

EVERYTHING YOU NEED FOR SUCCESS

2021 EXHIBITOR MANUAL

GEORGE R. BROWN CONVENTION CENTER | HOUSTON



BREAKBULK
AMERICAS



SEPTEMBER 28-30, 2021

a Hyve event

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COVID-19 UPDATE

Please note that given the current global COVID-19 pandemic we have published a set of guidelines for exhibitors that set out new or enhanced measures that we are advising all exhibitors should consider, in order to protect themselves and their staff. Please read the [Safe & Secure Guidelines](#) carefully before entering the venue. We are in the process of updating more detailed guidance on stand specific activities – these will be communicated shortly.

These guidelines should be used in conjunction with this [Exhibitor Manual](#).

If you are unsure or need clarity on any of the measures set out in the Exhibitor Guidance, please contact Liam.Biggadike@hyve.group.

ORGANIZER CONTACTS

Contact Name	Function	Contact Number	Email
Customer Success			
Birgit Hupe		+44 20 3545 9611	breakbulksupport@breakbulk.com
Operations Team			
Phil Walker	Senior Operations Manager	+44 20 3545 9578	Phil.Walker@hyve.group
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Ben Blamire	Event Director – Middle East	+971 4568 2066	Ben.Blamire@breakbulk.com
Sales Team			
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Marketing Team			
Leslie Meredith	Marketing Director	+1 801 201 5971	Leslie.Meredith@breakbulk.com
Patrick Romero	Marketing Manager	+1 801 230 5137	Patrick.Romero@breakbulk.com
Conference Team			
Elizabeth Rankin	Senior Content Producer	+44 20 3545 9469	Elizabeth.Rankin@breakbulk.com

OFFICIAL CONTRACTORS CONTACTS

Company/Service	Due Date	Link/Form	Contact Information
AV	Discount Price Deadline: Tuesday September 7 th 2021	Exhibitor Kit	Shepard E: expo@shepardav.com T: +1 404 720 8672
Accommodation	Discount Price Deadline: Friday September 3 rd 2021	Booking link	onPeak
International Freight Forwarding	First Day Freight Arrival: Monday, August 30 th 2021 Last Day Freight Arrival: Friday September 24 th 2021	Exhibitor Kit	Agility – Colin May E: CMay@agility.com T: +1 404 822 5440
Badge Registration	Now Open	Registration link	
Catering	Tuesday September 7 th 2021	Exhibitor Kit	Kalli Tuma Levy Restaurants (Exclusive Vendor) E: ktuma@Levyrestaurants.com T: +1 713 853 8043
Floral	Monday September 20 th 2021	Link	Spencer Florabunda LLC E: sales@florabundatx.com T: +1 713 222 9496
Insurance	ASAP	N/A	InEvexco E: exhibitor@inevexco.co.uk T: +44 173 275 7630
Lead Retrieval Device	Early Bird: Thursday July 29 th 2021 Advanced Deadline: Thursday August 26 th 2021	Order online	XPress Connect E: xpressleadpro@cdsreg.com T: +1 800 746 9734
Furniture Carpet (Raw Space/Space Only booths are required supply an acceptable floor covering) Man Power (labor)	Discount Price Deadline: Tuesday September 7 th 2021	Exhibitor Kit	Shepard E: houston@shepardes.com T: +1 832 799 5700
Flooring other than carpet (Raw Space/ Space Only booths are required to supply an acceptable floor covering) Fascia (Nameboard),	Discount Price Deadline: Tuesday September 7 th 2021	Exhibitor Kit	Shepard E: houston@shepardes.com T: +1 832 799 5700

Shepard Logistics Material Handling, Forklift Services, Domestic Shipping Services, Storage	Discount Price Deadline: Tuesday September 7 th 2021	Exhibitor Kit	Shepard E: logistics@shepardes.com T: +1 888 568 8858
Shepard Booth Rentals Pipe and Drape Booths Booth Rentals/Upgrade Graphics Rigging/Hanging Signs	Discount Price Deadline for Custom: Monday August 30 th 2021	Exhibitor Kit	Shepard E: exhibits@shepardes.com T: +1 404 720 8652
Electrics Internet & Telephone Plumbing Services – water, air & gas	Friday September 10 th 2021	Exhibitor Kit	SmartCity E: csr@smartcity.com T: +1 888 446 6911
Booth Plan Approvals	Friday August 13 th 2021	Forms	Essential Events E: ghanstock@essentialevents.co.uk T: +44 1926 470 100
Security	Friday September 10 th 2021	N/A	Kay Resources T: +1 281 989 7740 E: danny@kayresources.com

EMERGENCY NUMBERS IN AMERICA:

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

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 Organizers Office, who will be happy to assist you.

TIMETABLE

Please see below the 2021 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 Move in and Move out.

