

## **London Boat Show Exhibiting Rules and Regulations**

### **1. Rule Changes**

- 1.1. The Organiser reserves the right to alter or add to these Rules & Regulations (either generally or in relation to any one or more Exhibitors) if, in their discretion, such alterations or additions are necessary or desirable in the interests of the Show and/or our Exhibitors or Visitors. Exhibitors must comply with any such alteration or addition as soon as the Organiser gives Exhibitors notice, whether such notice is provided in writing, orally or otherwise.
- 1.2. These Rules & Regulations are to be read in accordance with the Show Terms & Conditions and the definitions contained therein.

### **2. Types of Stand Space:**

#### **2.1. Where Exhibitors have contracted for Shell Space:**

- 2.1.1. The Organiser will appoint and instruct such contractors as they see fit to construct a Shell Stand; such Shell Stand shall prominently display the Stand number and require no stand-fitting on Exhibitors' part. The fascia of the Stand with the Stand number is standard and must not be amended or replaced.
- 2.1.2. Exhibitors must not directly or indirectly obstruct the construction of, interfere with, or otherwise alter the physical structure of the Shell Stand.
- 2.1.3. The Exhibitor may at their expense instruct a designer and/or contractor to design and complete the interior only of the Shell Stand.
- 2.1.4. The Organiser shall endeavour to erect Stands not less than 2 days before Show Opening.
- 2.1.5. Property rights in the Stand shall remain vested in the Organiser at all times.
- 2.1.6. Exhibitors must leave the Stand in situ after Show Closing in the same condition as it was when the Organiser erected it, except for fair wear and tear.

#### **2.2. Where Exhibitors have contracted for Space Only:**

- 2.2.1. The Exhibitor may use a competent contractor of their choice for the construction and erection of the Stand; such stand must comply fully with the Permission to Build Notice.
- 2.2.2. Open Space Exhibitors must prominently display Exhibitors Stand number in figures of no less than 10cm high or as otherwise directed by the Organiser.
- 2.2.3. When erecting an outdoor Stand, Exhibitors and their contractors must take special care to avoid underground electrical cables, pipes and other utilities. Great caution will be required when driving pegs or stakes into the ground. It will be the responsibility of each outdoor Exhibitor to use, or to ensure that their stand/marquee contractor uses, a CAT Cable Locator to identify cables and obtain a 'Marquee Permit' prior to staking into the ground.
- 2.2.4. Exhibitors shall be liable for the cost of repairing any damage caused to underground pipes and cables within their Space, and for any loss or injury so caused.

### **3. Build-up and Breakdown**

- 3.1. The Organiser shall give Exhibitors reasonable notice of the Build-Up and Breakdown Schedule. Exhibitors must not commence delivery, installation or arrangement of the Stand or Exhibits before the dates and times referred to in the Build-Up and Breakdown Schedule.
- 3.2. The Organiser reserves the right to vary those dates and times but shall try to give to Exhibitors reasonable notice of such variation. In no circumstances shall the Organiser be liable to Exhibitors for any loss or expense, which may occur as a result.

- 3.3. The Exhibitor must ensure that the construction of the Stand and the arrangement of Exhibits on Exhibitors Space be fully completed on or before 5 p.m. on the day before the Show Opening. The breakdown of the Stand and removal of Exhibits may not be commenced until after the Show Closing. Exhibitors must ensure the complete breakdown and removal of the Stand and the removal of all the Exhibits by the date advised in the Build-Up and Breakdown Schedule. Any property remaining on the Stand after the Final Clearance Date shall be subject to Clause 25 of the Exhibitor Terms & Conditions, Organisers Rights of Lien and Sale.
- 3.4. If Exhibitors or their employees, agents or sub-contractors should fail to fully vacate the Show by the Final Clearance Date, for whatever reason, the Organiser shall hold Exhibitors fully responsible for all losses and expenses incurred by the Organiser as a result and Exhibitors hereby agree to indemnify the Organiser against all such losses and expenses.
- 3.5. Movement orders must be strictly adhered to during Build-up and Breakdown. On the last two days of Build-Up, only Exhibitors and their authorised contractors shall be admitted to the Show in accordance with the Build-Up and Breakdown Schedule. Exhibitors must inform their personnel and contractors of this regulation.
- 3.6. Exhibitors with Stands outside should provide their own adequate temporary lighting on and around their Stand if they need to work after dusk.

#### **4. Exhibitor Attendance on the Space**

- 4.1. Exhibits must be promoted, displayed and exhibited in a safe and responsible way.
- 4.2. Exhibitors must ensure that an appropriately responsible, competent and knowledgeable representative is present on the Space each day of the Show during the Open Period, from 15 minutes before the Show is due to open to Visitors until 15 minutes after the Show closes. The Space and Exhibits must remain open to view and intact throughout the Show. If any Exhibitor fails to open, attend or uncover the Exhibits during that period the Organiser may open and uncover the Space at Exhibitors expense and risk.
- 4.3. Space located within the Boulevard must be staffed 1 hour prior to the official Show opening.

#### **5. Space and Stand Appearance Cleaning**

- 5.1. The Exhibitor must maintain the Space and Stand in good order and in a clean condition for the duration of the Show Open Period.
- 5.2. Exhibitors must not carry out major cleaning or maintenance of the Space or Stand whilst the Show is open to Visitors but should regularly tidy and remove rubbish.
- 5.3. Chemicals used for cleaning must be brought to the Organisers attention before use, and their consent for use at the Show be obtained; the Organiser may grant or refuse consent at its absolute discretion.

#### **6. Contracts for Services**

- 6.1. In order that the Organiser may promote and facilitate quality control, security and safety, Exhibitors must not provide, or seek to provide, the services of catering, lifting or mechanical handling, telephonic and internet connectivity for communications, power, rigging, gas, water or waste disposal or other services to their Space, Stand or Exhibits or to other Exhibitors.

## **7. Handling of Exhibits**

- 7.1. The Organiser shall appoint the exclusive mechanical handling contractor for the Show; no other mechanical handling contractor shall be permitted to operate cranes, fork lift trucks, service vessels or other handling equipment at the Show.
- 7.2. Unless expressly included within the Space package, Exhibitors must directly contract the Organiser's nominated lifting contractor.
- 7.3. Exhibitors must ensure that a competent and responsible representative is present during any mechanical handling of their Exhibits.
- 7.4. Where mechanical handling is required, failure to arrive at the specified time may involve delay, where this results in increased congestion and/or delays in moving other Exhibitors' materials, the Organiser may at their discretion invoice the Exhibitor causing such delay a surcharge in accordance with the standard charges, of which a copy will be supplied on request.
- 7.5. Where Exhibitors are unsatisfied with the service or any damage has or is alleged to have occurred, the Exhibitor must immediately notify the Organiser and their nominated contractor.
- 7.6. The Exhibitor shall confirm all relevant heights and sizes, under the signature of the Exhibitor's representative. Exhibitors are therefore put on notice that reliance shall be placed on such data, which shall be deemed accurate, and that Exhibitors shall be accountable for any accident, damage or injury which results from any inaccuracy in the data given.

## **8. Electricity and Power**

- 8.1. The Organiser shall appoint the exclusive electrical contractor for the Show; no other electrical contractor shall be permitted to operate within the Show.
- 8.2. Unless expressly included within the Space package, Exhibitors must directly contract with the Organiser's nominated electrical contractor.
- 8.3. Electricity consumed, and a connection charge, shall be billed directly to Exhibitors by the contractor.
- 8.4. In no circumstances must Exhibitors interfere with any electrical installation, except to connect apparatus to authorised plug points. If any Exhibitor does so, or permits another to do so, the Organiser may at their discretion request the contractor to immediately disconnect their electrical supply.
- 8.5. The Exhibitor must not suspend, or attempt to suspend, any electrical wiring or light fittings from any overhead structure at the Show. All light fittings must be properly incorporated in the design and construction of the Stand, and all floor level lighting properly protected so as to offer no risk to people or property.
- 8.6. Electricity shall be available to Exhibitors from half an hour before, to half an hour after, the Show opens to Visitors each day.
- 8.7. The Exhibitor must ensure that all electrical equipment and appliances used on their Space have been appropriately tested and conform to the relevant health and safety regulations. In the event that the electrical system on the Space is found not to conform to such regulations, the supply shall be withdrawn. The cost of tracing and repairing faults caused by defective equipment shall be charged to the Exhibitor. Multiple adaptors are not permitted.
- 8.8. The use of portable generators for supplying electricity is prohibited.
- 8.9. No form of electric heating shall be permitted on the Space other than internal heating systems in boats in the Dockside.

## **9. Gas**

- 9.1. No appliances running on gas may be used without the Organiser and Venue's prior written notice, and only connected by the official Show gas contractor. Gas appliances must not be used if there is any reason to suspect that they are unsafe or dangerous. Gas heated appliances must be situated well away from combustible materials.
- 9.2. Exhibitors must produce a current test certificate for each gas appliance that Exhibitors require to be connected to the gas supply. Should Exhibitors fail to produce a current test certificate, the Organiser reserves the right not to energise the gas supply until a test certificate is produced.
- 9.3. No gas main connection will be made unless adequate provision has been made for the removal of the exhaust fumes.
- 9.4. Gas rings or burners or similar open-flamed apparatus must be mounted on a solid non-combustible material not less than 25mm in thickness and not less than 750mm above floor level. Adequate guarding and fire-fighting equipment must be in place.
- 9.5. Natural gas is supplied at a pressure of 22mm Hg or 12" N.g with a flow rate of 2.5 L/s or 300c.f.L.
- 9.6. Liquefied petroleum gases ("LPG" propane, butane etc) are not permitted at the Show except with the Organiser's prior permission in writing, and then only outside the Halls. LPG presents a substantial fire/explosion risk. To be granted permission, Exhibitors must submit details of the appliance and why mains gas cannot be used, together with a risk assessment at least 30 days prior to the Show.
- 9.7. All gases, liquid fuels and LPG must be used with the greatest vigilance and care and precautions must be taken against the risk of fire.

## **10. Telephone and Internet Connectivity**

- 10.1. The Organiser shall appoint the exclusive telephone and internet connectivity contractor for the Show; no other telephone and internet connectivity contractor shall be permitted to operate within the Show.
- 10.2. Should Exhibitors require a land line, telephone connection and/or internet connectivity, Exhibitors may apply direct to the service provider using the form provided by the Organiser in the Exhibitor Manual.

## **11. Catering**

- 11.1. The Organiser shall appoint the Venue's official caterer as the exclusive catering contractor for the Show; no other catering contractor shall be permitted to operate within the Show; where Exhibitors wish to use another catering company Exhibitors must first obtain the Organiser's written approval. A loss of revenue fee will be imposed on Stands found to be in breach of this clause and a levy has been exercised on the Organiser by the Venue.
- 11.2. Exhibitors must ensure that where alcoholic beverages are consumed on their Space that such consumption is in moderation. Exhibitors must not permit or tolerate any alcohol abuse, nor the taking of prohibited drugs.
- 11.3. Sampling of food or beverages shall not be permitted at the Show without the Venue's prior written consent. Such consent shall only be given in accordance with the Show policy as amended from time to time. Exhibitors must contact the Venue to apply for such consent.

## **12. Liquor Licensing**

- 12.1. Exhibitors must apply to the Organiser should they wish to sell alcohol from their Stand, and must gain prior permission in writing from the Organiser accordingly.

### **13. Catering Legislation**

13.1. Where an Exhibitor has obtained consent to offer food or beverages such Exhibitor must ensure that they are offered in accordance with applicable legislation, including but not limited to:

13.1.1. Food Safety Act 1990: This states that it is an offence to sell food, which is not of the nature, substance or quality demanded by the consumer.

