

Exhibitor Name.....

Stand No .....



**28<sup>th</sup> and 29<sup>th</sup> November 2017**

Ericsson Exhibition Halls 1 and 2, Ricoh Arena  
Coventry, West Midlands. CV6 6AQ  
England

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## EXHIBITOR INFORMATION MANUAL

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### Organised by

PDS Promotions Ltd  
Viewpoint House, 5 Mosslea Road  
Whyteleafe, Surrey. CR30DR

Tel 020 8645 2433  
Email [terry@bpsassociates.co.uk](mailto:terry@bpsassociates.co.uk) or [info@paintshow.co.uk](mailto:info@paintshow.co.uk)  
Website [www.paintshow.co.uk](http://www.paintshow.co.uk)

## Dear Exhibitor

Welcome to the National Painting and Decorating Show 2017 and thank you for exhibiting.

This manual has been designed to assist you in making the most of the exhibition and to enable you to plan in advance.

Please take time to study the enclosed information and ensure the necessary forms are sent in by the deadline dates given. Please note that we cannot ensure that you will receive your goods if the order forms are sent beyond deadline. Also you may be liable to penalties for late orders.

Space-only exhibitors should ensure that all necessary documentation is provided – please refer to ‘*Space-only Stands.*’

If you are employing a contractor to erect your stand for you, please ensure that you forward the relevant information to them.

To ensure maximum publicity for your participation please provide your PR agency with full information in good time.

You can also advertise at low cost on the show website – see ‘Website Advertising’.

One Final Point: Vehicle Passes and Exhibitor Passes are mandatory. Please see ‘Badges and Passes’ for full details.

The information contained in this manual is a digest of the regulations surrounding your participation. Please don’t hesitate to contact me if you require clarification or fuller detail on any point.

HAVE A GREAT SHOW!

Yours sincerely

**Terry Dullaway**

Organiser

0208 645 2433

0776 490 2306

terry@bpsassociates.co.uk

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## Checklist

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<b>Must Complete/Order</b>	<b>Deadline</b>
Electrical Order Forms .....	3/11/17
Floorcovering Opt-out .....	6/10/17
Method Statement .....	6/10/17
Risk Assessment.....	6/10/17
Shell Scheme Services .....	3/11/17
Show Guide Entry .....	2/10/17
Stand Plans (Note: 1 <sup>st</sup> September for Complex Structures) .....	6/10/17
Book Accommodation .....	Soonest
Exhibitor Passes .....	3/11/17
Logistics (forklift unloading, etc.).....	6/10/17
Order Stand Catering .....	27/10/17
Order Furniture.....	27/10/17
Order IT/Internet Services .....	27/10/17
Order Barcode Scanner .....	10/11/17

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## Access

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Early access or 'flyers', deliveries to the halls of stand fitting, exhibits or any other materials prior to the first day of tenancy is not permitted except in accordance with specific arrangements in writing between the Ricoh Arena and the Exhibitor. Any other hours outside the tenancy agreement will have to be arranged with the Event Manager.

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## Access Equipment

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Access equipment refers to and includes scaffold towers, mobile elevating work platforms (MEWPS) lifting tables (scissor lifts), cherry pickers and other lifts. This equipment may be operated on the premises as long as it conforms to the requirements of the Provision and Use of Work Equipment Regulations 1998 (PUWER) and the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER). The Ricoh Arena requires all operators working on access equipment to wear head protection and harnesses and to be attached to the equipment by means of a lanyard.

All equipment must be visibly marked with the name of the company using it. A valid operator's licence must be available for inspection on demand. Where ladders are to be used, guidance and safe working practises as identified in the HSE Construction Information Sheet No. 49 'General Access Scaffolds and Ladders' applies. See also 'Logistics' and 'Working Equipment'

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## Access Times

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Exhibitors and contractors will be able to access the exhibition hall as follows:

### Build-up

#### Space only exhibitors

Sunday 26th November ..... 06.00 - 19.00 hours  
Monday 27th November..... 08.00 - 19.00 hours

#### Shell scheme exhibitors

Sunday 26th November ..... 12.00 - 19.00 hours  
Monday 27th November..... 08.00 - 19.00 hours

### Open Period

Tuesday 28th November ..... 09.30 - 16.00 hours  
Wednesday 29th November..... 09.30 - 16.00 hours

### Breakdown

Wednesday 29th November..... 16.01 - 24.00 hours

## Build-up Procedure

To make this process a quicker, safer and more structured experience, please read the following build procedure:

### **Every contractor vehicle used in the build-up and breakdown period will need a Vehicle Pass.**

You can print off your vehicle pass from the separate document that accompanies this manual.

Exhibitors with stand numbers 1-72 should use the Gate 29 pass or Gate 26 for stands 73 and above.

1. Display your Vehicle Pass in your windscreen before arriving on site.
2. Report to the traffic marshal at the main gate on arrival
3. Follow the instructions of the traffic marshal - you will either be directed to the holding car park or straight to the loading gates.
4. Once you have been given permission to access the loading gates, please ensure that you unload your vehicle as quickly and as safely as possible.
5. Once you have finished unloading your vehicle at the loading gates, please move your vehicle immediately to the allocated exhibitor car park, which is **Car Park C. Please note – Car Park C will be locked up at 20.00 hours on build-up days, and reopened at 07.30 hours the next day – any overnight parking must be booked in with Ricoh Arena prior to the event.**

## Breakdown Procedure

To get your vehicle to the loading gates, you must:

1. Display your Vehicle Pass in your windscreen before arriving on site.
2. Park your vehicle in Car Park C – there will be no access to the loading gates if you are not parked in CAR PARK C.
3. Break down your stand first, this includes equipment and all content material - this must be all boxed up ready to load.
4. Go to your allocated loading gate and collect your vehicle movement pass from the manned information point.
5. Your stand will be checked and your vehicle movement pass will only be issued if your stand has broken down fully.
6. Go to your vehicle with your pass, place the pass in your windscreen, and await the availability of space at your loading gate.
7. Once released from car park C, proceed to your allocated gate and load your vehicle quickly – this will allow others to bring their vehicles up.

Once loaded, please depart the Ricoh Arena following the one way system. Please note – the traffic marshals are here to help you, if any exhibitor or contractor is not compliant, jumps the queue, or is abusive, you will not be permitted to bring your vehicle to the loading gates, and you will be sent to the back of the queue.

