

SPACE ONLY, SHELL SCHEME and PACKAGE STANDS

The exhibition has been sold on the basis of 'Space Only', 'Shell Scheme' or 'Package Stand'.

SPACE ONLY

For more information concerning 'Space only' please refer to 'Stand Construction Regulations' later in this section.

SHELL SCHEME (refer to Shell Scheme Visual) consists of:

- Rear & dividing walls in white laminated panels with white lacquered aluminium system
- Grey Carpet
- Fascia and nameboard with company's name and stand number – ***please complete the Nameboard form in Section 6 and return it to the address shown on the form no later than 07 August 2009***

Note - No electrical supply, lighting or furniture is included in this package. These must be ordered separately.

PACKAGE STAND (refer to Package Stand Visual) consists of:

- Rear & dividing shell scheme walls in white laminated panels with grey lacquered aluminium system
- Grey Carpet
- Fascia and nameboard with company's name and stand number – ***please the Nameboard order form in Section 6 and return it to the address show on the form no later than 07 August 2009***
- 3 x spot lights
- 1 x 500W electrical socket
- 1 x table
- 3 x chairs
- 1 x modular counter (1m x 1.5m)
- 1 x lockable storage closet (1m x 1m)
- 1 x literature rack
- 1 x waste basket

ADDITIONAL SHELL SCHEME OPTIONS

Additional fittings and accessories for the shell scheme can be ordered using the order forms in Section 6 of the manual

INTERIOR DISPLAYS ON SHELL SCHEME SITES

The official shell scheme contractors, Melville Exhibitions, will, of course, be pleased to provide estimates for such work. Please note that all materials used for the construction of displays must be of a non-inflammable nature.



23-26 September, Brussels

LABELXPO Europe 2009

www.labelexpo-europe.com

SPACE ONLY PLANS

RETURN: 07 August 2009

Exhibiting Company name:		RETURN TO: Claire Farrugia <u>Operations Department</u> Tarsus Group Plc. Metro Building, 9 th Floor 1 Butterwick Hammersmith London W6 8DL Tel: +44 (0) 20 8846 2706 Fax: +44 (0) 20 8846 2801 e: cfarrugia@tarsus.co.uk
Address:		
Email:		
Tel:	Fax:	
Contact name:	STAND NO:	

This form must be completed & returned with copies of your stand plans & a risk assessment (for further information on stand plans, please see the **Stand Fitting Regulations** section that follows)

Appointed Contractor Details

Name of Contractor: _____
Contact Name: _____
Address: _____
Tel: _____ Fax: _____
Email: _____

Build Schedule

Predicted Time of Arrival to Build Stand: _____
Predicted Build Completion Time: _____

Breakdown Schedule

Predicted Time to Breakdown Stand: _____
Predicted Completion Time: _____

STAND CONSTRUCTION REGULATIONS

1. GENERAL

1.1 INTRODUCTION

All work must be carried out in conformity with the requirements of the Rules and Regulations of Brussels Expo & the City of Brussels. Here follows a summary of these regulations while full details can be obtained from Brussels Expo. Should you have any queries, please contact the Organisers. Failure to observe these regulations may result in delays, restrictions and criminal proceedings against the exhibitor.

1.2 NOTIFICATION OF CONTRACTORS

Exhibitors must notify the Organisers as soon as possible of the names of their stand contractors via the **Space Only Plans** form in **Section 4**.

2. PLAN PRESENTATION & SUBMISSION FOR APPROVAL

2.1 GENERAL

All space only exhibitors are required to submit full dimensional stand design drawings. Plans must be in English, to a recognised scale not less than 1:50 and be submitted by **07 August 2009**. They should be clearly marked "**RE: LABELEXPO EUROPE**" and sent together with the Space Only Stand Plans form and a completed Risk Assessment to Claire Farrugia:

Tarsus Group plc.	☎:	+44 (0) 20 8846 2706
Metro Building 9 th Floor	Fax:	+44 (0) 20 8846 2801
1 Butterwick	E:	cfarrugia@tarsus.co.uk
London		
W6 8DW		

2.2 SINGLE STOREY STANDS OVER 2.5 M AND UNDER 4 M IN HEIGHT

TWO copies of plans should be submitted. They should include the following details:

- a) A plan showing location within the exhibition;
- b) A plan view with external dimensions, indicating which sides are open onto gangways, plus the location of any hall column and its dimension to the nearest stand edge;
- c) Elevation views, indicating clearly the heights of all stand fittings;
- d) Details of all walling, platforms, demonstration areas, exhibits, graphics, etc;
- e) Details of materials and fire protection.

