



BREAKBULK
AMERICAS



SEPTEMBER 27-29, 2022

a Hyve event

GEORGE R. BROWN CONVENTION CENTER | HOUSTON, USA

2022 EXHIBITOR MANUAL

**YOUR GUIDE TO A
SUCCESSFUL EVENT**

Dear Exhibitor,

Welcome to Breakbulk Americas 2022!

We're delighted that you will be exhibiting with us at Breakbulk Americas from September 27 to 29 at George R. Brown Convention Center in Houston, USA.

Breakbulk Americas brings industry professionals together from across the supply chain and at the heart of our community from industry decision-makers; EPCs, manufacturers, logistics to procurement executives.

We understand it takes a lot to co-ordinate your stand, it's for this reason that we've created this Exhibitor Manual; a one-stop-shop containing all the vital information you need. You can also find a copy of the Exhibitor Manual on the Exhibitor & Sponsor Portal page of the [Breakbulk website](#).

Please take time to read through all the information and instructions provided, including the deadlines given. We have included deadline dates throughout the Exhibitor Manual as reminders for ordering the services you may require at the show.

A little time spent now coordinating your participation will save you last minute inconvenience and unnecessary expense. Please keep an eye out for the ordering deadlines as the prices do increase significantly after the deadlines have passed.

Please feel free to contact the Breakbulk Customer Success and Operations Team at any time if you have any queries regarding this Manual or your stand, their contact details are:

Customer Success breakbulksupport@breakbulk.com +44 20 3855 9560

We look forward to working with you over the coming months and to welcoming you to the event in Houston for the September 2022 edition.

Best wishes,

Jamie Reesby
Event Director
Hyve Group Plc



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ORGANIZER CONTACTS

Contact Name	Function	Contact Number	Email
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Ben Law	VIP Recruiter	+44 20 3545 9712	Ben.Law@hyve.group
Alexandra Da Fonte Martins	Content Producer	+44 20 3545 9642	Alexandra.Martins@hyve.group
Connel Rogers	Content Producer	+44 20 3545 9678	Connel.Rogers@hyve.group

OFFICIAL CONTRACTOR CONTACTS

Service	Contact Information
The Expo Group Audio Visual Equipment Furniture Carpet Graphics Rigging/ Hanging Signs Booth Rentals/ Pipe and Drape Booths Logistics and Freight Material Handling and Shipping Services Forklift Services and Storage Manpower (labor) Fascia (Nameboard) Booth Cleaning Electrics Internet & Telephone Plumbing Services - water, air & gas	The Expo Group +1 972 580 9000 ExhibitorService@theexpogroup.com
Levy Restaurants (Exclusive Venue Vendor) Catering	Kalli Tuma +1 713 853 8043 ktuma@Levyrestaurants.com
Essential Events Booth Plan Approval	Lynn Hanstock +44 1926 470 100 lhastock@essentialevents.co.uk
onPeak Accommodation	onPeak +1 312 527 7300 breakbulk@onpeak.com
CDS Registration Badge registration	CDS +1 508 743 8571 BreakbulkAmericas@xpressreg.net
Burnett Specialists Temp staff	Peyton Singletary +1 713 375 3102 / +1 713 416 4960 PeytonS@burnettspecialists.com
InEvexco Insurance	InEvexco +44 173 275 7630 exhibitor@inevexco.co.uk
Kay Resources Security	Danny Kay +1 281 989 7740 danny@kayresources.com

EMERGENCY NUMBERS IN AMERICA

GRB Security Dispatch 24-hours +1 713 853 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.