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## Accommodation

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Need a hotel? To make your hotel reservation online, please use the link below:

<http://bookings.hotelconferencecompany.com/events/national-painting-and-decorating-show.aspx> or  
<http://goo.gl/sXh5sX>

Tel +44 (0)1767 262 546

Email [reservations@hotelconferencecompany.com](mailto:reservations@hotelconferencecompany.com)

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## Advertising Signage

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There are many opportunities to highlight your presence at the event via posters sited at various points around the venue. Please see the brochure entitled '**Advertising Signage**' that accompanies this manual for options and prices.

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## Badges and Passes

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**All exhibitor staff and contractors will require an Exhibitor Pass.** Please click on the link below. Pre-order your Exhibitor Passes for anyone manning your stand and for contractors working on your behalf.

These can be collected from the registration point at the exhibition during build-up

Url <http://www.eventdata.co.uk/Exhibitor/PaintingDecorating.aspx>

A vehicle unloading pass must also be displayed at all times on all vehicles delivering goods to the loading bays and these can be printed off by referring to the form that accompanies this manual '2017 Vehicle Unloading Pass'. Exhibitors with stand numbers 1-72 should use the Gate 29 pass or Gate 26 for stands 73 and above. See also 'Access Times'.

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## Banners

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Banners will only be permitted by prior agreement with the organiser. The exhibitor will have to cover the costs of rigging. Please contact the organisers in the first instance

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## Barcode Scanners

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You can record the details of stand visitors with this device. Please order via this link:

<https://eventdata.uk/Scanners/PaintingDecorating.aspx>



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## Broadcasting of Music

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If live music is performed or sound recordings (e.g., records, tapes, compact discs) are played at any event, either on individual stands or throughout the event as a whole, then under the terms of the Copyright, Designs and Patents Act 1988, it is Exhibitors responsibility to ensure that the appropriate licences are obtained from these bodies.

### **PRS (Performing Rights Society)**

New Business Team  
29 - 33 Berners Street  
London W1T 3AB  
Tel 0800 068 4828

By Law, Licensees, Organisers or Exhibitors wishing to play music at an Event (by any means) must have a PRS licence to cover the royalties for writers, composers and publishers for each day of the show.

### **PPL (Phonographic Performance Limited)**

1 Upper James Street  
London W1F 9DE  
Tel 0207 534 1000  
Fax 0207 534 1111

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## Build-up and Breakdown

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Please refer to 'Access Times' in this manual for arrangements.

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## Car Parking

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**The Ricoh Arena has a new parking system which operates on vehicle registration recognition.** Car parking is free of charge for all exhibitors and contractors. To qualify for free parking you will need to register your vehicle registration online prior to arriving onsite.

The organisers will contact you 28 days prior to the event with the log-in details to *register your vehicle/s details*.

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## Carpeting

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The hall will be completely carpeted including shell scheme and space only stands. Aisles will be carpeted in blue and all stands in pearl (light grey shade). **Exhibitors with space only stands can fit their own choice of floorcovering but must use the opt-out form that accompanies this manual.** Unless this is returned to the official carpeting contractor, Anchor Exhibitions, pearl colour floorcovering will be laid prior to your arrival. Lifting and removal will be charged for. Alternative carpeting and carpet tiles can be obtained on hire from our official furniture contractors (See also 'Furniture Hire'.)

The floorcovering opt-out form is available via this link: <https://pd17.anchorexhibitions.co.uk/>

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## Catering

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The Ricoh Arena has licensed catering companies to provide exclusive catering and function services to the exhibition. If you have stand catering requirements please use the form that accompanies this manual. No food or drink will be permitted to be brought into the venue.

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## CDM Regulations

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All personnel onsite during build-up and breakdown must adhere to the health & safety regulations. You are required to wear appropriate PPE (Personal Protective Equipment), that is, hi-vis waistcoat or jacket, appropriate footwear and hard hats (where applicable) whilst in the exhibition hall. Please be aware that the wearing of hi-vis and appropriate footwear is a mandatory requirement, whilst wearing of hard hats will only be required in defined hard hat areas. **Please refer to the separate document that accompanies this manual for full CDM requirements.**

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## Cleaning

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The cost of general cleaning is included in the basic cost of the stand. Where stands are constructed with offices or interior rooms, duplicate keys should be left with the organiser to allow access for the cleaners. On build up days please ensure that all packaging and other rubbish is put into the aisles no later than 17.00.

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## Completion of Stands and Exhibits

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All stands must be completed, including positioning of exhibits, painting and sign writing by 19.00 hours on Monday 27th November. No contractors will be permitted on site after this time or on opening day 28<sup>th</sup> November.

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## Complex Structures

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A Complex Structure is any form of construction of any height, which may require input from a structural engineer. Examples of Complex Structures:

- Any structure, regardless of its height, which requires structural calculations or cross bracing
- Multi-storey stands.
- **Any part of a stand or exhibit which exceeds 4 metres in height.**
- Certain suspended items, e.g. lighting rigs or signs over 400kg.
- Constructions requiring certain practices such as rigging, lifting, hot work etc.
- Sound or lighting towers or rigs (or suspended items)
- Any temporary demountable structure (e.g. tents and marquees)
- Temporary tiered seating.
- Platforms and stages over 600mm in height and all platforms and stages for public use.

## Plan submissions

The following details for Complex Structures are required:

- Detailed structural drawings, drawn to scale to include: plan views, elevations, steelwork and staircase details, floor and/or roof loading, structural calculations, specifications and a method statement.
- To show: the event name, date, stand number and version number.
- To supply: 2 complete sets of the above in English.

All Complex Structures require written confirmation from an independent qualified structural engineer, who has appropriate professional indemnity, who has examined the plans for the Complex Stands and Structures, and who will carry out a visual inspection on site, certifying them safe, fit for use and constructed in accordance with the designer's specifications.

The official structural engineer for this event is Campbell Reith Hill. Designs and structural calculations for complex structures must be submitted to the exhibition organisers no later than **1st September**. These will be checked and a full site check will take place during build-up.

The organisers will make a charge of £450 plus VAT for each complex structure submission with payment required no later than 10th November 2017. Please send all documents to: [davidpescod@aol.com](mailto:davidpescod@aol.com). 22 Temeraire Heights, Sandgate, Kent CT203TL. Phone 01303 238002.

