

## Stand Construction – Space Only Stands

The Exhibition has been sold on the basis of ‘Shell Scheme’ or ‘Space Only’ – if you are unsure of what you have booked please contact the Organisers.

### Introduction

All work must be carried out in conformity with the requirements of the Rules and Regulations of Informa Exhibitions, Palexpo and the Local Authority. Here follows a summary of these regulations while full venue details can be obtained from Palexpo. Should you have any queries, please contact the Organisers. Failure to observe these regulations may result in delays, restrictions and criminal proceedings against the exhibitor.

All Space Only stands will receive the space and no fixtures / walling / flooring / electrics.

## Access to the event

### Build up times

BUILD-UP	HALL OPEN HOURS	
<b>Thurs 2 May</b>	<b>Early Access Day</b> 08.00 – 19.00 hours <b>Must be pre-booked, fees apply</b>	<b>Forklift unloading mandatory*</b>
Fri 3 May	07.00 – 19.00 hours	<b>Forklift unloading mandatory*</b>
Sat 4 May	07.00 – 19.00 hours	Unloading by hand permitted
Sun 5 May	08.00 – 20.00 hours Shell Scheme from 14.00 hours	Unloading by hand permitted
Mon 6 May	08.00 – 20.00 hours	Unloading by hand permitted
BREAKDOWN	HALL OPEN HOURS	
Thurs 9 May	17.30 (Contractor Access with tools) 18.30 (Access with vehicles & timeslot) Finish 22.00 hours	Loading by hand permitted
Fri 10 May	08.00 – 19.00 hours	Loading by hand permitted
Sat 11 May	<b>Additional Breakdown Day</b> 08.00 – 14.00 hours	<b>Loading by forklift mandatory*</b>

*\*The design of the stand must be such that the stand can be erected and dismantled within the time given\**

### Appointing Contractors

- Exhibitors must notify the Organisers as soon as possible of the names of their stand contractors by completing the Stand Fitting Regulations Form in the online manual. The Contractor details will help us keep your Contractor informed of all important Exhibition information.
- When appointing your contractor, take into consideration the below aspects as these will contribute to reducing your impact on the environment and provide value engineered options that can be reused.



**Modular**



**Scalable**



**Reusable**



**Sustainable**



**Safest Build**



**100% Prebuild**

### Wristbands for build up/dismantling

- Contractors and Space Only Exhibitors will be required to sign for a wristband on arrival to the Exhibition Hall; they will need to provide their name, company name and stand number.
- For contractors we will accept them signing on behalf of up to 10 of their team.
- If an individual loses their wristband they will be required to sign for another one. This is to increase the security within the Exhibition Hall.
- Wristbands will only be issued if the stand design has received email approval from Abraxys.

### Work Permits

- All exhibitors must check whether they need a work permit for Palexpo by referring to the Administrative and Legal Regulations, in the Palexpo Venue Regulations.
- For more information refer to the Working at Palexpo Summary document in the Exhibitor Manual.

### Delivery of Stands

- A booking system will be implemented 1 month before the Exhibition via Voyage Control.
- All vehicles including HGVs, trailers, and vans arriving at Palexpo during build up and breakdown times must book a timeslot. This applies to contractors unloading stand material and to any exhibitor unloading goods for their stand. Cars must enter via P12 car park.
- Unloading via forklift must be booked separately via EFI Logistics.
- Your vehicle will need to go to P49 where your driver will check in. A map of how to access P49 will be included in your vehicle pass.
- The Voyage Control system is designed to reduce vehicle waiting time and ensure your time is used efficiently to help make build up and breakdown as smooth as possible.

### Health & Safety

- All contractors and exhibitors entering the hall during the build up and breakdown phases are committed to abiding by the health and safety manual.
- All contractors and exhibitors entering the hall during the build up and breakdown phases must wear personal protective equipment such as hi-visibility jackets and hard wearing, closed toe footwear.

### Code of Conduct

- All exhibitors and contractors are committed to abiding by the Vitafoods **code of conduct**.
- All contractors are given permission to build on the basis they abide by the mandatory rules and regulations of stand design and build. This will be monitored onsite during build up and breakdown, with warnings and possible fines issued to those breaking the rules. Please note this will impact the contracting company's ability to participate in future Informa events.

