

BREAKBULK

AMERICAS 26-28 SEPT 2023

Exhibitor Manual

Dear Exhibitor,

Welcome to Breakbulk Americas 2023!

We're delighted that you will be exhibiting with us at Breakbulk Americas 2023 from September 26 to 28 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 are the decision-makers; EPCs, manufacturers, logistics and procurement executives.

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

Please take time to read through all the information and instructions provided, including official contractor contacts on page 5 and important deadlines listed on page 6.

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 Breakbulk Support at any time if you have any queries regarding manual or your stand.

Their contact details are:

Email: breakbulksupport@breakbulk.com

Telephone: +44 20 3545 9605

We look forward to working with you over the coming months and to welcoming you to the event in Houston for the September 2023 edition.

Best wishes,

Jessica Dawnay
Portfolio Director, Breakbulk
Hyve Group Plc



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ORGANIZER CONTACTS

Contact Name	Function	Contact Number	Email
Breakbulk Support			
Anna Cerkasina	Customer Success Coordinator	+44 20 3545 9605	breakbulksupport@breakbulk.com
Operations			
Uliana Zeneli	Head of Operations	+44 20 3545 9633	Uliana.Zeneli@hyve.group
Ellie Woodward	Operations Manager	+44 20 3545 9615	Ellie.Woodward@hyve.group
Umit Bozdag	Operations Manager	+44 20 3545 9817	Umit.Bozdag@hyve.group
Teani Templin	Operations Coordinator	+44 20 3545 9721	Teani.Templin@hyve.group
Event Directors			
Jessica Dawney	Portfolio Director, Breakbulk	+44 20 3545 9771	Jessica.Dawney@breakbulk.com
Evan Carthey	Event Director, Americas	+1 346-250-3493	Evan.Carthey@breakbulk.com
Ben Blamire	Event Director, Middle East	+971 4 568 2066	Ben.Blamire@breakbulk.com
Sales			
Christian Thompson	Key Account Director, Breakbulk	+1 713 857 7821	Christian.Thompson@breakbulk.com
Erin Hamby	Sales Consultant	+1 346 250 2447	Erin.Hamby@breakbulk.com
Oliver Pensulo	Sales Manager	+971 5 8181 2200	Oliver.Pensulo@breakbulk.com
Charles Ramirez	Head of Key Accounts, Europe	+44 20 3545 9713	Charles.Ramirez@breakbulk.com
Thomas Caulfield	Sales Executive	+44 20 3545 9671	Tom.Caulfield@breakbulk.com
Hannah Joseph	Sales Manager	+44 20 3545 9575	Hannah.Joseph@breakbulk.com
Marketing			
Leslie Meredith	Marketing Director	+1 801 201 5971	Leslie.Meredith@breakbulk.com
Kinsey Chenault	Marketing Coordinator, Americas	+44 20 3545 9867	Kinsey.Chenault@breakbulk.com
Kevin Malomo	Marketing Coordinator	+44 20 3545 9406	Kevin.Malomo@breakbulk.com
Content			
Elizabeth Rankin	Head of Content	+44 20 3545 9469	Elizabeth.Rankin@breakbulk.com
Ben Law	Global Shipper Network Manager	+44 20 3545 9712	Ben.Law@hyve.group
Sophia Foo	Content Producer	+44 20 3545 9678	Sophia.Foo@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 Email: exhibitorservice@theexpogroup.com Telephone: +1 972 580 9000
Levy Restaurants (Exclusive Venue Vendor) Catering	Kalli Tuma Email: ktuma@Levyrestaurants.com Telephone: +1 713 853 8043
Essential Events Booth Plan Approval	Lynn Hanstock Email: lhastock@essentialevents.co.uk Telephone: +44 1926 470 100
onPeak Accommodation	onPeak Email: breakbulk@onpeak.com Telephone: +1 312 527 7300
CDS Registration Badge Registration Lead Retrieval	CDS Registration Email: BreakbulkAmericas@xpressreg.net Telephone: +1 508 743 8571
Burnett Specialists Temp Staff	Michelle Waldron Email: michellew@burnettspecialists.com Telephone: +1 713 375 3104 Tamera Allaway Email: tamera@burnettspecialists.com Telephone: +1 713 375 3158
InEvexco Insurance	InEvexco Email: exhibitor@inevexco.co.uk Telephone: +44 173 275 7630 Website: https://www.inevexco.co.uk/
Kay Resources Security	Danny Kay Email: danny@kayresources.com Telephone: +1 281 989 7740