Any Complex Structure that is modified after its initial submission to the Ricoh Arena must be re-submitted with details of all modifications and a structural engineer's confirmation that the final overall design is safe for its purpose.

## On-site management

The Floor Management and Health & Safety Officer must monitor all stand construction, during build-up. The appointed structural engineer needs to supply sign off certification at completion of build. Structures, which appear to be Complex, which have not been submitted for approval, will be challenged and construction may be stopped until satisfactory information has been received. The organisers and Ricoh Arena reserve the right to monitor all construction activity and to challenge risk assessments and the methods employed.

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## Construction Materials

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

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

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

## Decorative materials

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. Therefore they must not be used for stand dressing. Silk-type flowers are acceptable, providing they are fireproof or have been treated and marked as such.

## Fabrics, drapes, curtains and hangings

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

## Floor covering

All floor coverings must be secured and maintained so that they do not cause a hazard. Fixing of floor coverings to the hall floor may only be carried out using venue approved tape. The venue will only approve exhibition tape which has a low tack bottom, high tack grab top and does not leave any residue or cause any damage to the floor when removed. The exhibitor will incur a charge for any tape not removed by the end of the tenancy period, or any damage caused to the hall floor. (See also 'Carpeting').

## 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 0.5m<sup>2</sup>, 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'):

<b>Nominal thickness</b>	<b>Maximum pane size</b>
8 mm .....	1100mm x 1100mm
10 mm .....	2250mm x 2250mm
12 mm .....	4500mm x 4500mm
15 mm or thicker .....	no limits

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## Contacts

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Please contact:

**Terry Dullaway**    **0776 490 2306**  
**Paul Murray**      **0776 490 2307**

See also separate list with this manual providing a complete list of show contacts.

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## Cutting and Fixing to the Premises

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Fixing of any sort to any part of the interior or exterior of the premises, including using installed services to support any structure, is strictly prohibited. Compliance with this Regulation is essential to protect the integrity of the Ricoh Arena's fire, public address, communications and security installations and to prevent damage to the fabric of the building.

Exhibitors will be held responsible for any damage to the Exhibition premises and to the organisers' shell scheme caused by themselves or their contractors. Fixings must not be made to the building structure or to the shell scheme.

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## Damage and Loss

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Any costs which arise from the repair to or refurbishment of the exhibition hall and its attendant building and exhibition areas caused by damage or negligence for whatsoever reason by an exhibitor or his representative must be borne by the exhibitor. Any damage including minor items like paint spillage, is chargeable and assessed by the venue owners. No responsibility for any claim will be accepted by the organisers. Exhibitors must check with their insurers for details of any cover required including public liability.

Neither the Organisers, the exhibition site owners, nor the sponsors accept any responsibility for damage or loss of any properties introduced by the exhibitors and / or their agents or contractors. Exhibitors are especially warned that their exhibits are the sole responsibility of the person / company to whom they belong.

Exhibitors must have their own insurance against all risks. The strongest precautions against pilferage/theft should be taken at all times. See paragraph headed 'Insurance'.

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## Delivery of Goods

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RICOH gatekeepers will control and monitor all traffic through the hall gates. Contractors, drivers and exhibitors need to know the stand number and its rough location in order to assist the marshals and gatekeepers. It is essential that all contractors, drivers and exhibitors bring their own trolleys to transport goods to and from their stands. This will reduce the amount of time it takes to load and unload and thereby assist in the free flow of traffic. Please also refer to 'Logistics'.

All deliveries must be made during the access hours only and addressed to you as follows:

**Addressee, Stand No, National Painting and Decorating Show**  
**Ericsson Exhibition Hall**  
**RICOH ARENA**  
**Phoenix Way**  
**Foleshill**  
**Coventry CV6 6AQ**

Please note that the Organisers and RICOH staff will not take any responsibility for the delivery of any goods if the addressee is not available to sign for the delivery. It is important to ensure that all deliveries are made when a stand holder is available to sign for the goods. No goods will be accepted into the venue whilst we are not in tenancy. See also 'Logistics' and 'Freight Forwarding'.

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## **Distribution of Publicity Material**

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Exhibitors are reminded that publicity material may only be distributed from their stands or in the Press Office. Any member of the organising team may approach your staff and ask them to return to your stand if they are found "leafleting" in the aisles.

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## **Electrical Contractor**

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The organisers have appointed Anchor Exhibitions Ltd as the official electrical contractor. Only the official contractor is allowed to do any electrical work at the show. Exhibitors must use the electrical order forms via this link (prepayment required):

<https://pd17.anchorexhibitions.co.uk/> .

Please note that shell scheme and space-only sites are subject to separate pricing structures. Details are available via the above link.

For electrical enquiries contact :

Anchor Exhibitions Ltd, 2 Cedar Court, Grove Road, Burbage, Leicestershire LE102AE

Tel: 01455 612341. Fax 01455 896982

Email: [admin@anchor-exhibitions.co.uk](mailto:admin@anchor-exhibitions.co.uk)

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## **Emergency Procedures**

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Exhibitors and Contractors are expected to be fully conversant with the Ricoh Arena's Emergency Procedures, including action to be taken on discovery of a fire or unattended package and on hearing evacuation broadcasts and the locations of assembly points.

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## Escape Routes & Signs

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- Every escape route should lead to a place of safety.
- Escape routes should have a minimum unobstructed height of 2100mm, other than within doorways, which should have not less than 2060mm clear height.
- All escape routes and exits including external exits shall be kept unobstructed and in good order
- There should be no obstruction that could impede the free flow of people using the escape route.
- All floors should be even and have a firm, smooth and slip resistant finish.
- Trip hazards should be avoided.
- For two escape routes to be considered as providing travel in more than one direction, they should be separated;
  - By an angle of at least 45° plus an additional 2.5° for each metre of travel in one direction; or
  - By fire-resisting construction.
- A minimum of 55% of the hall entrances access width shall be maintained for escape purposes and access to service areas within the hall entrances must be maintained at all times.
- A minimum clearance for escape purposes in front of hall entrances and exits must be 3 metres plus the depth of the stands against the adjacent wall (if applicable).
- Perimeter aisles shall be a minimum of 3 metres wide.
- All aisles between stands shall have a minimum width of 2 metres.
- The maximum travel distance from any part of a stand to an open side or exit or to a gangway shall not exceed 15 meters.
- Exits should be clearly identified in accordance with the approved floor plan.
- Please note that extra care may need to be taken to maintain clear gangways by catering areas where chairs are provided.