## Stand Design & Submission for Approval

All space only exhibitors are required to submit full dimensional stand design drawings along with a visual of the stand. Plans must be submitted in English, to a recognized scale not less than 1:50 and be submitted by **Thursday 31 January 2019** to Ms Terri Simpson, Abraxys, [vitafoods@abraxys.com](mailto:vitafoods@abraxys.com)

### Stand Plan Submissions must include the following

- a) A plan showing location within the exhibition;
- b) A plan view with external dimensions, indicating which sides are open onto gangways, plus the location of any hall column and its dimension to the nearest stand edge;
- c) Elevation views, indicating clearly the heights of all stand fittings and any rigging included;
- d) Details of all walling, platforms, demonstration areas, exhibits, graphics, etc;
- e) Details of materials and fire protection.
- f) Health & Safety Declaration, Method Statement, Risk Assessment and signed copy of Stand Fitting Regulations – all form templates can be found and submitted through the Exhibitor Manual
- g) Structural calculations (for complex stands only – over 4m in height, including rigging, high platform, two storey)

**Should you wish to exceed 4m, or provide a rigged structure that is classed as complex, you will be charged a standard fee of €550 to cover structural approval. All 2 storey stands must pay a fixed fee of €1175 to cover structural approval. You must provide your own structural calculations, a certificate of approval will be provided once checked and an onsite inspection will take place.**

### Mandatory General Rules & Regulations for all Stands

- All stands are required to be structurally stable.
- All stands must provide a wall as a dividing line between your neighbouring stand. The minimum height for a dividing wall is 2.4m and maximum is 4m high.
- Stands that neighbour shell scheme stands are not permitted to attach any materials to the shell scheme and must deduct 55mm from the overall stand measurements to ensure they fit within the allotted space.
- Long runs of walling must be avoided along sides open to gangways. No more than a maximum of 50% of any open side to a gangway can be constructed with solid walling or fixings – more than 50% must be accessible.
- Walls above 2.4m which overlook adjoining stands must be finished neatly to the satisfaction of the Organiser, in a plain and neutral colour with no advertising or branding.
- Wall panels that face open gangways must be decorated with display graphics and not be left plain.
- The maximum build height of stand-fitting for single-storey stands is 6m; any stands over 4m in height must provide structural calculations in advance and be checked by a structural engineer.
- All solid stand fitting or rigged structures exceeding 4m in height must be set back 1m from the perimeter edge.
- For two storey stands the area occupied by the upper deck structure must not be greater than 50% of the total space. The travel distance from any part of the structure to a stairway must not exceed 12m.
- All electrical installations must be carried out by Palexpo
- All stand constructions and displays must be made from fireproofed materials and installed to the satisfaction of the authorities.
- All doors to enclosed areas should be provided with a vision panel of clear glazing giving a zone of visibility from 900mm to 1500mm above floor level to enable fire detection.
- Doors facing gangways must always open inwards.
- Working machinery exhibits must be suitably guarded and set back a minimum of 1m from any open side of the stand.
- Stands that incorporate a raised platform floor of 60mm and above are required to include a ramp for ease of access.

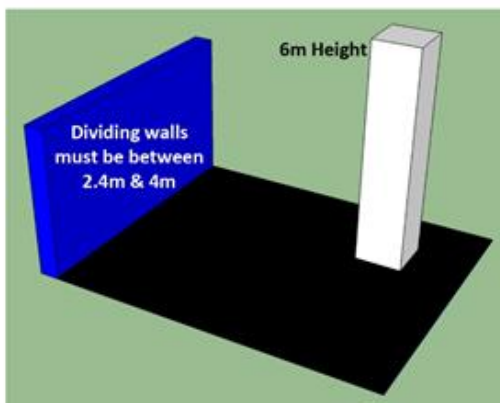
- Any stand requiring piped services must provide a platform as necessary of at least 100mm from floor level to hide the pipes. Platforms over 600mm are considered as complex structures and must provide handrails.
- All aspects of the stand design should consider that displays or useable elements must be accessible for attendees to access whilst on the stand only (i.e. not encourage standing within the aisles)
- Stands should be designed to be palletised and unloaded by forklift only
- All timber construction must be pre-cut and pre-fabricated.
- All Exhibitors/Contractors should take into consideration re-using stand elements from previous Exhibitions or appointing stand contractors who can provide full details on how they reuse/re-cycle their stand materials, in line with our sustainability best practise.
- All contractors must ensure they include the relevant fees for structural checks, lifting services and a skip/removal of the stand within their design proposal.

