



EVERYTHING YOU NEED FOR SUCCESS

2020 EXHIBITOR MANUAL

GEORGE R. BROWN CONVENTION CENTER



Nov. 3-5, 2020
Houston, USA

a Hyve event

Dear Exhibitor,

Welcome to Breakbulk Americas 2020 **3rd – 5th November 2020**, we're delighted that you will be exhibiting with us this coming year.

The following document is your exhibitor manual, and this will be your guide to all the physical and logistical aspects of the show, please take the time to read thoroughly and understand the deadlines that may be approaching.

Time spent now coordinating your participation will save you last minute inconvenience and unnecessary expense, however this manual does not replace first-hand experience. Please feel free to contact the Breakbulk Americas Operations Team at any time if you have any queries regarding this Manual or your stand, their contact details are:

Customer Success Breakbulksupport@hyve-exhibitions.com +44 (0) 20 3545 9619

Please note these contact details will primarily be answered between 0900 – 1700hrs GMT (UK time). We look forward to working with you over the coming months and to welcoming you to the Americas event in November 2020.

Best wishes,

Breakbulk Americas Team

Hyve Group Plc

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TIMETABLE

Please see below the 2020 timetable, there will be no access to the halls outside of these times.
Please note there will be a traffic management system in place for vehicles unloading/loading for build-up and break down.

Build Up	Hall Open	Access For
Saturday October 31 st	10am – 6pm	Space Only (all non-Pipe & Drape stands) construction
Sunday November 1 st	8am – 6pm	Space Only (all non-Pipe & Drape stands) construction
Monday November 2 nd	8am – 6pm	All Space Only (all non-Pipe & Drape stands) construction to be completed by 6pm Access for Pipe & Drape exhibitors at 8am
Tuesday November 3 rd	8am – 12pm	Stand dressing only – no construction permitted
	12pm – 4.30pm	Halls to be clear of all personnel
Open Day	Hall Open	Show Open Hours
Tuesday November 3 rd	4.30pm – 8pm	5pm – 8pm (Opening Ceremony at 5pm)
Wednesday November 4 th	9am – 7pm	10am – 6pm
Thursday November 5 th	9am – 2pm	10am – 2pm
Breakdown	Hall Open	Access For
Thursday November 5 th	2.30pm – 8pm	Breakdown commences once permitted All Pipe & Drape exhibits must be clear by 6pm
Friday November 6 th	8am – 12pm	All contractors & exhibits to be clear of halls by 12pm

Further details will be sent to you closer to the event.

All exhibitors/contractors must finish decorating their stand and exit the exhibition hall by 12pm Tuesday 3rd of November 2020. Exhibitors are encouraged to ensure their stand build can be completed and dismantled to the above timetable.

All exhibitors must clear their exhibit space by 12pm on Friday, 6th November 2020. The organizer cannot be held responsible for any items left unattended after this time. Any equipment/products left will be removed at the exhibitor's expense. **Please ensure** you do not leave products or personal items unattended during breakdown.

OFFICIAL CONTRACTORS CONTACTS

Company/Service	Due Date	Link/Form	Contact Information
AV	Oct 5 th (early price)	Exhibitor Kit	Shepard E: expo@shepardav.com T: (404) 720 – 8672
Accommodation	ASAP	Booking link	onPeak
International Freight Forwarding	ASAP	Exhibitor Kit	Agility - Kelly O'Neill-Exley E: koneill@agility.com T: (716)-617-6675
Badge Registration	ASAP	Registration link	
Catering	Oct 13 th (early price)	Exhibitor Kit	Kalli Tuma Levy Restaurants (Exclusive Vendor) Sr. Catering Sales Manager Direct Line: (713) 853-8043 Email: ktuma@Levyrestaurants.com
Floral	ASAP		Spencer Florabunda LLC E: sales@florabundatx.com T:(713) – 222 - 9496
Insurance	ASAP		Insurance for Exhibitors E: info@insurance4exhibitors.com T: (440) – 349 - 6650
Lead Retrieval Device	Aug 17 th (early price)	Order online / Complete form	XPress Connect xpressleadpro@cdsreg.com T: (800) – 746 - 9734
Furniture Carpet (Space stands must supply an acceptable floor covering) Man Power (labour)	Oct 13 th (early price)	Exhibitor Kit	Shepard E: houston@shepardes.com T: (832) 799-5700
Flooring other than carpet (Space stands must supply an acceptable floor covering) Fascia (Nameboard), Graphics Rigging/Hanging Signs	Oct 5 th (early price)	Exhibitor Kit	Shepard E: houston@shepardes.com T: (832) 799-5700
Shepard Logistics Material Handling, Fork Lift Services, Shipping Services, Storage	Oct 5 th (early price)	Exhibitor Kit	E: logistics@shepardes.com T: (888) 568-8858
Shepard Stand Rentals Stand Rentals/Upgrade	Oct 5 th (early price)	Exhibitor Kit	E: ESSRentals@shepardes.com T: (404)– 720 - 8652
Electrics Internet & Telephone Booth Cleaning & Waste Plumbing Services – water, air & gas	Oct 20 th		Smart City E: csr@smartcity.com T: (888) – 446 – 9911

Stand Plan Approvals	Aug 28 th	Essential Events E: ghanstock@essentialevents.co.uk T: +44 (0) 1926 470 100
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For full list of contacts and deadlines, please refer to the next page.

EMERGENCY NUMBERS IN AMERICA:

All Emergencies: 911

Police: 911

Ambulance: 911

Fire department: 911

Contact details: If you need assistance during your time at Breakbulk Americas, you can speak to the nearest member of the security staff, or the Organisers Office, who will be happy to assist you.

ORDER FORMS AND DEADLINES

All stands must complete the compulsory forms listed below. Kindly note that you will not be permitted onto your stand until these forms have been submitted and approved.

Compulsory Forms – Pipe and Drape		
Health & Safety Declaration Form	Friday 28 th August	Page 34
Risk Assessment	Friday 28 th August	Page 35
Nameboard Form – Pipe and Drape Only	Friday 28 th August	Page 33
Exhibitor Badge Registration	Friday 28 th August	Click Here
Compulsory Forms – Space Only		
Stand Plan Submission	Friday 28 th August	Email to ghanstock@essentialevents.co.uk
Health & Safety Declaration Form	Friday 28 th August	Page 34
Risk Assessment	Friday 28 th August	Page 35
Method Statement	Friday 28 th August	Page 30
Contractor Undertaking Form	Friday 28 th August	Page 31
Exhibitor Badge Registration	Friday 28 th August	Click Here

VENUE INFORMATION

ADDRESS

The George R Brown Convention Center is located downtown on the newly constructed Avenida Houston – filled with restaurants, a park and two major hotels. Please see below for the venue address. **Halls A and B** are used for this show.

George R Brown Convention Center
1001 Avenida de las Americas
Houston
TX 77010



GETTING TO THE VENUE

For access to the loading docks please follow the directions below:
Take Avenida de las Americas South > left on Polk Street > left on Chartres > Docks are accessed from Chartres Street be on the left at Walker Street



TRANSPORTATION CENTERS:

George Bush International Airport: 33.2km, 25 minutes by car
Central Station Main: 1.5km, 5 minutes by car, 11 minute walk
Houston, TX Station: 2.6km, 9 minutes by car

ACCOMMODATION BOOKING FACILITIES

We have put together some specially discounted rates at a wide range of nearby hotels for visitors of Breakbulk Americas. Hotels nearest the exhibition Centre get booked out quickly – please use this link to book hotels as soon as possible:

<https://americas.breakbulk.com/Page/book-your-hotel>

BADGES & PASSES

Exhibitor Badges

Every member of your staff requires an exhibitor pass to gain access to the hall. These badges must be worn on site at all times and can be picked up at the registration desks onsite. During build up, breakdown, open days of the exhibition and for security and Health and Safety reasons, exhibitor badges must only be allocated and used by the staff that are working on your stand and must not be given to anyone else. Exhibitor badges must not be given to visitors.

See the registration link [here](#).

Every exhibiting company receives an allotment of passes based on their booth/sponsorship and five complimentary passes for their customers from Breakbulk Marketing. Recently, these passes have been combined to give you flexibility in assigning them to staff and guests. When you register a new pass, you will be asked whether it's for booth staff or for a guest.

Every exhibiting company also receives a VIP discount code that provides a **25% discount** off all registration options. Visit the “Invite Your Customers” tab within the exhibitor registration portal to find your company’s code and tools to help you distribute it. Our customer success team will provide you with a custom invitation that you can use in emails, on your website and on your social media channels to share this code and your participation in Breakbulk Americas 2020. If you have not received your invitation, please request from Breakbulksupport@hyve-exhibitions.com.