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 Booth Cleaning Carpet Electrics Fascia (Nameboard) Forklift Services and Storage Furniture Graphics Internet & Telephone Logistics and Freight Manpower/ Labor Material Handling and Shipping Pipe and Drape Booths Plumbing Services - water, air & gas Rigging/ Hanging Signs Shipping	Early Bird Deadline: Monday, August 21, 2023 <i>After this date, standard rates apply for services.</i> Exhibitor Webshop Closed: Friday, September 22, 2023 (please go to onsite service desk after this date)	The Expo Group Exhibitor Webshop
Levy Restaurants (Exclusive Venue Vendor)		
Catering	Tuesday, September 5, 2023 <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 11, 2023	Raw Space (Space Only) Exhibitor Appointed Contractor Form Method Statement Risk Assessment <i>Each form to be submitted with drawings of exhibit space - Email Directly</i>
onPeak		
Accommodation	Thursday, September 7, 2023	onPeak Hotel Booking Link
CDS Registration		
Badge Registration Lead Retrieval	ASAP	Registration Link <i>Book your ticket!</i> Registration Resource Center <i>Login to access your current registration details</i>
Burnett Specialists		
Temporary Staff	Tuesday, September 19, 2023	Email Directly: Michelle Waldron Email Directly: Tammera Allaway
InEvexco		
Insurance	ASAP	You have been sent a unique link to upload the certificate to portal
Kay Resources		
Security	Saturday, September 9, 2023	Special Security Order Form <i>To fill in form electronically, open in Adobe Acrobat Reader and click 'Fill & Sign' button</i>

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.

Dates - Move In	Hall Open	Access Schedule
Saturday, September 23	10am - 6pm	Raw Space (Space Only) commence construction
Sunday, September 24	8am - 6pm	Raw Space (Space Only) continue construction
Monday, September 25	8am - 6pm 12pm - 6pm	All Raw Space (Space Only) construction to be completed by 6pm Access for Pipe & Drape booth exhibitors
Tuesday, September 26	8am - 12pm	Booth dressing only - no construction permitted
	Hall Closed 12pm - 4.30pm	Halls to be clear of all personnel
Dates - Registration	Registration Open Times	
Monday, September 25	12pm - 6pm	
Tuesday, September 26	8am - 8pm	
Wednesday, September 27	8am - 6pm	
Thursday, September 28	8am - 2pm	
Dates - Exhibition Open	Hall Open	Show Open Schedule
Tuesday, September 26	4.30pm - 8pm	5pm - 8pm, Welcome Reception on exhibition floor
Wednesday, September 27	9am - 7pm	10am - 6pm
Thursday, September 28	9am - 2pm	10am - 2pm
Exhibitors can access the halls one hour before the show commences		
Dates - Move Out	Hall Open	Access Schedule
Thursday, September 28	2.30pm - 8pm	Move out commences once permitted All Pipe & Drape exhibits need to be clear by 6pm
Friday, September 29	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 26, 2023**. 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 29, 2023**. 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 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:

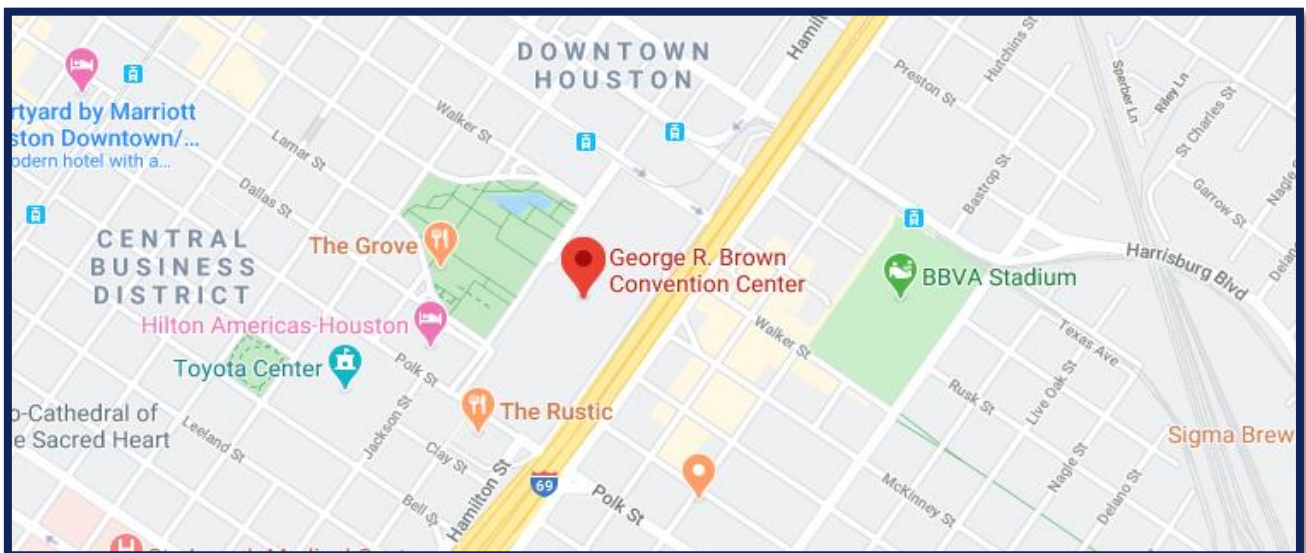
Take Avenida de las Americas South > left on Polk Street > left on Chartres > Docks are accessed from Chartres Street be on the left at Walker Street

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 [onPeak Hotel Booking Link](#) to book accommodation as soon as possible as they book out quickly!

Deadline to book discounted hotel rooms through onPeak is **Thursday, September 7, 2023**.

For any assistance with booking please contact onPeak on:

Email: breakbulk@onpeak.com

Telephone: +1 312 527 7300

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.

Deadline: **Tuesday, September 5, 2023**

A 25% late fee will apply to all orders received within 21 days of the show

For any tailor-made requests, please contact Levy Restaurants directly to discuss if arrangements can be catered to on:

Kalli Tuma

Email: ktuma@Levyrestaurants.com

Telephone: +1 713 853 8043

Forms: [Catering Exhibitor Menu](#), [Catering Exhibitor Order Form](#)

COMPLETION OF THE TENANCY

It is the exhibitor's duty to remove all booth material and display items for:

All Pipe & Drape exhibits by **6pm on Thursday, September 28, 2023**.

All Raw Space (Space Only) exhibits by **12pm on Friday, September 29, 2023**.

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. There will be a charge for excessive rubbish, and this will be invoiced directly 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 staff is required to have an exhibitor badge to gain access to the halls. Exhibitor badges must be worn at all times.

During show days of the exhibition for security and Health and Safety reasons it is imperative exhibitor badges are only used by staff that are working on the booth and should not be given to anyone else. Exhibitor badges are not to be used by visitors and all visitors must register for the event to receive a badge.

Please note, contractors and stand builders do not need to register for a badge. Only attendees who require access to show floor are required to register. For move in and move out, wristbands will be provided to contractors/ stand builders by Security personnel once stand details are confirmed.

REGISTRATION

Breakbulk Americas 2023 registration is now live, please click [Registration Link](#) to book your ticket.