Measures should be taken to ensure that no exit signs are obstructed and where necessary are kept illuminated at all times. Where an obstruction is unavoidable then the Organiser shall provide additional signs, in agreed locations. These signs must be located so they are conspicuous and conform to BS2560.

Alternative means of escape and adequately maintained general and safety lighting, with maintained illuminated exit notices shall be provided to any enclosed area on a stand.

### Enclosed areas within stands or features

The Exhibitor should ensure that there is a suitable means of escape and adequately maintained lighting and emergency signage (illuminated if necessary), to any enclosed area on a stand or feature.

## Internal Doors

All internal doors to stands, whether for storage or access, should have a suitable visibility panel within it.

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## Exhibitor Passes

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See 'Badges and Passes'.

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## Exhibitor Guide Entry

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You have a maximum of 50 words to write about your company, this will be published in the exhibition show guide. Please see 'Showguide' for full details on where to submit your entry. If you have not submitted your entry by 2<sup>nd</sup> October only the contact details of your company as they appear on your contract will be published in the show guide.

The show's PR agency works with leading trade press to gain maximum coverage for the event. All exhibitors should instruct their respective PR agencies to send full preview material to relevant trade media. If any exhibitor does not have a dedicated PR agency, we will be pleased to provide PR support.

Contact:

**Jayne Rolfe**

Tel 01832 737870

Email [jayne@bpsmarketingandpr.co.uk](mailto:jayne@bpsmarketingandpr.co.uk)

Or

**Victor Wheeler**

Tel 0208 441 2021

Email [vic@bpsassociates.co.uk](mailto:vic@bpsassociates.co.uk)

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## Fire Safety

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The Ricoh Arena will provide appropriate patrolling Fire Safety personnel for each event. If an increased fire risk is presented by a specific activity at the event, or by the nature of the event itself, any additional fire safety staff required will be provided by the Ricoh Arena and charged to the Exhibitor. The Exhibitor must observe the following precautions:

- Equipment provided for the purpose of fire fighting must not be abused, misused, relocated or concealed
- The operational effectiveness of any fire fighting equipment or installations must not be interfered with.
- Fire alarm call points must not be operated without due cause.
- Fire exit doors must not be obstructed and must remain available for use at all times.
- Fire hydrants must not be used as a source of water, except for fighting fires.



All materials used for stand construction must be thoroughly fireproofed (class 1 spread of flame) or be non-combustible to the satisfaction of the local authority. Failure to do so may result in the removal of all offending material. Plastics should not be used in the construction of stands.

## **Definitions of Fireproofing**

Durably flame proofed fabric – flame proofed fabric that, after being submitted to a washing treatment, remains flameproof as determined by the method of test prescribed in the current edition of BS 5438. Acceptance by ECO of such fabric is subject to spot testing by the ECO floor fire officers to detect and identify the flame-proofing compound.

Inherently non-flammable material – material that, although non-combustible and not submitted to a flame-proofing process or provided with a flame-resistant finish, is in fact non-flammable throughout its thickness. In case of doubt, the standard of flame proof when tested in accordance with the relevant provisions of BS 476, would be applicable for fabrics and for non-fabrics respectively.

Non-combustible material – material which is deemed to be non-combustible when tested in accordance with the relevant provisions of the current edition of BS 476, or such other material or combination of materials as may be deemed to be non-combustible for the purposes of these Rules and Regulations.

Process of impregnation – means a vacuum/pressure process (whereby the salt retention in the material can be controlled) undertaken by a processor whose products are acceptable to the appropriate Authorities. The products will have an Approved distinguishing mark to indicate that they have been so impregnated (the standard for such material being class 1 surface spread of flame when tested in accordance with the relevant provisions of the current edition of BS 476).

NOTE: Impregnated timber boards and sheets will only be accepted without question by ECO if they are treated by a processor registered under the British Standard Scheme of Assessed Capability and bearing the following indelible identifying mark: IMPREGNATED BY A BSI REGISTERED FIRM.

Self-extinguishing – all material having a spread of flame standard acceptable to the appropriate Authorities which must comply with the relevant provisions of the current edition of BS 476. See also 'Hazardous Substances'

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## **First Aid**

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The Ricoh Arena has a medical treatment room and provides first aid personnel for the event.

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## **Floorcovering**

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See 'Carpeting'

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## Floor Loading

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All installation, transportation and location of heavy goods or structures must conform to the weight limits of the Exhibition Halls. Where possible, all heavy loads should be notified to the Arena at least 14 days in advance of tenancy.

### Internal loads

The internal weight limitations and technical data must not be exceeded. The Exhibitor is responsible for informing the Ricoh Arena in advance, of any load that may exceed that normally permitted, so that an engineered solution may be found.

### External loads

Some restrictions apply on the perimeter roads, forecourt and pavements. Please contact the organiser for exact technical data and plans of floor loadings.

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## Forklift Services

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**Creative Freight Ltd** have been appointed the official contractor for the event. They offer freight forwarding, materials handling and storage of package cases during the show. If you require any of these services please use the form that accompanies this manual, noting any special deadlines to avoid penalties. Please note that no other forklift services will be permitted on site for build-up and breakdown. See also 'Logistics'

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## Freight Forwarding

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Please see 'Forklift Services' above and 'Logistics'.

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## Furniture Hire

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Furniture may be hired from the recommended contractor which is 'InSpire Furniture Hire Ltd'. You can order online via [inspirehire.co.uk/exhibition](http://inspirehire.co.uk/exhibition)

*This will take you directly to the site where you can create your own username and password by following the instructions on the screen).*

or

email: [sales@inspirehire.co.uk](mailto:sales@inspirehire.co.uk)

Tel: 01455 234919

Fax: 01675 482917

*Please note that in this venue there are no tables and chairs available for exhibitor usage. Exhibitors must either bring their own or order on hire.*

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## Hazardous Substances

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1. Any exhibit, process or feature that is likely to generate and/or emit gases, vapours, liquids, fumes or dusts into the venue must not be used without written approval from the venue, and must not present any hazard to health. The HSE COSHH Essentials website provides useful guidance at [www.coshh-essentials.org.uk](http://www.coshh-essentials.org.uk)

### Documentation

2. Where approved, an assessment for the use of any hazardous process or substance must be submitted to the organiser no later than 28 days before the event, together with a plan showing the proposed location. Where appropriate, the exhibitor must provide the organiser with written information regarding the monitoring procedures they plan to implement to prevent unnecessary exposure to the identified hazards.
3. The assessment must include spillages and the removal of waste and residual material, including identification of an approved waste carrier. The venue will require copies of hazardous waste transfer notices.
4. Exhibitors should collate the appropriate safety data sheets with the COSHH assessment for each substance or process. All control measures, precautions and emergency procedures detailed in the assessment must be maintained by a responsible person.