Move In	Hall Open	Access For
Saturday September 25 th	10am – 6pm	Raw Space / Space Only (all non-Pipe & Drape booths) construction
Sunday September 26 th	8am – 6pm	Raw Space / Space Only (all non-Pipe & Drape booths) construction
Monday September 27 th	8am – 6pm	All Raw Space / Space Only (all non-Pipe & Drape booths) construction to be completed by 6pm Access for Pipe & Drape exhibitors at 8am
Tuesday September 28 th	8am – 12pm	Booth dressing only – no construction permitted
	12pm – 4.30pm	Halls to be clear of all personnel
Live Days	Hall Open	Access For Exhibit Hall Hours
Tuesday September 28 th	4.30pm – 8pm	5pm – 8pm (Opening Ceremony at 5pm)
Wednesday September 29 th	9am – 7pm	10am – 6pm
Thursday September 30 th	9am – 2pm	10am – 2pm
Move Out	Hall Open	Access For
Thursday September 30 th	2.30pm – 8pm	Move out commences once permitted All Pipe & Drape exhibits need to be clear by 6pm
Friday October 1 st	8am – 12pm	All contractors & exhibits to be clear of halls by 12pm

All exhibitors/contractors are required to finish decorating their booth and exit the exhibition hall by **12pm Tuesday 28th of September 2021**. Exhibitors are encouraged to ensure their booth build can be completed and dismantled to the above timetable.

It is the Exhibitor's responsibility to ensure their exhibit space is cleared by **12pm on Friday, October 1st 2021**. The organizer cannot be held responsible for any items left unattended after this time. Unfortunately, any equipment/products left will be removed at the exhibitor's expense.

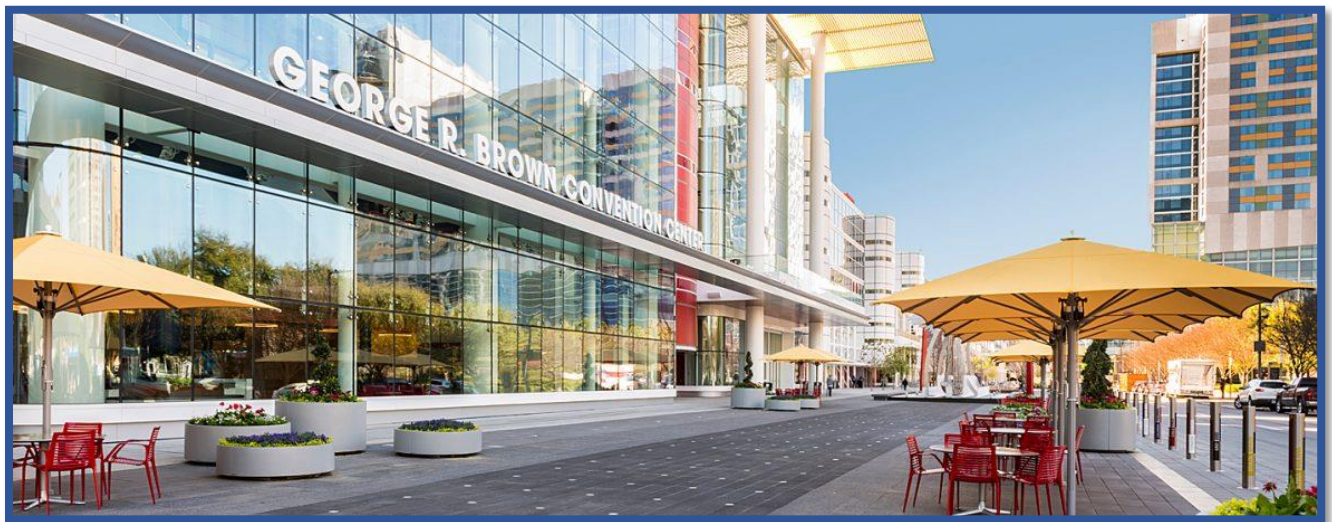
Please ensure you do not leave products or personal items unattended during Move out.

GENERAL INFORMATION

VENUE

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 D and E** are used for this show.

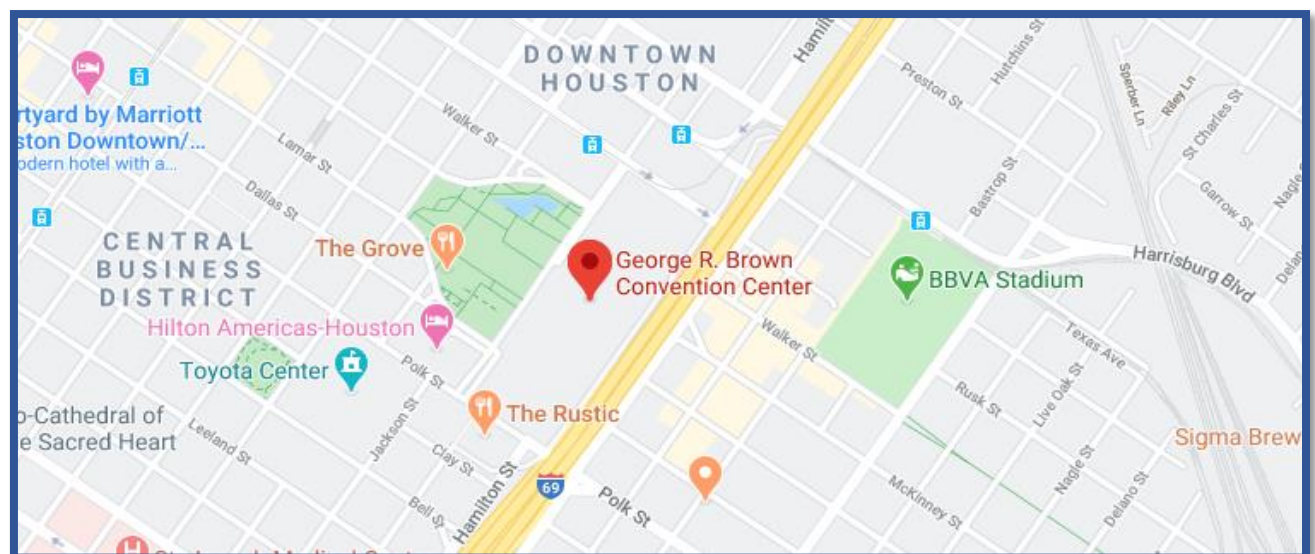
George R Brown Convention Center
1001 Avenida de las Americas
Houston