Additional passes are available to purchase in the exhibitor registration portal once your allocation is used. Note that the price goes up as the event approaches, so buy yours early! [Registration Link](#)

Please note: the price goes up as the event approaches, so buy yours early! Registration link receipts for group orders are available in the Exhibitor Registration Portal. Please log in and select View/Print receipt.

Contractor Wristbands

If you choose to appoint your own preferred supplier to design and build your Space Only stand, your contractor must wear a contractor wristband whilst on the premises in order to work in the exhibition hall. Contractor wristbands are only valid during the build-up and breakdown periods of the event. These will be handed to the contractor team by a member of Breakbulk staff as they arrive on the premises.

Badges must be visible at all times. Access for stand equipment and contractors is only allowed via the back of the halls through the marshalling yard. No materials or industrial trolleys are permitted through the front doors of the halls.

CAR PARKING

Exhibitors can drop off equipment behind the George R. Brown Convention Center (GRB). On move-in and move-out days, there is no charge to park behind the GRB Exhibitor Lot (Lot 4). During show days the cost is \$10 per day/per spot to park in Lot 4. If the lot is full, exhibitors will have to park in the surrounding areas mentioned below.

Parking at the loading docks, the third level ramp, except for loading and unloading, is prohibited. Parking, loading and unloading on Avenida de las Americas in front of the building, is strictly prohibited. Vehicles in violation of this policy will be towed at owner’s expense.

For access to the loading docks please follow the directions below:

Take Avenida de las Americas South > left on Polk Street > left on Chartres > Docks are accessed from Chartres Street be on the left at Walker Street

There are multiple parking options at the venue:

- Avenida North Garage
- Avenida Central Garage
- Avenida South Garage
- Tundra Garage

See below for the locations of these and further information.



AVENIDA NORTH GARAGE

- ▶ 701 Avenida de las Americas (entrances on Rusk and Capitol)
- ▶ 1,846 parking spaces
- ▶ Located at Partnership Tower and connected to the GRB and Marriott Marquis Hotel via skybridge
- ▶ Max daily rate: \$24
- ▶ Clearance: 7 ft.

AVENIDA CENTRAL GARAGE

- ▶ 1002 Avenida de las Americas
- ▶ 663 parking spaces
- ▶ Located under Discovery Green Park, directly across from the GRB
- ▶ Max daily rate: \$20
- ▶ Clearance: 7 ft.

AVENIDA SOUTH GARAGE

- ▶ 1710 Polk Street
- ▶ 1,425 parking spaces
- ▶ Connected to Hilton Americas Hotel and GRB via skybridge
- ▶ Max daily rate: \$27
- ▶ Clearance: 6.9 ft.

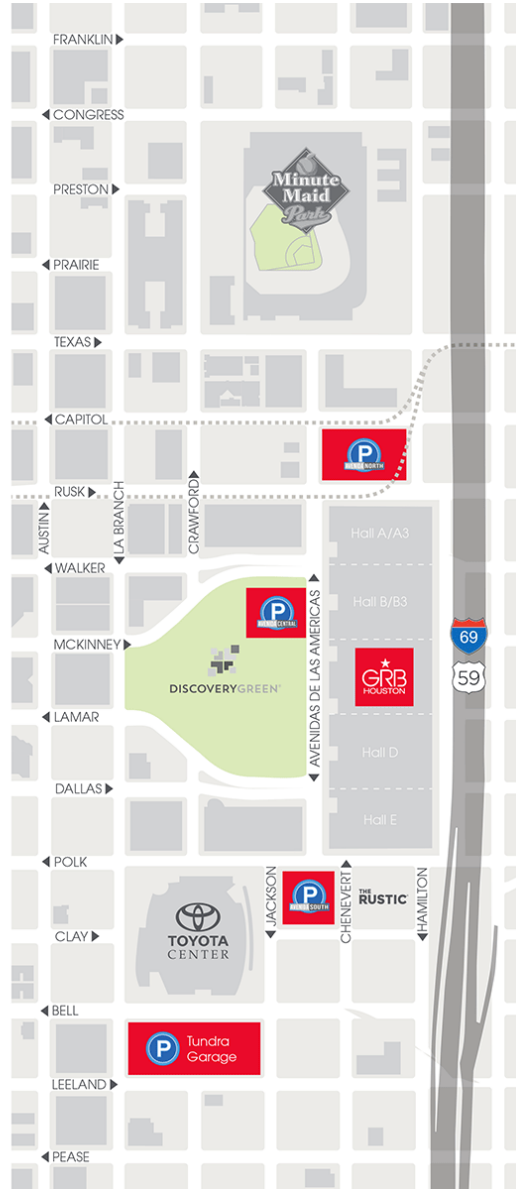
TUNDRA GARAGE

- ▶ 1506 Jackson Street
- ▶ 2,478 parking spaces
- ▶ Connected to the Toyota Center
- ▶ Non-game/concert max daily rate: \$10
- ▶ Clearance: 7 ft.

Please take ticket with you to pay at kiosks adjacent to garage elevators. No cashier on duty.

**Special event prices may apply for each garage. Prices posted at garage entrances.*

**Nearby privately-owned surface parking lots and garages rates vary from \$10 to \$40 per day.*



CATERING

The George R Brown Convention Centre is the exclusive supplier of food and beverage to exhibitors at the venue. Exhibitors are not permitted to bring any food or beverages from external sources into the premises during build-up, event days and tear-down.

The GRB has catering services and menus to accommodate your requirements. Any stand catering and alcohol requirements must be ordered with the catering team prior to the start of build. Any late orders may not be possible due to licensing regulations. Levy will provide all necessary information and required forms. Their contact details are as follows:

Kalli Tuma

Levy Restaurants (Exclusive Vendor)
 Sr. Catering Sales Manager
 Direct Line: (713) 853-8043
 Email: ktuma@Levyrestaurants.com

CHILDREN

Under NO circumstances will children under the age of 16 years be allowed into the exhibition halls during the build-up and breakdown. The exhibition halls can be hazardous during these times and this ruling is in place to protect children's safety. As this is a trade show, under 16's will NOT be allowed access into the hall during the open period. We regret no exceptions can be made to this ruling

CLEANING & WASTE DISPOSAL

Exhibitor space does not come with cleaning services. **Cleaning for exhibitor stands is compulsory** and must be ordered directly with the George R Brown Convention Centre. You will require a daily stand cleaning service for your stand and can order this service by contacting the venue. Please contact the venue by visiting www.GRBBoothCleaning.com or contact Exhibitor Services at GRB-ExhibitorServices@houstonfirst.com / 713 – 853 – 8716 or 713-853-8001.

COMPLETION OF THE TENANCY

Pipe and drape and Space Only exhibitors must remove all stand material and display items by **12pm on Friday 6th of November 2020**. Should the exhibitor fail to finalise the dismantling process within this deadline Hyve Group will take necessary actions to dismantle the stand and proceed with the removal of stand material and display items without further notice. It should be noted that there will be a charge for excessive rubbish, and this will be invoiced to the exhibitor.

Please contact breakbulksupport@hyve-exhibitions.com in advance or the organisers office if you need any assistance onsite.

DATA PENS/LEAD RETRIEVAL

If gaining leads and turning them into sales is within your objectives for exhibiting, invest in Xpress Connect. This powerful solution captures sales leads in real-time and ensures you achieve a Return on Investment (ROI).

XPress Connect

xpressleadpro@cdsreg.com

T: 800 – 746 - 9734

DELIVERIES, FORKLIFTING & FREIGHT

Our official contractor for this is Shepard Logistics and all services must be ordered through Shepard, no third party is permitted within the halls. You can order any of the above through Shepard and their contact details are: houston@shepardes.com.

ALL FREIGHT EMPTIES MUST BE REMOVED FROM THE SHOW FLOOR BY 6PM ON MONDAY 2nd NOVEMBER, please ensure you have booked this service via Shepard in advance. NO PACKING CASES ARE ABLE TO BE UNLOADED ON TUESDAY MORNING, this is to ensure we can have the halls ready for opening later that day.

It is the responsibility of each exhibitor to arrange for transportation of booth materials after the event. Shepard's Customer Service Representatives are available pre-show, during the show, and during move out to assist you in arranging shipping through our official carrier Shepard Logistics. For peace of mind and easy setup, contact Shepard Logistics before the event for transportation services to and from the event.

