

Rules for Constructing of Stands, Exhibits and Features in the Boulevard

1. No construction work can take place in the Boulevard without prior consent.
2. No construction work can take place in the Boulevard when other events are open.
3. Organisers shall give the Company at least 28 days' notice in writing of any proposal to construct stands, exhibits feature in the Boulevard. Details required include construction materials; weight loadings and dimensions; confirmation of H&S Representative overseeing build/ break.
4. All materials used in the construction of stands, features and displays, including signs and facias must be non-combustible, inherently non-flammable or durably flameproofed. (See appendix 1)
5. 12m across the width of the Boulevard must be kept clear at all times. This can be split into 2m x 6m widths or 3m x 4m widths etc.
6. No floor platforms permitted on the boulevard. Careful consideration must be taken around power distribution. Stands must be designed factoring in power outlet locations within the stand plot. Cables runs along the floor will not be permitted.
7. Only the areas agreed with the enforcing authorities can be used. See attached plan.
8. The maximum dimension of any construction must not exceed:
 - i. Width: 7500 mm (north to south)
 - ii. Length:14,885mm (west to east)
9. A width of 5 meters must be maintained between each stand, features and display.
10. The maximum height of any stand, exhibit or feature must not exceed 4 metres.
11. Only sufficient stock and literature for each day's operation shall be stored at any time. No other storage areas are permitted.

12. The engineering cupboards on the inside faces of each hall entrance must remain accessible at all times.
13. Appropriate portable firefighting equipment must be located on, or adjacent to, all stands, features and displays.
14. A Fire Safety Officer will be required to patrol when any significant structure or equipment is built or placed in the Boulevard. The aim of the Fire Safety Officers patrolling is to identify potential hazards and take the necessary action to ensure that potential is not realised. They are also responsible for monitoring the use of the fire shutters leading from the halls to the boulevard. It may be that the shutters need to be opened or closed according to where the fire is located. Fire Safety Officers will be informed of the appropriate action via their radio handsets.
15. Prior to an event opening the event security will give information and instruction on the action to be taken in the event of any emergency.
16. Electrics are limited in some locations. Please understand the electrical capacity of the area before confirming your activity.

Appendix 1

1. Construction Materials

All materials used in the construction of stands, features and displays, including signs and fascia, shall be non-combustible, inherently non-flammable or durably flameproofed. Advice can be obtained from the Venue's health and safety department.

2. Timber

Timber used in construction and displays under 25mm thick must be impregnated to Class1 standard, in accordance with BS 476-7

Boards, plywood, chipboard, etc., under 18mm thick must be treated to ensure they comply with the test stipulated in BS 476- part 7. The exception to this is MDF, which is acceptable for use, due to its density.

Note: Treated boards will have BS 476 – Part 7 – CLASS 1 marked on them.

3. Plastics

Plastic must conform to the requirements BS 476 – Part – 7 – CLASS 1 fire Regulation. Plastic plants, trees, etc., must also conform to this standard. Polycarbonate materials, such as Lexan and Macrolon are acceptable.

4. Paints and Surface Treatments

Only water-based paints may be used on site. The intention to use paint-spraying equipment and the method to be used must be approved by the Company. Protective measures must be taken to ensure that no paint is spilt or sprayed on to the fabric of the building.

5. Glazing

All glazing must comply with the current UK Building Regulations and relevant British Standards including BS 6206 and BS 6262. Any uninterrupted large areas of clear glazing, especially glazed doors, shall be indicated so as to be readily apparent (for example by warning stripes, dots or logos) to ensure that people do not injure themselves by inadvertently walking into the glass.

Overhead glazing shall be of wired glass, laminated glass or be otherwise adequately protected from shattering.

6. Fabrics & Decorative Materials

Fabrics and other decorative materials used for stand dressing must be flame-proofed or purchased already treated by use of an approved chemical, in accordance with BS 5438. Suitable samples of materials shall be submitted for approval. Materials may be tested on site to ensure that they comply.

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

Artificial plants and Flowers are combustible and give off toxic fumes. They must, therefore, not be used for Stand dressing. Silk type flowers are acceptable providing they have been fireproofed to BS 5438 and are marked as such.

7. Night Sheets

Night sheets shall be made of inherently non-flammable material or of a material satisfactory treated or rendered non-flammable. While Stands are in use, night sheets shall be kept in positions approved by the Company.

8. Flooring Coverings

Carpets, druggery, matting, crumb cloths, carpets and other textile flooring covering and under-lays must comply with BS 4790. Floor coverings shall be secured and maintained so that it will not cause a hazard. Mats shall be sunk, so they are flush with the floor of the Stand. Fixing of floor coverings may only be done with the industry standard tape. Other forms of fixing such as cable clips, nails or bolts are strictly prohibited. The Organiser will incur a charge for any tape not removed by the end of their tenancy period, or damage caused to the hall floor.

9. Drapes, Curtains, hangings.

Drapes, curtains, hangings and like decorations shall be inherently or durably flame proofed and comply with BS EN 13773. Otherwise, they may be treated with a proprietary flame retardant. Curtains on exit routes should hang 75

millimetres clear of the ground, be parted in the centre and not conceal any exit signs.

Curtains, hangings, decorations and upholstery shall be secured a minimum of 75 mm above floor level by a 75 mm deep skirting, fixed taut and/or in tight pleats to a solid backing.

The organiser shall produce test certificates for any materials that they intend to use. If Excel London are not satisfied that any material meets the standards required, they shall be removed from the venue.

10. Upholstery

Any upholstered seating shall be required to meet the pass criteria for smouldering ignition source 0, flaming ignition source 1 and crib ignition source 5 when tested in accordance with section 5 BS 5852:1990.

Note: In exceptional circumstances where materials cannot be treated with fire retardant without damage an ad hoc test may be carried out to demonstrate their non-combustibility. In such circumstances the owners of the material shall accept responsibility for resulting damage to the material. All necessary precautions shall be taken to ensure the ignition is contained and that all combustion is thoroughly extinguished on completion of the test.