HOW TO GET THERE

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



TRAVEL INFORMATION

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

A-Z SHOW INFORMATION

ACCOMMODATION BOOKING FACILITIES

We have put together some specially discounted rates, through our exclusive housing partner onPeak, at a wide range of nearby hotels for visitors of Breakbulk Americas. Hotels nearest the exhibition Center get booked out quickly – please use this link to book hotels as soon as possible: <https://americas.breakbulk.com/Page/book-your-hotel> (Deadline to book discounted hotel rooms through onPeak is Friday September 3rd 2021).

BADGES & PASSES

Every exhibiting company receives an allotment of passes based on their booth/sponsorship and every member of your staff requires an exhibitor badge to gain access to the halls. These badges are required to be worn on site at all times. You are encouraged to print your badge before you arrive and then pick up your lanyard onsite. If you have more than 20 badges for your company, you may request that they be prepared for your staff prior to your arrival onsite. Please email your request for pre-printing and processing to [Customer Success](#).

During Move out, Move in, open days of the exhibition and for security and Health and Safety reasons, it's imperative exhibitor badges are only allocated and used by the staff that are working on your booth and should not be given to anyone else. Exhibitor badges are not to be given to visitors.

Registration Open

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 2021. If you have not received your invitation, please contact [Customer Success](#).

Additional passes, which include a 25% discount, 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!

Visa Information

Visa invitation letters will only be issued to registered exhibitors, please contact [Customer Success](#) for more information.

Contractor Wristbands

- On arrival onsite, all contracted labor/booth builders will be checked and given a wristband
- At the security check point to allow them to gain entrance.
- Security will stop anyone without a wristband and direct them through the procedures above.

Badges are required be visible at all times. Access for booth 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

For more information please visit the [GRB website](#) for parking and directions.

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 Move in, event days and Move out.

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

Levy Restaurants (Exclusive Vendor)		
Kalli Tuma Sr. Catering Sales Manager	Tel: +1 713 853 8043	Email: ktuma@Levyrestaurants.com
Exhibitor Menu		
Deadline: Tuesday September 7 th 2021 A 25% late fee will apply to all orders received within 21 days of the show		

COMPLETION OF THE TENANCY

Pipe and drape and Raw Space/Space Only exhibitor's duty to remove all booth material and display items by **12pm on Friday 1st October 2021**.

Should the exhibitor fail to finalize the dismantling process within this deadline Hyve Group will take necessary actions to dismantle the booth and proceed with the removal of booth 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](#) Breakbulk Support in advance before arriving at the venue or visit us in the organizers office if you need any assistance with regards to access rubbish materials being removed.

CLEANING & WASTE DISPOSAL

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

It is required that all adhesive tapes, paint and similar traces need to be completely removed from the tenanted space.

Your exhibit space does not come with cleaning services. Please use the contact details and ordering below:

GRB Houston – Booth Cleaning Services	
Tel: +1 713 853 8007 / +1 713 853 8001	Email: GRB-ExhibitorServices@houstonfirst.com
Form: Exhibitor Kit	
Deadline: Monday August 30 th 2021 Any orders past this date are subject to regular pricing	

LEAD RETRIVAL SERVICES

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 – Lead Retrieval	
Tel: +1 800 746 9734	Email: xpressleadpro@cdsreg.com
Website: www.xpressleadpro.com Show Code: batc0921	
Early Bird: Thursday July 29 th 2021 Advanced Deadline: Thursday August 26 th 2021 Any orders after this date will be charged normal rates	

DELIVERIES AND MATERIAL HANDLING

Shepard Exposition Services is the sole provider of Material Handling Services. Exhibitors or their hired EAC/Carriers may not deliver freight to exhibit spaces or operate any type of mechanical or powered equipment. Material handling is a billable service.

Material Handling is the unloading and delivery of exhibit freight to the exhibitor's booth on the show floor, the storage of empty containers, the return to booth for packing, and the loading back onto the exhibitor's outbound carrier. This is an automatic service and is billed based on weight. This service, whether used completely or in are part, are billed as a package. **It is the responsibility of each exhibitor to arrange for transportation of booth materials after the event.** Exhibitors can drop off equipment behind the George R. Brown Convention Center (GRB).

Material Handling Process:

- Unloading freight from your carrier once it arrives at the receiving dock.
- Transporting freight from dock to your booth space.
- Removing empty shipping containers (boxes, crates and pallets) from your booth.
- Temporarily storing your empty shipping containers during the show.
- Returning empty shipping containers to your booth at the close of event.

- Transferring your freight back to the loading dock.
- Loading your freight into your carrier's delivery vehicle for return shipping.

Shepard – Exhibitor Services	
Tel: +1 888 568 8858	Email: logistics@shepardes.com
Form: Exhibitor Kit	
Deadline: Tuesday September 7 th 2021 Surcharges all vary depending on items and their categories within the exhibitor kit Warehouse Shipment Deadline: First day freight can arrive: Monday August 30 th 2021 Last day freight can arrive: Friday September 24 th 2021	

Shepard will begin returning empty containers and skids as soon as the aisle carpet is removed, and plastic protection is installed on top of the floor. This will be any time after the show closes on the Thursday September 30th 2021. **All exhibitor materials are required to be removed from the facility by Friday October 1st 2021 at 12:00pm.** Any materials remaining in the hall will be rerouted or returned to Shepard's warehouse to await disposition at the exhibitor's expense.