To login to your existing registration, please visit the [Registration Resource Center](#).

VISA INFORMATION

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

LEAD RETRIVAL SERVICES

To order lead retrieval services, please contact CDS Registration.

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 back lot behind exhibit halls (During show days the cost is \$15 per day/per spot to park in back lot behind exhibit halls. 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. **For more information, please visit the [GRB website](#) for parking and directions.**

There are multiple parking options at the venue:

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

CLEANING AND 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.

GRB bins are clearly marked for paper, trash, organic and plastic/aluminum disposal.

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 Exhibitor Webshop](#).

DILAPIDATIONS

Exhibitors are liable for any damage they may cause to buildings, floors, walls, columns, 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 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 onsite. Please order this through the show's official contractor The Expo Group via the [The Expo Group Exhibitor Webshop](#).

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. Onsite 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. Three types of storage is available at variable 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 a place to store your exhibit/products for longer periods of time.

Orders can be made through [The Expo Group Exhibitor Webshop](#).

Early Bird Deadline is **Monday, August 21, 2023**. After this date, standard rates apply for services.

For any assistance, please contact Expo Group directly on the following details:

Email: exhibitorservice@theexpogroup.com

Telephone: +1 972 580 9000

SHIPPING INFORMATION

Shipments are able to be made to The Expo Group Warehouse ahead of the show or direct to the exhibition. Below gives further information on these two options:

Advance Receiving at the Warehouse

- Advance Shipments will be accepted between Tuesday, September 5, 2023 to Monday, September 18, 2023
- Materials received after Monday, September 18, 2023 will be subject to an additional surcharge
- The Expo Group will accept crated, boxed or skidded materials at the below address and certified weight tickets must accompany all shipments.

- The Expo Group Warehouse does not accept uncrated freight (loose, pad-wrapped material and/or un-skidded machinery), COD shipments, hazardous materials, freight requiring refrigerated or frozen storage, a single piece of freight weighing more than 5,000 pounds or a single piece of freight beyond the dimensions of 108" H x 93" W.
- Warehouse hours are Monday to Friday, 9:00am - 3:30pm. Hours may be extended the day before show open and the day of show close to assist with additional exhibitor needs. Warehouse will be closed Monday, September 4, 2023 for Labor Day.

Address:

<EXHIBITOR COMPANY NAME>
<EXHIBITOR BOOTH NUMBER>
Breakbulk Americas 2023
c/o The Expo Group
ABF Freight
5880 Kelley Street
Houston, TX 77026

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

- Direct shipments must arrive from Sunday, September 24, 2023 to Thursday, September 28, 2023.
- Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility are the responsibility of the Exhibitor. Certified weight tickets must accompany all shipments.

Please note: All materials received by The Expo Group are subject to Material Handling Charges and are the responsibility of the Exhibitor. This also applies to items not ordered through the Official Show Vendors. Refer to the material handling form for rates and details. Please be aware that disposal of exhibit properties is not included as part of your material handling charges. Please contact The Expo Group for your personalized quotes and detailed rules for disposal of your exhibit properties.

Address:

<EXHIBITOR COMPANY NAME>
<EXHIBITOR BOOTH NUMBER>
Breakbulk Americas 2023
George R Brown Convention Center
c/o The Expo Group
1001 Avenida de las Americas
Houston, TX 77010

Official Show Carriers:

Common Carrier: ABF Freight

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

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.

Personally Owned Vehicles (POV) 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 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 send an enquiry to our Breakbulk marketing team and they will be able to provide guidance.

PUBLIC RELATIONS & SOCIAL MEDIA

Breakbulk would like to support your PR initiatives. We would be happy to post your press releases on our website (subject to Marketing Director's approval). Please contact Leslie Meredith on Leslie.Meredith@breakbulk.com.