### Emergency Precautions

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

### Ventilation

6. A stand containing an exhibit, process or feature giving rise to any of the above hazards may require effective local exhaust ventilation to the outside atmosphere. This shall be sited as agreed with the venue. Full details of the exhibit or process and proposed local exhaust ventilation system must be submitted to the venue and organiser for approval no later than 28 days before the event.
7. Any attachments to the building structure or openings through the fabric of the building for an exhaust flue must be made by the venue at the exhibitor's expense.
8. Where appropriate, the exhibitor must provide the venue with written information regarding monitoring procedures to be implemented (e.g. for fumes).

### Storage

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

### Flammable substances

10. The use, storage and transfer of flammable substances will require a separate assessment to identify appropriate control measures. This should be accompanied by a related fire risk assessment.

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## Heat Generating Equipment

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

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## Hospitality Suites

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Further details are available from the organiser if required.

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## In-hall Posters

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Please see 'Advertising Signage'.

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## Insurance

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Exhibitors are reminded that they are responsible for effecting insurance cover in respect of damage to the building, its contents, exhibits and contents of stands. £2m Public and Employers' Liability insurance must be held. A condition of participation is that the organisers do not accept liability for any damage or loss incurred by exhibitors for whatsoever reason including abandonment, curtailment or postponement for whatever reason.

Any contractor working on behalf of an exhibitor must have a minimum of £2m Public Liability cover. It is the exhibitor's responsibility to ensure that this is in place before any work commences.

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## Invitation Tickets

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Each exhibitor will receive 100 tickets. These should be distributed to your contacts at least one month before the show. Further supplies are available from the organisers

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## Logistics

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**Creative Freight Ltd** have been appointed the official contractor for the event. They offer freight forwarding, materials handling and storage of package cases during the show. If you require any of these services please use the form that accompanies this manual, noting any special deadlines to avoid penalties. Please note that no other forklift services will be permitted on site for build-up and breakdown.

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## Maintenance and Repair Work

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No major maintenance or repair work to stands may be carried out while the exhibition is open to visitors. Under no circumstances should anyone begin to break down their stand before the show closes.

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## Manning of Stands

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Stands must be staffed and all exhibits must remain displayed during the hours the exhibition is open to visitors.

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## Mechanical Handling

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Please see [‘Logistics’](#) and [‘Freight Forwarding’](#)

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## Method Statements

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Please use the form that accompanies this manual. [See also ‘Space-only’ Stands.](#)

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## Moving Exhibits

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All moving Exhibits, with moving parts must be notified to the Ricoh Arena Event Manager in advance of the Event. Exhibits, including moving exhibits, such as robots, are not permitted in the aisles. All exhibits must be contained within the confines of the stand area.

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## Music and Videos

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

See also 'Broadcasting of Music'

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## Name Boards

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All shell scheme stands are provided with a nameboard bearing the exhibiting company's name and stand number. The organisers will email all exhibitors 6 weeks prior to the event requesting details of the name to be used. If the information is not received by due date a nameboard will be produced using the company title given in the original booking form. No changes can be made on site.

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## Organisers' and Press Office

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The office will be manned throughout the tenancy period and is situated in the hall. Anyone requiring photocopying, fax and Internet facilities will be able to use the Business Centre at the venue. Press material must not be delivered to the press office prior to Sunday 27th November.

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## Photography

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The event's official photographer is available by prior arrangement to capture your stand activities, personal appearances, prize-giving etc. Please contact the organisers for details

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## Product Demonstrations

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1. The exhibitor must ensure that a risk assessment is carried out for any proposed stand activities including demonstrations, autograph signings, celebrity appearances and so on. Where an activity gives rise to significant risk to health and safety, full details, including the risk assessment must be submitted to the organiser.

2. Controls must be put in place to ensure that:
  - Demonstrations do not present a fire or safety hazard
  - They are arranged so as not to cause a nuisance
  - They do not obstruct or encroach into gangways
  - Space for an audience is allowed within the stand area – viewing from gangways is not permitted and they must be kept clear at all times
3. Use of tensa barriers or other approved barriers may be required by the venue to create a suitable queuing area.
4. The use of compressors, sprayers, auto trucks and similar plant powered by internal combustion engines is prohibited during periods when the public is in the hall, except with the express permission of the venue and subject to stringent safeguards. All such vehicles must comply with the guidance contained in 'Vehicles' and be supplied with a suitable fire extinguisher.
5. The venue reserves the right to curtail any activity considered to be detrimental to public safety.

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## Rigging

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If you intend any rigging or require rigging services please contact: [kayleigh.biggs@ricoharena.co.uk](mailto:kayleigh.biggs@ricoharena.co.uk)

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## Risk Assessment

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**IMPORTANT: PLEASE NOTE!** The Risk assessment form that accompanies this manual must be completed if:

- (a) you are a space-only exhibitor and intend to undertake any construction work on your own stand;
- (b) you are planning any demonstrations of application techniques etc on your stand eg paint spraying ( applies to all exhibitors);
- (c) you consider that any activity on your site constitutes a hazard to any person (applies to all exhibitors)

Failure to complete and return the form may jeopardise your participation at the exhibition. The organisers cannot be held responsible for any direct financial or consequential loss arising from failure to comply with this requirement.

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## Security Passes

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See 'Badges and Passes'.

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## Shell Scheme Stands

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Shell scheme stands will be constructed by the official contractors to whom all enquiries should be directed. Anchor Exhibitions Ltd, 2 Cedar Court, Grove Road, Burbage Leics LE10 2AE.

Tel: 01455 612341  
Fax: 01455 896982  
Email: [admin@anchor-exhibitions.co.uk](mailto:admin@anchor-exhibitions.co.uk)

Shell scheme specification and accessory order forms are available via this link:  
<https://pd17.anchorexhibitions.co.uk/>.