13.1.2. Food Safety (General Food Hygiene) Regulations 1995: Controls the hygiene standards of food premises and require food businesses to carry out "Risk Assessment".

13.1.3. Food Safety (Temperature Control) Regulations 1995: This applies to the effective temperature control of perishable and hot products. Most foods, which need to be kept cool, have to be kept below 8°C although poultry has to be kept below 4°C. Cooked food, which is kept hot, must be kept above 63°C.

13.1.4. The Food Labelling Regulations 1996: This covers the labelling of foodstuffs. These regulations state that it is an offence to sell, or possess for sale, food that is beyond its "use by" date.

### **14. Water & Waste**

14.1. The Venue shall be the sole supplier of mains water and/or waste services; for connection to a Stand, Exhibitors must apply to the Venue directly, as provided for in the Exhibitor Manual.

14.2. No paint, oils, fats, waste food, spirits, chemicals or other noxious substances shall be discharged into the drainage system. These materials shall be discharged into closed containers manufactured of material suitable for this purpose. Full details of wastes of these types are to be submitted to the Organiser who shall make arrangements for their disposal at the cost of the Exhibitor. The cost of clearing or repairing the drainage system or making good any other damage caused by the Stand effluent shall be the responsibility of Exhibitors.

14.3. If Exhibitors utilise mobile washing facilities or a mixture of plumbed / mobile facilities, Exhibitors must not dispose of waste water down any hand-washing facility. Waste water must not be disposed of in any of the sanitary accommodation throughout the Venue. Disposal of waste water, if not via a plumbed system, must be in a safe and hygienic manner.

14.4. During the Breakdown period all Exhibitors are responsible for removing their own large items of standfitting, eg: wall panels, carpet, surplus wood, etc. Failure to do so may result in Exhibitors being liable for excess cleaning charges.

### **15. Washing and Refrigeration Facilities**

15.1. Exhibitors must assess the extent of their operations and ensure that adequate, suitable and sufficient washing facilities and refrigerated / frozen facilities are provided where appropriate.

15.2. The washing facilities required are determined by factors including, but not limited to, the public health risks posed by the operation, the scale of the operation, types of food, equipment used, type of server container (disposable or re-usable), etc.

#### **15.3. Category A: Open Food Preparation and Processing**

15.3.1. A washbasin for cleaning hands must be provided, and supplied with hot and cold running water. Materials for cleaning hands, disposable paper towels for drying hands and bins must also be provided.

15.3.2. A sink with constant piped supplies of hot water and cold water is required, from a drinking water supply, in a safe and hygienic manner. The stipulations above are the

minimum legal requirement when preparing and handling open food. Where the size and nature of the catering operation requires additional washing facilities, Exhibitors are required to assess their operations and ensure that adequate numbers of additional washing facilities are provided where necessary.

15.3.3. The Organiser reserves the right to require a larger operation to provide a double bowl sink in addition to a single sink, or alternatively a dishwasher which can accommodate the largest utensil proposed for use.

15.3.4. The Organiser also reserves the right to require, in cases of a notable amount of food preparation involving the washing of food, that an additional sink be provided solely for this purpose, in order that there are separate hand washing, food washing and equipment washing facilities.

15.3.5. Facilities for hand washing, food washing and equipment washing must be labeled as such, with a suitable notice affixed adjacent to ensure each facility is utilised for its exclusive purpose.

15.3.6. In all cases, the hot water supply must be instantaneous and constantly available.

15.3.7. Hand washing facilities must not be further than 3m from any preparation area.

#### **15.4. Category B: Open Food Service Requiring Provision of a Wash Hand Basin Only**

15.4.1. Operations utilising either disposable or no utensils / crockery, dispensing food only (i.e. no processing), require a wash hand basin for cleaning hands which must additionally be supplied with hot and cold running water. Furthermore, materials for cleaning hands and for hygienic hand drying must be provided. No separate utensil sink is required, provided utensils are discarded when soiled.

#### **15.5. Category C Pre-Wrapped / Low Risk Foodstuffs**

15.5.1. No washing facilities are required for such operations. However, facilities within the building must be identified and accessible for cleaning equipment, shelving, counters and spillages.

#### **15.6. Drinks-Only Operations**

15.6.1. Where Exhibitors provide beverages or alcoholic drinks by way of hospitality only, on a small scale, i.e. coffee or tea, utilising a kettle or bottled / canned drinks from a small refrigerator and disposable drinking vessels, such arrangements shall fall into Category C. If Exhibitors are utilising non-disposable drinking vessels, Exhibitors must provide a sink or make arrangements to share a sink. Where Stands are set up to dispense alcoholic and non-alcoholic drinks and beverages to a similar scale to that of a public house or café i.e. via a dispense pump or industrial-sized water heater, such facilities would fall into Category A.

15.6.2. If Exhibitors are not able to decide which category into which Exhibitors fall or whether the facilities Exhibitors propose are in compliance with the above legislation, Exhibitors must contact the Venue, which may require Exhibitors to seek clarification from the relevant Environmental Health Department.

#### **16. Cooking Arrangements:**

16.1. If Exhibitors are planning any form of cookery demonstration or sampling of products on their Stand they must observe the following conditions:

16.1.1. Kitchens must be enclosed with fire-resisting construction and where they exceed 6m in either length or breadth they must be provided with two separate exits sited remote from each other so as to eliminate any dead end, one of which may be by way of the associated restaurant or adjacent floor area.

- 16.1.2. Consideration will be given to unenclosed cooking arrangements where they are sited remote from any exits and are located so as not to prejudice the means of escape. Notification must be given to the Venue no later than 28 days prior to the first day of build.
- 16.1.3. Gas-fired cooking and heating appliances, other than appliances permitted by the Venue or space-heating, shall be installed only in rooms or enclosures specially approved for the purpose by the Venue and ventilated direct to the open air.
- 16.1.4. If required by the Venue, provision shall be made for the removal to the open air of fumes from cooking appliances.
- 16.1.5. Gas-heated appliances shall be situated well away from any combustible materials. Gas ring burners or similar open-flame apparatus shall be mounted on suitable flat non-combustible bases, e.g. 50mm stone slabs or solid non-combustible material not less than 25mm thick, not less than 750mm above floor level.
- 16.1.6. Where the sole object of the Stand is to provide food for either take-away or consumption on the Stand and involves cooking on a commercial scale, the following standards shall apply:
- 16.1.6.1. Where required by the Venue, units shall be provided with metal hoods fitted with grease filters from which the extract should be ducted direct to open air. Fan motors should be external to the air stream.
- 16.1.6.2. Commercial gas ovens shall operate on mains gas piped to the Stand to the satisfaction of the Venue. It will not be necessary to enclose such ovens in fire-resistant enclosures.
- 16.1.6.3. Gas cookers, ranges and hobs shall operate on mains gas piped to the Stand as above, and where sited in proximity to Stand walls, such Walls shall be protected against the spread of fire to the satisfaction of the Venue. These appliances shall be mounted on solid non-combustible materials, e.g. 50mm thick stone slabs or hard fire-resistant sheet not less than 25mm thick and not less than 750mm above floor level.
- 16.1.7. Deep Fat Fryers / Chip pans etc are not allowed on Stands under any circumstances, due to the high fire risk they pose.

## **17. Compressed Air**

- 17.1. Compressed air supply is through a flexible hosepipe at a pressure between 5 and 6 bar (7590 psi) subject to normal control fluctuation. The maximum capacity of a supply is 6 litres per second (80 cubic feet per minute) of free air.
- 17.2. The compressed air supply is of industrial quality, containing normal levels of contamination from oil, water and particulate matter. Users requiring pure compressed air shall supply their own filtering, drying and regulating equipment to obtain the quality of air required.
- 17.3. An adequately trained person must be designated responsible for the proper operation of all machinery and equipment powered by compressed air.
- 17.4. Exhibitors must ensure that only trained operators operate machinery and equipment powered by compressed air.
- 17.5. All machinery and equipment powered by compressed air must have the appropriate BS/CE Kite mark.
- 17.6. The use of rigid plastic pipe work shall not be permitted. Stand installations shall be made using metal pipe work or a flexible plastic/nylon hose.
- 17.7. All pipe work used in the installations shall be suitable for the operating pressure of the mains service for which it is to be used.

17.8. Exhibitors will only provide compressed air to a 3/4" valve on a Stand. Exhibitors are responsible for all compressed air pipe work on Exhibitors Stand and for final connection to this valve.

#### **18. Security**

18.1. The Organiser shall appoint the exclusive security contractor for the Show; no other security contractor shall be permitted to operate within the Show.

18.2. The risk of the Exhibits and other property and persons at the Show shall remain vested in the relevant Exhibitor. The Organiser accepts no liability whatsoever or responsibility for any theft, loss or damage to the Space, Stand, Exhibits or other property belonging to Exhibitors or which is in Exhibitors possession, care or control.

18.3. Exhibitors must immediately report any criminal activity, known or suspected, or suspicious packages, or any loss, theft or damage to their Exhibits or property, either to a security officer or to the Police.

18.4. Sheets for covering Exhibits or Spaces at the close of the Show to Visitors each day may be hired from the Organisers nominated supplier, details of which can be obtained from the Organiser on request. Such sheets must be removed and stored out of sight of Visitors each day before the published opening time of the Show to Visitors. Night sheets must be flame retardant.

18.5. The Organisers contracted security guards shall take charge at all times, at all gates where access is permitted. Exhibitors must ensure that their passes are carried at all times. Passes shall only be considered valid if signed and carrying a photograph of the holder. Under no circumstances are passes transferable. Exhibitors must inform the Organiser promptly if any passes are lost or stolen.

#### **19. Broadcasting**

19.1. The Organiser may permit television or audio broadcasting transmissions, filming, photography and audio recordings at any time during the Show and may re-site Exhibitors and/or their Exhibits for that purpose, at their risk and expense, if so requested by the relevant producers. The Organiser shall reinstate such Exhibits to their previous locations as soon as reasonably practicable.

19.2. The Organiser shall have no liability whatsoever for the nature or content of any transmission or production broadcast from or recorded at the Show.

19.3. Should Exhibitors wish to permit any television or audio broadcasting transmission, filming, photography or audio recording at the Show they must apply to the Organisers and obtain their written consent; such consent not to be unreasonably withheld or delayed.

19.4. Where Exhibitors request the re-siting of any other Exhibitors' Exhibits for such purpose, the Exhibitor must obtain the relevant Exhibitor's consent and make all necessary arrangements for the Exhibit's removal and reinstatement as soon as practicable, incurring responsibility for all risk and expense.

#### **20. Public Address and Music, Audio Video or Live Performances**

20.1. The Exhibitor must not use any public address or audio system, nor permit any live performance at the Show without the Organiser's written consent; such consent not to be unreasonably withheld.

20.1.1. Where consent is given it may be revoked if in the Organiser's reasonable opinion the public address, audio system, or live performance at the Show at their ultimate discretion; circumstances leading to revocation include but are not limited to the public address, audio system, or live performance causing inconvenience and/or annoyance

and/or nuisance to other Exhibitors or to Visitors, create a health and safety risk or which may mask any emergency announcements.