Advance Shipments Address

[Exhibiting Co. Name & Booth Number]
Breakbulk Transportation Conference & Exhibition
c/o Shepard Exposition Services
10001 Fannin St
Houston, TX 77045

Direct Shipments Address

c/o Shepard Exposition Services
[Exhibiting Co. Name & Booth Number]
Breakbulk Transportation Conference & Exhibition
George R. Brown Convention Center
1001 Avenida de las Americas
Houston, TX 77010

For international freight, please contact Agility using the contact details above on page 6.

DAMAGES

Exhibitors are liable for any damage they may cause to buildings, floors, walls, columns or to any pipe and drape equipment or any other exhibitor's property. Exhibitors are also responsible for any damage caused by their agents or contractors.

No exhibitor may apply paint, lacquer, adhesives or coating to the building or pipe and drape nor drill holes into the floor. We also do not allow the use of markers, plastic packing tape, gaffer tape, masking tape and drafting tape as they are extremely difficult to remove.

Please note that you are responsible for ensuring that adhesive tapes used to fix carpets or other materials to floor areas are removed after use, without damage to the floor.

DISABLED ACCESS

There are adequate disabled facilities at the venue. All halls, meeting rooms and public areas are accessible by wheelchair. There are disabled car park spaces available, toilets on all floors have disabled access, whilst all doorways and lifts accommodate standard wheelchairs and have access to all floors of the venue.

On space only stands with a platform, if a display is on a stand, a ramp should be built into the stand or a portable ramp made available.

FLORAL AND DECORATION

If you wish to order flowers or displays for your stand, please see details below:

Contact: Spencer Florabunda LLC

Tel: 713-222-9496

Email: sales@florabundatx.com

If flowers and/or decorations are fabric based, they must be treated with flame retardant.

GRAPHICS

Whether you're after adhesive logos, pop-up banners or seamless wall panels, if you have a Space Only stand, graphics are a great way of boosting your brand presence on-site.

Graphics are **not** included within Space Only packages unless specifically mentioned.

If you wish to order graphics for your stand, please see exhibitor kit for details.

Contact: Shepard Exposition Services

Tel: (832) 799 – 5700

Email: houston@shepardes.com

Deadline: October 5th 2020

LOADING AND UNLOADING

All unloading and loading of exhibits must be done only through designated loading docks, freight doors, and freight elevators. The main lobbies, escalators and passenger elevators are not to be used for this purpose. Exhibitors should verify show security arrangements and times for unloading and loading with Show Management.

Parking at the loading docks, the third level ramp, except for loading and unloading, is prohibited. Parking, loading and unloading on Avenida de las Americas in front of the building, is strictly prohibited. Vehicles in violation of this policy will be towed at owner's expense.

Exhibitor unloading and loading Tips: Exhibitors can drop off equipment behind the George R. Brown Convention Center (GRB). On move-in and move-out days, there is no charge to park behind the GRB Exhibitor Lot (Lot 4). During show days the cost is \$10 per day/per spot to park in Lot 4. If the lot is full, exhibitors will have to park in the surrounding areas mentioned below under Car Parking.

For more information regarding parking and unloading, please contact the organisers on: breakbulksupport@hyve-exhibitions.com.

PROMOTIONAL MATERIAL

Please be sensitive to the content of any promotional material that you are planning to use at the exhibition. It is important that such material is not offensive to the Cultural and/or Religious values and sensitivities of the people of the local area. If in doubt about any material that you are considering of using, please do not hesitate to contact the operations team and they will be able to provide clarification on this if necessary.

PUBLIC RELATIONS & SOCIAL MEDIA

Breakbulk Americas would like to support your PR initiatives. We would be happy to post your press releases on our website (subject to approval). Please send them to breakbulksupport@hyve-exhibitions.com.

To promote your participation at Breakbulk Americas, please use the following handles and hashtags:

- Twitter: @Break_bulk
- LinkedIn: Breakbulk Events & Media
- Facebook: @Breakbulkeventsmedia / <https://www.facebook.com/breakbulkeventsmedia>
- Instagram: @Break_bulk
- YouTube: <https://www.youtube.com/channel/UCKN2EemicqYNnbAM8r1VuCQ?>

Hashtag: #BBAM2020

SECURITY

Breakbulk Americas provides adequate security, during build-up, breakdown and show days. Please note you are responsible for insuring your own goods whilst they are on-site at Breakbulk Americas.

To help ensure good security at the show, please follow these points:

- Delegate one member of your staff to be responsible for your company's security at the exhibition.
- Do not leave cash, handbags, valuables, laptops, etc. in unlocked drawers, cupboards or in your exhibit space.
- Laptops or mobile phones should not be left unattended at any time.
- Please note that build up and breakdown days are high-risk periods. It is recommended that your exhibit space is always staffed.
- Make sure you arrive prior to the official opening time and do not leave your exhibit space before the hall is clear of visitors.
- Should you have small valuables that you wish to leave on your exhibit space, you are advised to arrange lockable cabinets or other safe storage areas.

Exhibitors retain full responsibility for all items on their stand for the duration of the event.

If you would like to book additional security, please contact Kay Resources via danny@kayresources.com

STORAGE

Shepard are our official contractor for storage at the show. For liability reasons, only shipments where manual handling charges have been paid to Shepard will be eligible for Shepard storage services. They offer three types of storage options:

- *Accessible Storage:* use this type when you need to pull items out of storage during the show
- *Secured Storage:* use this type if you do not need your items again until the end of the event
- *Warehouse Storage:* for when you need to a place to store your exhibit/products for longer periods of time
-

Shepard will return empty containers and skids as soon as the aisle carpet is removed from the floor, this is likely to be around 3pm.

E: logistics@shepardes.com

T: (888) 568-8858

HEALTH AND SAFETY

The directors and senior management of Hyve Group consider the health and safety of all its full-time employees, part-time and casual workers, customers and contractors to be of great importance. Through management at all levels they have a responsibility to ensure, as far as is reasonably practicable, the health and safety of all its employees whilst at work, and members of the public and contractors whilst on its premises or at a hired event, conference or exhibition space.

Hyve Group is committed to complying with all the relevant legislation and guidelines covering health and safety at work and the specific requirements of the venue. All exhibitors, contractors and visitors must comply with the law, and the regulations of the venue at all times.

Anyone infringing any relevant legislation, and/or any venue regulations will be asked to desist forthwith and for serious and continuing breaches may be banned from the premises.

Your responsibilities:

As an exhibitor or a contractor, you hold an obligation to ensure the safety of everyone associated with your exhibition stand and those persons who may be affected by your activities.

All full-time and part-time workers on an exhibitor's stand must:

- Be aware of the significant hazards they may face when carrying out tasks and of any control measures that the exhibitor implements to reduce risks to the lowest level reasonably practicable.
- Observe safety regulations and signs at all times; be aware of the emergency procedures relevant to their place of work; wear the appropriate safety equipment and use appropriate safety devices as and when required to do so.
- Report all accidents, near misses and dangerous occurrences to their supervisor and Organisers Office onsite at the venue.
- Take reasonable care for the health and safety of themselves and of others who may be affected by their acts or omissions.
- Co-operate with any duty or requirement imposed by the venue when acting under the requirements of Health, Safety or Environmental legislation.
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare;
- Immediately report any serious shortcomings that may affect the health, safety and welfare of their job to their supervisor and the Organisers Office onsite at the venue.

All exhibitors (both pipe and drape and space only) are also required to carry out their own 'Risk Assessment' and provide a copy of it to the organisers and the venue. If you are using a contractor to build your stand, they must complete their own Risk Assessment.

It is the responsibility of every exhibitor to undertake this exercise. Hyve Group and the venue therefore reserves the right to exclude any exhibitor for non-compliance. Further details of the legislation and the venue regulations are available on request.

ACCIDENTS

If you are involved in, or a witness to an accident whilst on-site at the show (regardless of how small) it must be reported to the Organiser's immediately.

If the accident requires urgent medical assistance, please make the Organiser aware after calling emergency services. The Organiser can get the emergency services to the correct part of site in the quickest route and therefore we ask that you ensure we are aware immediately.

ALCOHOL

The influence of alcohol whilst working on the build-up or tear-down of stands and displays is not permitted.

ANIMALS

No animals are permitted in the venues, with the exception of guide dogs.

CANDLES

Flames from open fires or candles will NOT be permitted.

EMERGENCY AND FIRE PROCEDURES

In the event of an emergency where evacuation appears imminent, an announcement will be made over the Public Address system and will precede with an audible alarm.

Everyone should assemble in the [4] Muster Areas of the Convention Center to meet with facility personnel to receive further directions and updates regarding the emergency.

