



27 September 2022

QE11 Centre, London

www.projchallenge.com

EXHIBITOR'S MANUAL

CONTENTS

Action checklist

Exhibition timetable

Delivery and unloading instructions

passesBreakdown:

Operational information

Health and Safety Documents

- Hazard Identification and Health and Safety Declaration
 - Stand Risk Assessment
 - Electrical regulations
 - Emergency Procedures

ACTION CHECKLIST

ELECTRICS

STAND WI FI CONNECTION

FURNITURE REQUIREMENTS

HEALTH & SAFETY DECLARATION FORM and STAND

RISK ASSESSMENT

SHELL SCHEME EXTRAS

CAPTURE SCANNERS

<https://eventdata.uk/Scanner ProjectChallengeAutumnShow2022.aspx>

TELECOMMUNICATIONS & COMPUTER EQUIPMENT

AUDIO VISUAL EQUIPMENT

CATERING

EXHIBITION TIMETABLE

BUILD UP

Monday 26 September

08:00 - 18:30 hrs

- All stands must be completed and excess products and packaging materials removed no later than 2000 hrs on Monday 26 September - failure to do so may result in the removal of the relevant exhibits. EXHIBITORS can gain access from MIDDAY
- Initial power connections to stands are made as soon as possible but will not be available for stand construction by contractors at the start of build-up
- Power to stands will be switched off at 1900hrs
- Official contractors cease work at 1900 hrs on Monday 26 September - it is therefore essential that all exhibitors arrive on-site before this time to inspect their stands and to ensure that all orders have been actioned

EXHIBITION OPEN PERIOD

Tuesday 27 September

09:00 - 17:00 hrs

- Power will be switched off each night half an hour after the show closes unless a 24hr supply has been specifically ordered from Anchor Exhibitions

BREAKDOWN

Tuesday 27 September

17:00 - 18:30 hrs

- No exhibits may be removed before 1715 hrs on Tuesday evening
 - For reasons of security, all exhibitors are advised not to leave their stand unattended until all items are clear
-

SECURITY AND PASSES

- All personnel working in the halls during build-up and breakdown must wear a valid pass (These are temporary passes just for build-up)
- You will be able to collect your self complete exhibitor badge on-site during build-up
- Under Health and Safety legislation NO children under 16 are permitted in the hall during build-up or breakdown
- Please ensure there is someone on your stand to accept all deliveries - the Organisers cannot take responsibility for signing consignment notes
- In addition, although full security is in operation, you are advised to have a member of staff in attendance both on your stand and at your vehicle

BREAKDOWN

- Plan to have TWO people in attendance for breakdown – one to take items to your vehicle, one to remain on the stand for security purposes
- If you intend for a courier to pick up your exhibits after you have left the hall you must ensure the following:
- Clear instructions are given to the courier including latest pick up time, how many items, where they are to be taken.
- Full emergency contact details must be left with the Organisers or written on the items – we will contact you if we are aware of any problems.
- Inform the Organisers of the pick up who may be able to assist with security etc.

OPERATIONAL INFORMATION

A

Accidents and near misses

If you are involved in, or witness an accident or near miss while on site, please report it to the floor manager or organiser's office immediately.

Accommodation

There is a variety of hotels and serviced apartments to suit every budget within close proximity of the venue. We recommend you refer to the QEii.London website

Alcohol and drugs policy

The consumption of alcohol is not permitted during build-up and breakdown. The venue has a strict drugs and alcohol policy which allows them to eject from site any contractor suspected of being under the influence of drugs or alcohol.

Audio visual

A range of PC's, LCD screens, VCR/DVD and PA equipment can be hired from Hunter Events/Hunter AV by completion of the order form at the rear of this manual.

B

Badges and passes

- **Exhibitor passes:** In order to gain entry to the venue, contractor passes/exhibitor badges must be worn at all times. Temporary passes will be issued prior to the show which you can personalise for entry to the hall. Exhibitor badges for the open period can then be collected from the registration desks during build-up on the 26 September.
- **Contractor passes:** If you are using contractors for the dressing or building of your stand please contact the organisers for passes.

Balloons

If you are using helium-filled balloons on your stand, please make sure they are secured, as charges for recovery will be incurred if any float to the roof. It is preferable that you remove any helium cylinders from the venue before the show opens. If it is necessary for you to have a supply on your stand during the show, only one cylinder will be permitted at any time and this must be secured in an upright position. Please notify the organisers, as checks will need to be made by the venue's fire and safety officer.

OPERATIONAL INFORMATION



Car parking

There is no car parking at the QE11 Centre, but there are numerous car parks in the vicinity, refer to the QE11 website.

Carpet

QE11 Centre Level 3 is permanently carpeted. If exhibitors wish to lay their own floor covering, they must first lay a platform or floor flats.

Catering

All of your catering requirements for your stand must be ordered from QE11 Taste.

Public catering refreshments will be open during the show serving hot and cold hot drinks, sandwiches, soups, salads, snacks and patisserie.

Chemicals

If you or your contractors intend to use any chemicals, you must notify the organisers and supply a risk assessment, in order to comply with the venue's regulations. The COSHH regulations will apply.

Children

Children under the age of 16 are not allowed in the venue during build-up and breakdown in order to comply with health and safety legislation. Children under the age of 16 may not work on stands during the open period of the event without a licence. The Children and Young Persons Act applies. An individual risk assessment must be carried out for any young person (under 18) working on a stand and the organiser must be informed.

Cleaning

All areas will be cleaned between 06:00 and 08:00.

Cloakroom

The cloakroom is located in the West Foyer on the Ground Floor and is open for delegates use from registration until departure. Please note that bags issued to delegates during the event cannot be deposited in the cloakroom.

OPERATIONAL INFORMATION

Computer and office equipment hire

A range of office equipment, including computers, laptops, printers, copiers, fax machines can be hired from Hunter Events. Please refer to their booking form at the rear of this manual.

Contractors

If you are employing a contractor to build or design the interior of your stand, please ensure that they receive a copy of this manual. They must also adhere to the venue's rules and regulations, which are contained in the eGuide. This is available at www.aeo.org.uk/eguide.

D

Deliveries

Where possible all deliveries should be made at the Loading Bay on Storey's Gate road. The Loading Bay can accommodate vehicles up to 3.5 metres wide and there are no height restrictions.

We recommend that all deliveries to the centre should have a completed delivery note attached to all items and all items that are being left for collection, post event, to attach a completed collection note.

Couriers: If you are expecting goods to be delivered by courier, please ensure that they are aware of the dates of the show and hall opening times. The venue address for couriers is: Stand number XX, Project Challenge Expo 2022, Level 3, QE11 Centre, Broad Sanctuary, Westminster, London, SW1P 3EE.