- 20.2. Any Exhibitor application for live performance consent shall be subject to a full risk assessment; such requests must be made to the Organiser no less than least two months prior to the start of tenancy at the Venue.
  - 20.2.1. Where a live performance request is granted Exhibitors must ensure that all equipment and displays are located within their Space and any demonstration does not constitute a fire or safety hazard or nuisance.
- 20.3. It will be Exhibitors' sole responsibility to obtain an appropriate licence for the playing of recorded music from the Performing Rights Society Limited (PRS) or other appropriate body, and pay the fees or royalties they require. Please complete and return the PRS Form direct to PRS. See the Exhibitor Manual for Contract to Exhibit.
- 20.4. Whilst Exhibitors are solely responsible for obtaining any such PRS licence, the Organiser has arrangements with Phonographic Performance Ltd (PPL) and Video Performance Ltd (VPL) for licences to be issued through, and licence fees to be paid to, the Organiser as their agent. A PPL licence will be distinct and separate from the PRS and VPL licences, and in many cases Exhibitors may need all three.
- 20.5. If Exhibitors intend to play music on the Space during the Show, Exhibitors must:
  - 20.5.1. complete and return the relevant forms in the Exhibitor Manual;
  - 20.5.2. provide accurate information and pay the Organiser the licence fees forthwith upon request;
  - 20.5.3. not play music on the Stand unless Exhibitors have the appropriate licence; and
  - 20.5.4. indemnify the Organiser against any claim made against the Organiser for any non-payment or infringement connected with the licensing requirements for playing recorded music
  - 20.5.5. not play music that is likely to offend or cause distress to other listeners or visitors of the Show.

## **21. Filming**

- 21.1. The placing of apparatus in the gangways or in front of exits for taking photographs or motion pictures or for television or radio relays shall not be permitted during Show open hours without the Organiser's express consent. A specific risk assessment and the 'Film & Radio Crews Safety Undertaking Form' must be received and authorised by the Organiser a minimum of 30 days prior to the Show opening to visitors.

## **22. Neon, Flashing & Strobe Lighting (inc: Laser Displays) General**

- 22.1. At least 60 days prior to the Show Opening, Exhibitors must obtain the Organiser's written consent (which shall be granted or withheld in its absolute discretion) for the use of any flashing or interrupted lighting, laser display or other non-standard type of electrical or other illumination at the Show; ensuring the Organiser can display appropriate warning notices at the entrance to the Show stating that stroboscopic lighting shall be operating.
- 22.2. Consideration must be given to all lights, whether part of a Stands general lighting or part of an exhibit, with regard to potential blinding hazards. All lights on Stands must comply with EC Directive 2006/25/EC and BS EN 62471:2008 – Photobiological safety of lamps and lamp systems. Consent must be given at least 60 days prior to the Show Opening by the Show Organiser in writing for any low lighting which is at such a level so that it could potentially shine directly into a person's eyes.

- 22.3. A fireman's switch will be required for all neon lighting. This switch must be positioned 3m above the floor so as to be out of Visitors' reach but easy for the Fire Brigade to find. Neon units must be positioned so as to be out of reach by any person.
- 22.4. 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.
- 22.5. Where stroboscopic effects are used in public areas, the sources shall be synchronised and locked off to operate at a fixed frequency outside the band of 4 to 50 flashes per second.
- 22.6. Laser installation and operation shall comply with the HSE Guide 'The Radiation Safety of Lasers Used for Display Purposes' HS(G)95, and only undertaken by competent persons. 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. These conditions do not apply to Class 1 or Class 2 lasers.
- 22.7. Laser beams shall be at least 3m 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.
- 22.8. Laser equipment, including mirrors, shall be placed out of the reach of the public.
- 22.9. The alignment of the laser installation, including any mirrors, must be checked on a daily basis by a competent person from the laser installation contractor that installed the laser.

### **23. Marine Radios and Radar**

- 23.1. Any marine radio or radar used or displayed at the Show must comply with all relevant regulations and licensing requirements. Radar towers may only be used with the Organiser's prior written consent.

### **24. Dockside Rules & Regulations**

- 24.1. Dockside Exhibitors must comply with the requirements below and those summarised in the Exhibitor Manual; failure to do so shall result in Exhibitors being prohibited from exhibiting or demonstrating boats at the Show.
- 24.2. Dockside Exhibitors shall remember that at all times they are berthed in water which is under the jurisdiction of Royal Dock Management Authority (RODMA). Exhibitors shall observe all Rules and Regulations as prescribed and submitted to them by RODMA and applied by the Organiser, in whom authority to decide on any and all course of action as and when the necessity arises shall be vested. The Organiser's decision will be final.
- 24.3. Exhibitors must at all times consider other users of the Royal Docks. The Dock Master has full power to take legal action against any person causing hazard or risk to other users. Very slow speeds must be observed when leaving or approaching the Dockside.
- 24.3.1. No mooring-off shall be permitted. Any craft, whether officially exhibited or not, shall be committing a breach of Port Regulations if found moored within the vicinity of, or adjacent to, the Dockside. Offenders may be towed away and impounded.
- 24.3.2. The Organiser shall not be responsible for any loss of or damage to craft or their contents whatsoever the cause; particularly with regard to boats being brought to or leaving the Show; and Exhibitors must make their own insurance arrangements as required and necessary.
- 24.3.3. All craft exhibited at the Dockside must be seaworthy and fully equipped with anchor, ropes, fenders, etc: engines must be connected and in full working order.

- 24.3.4. Where fitted, engine kill-cords for engine cut-off must be used at all times and must be tested and fully operational before craft are taken out.
- 24.3.5. All Exhibitor boats on the Dockside must be manned by a competent helmsman who must at all times be available to move the boat in the case of an emergency.
- 24.3.6. In the interest of safety, the Organiser has the discretionary right to close the Dockside to Visitors at any time during Show Open Period as deemed necessary.
- 24.3.7. Exhibitors are responsible for the health and safety of all Visitors and staff when on and around their boats at all times. Visitors must be escorted when on board. On all boats man overboard and fire fighting equipment must be readily available at all times and suitable personal floatation device must be worn by all persons regardless of the size of the craft.
- 24.3.8. No boat demonstrations may be undertaken at the Show by the order of RODMA.
- 24.3.9. Dockside Exhibitors are expressly forbidden to use or permit the use of inboard toilet accommodation whilst moored at or in the direct vicinity of the Dockside.
- 24.3.10. The Dockside walkway and fingers must be kept clear of all encumbrances and obstructions, i.e. flag poles, signs, gangplanks, ropes etc. Access to boats must be safe at all times. Steps shall be allowed at the Organiser's discretion. Signs stating the company name and berth number shall be provided by the Organiser and shall be the only identification permitted: any signs required by Exhibitors must be displayed solely on the craft. Davits, bowsprits etc. must not overhang the walkways.
- 24.4. For the avoidance of doubt, berths are allocated and priced based on the total overall length (to include any outboard engine, bathing platform, davits, bowsprit etc) and the maximum beam at its widest point as declared on the Contract to Exhibit. If a boat is found to be larger than stated, the Organiser reserves the right to relocate the boat or craft and submit a supplementary invoice for the additional cost.
- 24.5. Hospitality Decking: No structure or items may be affixed by Exhibitors to the decking area of the hospitality area without the Organiser's prior written permission. These decks are subject to a weight loading and Exhibitors must not build stands or place heavy exhibition material on them.
- 24.6. By order of the Health and Safety Executive, radar equipment on all craft must be switched off when moored at the Dockside.
- 24.7. No structure or items may be affixed by Exhibitors to the pontoons or to areas owned by the Venue without the Organisers prior written permission.
- 24.8. All Dockside Exhibitors staying on a Dockside berth overnight must comply with all guidelines set out by the Organiser. Exhibitors must check-in and out with security control after Show hours, use a lifejacket (with automatic light on it) and a torch when moving around the Dockside after dusk and always stay in pairs.

## **25. Use of the Royal Docks**

- 25.1. Exhibitors, their staff and contractors must conform to the Royal Dock Management Authority Limited (RoDMA) Conditions of Entry and Usage.
- 25.2. The general speed limit within the Royal Docks is 5 knots, unless otherwise authorised by the Organiser in writing, such permission to be valid within a specified area.
- 25.3. Vessels' skippers have an overriding responsibility to avoid collision and to manoeuvre vessels with regard to obstructions in the Royal Docks and to other vessels or users of the Royal Docks.

## **26. Stand Design & Construction**

- 26.1. Exhibitors must design and/or build Stands to a professional and safe standard and maintain this standard throughout the Show so as to fully conform to the Exhibitor Rules and Regulations, Terms and Conditions and the Stand design as approved by the Organiser when issuing the Permission To Build Notice.
  - 26.1.1. Failure to make the required Submissions, or to comply with any other terms in relation to Space Submissions will be considered a material breach of the Agreement.
- 26.2. Any design submitted by an Exhibitor which fails to comply with the Show Terms & Conditions, Exhibitor Rules & Regulations or Exhibitor Manual may be rejected by the Organiser. Such refusal will be communicated through a 'Plan Refusal Notice', which may request further information or modifications to the design in order to verify compliance, until such compliance is ascertained no Permission To Build Notice will be issued. The Organiser will not be held liable for any delay in granting approval of plans.
- 26.3. Exhibitors must not commence any Stand fitting or positioning of Exhibits at the Show unless a Permission To Build Notice has been obtained in accordance with the guidance contained in the Exhibitor Manual. A Submission must be provided each year with relevant forms and Structural Calculations etc, as appropriate. A previous year's Submission will not be accepted unless it is submitted with a covering letter from the Exhibitors structural engineer confirming that the Structural Calculations are still suitable.
- 26.4. A Permission To Build Notice may only be obtained from the Organiser; such notice does not constitute an opinion that the Stand when constructed will be safe, or that it will automatically be deemed safe for Visitors, only that the submission complies with the Show Terms & Conditions and Exhibitor Rules & Regulations design requirements.
- 26.5. General checks made by the Organiser, their contractors or agents are made to ensure compliance with Show health & safety guidance as well as the Permission to Build Notice only.
- 26.6. The Organiser nor their contractors or agents shall be liable in the event the Stand is found not to comply with any relevant Exhibitor Rules and Regulations as well as these Terms and Conditions, the Exhibitor Manual or the Venue's own regulations.
- 26.7. The Organiser reserves the discretionary right to require Exhibitors and/or their contractors, to make improvements or changes to the Stand; or directly or through contractors, alter, demolish and/or reconstruct Exhibitors Stands and/or the layout of the Exhibits, or take any other necessary action to ensure all Space, Stands and Exhibits fully comply with the Show Terms & Conditions, Exhibitor Rules & Regulations, Exhibitor Manual or the Venue's own regulations and are finished to a professional standard or in the overall interests of the Show.
  - 26.7.1.1. Exhibitors must, on demand, pay to the Organiser all costs and expenses that the Organiser may incur in having to take such action.
- 26.8. The Exhibitor must ensure that the dimensions of the Space allocated to them are accurate before commencing construction of their Stand and/or setting or installing Exhibits and make all other necessary checks of the allotted Stand and/or Space considered reasonably necessary as good working practice.
- 26.9. No part of any Exhibitors Stand or Exhibits or property belonging under their control, including banners or any other item showing the Exhibitors branding shall protrude beyond, overhang and/or obstruct any gangway or other Stand or other Exhibitors Space, or otherwise exceed the Perimeter of Exhibitors Stand.