ALL STAFF AND GUESTS MUST REMAIN OUTSIDE THE CONVENTION CENTER UNTIL INSTRUCTED OTHERWISE BY AUTHORIZED EMERGENCY PERSONNEL

GRB Security Dispatch 24-hours – 713-853-8087 (Use this number for Emergencies)

If you have any further questions, please do not hesitate to contact the organisers.

ELECTRICAL WIRING AND INSTALLATION

No electrical work is permitted to be done by anyone other than the Official Electrical Contractor at the venue, Smart City.

Contact: Smart City
Tel: 888-446-9911
Email: csr@smartcity.com

FIRE PREVENTION SERVICES EQUIPMENT AND ALARMS

The George R Brown Convention Centre has a variety of modern fire detection and firefighting systems, as well as established emergency procedures.

Hoses, extinguishers and break glass alarm points can be found at regular intervals along the walls of the exhibition hall and conference areas. Firefighting equipment may be used for small fires where persons are trained to use the equipment. Therefore, it is mandatory that fire points inside the halls as well as in the concourses should not be blocked.

Should a fire emergency arise during an event, voice announcements will assist visitors and staff in deciding what actions to take. If the evacuation announcement is made, everyone should exit the hall via the nearest fire exit and follow signage to the assembly point. It is in the interests of everyone using the venue to act in a manner that reduces risk of fire within the complex, therefore a number of requirements have been established which will help reduce risk.

FIRE SAFETY

All event organisers, service providers and exhibitors must:

- Ensure that fire extinguisher equipment, emergency exits and signage (including those inside exhibits) remain visible and accessible at all times.
- All aisles must be kept clear of any obstructions or protruding objects. **Minimum of 10ft aisle clearance spaces.**
- Equipment which produces heat, smoke or open flames as an integral part of the product demonstration must receive written approval of plans from the organisers via breakbulksupport@hyve-exhibitions.com.
- A Fire Marshall must be booked, and additional fire equipment put in place as part of the fire prevention strategy.
- Fireworks (Pyrotechnics) – a permit must be obtained from the SAPS and Fire department and presented to the GHKL.
- Any breach of fire safety will not be tolerated, and the event or show will not be allowed to start unless fire safety issues are rectified.
- The following products will not be permitted unless treated with a fire retarding compound: hessian, thatch, straw, draping, seat covers, wood pallets, crepe paper, corrugated paper, cardboard, PVC sheeting (except on the floor to prevent damage to carpets) and polystyrene items. A certificate must be presented as proof before event start.

FIRST AID

First aid cover is provided by the organisers and details will be available onsite, throughout the event timings detailed above. In an emergency, please contact nearest steward or the organisers' office.

INSURANCE - PUBLIC LIABILITY

Exhibitors are responsible for obtaining public liability insurance (PLI) protection for their exhibits, property and personnel against all risks as stated in the General Conditions. Equipment should be insured both in transit and on location at the exhibition site for the entire period of the exhibition.

PLI is compulsory for all exhibitors and should be added when placing a stand order. If you are able to provide your own PLI, then you will have to provide the salesperson with a copy of your certificate, which then will be checked by Inevexo.

METHOD STATEMENTS

ALL exhibitors must ensure that they, or their Stand Building Contractor, submit a Risk Assessment for the build and breakdown period, a method Statement, and a Construction Phase Plan along with their stand plans.

The method statement is generally used as part of a safety induction and then referred to as required throughout a workplace, you should outline all the hazards that are likely to be encountered when undertaking a task or process and provide detailed guidance on how to carry out the task safely.

Method Statement Form: Page 30.

Deadline: Friday August 28th

NOISE LEVELS

Maintain safe noise levels at or below 80dbA. Where noise levels exceed 80dbA, arrangements must be in place to ensure that all persons working within the area are wearing appropriate hearing protection equipment. You will be asked to reduce noise levels if they exceed 80dbA and the organisers receive complaints from surrounding exhibitors. The organiser's will make the final decision.

PPE

Exhibitors and contractors must ensure that all tools used on the premises are in good condition and safe to use. All tools should be stored when they are not in use, should not be left unattended or connected to the mains when not in use. The use of any dust-generating tools in the event is not permitted.

All exhibitors and contractors must wear appropriate personal protective equipment (PPE) at all times during assembly and dismantling periods. The venue and the organisers will not allow the work to begin without adequate PPE.

The minimum requirements include, but are not limited to, those listed below; however, the requirements vary according to the task:

- Proper footwear. During the build and breakdown periods, the use of heels, sandals or open shoes is not permitted.
- High visibility vests – highly recommended during the build and breakdown periods in the outside loading bay areas.
- Persons working in areas close to work at height must wear suitable hard hats
- Appropriate height ladders must be used. Please ensure your contractor brings the correct working at height equipment. For more detail on required equipment please see the working at height section.

This is not an exhaustive list of items and the duty to assess that the correct type of PPE is applied to a work situation shall be that of the employer. The standard adopted for personal protective equipment is in accordance with Texas Municipality local orders and technical guidelines which apply in full at the venues.

REPORTING OF INJURIES, DISEASES AND DANGEROUS OCCURENCES REGULATION (RIDDOR)

RIDDOR is the law that requires employers, and other people in control of work premises, to report and keep records of any injuries or accidents. A report must be carried out onsite and then submitted by the organisers Health and Safety officer. Compensation claims for occupational injuries are calculated according to the degree of disablement.

The RIDDOR act applies to all employers and casual and full-time workers who, as a result of a workplace accident or work-related disease are injured, disabled, killed or become ill.

RISK ASSESSMENTS

Space Only stands are required to provide a Risk Assessment for any construction activity, a Method Statement and Construction Phase Plan to Essential Events. Please note that this is subject to approval. Hyve Group has also carried out suitable and sufficient assessment of the risks associated with this event, details of which can be obtained from the organiser's office. General risks associated with any exhibition are as follows:

- Trip hazards
- Multiple contractors working in a single workplace
- Fall from working at height and working on a live edge
- Objects falling from height or loads falling from vehicles
- Impact injury from moving vehicles
- Structural collapse of seating or an exhibition stand
- Outbreak of legionnaires disease from a water feature
- Food poisoning incident from temporary catering outlet
- Fire
- Major incident and civil emergency

- Excessive working hours.

Risk Assessment Template: Page 35-37.

Deadline: Friday August 28th

IMPORTANT

All Space Only stands must submit drawings of their exhibit spaces for approval by **Friday August 28th** and submit to:

Contact: Essential Events

Tel: +44 (0)1926 470 100

Email: ghanstock@essentialevents.co.uk

STORAGE

Shepard are our official contractor for storage at the show. For liability reasons, only shipments where manual handling charges have been paid to Shepard will be eligible for Shepard storage services. They offer three types of storage options:

- Accessible Storage: use this type when you need to pull items out of storage during the show
- Secured Storage: use this type if you do not need your items again until the end of the event
- Warehouse Storage: for when you need to a place to store your exhibit/products for longer periods of time

Shepard will return empty containers and skids as soon as the aisle carpet is removed from the floor, this is likely to be around 3pm.

STROBE LIGHTING

No strobe light effects are permitted.

WORKING AT HEIGHT

The most common health and safety problem across all events is working at height. Please ensure you plan beforehand to make sure you have the correct height ladders to access all areas of your stand that you need to.

Exhibitors and contractors are required to adhere to the following standards:

- Work platforms must have a skirting board to prevent falling objects
- Access is controlled to prevent people from working or circulating below work at height
- Individuals working in the vicinity of elevated work use safety helmets
- Individuals performing work at height on mobile raised platforms use adequate protection for the head
- There is an emergency plan to assist individuals performing work at height

If you need to use a ladder, please note the following indications;

- Ladders must be rated for "industrial use"
- Hand ladders are not allowed to work above 4 meters
- Tilt table hand ladders should be placed at the correct angle
- Ladders should only be used at floor level
- Top rungs or steps should not be used as a work platform
- Users should look at the ladder at all times as they climb up or down
- Only one person can work up or down on the ladder
- Users should not stretch too much to try to get taller
- It is necessary to check the steps and ladders to confirm their suitability and to detect possible defects whenever they are to be used.
- Chairs are NOT permitted as use for working at height.

VENUE FACILITIES AND VENUE A-Z

AIR CONDITIONING

All areas at the George R Brown Convention Center have air conditioning. The superior quality of the air conditioning system will ensure no noise interference during events. Air-conditioning is provided inside the exhibition hall on event days only.

ATM

The ATM machine is located on Mezzanine Level 2, next to Starbucks.