Items should be delivered at the Loading Bay on Storey's Gate road.

Demonstrations

Any exhibitor wishing to have a demonstration must contact the organiser with full details.

OPERATIONAL INFORMATION

Dilapidations

Please do not attach anything to the fabric of the building and take care when constructing your stand, as any damage caused by paint, stickers, nails, screws, etc, will be charged to you. The suspension of stand fittings from the roof, walls & columns is not permitted.

A charge will also be made for any damage caused to the carpet in Level 3.

All exhibits and stand fitting materials must be cleared from the venue at the close of the event and charges will be applied for the removal of any abandoned items.

Disability access

Please ensure that you consider accessibility to your products and services for disabled people when designing your stand. Useful information on accessible stand design is contained in the eGuide at www.aeo.org.uk/eguide.

E

Electrical services/stand power

Anchor Exhibitions Ltd is the official electrical contractor for the exhibition and is responsible for and will carry out all electrical work on all stands.

All on-site electrical work must be carried out, inspected and tested by Anchor prior to energising. During build-up, initial connections to stands are made as early as possible following the electrical procedures. A temporary supply may be ordered for use during build-up and breakdown, if required. Use of the venue's electrical sockets is not permitted and cables must not cross gangways. Once power has been energised during build-up, it will be switched off each night, including the pre-open night. If you need power overnight, you will need to order a 24 hour supply from Anchor Exhibitions. On the last open day, power will not be switched back on under any circumstances, due to the hazards presented during the breakdown of stands. If you need a supply beyond this time, please arrange this with Anchor Exhibitions.

We recommend ordering through the Online service at www.anchor-exhibitions.co.uk.

Emergency Procedures

Please ensure that you are familiar with the procedures to be followed in the event of an emergency at the venue included in the Health and Safety Section at the rear of this manual.

OPERATIONAL INFORMATION

F

Filming

If you are planning on having any filming at the show, you must inform the organiser, as there are regulations which will need to be followed

Fire precautions

Fire extinguishers (specific to hazard e.g. water, co2, etc) are distributed around the exhibition at the venues' discretion and may NOT be removed.

If apparatus or demonstrations likely to increase the risk of fire are included on any stand, you must order additional extinguishers. When leaving your stand each night, please ensure that appliances are switched off.

The stand regulations are included in the eGuide (www.aeo.org.uk/eguide) and must be complied with by all contractors and exhibitors. They do not apply to exhibits.

All materials

Materials used in the construction of stands, features and displays, including signs and fascias, shall be:

- of a suitable nature and quality for the purposes and conditions of their intended use
- adequately prepared and fixed in order to perform the functions for which they are designed
- non-combustible, non-flammable or flameproof in accordance with BS476-Part 7
- water-based, where applicable, e.g. adhesives and paint

British Standards are the minimum acceptable standards for construction materials. Suitable samples of materials may be submitted to the venue for approval. Materials may be tested on site to ensure that they comply.

OPERATIONAL INFORMATION

Decorative materials

Decorative materials used for stand dressing must be flame proofed or purchased already treated by use of the appropriate chemical. Untreated wallpaper and similar thin surface finishes, not exceeding 1mm in thickness, may be accepted, provided they are firmly fixed. Artificial plants and flowers are combustible and give off toxic fumes and must not be used for stand dressing.

Silk-type flowers are acceptable, providing they are fireproof or have been treated and marked as such.

Fabrics, drapes, curtains and hangings

Drapes, curtains, hangings, etc. must be inherently or durably flame-proofed. Otherwise they may be treated with a proprietary flame retardant. Test certificates must be available for inspection for any materials intended to be used.

Fabrics used for interior stand decoration must be fixed taut and/or in tight pleats (not loosely draped) to a solid backing, secured above floor level and not touching light fittings.

Curtains on exit routes should hang 75mm clear of the floor, be parted in the centre and not conceal any exit signs.

Glazing

All glazing used in the construction of stands must consist of safety glass (laminated or tempered) a minimum of 6mm thick. Areas of glazing within 800mm of floor level and over 0.5m², where the smaller dimension of the pane is greater than 250mm, must conform to the thicknesses shown below (in order to comply with the 'Code of practice for safety related to human impact'):

Nominal thickness	Maximum pane size dimensions
8mm	1100mm x 1100mm
10mm	2250mm x 2250mm
12mm	4500mm x 4500mm
15mm or thicker	No limits

Any uninterrupted, large areas of clear glazing shall be indicated with warning stripes, dots, logos, etc. Overhead glazing shall be of wired or laminated glass, or be otherwise adequately protected from shattering.

OPERATIONAL INFORMATION

Night sheets

Night sheets must be made of inherently non-flammable material or of material satisfactorily treated to render it non-flammable. They shall be stored rolled-up and firmly secured and not cause any obstruction while not in use.

Paint

Only water-based paint may be used on site. If paint-spraying equipment is to be used, the method must be approved by the venue and not cause a nuisance to others. Protective measures shall be taken to ensure that no paint is spilt or sprayed on to the fabric of the building or carpet.

Plastic

All plastic, including plastic plants and materials used for vision panels, etc, must conform to BS476-Part 7, Class 1. Polycarbonate materials are acceptable.

Timber

Timber under 25mm thick must be impregnated to Class 1 standard. Treated materials should have 'BS476-Part 7, Class 1' marked on them. Boards, plywood, chipboard, etc, must be treated if under 18mm thick. The exception to this is MDF, which is acceptable for use due to its density. MDF may not be machined on site, as its dust is hazardous to health.

Upholstery

Upholstered seating must be non-combustible and marked with the appropriate standard.

First aid

There is a First Aid room on the ground floor. This is not permanently staffed.

Footwear

Suitable footwear must be worn on site during the build-up and breakdown periods of the event. Open-toed sandals or shoes, flip-flops and flimsy footwear are not permitted.

Furniture

The event furniture suppliers are Inspire Furniture Hire Ltd: **Tel 01675 482917** **www.inspirehire.co.uk** they will have a sales desk on site on the show build up day for any additional items. **ALTERNATIVELY** furniture can be hired through the Online booking facility at **www.anchor-exhibitions.co.uk**

OPERATIONAL INFORMATION

G

Gangways

To meet health and safety requirements and to aid the access of other exhibitors and movement of visitors, please keep gangways clear of all stand fitting materials and exhibits at all times including build up, open hours and breakdown.

Exhibits, furniture etc. must not encroach beyond the boundary of your stand space.