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

- Twitter: @Break_bulk
- LinkedIn: Breakbulk Events & Media
- Facebook: <https://www.facebook.com/breakbulkeventsmedia>
- Instagram: @Break_bulk
- YouTube: <https://www.youtube.com/@Breakbulk>
- Hashtag: #bbam2023

SECURITY

Breakbulk Americas provides adequate security during move in, move out and show days.

It is the exhibitors full responsibility for all items on their booth for the duration of the event. To ensure good security, 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.

If you would like to book additional security, please contact Kay Resources to discuss your security requirements. Their contact details are:

Danny Kay

Email: danny@kayresources.com

Telephone: +1 281 989 7740

Deadline: **Saturday, September 9, 2023**

Forms: [Special Security Order Form](#)

HEALTH AND SAFETY

Hyve Group consider the health and safety of all its full-time employees, part-time employees, casual workers, customers and contractors to be of great importance. 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 to:

- 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 required to carry out their own 'Risk Assessment'. If you are a raw space booth or using a contractor to build your booth, you are required to complete a Risk Assessment and submit with your booth submission.

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. 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 to maintain data protection. If you are involved in, or a witness to an accident whilst onsite 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 whilst onsite 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

Balloons are permitted if they do **not** contain helium. If you intend to have balloons on your booth, it is essential this is included in the risk assessment and noted on your booth plan submission. 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 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 or 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 PA 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.

For any emergencies, please contact the 24 hours GRB Security Dispatch telephone on +1 713 853 8087.

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.

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 GRB 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 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. The first aid office is located next to Show Office A. In an emergency, please contact nearest steward or the organizers office.

INSURANCE PUBLIC LIABILITY

Exhibitors are responsible for obtaining PLI insurance protection for their exhibits, property and personnel against all risks as stated in the General Conditions. Equipment should be insured both in transit and on location at the exhibition site for the entire period of the exhibition. 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. Please contact [Breakbulk Support](#) if you need any more assistance.

All copies of insurance policies must be submitted before deadline the first day of build-up.

The Exhibitor is fully responsible for obtaining Public Liability Insurance to value of **£2,000,000**.

- The cost of the policy is \$220.00.
- This insurance is available to exhibiting companies only; contractors must obtain their own insurance to the required level of cover.

Insurance cover should include:

- PLI (Public Liability Insurance to the value of £2,000,000)
- Personal Injury
- Third Party Claims
- Expenses incurred and/or losses of any kind, including losses resulting from the abandonment or postponement of the exhibition
- Medical expenses and baggage cover
- Value of the stand, including the fittings

A full specimen wording, showing the terms, conditions and exceptions of the cover, is available from InEvexco Ltd. It is the Customer's responsibility to read the policy wording as some exclusions apply. This service is provided on a non-advised basis and it is the Customer's responsibility to make sure that the minimum limits are sufficient for its needs.

The standard limits provided by the Insurance Participation Fee are: Cover Headings Standard Limits Brief Summary of the Cover Exhibitor Expenses GBP 20,000 Loss of irrecoverable expenses sustained as a result of cancellation, abandonment, curtailment, postponement or removal to alternative premises; inability to open or keep open the Customer's stand/space due to damage to Exhibitor Property at the Venue, in transit to the Venue or damage to the Venue itself; late or non-arrival of Exhibits or of the Customer's staff/representatives; failure to vacate the Venue within

the contracted time; reasonable additional costs and expenses incurred in avoiding or diminishing a loss; for reasons beyond the Customer's control.

METHOD STATEMENTS

A method statement is a document that is part of safety induction and primarily provides specific instructions on how to safely perform a work related task, or operate a piece of equipment. In your method statement 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.

Only Raw Space (Space Only) exhibitors are required to submit method statements.
Please submit all forms with stand designs to [Essential Events](#) for assessment.