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## Showguide

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The official showguide will be distributed free of charge to every visitor. To ensure inclusion please send details of what you intend to exhibit including any special promotions no later than 2<sup>nd</sup> October, to the following address: [david.pescod@aol.com](mailto:david.pescod@aol.com)

Text should be up to 50 words and you must include full postal address, contact numbers etc. Please also send a photograph if possible, although its inclusion cannot be guaranteed. No charge will be made for publishing the text or the photograph.

Low -cost advertising in the showguide is available to all exhibitors: Please contact Richard Daynes

Te: 01442 832715  
Email: [richarddaynes@btinternet.com](mailto:richarddaynes@btinternet.com)

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## Sound Equipment

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Exhibitors using background music systems etc. must ensure the sound is always kept to a volume that does not cause disturbance to the adjacent stands. The organisers reserve the right to lower the volume or switch off

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## Space Only Stands - Important!

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Space-only stands fall into one of two categories – COMPLEX STRUCTURES and NON-COMPLEX STRUCTURES (see below):

### Complex Structures

A separate document enclosed with this manual describes a complex structure. Complex structures must be checked and certified by a qualified structural engineer. The official structural engineer for this event is Campbell Reith Hill. Designs, structural calculations, risk assessments and method statements for complex structures must be submitted to the **exhibition organisers** no later than 1st September. These will be assessed and a full site check will take place during build-up.



## Non-Complex Structures

Drawings are not required except where you are undertaking construction work on the stand and in this case risk assessments and method statements must also be supplied by 6<sup>th</sup> October. A visual inspection of all non-complex structures will take place on site to ensure compliance with regulations.

Exhibitors are responsible for ensuring that all contractors employed by themselves:

- are competent
- are registered with a professional body.
- have carried out suitable and sufficient risk assessments.
- are operating a safe system of work.
- retain copies of their method statements available for inspection by the venue on demand.
- are fully insured ( Min. £2m PL)

Exhibitor - appointed contractors must be able to produce on demand, test certificates for any materials they intend to use in construction of a stand or any other structure to be brought into the RICOH Arena. If we are not satisfied that any material meets the standards required, such material shall be removed from the venue.

- Cables cannot be run under the carpet.
- Stands must be of substantial construction, on suitable timber or metal framing. They must be designed to comply with the Building Regulations 2000: Approved document M, "Access & facilities for disabled people."
- Ceilings, except those above the topmost storeys of stands, must be of solid construction.
- Stands displaying combustible items that are within two metres of a gallery, raised tier or staircase must be provided with a ceiling constructed of special materials.
- Doors and gates forming part of an escape route shall be open within the stand and in the direction of escape, clear of any steps, landings or a public way. Where necessary they shall be recessed so that when they open
- they do not obstruct the required width of any gangway, corridor, passageway, staircase, landing or any other escape route.
- All doors shall be provided with a vision panel of clear glazing giving a zone of visibility from 900mm to 1500mm above floor level.
- the slope of any ramp shall be uniform and no steeper than 1 in 12. Level landings shall be provided at the top and bottom of ramps and at any intermediate position where exit doors open on to them.
- The surface of any ramp should be imperforate and non-slip in texture.
- Any ramp and its associated landings shall have clear headroom of no less than 2m throughout.
- Ramps provided for use by the disabled shall be a minimum of 1m wide.
- Spiral staircases are not permitted for use by the general public.
- Stairs must be arranged in straight flights and with regular rise and tread.

- Staircases must be no less than 800mm wide and if a unique service is offered on an upper deck of a stand, which is only accessible by the staircase, then the staircase must be a minimum of 1m wide.
- All staircases that have open risers and are likely to be used by children under 5 years of age must be constructed so that a 100mm diameter sphere cannot pass through the open risers.
- The floors of landings and stairs shall have non-slippery and even surfaces.
- Continuous handrails must be provided where there are two or more risers.
- Handrails shall be continued as necessary around landings.
- The travel distance from any part of an upper storey to a staircase must be no greater than 10 metres.
- No fewer than two staircases, sited remotely from each other, shall be provided for each storey unless the upper storey is to accommodate fewer than 50 people.
- Platforms for public use may require suitable handrails and/or toe-boards. This is mandatory for any platform over 600mm high.
- Spaces beneath raised seating, platforms and all cavities, including those between and behind stands must not be used for any purpose other than electrical or other service boxes, mains or stopcocks. They shall not be obstructed, nor used for the storage of any materials.
- Inner rooms must have an alternative means of escape with appropriate signage.
- Under no circumstances shall fixings be made to the hall floors.
- All base plates must be 12mm thick and a minimum of 300mm<sup>2</sup> and suitable for their intended purpose.
- Space only exhibitors are reminded that no construction will be carried out on their behalf.
- Exhibitors constructing their own stands must ensure that the materials comply with the fire regulations as outlined in the section headed 'Fire safety'
- Designs and plans must be submitted to the organisers no later than 7th October 2016 so that the necessary approvals may be obtained.
- REMEMBER the back of your stand should look as good as the front and where walls are built adjacent to other stands and project above the height of that stand the decoration must be in good order. Please note that if this is the case the walls must be in a neutral colour and without branding or promotional material.
- Any structure of 4m and above, or any stands with a platform of 600mm or over or any double-decker stands must have the organisers' permission. Two sets of drawings complete with a structural engineers calculations must be submitted no later than 1st September for approval and a separate set of plans and calculations must be submitted to an independent structural engineer for approval who will also be required to certify the structure once erected.
- All stands will be monitored during build-up by our appointed structural engineer and floor management team.
- Stands that appear complex and have not been submitted for approval will be challenged and construction may be stopped until satisfactory information has been received.

Under no circumstances shall exhibits, stand dressings, tables and chairs, etc, be allowed to encroach into gangways.