AUDIO VISUAL

Our preferred supplier for AV is Shepard AV. Their information can be found in the contractor section of the Exhibitor Manual and order forms located in the exhibitor kit or online ordering system.

BALLOONS

If you intend to have balloons on your stand, you must ensure that this is included in the risk assessment for your stand and that the health and safety form is completed and submitted. The following regulations must also be adhered to;

- Permission to use advertising balloons must be obtained from the Organisers.
- The balloon must be positioned as centrally as possible within the confines of your allocated floor space in order that any logos/designs displayed are not immediately overlooking any neighbouring stand.
- Balloons must not be given away to visitors or other exhibitors.
- All balloons must be securely fixed to the stand. If a balloon strays and gets into the air circulation units or any damage is caused because of the stray balloon, the charges will be pushed back to the exhibitor. There may be a charge to remove balloons from the ceiling.
- Helium canisters must not be stored inside the venue.

BUSINESS CENTRE

The FedEx Office is conveniently located on Mezzanine Level 2 of the GRB. They offer high-quality and flexible services including copying, graphic, finishing, shipping and other specialty services

COAT CHECK

Unfortunately, there are no coat check facilities available at this venue. Therefore, if you have any luggage please ensure you leave this with concierge at your hotel.

ELECTRICITY

Pipe and Drape and Space Only stands are **not** inclusive of electrics.

Orders for electricity can be placed via the venue with Smart City. You will need electrical outlet(s) if your display has any of the following: lights, computer printers, plasma screens, etc.

No electrical work is permitted to be done by anyone other than the Official Electrical Contractor. If you wish to order any electrics, please contact GRB Houston directly for information on electrical connections or if you need help with any specialist power requirements. Please order online at <https://orders.smartcitynetworks.com/center.aspx?center=001>

Please note if you require power during build-up and breakdown you will need to order it.

EXHIBITION LICENSE – ALCOHOL

George R Brown Convention Center is the sole alcohol license holder for the premises and reserves the right to serve alcohol at events after prior approval.

All food, alcohol, non-alcoholic beverages, and concessions are operated and controlled exclusively by the George R. Brown Convention Center. Exhibitors must contact Levy for all sampling and catering requests at 713-853-8150.

FLOORCOVERINGS

The venue floor is not carpeted, therefore you will need to order carpet with our official contractor Shepard. Should you wish to provide your own carpet, floor flats or a platform must be laid. Please see Shepard's details below if you would like to order carpet for your stand.

Contact: Shepard Exposition Services
Online: www.shepardes.com/intro.asp
Tel: (832) 799 – 5700
Email: houston@shepardes.com

Deadline for carpet orders: Tuesday October 13th

Deadline for floor covering other than carpet (e.g. premium plush carpet, vinyl or hardwood): Friday October 5th

HEIGHT RESTRICTIONS

Maximum height of stand: 4 metres. Please send all Space Only stand plans to Essential Events for approval.

Contact: Essential Events
Tel: +44 (0)1926 470 100
Email: lhanstock@essentialevents.co.uk

INTERNET / WIFI

If you require internet to display your products, we highly recommend you order a hardwired connection and do not rely on the free venue WiFi as this is not guaranteed. The WiFi at Breakbulk Americas is a shared infrastructure and therefore speeds will be impacted. If you do not order a cable connection the organisers cannot be held responsible for any issues you have connecting to and using the internet.

The venue does offer complimentary WiFi throughout the venue in all public spaces, but this is not available in the exhibition hall. For any additional internet requirements please contact SmartCity:

Contact: SmartCity
Tel: (888) 446 6911
Email: csr@smartcity.com

LATE WORKING SYSTEM

Stands must be designed to be built and dismantled within the timetabled hours, however there will be a late working system in place. Please refer to the timetable on page 5.

PA SYSTEM

The organiser will have a PA System available in the event space – this is only to be used for emergency announcements.

WASTE DISPOSAL

Exhibitors are responsible for their own waste removal during build-up and tear-down. Your contractor(s) should remove the build-up material to outside GRB premises and not inside the marshalling yards.

The tenanted space must be vacated with all adhesive tapes, paint and similar traces completely removed.

Your exhibit space does not come with cleaning services.

SPACE ONLY STANDS

Where **SPACE ONLY** has been reserved, the organisers provide only floor space where your external design team can then build your booth.

SPACE ONLY EXCLUDES: Pipe and Drape booth, signage, power cable, electrics, lighting, furniture, floor covering and all requirements for your custom stand will need to be provided by your design team and/or yourself as the exhibitor for your direct account. **NB.** Exhibitors must ensure their selected stand builder quotes for a DB Board and electrical power plug, lighting plus the supply of any furniture and/or additional requirements as needed. Exhibitors will be required to submit plan drawings showing elevation, plan views and measurements so these can be approved by the organiser and the Venue.

CARPET

The venue floor is not carpeted, therefore you will need to order carpet with our official contractor, Shepard. Should you wish to provide your own carpet, floor flats or a platform must be laid. Please see Shepard's details below if you would like to order carpet for your stand.

Contact: Shepard Exposition Services

Online: www.shepardes.com/intro.asp

Tel: (832) 799 – 5700

Email: houston@shepardes.com

Please note that if you lay your own floor-covering, you are responsible for its removal and disposal at the end of the event (together with any carpet tape and/or tape residue). Please be aware that significant charges will be levied on exhibitors who fail to remove any of the above.

CONSTRUCTION MATERIALS

Materials used for the construction of exhibition stands, staging and events infrastructure should meet with international standards of material fire acceptability. Materials must be non-combustible and inherently non-flammable

CONTRACTOR ACCESS

Contractors must only be in the halls during an exhibition where they have been asked to attend a stand that requires attendance due to an urgent or dangerous safety situation, otherwise all works must be carried out after visitor hours. The moving of vehicles, including contractor vehicles such as forklifts and general plant, other than those given special approval or operated by health and safety staff will not be allowed into any hall while that hall is open to the public.

There is no access to the halls outside of the published hours.

ELECTRICS

Space Only Exhibitors must order their mains electricity requirements through SmartCity. This can be done through the online ordering system. We recommend you place your order before the deadline date stated to avoid surcharges.

Contact: SmartCity

Online Ordering: <https://orders.smartcitynetworks.com>

Email: csr@smartcity.com

Tel: (888) 446 6911

FURNITURE

Space only exhibits do not come with a furnishing package. Please refer to the Shepard manual and forms or their online ordering system if you would like to order furniture for your stand from our official contractor Shepard.

Contact: Shepard Exposition Services

Online: www.shepardes.com/intro.asp

Email: houston@shepardes.com

Tel: (832) 799-5700

GANGWAYS

Exhibitors must ensure that for health & safety reasons and to aid the access of other exhibitors, to please keep gangways clear of all items, including stand fitting materials and exhibits during build-up and breakdown. **The minimum aisle space applicable to all exhibitors is 10 feet.**

Please be aware: Emergency gangways MUST be kept clear at all times. A copy of this is available from the organisers' office.

NEIGHBOURING STANDS / BACK WALLING

The inclusion of large enclosed areas within a stand can only be permitted with the Organisers' prior written permission, please also refer to the 'Height Restriction' section.

Dividing walls on divided sites - you are responsible for erecting and decorating side and back walls facing onto your stand areas to a height of 2.5m. Walls above this height must be clad and decorated on both sides, with the reverse side being decorated from 2.5m upwards by the exhibitor who has them erected. Such walls overlooking adjoining stands must be finished in a neutral plain colour only.

The minimum height for dividing walls is 2.5m.

STAND PLAN SUBMISSION

All space only stands must submit drawings of their stands for approval. Drawings showing all proposed construction must be submitted and approved before any work is started. Please note that failure to comply with this requirement may result in refusal of permission to erect the stand.

Deadline: Friday August 28th 2020

Submission details required:

- Plan view, showing the dimensions and positions of stand number, 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.
- Health and Safety Policy and Health and Safety Plan.
- Public Liability insurance certificate from the Principle Contractor.
- Full contact details for your stand contractor/designer.
- Health and Safety form.

STAND DECORATION

Persons at work on the decoration of stand and exhibits must do so in a safe manner. This includes the materials being used, the equipment used to apply materials and the means of access to the area of decoration. Paints must be based on a non-harmful substance where practical such as a water-based material. Lacquers, varnishes, thinners and similar material must be used under controlled conditions to eliminate the hazards to health and fire. Containers carrying flammable or hazardous material must be capped or closed to prevent spillage when not in immediate use.