Deadline Date: **Friday, August 11, 2023**

Forms:

[Raw Space \(Space Only\) Exhibitor Appointed Contractor Form](#)

[Method Statement](#)

[Risk Assessment](#)

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

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

All exhibitors and contractors are required to always wear appropriate PPE 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 and move out periods, the use of heels, sandals or open shoes are not permitted.
- High visibility vests - it is highly recommended to wear during the move in and move out periods including 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. You are required to protect people as far as is reasonably practicable. It is simply a careful examination of what could cause harm to people, so that you can weigh-up whether you have taken enough precautions or should do more to prevent harm. Workers and others have a right to be protected from harm caused by a failure to take reasonable control measures.

Hyve Group has carried out suitable and sufficient assessment of the risks associated with this event, details of which can be obtained from the organizer's office.

Only Raw Space (Space Only) exhibitors are required to submit risk assessments.
Please submit all forms with stand designs to [Essential Events](#) for assessment.

Deadline Date: **Friday, August 11, 2023**

Forms:

[Raw Space \(Space Only\) Exhibitor Appointed Contractor Form](#)
[Method Statement](#)
[Risk Assessment](#)

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 EQUIPMENT

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 Exhibitor Webshop](#).

Early Bird Deadline is **Monday, August 21, 2023**. After this date, standard rates apply for services.

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 & Drape and Raw Space (Space Only) booths are not inclusive of electrics.

If your display has any of the following: lights, computer printers, plasma, screens, etc you will need to order electrical power outlets.

Orders can be made through [The Expo Group Exhibitor Webshop](#).

Early Bird Deadline is **Monday, August 21, 2023**. After this date, standard rates apply for services.

Please note if you require power during move in and move out you will need to order it.

No electrical work is permitted to be done by anyone other than the official electrical contractor.

Please contact The Expo Group for any queries or for any specialist power requirements. Their contact details are:

Email: exhibitorservice@theexpogroup.com

Telephone: +1 972 580 9000

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.

Please contact Levy Restaurants directly to discuss any orders or if you have any queries. Contact details are as follows:

Kalli Tuma

Email: ktuma@Levyrestaurants.com

Telephone: +1 713 853 8043

Deadline: **Tuesday, September 5, 2023**

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, The Expo Group.

Please order online via [The Expo Group Exhibitor Webshop](#).

Early Bird Deadline is **Monday, August 21, 2023**. After this date, standard rates apply for services.

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.

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 onsite.

Graphics are **not** included within Raw Space (Space Only) or Pipe & Drape packages unless specifically mentioned. If you wish to order graphics for your booth, you can arrange via [The Expo Group Exhibitor Webshop](#).

For any queries, please contact Expo Group on the following details:

Email: exhibitorservice@theexpogroup.com

Telephone: +1 972 580 9000

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 onsite and is arranged onsite via the Organizers Office.

INTERNET / WIFI

We highly recommend ordering a hardwired connection to show or present on your booth 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. You can order services via [The Expo Group 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 only.

RIGGING / SUSPENDED SIGNS

All Rigging at the show is required to be approved by the Organizers prior to arriving onsite. **Raw Space (Space Only) booths are required to submit rigging and dimensions with booth plans to [Essential Events](#) for assessment.**

Please note, rigging contractors from The Expo Group are the only official contractors permitted to rig from the roof. If you wish to rig any banners at the show, please contact The Expo Group for all rigging requirements.

To order services, please visit [The Expo Group Exhibitor Webshop](#).

TEMPORARY STAFF

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

Michelle Waldron

Email: michellew@burnettspecialists.com

Tel: +1 713-375-3104

Tammera Allaway

Email: tammera@burnettspecialists.com

Telephone: +1 713 375 3158

Deadline: **Tuesday, September 19, 2023**

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 (¼) 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](mailto:Teani.Templin) for any queries.

RAW SPACE (SPACE ONLY)

Only Space Only exhibitors are required to submit the below documentation.

Please submit all forms with stand designs to [Essential Events](#) for assessment.