If you have any displays or activities which are likely to attract an audience, please ensure that you plan your stand layout to allow people to gather within the stand area and not in the gangways.

Gas

Liquid petroleum gas and other bottled gas are not permitted, unless necessary to demonstrate an appliance which only runs on bottled gas. In this case, strict regulations apply, so please advise the organisers of your intention to use it on your stand.

Gratuities

Appointed contractors will carry out all work in good time and you should not be asked for any sort of gratuity to obtain priority service. If monies are solicited, please inform the organisers immediately.

H

Hall opening times

Please refer to the Exhibition Timetable at the front of the manual.

Hazardous and excessive waste

Exhibitors and their contractors must remove excessive or hazardous waste at the end of the show, otherwise charges will be incurred.

Excessive waste is defined as: more than 2 boxes of literature, stand fitting material, pallets, material packaging and quantities of unsold stock or 'give-aways'.

Hazardous waste is classified by the 2005 Hazardous Waste Regulations as:

light bulbs and fluorescent tubes, electrical equipment and fittings, gloss and emulsion paint and their containers, cooking oils and their containers, aerosols (full or empty), oils and lubricants and oily rags.

OPERATIONAL INFORMATION

Hazardous exhibits

Please consider the safety of your staff and visitors to the show when planning the layout of your stand. Hazardous items, such as knives and hot equipment must be set back from the stand and out of reach of the public. Guards will be required to shield anything emitting heat and any machinery or other equipment which may present a hazard to visitors. The use of real flame (e.g. candles) must be agreed in advance of the event.

Health and safety

There is a comprehensive health and safety section and key documents at the rear of this manual.

Please ensure that you:

- Complete and return the Hazard Identification and Health & Safety Declaration Form
- Produce and submit a Risk Assessment covering your participation at the exhibition

Guidance on completion of both the Declaration and the Risk Assessment can be found in the Health and Safety section.

Height restrictions

Maximum build height is 3.5 metres.

Hot Works

A permit issued by the venue's safety team is required for any hot work, such as grinding, cutting and welding to be carried out on site. Contractors should contact the organiser's office in the first instance to request a permit. organiser's office in the first instance to request a permit.

OPERATIONAL INFORMATION



Insurance

It is a condition of your exhibiting contract and therefore essential that you take out/ extend adequate employee and public liability insurance against personal injury, damage to or loss of exhibits, etc.

It may be possible for you to extend your existing insurance to cover the event;

Internet and telecoms

QE11 Centre offers complimentary Wi Fi approx. 1GB

Exhibitors may wish to choose Premium Wireless Internet or a Hard Wired Connection. For further information go to

<https://qeicentre.london/services/qeii-connect>

Inventions and design

Inventions intended for show should be protected by a UK patent before the exhibition opens, by initially lodging an application with The Patents Office, 25 Southampton Buildings, London WC2A 1AY.

A certificate for the exhibition will, however be given by the Department of Trade under Section 6(2) of the Registered Designs Act 1949. All correspondence related to the registration of designs should be sent no later than six months after the show opening to Designs Registry, The Patents Office, 25 Southampton Buildings, London WC2A 1AY.

NB: Department of Trade Certificate only reserves UK rights in this country and they advise that exhibitors should apply for protection abroad before any such international display.

OPERATIONAL INFORMATION

L

Lost Property

Any property found should be handed to the event security company or the organisers office. Any enquiries regarding lost property should initially be directed via the organiser's office.

M

Maintenance and repairs

Maintenance and repairs to your stand/exhibit must be carried out in the morning of 27 September between 0800 & 0900hrs.

No maintenance will be permitted during the open hours.

Motor vehicles and trailers

The organisers must be notified of any proposed motor vehicle and trailer exhibits proposed.

Specific regulations apply which are available at www.aeo.org.uk/eguide.

N

Night sheets

If you are intending to use a night sheet on your stand, this must consist of non-flammable material, or be treated to render it non-flammable. Please also ensure that you leave a duplicate key at the organiser's office, so that the cleaners may gain access to your stand.

Night sheets must be firmly rolled up and secured, if left on the stand during the day, so as not to cause any obstruction.

Noise control

Exhibitors using music systems, PA's, audio visual equipment, etc, must ensure that the sound is always kept to an acceptable level below 80 dB(A) and that it does not cause disturbance to adjacent exhibitors. Hearing protection is required for staff working at noise levels in excess of 80 dB (A). In cases of dispute, the organisers' decision is always final and we reserve the right to disconnect your stand power if warnings are not heeded.

OPERATIONAL INFORMATION

P

Pallets

Exhibitors are reminded that they are responsible for the removal of any pallets used to deliver goods to your stand. A charge will be made for the disposal of any pallets which are not removed.

Performing Rights

All exhibitors playing music (live or taped) will be required to pay a fee to the Performing Rights Society – please contact the relevant body immediately in order to secure a licence to broadcast.

Performing Rights Society
Church Walk, Peterborough
Cambs PE1 2UZ

Tel: 0800 068 4828
Fax: +44 (0)1733 312912

Phonographic Performance Ltd
1 Upper James Street
London W1F 9DE

Tel: +44 (0)20 7534 1000
Fax: +44 (0)20 7534 1111

Copyright licencing requirements also exist for exhibitors who wish to screen movies or cartoons.

Licences can be obtained from Filmbank Distributors Limited, Warner House, 98 Theobalds Road, London, WC1X 8WB tel: 020 7984 5950 fax: 020 7984 5951.

Post

Any post you wish to receive at the exhibition should be addressed as below. Whilst normal post will be accepted by the organisers and delivered to your stand, the organisers cannot accept responsibility for signature of recorded items – please ensure that there is someone available to receive such items.

Stand Number XX
Project Challenge Expo 2022
Level 3
QE11 Centre
Broad Sanctuary
Westminster
London
SW1P 3EE

OPERATIONAL INFORMATION

R

Rigging

No rigging/drop wires are permitted .

Risk assessment

It is a legal requirement that each exhibitor (and contractor) undertakes a risk assessment and fire risk assessment prior to the event, listing the tasks to be undertaken, identifying any significant hazards they present on site, then listing ways to minimise and control those hazards. Simple advice and forms are provided to help you with your risk assessment. Please see the Health and Safety Documents section for details.

Rules and regulations

It is essential that you ensure that you and your contractor comply with the venue's regulations in all aspects of your participation at the event. These are contained in the eGuide, which can be viewed at www.aeo.org.uk/eguide. These regulations are common to the main UK venues.

Exhibitors should familiarise themselves with the eGuide, together with the terms and conditions displayed on your Contract to Exhibit.