IMPORTANT DEADLINES

The Expo Group		
Audio Visual Equipment Furniture Carpet Graphics Rigging/ Hanging Signs Booth Rentals/ Pipe and Drape Booths Logistics and Freight Material Handling and Shipping Services Forklift Services and Storage Manpower/ Labor Fascia (Nameboard) Booth Cleaning	Discount Deadline: Monday, August 22, 2022	Exhibitor Webshop
Electrics Internet & Telephone Plumbing Services - water, air & gas	Friday, September 9, 2022	Exhibitor Webshop
Portable Solutions, Perspective Rental Exhibits and Accessories, and Graphics	50% Expedite Fee if ordered after Sunday, September 4, 2022. 100% Expedite Fee if ordered after Sunday, September 11, 2022.	Exhibitor Webshop
Cancellation Dates - Portable Solutions, Perspective Rental Exhibits and Accessories, and Graphics	A 50% penalty is charged for cancellations after Monday, August 22, 2022 , and prior to Thursday, September 15, 2022.	
Manpower/ Labor	Labor cancellations received less than 2 days prior to scheduled service will be billed a 1-hour minimum charge.	Exhibitor Webshop
Shipping - Advance Warehouse Shipments	Advance Shipments will be accepted between Monday, August 22, 2022 to Monday, September 22, 2022. Materials received after Sunday, September 18, 2022 will be subject to an additional surcharge.	
Shipping - Direct Shipments to George R Brown Convention Center - Halls A & B	Direct shipments must arrive at show-site beginning at 8:00am on Sunday, September 25, 2022 to Thursday, September 29, 2022.	
All Remaining Services	Received on or after Thursday, September 15, 2022 , are subject to a charge of 100% of the order total.	Exhibitor Webshop
Exhibitor Webshop Closed Deadline	Monday, September 26, 2022 (online portal close once show opens)	Exhibitor Webshop
Levy Restaurants (Exclusive Venue Vendor)		
Catering	Tuesday, September 6, 2022 <i>Any orders received within 21 days of the show, will incur a 25% late fee</i>	Catering Exhibitor Menu Catering Exhibitor Order Form

Essential Events		
Booth Plan Approval	Friday, August 12, 2022	Raw Space (Space Only) Exhibitor Appointed Contractor Form Method Statement Risk Assessment Each form to be submitted with drawings of exhibit space – Email Directly
onPeak		
Accommodation	Thursday, September 8, 2022	Booking link
CDS Registration		
Badge Registration	ASAP	Registration link
Burnett Specialists		
Temp staff	Tuesday, September 20, 2022	Email Directly
InEvexco		
Insurance	ASAP	Please upload your proof of insurance documents to the InEvexco Portal
Kay Resources		
Security	Saturday, September 10, 2022	Saturday, September 10 Special Security Order Form , Credit Card Authorization Form To fill in form electronically, open in Adobe Acrobat Reader and click 'Fill & Sign' button
XPress Connect		
Lead Retrieval	Early Bird: Saturday, July 30, 2022 Advanced Deadline: Monday, September 26, 2022 Any orders after this date will be charged normal rates	Direct Link Show Code: batc0922

TIMETABLE

Exhibitors must ensure their stand build can be completed and dismantled to the below 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. Further details will be sent to you closer to the event.

Dates - Move In	Hall Open	Access Schedule
Saturday, September 24	10am - 6pm	Raw Space / Space Only (all non-Pipe & Drape booths) construction
Sunday, September 25	8am - 6pm	Raw Space / Space Only (all non-Pipe & Drape booths) construction
Monday, September 26	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 27	8am - 12pm	Booth dressing only - no construction permitted
	Hall Closed	Halls to be clear of all personnel
	12pm - 4.30pm	
Dates - Exhibition Open	Hall Open	Show Open Schedule
Tuesday, September 27	4.30pm - 8pm	5pm - 8pm, Welcome Reception on Exhibit Floor
Wednesday, September 28	9am - 7pm	10am - 6pm
Thursday, September 29	9am - 2pm	10am - 2pm
Dates - Registration	Hall Open	Registration Open Times
Tuesday, September 27	8am - 4.30pm	8am - 6pm
Wednesday, September 28	9am - 7pm	8am - 6pm
Thursday, September 29	9am - 2pm	8am - 2pm
Dates - Move Out	Hall Open	Access Schedule
Thursday, September 29	2.30pm - 8pm	Move out commences once permitted All Pipe & Drape exhibits need to be clear by 6pm
Friday, September 30	8am - 12pm	All contractors & exhibits to be clear of halls by 12pm

All exhibits must be fully installed, finished decorating their booth, empty containers removed and moved to storage and exhibition halls exited by **12pm on Tuesday, September 27, 2022**. Additional charges may apply for empty removal after this time.