- 26.9.1. Except where boats overhang the Perimeter of the Space with the Organiser's specific written permission, subject to the submission of plans within the stated deadlines to enable due consideration of health and safety and other issues relevant to the Show, if an Exhibitors boat overhangs the allocated Space Perimeter it must not cause an obstruction or create a hazard to Visitors, and Exhibitors shall be charged a full Rent for the area occupied by the overhang, with no discount.
- 26.10. Any dispute or uncertainty relating to the Perimeter, Stand space, signage, positioning of Exhibits, banners and logos, etc, shall be determined and settled by the Organiser, and its decision shall be final and binding upon Exhibitors.
- 26.11. The Exhibitor shall not change the design, colour or layout of their Space or Stand or the Exhibits following the Show Opening, without the Organiser's written consent.
- 26.12. Upon request, the Organiser will provide Exhibitors with the name and contact details of other Exhibitors whose Spaces shall be adjacent to, or close to, their own Space; Exhibitors shall be required to communicate with neighbouring Exhibitors to ensure as far as practical that there will no conflict between the layout and construction of neighbouring Stands, Spaces or Exhibits, for the benefit of the Show and Visitors and to help maintain the spirit of the Show. Whilst the Organiser will take all reasonable precautions to ensure that neighbouring Exhibitors build in line with the Exhibitor Rules and Regulations and Terms and Conditions, it is Exhibitors' responsibility to ensure that neighbouring Stands, Exhibits, walling or features shall not be detrimental to their own Space. The Organiser will not supply copies of Exhibitors' Stand plans to other Exhibitors.
- 26.13. Exhibitors shall comply with other relevant details as shown in the current version of the Venue's rules and regulations at all times, except where superseded by these requirements herein.

## 27. Submissions

27.1. **'Complex Structures or Complex Elements'** means any form of Stand fitting or structure upon an Exhibitor's allocated Space, which includes any of the following features:

- 27.1.1. Stand fittings or walling exceeding 4.0 metres high;
- 27.1.2. Multi-level Stand build or double deck structures;
- 27.1.3. Platforms or raised walkways over 600mm above ground;
- 27.1.4. Rigging;
- 27.1.5. Staging;
- 27.1.6. Steps or stairs of any height;
- 27.1.7. Tiered seating areas;
- 27.1.8. Boat cradles;
- 27.1.9. Travel distance (on ground floor) exceeding 15m to a gangway;
- 27.1.10. Any structure that requires cross-bracing (including ramps);
- 27.1.11. Purpose-built Stand interiors;
- 27.1.12. High risk Exhibits;
- 27.1.13. Emergency exits and alternative means of escape which must maintain a maximum travel distance on a Stand's upper level of 12m to the head of stairs.
- 27.1.14. Any other specific elements which in its absolute discretion the Organiser considers are Complex
- 27.1.15. Structures or Complex Elements.

27.2. **'Dead Load'** means the force due to the static mass of all Walls, partitions, floors, roofs and finishes.

27.3. **'Imposed Load'** means the load assumed to be produced by the intended occupancy or use including live, distributed, concentrated, impact, dynamic and inertia loads including, where applicable, wind loads.

**27.4. For Submissions, all drawings and calculations must:**

27.4.1. prominently display the Show, Stand number and Exhibitor details;

27.4.2. include the name, telephone, fax number and email address of the Exhibitors Stand contractor and, if applicable, the structural engineer;

27.4.3. be legible, in English, clearly showing all dimensions and presented in a recognised scale no less than 1:50, and include side and front elevation and plan views; and

27.4.4. be submitted in triplicate in one envelope (not in parts) and show positions of:

27.4.4.1. all boats, precise stair and handrail measurements, walling, structures, travel distances, Exhibits, height and positioning of rigging, Stand height, doors, glazing, ramps and other Stand fitting;

27.4.4.2. any spa baths, jacuzzis, ponds, pump displays, misting machines and other water features, humidifiers, dry ice and smoke machines;

27.4.4.3. and/or any clearly, low level light fittings;

27.4.4.4. for Shell Space, any interiors or additions such as signs or displays above 2.4m high being built or supplied by Exhibitors;

27.4.4.5. details of any unusual or potentially hazardous Exhibits; and

27.4.4.6. details of emergency exits and alternative means of escape which must maintain a maximum travel distance on the ground floor of 15m, and a maximum travel distance of 12 m upstairs.

**27.5. Submissions for Space with Complex Structures and Elements must be sent by 14<sup>th</sup> November in the year preceding the Show and include the following:**

27.5.1. 3 sets of drawings as detailed above;

27.5.2. 3 sets of Structural Calculations for the Stand determining the loading to which the Stand will be subjected; cradles and stairs/steps (including details of tread, riser and handrail dimensions with clear constructional diagrams). If Structural Calculations are not possible for items such as flagpoles, small amounts of simple cladding or a small set of steps, then a method statement stating weights, loadings, materials, method of stability and any other relevant details must be submitted; Dead Loads shall be calculated in accordance with BS6399 and/or Code of Practice 3, Chapter V, Part 1:1967; Imposed Loads shall be calculated as being equivalent to a uniformly distributed load per square metre of an area measured on plan of not less than 5kN/m<sup>2</sup>; Wind Loads shall be calculated in accordance with BS6399-2 and/or Code of Practice 3, Chapter V, Parts 2:1972; Any crush barriers used shall be designed to withstand a horizontal load per metre run of 3kN; and handrails shall be designed to withstand a horizontal load of 1.5kN at a height of 1.1m from the Stand floor;

27.5.3. 3 copies of an original certificate/confirmation letter (not a photocopy) from an independent and certified structural engineer confirming the Stand design is structurally sound and the Structural Calculations are suitable for the Stand build proposed for this current year;

27.5.4. a method statement for the proposed building schedule; and

27.5.5. Health & Safety Form HS1; (signed and fully completed confirming risk assessment & fire risk assessment have been undertaken). The written fire risk assessment and risk assessment must detail the safety control measures the Exhibitor will use for the work. Samples of both a fire risk assessment and a risk assessment can be found in the

Exhibitor Manual, but please also see [www.hse.gov.uk](http://www.hse.gov.uk) for full guidance; and Form RIG1 (signed and fully completed).

**27.6. Submissions for Space-only Stands without Complex Structures or Elements must be received by 30<sup>th</sup> November in the year preceding the Show:**

27.6.1. 3 sets of drawings as detailed above;

27.6.2. Health & Safety Form HS1; (signed and fully completed confirming risk assessment & fire risk assessment have been undertaken);

27.6.3. Details of unusual or potentially hazardous Exhibits; and

27.6.4. Details of emergency exits and alternative means of escape which must maintain a maximum travel distance on the ground floor of 15m.

**27.7. Submissions for Dockside Berth Exhibitors must be sent by 2<sup>nd</sup> December in the year preceding the Show and include:**

27.7.1. 3 copies of drawings as detailed above of any steps, stairs or gangplanks being supplied for Visitors to access the boat and showing how they will be safely positioned onsite without fouling the walkways; Dockside Health & Safety Declaration Form MS1(signed and fully completed confirming a risk assessment & fire risk assessment have been undertaken); and

**27.8. Shell Stand Submissions must be received by 2<sup>nd</sup> December in the year preceding the Show and include:**

27.8.1. The basic layout of the Stand showing the plan view, side view and front view; and;

27.8.2. Any items and features that would need to be mentioned in accordance with 35.6  
E.g.: Where there will be a boat and cradle, and stairs on a Shell Stand, the Organiser will still need full Structural Calculations.

**27.9. Submissions for Fittings Suspended from Roofs in Halls 27.9.1.** Exhibitors seeking to hoist and fix any suspended lighting rig, suspended lighting or a suspended banner/sign above their Stands, must submit by the Submission Deadline relevant to their Stand type the following:

27.9.2. Drawings (as detailed above) of the lighting rig/item to be rigged, including dimensions, weights, loadings and orientation along with the normal Stand plans;

27.9.3 Full Structural Calculations for the fittings to be suspended; and

27.9.4. A suitable and sufficient risk assessment covering the work to be carried out together with details of the contractor carrying out the work.

**28. Exhibition of Boats**

28.1. All boats exhibited on hard standing must be placed in a horizontal position, with the lowest part of the keel on the hard standing/ grass/floors unless otherwise agreed in writing by the Organiser.

28.2. All boat cradles must be suitable and sufficient for the required load. Full structural details and/or Structural Calculations must be submitted at the same time as the Stand drawings together with an inspection certificate from an independent structural engineer. The Organiser reserves the right to exclude or insist on changes being made to any unsatisfactory or unstable boat cradle drawn to our attention.

28.3. Visitors must not go forward of the cockpit area externally of any boat exhibited, and must be under the full control and guidance of Exhibitors personnel at all times; where this is not possible, then a method of physically stopping visitors going forward on the deck must be used and higher handrail and netting may need to be fitted. It is imperative that any potential area where persons may suffer a fall from height be

properly guarded. Muslin, cloth or any other non-structural material must not be used to span the gaps between boats so as to make the gap appear solid.

28.4. Fuel will only be allowed in boats exhibiting in the Dockside.

28.5. Where exhibiting in the Dockside, Exhibitors must ensure that:

28.5.1. All fuel tanks are safe and contain no more than a quarter of a tank of fuel at any one time;

28.5.2. Fuel tanks are securely fixed or locked shut at all times;

28.5.3. Re-fuelling must not take place during the Show Open Period or within the Venue; and

28.5.4. All fuel tanks must be either empty or otherwise made safe, and pumps and all other pumps onboard must be disconnected for the duration of the Show.

28.6. All batteries must be made safe and/or if on land, disconnected. All power for internal boat display lighting, etc. must be supplied through a suitable mains transformer. All props, powered winches, anchors, drives, pumps and hatches must be physically disconnected on the boat in order to prevent Visitors inadvertently operating them.

28.7. Exhibitors may erect a banner of up to 600mm wide on a yacht with a fully erected mast. The length of the banner must not exceed the vertical extremes of the forestay or backstay, and the banner must be parallel to them, below them along the whole length. If, in the Organiser's reasonable opinion, a banner causes a nuisance to another Exhibitor, or may be detrimental to the Show, obstructs or obscures the view to other Exhibits, Exhibitors must remove or reposition it upon notification by the Organiser.

28.8. Propellers must be removed or otherwise made safe. Low-level lights and trailer tow-bars must be suitably guarded and positioned so as to avoid persons walking into or touching them. Anchors and bow-rollers must be at least 2.5m off the floor, removed, or firmly secured and not protruding over the Stand boundary.

28.9. Where a boat cradle sits over a duct cover or drain, then a suitable base plate should be used which overlaps the duct cover by at least 100mm. Please see the base plate regulations herein.

28.10. All Exhibits must be safe and guarded where necessary.

28.11. Only the officially appointed Show contractors are permitted to undertake boat lifting. Please use the Lifting Order Form in the Exhibitor Manual.

**28.12. Submissions for Boat Cradles and Road-going Trailers**

28.12.1. Please submit by the Submission deadline relevant to Stand type with the following:

28.12.1.1. Full cradle design details;

28.12.1.2. Structural Calculations together with an inspection certificate or satisfactory letter from an independent structural engineer;

28.12.2. Weight of boat, and the weight it's designed to hold;

28.12.3. Date of trailer build;

28.12.4. The material the trailer is made from; and

28.12.5. The number of axles and the floor loading the trailer gives.

28.13. The Organiser reserves the right to refuse any insufficient boat cradle.

28.13.1. The Exhibitor must be present during the actual lifting of their boats/equipment.

28.13.2. Road-going boat trailers are not deemed a 'Complex Structure or Element' however Exhibitors must submit by the Submission deadline relevant to Stand type.