#### Space Only Pavilions

- All stands within a Pavilion must clearly display their individual name and stand number\*.
- All Pavilion stands must abide by the Pavilion guidelines as communicated to the Agent.
- All Pavilion stands must order an electrical main per numbered stand via Palexpo.

**\*Pavilion areas who build over 4m, will also be subject to a fee and these will be looked at as individual island stands.**

## Wall Regulations Single Storey



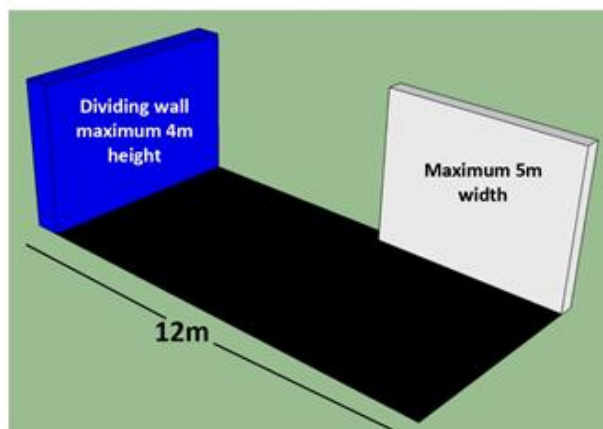
**Displays between 4m - 6m height must be set back 1m into your stand space.**

**Any construction over 4m height requires your own structural calculation submitted.**

**6m is maximum build height.**

**No more than 50% of any open side to a gangway can be constructed with solid panels.**

**Note: maximum length of solid walls is 5m**



## Rigging Regulations

- All rigging must be included in your proposed stand design and approved in advance by Abraxys before placing any orders with Freeman.
- Rigging of any structure other than lighting or lightweight banner is classed as a complex structure and therefore structural calculations are required and are subject to a fee of €550 (without exception) and a structural check onsite.
- The maximum height for the top of a truss or rigging fixings is 8m.
- Structural Engineers will require the following information included in your method statement:
  - What is the rigged structure constructed from and the weight of each rigged item
  - Details of the fixing of eyebolt to the rigged structure
  - Location and weight spread or load, of each suspension point to be indicated on the stand plan

## Complex Structures

Stands over 4m in height are classified as COMPLEX STRUCTURES. A complex structure is any form of construction which would normally be designed by an engineer and/ or has, through a Risk Assessment, been found to provide a significant risk. Examples of complex structures include:

- Structures over 4m in height
- Multi Storey stands
- Viewing/ service platforms
- Suspended items (e.g. signs and lighting rigs)
- Raised walkways
- Ramps
- Sound/ lighting towers
- Temporary tier seating
- Platforms and stages over 0.6m in height

Therefore the 4m construction height limit may only be exceeded in special circumstances and only upon receipt of explicit permission from the Organisers. Exhibitors wishing to build over 4m must apply in writing to the Organisers and Abraxys by **Thursday 31 January 2019** submitting full details of the stand design. **Stands are not permitted to build higher than 6 metres.**

**Exhibitors are responsible for submitting written confirmation stating that a structural engineer has checked the configurations and they are satisfied the structure has been designed in a safe and competent manner. All stands over 4m will need to be checked onsite by a Structural Engineer – please note fees will apply.**

Permission to build stands over 4m will not be given until the Organisers and Abraxys have received the following information (written in English) by **Thursday 31 January 2019**.

- Written confirmation from the structural engineer
- Detailed scaled structural drawings (including staircases, plan views, and elevations)
- Calculations for the structure
- Risk Assessment
- Method Statement

All the above should be sent together, not individually, and show the Exhibition name and stand number of the structure. Please send the documents to Ms Terri Simpson, Abraxys, E: [vitafoods@abraxys.com](mailto:vitafoods@abraxys.com)  
T: + 44 20 8747 2045