It is the Exhibitor's responsibility to ensure their exhibit space is cleared by **12pm on Friday, September 30, 2022**. The organizer cannot be held responsible for any items left unattended after this time. Unfortunately, any equipment/products left will be disposed of 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.

Address: George R Brown Convention Center - 1001 Avenida De Las Americas, Houston, TX 77010, United States

Event Halls: Halls A and B are used for this show.



GETTING TO THE VENUE

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

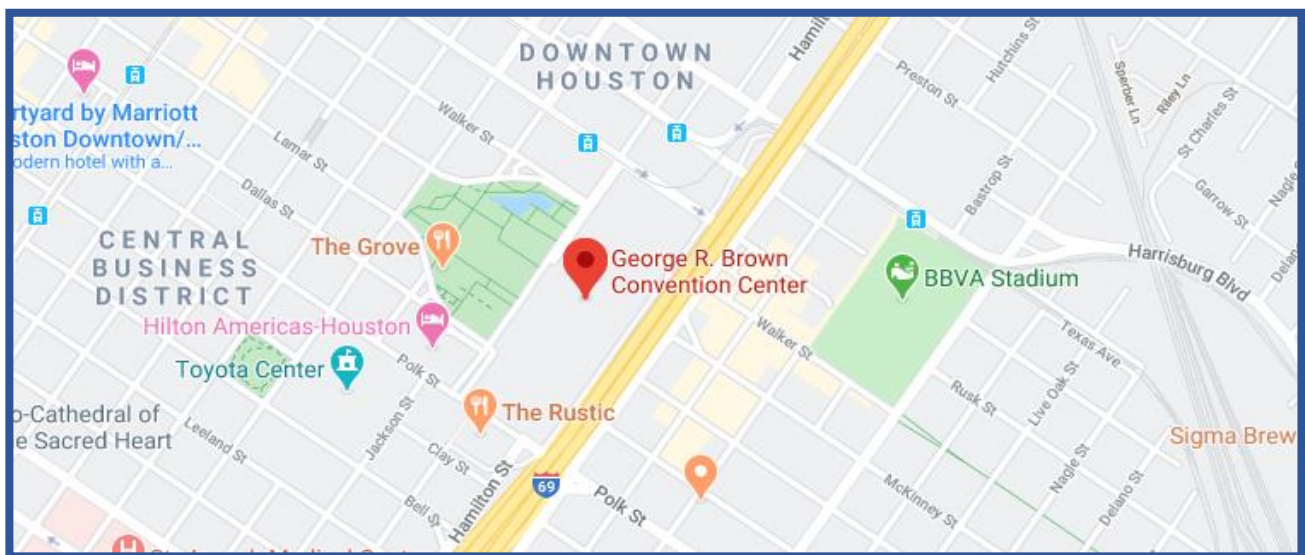
Take Avenida de las Americas South > left on Polk Street > left on Chartres > Docks are accessed from Chartres Street be on the left at Walker Street

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



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 attendees of Breakbulk Americas. Please click [here](#) to book hotels as soon as possible as they book out quickly!

Deadline to book discounted hotel rooms through onPeak is **Thursday, September 8, 2022**.

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.

For any tailor-made requests, please contact directly to discuss if any arrangements can be catered to. Their contact details are as follows:

Levy Restaurants (Exclusive Vendor)		
Kalli Tuma Assistant Director of Catering Sales	Tel: +1 713 853 8043	Email: ktuma@Levyrestaurants.com
Deadline: Tuesday, September 6, 2022 <i>A 25% late fee will apply to all orders received within 21 days of the show</i>		
Forms: Catering Exhibitor Menu , Catering Exhibitor Order Form		

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 Thursday, September 29, 2022**.