DILAPIDATIONS

Exhibitors are liable for any damage they may cause to buildings, floors, walls, columns or to any 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 drill holes into the floor.

The organizer will inspect the halls before Move in and after dismantling of the booths and any damage caused will be charged directly to the exhibitor. This includes a charge for removing any carpet tape or heavy building waste left behind.

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 raw space/space only booths with a platform, if a display is on a booth, a ramp should be built into the booth or a portable ramp made available.

FREIGHT & SHIPPING (DOMESTIC)

Shipping is the process of a carrier picking up items from your office or any place of origin and transporting it to the dock of either the advance warehouse or event facility. Shipping is separate from Material Handling.

Our official contractor for Domestic Shipping is Shepard Logistics, you are permitted to use your own carrier to the show, however, no third party is permitted within the halls. Shepard's Freight Shipping Manual and Handling Tariff which will help with costs and instructions for your shipping requirements are within the [Exhibitor Kit](#).

All freight, whether direct to the venue or to Shepard's advanced warehouse, will need to be correctly labelled prior to arrival. For more information and a list of forms that need to be completed, please visit Shepard Exhibitor Kit.

Shepard – Exhibitor Services	
Tel: +1 888 568 8858	Email: logistics@shepardes.com
Form: Exhibitor Kit	
Deadline: Tuesday September 7 th 2021 Surcharges all vary depending on items and their categories within the exhibitor kit Advance Warehouse Shipments Delivery Hours: Monday - Friday, 8:00am - 4:00pm First day freight can arrive without a surcharge: Monday August 30 th 2021 Last day freight can arrive without a surcharge: Monday September 20 th 2021 Date indicated is last day freight can arrive to advanced warehouse with guarantee of delivery to booth for exhibitor move-in. Direct to Show Shipments Address not be delivered prior to: Sunday, September 26, 2021 at 8:00am	

SHIPPING/FREIGHT

Agility Fairs & Events is the preferred International Freight Forwarder and Customs Broker for Breakbulk Americas 2021. They can assist with the below:

- Shipping of international exhibits to the show
- Customs clearance procedures
- Delivering your cargo to the appointed site handling contractor
- Re-exporting your freight at the conclusion of the show.

You are obligated notify Agility Fairs & Events with details of your shipment before it departs the origin country. Please Take out adequate insurance to cover the value of your exhibit to and from the show. For any enquiries please Agility below.

Agility – International Freight		
Colin May Show Project Manager	Tel: + 1 404 822 5440	Email: CMay@agility.com
Form: Exhibitor Kit Please see the exhibitor kit deadlines depending the type of shipment		

LOADING AND UNLOADING

All unloading and loading of exhibits are required to 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 also prohibited. Vehicles in violation of this policy will be towed at owner's expense.

Exhibitor unloading and loading: 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.

All trucks delivering to show site are required to check in at the marshaling yard for assignment of dock space. See Material Handling Authorization, Material Handling Information, Target Confirmation, and Material Handling 101 included in the Shepard [Exhibitor Kit](#).

POV, Personally Owned Vehicles are allowed to hand carry items within one trip. If you are to show up in a van, truck, box truck, or anything larger, Shepherd will discuss and bill for material handling (Shepard's handling of their booth equipment). POV's are also assigned a specific dock and access point, first come first serve, and will be managed by Shepard employee to help traffic flow and inspection on type of vehicle. For more information please visit the [Exhibitor Kit](#).

PROMOTIONAL MATERIAL

Please be sensitive to the content of any promotional material that you are planning to use at the exhibition. 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 Breakbulk Support.

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: #BBAM2021

SECURITY

Breakbulk Americas provides adequate security, during Move in, Move out 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 Move in and Move out 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 booth for the duration of the event.

If you would like to book additional security, please [contact](#) Kay Resources to discuss your security requirements now.

Kay Resources – Security	
Tel: +1 281 989 7740	Email: danny@kayresources.com
Deadline: Friday September 10 th 2021	

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 are required 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 booth and those persons who may be affected by your activities.

All full-time and part-time workers on an exhibitor's booth are required:

- 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 Organizer's 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 Organizer's Office onsite at the venue.

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

All Accidents and Near Misses should be formally logged and recorded with witness statements and accompanying photographs taken. All reports may be used for future investigation, therefore as much detail as practical should be collected. All documents are to be treated with the upmost confidentiality and as such should be stored so as to maintain data protection.

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

If the accident requires urgent medical assistance, please make the Organizer aware after calling emergency services. The Organizer 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

No working under the influence of alcohol or consumption is permitted whilst working on the Move in or Move out of booths and displays.

ANIMALS

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

CANDLES

Flames from open fires or candles will not be permitted.

CHILDREN

Children under the age of 16 years will not be allowed into the exhibition halls during the Move in, Move out and during the show.

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.

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 is required to assemble in the Muster Areas of the Convention Center to meet with facility personnel to receive further directions and updates regarding the emergency.

All staff and guests are required to 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 organizers.

