit door i.e. open outwards with a push bar or lever handle. Any door incorporated into the stand and not providing an alternative means of egress is to have a NO THOROUGHFARE sign affixed.
19. To review the safety guidelines, visit the Freeman portal safety resource. The on-site event safety checklist needs to be strictly followed.
20. **Please refer to your Freeman portal for full restrictions and guidelines to your stand design/build.**

ELECTRICAL EQUIPMENT & INSTALLATION

1. All power requirements must be ordered through The Broadmoor Electrical Department (listed under Electrical & Utilities on the Products & Services page in your Freeman portal).
2. All electrical circuits must be properly earthed. Electrical circuits must be properly insulated. There must be no exposure to live cables or live surfaces. Cables must be protected from potential damage or exposure.
3. All lighting equipment is required to have an earth connection. Halogen or tungsten lighting can be used with a maximum of a 300-watt filament/tube. LED lights preferred. All halogen tube light fittings used within an exhibition must be fitted with safety glass to minimize the risk of fire.
4. Before work commences, all equipment to be plugged into power must be plated or stamped prior to installation or use onsite. This includes all lights, electrical cords, power tools, chargers, and power boards. Any non-compliant electrical equipment must be removed from the site.
5. Please note that there is a minimum of 500 watts per outlet. A 500-watt (5 amp) outlet cannot be split. A 1000-watt (10 amp) outlet can only be split once. A 2000-watt (20 amp) outlet can only be split three times.