S

Security

Security officers from QE11 Centre will patrol the venue throughout the show. However, exhibitors are asked to take precautions against theft and be vigilant at all times.

Any incidents of theft must be reported to the security company immediately as it will be necessary to complete a security form and report the incident to the police.

- Please do not arrange for goods to be delivered to the hall unless you are there to receive them
- Please assist us by wearing your exhibitor pass at all times.
- Entry to the hall will not be permitted without a pass.

OPERATIONAL INFORMATION

Please take account of the following security advice from the venue:

- Take home any valuable items each night if there are no secure storage facilities on site.
- Do not leave your stand unattended at any time during build-up, the open period or the pull-out of the show. Do not leave the hall until all visitors have gone each evening.
- Do not position desirable items at the front of your stand, where you may not be able to keep an eye on them.
- Ensure you have enough staff, so that the stand is not vulnerable to thieves and do not ask a neighbouring exhibitor to watch over your stand while you go for a break. They may become busy and not be able to keep an eye on your stand.
- Remove all portable or valuable items from the stand on the evening the show closes. Do not leave them until the following day for collection.
- Arrive in time for the show. Ensure your stand is staffed at least 15 minutes before show open time each day, but remember that the hall is open from 0800 hours.
- Use a lockable cabinet to store your personal possessions during the show open hours. You should be able to hire one from the appointed furniture company.
- If you are a victim of theft please report it immediately to the organisers office

Shell scheme

Walls: Silver poles with white foamex in-fills create side and back walls to which graphics of moderate weight can be attached using double sided Velcro. For advice on suitable fixing methods for heavier items, please contact Anchor Exhibitions direct 01455 612341. Please note that fixing methods such as staples, screws, nails etc are NOT permitted. Any damage to wall panels caused as a result of such fixing methods will be charged for

Fascia: 300 mm deep fascia.

Name board: Attached to the fascia, this will display your company name and stand number.

OPERATIONAL INFORMATION

Ceilings: The ceiling of the stand consists of a criss-cross aluminium grid. Muslin ceilings can be ordered at extra cost via the ORDER FORM at the rear of this manual.

Carpet: All stands are carpeted.

Additions/extras: If you intend to construct any walling, storage areas, additional build within your Shell scheme – please contact Anchor Exhibitions.

www.anchor-exhibitions.co.uk.

Smoking

Smoking is not permitted in the venue at any time, in accordance with legislation. External smoking areas are provided. If you are a smoker, please consider others and use only the designated areas. Also e-cigarettes are not permitted in the venue at any time.

Stand construction

All stand construction must comply with the regulations contained in the eGuide, which can be viewed at **www.aeo.org.uk/eguide**. These regulations are common to the UK's main exhibition venues and are based on Building Regulations and British Standards.

Stand fitting/dressing materials

All materials used for stand building and dressing must comply with the venue's fire and safety regulations. Please see 'Fire Precautions' for details. These and other applicable regulations are also available at **www.aeo.org.uk/eguide**.

Storage

The floor manager will advise on approved storage locations. Storage is not permitted behind stands or in void areas of the hall for fire safety reasons.

OPERATIONAL INFORMATION

T

Trolleys

Trolleys are not provided at the venue, so please bring your own if you need one to deliver goods.

Trolleys are only permitted on the exhibition floor outside show open hours for the safety of visitors.

V

Visitor participation on stands

If visitors are participating in any activity on your stand, your risk assessment must detail the measures in place to ensure their safety. Please advise the organiser if you intend to offer such activities, in order to ensure that all relevant regulations are complied with.

W

Waste disposal

All waste, except small quantities of litter, produced by your stand must be removed from the venue at the end of the event. A charge will be made for disposal of any large items, such as boxes of literature, carpet and stand fitting materials.

See also 'Cleaning', 'Hazardous Waste', 'Pallets', 'Recycling' and 'Water and Waste'.

HEALTH AND SAFETY DOCUMENTS

Contents

ALL EXHIBITORS MUST READ THESE PAGES!

Organiser's Event Policy Statement

We, Management Events take our responsibilities as laid down in the Health and Safety at Work etc Act 1974 very seriously and it is vital that exhibitors and contractors do the same.

The person with overall responsibility for health and safety at the event is Richard White Current legislation applies throughout the build-up, open and breakdown periods of the event, as does the eGuide (Guidance for Working at UK Exhibition Venues). This can be viewed at: www.aeo.org.uk/eguide.

As organisers, it is our policy to manage Project Challenge Expo 2022 in accordance with the above as far as is reasonably practicable and this section has been produced to provide exhibitors and contractors with clear, simple suggestions for understanding and complying with health and safety procedures on site.

- Management Events has ensured that security facilities will also be provided on site.
- Management Events has satisfied themselves that the recommended and official contractors for Project Challenge Expo 2022 are competent in the tasks required of them.
- Official contractors' risk assessments have been received and checked.

Some of the **key risk areas** are outlined overleaf, but it is vital that **EVERY EXHIBITOR:**

- **Undertakes their own risk assessment and fire risk assessment for their activities on site**
- **Completes and returns the Hazard Identification and Health & Safety Declaration Form by the due date and before arriving on site.**

This states that you have fulfilled your legal obligations. Failure to return this form could render your company directors liable to prosecution in the event of an incident.

HEALTH AND SAFETY DOCUMENTS

Risk Assessment and Fire Risk Assessment

The construction of shell scheme stands will be assessed by the appointed contractor.

It is a legal requirement that you undertake your own risk assessment and fire risk assessment prior to the event, listing the tasks to be undertaken, identifying any significant hazards they present on site, then listing ways to minimise and control those hazards. Exhibitors are otherwise liable to prosecutions and heavy fines.

If no significant risks are found in relation to the displays or activities taking place on the stand, you must confirm this to the organiser using the Hazard Identification and Health and Safety Declaration Form.

To help you, we've included a risk assessment form pro forma.

Exhibitors must also undertake fire risk assessment in order to comply with current legislation. For simple stands, this may be included as part of the stand risk assessment.

By law, a risk assessment must be 'suitable and sufficient', but it must also be simple to understand and implement.

Step 1: Identify the task/hazard. What equipment, materials and chemicals will be used? How much noise and dust will there be? What is the weight loading limit? What vehicle movements and lifting operations have to be considered? How are you disposing of waste? Do you have any electrical installations? What are the emergency procedures?

Step 2: Decide who could be harmed and how. Who will be affected by your work and be most at risk? Think of your employees, contractors, exhibitors and visitors on or near your stand. Safe working depends on co-operation between all the companies on site. Take this into account and consider necessary precautions on every aspect of the work being carried out, which include training and the provision of information to all the different parties who are at risk.