STAND DISMANTLING

No display material, fixtures or fittings may be removed from the exhibition before the official closing time. The organisers request that the integrity of your stand is maintained until all visitors have left the building. Please do not put visitors in danger by moving items out into the gangway at any time. Security guards have been notified to stop any exhibitors leaving the building with stock before the official start of derig period.

Space Only exhibitors must remove all stand material, display items and construction by **12pm on Friday November 6th** Should the exhibitor fail to finalise the dismantling process within this deadline Hyve will take necessary actions to dismantle the stand and remove all stand material and display items. This will incur a cost which will be invoiced to the exhibitor after the show.

STAND LOCATION, NUMBER AND SIZE

You stand details can be found on the event floorplan, please email breakbulksupport@hyve-exhibitions.com if you require any further details. Please ensure you display your stand number to make it visible to visitors, this helps them navigate their way around the show floor.

WALLING IN ON OPEN SIDES

On any Space Only stands, no more than one third of each open side can be walled in. Otherwise the wall must be see-through or set back into the stand by 1m.

SPACE ONLY STAND REGULATIONS

If you have a space only stand at the exhibition, you have a legal obligation to build your stand to the required standards as detailed in this manual. To ensure that you are building your stand to the correct regulations, plans are required to be submitted to Essential Events for approval to build.

- On space only sites, the minimum wall height is 2.5m, the maximum is 13ft (4m). All space on the reverse of the wall (above 8ft/2.5m) MUST be dressed in plain white, as this could be looking over a neighbouring stand.
- The Principal Contractor must supply a Risk Assessment and Method Statement along with your stand plans. We have provided some more detailed information and templates below (see Useful Information at the bottom of this section) to help you to understand your responsibilities here and the responsibilities of your contractor(s).
- The choice of a stand fitting contractor is at the discretion of the exhibitor. The Organisers must be notified of any such contractors using the Contractor Undertaking Form.
- Exhibitors are responsible for all actions of any contractors they employ to work for them at the show. Any damage caused by contractors will be charged directly back to the employing exhibitor. Likewise, we hold exhibitors responsible for any misconduct by their employed contractors while at the show.
- The design of the stand must be such that it can be erected and dismantled within the time available.
- ALL exhibitors must ensure that they, or their Stand Building Contractor, submit a Risk Assessment and Method Statement for the build and breakdown period, along with their stand plans. Exhibitors must ensure they have a Risk Assessment to cover the open period on the stand.
- Fixings to Building Structures - All stand construction must be completely self-supporting and no fittings, rigging or painting may be made to any part of the permanent structure, columns, flooring or fittings of the hall. Any damage or discolouration to the exhibition hall will be invoiced to the exhibitor.
- Under no circumstances will exhibitors be permitted to display company names, logos, lettering or branding of any kind, on to the rear of party walls overlooking neighbouring stands. This must be dressed in plain white.
- On dividing sites, space only exhibitors must supply, erect and decorate walls facing onto their stand areas and gangways up to a minimum height of 8ft (2.5m). The reverse of all walls higher than 8ft (2.5m) are to be painted / finished to an acceptable standard in white.
- Walling in on open sides is at the discretion of the Organisers and may only be approved as long as the walling does not exceed one third of the total run of meterage of each open side. Therefore, two thirds of the run must be open or made from transparent material. Alternatively, solid walling may be placed 1 metre in from the stand perimeter, subject to the Organisers approval. However, an open side that faces a bar, toilet or catering unit may be excluded from this regulation and can be completely enclosed.
- Space only exhibitors must supply their own walling and must not use the backs of walls provided by other exhibitors.
- All stand structures, signs, exhibits, etc., must be confined within the area allotted and may not project into or over the gangway.
- All work must be carried out using non-flammable material.
- It is essential that all stand construction, especially when of a pre-fabricated nature, shall commence at the earliest possible moment. While the Organisers will do everything possible to ensure that the allocated area is clear to build on they cannot guarantee this availability once other stands are on the way to completion.

- Please be considerate to other exhibitors when unloading your goods in the halls and ensure you do not use neighbouring stands to store goods or work on or block gangways. This can be a source of irritation to fellow exhibitors when trying to set stands up. Please also ensure that you place any rubbish in the gangways rather than on other stands. Wherever possible rubbish should always be put into rubbish bags to minimise trip hazards.
- If an exhibitor erects a stand which does not conform fully to the requirements of the Organisers and local laws, the Organisers shall be at liberty to enter onto the exhibitors stand and alter, demolish and / or reconstruct the said stand to make it conform to the regulations and requirements. The exhibitors shall, on demand, repay the Organisers all expenses incurred by them in respect of such alterations, demolition and reconstruction.
- It is the responsibility of the exhibitor to ensure the stand is being built to the correct marks. If there is any doubt regarding the allotted floor space, please check with the Organisers' Office before commencing any building work.
- If you intend to do any construction work on-site please be considerate to others, e.g. please do not paint or work on other people's stands and please be aware of any dust or noise generated by your work and keep this to a minimum.
- All space only stands should clearly display their stand number.
- 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.
- Any sub-contractors that are employed to work with the exhibitor's contractor will need to have a suitable Health and Safety policy, have provided suitable training to their staff to carry out their tasks safely, and produce a sufficient Risk Assessment and Method Statement.

Contact: Essential Events
 Tel: +44 (0)1926 470 100
 Email: ghanstock@essentialevents.co.uk

Deadline: Friday August 28th 2020

If you require further clarification, please contact breakbulksupport@hyve-exhibitions.com

PIPE AND DRAPE STANDS

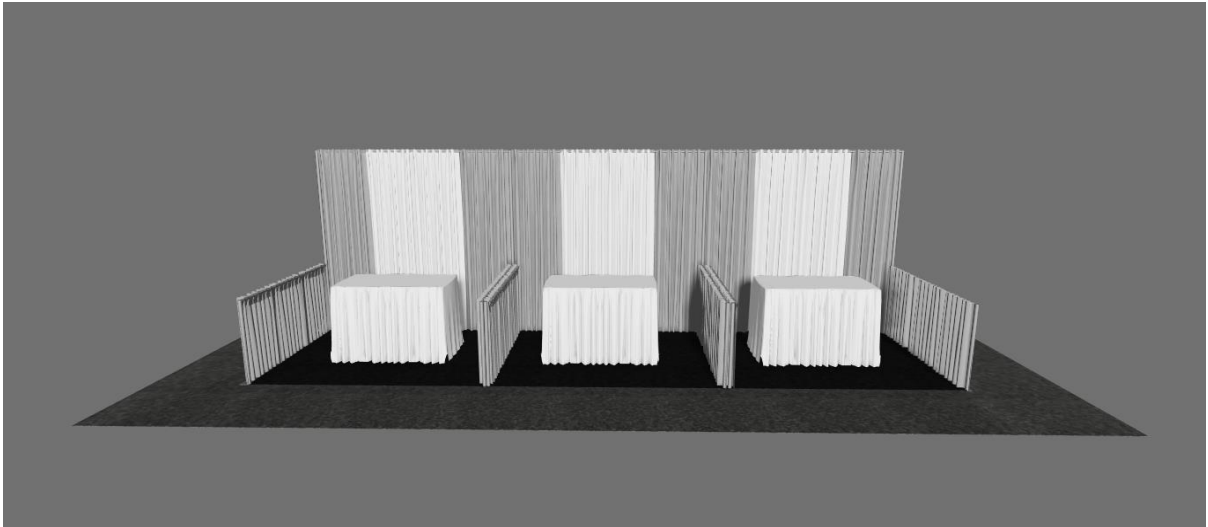
STAND VISUALS

All Pipe and Drape stands will be built by our official contractor, Shepard.

The below sample visual is for reference only. The pipe and drape booked with the show Organiser may look different depending on the stand size, location and orientation. Some larger stands may require additional pole support on its open sides.

For each pipe & drape package, the organiser will provide:

- 8' high backwall drape, 3' high sidewall drape (blue)
- 7" x 44" cardstock identification sign
- 1 blue skirted table
- 2 side chairs
- 1 wastebasket



If you would like to upgrade this stand, please contact Shepard. They offer upgraded stand options in a variety of designs. Their contact details are:

Contact: Shepard
Email: houston@shepardes.com
Tel: (832) 799 – 5700

CARPET

The venue floor is not carpeted, therefore you will need to order carpet with our official contractor, Shepard. Should you wish to provide your own carpet, floor flats or a platform must be laid. Please see Shepard's details below if you would like to order carpet for your stand.