EVACUATION PLAN AND PROCEDURES

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 service providers, booth builders and exhibitors acknowledge:

- That fire extinguisher equipment, emergency exits and signage (including those inside exhibits) need to remain visible and accessible at all times.
- That all aisles need to be kept clear of any obstructions or protruding objects. **Minimum of 10ft aisle clearance spaces.**
- That written approval of plans is to be obtained, from the organizers, for equipment which produces heat, smoke or open flames as an integral part of the product demonstration. A Fire Marshall needs to be booked, and additional fire equipment put in place as part of the fire prevention strategy. Please contact liam.biggadike@hyve.group if this part of your product demonstration.
- 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.
- Fire Prevention Permits are required for vehicles on display, cooking, tents, multilevel booths; for more information please contact liam.biggadike@hyve.group or the GRB Convention Services Department at 713-853-8000.
- The Houston Fire Code requires any vehicle displayed inside the facility to have the battery cables disconnected. It's required that the gas tank is taped shut or have a lockable gas cap, and may contain no more than ¼ a tank of fuel before entering the GRB.
- 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. **It's mandatory to have a certificate presented as proof and should be sent to [Essential Events](#).**

FIRST AID

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

INSURANCE - PUBLIC LIABILITY

PLI is compulsory for all exhibitors and should be added when placing a booth order. You would have been sent your unique link to upload the certificate to your portal. If you are able to provide your own PLI, then you will have to upload a copy of the certificate to InEvexco's portal. Please contact [Customer Success](#) if you need any more assistance.

Whilst we take every precaution to protect your property during the event, we are not responsible for any loss, consequential loss, or damage to your products whilst at the exhibition. It is a legal requirement that all exhibitors are responsible to ensure to have full insurance against public liability and all other usual risks in respect of loss, damage, injury to goods and persons, and against theft. Exhibitors are also responsible for insuring against any legal liability incurred in respect of injury or damage to property belonging to third parties. In addition to this you should protect expenditures against abandonment and cancellation or curtailment of the show due to reasons beyond our control.

To comply with legal obligations an adequate insurance policy has been arranged on your behalf by Hyve Group plc.

INSURANCE – COMMERCIAL GENERAL LIABILITY

The exhibitor appointed contractor hired by the exhibitor will need to ensure, by the Monday August 30th 2021, provide Shepard with a current Certificate of Insurance with minimum limits of \$500,000 property damage per occurrence, \$1,000,000 personal injury per occurrence, workers compensation aggregate coverage of \$1,000,000 per occurrence, and naming Shepard Exposition Services as the certificate holder for the time period of the event, including move in and move out days. Listing Shepard Exposition Services as an additionally insured only will not be accepted and may prevent EAC from working on the premises.

If EAC (Exhibitor Appointed Contractor) does not have minimum coverage and proper documentation, they will be subject to employing Shepard Exposition Services for labor services.

INSURANCE – EMPLOYERS LIABILITY

The organizers (Hyve Group) / GRB (Venue) shall not be liable or responsible to any party for any claim, damage or loss caused to any person as a result of the failure of the organizers / GRB or any of its employees, representatives or assigns to comply, or to comply timeously, with any provision/s of the contract of hire. The organizers / GRB shall not be responsible for the safekeeping, storage, use or otherwise of any property brought into the convention centre. Property belonging to the hirer or third parties shall be brought into the convention centre at their own risk and the hirer indemnifies the organizers / GRB and holds it harmless against any and all claims, losses or damages that may be suffered by any person in relation hereto.

The organizers / GRB shall not be liable for any loss, injury or damage, howsoever caused, to goods and/or persons in the convention centre and/or on adjacent sites. The hirer shall always remain liable to the organizer and/or GRB for the payment of any and all outstanding costs and charges incurred in respect of or attributable to any sub-hirer or participant, notwithstanding the manner in which payment is affected. In addition to the foregoing, the hirer shall be liable for all penalties, losses or damages charged or levied by any authority, service provider or third party in respect of or attributable to any or all of the sub-hirers or participants, which amounts shall be paid by the hirer to the organizer and/or GRB on demand.

METHOD STATEMENTS

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.

It's vital all exhibitors ensure that they, or their Booth Building Contractor, submit a Risk Assessment, a Method Statement, and along with their booth plans.

All Raw Space/Space Only booth method statements are required be sent for approval by **Friday August 13th** and be submitted to:

Essential Events – Raw Space/Space Only Booth Approval Contractor	
Tel: +44 1926 470 100	Email: ghanstock@essentialevents.co.uk

[Forms Here](#)

Date: Friday August 13th 2021

NOISE LEVELS

Maintain safe noise levels at or below 80dbA. Where noise levels exceed 80dbA, arrangements have 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 80dbaA and the organizers receive complaints from surrounding exhibitors. **The organizers will make the final decision.**

PPE (Personal Protective Equipment)

Exhibitors and contractors are required to 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 are required to wear appropriate PPE at all times during assembly and dismantling periods. The venue and the organizers 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 Move in, Move out periods, the use of heels, sandals or open shoes is not permitted.
- High visibility vests – highly recommended during the Move in and Move out periods in the outside loading bay areas.
- Employees' working in areas close to work at height should wear suitable hard hats
- Appropriate height ladders are required to 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.

RISK ASSESSMENTS

All exhibitors are required to provide a Risk Assessment for any construction activity, a Method Statement and your booth plans sent 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 organizer's office.