2.3 STANDS ABOVE 4 M IN HEIGHT, MULTI-STOREY STANDS

All stands over 4 m in height, whether single- or multi-storey require **TWO** sets of plans to be submitted. These plans must include details outlined in section 2.2, together with:

- a) Structural calculations (2 sets) proving the structural stability of the stand. These should include i) a loading analysis assuming an imposed load on upper floors of 5 KN per sq m. Dead load should be individually assessed for each floor; ii) a stability check assuming a lateral load equal to 2.5% of the total vertical load applied at upper deck level; iii) details of connections, bracing members and floor crevassing;

- b) Details of each level & staircase. Upper level plans must show details of walkways, means of escape, etc; NB Regulations concerning staircase design are given in section 3.12, section c.
- c) Details of all steel work;
- d) A method statement detailing the process by which the stand will be built.

2.4 COMPLEX STRUCTURES

All stands deemed as complex structures also require **TWO** sets of plans to be submitted, together with structural calculations, a method statement, etc as outlined in section 2.3.

Complex structures are defined as any form of construction of any height that would normally be designed by an engineer and / or has been found to provide significant risk via a risk assessment. Examples include:

- Stands over 4m in height
- Multi-storey stands
- Viewing / service platforms
- Suspended items
- Raised walkways
- Ramps
- Sound / lighting towers
- Temporary tiered seating

3. DESIGN OF STAND

3.1 GENERAL

The design of the stand must be such that the stand can be erected and dismantled within the time given.

3.2 HEIGHT LIMITS & PARTITION WALLS

Exhibitors are required to construct freestanding partition walls between their own & adjoining stands. These must be to a minimum height of 2.5m and maximum height of 6m. Note: Where partitioning walls are constructed over 2.5m in height, it is the responsibility of the exhibitor constructing the wall to dress the rear of the partition wall down to a height of 2.5m **in a neutral colour** (normally white or light grey) as agreed by the neighbouring exhibitor. All Space Only stands **MUST** be approved for construction by the Organiser.

The maximum height limit for any form of stand fitting, lighting, structures and/or graphic towers is:
6m for **island stands** (open on all 4 sides)
5m for **stands 18sqm or larger**
4m for **stands smaller than 18 square metres**

Maximum height includes platforms and the use of flags and balloons. Any exhibitor wishing to exceed 4m in height (be it stand fitting or actual exhibits) must produce & submit structural calculations to prove the stability of any proposed designs. Logos and branding are not permitted on the rear face of partition walls when these walls overlook neighbouring stands.

3.3 OPEN FRONTAGES

Stand walls (above 1.5m in height) that are on a gangway facing another exhibitors' stand should generally not exceed 4m in length without an opening or glazed panel. Walls should either have natural breaks, glazed panels or open view. In circumstances where an opening or vision panel is not practical, such as the wall of a plant room behind a machine, then a plan must be submitted and written permission given from the Organiser for an exception to the above rule.

3.4 SPACE ONLY STAND NUMBERING

All Exhibitors should display their company name and stand number prominently on their stand so that they can be viewed from each approaching gangway. This will assist visitors in locating their position within the hall and finding the stands they wish to visit.

3.5 OBSTRUCTING GANGWAYS

No part of any stand or exhibit, including fascia, signs, lighting, corner posts, etc, shall project into or over the gangway or obscure any fire or exit signs and the Organisers reserve the right to remove any such item.