Contact: Shepard Exposition Services
Online: www.shepardes.com/intro.asp
Tel: (832) 799 – 5700
Email: houston@shepardes.com

Please note that if you lay your own floor-covering, you are responsible for its removal and disposal at the end of the event (together with any carpet tape and/or tape residue). Please be aware that significant charges will be levied on exhibitors who fail to remove any of the above.

ELECTRICS

Pipe and Drape and Space Only stands are **not** inclusive of electrics.

Orders for electricity can be placed via the venue with Smart City. You will need electrical outlet(s) if your display has any of the following: lights, computer printers, plasma, screens, etc.

No electrical work is permitted to be done by anyone other than the Official Electrical Contractor. If you wish to order any electrics, please contact GRB Houston directly for information on electrical connections or if you need help with any specialist power requirements. Please order online at <https://orders.smartcitynetworks.com/center.aspx?center=001>

Please note if you require power during build-up and breakdown you will need to order it.

FURNITURE

The pipe and drape package includes the following furniture:

- 1 blue skirted table
- 2 side chairs
- 1 wastebasket

If you would like to order additional furniture, please do so using the exhibitor kit. Please note that orders made after the deadline date will incur a surcharge. Any onsite orders are also subject to availability and will therefore incur a surcharge.

Deadline: Tuesday October 13th 2020

Contact: Shepard
Email: houston@shepardes.com
Tel: (832) 799 – 5700

GRAPHICS

Whether you're after adhesive logos, pop-up banners or seamless wall panels, if you have a Space Only stand, graphics are a great way of boosting your brand presence on-site.

Unfortunately, graphics are **not** included within Space Only packages unless specifically mentioned. If you wish to order graphics for your stand, please see details below:

See exhibitor kit for details.
Deadline: Monday October 5th 2020

Contact: Shepard Exposition Services
Tel: (832) 799 – 5700
Email: houston@shepardes.com

NAMEBOARD

Nameboards are supplied to all pipe and drape stands. This will have the company name and stand number. You will receive one nameboard per open side. Please remember to complete the pipe and drape nameboard form to indicate how you wish your company name to appear. In the event that this form is not received, your nameboard will be made up with the name on your original stand contract and any changes onsite will be subject to a charge.

It is important that your details remain consistent on all listings of the show, i.e. show catalogue, online profile etc., for the ease of all visitors.

See exhibitor kit for information.
Deadline: Monday October 5th 2020

Contact: Shepard Exposition Services
Tel: (832) 799 – 5700
Email: houston@shepardes.com

PIPE AND DRAPE STAND REGULATIONS

The official pipe and drape contractor, Shepard, must carry out all construction work on the stand.

Hyve Group requests that the following as part of your stand regulations.

- If you intend to do any construction within the confines of your pipe and drape stand you will need to submit your stand plans, risk assessment for the construction activity and method statement to Essential Events. Please note that this is subject to approval.
- Please do not nail, screw or staple anything into the stand. Any damage caused to the pipe and drape is chargeable and will be passed back to the exhibitor. Your stand contractor will be pleased to offer advice on fixing to the pipe and drape.
- If you wish to block in any open sides of your stand you must obtain permission from the Organisers before any arrangements are made. At least two thirds of each open side must remain open unless fitted with approved transparent material; any additional walling should be ordered directly with Shepard and will be subject to a charge.

- No alterations to the pipe and drape will be permitted without prior agreement with the stand contractor and the Organisers. Interior work must be designed and constructed so that it does not damage or interfere with the pipe and drape.
- Please note that no items are to be fixed or suspended from the fascia as this could affect the structural integrity of the stand as some parts are not designed to be weight bearing. Shepard are happy to provide advice and you must ensure that you consult with Shepard if you do wish to do this.
- The introduction of additional sections, such as end sections for aesthetic purposes is not permitted as it prevents unrestricted access to firefighting and emergency related equipment. The maximum height for the pipe and drape is 2.5 meters only. However, should there be any request to display materials which exceeds the height limit of the stand, please contact the show Organiser for permission and approval.
- Shepard reserves the right to impose charges on any modifications applied to any parts of the pipe and drape stand.

IMPORTANT! Please complete all of the appropriate forms from Shepard.

FAQs

All display features and accessories must be confined to your stand area. This includes the use of hanging signs.

1. Is furniture provided for my exhibit space?

Space only exhibits do not come with a furnishing package. Please refer to the Shepard manual and forms if you would like to order furniture for your stand from our official contractor Shepard.

2. Does carpet come with my exhibit space?

Neither Pipe & Drape or Space Only exhibit spaces are carpeted. Please refer to the Shepard manual and forms if you would like to order carpet for your stand from our official contractor Shepard.

Please note: there is mandatory floor covering required for this show and in order to maintain a consistent and professional appearance on the show floor, Breakbulk Americas requires that all exhibitor booths have carpeting or an alternative floor covering.

3. Does my exhibit space include electricity?

Electricity is not included in your exhibit space. Orders for electricity can be placed via the venue. You will need electrical outlet(s) if your display has any of the following: lights, computer printers, plasma, screens, etc.

Contact GRB Houston directly for information on electrical connections or if you need help with any specialist power requirements. Please order online at <https://orders.smartcitynetworks.com/center.aspx?center=001>

4. I've run out of staff passes. How do I get more?

Additional passes are available to purchase in the exhibitor registration portal once your allocation is used. Note that the price goes up as the event approaches, so buy yours early! [Registration Link](#)

5. I need a visa invitation letter to attend. How do I get one?

Visa invitation letters will only be issued to registered exhibitors, please contact breakbulksupport@hyve-exhibitions.com for more information.

6. Power during build up and breakdown?

Please note if you require power during build-up and breakdown you will need to order it separately to your stand power. Please contact Smart City at GRB Houston directly on the above website link.

7. When do I need to have my exhibit space set up?

Contractors need to have completed build by 6pm Monday 2nd November 2020
Exhibitors need to finish dressing their stands by 12pm Tuesday 3rd November 2020

8. When can I begin dismantling and breakdown?

Exhibitors may begin breakdown on Thursday 5th November 2020 2:30pm. No exhibits can be dismantled until all visitors have left the exhibition hall.

9. Is there an age requirement for exhibitors and attendees?

For insurance reasons, no one under the age of 18 is permitted on the show floor during build-up breakdown and Show open.

10. Can I distribute literature and promotional materials the show?

Yes, but distribution of literature or promotional materials and products must be limited to your exhibit space only.

11. Is security provided for my exhibit space?

Breakbulk Americas 2020 provides adequate security for the facility only, during build-up, breakdown and show days. Please note you are responsible for insuring your own goods whilst they are on-site at Breakbulk Americas 2020. To help ensure good security at the show, please follow these points:

Your staff are responsible for your company's security at the exhibition.

Do not leave cash, handbags, valuables, laptops, etc. in unlocked drawers, cupboards or in your exhibit space, especially overnight.

Laptops or mobile phones should not be left unattended at any time.

Please note that build up and breakdown days are high-risk periods. Make sure you arrive prior to the official opening time and do not leave your exhibit space before the hall is clear of visitors.
Should you have small valuables that you wish to leave on your exhibit space, you are advised to arrange lockable cabinets or other safe storage areas.

For additional security, please see contact details on page 6.

12. When would I need rigging?

This is required for any signs, overhead lighting or fittings that are to be hung from the ceiling within the exhibit space. Please note these must be included in your stand plan approval application. Rigging must be ordered through Shepard.

13. Can I drill in the floor?

No, this is strictly prohibited.

14. What other promotional opportunities are available to Breakbulk Americas exhibitors?

There are many additional opportunities for your company to extend your reach and increase your ROI before the show and on-site. Please contact your Breakbulk account manager for details on advertising, branding and sponsorship opportunities.

Method Statement

Please note that this simplified form may be inadequate for the larger, complex stands and exhibitors should therefore submit their own version.

