

Breakbulk Americas 2019 - Space Only Regulations

This information is intended to assist exhibitors and contractors in planning and building their space only stands. This is any stand other than a Pipe and Drape.

Please note: As a space only exhibitor, you are only paying for the floor space within the exhibition hall of Breakbulk Americas 2019. Therefore, you are required to provide your own walling, carpet/flooring, furniture, name board and stand number, electrics and lighting.

All exhibitors are required to submit a stand plan for approval before 12th August 2019. Drawings showing all proposed construction must be submitted and approved before any work is started. All the stands need to respect the requirements outlined below. Upon submission, a risk assessment and method statement are also required.

Please be aware of the following regulations regarding stand building:

Advertising and logos

These are permitted but **cannot** overlook other exhibiting companies. This also applies to branded rigged items. These need to be placed at least 6ft (2m) from the back wall as to not overlook the neighbouring exhibitor.

Please note: stand numbers must be clearly displayed on the stand. Please include a note on where/how this will be done as part of the approval process.

Balloons

These are allowed on the stands but need to respect the same height restrictions as the walls, therefore, cannot be higher than 13ft (4m). These need to be included in the plan submitted for approval. Please note: any costs incurred due to the improper or unsafe positioning of the balloons (i.e. into air circulation units) will be passed onto the responsible exhibitor.

Complex Stands

A complex structure is any form of construction of any height, which may require input from a structural engineer. If a stand is not constructed from 'pipe and drape', it is the responsibility of the stand designer to determine whether the construction is complex or not. Examples of complex structures include:

- any structure, regardless of its height, which requires structural calculations suspended items, e.g. lighting rigs of over 400 kg in weight
- sound/lighting towers
- temporary tiered seating
- platforms and stages over 0.6m in height and all platforms and stages for public use.

The following information must be submitted for a complex structure (stands over 13ft (4m) high):

- detailed, scaled structural drawings showing:
- plan views of each storey of the stand
- sections through each storey of the stand
- elevations including full steelwork and staircase details



- width and position of gangways within the stand
- floor and/or roof loading
- specifications of materials used
- structural calculations
- Risk assessment (to include fire hazards) and method statement
- A copy of the Primary Contractor's' Public Liability and Employers Liability insurance document.
- written confirmation from a structural engineer, with adequate professional indemnity cover, that the design is safe for its purpose.

Non-Complex Stands up to and including 4m in height

Deadline Date: 12th August 2019

Submission details required:

- Plan view, showing the dimensions and positions of audio-visual equipment, walling, seating, features, major working exhibits and demos.
- Plan of each elevation showing all dimensions and overall build height.
- A risk assessment and method statement.
- Details of build and construction materials
- Public Liability insurance certificate from the Principle Contractor
- Full contact details for your stand contractor/designer.

Please note venues are very particular on details submitted by the deadline date. Please do not exceed this date without contacting us first.

Submit Drawings to: Essential Events – ghanstock@essentialevents.co.uk

Flooring

All space only stands must supply their own floor covering. Our approved contractor is Shepard, contact details for them can be found in the exhibitor manual.

Gangways

Bridging over gangways or carpeting over gangways is not permitted.

All stand structures, signs, exhibits, etc. must be confined within the area allotted and may not project into or over the gangways unless approval has been obtained from the Organizers. Under no circumstances will any item be allowed to project into or over the gangway below a height of 7ft (2.2m) – this includes stand fitting such as fingerboards, lights, TV screens, flag poles, etc

Height Limits

Please refer to the [IAEE guidelines](#) for the height restrictions for your particular stand type. The reverse of any wall higher than 8ft (2.5m) must be dressed down in white to 8ft (2.5m).

Double Decker/Multi-Storey stands are not permitted

Rigging

This is permitted. Regardless of height, plans of rigging must also be sent in for approval prior to the event. The exhibitor is responsible for all costs of rigging.

Walling

All stands should be designed to be self-supporting and should not rely on drop wires for support. All walling 13ft (4m) in length or over needs a return or alternative support every 13ft (4m). All trilitite walling structures need to be either 'T' shaped, or 'L' shaped to provide enough support.

All Space Only stands are required to provide their own walling and must not use the reverse of a neighbour's walling. Walls must be of a solid structure no lower than 8ft (2.5m) with the reverse of any walls higher than this finished to an acceptable standard in white.

Company names, logos or lettering are not permitted on party walls overlooking neighbouring stands.

Modular or "Pop Up" displays (unless expressly designed to do so) cannot be used as the only stand construction on a space only stand. Appropriate walling must be ordered to separate the stand from its neighbour(s) and to give an acceptable level of dressing. Walls must be made of a solid structure and not see through. Rear of pop ups are not acceptable finishing.

Please note: drape will not be accepted as a form of walling and cannot be used as back or side wall of a stand.

Please refer to the [IAEE guidelines](#) for walling regulations.

Vehicle exhibits

These are permitted and must be marked clearly on the stand plan and agreed by the organisers prior to commencing build-up. The exhibitor will be responsible for the proper use and transportation of such vehicles.

Build Up essential information

Access to the halls will be possible from 10.00am on Saturday 5th October.

During build up, you can find the Operations Team in the Organizers office in the exhibition hall. They will be able to help with any queries or direct you to the right office/person. Our contractors will also be contactable on site as they will be based at the Service desk also within the exhibition hall. Please see the Timetable for full build-up times.

Break Down essential information

Breakdown cannot officially commence until the hall is clear of all visitors and it is deemed safe by the organisers of the event.

Contractors will not be allowed into the hall until the breakdown is confirmed. Until that time, trolleys, forklifts and goods lifts will not be functional.

After the end of the show, all exhibitors will be responsible for the removal of all stand materials and waste. These will need to be removed from the hall by midday on the Friday. All items left behind will be disposed of and all costs will be directed to the exhibitor.

Final notes:

- Please take care during both build up and breakdown that no damaged is caused to the venue.
- Please ensure both you and the contractors use operate as per the Health & Safety Guidelines.
- Please direct all pre-show enquiries to breakbulksupport@breakbulk.com
- Please ensure you read the information in regard to exhibiting at Breakbulk Americas 2019 that is not specific to space only stands.