## **Method Statements**

### **to be submitted no later than 6<sup>th</sup> October 2017**

Where method statements are required for activities undertaken in the construction of stands and other structures, they should include:

- Named responsible person, the employee on site who will be responsible for the construction and dismantling of the structure'
- Details of the stand or structure - location, dimensions, floor loading, loads of scaffolding, structures and any heavy exhibits.
- Description in words and/or by sketches of the sequence of erection proposed.
- Stability information - methods of ensuring stability at all times of individual sections (including columns), as well as the partially built structure. A detailed method to ensure that activities such as lifting, initial connecting, alignment and final connection are carried out safely.
- Details of hoisting or lifting including use of e.g., cranes, forklifts, hoists, platforms; their capacities, weight, location and proposed loading on to the hall floor.
- Access of abnormal deliveries including timing, entry point and route to final position
- Identification of the safety equipment and precautions proposed, including, precautions to be taken during any welding, grinding or cutting operations, protection for users of scaffolding and special platforms and those working adjacent to them.
- COSHH assessment information - any use of hazardous and/or toxic substances, whether temporary or for the final stand must be advised. Precautions and protection for all persons must be included.
- Environment – Any unusually noisy or dust-creating activities must be notified. Contractors providing special waste services are to be notified to the Ricoh Arena's Event Manager.
- Where temporary services are to be brought on to the premises, details of compressors, welding equipment, major electrical equipment, its use and safety precautions taken.

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## **Sponsorship Opportunities**

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There are a number of sponsorship packages available to exhibitors. Please refer to the document that accompanies this manual.

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## Stand Design

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### Ceilings

- Ceilings, except those above the topmost storeys of stands, must be of solid construction. Stands displaying combustible items that are within two metres of a gallery, raised tier or staircase must be provided with a ceiling constructed of specified materials

### Doors

- Doors and gates forming part of an escape route shall open in the direction of escape, clear of any steps, landings or a public way. Where necessary, they shall be recessed so that when open they do not obstruct the required width of any gangway, corridor, passageway, staircase, landing or other escape route.
- Such doors shall be free from fastenings, other than panic bolts of a type and pattern and installed in accordance with BS EN 1125.
- Doors serving staff areas only, may be provided with simple lever handles or push pads complying with BS EN 179.
- 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. The depth of the landing shall be no less than the width of the flight.
- Doors accessible to mobility-impaired people should be a minimum of 800mm wide.
- All doors shall be provided with a vision panel of clear glazing, giving a zone of visibility from 900mm to 1500mm above floor level.
- In exceptional circumstances and where permitted, any inward opening door or gate used by more than 50 persons, shall be locked back in a way that requires a key to release it and that when locked back, it does not form an obstruction or reduce the required width of an exit.

### Ramps

- The slope of any ramp shall be uniform and no steeper than 1 in 12.
- Level landings shall be provided at the top and bottom of ramps and at any intermediate position where exit doors open on to them.
- The surface of any ramp should be non-slip in texture.
- Any ramp and its associated landings shall have minimum clear headroom of 2m throughout.
- Ramps shall be a minimum of 1m wide.
- Ramps must be provided with a handrail on each side. - The handrail height shall be between 900mm and 1m, measured vertically from the sloping surface of the ramp to the top of the handrail. Handrails shall provide effective support and allow for a firm grip. They may form the top of guarding if the heights can be matched.
- Ramps over 600mm high and their landings shall be guarded on both sides.

### Stairs

- Spiral staircases are not permitted for use by the general public. Any spiral staircase provided for use by staff shall have treads a minimum of 75mm wide at the narrowest point.
- Stairs shall be arranged in straight flights without winders (i.e., tapered treads in an otherwise straight flight) and shall have a regular rise and tread.

- Staircases shall have a maximum of 16 risers. Stairs with more than 36 risers in consecutive flights shall have at least one change of direction. The depth of the landing between flights shall be no less than the width of the flight.
- Staircases must be a minimum of 1m in width.
- Staircases used by the public shall have treads of a minimum depth of 280mm and a maximum depth of 340mm, exclusive of any overlap with the next step. If the area of an upper floor is less than 100m<sup>2</sup>, the depth of the tread may be reduced to 250mm.
- A staircase used by the public shall have a vertical rise of a maximum of 180mm and a minimum of 135mm.
- Stairs leading from an upper floor to the ground floor must be recessed a minimum of 0.5m and a maximum of 2m from a public gangway, or discharge on to an open area of the stand with unobstructed access to a public gangway.
- Where open risers are provided, the nosings of each tread shall overlap the back of the tread beneath, to a minimum depth of 16mm.
- All staircases that have open risers and are likely to be used by children under 5 years of age shall be constructed so that a 100mm diameter sphere cannot pass through the open risers.
- The floors of landings and the treads of steps and stairs shall have non-slippery and even surfaces. Where stairs are positioned in areas with reduced levels of illumination, the nosings of the treads and the upper landings shall be highlighted where necessary.
- Toe-boards of a minimum height of 150mm are required on landings and around the top decks of multi-storey stands.
- Staircases and landings shall have a minimum clear headroom of 2m measured vertically from the nosings of treads or the floor of the landing. There shall be no projections from the walls or soffits into the required width below this height (other than handrails), which may impede the free flow of persons using them.
- Helical stairs will only be accepted if they conform to BS 5395, Part 2. If used by the public, they must conform to type E of this standard. The treads and risers must meet the requirements stated above along the entire width of the stairs.
- A staircase of greater width than 1.8m shall be designed in flights of double width. Each section of each flight shall be a minimum width of 1.1m, i.e. 2.2m between enclosing walls and/or balustrades and a maximum width of 1.8m.

## **Handrails for Stairs**

- A continuous handrail must be provided where there are two or more risers.
- Every flight of stairs must be provided with a handrail on each side.
- Double width staircases shall have a central handrail.
- The height of a handrail shall be measured vertically from the centre of the steps and landings to its upper surface and shall be a minimum of 900mm and a maximum of 1m.
- Handrails shall extend a minimum of 300mm beyond the top and bottom riser of any steps.
- Handrails shall be continued as necessary around landings.
- Handrails shall not project more than 100mm on to the required width of a staircase.
- All projecting ends of handrails shall be protected so as to avoid injury to persons descending a staircase.

## **Balustrades, Barriers and Guarding of stairs**

- Barriers shall be provided to protect exposed edges of staircases, landings, balconies, galleries and other changes of level exceeding 380mm. They shall comply with the recommendations of BS 6180.
- Guarding to all exposed edges of stairs and ramps should be at a height of 900mm above the pitch line and to landings and balconies at a height of 1.1m.
- Barriers, balustrades, guarding should be capable of resisting the forces set out in BS 6399-1.
- Barriers, balustrades or guarding should be non-climbable, i.e., with solid infills or vertical guard rails a maximum of 100mm apart.

## **Exits from upper storeys of multi-storey stands**

- The travel distance from any part of an upper storey to a staircase must be no greater than 12 metres. No fewer than two staircases, sited remotely from each other, shall be provided for each storey unless the upper storey is to accommodate fewer than 50 people.