Step 3: Evaluate the risks. Once you have done this adequately, you can then decide on the appropriate action. Ask yourself (a) Can the hazard be removed completely or the work done in a different way? (b) If the hazard cannot be eliminated, can it be isolated, controlled, or reduced? (c) Can protective measures be taken that will protect the entire workforce on site? Protective clothing should be the last resort and is often not the only solution.

Step 4: Record the findings. Write down the findings of your risk assessment. Pass on information about significant risks to those people identified in Step 2 and record the measures you have taken to control those risks for future reference.

Step 5: Review your findings. This allows you to learn by experience and take account of any unusual conditions or changes that occurred on site. Where stand building is involved (especially steelwork erection and lifting), the principal contractor should draw up a specific method statement and discuss it with the exhibitor in advance of the exhibition.

HEALTH AND SAFETY DOCUMENTS

Key risk areas

This is not a comprehensive list, but includes the main areas which normally cause concern. Please give the following your consideration on site and incorporate them into your risk assessment:

- a. Only commercial equipment appropriate for the task must be used, including tools and ladders.
- b. Lifting operations must be carried out by the fully trained and qualified personnel.
- c. Vehicles (including forklift trucks) are to observe a 5 mph speed limit and use a banks-man when reversing. Beware of pedestrians at all times; they have right of way.
- d. Where possible, use only 110v or battery operated power tools. All portable tools are to be PAT tested prior to coming on site.
- e. Only use machinery, especially bench saws, with the correct guards fitted.
- f. Portable power tools and equipment must have the minimum length of trailing lead, if fitted, which must be protected from damage and not left so as to cause a trip hazard.
- g. Children under the age of 16, the general public and animals, except assistance animals, (including inside cabs of vehicles) are not allowed on site during build- up and breakdown.
- h. Correct scaffolding must be used, using safety features in accordance with British Standards. Tower scaffolds must be properly stabilised and propped.
- i. Suitable personal protective clothing relevant to the task must be worn; this includes head, eye, hearing, foot and hand protection.
- j. Notify your staff of the fire and emergency procedures, of the location of the first aid facility, fire exits and emergency assembly points.
- k. Use and storage of flammable liquids and substances: take note of the precautions (read the Safety Data Sheet) required for chemicals prior to use. Isolate them from waste and other risk areas. Chemicals and flammable liquids must be safely removed after use by the user and not placed in general rubbish bins or skips.
- l. The work area must be maintained free from general waste materials which could present a hazard to operatives. All waste should be disposed of in the proper manner.
- m. Fire equipment will be provided by the venue. All extinguishers should remain in the position in which they are placed and free from obstruction throughout the event. They are for use by venue and other trained staff only.

HEALTH AND SAFETY DOCUMENTS

Hazard Identification and Health and Safety Declaration

This template is for a **simple shell scheme exhibition stand** which does **not require any structural approval from the organiser or the venue**. More complex stands will require a more detailed risk assessment and if you are in any doubt you should contact the organiser.

Project Challenge Expo 2022	Stand name and number:
Name of person responsible for health & safety:	Work no: Mobile no: Email:

Exhibitor's responsibilities

An exhibition stand is a workplace covered by health and safety legislation

As the exhibitor it is your responsibility to ensure that a suitable and sufficient risk assessment is completed. Failure to do so could lead to delays or ultimately the closure of your stand

Does your stand include any of the following? If so you must complete the attached risk assessment for simple stands:

	Yes/No
Beauty treatments such as massage or ear piercing	
Display of anything containing liquid fuel, e.g. a motor vehicle	
Display of sharp objects, weapons (even replica weapons)	
Demonstrations of any kind	
Working electrical appliances other than simple display lighting	
Food service/preparation of any kind other than sweets, snacks and soft drinks	
Heat source of any kind including cooking demonstrations, naked flame, such as candles or gel burners	
Live animals	
Pressurised gases	
Working machinery of any kind, even if static	
Any other hazard not identified above which could be a risk	

This is not an exhaustive list. You are responsible for identifying any aspect of your stand which could present a hazard.

If you have answered NO to all of the above, complete and sign below. If you have answered YES to any of the above, please complete the risk assessment for simple stands

I declare that to the best of my knowledge there are no significant risks relating to this stand. I have read and understood the health and safety information in this manual.

Signed:	Name:	Date:
---------	-------	-------

HEALTH AND SAFETY DOCUMENTS

Project Challenge Expo 2022	Stand name and number:
-----------------------------	------------------------

Risk:

Who could be harmed:

Control measures in place:

- To the best of my knowledge the information provided is correct.
- The control measures in place control the risk to an acceptable degree

Signed:	Name:	Date:
----------------	--------------	--------------

PLEASE NOTE:

**This is a very basic risk assessment format for simple risks only.
Multiple or complex risks will require a more detailed risk assessment.**

HEALTH AND SAFETY DOCUMENTS

ELECTRICAL REGULATIONS - SUMMARY

The Organisers have appointed Anchor Exhibitions as the official electrical contractor for the exhibition and as such they are responsible for and will carry out all electrical work on space only sites and shell scheme stands within the exhibition halls. Exhibitors who wish to pre-fabricate any of their installation must ensure that it complies fully with the electrical regulations of the National Association of Exhibition Hall Owners and that all site work is carried out by the official electrical contractor. A summary of the regulations follows herewith:

- The use of flexible cords for stand wiring is generally prohibited **(Reg.06g1)**
- Flexible cords shall be of a circular section, fully insulated and sheathed, and the only form of jointing being the use of non-reversible purpose made flex connectors. **Reg.06g2)**
- Flexible cords shall not exceed 2 metres in length. **(Reg.06g3)**
- Coils of flex or flex on reels shall not be permitted. **(Reg.06i2)**
- Where the client's own equipment is used, this must comply with all Regulations and is subject to testing and spot checks. **(Reg.06i3)**
- The use of uninsulated catenary/pole low voltage systems is prohibited. **(Reg.06j5)**
- Selv transformers must be fixed at high level. **(Reg.06j1 & 18)**
- Only one flexible cord per 13A plug top. **(Reg.08c1)**
- Multi-way, plug-in type and bayonet adapters shall not be used. **(Reg.08d1)**
- The use of trailing block type 4-way fused sockets shall be restricted to:
i. one 4 way unit per fixed socket outlet, subject to a maximum loading of 500 watts total and its plug shall be fused accordingly &
ii. a maximum flexible cord length of 2 metres from plug to Trailing Block Unit. **Reg.08d2.**
- A fireman's switch shall be fitted to all types of neon signs. **(Reg,18c)**
- Any electrical cables, appliances or accessories which do not comply with the National Association of Exhibition Hall Owners Regulations for stand electrical installations, or are considered unsafe, will be asked to be removed or made safe.