**29. Stand Height Limits in South Halls and Boulevard:**

- 29.1. You will confirm to the Stand Build Heights in the Stand Build Zone. Such Stand Build Heights will be published prior to the Show.
- 29.2. Feather banners are allowed at the Show and can be flown vertically up to 8m from the hall floor. All parts of the banner must be over the Exhibitor's Stand and must not hang over Show aisles or other Stands. Feather banners may be up to 1m wide.
- 29.3. Stands in Zone 1**
- 29.3.1. Subject to structural approvals given by the Organiser or their appointed representative, Exhibitors' Walls, platforms, lighting grids, signs and other Stand construction can be to a maximum height of 10m. Where Exhibitors have a neighbour, they must build a wall to a minimum of 2.5m (subject to Rule 29.4) between themselves and their neighbour.
- 29.3.2. Boats can be displayed so that the lowest part of the boat is raised above the Hall floor.
- 29.4. Exhibitors are permitted to display raised sails on 50% of the total number of boats on their Stand.
- 29.5. Any Exhibitor displaying boats must build a Wall between them and any adjoining Stands displaying boats that must include a set-back of 2m from a walkway at a maximum height of 1.2m and they must consult with the adjoining Exhibitor to ensure the walling will be acceptable to both parties. Confirmation must be submitted in writing to the Organiser. In the event of a dispute, the Organiser's decision shall be final.
- 29.6. Stands in Zone 2**
- 29.6.1. Exhibitors' Stand Walls or other construction must be to a minimum height of 2.5m and a maximum height of 3.5m (subject to Rule 29.4).
- 29.6.2. Exhibitors can suspend, or support from the Hall floor, lighting grids or signs to a maximum height of 5m from the Hall floor, but these cannot be erected above a Stand Wall to give an appearance of a solid 5m high construction. A gap of at least 500mm must exist between the bottom of the banner sign etc and the top of the erected Wall. The width of any support leg is not to be more than 1m, unless the Organiser's prior written approval has been obtained.
- 29.6.3. Exhibitors can build a double-deck structure to a maximum height of 6m. The upper level should be available for Visitor access. Please refer to Paragraph 35 (Double Deck Stands).
- 29.6.4. Lighting grids or signs can be suspended or supported above the double-deck structure to a maximum height of 8.5m and must be out of reach of any person standing on the upper deck.
- 29.6.5. If the upper deck is to be used for storage in any way, then items must be prevented from falling over and enclosed by a solid Wall. Walling must also be tidy and to a high standard of finish. Use of the upper level for sole storage use is not permitted.
- 29.6.6. Boats must be displayed with the lowest part of the keel or other point, if appropriate, on the Hall floor
- 29.6.7. Exhibitors can display raised sails, but the sails must be transparent.
- 29.7. Stands in Zone 3**
- 29.7.1. Exhibitors' Stand Walls or other construction must be to a minimum height of 2.5m and a maximum height of 3.5m (subject to Rule 29.4)
- 29.7.2. Exhibitors can suspend, or support from the Hall floor, lighting grids or signs to a maximum height of 5m from the Hall floor, but these cannot be erected above a Stand

Wall so as to give the appearance of a solid 5m high construction. A gap of at least 500mm must exist between the bottom of the banner sign etc and the top of the erected Wall. The width of any support leg is not to be more than 1m, unless the Organiser's prior written approval has been obtained.

29.7.3. Double-deck structures are not permitted.

29.7.4. Boats must be displayed with the lowest part of the keel or other point, if appropriate, on the Hall floor.

29.7.5. Exhibitors can display raised sails, but the sails must be transparent.

#### **29.8. Stands in Zone 4**

29.8.1. Exhibitor's Stand Walls or other construction must be to a maximum height of 1.22m from the Hall floor.

29.8.2. Exhibitors are only permitted to build Walls upon a boat platform to a maximum height of 1.2 metres. This Wall should form part of the compulsory balustrade and be see-through where possible. All Walling must be dressed down to floor level on both sides, although costs can be shared.

29.8.3. Exhibitors can only build platforms for the purpose of allowing access to their boats. Platforms can only be built as high as necessary to allow safe boarding of boats. This may exceed the 1.2 metres height limit.

29.8.4. Exhibitors can build an office construction on the Hall floor or boat platform to a maximum height of 2.5m. The maximum size of this office should be no more than 5% of the total Stand area.

29.8.5. Lighting grids can be suspended or ground supported at between a minimum height of 4m and a maximum height of 5m.

29.8.6. A banner/sign must not exceed 1m in depth and can be suspended or ground supported to a minimum height of 4m from the bottom of the banner/sign and a maximum height of 5m to the top of the banner/sign support.

29.8.7. There should be at least a 500mm gap between the bottom of the banner/sign and the top of an office Wall. The banner/sign cannot be erected above the Wall so as to give the appearance of a solid 5m high construction. All measurements are from the Hall floor.

29.8.8. The width of any support leg is not to be more than 1m, unless the Organiser's prior written approval has been obtained

29.8.9. Boats must be displayed with the lowest part of the keel or other point, if appropriate, on the Hall floor.

29.8.10. Exhibitors can display raised sails, but the sails should be transparent.

#### **29.9. Stands in Zone 5**

29.9.1. Stands in Zone 5 must be built to the same standards as Zone 4, with the exception of the provision for lighting grids and banners/signs:

29.9.2. Lighting grids can be suspended or ground supported at minimum height of 8m.

29.9.3. A banner/sign must not exceed 1m in depth and can be suspended or ground supported to a minimum height of 8m from the bottom of the banner/sign.

#### **30. Stand Design in the Boulevard**

30.1. Exhibitors' build Stand Walls or other construction must be to a minimum of 2.5m high and a maximum of 4m high.

30.2. Exhibitors can support from the Hall floor, lighting grids or signs to a maximum height of 5m, but these cannot be erected above the Wall so as to give the appearance of a

solid 5m high construction. A gap of at least 500mm must exist between the bottom of the banner sign and the top of the erected wall. The width of a ground support leg is not to be more than 1 metre, unless our prior written approval has been obtained.

- 30.3. Double-deck structures are not permitted.
- 30.4. Boats must be displayed with the lowest part of the keel or other point, if appropriate, on the Boulevard floor. (There is no facility for boat lifting or forklift in the Boulevard).
- 30.5. Exhibitors may display raised sails but the sails must be transparent.
- 30.6. All Stand materials including furniture must be suitably fire rated as stated within these Exhibiting Rules and Regulations. Appropriate portable fire fighting equipment must be located on, or adjacent to, all Stands, features and displays.
- 30.7. A limited electrical supply is available in the Boulevard. Exhibitors should check Exhibit or their Stand position and liaise with the electrical contractor at the Stand planning stage for suitable supply.
- 30.8. Services not available in the Boulevard are water and waste, compressed air, gas and rigging.
- 30.9. Only sufficient stock and literature for each day's operation should be stored at any time on the Stand. No other storage areas are permitted.
- 30.10. The maximum floor loading in the Boulevard is:
  - 30.10.1. Uniform distributed loading of 500kg per sq metre;
  - 30.10.2. Single point load of 450 kg (anywhere on the slab) with a contact width of 200mm x 200mm; and
  - 30.10.3. A line load of 100kg per sq metre with a contact width of 200mm.
  - 30.10.4. All Stands will be required to lay a floor covering to protect the granite tiles from damage. If carpet tape is used it must be of a low tack quality. If a platform is being constructed a suitable floor covering will be required under the platform to protect the Boulevard surface. Exhibitors must take out accidental damage insurance in case repairs are required to the Boulevard floor.

### **31. Walling and Travel Distances**

- 31.1. The Exhibitor must on Open Space construct a Wall between their Stand and any adjoining Stands to a minimum of 2.5m high, and have a suitable floor covering. Failure to do so shall mean the Organiser has the right to erect a Shell Stand and/or lay floor covering and charge Exhibitors accordingly for the cost incurred.
- 31.2. Any Wall must feature a 'fair face' from all angles, appropriately decorated and finished to the full height, to the Organiser's satisfaction. For undercover Open Stands, dividing Walls above 2.5m high must feature a 'fair face', which means they must be competently decorated in a plain and single neutral colour and without branding or logos if they overlook an adjoining Exhibitor's Space. For outdoor Open Stands, the complete Wall must have a fair face.
- 31.3. For all Exhibitors, the maximum travel distance on the ground floor from any part of the Stand to an open side, or exit, or to a gangway, must not exceed 15m.
- 31.4. If any side of an Exhibitor's Stand area runs parallel to a gangway, 65% of that Walling must be 1.22m high max, and the remaining 35% can be the permitted full height.

### **32. Doors: Office & Fire Doors**

- 32.1. All doors should have vision panels and recessed fittings.
- 32.2. Doors and gates on emergency exit routes must open outwards, i.e.: in the direction of escape, clear of any steps, landings or in the public way. Such doors may therefore need to be recessed or protected so as not to foul any gangway or traffic route when open.

Such doors shall be free from fastenings, other than panic bolts of a type and pattern, and installed in accordance with BS EN 1125. The number of emergency exits must as required by law be identified in the Exhibitors risk assessment.

32.3. Where any door or gate is at the head or foot of stairs, a landing shall be provided between the door or gate, and the top or bottom step, or both as the case may be. The depth of the landing shall be not less than the width of the flight. Doors should be set back from the Stand edge by at least 1m.

### **33. Floor Coverings of Spaces in Halls**

33.1. Unless the Stand is a Shell Stand, Exhibitors must ensure that all visible floor areas are covered with carpet or other similar floor covering, professionally and properly laid and secured.

33.2. The Organiser will have the right, at Exhibitors expense, to carpet and/or cover any uncovered floor area of Exhibitors Space visible at 12noon on the day before Show Opening. Furthermore, the Organiser will be entitled to remove and replace at Exhibitors expense any carpet or floor covering, which does not conform to these Exhibiting Rules and Regulations.

33.3. Not later than two days after Show Closing, Exhibitors must remove from the Space any carpet tape used.

33.3.1. Exhibitors must only use the approved low-tack carpet tape. If Exhibitors fail to do so they shall be liable to pay the Organisers removal and cleaning rate, which shall be charged per metre length of sticky tape and per square metre of adhesive or other substances.

33.4. Floor coverings must be of non-combustible material.

### **34. Windows & Glass**

34.1. Full height glazing in doors or windows must be of toughened 10mm thick panels and securely beaded all round. Such glazing must be physically protected by a handrail on one or both sides as required. Any large interrupted areas of clear glazing, especially on traffic routes and glass doors must be indicated so as to be readily apparent. Warning strips, dots or logos should be positioned at eye level so that people do not inadvertently walk into the glass.

34.2. All glazing must comply with the current UK Building Regulations and relevant British Standards including BS6206 and BS6262.

34.3. Glazing for display cabinets, etc. must be of either laminated or toughened glass.

34.4. Glass used in edge protection or flooring, especially on upper levels, must be of considerably stronger construction, firmly fixed and only installed by competent persons. It is suggested that glazing above head height is laminated or otherwise mechanically protected from shattering. Full height glass on upper levels may require a single handrail on the inside at 1100mm height to stop persons leaning or falling against the glass.

34.5. All doors on pedestrian routes and where the contents could pose a fire risk must have vision panels incorporated, of at least 150mm diameter.