Company Name:	
Stand No:	
Responsible Person:	
Stand details & location:	
Access:	
Erection & timetable:	
Stability:	
Lifting:	
Scaffolding:	
COSHH:	
Environment:	
Services:	
Safety features:	
Exhibits:	

PLEASE RETURN TO:
breakbulksupport@hyve-exhibitions.com

Contractor Undertaking Form

To be submitted by **Friday 28th August**

This form should be completed only by the space only stand contractor, responsible for the onsite construction, as detailed on the space only stand contractor form. In the event that an exhibiting company are intending to build the stand utilising their own staff, this form should be completed by the stand Project Manager

Exhibiting Company Name		Stand No.	
Contracting Company Name		Contracting Company Address	
Contact Name			
Onsite Contact		Postcode	
Mobile Number		Email	

Contractor undertaking

I/We agree to adhere to the following regulations (PLEASE TICK):

- To provide our own walling and not use the back of neighbouring stands
- That no open sides will be walled in more than a third unless otherwise agreed with Hyve Group.
- That the reverse of all walls higher than 2.5m are to be painted/finished to an acceptable standard in hard backed white and not feature any branding.
- That all flooring for the stand will be supplied by us the contractor, and removed by us.
- That any rigging will be authorised by Hyve Group prior to being ordered.
- That all stand fitting materials including flooring and carpet tape will be removed and disposed of by us at the end of the show.
- To re-submit stand plans for approval if changes are made to the plans after approval has been received.
- That the stand will not exceed the maximum 4m height limit for the show.
- To construct, dismantle and remove the stand within the allotted time frame as indicated in the timetable in the Breakbulk Americas 2020 manual.

Contractors undertaking to be read & signed:

I/We agree to be bound by your conditions and in particular:

1. To read and comply with all the rules and regulations relating to the exhibition, the construction times and all regulations applying to the exhibition premises as outlined in the online manual. A read only link to the online manual is available from Essential Events on request.
2. To read the health & safety section of the online manual and refer to the IAEE Guidelines for any further information in order to comply with all health & safety requirements for the event.
3. To ensure all persons employed by us, our client and our sub-contractors that come onsite comply with all health and safety requirements for the event.
4. That I am in possession of my company's health and safety policy and confirm our employees have had sufficient training to carry out their tasks safely and competently for the event.
5. That I am in possession of an event specific risk assessment and method statement for the event which will be forwarded to Essential Events and available for inspection on site.
6. That I have checked that our sub-contractor(s) (if applicable) has a suitable and sufficient health and safety policy for the event.
7. That I have checked that our sub-contractor(s) (if applicable) has provided training for their employees to carry out their tasks safely and competently for the event.
8. That I have checked that our sub-contractor(s) (if applicable) has a suitable risk assessment and method statement for the event which is venue and event specific.
9. To comply with all instructions given by the organisers and health and safety officers on site.
10. To refrain from canvassing within the exhibition during the organiser's period of tenancy.
11. To be responsible for and making good any damage which may be done to any property, by any of our employees, howsoever caused.
12. To remove from the exhibition premises, within the time fixed by the organisers, all fixtures and properties brought into or installed in the premises by us. This condition embraces the complete removal of all rubbish, scrap and waste occasioned by the execution of our work.
13. To see that all persons employed by us are provided with the necessary passes and that such passes issued are used properly and carried at all times whilst on the premises. (Contractor passes are not valid during show open hours)
14. To employ only those sub-contractors who agree to conform to the above conditions.

Please note official contractors will pass on safety information to Hyve Group; therefore you do not have to supply this.

Contractor wristbands will be handed to your staff onsite.

I confirm that I will communicate the site induction information to every member of staff working on the stand _____

I have read and agree to adhere to the above terms and conditions taking full responsibility for all actions and consequences.

Signature of authorised person: _____

Date: _____

Print Name of authorised person: _____

Position: _____

Breakbulk Americas 2020 Health and Safety Form

It is a condition of exhibiting that every exhibitor completes the below Health and Safety form. **Under the Occupational Health and Safety Act 1994, you have a duty to ensure the health and safety of yourself and others who may be affected by what you do or fail to do.**

Please submit this form as soon as possible by sending it to – breakbulksupport@hyve-exhibitions.com

Company Name	
Stand Number	

Step 1 - Onsite Health and Safety Contact Information

Please provide us with contact information for a member of your staff that will be onsite at the show and who we can contact regarding any Health and Safety matters concerning your stand.

Name	
Position	
Email Address	
Mobile Number	

Step 2 – Risk Assessment and Onsite Risks – MUST BE COMPLETED

All stand staff have been made aware of everything that will be on our stand and have been trained on preventative measures to prevent any hazards from occurring

Our Company has its own Health & Safety Policy, which all employees are aware of

For completion of SPACE ONLY stands ONLY

I have ensured that our stand contractor(s) will supply a sufficient Method Statement, Stand Plans and Risk Assessment and he/she has satisfied me of their competence to undertake the tasks required of them

My stand contractor and their staff have been made aware of everything that will be on our stand and have been trained on preventative measures to prevent any hazards from occurring

If you have identified any items that are of a medium or high risk, or items of special risk, please give details of the risk(s) in the box below together with the action you intend to take to minimise the risk.

Please note you may be required to send further details concerning the risk(s) and your stand may be visited on site to check the risk(s). Please ensure you bring a copy of your Risk Assessment to the show as you may be required to show it to the appropriate authorities whilst on site.

Space Only stands must submit their risk assessments, along with a method statement and stand plans to ghanstock@essentialevents.co.uk by Friday 28th August.

TO BE SIGNED BY A COMPETENT PERSON WITHIN THE EXHIBITING COMPANY

Authorised By..... Date

SignedPosition

Risk Assessment

ALL EXHIBITORS (BOTH PIPE AND DRAPE AND SPACE STANDS) MUST CONDUCT A RISK ASSESSMENT. EXHIBITORS WITH FIVE OR MORE EMPLOYEES HAVE TO RECORD THE SIGNIFICANT FINDINGS OF THEIR RISK ASSESSMENT.

YOUR DETAILS	
Company Name:	Stand No:
Name:	Mobile No:
Address:	Town:
Country:	Date Completed:
Email Address:	

Instructions for completing your Risk Assessment:

- **Section A**
 - Please tick the risks that are relevant to your stand, and what you will have on your stand.
 - A minimum of 3 risks is required; anything less and the form will not be accepted as complete.
 - This section is to be filled in for all activity of your stand that may pose a risk.
- **Section B**
 - Please complete this section if there are any other risks that are relevant to your stand which are not mentioned in section A

Please note you do not need to submit your Risk Assessment; however you will need to bring a copy of it to the show. You may also be required to send further details concerning the risk(s) and your stand may be visited on site to check the risk(s).

Space Only stands must submit their risk assessments, along with a method statement and stand plans to ghanstock@essentialevents.co.uk by Friday 28th August.

RISK ASSESSMENT SECTION A – SELECT RISKS RELEVANT TO YOUR STAND						
TASK / ACTION	HAZARD	PERSONS AT RISK	RISK LEVEL <i>High</i> <i>Medium</i> <i>Low</i>	CONTROL MEASURES <i>Precaution measures that are required: (include current/existing control measures).</i>	LIKLIHOOD <i>High</i> <i>Medium</i> <i>Low</i>	SELECT <i>Mark X</i>
This task can create this Hazard	This Hazard affects these people	Exhibitors Contractors Visitors	The Risk Level must always be higher than the Likelihood (one level only)	The control measures ensure the likelihood levels are lower than the Risk Levels by safety measures put in place.	The Likelihood levels should be lower than the Risk levels (one level only)	
Unloading of Packaging	Trips over discarded packaging.	E, C	High	Remove all packaging as it's produced.	Low	
Unloading items / marketing materials / brochures	Back strain from lifting	E, C	High	Staff will be trained in manual handling and a trolley will be used where necessary	Low	
Working at height	Materials and tools dropped on the people below	E, C, all others	Medium	Ensure people stay away from the area and provide personal protective equipment for all staff at risk (hard hats, high vis)	Low	
IT Equipment (laptop, TV, etc.)	Trips over power cables	E, C, all others	High	Ensure all wires are taped down using hazard tape	Low	
Electrics	Electric shock	E, C, all others	Medium	All liquids to be kept away from electrics, and any spills will be cleaned up immediately	Low	
Displaying brochures	Fall and cause someone to trip	E,C, all others	High	Use a literature rack to display	Low	
Displaying brochures on literature rack	Fall over and injure someone	E,C, all others	High	Ensure it is secure before loading brochures	Low	
Pull-up banner	Fall over and injure someone	E,C, all others	High	Ensure it is secure before leaving it	Low	
Pull-up banner	Trips, slip	E,C, all others	High	Pull-up banner not to be placed in the walk-way or entrance to stand	Low	
Working onsite	Ergonomic hazards	E, C	High	All staff to take frequent breaks and drink plenty of water	Low	
Drinks on stand (tea / coffee)	Boiling water spills and burns someone	E, C, all others	Medium	Only staff are to prepare drinks in an area away from people	Low	
Drinks on stand (tea / coffee)	Drink spills and causes someone to trip	E, C, all others	Medium	All spills to be cleaned up immediately	Low	
Fire risk	Fire caused from material on stand	E, C, all others	High	All materials to be fire resistant	Low	