IMPORTANT











It is the responsibility of all exhibitors to be aware of the full National Association of Exhibition Hall Owners Regulations for stand electrical installations.

Copies are available from either Anchor Exhibitions .

FAILURE TO OBSERVE ANY OF THE REGULATIONS OUTLINED HEREWITH MAY RESULT IN DELAYS, RESTRICTIONS AND / OR CRIMINAL PROCEEDINGS AGAINST THE EXHIBITOR.

HEALTH AND SAFETY DOCUMENTS

Electrical Safety – Ways to Avoid Injury, Death or Fire

Exhibitors should order their electrical fittings from the appointed contractor. In the event of an electrical failure, the matter must be reported to the organisers' office.	
DO NOT tamper with the fuse board. Only qualified electricians may access the fuse box. Ask for help at the service desk.	
 DO NOT coil up your cables. Unroll them to ensure they don't heat up or have them cut to a suitable length.	
DO NOT wrap cable around metal objects. The cable should be clipped to the top edge of the stand as part of your lighting connection.	
 DO NOT plug everything in one outlet and DO NOT plug one lead into another. This causes overheating and may blow the fuse. Order enough sockets for your needs. Remember: 1 x 500watt socket = 1 x 4 way extension lead	
DO NOT use multi-way adaptors. These are not suitable for use in commercial premises. Use an extension lead.	
 DO NOT allow conductors to become exposed. The inner coloured sheathing is to protect the conductors; the outer sheathing is to protect you.	
DO NOT let cables drop to the floor unprotected. Exposed cables must be in a conduit or mini trunking.	
 All electrical equipment intended for use on stands must be PAT tested and labelled accordingly.	
Cables must not run under carpet. If they run across the floor ensure they are covered by conduit or protective ramping (tape is not acceptable). Cable ramping stops trips and prevents damage.	
 All lighting must be kept at least 300mm away from fabric ceilings and other combustibles. All light fittings must be secured appropriately and heavy light fittings must have a secondary means of support.	
Ask us and we will help you get it right!	

Note: Fixings to the structure of the building is not allowed at any time

HEALTH AND SAFETY DOCUMENTS

HEALTH & SAFETY

Responsibilities & Policy Statement

Management Events Ltd. take their responsibilities as laid out in accordance with the Health & Safety at Work etc Act 1974 very seriously and it is vital that Exhibitors and their contractors do likewise. The Build-Up, Open & Breakdown periods are covered by these & other mandatory requirements:

- The Health & Safety at Work etc Act
- The Management of Health & Safety at Work Regulations 1999
- The Manual Handling Operations Regulations 1992
- The Personal Protective Equipment at Work Regulations 1992
- The Workplace (Health, Safety and Welfare) Regulations 1992
- The Provision and Use of Work Equipment Regulations 1998
- The Control of Substances Hazardous to Health Regulations (COSHH) 2002
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995
- The Building Regulations 1991 (England & Scotland)
- Environmental Protection Act 1990

As Organisers, it is Management Events Ltd's policy to manage Project Challenge Expo2022 in accordance with the above & make the exhibition a safe environment as far as is reasonably practicable. This section of the manual has been produced to provide Exhibitors with clear, simple suggestions for understanding & implementing a suitable & sufficient safety management programme to comply with Health & Safety procedures.

Exhibitors Responsibilities

As an exhibitor, you must ensure the health, safety and welfare of your employees, contractors and visitors as far as is reasonably practicable throughout the exhibition. You should ensure that your actions (or in-actions) do not give rise to accidents, injuries or unsafe working environments, provide proper information, instruction and training and supervise all parties throughout the show. You should also check that any contractors, suppliers, agents, etc that you may be using have a Health & Safety Policy, suitable to the exhibition environment.

Your attention is drawn to the Health & Safety at Work etc Act and the regulations made under this act and you are reminded that the duties imposed by these laws are not reduced, regardless of whether an employer is in their own office or participating at an exhibition. Failure to do so represents a breach of the law, and could result in the prosecution of an exhibitor/contractor by the Local Authorities.

HEALTH AND SAFETY DOCUMENTS

Among the statutory duties owed under Health & Safety legislation the following are particularly relevant, although this list is by no means exhaustive:

1. That a written Company Health and Safety Policy should exist if the company is 5 or more strong. See Section 2(3) of the Health & Safety at Work etc Act 1974 (HASAWA).
2. That a "suitable and sufficient" risk assessment should exist in respect of all the significant risks in the business which are not already subject to other regulations, eg Control of Substances Hazardous to Health COSHH, noise etc. This assessment must be in writing if the workforce totals 5 or more. (Regulations - MHSW)
3. That at least one competent safety adviser must be appointed by an employer to assist him in discharging his health & safety responsibilities. (Regulation 6 - MHSW)
4. That every employer has a duty to co-operate with other employers (eg Exhibition Organisers) when sharing a workplace, whether temporarily or permanently.
5. Understanding the Fire and Emergency Procedures of the venue which will be circulated to all exhibitors and establishing the location of the First Aid Room within the venue.
6. The need to maintain emergency gangways through and to the centre of the halls in build-up and breakdown situations.
7. The need for all operatives to wear suitable protective clothing relevant to their job, which includes eye, ear, foot and hand protection.
8. The need for all operatives to wear hard hats when working beneath or near overhead working or if this is impracticable, restricting access in such areas.
9. The safe use and storage of flammable liquids and substances and segregation from waste and other risk areas.
10. Ensuring that portable power equipment is used for the purpose for which it was designed and that safety guards are correctly fitted and used.
11. Ensuring that portable electric tools are used with the minimum length of trailing leads and that such equipment is not left unattended with a live power supply to it.
12. That stacker trucks are not used by anyone other than fully trained personnel.
13. That disused fluorescent lights are placed in the collection bins in and around the halls, for safe and proper disposal.

HEALTH AND SAFETY DOCUMENTS

14. That chemicals and flammable liquids are removed from the exhibition venue after use by the user or, in exceptional circumstances, brought to the attention of the venue cleaning department for safe and proper disposal. Such products must not be placed in general rubbish bins or tips.
15. That any work area is maintained free from general waste materials which could hazard operatives.
16. That only scaffolding incorporating standard safety features may be used and that any tower scaffold in use is properly stabilised and propped.
17. That all electrical work within the Halls will be carried out by the Organisers' nominated contractor. Compliance with the Electricity at Work Regulations 1989 and 16th edition of IEE regs is mandatory.
18. That all materials used for construction or display be to Local Authority Standards and not less than British Class 1 standards of flammability.