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.

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. Badges are to be printed onsite at the venue upon arrival as we are removing plastic holders.

During open days of the exhibition, for security and Health and Safety reasons, it is 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.

Please note, contractors and stand builders do not need to register for a badge. As registration occurs before build-up, only attendees who require access to show floor as required to register. For Build-up and Breakdown, wristbands will be provided to contractors/ stand builders by Security personnel once stand details are confirmed.

REGISTRATION

Registration for Breakbulk Americas can be accessed [here](#). Login details will be sent from CDS Registration team.

VISA INFORMATION

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

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
Direct Link: https://www.xpressleadpro.com/fe2/expick.php?showcode=batc0922 Show Code: batc0922	
Early Bird: Saturday, July 30, 2022 Advanced Deadline: Monday, September 26, 2022 <i>Any orders after this date will be charged normal rates</i>	

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.

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.

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 and it is your responsibility to order via The Expo Group's [Exhibitor Webshop](#).

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.

DELIVERIES, MATERIAL HANDLING AND FREIGHT SERVICES

The Expo Group 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 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.

The Expo Group can assist with:

- 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 end of the show

You are obligated to notify the Expo Group with details of your shipment before it departs the origin country. Please ensure you take out adequate insurance to cover the value of your exhibit to and from the show.

For further information on all deliveries, material handling and freight, please visit The Expo Group's [Exhibitor Webshop](#) under Material Handling and Shipping.

FORKLIFTS AND OTHER AVAILABLE FREIGHT SERVICES

Forklift services to install or dismantle booths can be ordered in advance or on-site. Please order this through the official contractor. Please visit The Expo Group's [Exhibitor Webshop](#) to order this service.

STORAGE OF EXHIBITOR CASES/TRAILERS/CONTAINERS

The Expo Group are our official contractor for storage at the show. Only shipments where manual handling charges have been paid to will be eligible for 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

The Expo Group	
Tel: +1 972 580 9000	Email: ExhibitorService@theexpogroup.com
Exhibitor Webshop	
Deadline: Monday, August 22, 2022	
<i>Surcharges vary depending on items and their categories within the exhibitor kit</i>	
Advance Warehouse Shipments - Delivery Hours: Monday - Friday, 9:00am - 3:00pm	
Direct to Show Shipments Address not be delivered prior to: Sunday, September 25, 2022 at 8:00am.	

SHIPPING INFORMATION

Advance Receiving at the Warehouse

Address:

<EXHIBITOR COMPANY NAME>
 <EXHIBITOR BOOTH NUMBER>
 Breakbulk Americas 2022
 c/o The Expo Group
 ABF Freight
 5880 Kelley Street
 Houston, TX 77026

- Advance Shipments will be accepted between Monday, August 22, 2022 to Monday, September 22, 2022.
- Materials received after Sunday, September 18, 2022 will be subject to an additional surcharge.
- Warehouse hours are Monday through Friday, 9:00am to 3:00pm.
- The warehouse will be closed Monday, September 5, 2022 for the Labor Day holiday.

Direct Shipments to George R Brown Convention Center - Halls A & B

Address:

<EXHIBITOR COMPANY NAME>
 <EXHIBITOR BOOTH NUMBER>
 Breakbulk Americas 2022
 George R Brown Convention Center
 c/o The Expo Group
 1001 Avenida de las Americas
 Houston, TX 77010

- Direct shipments must arrive at show-site beginning at 8:00am on Sunday, September 25, 2022 to Thursday, September 29, 2022. Shipping labels are included in this Exhibitor Service Manual.

Please Note: All items and materials that are brought into the facility may be subject to Material Handling charges and are the responsibility of the Exhibitor. This also applies to items not ordered through the Official Show Vendors.

Show Carriers:

Common Carrier: ABF Freight

International Freight Forwarder and Customs Broker: Airways Air & Int'l Freight Forwarder

Shipping labels can be found on The Expo Group's [Exhibitor Webshop](#) page. Please use them to help expediate handling and read the Shipping Information section for details on what should be included with labels.