General risks associated with any exhibition are as follows:

- Trip hazards
- Multiple contractors working in a single workplace
- Fall from working at heights 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 booth
- Outbreak of legionnaires disease from a water feature
- Food poisoning incident from temporary catering outlet
- Fire
- Major incident and civil emergency

- Excessive working hours
- COVID-19

All Raw Space/Space Only booth risk assessments are required to be sent for approval by **Friday August 13th** and be submitted to:

Essential Events – Raw Space/Space Only Booth Approval Contractor	
Tel: +44 1926 470 100	Email: ghanstock@essentialevents.co.uk
Forms Here	
Date: Friday August 13 th 2021	

STROBE LIGHTING

No strobe light effects are permitted.

WORKING AT HEIGHTS

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 areas of your booth that you need.

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

- It is mandatory that work platforms need to have a skirting board to prevent falling objects
- Access is controlled to prevent people from working or circulating below work at heights
- 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 need to be rated for "industrial use"
- Hand ladders are not allowed to work above 13ft (4m)
- 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 & SERVICES 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

There are 4 ATMs in the GRB. The other 3 areas are the following:

- Level 2, Mezzanine A near the Marriott Marquis & North Avenida Garage Skybridges
- Level 1, Concourse B across from Hall B
- Level 1, Concourse D across from Hall D

AUDIO VISUAL

Our official supplier for AV is Shepard. 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.

Shepard – Exhibitor Services	
Tel: +1 404 720 8672	Email: avsupport@shepardav.com
Form: Exhibitor Kit	
Discount Deadline: Monday September 7 th 2021 Any orders past this date are subject to regular pricing and limited stock levels	

BALLOONS

If you intend to have balloons on your booth, it is essential you ensure that this is included in the risk assessment for your booth and that the health and safety form is completed and submitted. The following regulations need to be adhered to:

- Helium balloons are prohibited within the facility.
- Non-helium balloons are permitted.
- Permission to use advertising balloons should be obtained from the Organizers.
- The balloon is required 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 neighboring booth.
- It is imperative balloons are not be given away to visitors or other exhibitors.
- All balloons are required to be securely fixed to the booth. 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.

BUSINESS CENTRE

No Business Centre at the GRB this time. Business Center options located nearby:

- Hilton Americas Hotel – Level 3 FedEx Office
- Marriott Marquis Hotel – Level 2 FedEx Office

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.

ELECTRICS

Pipe and Drape and Raw Space/Space Only booths are **not** inclusive of electrics.

Orders for electricity can be placed via the venue with SmartCity. **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 SmartCity 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 Move in and Move out you will need to order it.

SmartCity – Official Electrical Contractor	
Tel: +1 888 446 6911	Email: csr@smartcity.com
Form: Exhibitor Kit	
Deadline: Friday September 10 th 2021 Orders after this date will not get the incentive discount price	

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.

Levy Restaurants (Exclusive Vendor)		
Kalli Tuma Sr. Catering Sales Manager	Tel: +1 713 853 8043	Email: ktuma@Levyrestaurants.com
Form: Exhibitor Kit Exhibitor Menu		
Deadline: Tuesday 7 th September 2021 and a 25% late fee will apply to all orders received within 21 days of the show		

FLOORCOVERINGS & 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, then it is required to be laid. Please see Shepard's details below if you would like to order carpet for your booth.

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.

Shepard – Exhibitor Services	
Tel: +1 832 799 5700	Email: houston@shepardes.com
Form: Exhibitor Kit	
Discount Deadline: Tuesday September 7 th 2021 Any orders past this date are subject to regular pricing and limited stock levels.	
Premium Plush and Premium Vinyl Deadline: Monday August 30 th 2021	

FLOOR LOADING

The floor loading limit is 1,000 LB/SQ FT.

GRAPHICS

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

Graphics are **not** included within Raw Space/Space Only packages unless specifically mentioned. If you wish to order graphics for your booth, please use the contact details and exhibitor kit below.

Shepard – Exhibitor Services	
Tel: +1 832 799 5700	Email: houston@shepardes.com
Form: Exhibitor Kit	
Discount Deadline: Monday August 30 th 2021 Any orders past this date are subject to regular pricing and limited stock levels	

LATE WORKING SYSTEM

It is essential booths are to be designed to be built and dismantled within the timetabled hours, however there will be a late working system in place. Please contact liam.biggadike@hyve@group to notify if you won't be able to build or dismantle with the timetabled hours.

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 organizers 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:

SmartCity – Official Electrical Contractor	
Tel: +1 888 446 9911	Email: csr@smartcity.com
Form: Exhibitor Kit	
Deadline: Friday September 10 th 2021 Orders after this date will not get the incentive discount price	

PA SYSTEM

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

RIGGING

All Rigging at the show are required to be approved by the Organizers prior to arriving onsite. If you wish to rig any banners at the show, please [contact](#) Shepard for all rigging requirements.

Shepard – Exhibitor Services	
Tel: +1 832 799 5700	Email: houston@shepardes.com
Form: Exhibitor Kit	
Discount Deadline: Monday August 30 th 2021 Any orders past this date are subject to regular pricing and limited stock levels	

TEMPORARY STAFF

Our temporary staff provider is Burnett Specialists. Please contact Burnett Specialists to discuss your temp staff requirements now.

Burnett Specialists		
Tammera Allaway Senior Territory Manager	Tel: +1 713 375 3158	Email: Tammera@burnettspecialists.com
Deadline: Wednesday August 25 th 2021		

STORAGE OF EXHIBITOR CASES/TRAILERS/CONTAINERS

Shepard are our [official contractor](#) for storage at the show. Only shipments where manual handling charges have been paid to Shepard will be eligible for Shepard storage services. On-site Storage is used when you have product you need to replenish during the event, or if you have items you don't want stored with the empty crates. Do not use this service for "Empty" storage.