### **35. Complex Structures: Double-deck Stands:**

35.1. Storage area walling must be solid to the full height, and finished to a high professional standard.

35.2. Double-deck Stands must be constructed of appropriate materials and arranged as follows:

- 35.2.1. The travel distance from any part of an upper storey to the top of a staircase must not be greater than 12m. Where this is exceeded Exhibitors must provide two separate exits from each storey, together with additional exits as may be necessary. These secondary 'means of escape' staircases must be sited remotely from each other at the extremities of the Stand so as to obviate dead ends. Please also see paragraph 39 'Safety in Stair Design'.
- 35.2.2. Stairs leading from upper floor to the ground floor must be recessed a minimum distance of 1m from public gangway and lead directly off the Stand unobstructed.
- 35.3. Ceilings, other than to the topmost storey, must be of solid, load-bearing construction.
- 35.4. Stands within 2m laterally of a raised tier or staircase, or bridge from which articles could be dropped, must construct a solid ceiling of inherently non-flammable material. The cost of the ceiling must be covered by Exhibitors. Treated fabric may be permitted to single-storey portions of Stands if not exposed to the risk of fire from lighted articles dropped from above, and must permit water from any fire sprinkler system to penetrate through to the stand below.
- 35.5. Enclosed offices or small coatrooms formed beneath the upper floor of a multi-storey Stand must be lined throughout with non – combustible fire resisting material or blanked off entirely. Flammable or hazardous material, brochures etc, must not be stored under stairs. Exhibitors must fit a smoke alarm, fire extinguishers and a 'No Smoking' sign.
- 35.6. Where, because of site restrictions or practical planning difficulties, a dead end on an upper level cannot be avoided, the maximum distance in a dead end to either the nearest staircase or the nearest exit from the Stand to a point from which escape is available in separate directions to alternative exits must not exceed 12m.
- 35.7. Each level must have minimum headroom of at least 2.3m and stairs must have minimum headroom of 2.06m measured vertically from the nosing of the tread, or the line of pitch.
- 35.8. All such exits, enclosed areas and escape routes shall feature maintained illuminated fire exit signs clearly showing the direction off of the Stand, conforming to BS2560 or BS5499.
- 35.9. Standard domestic smoke alarms (battery or mains operated) shall be placed on all levels underneath the top floor, and in occupied and unoccupied rooms to facilitate an early warning. Exhibitors must test all batteries daily.

### **36. Complex Structures: Staircases, Steps and Ramps**

- 36.1. Steps up to boats and stairs on Stands must be safe to use and comply with all Rules & Regulations as well as Organiser requirements. Exhibitors shall be fully responsible for the safe use of the steps and stairs in their allocated Space.
- 36.2. All steps and stairs of any height shall comply with the following:
- 36.2.1. Boat steps, as supplied when sold with the boat, may not be suitable for a high volume of use by the visiting general public. All steps must meet the tread, riser and handrail requirements set out herein and as per the Exhibitor Manual.
- 36.2.2. Where an Exhibitor cannot comply with 52.2.1 they must contact the Organiser.
- 36.2.2.1. Where the Exhibitor's boat has to have one side of the steps open to avoid damaging the boat, the Organiser acknowledges that the steps may be narrower than normal. In such circumstance, Exhibitors must limit Visitor numbers onboard and always have a member of staff to assist Visitors on and off the boat. Such steps must not obstruct the pontoons and be stabilized at all times.

36.2.3. Single steps or self-standing steps of any number of risers must be stable and secured to the Stand, or to the boat itself. Bolting to the floor will not be permitted. All such steps should feature a handrail on both sides where that side is open, in order to safeguard against falls. Where one side of the steps meets the boat, then a handrail on the open side must be fitted and there must be no gap between the steps and the boat. If there is, then a kickboard of at least 150mm high must be fitted.

36.2.4. Under no circumstances must ladders or any other means of unapproved access be used for Visitors to gain access to the boats, Exhibits or Stand.

36.3. No structure or items may be affixed by Exhibitors to the Dockside, pontoons, or any areas owned by the Venue without the Organiser's prior written permission.

### **37. Complex Structures: Public access staircases on Stands**

37.1. A continuous handrail will be required on both sides where practicable (please see Health & Safety chart in the Exhibitor Manual) if the staircase is wider than 800mm. Exhibitors must indicate all handrails clearly when submitting stand plans.

37.2. It is recommended that all single staircases designed for public use should be at least 800mm wide. If this cannot be achieved in the Stand design Exhibitors must contact the Organiser to discuss alternative options to ensure the safety of Visitors and Exhibitors. All staircases must be well lit, level, clean, dry and free of "clutter" or obstruction at all times.

37.3. To comply with Building Regulations, Exhibitors must ensure that the following items are of the following dimensions:

37.3.1. Step tread: Minimum of 280mm

37.3.2. Step riser Maximum of 170mm

37.3.3. Stair handrail Height of 900mm-1000mm

37.3.4. Platform handrail Height of 1100mm

37.3.5. Stair width Minimum of 1200mm

37.3.6. Number of Risers Maximum of 12 no. if treads are between 280mm and 350mm

37.3.7. Maximum of 18 no. if treads are between 350mm and 425mm

37.4. On open-sided staircases a standard height handrail should still be featured, but also complemented by further 'edge-protection' at a minimum 1100mm high to protect against falls from height. All stair and balcony handrails must feature non-climbable infills – see the handrail section for a full definition.

37.5. Where there is only one high staircase leading up to a single boat Exhibitors must limit access and ensure all Visitors are escorted so as to ensure that the number of people onboard can easily evacuate the Stand in the event of an emergency.

37.6. Staircases wider than 1800mm wide should be divided into flights, which are not more than 1800mm wide unless prior permission has been obtained from the Organiser when such use may constitute a crowd safety hazard. Generally, a stair wider than 1800mm should be designed in flights of 'double' width and a central handrail shall be provided to each flight.

37.7. Stairs must be kept unobstructed and disperse directly to either a means of escape or the Venue gangway at floor level. The route off of the Stand from the bottom of any such stair shall provide unobstructed access to a gangway and the route must be at least 2m wide. Note that the bottom step should be set back from the stand edge by at least 2m.

37.8. Treads and landings should not be constructed of perforated material. The space under such stairs shall not be used for storage as it will be a fire risk.

- 37.9. The Organiser shall have the right to determine any dispute in relation to the definition, measurements, and suitability of any staircase.
- 37.10. Toeboards should be to a minimum height of 150mm must be fitted to landings and around upper decks.
- 37.11. The going of the landing shall be no less than the width of the stairway, ie: 1200mm.
- 37.12. All staircases and ramps must have a clear headroom of 2.06m minimum measured vertically from the nosing of treads, line of pitch or floor of landings. There must be no projection from the Walls, other than a handrail on both sides of the staircase.
- 37.13. Spiral staircases shall not be permitted for public use. Any spiral staircase provided for staff use must first be approved in writing by the Organiser; the staircase should have treads no less than 75mm wide at the narrowest point. Any helical stair should comply with recommendations of BS 5395-2 and to Type E of that standard.

### **38. Ramps**

- 38.1. All Stands should where practicable make provision to meet and entertain the disabled as they would any other Visitor. To enable compliance with the Disability Discrimination Act, larger Stands with an overall platform must fit a ramp for disabled access if physically possible. Ramps must have a 1:12 gradient and be covered in a non-slip material. The minimum width of any ramp should be 1.5m. Headroom above the ramp should be 2.06m minimum. The side edges of this ramp must be guarded with a handrail and/or sign to prevent against trips, slips and falls.
- 38.2. Where Exhibitors have a wide ramp which leads up to a staircase, or different platform levels leading to staircases, then the top and bottom edges of those ramps, staircases or platforms must be in a contrasting colour to the rest of the Stand to help avoid slips, trips and falls.

### **39. Safety in stair design**

- 39.1. In order to avoid people being trapped by fire or smoke, there should be an 'alternative means of escape' from any point within a Stand leading to a place of safety, ie: the nearest aisle. For upper decks greater than 20m<sup>2</sup> then there should be a minimum of two separate staircases leading from any Stand floor above ground level. The second staircase must be separated from the first by an angle of at least 45° plus an additional 2.5° for each metre of travel in one direction.
- 39.2. As fire may render any one staircase unusable, the remaining staircase should have sufficient capacity for the total number of people needing to use it to escape (after discounting one staircase). The aggregate capacity of any staircases forming part of the 'alternative means of escape' from the upper floor of a Stand should equal or exceed the accommodation limit for that upper floor level. The aggregate capacity of several staircases will be calculated by adding together the maximum numbers of people who can safely use a staircase to escape – and not by adding together the widths of various staircases. However, in the following situation, a single escape route will be acceptable:
- 39.2.1. The level served by the single staircase (minimum 1200mm wide) shall not be occupied by more than 50 people at any one time (public, performers and staff inclusive);
- 39.2.2. No part of that floor of the upper storey of a Stand is more than 12m away from an exit stair;
- 39.2.3. The exit stair discharges to a Hall gangway or to the ground floor where there is unobstructed access to a Hall gangway; and

39.2.4. The ground floor on a Stand where the maximum travel distance from any part of that floor to a Hall gangway is limited to 15m.

#### **40. Balustrades & Handrails**

- 40.1. Suitable balustrades to BS6180 must be provided on all applicable structures to protect exposed edges of staircases, landings, balconies, platforms over 170mm and flights of steps.
- 40.2. Unless otherwise permitted, all balustrades should be constructed of non-combustible material and be no less than 1100mm high. Such balustrades must be designed to resist a horizontal load of 1.5kN at a height of 1100mm and forces as set out in BS6399-1.
- 40.3. Balustrades and handrails must have non-climbable infills. These should be suitable, strong, vertical infills not more than 100mm apart or solid infills. Horizontal rails are not acceptable.
- 40.4. Toe-boards to a minimum height of 150mm are required on landings and around the decks of multi-storey Stands.
- 40.5. The height of a stair handrail (measured vertically from the centre of the steps and landings to its upper surface) should be no less than 900mm and no more than 1000mm. Balustrading must be 1100mm minimum.
- 40.6. Handrails should be continued around landings as necessary and should not project on to the required width of a staircase for more than 100mm. Handrails should extend at least 300mm beyond the top and bottom riser of any steps, more if used at the top of boat steps. All projecting ends should be protected to avoid injury to persons using the staircase.
- 40.7. Handrails must be designed so as to afford adequate means of support to persons using the steps or flight of stairs.

#### **41. Use of Scaffolding on Stands**

- 41.1. Where scaffolding is used in the construction of the Stand or viewing platforms and is visible to Visitors, it must be painted or clad for safety and professional appearance. Such scaffolding, particularly the joint-clips, must be properly padded or protected to satisfy all safety requirements. All such scaffolding must be structurally sound, to British Standards and certified by a competent structural engineer.
- 41.2. Stands made from scaffolding must have stairs, handrails, walls and platforms, etc. that fully comply with these Exhibiting Rules and Regulations and be both safe and suitable for Visitors to use.

#### **42. Base Plates**

- 42.1. Any structure that is lying over Venue duct covers must have 12mm thick Grade 43a steel base plates of a minimum area of 1m<sup>2</sup> (i.e.: 1000mm x 1000mm). Bolting to the Venue floor is not allowed. Exhibitors' Structural Calculations must accommodate this and shall decide the exact size required.
- 42.2. Protective building paper must be provided between the base plate and the floor. The position of all base plates must be clearly shown on all drawings and referred to in the Structural Calculations.
- 42.3. Base plates must fully overlap duct covers by at least 100mm.

#### **43. Platforms and Fire Precautions under Platforms**

- 43.1. All platforms which are more than 600 mm above the hard standing/grass or floors must be treated as Complex Structures and Structural Calculations must be submitted for them at the same time as the Stand drawings. All platforms more than 180mm high, or where a fall may occur, shall be surrounded by a 150 mm high toe-board and have a

1100mm high balustrade. Balustrades must have solid in-fills (see-through in certain aisles) or vertical supports at 100 mm centres so as to be 'non-climbable' for children. The Organiser may, at its discretion, permit Exhibitors to build a Wall instead.