Deadline Date: **Friday, August 11, 2023**

Forms:

[Raw Space \(Space Only\) Exhibitor Appointed Contractor Form](#)

[Method Statement](#)

[Risk Assessment](#)

The Expo Group is our recommended stand contractor. To obtain a custom stand design solution, please contact them directly at exhibitorservice@theexpogroup.com.

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 & 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.

All Raw Space (Space Only Booths) should comply with the regulations set out in the [IAEE Guidelines](#). The following information is in line with these guidelines and has our show regulations included. Please note, should your plan not adhere to these regulations you will not be granted with a permission to build.

COMPLEX STRUCTURES AND MULTI-STORY BOOTHS

Any booths above 13ft (4m) is considered a complex structure and structural calculations are required to be submitted. 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 refer to the [working at height 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.

Where partition walls are constructed over 2.5m in height, it is the responsibility of the exhibitor constructing the wall to dress the rear of the partition wall down to a height of 2.5m in solid hard white walling.

Logos and branding are not permitted on the rear face of partition walls when these walls overlook neighbouring stands.

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 29, 2023**. 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 directly to the exhibitor after the show.

BOOTH LOCATION, NUMBER AND SIZE

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

All Raw Space/Space Only booths at the exhibition, 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 assessment and 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.
- 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, show days, 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 required to be kept clear at all times.

SUBMISSION OF DRAWING

All Raw Space/Space Only booths are required to submit drawings of your booths for approval to [Essential Events](#). 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.

WALLING IN ON OPEN SIDES

Walling off any open stand side is restricted to one third of each open side unless constructed in a see-through material or set back 3ft (1m) from the perimeter of your stand. All Stand designs need to conform to this and must be approved with Essential Events in advance.

PIPE AND DRAPE BOOTHS

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

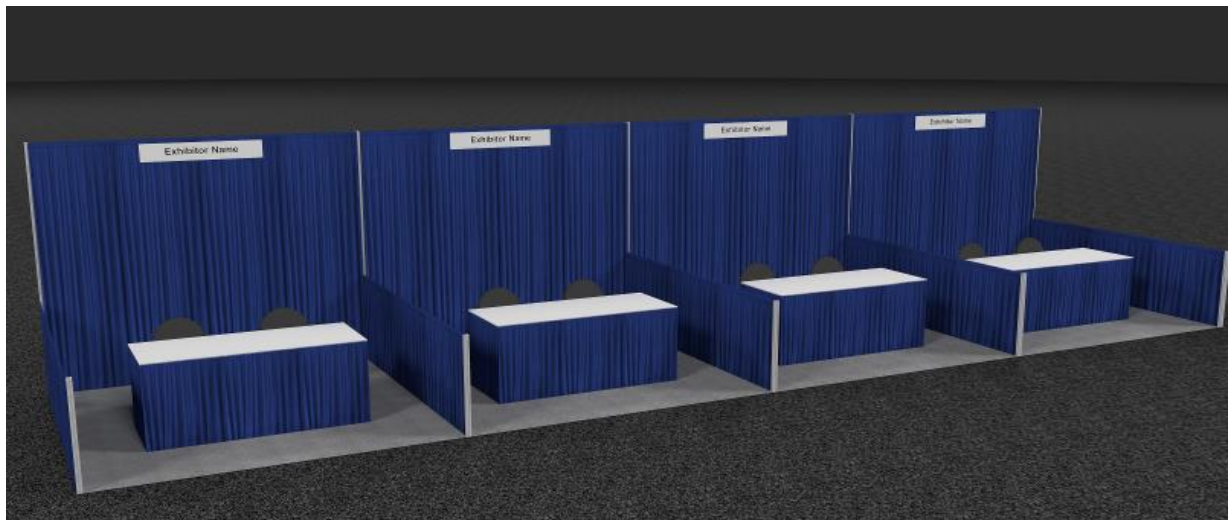
The below sample visual is for reference only. The pipe and drape booked with the show Organizer may look different depending on the booth size, location and orientation.

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 Electrics are not included in your package.**

Please visit [The Expo Group 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 onsite. 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.