They offer three types of storage options all ranging in costs:

- *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 on Thursday September 26th 2021.

Shepard – Exhibitor Services	
Tel: +1 888 568 8858	Email: logistics@shepardes.com
Form: Exhibitor Kit	
Deadline: Tuesday September 7 th 2021 Surcharges all vary depending on items and their categories within the exhibitor kit	

VEHICLE DISPLAYS

Vehicle displays require a permit from the Houston Fire Department. If fifteen (15) or more vehicles will be displayed, then standby personnel shall be required for a fire watch.

- It is compulsory that the battery is to be disconnected while any vehicle is on display.
- Fuel in the tanks of display vehicles shall not exceed one quarter ($\frac{1}{4}$) of their capacity or five (5) gallons of fuel, whichever is less.
- All display vehicle gas caps shall be taped or locked. Non-flammable protective covering needs to be placed under display vehicles to prevent stains.
- It is a requirement that duplicate keys for vehicles on display need to be provided to show management and/or to show security for use in the event of an emergency. Keys shall be kept in the Premises during the entire License Period.

It is essential an agreement on delivery and removal times/dates will be discussed with and approved by the Organizer's and the location of the exhibit, other safety measures may be required, such as rendering fuel tanks ineffective, disconnecting batteries and/or the posting of security guards. Please email liam.biggadike@hyve.group.

RAW SPACE/SPACE ONLY

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

RAW SPACE/SPACE ONLY EXCLUDES: Pipe and Drape, signage, power cable, electrics, lighting, furniture, floor covering and all requirements for your custom booth will need to be provided by your design team and/or yourself as the exhibitor for your direct account. Exhibitors will be required to submit plan drawings showing elevation, plan views and measurements.

Over 13ft (4m) in height and complex booths

A complex structure is any form of construction of any height, which may require input from a structural engineer. If a booth is not constructed from 'Pipe and Drape', it is the responsibility of the booth 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
- Any part of a booth or exhibit which exceeds 13ft (4m) in height
- Suspended items, e.g. lighting rigs of over 400 kg in weight
- Sound/lighting towers
- Custom-built/bespoke suspended structures
- Temporary tiered seating
- Platforms and stages over 0.6m in height and all platforms and stages for public use

Please ensure the following information is to be submitted for a complex structure:

- Detailed, scaled structural drawings showing:
 - Plan views of the booth
 - Elevations including full steelwork and staircase details
 - Width and position of gangways within the booth
 - 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

BACK WALLS TO BOOTHS / NEIGHBOURING BOOTHS

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

The minimum back wall height for dividing walls is 8ft (2.44m). Any Raw Space/Space Only that are over 13ft (4m) will need to submit booth calculations. Please see the [IAEE Guidelines](#) for more on booth height information.

BOOTH DECORATION

Persons at work on the decoration of booth and exhibits are required to 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 are required to be based on a non-harmful substance where practical such as a water-based material. Lacquers, varnishes, thinners and similar material needs to be used under controlled conditions to eliminate the hazards to health and fire. Containers carrying flammable or hazardous material needs to be capped or closed to prevent spillage when not in immediate use.

BOOTH DISMANTLING

No display material, fixtures or fittings may be removed from the exhibition before the official closing time. The organizers request that the integrity of your booth 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 Move out period.

Space Only exhibitors are required to remove all booth material, display items and construction by **12pm on Friday October 1st 2021**. Should the exhibitor fail to finalize the dismantling process within this deadline Hyve will take necessary actions to dismantle the booth and remove all booth materials and display items. This will incur a cost which will be invoiced to the exhibitor after the show.

BOOTH LOCATION, NUMBER AND SIZE

You booth details can be found on the event floorplan, please email [Breakbulk Support](#) if you require any further details. Please ensure you display your booth number to make it visible to visitors, this helps them navigate their way around the show floor.

BOOTH REGULATIONS

Raw space/space only booth at the exhibition, you have a legal obligation to build your booths to the required standards as detailed in this manual. To ensure that you are building your booth to the correct regulations, plans are required to be submitted to [Essential Events](#) for approval to build.