## Stand Assembly & Dismantling Regulations

- The stability and safety of all complex structures must be established prior to arrival on site by the Organisers/ Abraxys/Palexpo. Please provide stand designs as soon as possible so that permission can be obtained for your stand construction.
- Exhibits and stand equipment which are not permitted or are a nuisance due to odour, insufficient cleanliness, noise or any other reason must be removed immediately if the Organisers so request.
- If the Exhibitor refuses to remove such objects the Organisers are entitled to close the stand. The Exhibitor shall have no right to claim refund of the stand rental or to any other claims as a result of closure.
- Clearing of the stand by the official deadline is solely the responsibility of the Exhibitor.
- The Organisers reserve the right to charge storage fees for exhibits/stand fittings which have not been removed by the deadline and are furthermore entitled to have such exhibits/stand fittings removed and stored immediately by a suitable Contractor at the expense and risk of the Exhibitor.
- A charge will also be levied to Exhibitors who leave bulky waste items or an excess of rubbish, including publications.
- The Exhibitor is not entitled to remove exhibits from the stand or to begin dismantling the stand until the official period for dismantling commences.
- It is not permitted to affix floor coverings by bonding or to paint hall walls, pillars or any other parts of the halls. If this rule is not observed the walls, etc. will be restored to their original condition by a Contractor (to be selected by the venue) at the expense of the Exhibitor.
- Drilling or shooting-in of bolts as well as the hammering of steel nails, dowels etc. into floors, pillars, ceilings and walls is not permitted either.
- Identification signs or similar objects may not obstruct public gangways. Stand boundaries must be observed. All junction boxes, water connections, temporary telephone connections and other technical facilities in the halls must be kept accessible at all times.
- Where necessary, for safety reasons, openings are to be made in the stand ceilings and/ or floors for access to these connections.

## **NEW FOR 2019**

**All space only stands 35sqm or less must be non-disposable.** This means:

- the stand must be built in a way that is sustainable
- all elements of the stand should be reusable or recyclable
- plans must be made for the stand to be dismantled and removed from site as part of the method statement submitted for review during the stand approval process.

During breakdown onsite the dismantling of stands and waste will be monitored and a fine of **5000 Euros** will apply to any exhibitor who's stand contractor is found to be disposing of their stand, this is in addition to waste fees which will also apply.

## Technical Services

All technical services including power, water & waste and physical waste must be ordered through the Palexpo online shop, which can be accessed via the Exhibitor Manual.

### Electrics | Lighting | Power | Installations

#### Important Electrical information for Vitafoods Europe

**All electrical installations at the event must abide by the Swiss law governing electrical installations at exhibitions, which Palexpo strictly enforces and for which it is legally responsible.**

The official Electrics contractor for the show is Palexpo and all electrics must be ordered through them.

#### SPACE ONLY

- All electrical mains orders must be placed through **Palexpo**. The size and position of any electrical main must be clearly marked on a scaled drawing which also gives exact orientation. If any mains are required for overhead lighting, then this must be also clearly indicated.
- Any electrical mains received without a drawing will be positioned at the discretion of Palexpo and may incur labour costs if required to be moved. The electrical mains will be pulled from the nearest technical box; please take this into consideration when planning the layout as cables will need to be covered.
- All Space Only stands doing their own electrical installation must provide details of qualifications of their electrician and also provide a standby electrical cover for the open period of the exhibition. The name of the standby electrician must be given to the Organiser along with any contact numbers prior to the open period.
- All electrical items provided by Palexpo will automatically receive full standby cover for the duration of the exhibition. To order your electrics, please go to the Palexpo Online Shop.

#### PAVILION STANDS

- When ordering electrical mains supplies for Pavilion stands, please be aware that each stand must have its own electrical main – this means for each stand on the Pavilion with a stand number. The law no longer allows one main for several stands.
- It is strongly recommended that the Palexpo Electrical Manager is contacted prior to placing any electrical order. It is also very important that a scaled drawing is provided at the time of ordering.

#### Essential Electrical Information

- Please note electricity supply is brought to the stands from under the floor and therefore it is not possible to install or alter mains connections after stand construction has commenced. We therefore request that you closely observe the deadline date for ordering electrical connections.
- The electrical mains will be pulled from the nearest technical box; please take this into consideration when planning the layout as cables will need to be covered.
- Electrical connections must be kept accessible at all times. Where necessary, openings must be made in the stand ceilings and/ or floors to provide access to these facilities
- When placing your order for a socket outlet please note that the connection type you is Swiss. **Should you have equipment that has anything other than a Swiss plug, you can purchase adaptors from the Exhibitor Service Centre onsite at the show**

## Water & Waste

- If you need a supply of water and waste plumbed to your stand, please contact the Palexpo technical team to discuss your requirements.
- You must check where the connections are in relation to your stand BEFORE you order anything so as to avoid any problems occurring on-site.

- In some instances you may have to have a raised floor (platform) installed on your stand in order to provide the services to another stand near you. You will be contacted in advance of the event if this is the case and there will be no charge to you.
- If you choose to have piped services and have to provide a platform to another stand, this will be at a cost to you.