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 The Expo Group.

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.

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, The Expo Group will discuss and bill for material 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 employee to help traffic flow and inspection on type of vehicle. For more information, please visit The Expo Group's [Exhibitor Webshop](#).

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: #BBAM2022

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: Saturday, September 10, 2022	
Forms: Special Security Order Form , Credit Card Authorization Form <i>To fill in form electronically, open in Adobe Acrobat Reader and click 'Fill & Sign' button.</i>	

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.

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.

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 +1 713 853 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 [Teani Templin](#) 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 [Teani Templin](#) or the GRB Convention Services Department at +1 713-853-8000.
- 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 or five (5) gallons of fuel, whichever is less 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. For more detailed information, please refer to the 1.9 and 1.10 clauses under the Insurance section in the T&Cs of your signed contract. The evidence of cover should be received by **30 days before the event**. Please contact [Customer Success](#) if you need any more assistance.

METHOD STATEMENTS

The method statement is 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 Space Only stands submit a Risk Assessment, a Method Statement, a Raw Space (Space Only) Exhibitor Appointed Contractor Form and booth plans for approval by Friday, August 12th to Essential Events.

Essential Events - Raw Space/Space Only Booth Approval Contractor	
Tel: +44 1926 470 100	Email: ghanstock@essentialevents.co.uk
Deadline: Friday, August 12, 2022	
Form: Method Statement	
Please note, Method Statement is to be submitted with Raw Space (Space Only) Exhibitor Appointed Contractor Form , Risk Assessment and drawings of exhibit space	

NOISE LEVELS

Maintain safe noise levels at or below 80dbA. Where noise levels exceed 80dbA, arrangements have to 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 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 are 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 works 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. 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.

All Raw Space/Space Only booths are required to provide a Risk Assessment, a Method Statement, a Raw Space (Space Only) Exhibitor Appointed Contractor Form and booth plans to Essential Events. Please note that this are subject to approval

Essential Events - Raw Space/Space Only Booth Approval Contractor	
Tel: +44 1926 470 100	Email: ghanstock@essentialevents.co.uk
Deadline: Friday, August 12, 2022	
Form: Risk Assessment	
Please note, Risk Assessment is to be submitted with Raw Space (Space Only) Exhibitor Appointed Contractor Form , Method Statement and drawings of exhibit space.	

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 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.

Please refer to the [IAEE Guidelines](#) for display rules and regulations.

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 2, Mezzanine E near the Starbucks & South 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 The Expo Group. Their information can be found in the contractor section of the Exhibitor Manual and order forms located in The Expo Group's [Exhibitor Webshop](#).

Audio Visual/Computer equipment, if ordered, will start to be installed on Sunday, September 25, 2022.

BUSINESS CENTRE

There is no Business Centre at the GRB. Business Center options located nearby are below:

- 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.

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 The Expo Group for information on electrical connections or if you need help with any specialist power requirements.

Please order any services online via The Expo Group's [Exhibitor Webshop](#).

Please note if you require power during Move in and Move out 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.

Levy Restaurants (Exclusive Vendor)		
Kalli Tuma Assistant Director of Catering Sales	Tel: +1 713 853 8043	Email: ktuma@Levyrestaurants.com
Deadline: Tuesday, September 6, 2022 <i>A 25% late fee will apply to all orders received within 21 days of the show</i>		
Catering Exhibitor Menu	Catering Exhibitor Order Form	

FLOORCOVERINGS & CARPET

The venue floor is not carpeted; therefore, you will need to order carpet with our official contractor, The Expo Group. Should you wish to provide your own carpet, floor flats or a platform, then it is required to be laid by an appropriate contractor.

Please note that we do not allow concrete flooring and if you do not provide your own floor covering, we will be using Expo Group to carpet the area and pass the cost onto the exhibitor. 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.

Please order any services online via The Expo Group's [Exhibitor Webshop](#).