- On raw space/space only sites, the minimum wall height is 8ft (2.44m). It is required that all space on the reverse of the wall (above 8ft/2.44m) needs to be dressed in plain white, as this could be looking over a neighboring booth. Please visit the [IAEE Guidelines](#) which is located on our manual page on the website for more booth height information.
- The Raw Space/Space Only Booth Appointed Contractor is required to supply a Risk Assessment and Method Statement along with your booth plans. All forms and other important information is located [here](#).
- The Raw Space/Space Only Booth Appointed Contractor is at the discretion of the exhibitor. The Organizers are required to be notified of any such contractors by filling out the Raw Space/Space Only Booth Exhibitor Appointed Contractor 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.
- It is essential the design of the booth is erected and dismantled within the time available.
- All exhibitors are required to ensure that they, or their Raw Space/Space Only Booth Appointed Contractor, submit a Risk Assessment and Method Statement for the Move in, Open, and Move out period, along with their booth plans.
- Fixings to Building Structures - All booth construction are required to 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 discoloration to the exhibition hall will be invoiced to the exhibitor.
- No exhibitors will be permitted to display company names, logos, lettering or branding of any kind, on to the rear of party walls overlooking neighboring booths. It is required to be dressed in plain white cloth.
- Walling in on open sides is at the discretion of the Organizers 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, it is mandatory that two thirds of the run need to be open or made from transparent material. Alternatively, solid walling may be placed 3ft (1m) in from the booth perimeter, subject to the Organizers approval. However, an open side that faces a bar, toilet or catering unit may be excluded from this regulation and can be completely enclosed.
- Raw Space/Space Only exhibitors are required to supply their own walling and should not use the backs of walls provided by other exhibitors.
- All booth structures, signs, exhibits, etc., need to be confined within the area allotted and may not project into or over the gangway.
- It is compulsory that all work carried out needs to be using non-flammable materials.
- It is essential that all booth construction, especially when of a prefabricated nature, shall commence at the earliest possible moment. While the Organizers will do everything possible to ensure that the allocated area is clear to build on, they cannot guarantee this availability once other booths 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 neighboring booths to store goods or work on or block gangways. This can be a source of irritation to fellow exhibitors when trying to set booths up. Please also ensure that you place any rubbish in the gangways rather than on other booths. Wherever possible rubbish should always be put into rubbish bags to minimize trip hazards.
- If an exhibitor erects a booth which does not conform fully to the requirements of the Organizers and local laws, the Organizers shall be at liberty to enter onto the exhibitors booth and alter, demolish and / or reconstruct the said booth to make it conform to the regulations and requirements. The exhibitors shall, on demand, repay the Organizers all expenses incurred by them in respect of such alterations, demolition and reconstruction.

- It is the responsibility of the exhibitor to ensure the booth is being built to the correct marks. If there is any doubt regarding the allotted floor space, please check with the Organizer's 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 booths and please be aware of any dust or noise generated by your work and keep this to a minimum.
- All Raw Space/Space Only booths should clearly display their booth number.
- Modular or "Pop Up" displays (unless expressly designed to do so) cannot be used as the only booth construction on a Raw Space/Space Only booth. Appropriate walling needs to be ordered to separate the booth from its neighbor(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.

CONTRACTOR ACCESS

Contractors are obligated to only be in the halls during an exhibition where they have been asked to attend a booth that requires attendance due to an urgent or dangerous safety situation and with permission of the organizers, otherwise all works are required to 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.

CONSTRUCTION MATERIALS

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

GANGWAYS

It is essential exhibitors ensure that for health & safety reasons and to aid the access of other exhibitors, to please keep gangways clear of all items, including booth fitting materials and exhibits during Move in and Move out. **The minimum aisle space applicable to all exhibitors is 10 feet.**

Please be aware: Emergency gangways are always required to be kept clear. A copy of this is available from the organizer's office.

SUBMISSION OF DRAWING

All Raw Space/Space Only booths are required to submit drawings of your booths for approval. Drawings showing all proposed construction are required to 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 booth.

Submission details required:

- Plan view, showing the dimensions and positions of audio-visual equipment, walling, seating, features, major working exhibits and demos.
- Booth number is important.
- 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 Space Only Booth Appointed Contractor.
- Full contact details for your booth contractor/designer.
- Health and Safety form.

All Space Only booth drawing submissions are required to be sent for approval by **Friday August 13th** and be submitted to:

Essential Events – Raw Space/Space Only Booth Approval Contractor	
Tel: +44 1926 470 100	Email: ghanstock@essentialevents.co.uk
Forms Here	
Deadline: Friday August 13 th 2021	

If you require further clarification, please [contact](#) the Breakbulk team.

WALLING IN ON OPEN SIDES

No more than one third of each open side can be walled in. Otherwise the wall is required to be see-through or set back into the booth by 3ft (1m).

PIPE AND DRAPE BOOTHS

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

The below sample visual is for reference only. The pipe and drape booked with the show Organizer may look different depending on the booth size, location and orientation.

For each pipe and drape package, the organizer 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

*Floorcovering and Electric are not included in your package. Please visit the [Exhibitor Kit](#) to order.



Whether you're after adhesive logos, pop-up banners or seamless wall panels, if you have Pipe & Drape booth, graphics are a great way of boosting your brand presence on-site. Unfortunately, graphics are not included within Pipe & Drape packages unless specifically mentioned.

If you would like to upgrade this booth, please [contact](#) Shepard. They offer upgraded booth options in a variety of designs. Shepard's contact details are:

Shepard – Exhibitor Services	
Tel: +1 832 799 5700	Email: houston@shepardes.com
Form: Exhibitor Kit	

BOOTH REGULATIONS

The official pipe and drape contractor are Shepard. It is their responsibility to carry out all construction work on the booth.

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

- If you intend to do any construction within the confines of your pipe and drape booth you will need to submit your booth plans, risk assessment for the construction activity and method statement to Essential Events. Please note that this is subject to approval.
- Please do not make permanent fixings or changes to the booth drapes. Any damage caused to the pipe and drape is chargeable and will be passed back to the exhibitor. Your booth 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 booth you are required to obtain permission from the Organizers before any arrangements are made. It is mandatory to have at least two thirds of each open side that 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 booth contractor and the Organizers. Interior work needs to 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 booth as some parts are not designed to be weight bearing. Shepard are happy to provide advice and you are required to ensure that you consult with Shepard.
- 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 8ft only. However, should there be any request to display materials which exceeds the height limit of the booth, please contact the show Organizer for permission and approval.
- Shepard reserves the right to impose charges on any modifications applied to any parts of the pipe and drape booth.

IMPORTANT! All appropriate forms from Shepard are [here](#).