- 43.2. For the safety of Visitors and others, Exhibitors must, at all times, have regard to the highest levels of safety and work with due diligence in respect of all construction and other work.
- 43.3. The Exhibitor must ensure that the platform floor is built of a solid material (ie: tongue and grooved boarding of not less than 32mm thickness supported on metal or stout timber) so as to prevent objects (eg: cigarettes) from falling through to the room below. If Exhibitors intend to use the area beneath a platform as an office, then the ceiling and walls of the room below must be properly fireproofed in accordance with legal requirements and suitable means of escape and a smoke alarm must be fitted, with suitable fire-fighting equipment and signage placed appropriately. Battery smoke alarms must be tested daily and Exhibitors must fit a 'No Smoking' sign.
- 43.4. Storage of flammables or rubbish on, or underneath, any such platform is strictly forbidden.
- 43.5. Alternative means of escape and maintained illuminated emergency exit notices must be provided to BS2560 or BS5499: Part 1 standards to any enclosed area on the Stand.
- 43.6. If a platform or structure abuts a boat, there must be no gap between the boat and neighbouring boats. Non-load bearing material, ie: muslin, cloth or fabric must not be used to fill the gaps between boats on display, and any such gap must be protected from access by visitors, especially children, with suitable guarding used.
- 43.7. The travel distance from any part of a platform >600mm high to the top of a staircase must not be greater than 12m. Where this is exceeded Exhibitors must provide at least two separate exits from each storey, together with additional exits as may be necessary, to ensure a maximum travel distance of 12m. These secondary 'means of escape' staircases must be sited remotely from each other at the extremities of the Stand so as to obviate dead ends.
- 43.8. Normal overall Stand platforms used to hide water and waste, etc, should be no more than 100mm high and feature a Stand edge in a contrasting colour to that of the aisle carpet so as to protect against slips, trips and falls.

#### **44. Lighting Rigs and Suspended Lighting and Suspended Banners and Signs**

- 44.1. All rigging to the Venue roof or structure must be undertaken solely by the Venue's appointed contractor in accordance with the Venue's Rigging Code of Practice, recognised current British Standards and LOLER (Lifting Operations and Lifting Equipment Regulations).
- 44.2. Rigging orders will only be processed when the following information has been supplied to the Venue's appointed contractor at least 28 days prior to the first day of Build-Up:
  - 44.2.1. A fully dimensioned drawing of the item to be rigged.
  - 44.2.2. Weights, loadings, details of items to be rigged.
  - 44.2.3. The dimensions of the lighting rig or banner to be hung.
  - 44.2.4. Orientation of the item to be rigged.
- 44.3. All rigging and materials should be in accordance with the Venue's Rigging Code of Practice.

- 44.4. Suspended banners should be delivered to ExCeL Event Services no less than 7 days prior to the start of build-up. Suspended banners will be held by ExCeL Event Services for 10 working days for collection, after this time any remaining banners will be disposed of.
- 44.5. The Venue's appointed rigging contractor will issue a Bullet Assembly Document with each order together with a hard copy attached to at least one bullet on each Stand. Exhibitors must follow these instructions precisely. If clarification is needed Exhibitors must contact the Venue's appointed rigging contractor onsite.
- 44.6. Plastic cable ties are not permitted to fix the item to be flown from the rigging.
- 44.7. Current test/inspection certificates for all lifting equipment must be made available on site for inspection by the relevant authorities, especially for lifting equipment (such as chain hoist etc) that have not been provided by the Venue's appointed rigging contractor.
- 44.8. Where Hall lighting is adjusted or affected in any way by the Stand construction, Exhibitors must ensure that there is sufficient temporary lighting on their Stand for Build-Up and Breakdown.
- 44.9. Low-level lights must be positioned behind Exhibitor Stand barriers so as to be out of arms reach totally enclosed or guarded to protect against burns to fingers.
- 44.10. When on site: the final sign off certificate (Exhibitors Rigging Form RIG1 in the Manual) should be signed by the competent person who has undertaken the hoist and fix. The Organiser must have this certificate prior to the suspended item being flown.
- 44.11. All suspended fittings must be fitted with a secondary safety wire or chain, including small lights and fluorescent fittings.
- 44.12. All lighting rigs must be ground supported and comply with the relevant height limits.
- 44.13. Where adjustments to the permanent Hall lighting will be required by either removal or isolation of house lights, the Exhibitors must gain the Organiser's written permission. Adjustment of lighting within the Stand Space will only be permitted after consideration of neighbouring Stands and features.
- 44.14. Where Hall lighting is adjusted or affected in any way by any Stand construction, Exhibitors whose construction has affected the lighting must ensure that sufficient temporary lighting is available to negate such affect during Build-Up and Breakdown.
- 44.15. Low-level lights must be 'cool touch' type. Any hot low-level lights must be positioned behind Exhibitor Stand barriers so as to be out of arms reach and/or totally enclosed or guarded to protect against burns to fingers, and damage to clothing.
- 45. Obstruction of, and use of, Gangways**
- 45.1. No Exhibitor may allow their Stand, Exhibits or personnel to obstruct or impede the gangways or otherwise cause, contribute to or facilitate any obstructions to the smooth running of the Show Build-up or Breakdown. Each Exhibitor must fully co-operate with the Organiser's officers or agents and if an Exhibitor fails to do so, the Organiser will have the right to remove the offending Exhibit or other property or take such other action as they consider reasonable and necessary to safeguard the Show.
- 46. Use of the Boulevard**
- 46.1. No vehicle powered or otherwise, including fork lifts, will be permitted in the Boulevard at any time.
- 46.2. Only the officially scheduled boat transporters are permitted to travel between the South Hall and the North Hall at the designated crossover section. (All lifting methods will be reviewed before approval is given, with attention to floor loading & protection of the Boulevard floor).

- 46.3. Under no circumstances during the Show may goods such as Exhibits, Stand fitting materials or equipment be carried or moved in the Boulevard. Such deliveries may only take place from the vehicle entry doors from the lorry way.
- 46.4. Except when an event is taking place, access into the Halls from the Boulevard is via the corridor located between each pair of Hall Offices.
- 46.5. During the periods when the Show is open to Visitors, only small hand carried items may be delivered via the Boulevard. All other deliveries must be made outside the Show's open hours via the lorry way.
- 46.6. No form of promotional activity, including banners, rigging, demos, charity collections, etc, shall take place in the Boulevard at any time without the express permission in writing of both the Organiser and ExCeL.

#### **47. Storage**

- 47.1. Packing cases and materials must be removed from the Show on or before 5pm on the last working day of Build-up, immediately prior to the first Show Open Day; such cases and materials remaining following this time may be removed, disposed of, or stored by the Organiser at the Exhibitors expense.
- 47.2. Exhibitors may only keep a reasonable volume of stock, literature, cleaning materials etc on their Space at any one time; the Organiser may at their discretion remove excess to be stored at the Exhibitors expense. No excess stock, literature or packing cases may be stored around or behind Stands.
- 47.3. Exhibitors must ensure that all Show entrances, exits and fire exits are easily accessible and must not permit or acquiesce any breach of fire regulations.

#### **48. Standfitting, Removal or Repositioning of Exhibits**

- 48.1. The Organiser may, at their discretion, require Exhibitors to remove from their Space or Stand, or from the Show:
- 48.1.1. Any Exhibits or other property which in the Organiser's opinion are or will be dangerous, objectionable or unsuitable to be exhibited, may breach health and safety, may breach third party intellectual property rights, or cause a nuisance to Visitors or other Exhibitors, or are of a poor standard, the effect of which will be to bring discredit upon other Exhibitors or upon the Show; or
- 48.1.2. Any Exhibit or other property, which may by their continued display or presence, be in breach of the Agreement.
- 48.1.3. The Organiser shall have this right notwithstanding that such Exhibit has been properly described in the Exhibitors Contract to Exhibit.
- 48.2. If following a request from the Organiser to an Exhibitor to remove or reposition any Exhibit or property the Exhibitor fails to do so, the Organiser will have the right to do so at the Exhibitor's expense and risk; where appropriate the Organiser shall have the right to close the Space and Stand.
- 48.3. The Exhibitor must not remove any Exhibit from the Space or Stand during the Show Open Hours; except where the Organiser's written consent has been obtained or where an Exhibit has been sold during the ordinary course of business at the Show and does not represent a feature or attraction of the Show.
- 48.4. Under no circumstances during the Show Open Period may goods such as Exhibits, standfitting materials or equipment be delivered. Such deliveries may only take place either before or after the Show Open Period. During the Show Open Period, only small hand carried items may be permitted to be delivered. All other deliveries must be made outside the Show Open Period.

- 48.4.1. The Organiser may in its discretion refuse the removal of any particular Exhibit, and shall usually do so if its removal would in its opinion affect the integrity or quality of the Show in whole or in part, reducing the number and variety of Exhibits at the Show.
- 48.5. Exhibitors must not change the design, colour or layout of their Space or Stand or Exhibits following the Show Opening, without the Organiser's written consent.
- 48.6. Any remedial action which the Organiser may take under this clause will not prejudice its right to terminate the Agreement for Exhibitors breach, under clause 4 of the Exhibitors Terms & Conditions.

#### **49. Dangerous Substances and Power-Driven Exhibits**

- 49.1. All moving parts of any machine must be suitably guarded at all times.
- 49.2. Exhibitors must not under any circumstance run internal combustion engines or electric motors, or to hold or store in the Space or elsewhere at the Show any fuel, anti-fouling, flares, paints, liquefied petroleum gases (propane, butane etc) or other pyrotechnic or inflammable products, although Exhibitors are at liberty to advertise them for sale on Exhibitors Space.
- 49.3. Notwithstanding 38.2, Exhibitors may with the Organiser's express permission:
- 49.3.1. Hold such items outlined in 49.2 in any boat lying in a Dockside Berth provided it is usual practice for the boat in question; or
- 49.3.2. Exhibit anti-fouling paints or associated products, if they have first obtained written consent from the Organiser and a satisfactory risk assessment must be obtained.
- 49.4. Fuel required for demonstration of Exhibits must be obtained from a Dockside site and must not be carried to or from the Exhibits lying in the Dockside Berth, other than across the water.
- 49.5. It may be permissible to run electric or diesel-driven equipment (not engines) for display purposes only. Such equipment must conform to Local Authority regulations for the Venue, based on noise, emissions, fuel storage and public safety. Exhibitors must request permission from the Organiser and indicate the nature and appearance of the display when submitting Stand plans. The Organiser has the right to determine the suitability of the display when Exhibitors seek Stand plan approval.

#### **50. Spa Baths & Water Features (inc: water tanks)**

- 50.1. To protect against Legionnaire's Disease, Exhibitors must adhere to the following:
- 50.1.1. Spa baths, jacuzzis, ponds, pump displays, misting machines, humidifiers, dry ice and smoke machines, etc, must not be used without the Organiser's prior written permission and have a fully operational UV filter and system in place prior to the nozzle outlet. Proof that these systems have been disinfected at the point of installation must be provided to the Organiser before the system will be allowed onsite.
- 50.1.2. Water must be maintained at either a temperature below 20°C or heated to above 70°C at all times - from the time the receptacle is filled to the time it is emptied.
- 50.1.3. Filtration and water treatment tablets must be used on a daily basis, and more often if instructed by the Organiser or its appointed agent.
- 50.1.4. Water that supplies any display unit must not be recycled. Water should be from a mains supply and potable (ie: drinking water) and the water changed daily.
- 50.1.5. Water features must have a suitable bund tray installed to eliminate any leakage onto the Hall floor and into floor ducts.
- 50.1.6. Water for either display or product demonstrations shall be subject to testing for bacterial content throughout the duration of the Show by the Organiser's officially

appointed agent. Exhibitors featuring water on their Stand shall share the costs involved in water testing.

50.1.7. Direct connections from the water mains service to a machine shall not be permitted unless a double check valve is fitted at the inlet to the machine. All vessels of this type containing water are to be fitted with either a connection in the base to a waste pipe ordered from the Organiser's official contractor, or a suitable connection incorporating a pump connected to a waste pipe; so as to ensure prompt drainage in case of emergency or at the end of the Show.

50.1.8. All Exhibits and ancillary equipment containing water shall be carefully drained down at the end of the Show, in such a way that water will be not discharged onto the floor. Any costs involved in dealing with water discharge onto floors, or into service ducts, or any damage caused to mains services in the service ducts or tunnels under the floor by the discharge of water, shall be charged to Exhibitors.