Key requirements for exhibitors

The Organisers recommend that you appoint a Safety Planning Supervisor to manage your on-site Health & Safety in conjunction with your stand planning. This Supervisor will have specific responsibility for managing Health & Safety (including the provision of proper information & instruction, training, guarding & supervision of all parties concerned through the show) & be responsible for the undertaking of the steps below.

1) Health & safety declaration

All exhibitors **MUST** complete & return this form (in the Forms section) by the deadline given to indicate their commitment to Health & Safety at the exhibition.

2) Risk assessment

Shell scheme exhibitors are not always required to undertake Risk Assessments. However, if any of the activities below are planned, you will be required to undertake a Risk Assessment prior to the exhibition, identifying the hazards present on-site & ways in which you will minimise & control these risks. Activities are:

- I. Any hazardous or moving exhibits on your stand;
- II. Any live demonstration or event involving members of the public;
- III. Any significant construction within your shell scheme;
- IV. Where your staff come into contact with other hazardous areas of the exhibition;
- V. Any other operation, work process or substance which is covered by HASAWA74.

TASK	HAZARD	RISK LEVEL - TO WHO./ WHAT. WHAT LEVEL?	PRECAUTIONS / CONTROL MEASURES
<p>Considering each task in turn, how and when will the work be done? Where on the stand will each trade involved be working? What equipment, materials and chemicals will be used? How much noise and dust will there be? Where will lifting and vehicle movements take place? Will there be error and tiredness caused by late working?</p>	<p>Falls of men & equipment causing injury. Scaffold collapse.</p>	<p>Who will be effected by the work and most at risk? Employees? Contractors? Visitors? Exhibitors on or around your stand? To what extent?</p>	<p>Evaluation of the risks enables you to decide on the appropriate action. Can the hazard or risk be removed completely or done differently? If the risk can't be eliminated, can it be controlled? Can protective measures be taken to protect the entire on-site workforce? Safe working depends on co-operation between firms on-site so consider this and take precautions on every aspect of work being carried out. Make sure people are trained, provided with relevant information and briefed about risks.</p>
<p>EXAMPLE: Overhead working</p>	<p>Falls of men & equipment causing injury. Scaffold collapse.</p>	<p>Risk to contractors working overhead and on stand, & to surrounding contractors/exhibitors.</p>	<p>Restrict access to stand via cordoning off overhead working area. Hard hats to be worn. Ensure scaffolding is erected safely and contractors familiar with its safe and proper use.</p>
		<p>High? <input checked="" type="checkbox"/> Medium? Low?</p>	
		<p>High? Medium? Low</p>	
		<p>High? Medium? Low</p>	
		<p>High? Medium? Low</p>	

COMPANY NAME:
STAND NO:

ASSESSMENT BY:
TITLE:
DATE:

HEALTH AND SAFETY DOCUMENTS

TASK	HAZARD	RISK LEVEL - TO WHO./ WHAT. WHAT LEVEL?	PRECAUTIONS / CONTROL MEASURES	
<p><i>Considering each task in turn, how and when will the work be done? Where on the stand will each trade involved be working? What equipment, materials and chemicals will be used? How much noise and dust will there be? Where will lifting and vehicle movements take place? Will there be error and tiredness caused by late working?</i></p>		<p><i>Who will be effected by the work and most at risk? Employees? Contractors? Visitors? Exhibitors on or around your stand? To what extent?</i></p>	<p><i>Evaluation of the risks enables you to decide on the appropriate action. Can the hazard or risk be removed completely or done differently? If the risk can't be eliminated, can it be controlled? Can protective measures be taken to protect the entire on-site workforce?</i></p> <p><i>Safe working depends on co-operation between firms on-site so consider this and take precautions on every aspect of work being carried out. Make sure people are trained, provided with relevant information and briefed about risks.</i></p>	
EXAMPLE:				
Overhead working	Falls of men & equipment causing injury. Scaffold collapse.	Risk to contractors working overhead and on stand, & to surrounding contractors/exhibitors.	<p>High? <input checked="" type="checkbox"/></p> <p>Medium?</p> <p>Low?</p>	Restrict access to stand via cordoning off overhead working area. Hard hats to be worn. Ensure scaffolding is erected safely and contractors familiar with its safe and proper use.
			<p>High?</p> <p>Medium?</p> <p>Low</p>	
			<p>High?</p> <p>Medium?</p> <p>Low</p>	
			<p>High?</p> <p>Medium?</p> <p>Low</p>	
			<p>High?</p> <p>Medium?</p> <p>Low</p>	

COMPANY NAME:

STAND NO:

.....

ASSESSMENT BY:

TITLE:

DATE:

PROJECT CHALLENGE EXPO

27 September 2022

QE II Centre London



206 Ashburnham Road • Richmond • TW10 7NL • UK

Mercury Multimedia Limited

M +44 (0) 7831 24 20 61

E mm@mercurymultimedia.co.uk

T +44 (0) 20 8948 3317

W www.mercurymultimedia.co.uk

Registered in England & Wales Company No. 3855044

Stand Name

Stand No.

Stand Photography

ORDER

Service	£ Price	Quantity	Amount
Colour Photograph as Hi Res Image on CD	35.00		
Special Requirements			
PR Session (up to 30 minutes) inc. up to 36 images on CD	85.00		
PR Session (up to 15 minutes) inc. up to 20 images on CD	55.00		
Digital Video Coverage - 1 Hour Session inc. product on DVD	155.00		
Digital Video Copy on DVD	15.00		
TOTAL			

Your Details:-

Hunter Events Ltd

Audio Visual Exhibition Hire Options



Hunter Events Ltd have been appointed as the official AV supplier Project Challenge Expo 2021 and therefore are the only company able to offer full on-site support for the build and show days

24" Desktop LCD/LED Screen c/w table stand, VGA or HDMI cable	125.00
32" LCD Screen c/w Desktop or floor stand, VGA or HDMI cable	185.00
43" LCD Screen c/w floor stand, VGA or HDMI cable	235.00
50" LCD Screen c/w floor stand, VGA or HDMI cable	275.00
60" Plasma Screen c/w floor stand, VGA or HDMI cable	395.00
32"- 80" Touchscreen units (please contact us for options and prices)	
4000 Lumens LCD Projector c/w VGA cable (hanging bracket available)	145.00
Laptop PC, keyboard & mouse, latest spec	130.00
iPad 4 16GB	110.00
Mifi unit for iPad 4 with 3gb data allowance	60.00
Small PA system c/w radio mic (hand-held, tie-clip or headset)	215.00

The above package prices are for the duration of the exhibition and include delivery, installation/de-rig, collection & insurance. All prices are exclusive of VAT.