FLOOR LOADING

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

GRAPHICS / SIGNS

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.

Please order any services online via The Expo Group's [Exhibitor Webshop](#).

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. Late working will be charged per hour when on site and is arranged onsite via the Organizers Office.

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 The Expo Group.

Please order any services online via The Expo Group's [Exhibitor Webshop](#).

PA SYSTEM

The organizer will have a PA System available in the event space. This is for show announcements and any necessary emergency announcements.

RIGGING / SUSPENDED SIGNS

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 The Expo Group for all rigging requirements.

Please order any services online via The Expo Group's [Exhibitor Webshop](#).

TEMPORARY STAFF

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

Burnett Specialists		
Peyton Singletary Staffing Manager/ Convention Specialist	Tel: +1 713 375 3102 Mob: +1 713 416 4960	Email: PeytonS@burnettspecialists.com
Deadline: Tuesday, September 20, 2022		

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 [Teani Templin](#).

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.

COMPLEX BOOTHS AND BOOTHS OTHER 13ft (4m):

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, September 30, 2022**. 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) 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 onsite 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

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 12, 2022**.

Essential Events – Raw Space/Space Only Booth Approval Contractor	
Tel: +44 1926 470 100	Email: ghanstock@essentialevents.co.uk
Deadline: Friday, August 12, 2022	
Forms: Method Statement , Risk Assessment and Raw Space (Space Only) Exhibitor Appointed Contractor Form	
Each form to be submitted with drawings of exhibit space.	

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

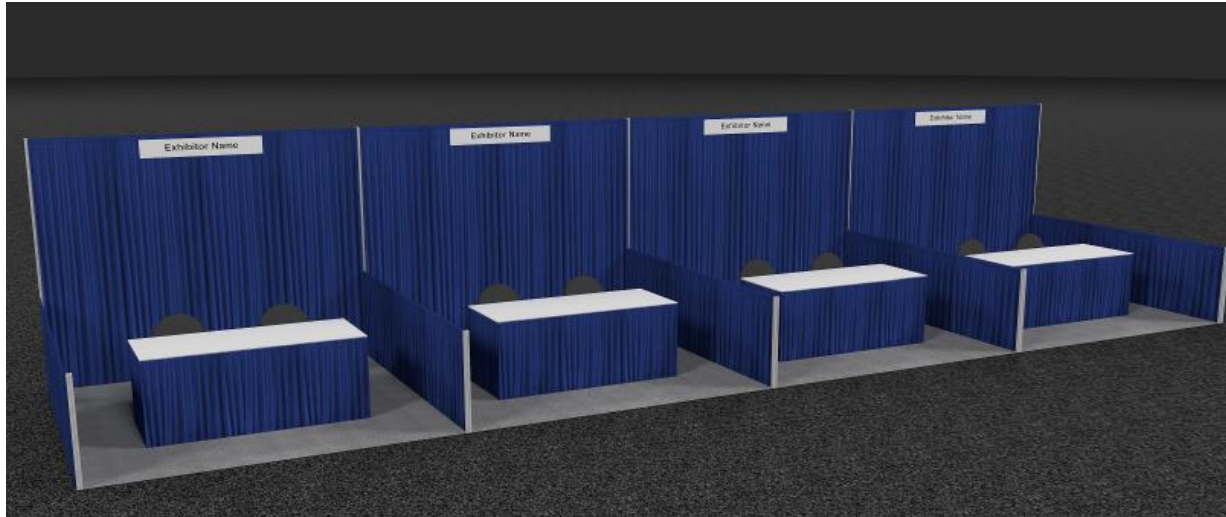
All Pipe and Drape booths will be built by the official contractor, The Expo Group.

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 Expo Group's [Exhibitor Webshop](#) to order services.



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 The Expo Group. They offer upgraded booth options in a variety of designs.

BOOTH REGULATIONS

The official pipe and drape contractor are The Expo Group. 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 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.
- 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.
- The Expo Group reserves the right to impose charges on any modifications applied to any parts of the pipe and drape booth.