## **Platforms and Stages**

- Platforms for public use may require suitable handrails and/or toe boards. This is mandatory for any platform over 600mm high.
- Open corners of stand floors and platforms shall be splayed, rounded or angled, if not protected by heavy exhibits, to avoid sharp corners and tripping hazards. Stand platforms should include suitable ramping to allow access to Visitors in wheelchairs.

## **Voids**

- Spaces beneath raised seating and platforms and all cavities, including those between and behind stands, shall not be used for any purpose other than electrical or other service boxes, mains or stopcocks. Voids shall not be obstructed, nor used for the storage of any materials.
- Where feasible, open structures such as platforms should be boxed in to reduce the risk of fire. Void areas within the Exhibition Hall must not be used for any purpose unless the Ricoh Arena has given prior approval. This includes storage areas, which, if approved, must be fully enclosed.

## **Enclosed Rooms and Inner Rooms**

- Cupboards, enclosed offices, storerooms, etc, formed beneath the upper floor of a two-storey stand must be lined throughout with non-combustible fire-resistant material. In order to avoid dead ends, inner rooms must have an alternative means of escape with appropriate signage.

## **Base Plates**

- Under no circumstances shall fixing be made to the hall floors. All base plates must be 12mm thick, a minimum of 300mm x 300mm and suitable for their intended purpose.

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## Storage of Packing Cases

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Fire regulations prohibit the storage of packing cases in the exhibition area. Please arrange for them to be removed.

See also '[Logistics](#)' and '[Freight forwarding](#)'.

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## Telephones and Internet

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Telephones, fax and ISDN lines can be ordered. Please see the form that accompanies this manual.

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## Trolleys

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Please note that trolleys for handling exhibits and brochures are not available from the organisers, contractors or the venue owners. Exhibitors are therefore advised to bring their own. No trolleys are allowed in the hall while the show is open.

See also '[Forklift Services](#)'.

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## Water, Waste and Water Features

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Connections - All equipment, appliances or exhibits connected to the Ricoh Arena's water mains must comply with the by-laws of the local water authority. The Ricoh Arena's official Contractor must make all water and waste connections. Under no circumstances may connections be made to fire hydrant points. . Please contact: [kayleigh.biggs@ricoharena.co.uk](mailto:kayleigh.biggs@ricoharena.co.uk)

### Water Features and Exhibits

The filling and draining of water features and exhibits must be carried out by the Ricoh Arena's approved Contractor. Fire hoses must not be used for this purpose. Under no circumstances may water be discharged on to the floors, into ducts or any other unauthorised part of the premises, as serious damage may be caused to the electrical mains and services.

The approved code of practice 'Legionnaires Disease, the control of Legionella Bacteria in water systems' must be complied with. Water and water equipment shall at all times be used in such a manner as not to interfere with the safety of Visitors or anyone else in the halls.

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## Website and Showguide Advertising

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You can flag up your presence at the show and increase stand traffic by advertising in advance on the show website – [www.paintshow.co.uk](http://www.paintshow.co.uk)

You can also promote your participation at [www.paintinganddecoratingnews.co.uk](http://www.paintinganddecoratingnews.co.uk)

Details of options and costs are available from the organisers. Email: [paul@bpsassociates.co.uk](mailto:paul@bpsassociates.co.uk)

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## WiFi

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There is complimentary WiFi at Ricoh, but a wired connection is recommended for certain usages, and an order form accompanies this manual

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## Work Equipment/Tools/Processes

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### Work Equipment

1. All equipment provided for work within the venue must be suitable and appropriate for the tasks required. The venue is a commercial environment and the use of 'domestic' quality equipment is not acceptable. Equipment must comply with the Provision and Use of Work Equipment Regulations (PUWER). All lifting equipment must comply with the Lifting Operations and Lifting Equipment Regulations (LOLER). The following are the minimum health and safety requirements in the use of work equipment, tools and the processes used in stand construction and breakdown. Risk assessments and method statements specific to the use of all the equipment mentioned below shall be provided to the organiser so that their floor management team can monitor the activities.

### Access Equipment

2. Access equipment includes scaffold towers and mobile elevating work platforms (MEWPS). Scaffolds must be built in accordance with the manufacturer's instructions and where the working platform is more than 3 times the minimum base dimension have outriggers fitted and used. MEWPS may be operated on the premises as long as they can be proven to have been inspected and tested for safety in the previous 6 months. The venue requires all operators working on MEWPS to wear head protection and body harnesses and be attached to the equipment by means of a short or adjustable lanyard designed for fall restraint not fall arrest. Powered access equipment must only be used by competent persons trained in the use of the equipment who can provide a valid licence or certificate to operate the equipment.

### Working Platforms

3. All working platforms shall be protected by guardrails when at a height assessed to present a hazard. Mobile tower scaffold shall be constructed and used as identified by the manufacturer. Steps and ladders used as working platforms shall have flat treads and not round rungs to prevent damage to feet. Working platforms shall be identified in the assessment of equipment required under Work at Height Regulations.

### Lifting Equipment

4. Lifting equipment includes fork lift trucks, Genie hoists and winches, chain blocks and chain hoists and all associated tackle, including shackles, wire rope, slings, rings and harnesses and all safety attachments.
5. All persons using such equipment shall be competent to do so and shall have undertaken an assessment to select the appropriate equipment to be used, having been inspected and tested within the previous 6 months. Only official contractors appointed to an event may operate lifting equipment within the venue.

### Work Tools

6. All tools being used in the construction of stands shall be fit for purpose. Where electrically operated they shall be visibly marked as inspected and tested within the previous 12 months. Woodworking machinery shall be used with due consideration for the effect on others nearby



(noise and dust). Gangways are not to be turned into makeshift 'work-shops'. The use of routers is not appropriate due to the release of harmful dust in the process.

## Working at Height

7. Where work at height is necessary, a risk assessment must be carried out to identify the appropriate means of access, e.g. step ladders, zarges, mobile tower scaffold or powered access equipment. The contractor is responsible for ensuring that suitable equipment is used.

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## Vehicle Exhibits

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If you intend **exhibiting** a vehicle you must complete and return the form that accompanies this manual- 'Vehicle Exhibit Application Form'.

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## Vehicle Passes

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Please use the form that accompanies this manual. See also 'Badges and Passes'.