### Waste Management & Removal

#### **Mandatory fixed-rate waste disposal fee during build up and breakdown for Space Only Stands**

- A mandatory fixed-rate waste disposal fee of €285 is charged to Exhibitors to cover the disposal of general stand waste that accumulates at the Exhibitor's stand during the build up and breakdown period.
- This does not include the removal of stands or stand materials and any Exhibitor or Contractor who leaves their stand for disposal will be charged a penalty fee for removal of €5000.
- Containers and waste bags required can be purchased on site from Palexpo at the Exhibitor Service Centre or in advance via the Palexpo Online Shop.
- Please note: Exhibitors are strongly recommended to read the information on cleaning and waste removal in the Palexpo Regulations.

### Lifting & Storage

- During the Exhibition, EFI Logistics are the only company permitted to operate forklifts within the hall for lifting.
- Should you require a forklift service, this must be booked in advance by contacting [vitafoods@efilogistics.com](mailto:vitafoods@efilogistics.com).
- Unloading by forklift is mandatory on Thursday and Friday; this means that the stand must be palletised. Contractors are permitted to park their vans in P12 to take tools into the venue.
- Storage within the hall is permitted on your stand at your own risk. EFI offer a packaging holding service which includes removal, storing and return to stand solution.
- Please note that EFI will only begin returning empty cases after the event, once the halls are safe to do so and main aisle carpets have been lifted.
- Contractors are not permitted to return with empties until the hall has been made safe to do so.



## Space Only Fees Overview

All fees are charged per stand and invoices will be issued by Informa. Fees for pavilions will be reviewed on an individual basis.

*Please note: where additional fees apply, full payment will be required before permission to build is issued by Abraxys.*

### **\*Mandatory\* Space Only Assessment fee - €180**

A fixed fee, charged to all space only exhibitors for stand plan checking.

### **Complex - Stands above 4m/with complex rigging - €550**

All stands with a complex element will be required to pay a complex fee to cover the costs of pre-show and onsite checks by a structural engineer. This cost will be invoiced directly to the exhibitor and payment must be received before stand design approval.

### **Complex – Double Deck Stands - €1175**

All double deck stands will be required to pay a complex fee to cover the costs of pre-show and onsite checks by a structural engineer. This cost will be invoiced directly to the exhibitor and payment must be received before stand design approval.

### **\*Mandatory\* fixed-rate waste disposal fee during build up and breakdown- €285**

A mandatory fixed-rate waste disposal fee of €285 is charged in advance to Exhibitors to cover the disposal of general stand waste that accumulates at the stand during the build-up and breakdown period. This is for general waste and packing materials and **does not** include the removal of stands materials such as timber, glass or stands as whole. Any Exhibitor or Contractor who leaves their stand or large stand materials for disposal will be charged a penalty fee for removal.

Stand cleaning will still need to be ordered for your stand for the open days of the Exhibition. We encourage Exhibitors and Contractors to minimise their waste output in an effort to act more sustainably; recycling of items and taking away products that can be reused is welcomed. Please refer to the Sustainability Checklist on our website for more information.

### **Late Working (3, 4, 5 May ONLY) - €1500/evening**

Additional fees will apply for any stand which requires to work outside of the published hall hours (on page one).

Late working requests for the 3, 4, 5, May must be submitted to the Organisers Office no later than 12:00hrs on the given day. A minimum fee of €1500 per stand will apply and must be paid onsite before additional working hours are approved. For health and safety reasons no contractor is permitted to work past midnight. *You are advised to book an Early Access Day if you think you will require additional hours to build.* No late working is permitted during breakdown.

### **Early Access - €1300**

As Thursday 2 May is an early access day an additional fee of €1300 applies for stands to begin construction on this day. All space only stands can apply for this extra day of build, but this must be pre-booked.

Permission to build on this day must be requested using the form in the Operations Manual and the first day of build should be named in the submitted method statement. On receipt of a completed form an invoice for €1300 will be issued and payment is required by the end of March.

Contractors building multiple stands, must arrange early access for each stand they wish to begin construction on, penalty fees will apply for any contractor working on a stand that has not booked early access. Contractors are permitted to **unload only** on the 2<sup>nd</sup> May for any additional stands they are building, however priority timings will be given to those stands with early access permission. Full details must be given on the Early Access Request Form.

Early access booking also includes access for vehicle loading on 11 May, the additional breakdown day, to ensure you have adequate time to breakdown the stand. **Please note, it is compulsory to load out on 11 May if you have booked early access.**