Ordering & Payments

Please fill in the order form below with your requirements and send it via email to ian.hunterevents@gmail.com along with your company details and event information

We will then confirm your order and send you an invoice for your hire that you can pay either via bank transfer or by credit card securely on-line.

If paying by credit card we use Paypal which gives you complete security and allows for all major card payment options.

Contact us

If you need any help, advice or can't see the item that you're looking for, please give us a call or send us an email and we'll be more than happy to discuss your requirements with you

M. 07814 671 624 E. ian.hunterevents@gmail.com

Web. www.huntereventsltd.co.uk

Registered Office: 12 Cox's Lane, Cradley Heath, West Midlands B64 5NS

Registered in England no 7842561

Hunter Events Ltd

Audio Visual Exhibition Hire Options

Order Form

Item	Select	Price
24" Desktop LCD Screen c/w table stand, VGA or HDMI cable		125.00
32" LCD Screen c/w Desktop or floor stand, VGA or HDMI cable		185.00
43" LCD Screen c/w floor stand, VGA or HDMI cable		235.00
50" LCD Screen c/w floor stand, VGA or HDMI cable		275.00
60" Plasma Screen c/w floor stand, VGA or HDMI cable		395.00
32"- 80" Touchscreen units (please contact us for options and prices)		
4000 Lumens LCD Projector c/w VGA cable (hanging bracket available)		145.00
Laptop PC, keyboard & mouse, latest spec		130.00
iPad 4 16GB		110.00
Mifi unit for iPad 4 with 3gb data allowance		60.00
Small PA system c/w radio mic (hand-held, tie-clip or headset)		215.00
Sub Total		
Vat @ 20%		
Total		

Company Name	
Address	
Post Code	
Telephone	
Email	
Exhibition Title & Dates	
Venue & Hall Number	
Stand Number	
Contact on Stand	
Name of Person Placing Order	
Signature	
Preferred Method of Payment	<input type="checkbox"/> Bank Transfer <input type="checkbox"/> Credit Card

M. 07814 671 624 E. ian.hunterevents@gmail.com
 Web. www.huntereventsltd.co.uk
 Registered Office: 12 Cox's Lane, Cradley Heath, West Midlands B64 5NS
 Registered in England no 7842561

RULES AND REGULATIONS

APPLICATION AND ALLOTMENT OF SPACE

An application for space shall be invalid unless made on an official booking form. Acceptance of such application by the Organisers shall be deemed to imply that the Organisers accept that any exhibit is within the scope of the Exhibition. The Organisers reserve the right to reject any application and to exclude and/or require to be removed any exhibit which in their opinion is outside the scope of the Exhibition. The Organisers do not accept liability with respect to the closing of any part of the hotel rooms and reserve the right to replan or alter the layout of stands. If any error arises in the allotment of space to an Exhibitor no liability shall attach to the Organisers. In any such case the Organisers will endeavour to offer alternative space but are not bound to do so.

On the acceptance by an Exhibitor of a contract for space, the Exhibitor shall be bound by the terms of the contract subject to variation as herein after mentioned and as regards space allotted the relationship shall arise between the Organisers and the Exhibitor. The Organisers shall be entitled to access at all reasonable times to the space allotted. If the space is not occupied by the Exhibitor two hours before the time stipulated in the time table for the opening of the Exhibition, the Organisers shall be entitled to utilise it in such manner as they see fit, and shall be entitled to recover from the Exhibitor any costs which they may incur in so utilising the space, in addition to any other sums payable hereunder.

The Exhibitor shall not assign, sub-lease or divide the space allotted to him nor shall any card, advertisements, photographs or printed matter of, or relating to, persons who are not Exhibitors be allowed in, or exhibited on or distributed from any stand.

In case of non-payment on the due date of any sum payable by the Exhibitor to the Organisers or of the breach of non-observance by the Exhibitor of any of the terms of the Contract or any condition to be performed or observed by him the Organisers may re-allocate the space without being liable to account to the Exhibitor for sums already paid or due from him or otherwise howsoever and without prejudice to any claim to recover monies then due or for damages for breach of contract.

The Organisers shall not be responsible for any loss or damage whatsoever sustained by the Exhibitor nor any interruption thereof whether arising from their negligence or howsoever.

RULES AND REGULATIONS

PAYMENT

Payment of the consideration specified in the Contract shall be made strictly in accordance with the provisions of the booking form and time shall be deemed to be of the essence. The Organisers are under no obligation to return any monies or account for sums paid by the Exhibitor should the Exhibitor withdraw at any time before, or during the Exhibition.

CONSTRUCTION AND ERECTION OF DISPLAY EQUIPMENT

The Exhibitor shall ensure that the interior of the stand be constructed in such a way not to obstruct the light or impede

The uninterrupted view along the gangways or cause any projection the same or affect the display of other Exhibitors.

It is the responsibility of every Exhibitor to ensure that the reverse side of their display stands, etc., are of a reasonable standard. i.e.

(a) painted white

(b) covered with muslin etc.,

So as not to be an eyesore to any part that may not be concealed by an adjoining Exhibitor or exposed by a gangway.

POWER AND DISCRETIONS OF THE ORGANISERS

To refuse any person admission to the Exhibition. To remove from the stands or rooms at the risk and expense of the Exhibitor any exhibit, fitting, machinery or other goods of the Exhibitor which the Exhibitor fails to remove in accordance with or which do not comply in all respects with these rules and regulations.

RISKS

All exhibits, fittings, furnishings and equipment and all other goods brought into the Exhibition by the Exhibitor shall be at the sole risk of the Exhibitor.

RULES AND REGULATIONS

LIMITATION OF ORGANISERS LIABILITY

If by reason of or in consequence of any act of God, War, Riots or Insurrection, Governmental Regulations, Legal Restrictions, Embargoes, Strikes, Labour Disputes, Fire, Flood, tempest, failure or neglect of any body or authority to supply electricity, power, gas or water, requisition of the rooms by any national or local authority or any other cause beyond the control of the Organiser of the Exhibition is cancelled, postponed, abandoned, interrupted or prematurely

concluded, or held on a reduced scale, the Organiser shall be under no liability to the Exhibitor for any non-performance, delay in performance or any other loss suffered by the Exhibitor provided that if the Exhibition is cancelled or postponed for a period exceeding three months an Exhibitor terminates the contract by written notice the Exhibitor shall be entitled to a percentage repayment of any sums paid under the Contract at the discretion of the Organisers.