50.2. Domestic mains water is supplied through a 20mm pipe at a pressure of approximately 6 bar (90 psi). The maximum capacity from this supply is 0.3 litres per second (4 gallons per minute). Larger supplies are available by quotation. Drainage is removed through a 2" hose with adequate capacity to accept the discharge from a standard water supply. Larger drains are available by quotation.

50.3. All pipe work used in the installations shall be suitable for the operating pressure of the mains service for which it is to be used. Pipe work used on water installations must be made of copper, approved plastic, polypropylene or rubber. Steel or galvanised pipe work shall not be used.

#### **51. Helium Balloons**

51.1. Only small handheld helium balloons are permitted at the Show. Helium balloons must be firmly secured to the Stand, or weighted so that they do not float to the roof/or away. A charge to cover retrieval shall be made to Exhibitors if they are found on the ceiling.

51.2. Only one day's supply of helium may be stored on the Stand or within the Show at any time. Tanks must not be filled or emptied onsite. Exhibitors who wish to have helium on their Space must notify the Organiser.

51.3. Large balloons, airships, radio-controlled flying models or drones etc. are not permitted in the Halls.

#### **52. Competitions or Promotions**

52.1. Exhibitors must submit to the Organiser (at least 30 days prior to the Show Opening) written details of any competition or promotion to be offered at the Show. The Organiser reserves absolute discretion as to whether it will permit Exhibitors to run such competitions or promotions at the Show. If the promotion or event or competition the Exhibitor wishes to run includes physical exertion on the part of the competitor then the Exhibitor will need to show how participants are to be protected, by way of a specific risk assessment. The "Visitor Participation Form" should be used, which is available from the Organiser.

#### **53. Transport of Exhibits and Consignment of Goods**

53.1. Exhibitors understand and agree that:

53.1.1. Size and height restrictions apply to the entrance gates, Hall floors, pontoons, bridges, loading and carrying equipment and lifts at the Show.

53.1.2. They shall be responsible for ensuring that all vehicles and other equipment used for transporting or delivering their Exhibits, equipment and other items are capable of gaining straightforward access to the Show.

53.1.3. They shall be responsible for their Exhibits arriving at, and departing from, the Show in accordance with the Build Up and/or Breakdown Schedule. Furthermore, they must co-operate with, and participate in, any convoy or other collective system for facilitating the movement of Exhibits to and from the Show. It may be necessary or desirable for the Organiser to vary such times and dates and in no circumstances shall the Organiser be liable to Exhibitors for any loss, damage, expense or cost incurred by Exhibitors as a result.

53.2. Exhibitors may consign Exhibits to and from the Show by rail, road or sea and must quote the Space number and the address of the Show on all documents. Carriage must be prepaid by Exhibitors.

53.3. Exhibitors must ensure that a competent and responsible representative is present at the Show to receive and despatch the Exhibits at the Show.

#### **54. Parking**

54.1. Exhibitors must comply precisely with any specific instructions relating to parking of vehicles.

54.2. Where parking facilities are provided, it shall be on the basis that the Organiser is not liable for any loss of or damage to, any vehicle or its contents.

#### **55. Customs Clearance**

55.1. In order to prevent delays at the port or airport of entry, Exhibitors may have any imported Exhibits cleared by HM Revenue and Customs at the Show. Where Exhibitors take advantage of this procedure, it will be their responsibility to arrange for such clearance with HM Revenue and Customs and to procure that such Exhibits arrive at the Show, and are produced to HM Revenue and Customs, with seals unbroken.

#### **56. Damage and Dilapidation to the Venue**

56.1.1. Exhibitors, nor their contractors or agents are permitted to: excavate, or bolt to, the Hall floor, Venue ground or dig up grass areas;

56.1.2. perforate or otherwise interfere with the floors, walls, columns or ceilings;

56.1.3. cut trees, hedges or fences or damage tarmac; or

56.1.4. fix anything to any of them except by the methods explained in the Exhibitor Manual.

56.2. Exhibitors may make use of any existing system of service boxes, service ducts or holes, floor anchors, wall hooks, ceiling bolts, fixing rails and other facilities made for that purpose. Advice and information relating to the position of such services may be obtained from the Organiser.

56.3. Exhibitors must not affix any promotional material to any part of the Halls or anywhere at the Show, other than on their allocated Space, unless otherwise expressly agreed in writing by the Organiser.

56.4. Exhibitors shall be held responsible for, and must have made good at their expense and without delay, all damage and dilapidation caused to their Space, the Halls, the ground, trees or any other infrastructure or any other property at the Show.

56.5. Where such damage or dilapidation occurs, Exhibitors shall be advised by the Organiser on or after the Breakdown of the Show; whereby the Organiser will give Exhibitors full details of the total liability, together with an invoice which will be payable on demand.

56.6. Exhibitors who leave excessive rubbish or Stand material; including but not limited to shingle, nails, screws and stones shall be charged by the Organiser for their removal.

#### **57. Fire Precautions for Construction Materials Used in Stand Fitting**

57.1. Exhibitors must ensure that all materials used in the construction of the Stand, signs and fascias, etc, comply with legal requirements and are selected so as to be difficult to ignite. In particular, the use of untreated plywood or sailcloth of any kind shall be expressly forbidden.

#### **58. Timber**

58.1. Timber used in Stand construction and displays under 25mm thick must be impregnated (pressure process) to flame-resistant BS476 Class 1 standard. Boards, plywood, hardboard, pulpboard, fibreboard and chipboard, etc, under 18mm thickness must be treated in the same way. All such treated timber must bear a clear distinguishing mark 'BS476 Part 7 Class 1' stamped on them. The exception to this is MDF, which is acceptable for use, due to its density although Personal Protective Equipment must be worn and adequate ventilation used when cutting MDF. Timber over 25mm thick is deemed to be inherently flame retardant and need not be treated.

58.2. Timber framing of Stands, counters and floors may be of natural unproofed timber of a minimum thickness of 25mm. Where natural timber is used for floors it must be close-jointed so as not to permit hot or lit objects (e.g. cigarettes) to fall through. The cupboards or open spaces formed beneath enclosed stairways (ie: where the risers are not open and perforated material is not used for treads and landings) shall be lined throughout with non-combustible material.

#### **59. Plastic**

59.1. All plastics used must conform to BS476, Class 1 standard. Lexan and Macralon are recommended. Perspex must not be used in stand construction.

59.2. Plastic and artificial foliage flowers are combustible and give off toxic fumes when burning, so must not be used for Stand dressing. Silk type or dried flowers are acceptable providing they have been made flame retardant to BS476 Part 7 and BS5438 standard and are marked as such.

59.3. Sharp branches and sharp leaves must not be positioned at eye level. The Organiser reserves the right to prohibit the use of such plants in some areas.

#### **60. Surface finishes**

60.1. Untreated wallpaper and similar thin surface finishes, not exceeding 1mm in thickness, may be accepted, provided they are fixed firmly with an approved adhesive.

#### **61. Textiles**

61.1. Textile fabrics and other decorative material used for Stand dressing, including drapes, hangings and curtains must:

61.1.1. be flameproof by the use of the approved chemicals, or purchased already treated in accordance with BS5438 or BS5852 and BS EN 13773 standard as required by law;

61.1.2. be fixed taut and/or in tight pleats (not draped) to a solid backing and secured at least 75 mm above floor level by a 75mm deep skirting and away from any light fittings or heat sources;

61.1.3. not conceal any exit signs.

61.2. Exhibitors must produce test certificates or in the absence of a test certificate, suitable samples for any textile fabrics and other decorative materials that they intend to use, including in drapes, hangings and curtains. Materials may be tested on site to ensure

they comply. If the Organiser is not satisfied that any materials meet the standards required they shall be removed from the Venue.

61.3. Night sheets shall be of inherently non-flammable material or treated so as to render them non-flammable. Night sheets must be firmly secured in a rolled-up position where obstruction is not caused.

61.4. Any upholstery seating shall be required to meet the pass criteria for smouldering ignition source 0, flaming ignition source 1 and crib ignition source 5 when tested in accordance with section 5 BS 5852:19990. *[Note: In exceptional circumstances where materials cannot be treated with fire retardant without damage an ad hoc test may be carried out to demonstrate their non-combustibility. In such circumstances the owners of the material shall accept responsibility for resulting damage to the material. All necessary precautions shall be taken to ensure the ignition is contained and that all combustion is thoroughly extinguished on completion of the test].*

## **62. Paint and Spray Applications**

62.1. Cellulose paint and other flammable paints with a low flashpoint must not be used for Stand finishes or applied on site. Water-based finishes are acceptable.

62.2. Fabrics and materials treated with fire-resistant solutions must not be over-painted with flammable or water-based paint.

62.3. Protective measures must be undertaken to ensure that no paint is spilt on any floors or splashed on Walls or other parts of the buildings structure, plant or equipment. No nuisance should be caused to other persons at the Show.

62.4. Sprayers powered by internal combustion engines must have permission for their use gained at least 30 days prior to the event, and be fitted with suitable fire extinguishers. Sprayers using liquid fuel must be refuelled outside the Halls and comply with all relevant safety legislation.

## **63. Flooring Coverings**

63.1. Carpets, druggel, matting, crumb cloths, carpets, and other textile floor covering and under-lays must comply with BS 4790 standard. Floor coverings shall be secured and maintained so that it shall not cause a hazard. Mats shall be sunk so that they are flush with the floor of the Stand. Fixing of floor coverings may only be done with the industry standard tape. Other forms of fixing such as cable clips, nails or bolts are strictly prohibited.

## **64. Fire Precautions & Fire Extinguishers**

64.1. Exhibitors must permit and facilitate access at all times to all fire hydrants, fire extinguishers and fire alarms as shown on the Show floorplans. Exhibitors must not move, cover, remove or otherwise interfere with any fire fighting or safety equipment, sprinkler systems, valves, emergency telephones and sliding smoke doors between Venue Hall modules, together with their control switches.

64.2. Exhibitors must ensure that all entrances, exits and fire exits are easily accessible and must not permit or acquiesce in any breach of fire regulations.

64.3. The Organiser shall place a limited number of type-approved fire extinguishers in general areas, including the Dockside, for the duration of the Show. However, Exhibitors and contractors must ensure that they have the correct type fire extinguishers for the specific work they are doing. Fire extinguishers may be ordered from the official contractor using the form provided at the back of the Exhibitor Manual.

64.4. All Stands with offices under the main platform must be fitted with smoke alarms, maintained illuminated fire exit signs (directional) and fire extinguishers.

- 64.5. A Competent person on the Stand must be the designated fire marshal.
- 64.6. The designated fire marshal must see that all fire control measures are implemented especially a system to raise the alarm and evacuate the Stand in an emergency. On double-deck Stands then a simple fire break glass unit connected to a siren must be fitted. Exhibitors must train their staff to help Visitors off the Stand when they hear the alarm.
- 64.7. A system to ensure that all persons (staff and Visitors) have evacuated the Space in an emergency must be in place. Each Exhibitor should record all staff upon arrival (with their mobile phone numbers) so Exhibitors can easily check them off once the Stand has been evacuated. Each Exhibitors' fire marshal may be the designated person to check whether all boats and offices (if safe to do so) are clear if an alarm has been raised.

**65. Hot Work**

- 65.1. Any work involving naked flames and sparks including soldering, welding, oxy-acetylene cutting, grinders, LPG burners, blowlamps or other open flames used in heat-shrinking processes requires a Hot Work Permit; for which Exhibitors must gain permission from the Organiser's onsite Health & Safety Officer to ensure that all safety measures are in place prior to work commencing.