3.6 LINKING STANDS

Exhibitors who have stands either side of a gangway must be given permission to link their stands. This will be by means of a lightweight lattice structure (Trilite type), positioned at a height no lower than 3 m and no higher than 6 m from the Hall floor. This structure must be completely “open” and purely give an indication that the stands are linked. Full details should be forwarded with stand plans.

Note: Each stand will require its own electrical mains connection.

3.7 PLATFORMS

Platforms are not essential but where they are incorporated into the stand design the following regulations apply. The general height may not exceed 100 mm (4”) but areas may be super-elevated for display purposes. Details of super platforms, above the height of 600 mm (24”) to which people have access must be submitted to the Organiser for approval by the Authorities. Corners should be rounded off and platforms should incorporate a ramp into their design for disabled access to meet the requirements introduced under the recent Disability Discrimination Act.

The flooring must not be less than a nominal 25 mm (1”) thick & be laid with close joints. Platforms must be of a strength and stability sufficient to carry and distribute the weight of the stand fitting, stand personnel, visitors and exhibits having regard to the loading limits of floors.

3.8 DOORS AND WINDOWS

To avoid accidents, all doors and windows along gangway edges must open inwards. Other doors and windows that open outwards should not exceed beyond the site boundaries.

3.9 COLUMNS

Where columns fall wholly or partially within the area of allocated space, they should be encased by the exhibitor on all four sides to a height of 2.5 m. The casing must be self-supporting and may not be fastened to the column.

3.10 SUSPENSION AND FIXING TO THE EXHIBITION PREMISES

The Brussels Exhibition Centre has the exclusive right to approve and supply suspensions and rigging from the roof and building structure. Please refer to the **Suspensions** order form in **Section 7** if you require this service.

Please note that banners suspended from the ceiling are permitted only above stands that **exceed 32 square metres in area**. Banners may only be suspended above the exhibitors’ own stand and must be inside the perimeter of the stand by at least 2 metres on any side.

3.11 MULTI-STOREY STANDS

Multi-storey stands shall be constructed of materials as specified in Section 4, and the following specifications shall also be observed:

- a) Ceilings, other than to the topmost storey, shall be of solid construction or of inherently non-flammable fabric, except that treated fabric may be permitted to single storey portions of stands where not exposed to the risk of fire from lighted articles dropped from above;
- b) Cupboards, enclosed offices, storerooms, etc formed beneath the staircase shall be lined throughout with non-combustible material;
- c) Adequate means of escape must be provided from the upper storeys of any stand. Stairways shall be at least 1m wide and if not subdivided by a central handrail, no more than 1.8m wide. Each step shall have an available tread, measured on plan, of 280mm and the risers between the steps shall not exceed 180 mm. Staircases shall discharge to the ground floor at a point where unimpeded access to a public gangway is achieved. If the occupants of the upper storey have no choice but to make their way to a single escape stair, the travel distance from any part of the storey to that stair must not exceed 10m.
- d) All balustrades and handrails shall be at least 1100 mm high, be non-climbable, i.e. with solid infills or vertical guard rails that should be no more than 100mm apart, and be capable of withstanding a lateral load of 1.5KN/LM.
- e) Baseplates should be designed to limit the compressive stress on the floor of the Building to 200 KN per sq m unless the total load on a baseplate is 50 KN or less, in which case a 300 mm square plate may be used; bolts are not acceptable as a means of preventing uplift of bases.

3.12 MEANS OF ESCAPE - ENCLOSED AREAS

Alternative means of escape and adequately maintained general and safety lighting with exit notices illuminated by both primary & secondary lighting systems, shall be provided to any enclosed stand.

4. MATERIALS

4.1 TIMBER

All timber less than nominal 25 mm (1 inch) in thickness and plywood, hardboard, blockboard and chipboard less than 18 mm (3/4") must be rendered flameproof by a recognised process to a Class 1 standard when tested in accordance with BS 476 part 7 - 1971. Ply-Hard and pulp boards which have been rendered flameproof in a manner approved shall be branded with a recognised mark.

4.2 PLASTICS

The use of plastic of a grade less than Class 1 BS 476 Part 7 - 1971, whether in stand construction or display arrangements is prohibited. Limited amounts of plastic materials of a grade better than Class 3 can be permitted providing the details are submitted prior to construction.

4.3 TEXTILE FABRICS

Textile fabrics - unless incombustible - may not be used for partitioning stands or for forming offices or the back or sides of stands and so far as they may be used for decorative treatment of such portions, the fabric must be backed with materials similar to that required for the construction of the stands. They shall be fixed taut to the backing board and secured at floor level by a skirting board not less than 75 mm deep.

4.4 PAINTS

All painting must be carried out in water paint. Finishes that have a base of oil or cellulose must not be applied on site.

4.5 CARPET TAPE

When fixing your own carpet, please note that only approved floor tapes may be used. These are Sealex No 71, Solo 814 (white), Stickatack B7 (Yellow), Vaspac (White), Borna 4108, Advanced AT324 (Black). You must remove all carpet tape at the close of the exhibition and charges will be levied for non-compliance.

5. GASES

5.1 MAINS SUPPLY

Brussels Expo Centre is solely responsible for the supply and connection of natural gas. Compressed air, water and waste services can be ordered through Melville Exhibitions using the forms provided in **Section 7**. Services will be supplied via under floor service ducts and must be controlled by a mains stopcock fitted in rigid metal piping and in an accessible position on your stand.

5.2 COMPRESSED GASES

All stands proposing to use compressed gases must first obtain written approval from the Fire Office – no use will be permitted without this authorisation. Details can be submitted to the Organisers and should show the gases or liquid proposed and the sizes of their cylinders or vessels with their working pressures. Where compressed air, oxygen, hydrogen, dissolved acetylene or liquid under pressure is supplied in steel cylinders, such cylinders must bear test marks in accordance with Government recommendations and may only be brought into the halls with the prior consent of the Fire Officer. Other vessels containing liquids or gases under pressure must be fitted with approved safety valves and a certificate in respect of a recent pressure test by a recognised authority must be available for inspection for each vessel.

Cylinders must not be stored on the stand but in the gas cylinder store under control of the Fire Officer and exhibitors should liaise directly with the lifting contractor concerning their transportation between the store and the exhibitors' own stand.

All piping for compressed air, gases, etc must be of rigid tube with welded or screwed connections.

6. HAZARDOUS ITEMS/PROCESSES

6.1 COSHH

Under COSHH, the use of all toxic & hazardous substances is prohibited without written approval from Brussels Expo Centre. Applications should be accompanied by a risk assessment including details of measures taken protecting employees & workers on adjacent stands and they should be submitted at least one month prior to the exhibition.

6.2 EMISSIONS, EXHAUST & FUMES

Any exhibit or process which generates, blows out or otherwise emits fumes, exhaust or smoke is subject to the requirements of the Control of Substances Hazardous to Health Regulations 1988. All such processes must be arranged to have an effective destructor and filter system and/or an effective exhaust to the outside atmosphere as approved by Brussels Expo Centre.

The Organisers reserve the right to shut down any machine that is not emissions compliant at any time.

In any case, machine exhaust outlets should be arranged not to discharge filtered fumes below 4 metres in height and where possible these should be ducted outside the building. Brussels Expo Centre has technicians who can provide suspension and hanging of necessary ducts.

6.3 BOILERS, STOVES & FURNACES

Precautions must be taken to prevent the transmission of heat to a combustible part of the stand & to the Hall floor. A suitable non-combustible insulating material of sufficient thickness must be inserted between the equipment & the stand.

6.4 MACHINERY & APPARATUS

All machinery & operated apparatus must be fitted with guards & must only be demonstrated or operated by persons authorised by the exhibitor.

6.5 WELDING

Where welding & other heat generating operations are carried out adequate precautions against damage to property or injury to persons by fire or hot metal are taken.

6.6 RADIOACTIVE SUBSTANCES, LASERS, OBNOXIOUS SUBSTANCES & FLAMMABLE OILS

Specific regulations exist concerning the exhibiting of such items & their use is prohibited without prior permission from the Brussels Expo Centre. Please forward written requests to the Organisers giving full details of the intended activity & any control measures to be taken.