

Standfitting arrangements

Guidance for the design and construction of stands

1. General

- a. All work must be carried out in conformity with the requirements of the venue.
- b. It is the duty of all services providers to take reasonable steps to ensure that people with disabilities are able to access and make use of those services.
- c. All stand structures, signs, notices, etc, must be confined within the area allocated and must not project into or over the gangways.
- d. Suspension from the roof of the halls or fixing to the structure of the building may only be carried out by prior arrangement with the venue and show organiser.

2. Materials

Any materials used in the erection or construction of an exhibition or stand shall be of a suitable nature and quality in relation to the purposes and conditions in which they are used, adequately mixed or prepared and applied used or fixed so as adequately to perform the functions for which they are designed.

- a. All timber less than nominal 25mm (1") in thickness and plywood, hardboard, blockboard and chipboard less than 18mm (3/4") must be rendered flame resisting by a recognised process to a Class 1 standard when tested in accordance with BS 476 Part 7. Ply-hard and pulp boards which have been rendered flame resisting in a manner approved shall be branded with a recognised mark.
- b. The use of plastic of a grade less than Class 1, BS 476 Part 7, whether in stand construction or display arrangements is prohibited. Artificial plants and flowers must not be used for stand dressing. Silk type flowers must be marked to indicate conformity to BS 5438.
- c. Textile fabric and other decorative material used for stand dressing must be flame proofed and comply with BS 476 Part 7 Class 1. Any fabric, unless incombustible, may not be used for partitioning stands, forming offices or the back or sides of stands, except that treated fabric may be permitted as a ceiling, to single storey stands. When used for decorative treatment of such portions, the fabric must be backed with materials similar to that required for the construction of the stands. They shall be fixed taut to the backing board and secured at floor level by a skirting board not less than 75mm deep. Curtains on exit routes must hang not less than 75mm clear of the floor and be parted in the centre.
- d. Upholstered seating must meet the pass criteria for smouldering ignition source 0, flaming ignition source 1 and crib ignition source 5 when tested in accordance with 5 BS 5852 1990.
- e. All painting must be carried out in water paint. Finishes having oil or cellulose base are not permitted to be applied on site.
- f. Paint Spraying is permitted subject to the following conditions:
 - i. Only water based paints are used.
 - ii. Adequate arrangements are made by the operator to ensure that no paint is spilt on the hall floors or sprayed or splashed on the walls, columns or other parts of the building structure or equipment.
 - iii. The operation of the sprayer shall not cause a nuisance to other persons in the vicinity of the operation.
 - iv. Any paint deposited on the building structure, floors, or equipment, in the course of decorating or by spillage or any other means, must be removed.

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- g. Carpets and other textile floor-coverings must comply with BS 4790 and shall be secured and maintained so as not to cause a hazard. Only the carpet tapes approved by the venue may be used directly onto the hall floor.
- h. All glazing must comply with current UK Building Regulations including BS 6206 and BS 6262. Any large areas of clear glazing shall be indicated with warning stripes or dots etc. Overhead glazing shall be of wired glass, laminated glass or be otherwise adequately protected from shattering.

3. Platforms

- a. Platforms are not essential even with floor electrical or plumbing services. Where a platform is to be provided it is necessary to make proper provision for access for disabled persons. The general height may not exceed 120mm but areas may be super-elevated for display purposes. Details of super-elevated platforms, above the height of 600mm to which persons have access are regarded as a multi-storey structure and must be submitted with proof of structural integrity to the Show Organiser for approval.
- b. The flooring must not be less than a nominal 25mm thick. Flooring must, in any case be laid with close joints. Wood chipboard or blockboard used for a floor shall be of minimum thickness of 18mm. Platforms must be of a strength and stability sufficient to carry and distribute the weight of the stand fitting, stand personnel and visitors and exhibits having regard to the loading limits of the floors.

4. Building Columns

- a. Columns may be encased when they fall wholly or partially within the area of allocated space.
- b. The casing must be self-supporting and may not be fastened to the column. Only the face of the casings (not the column) that fall within the allocated space may be used for display of photographs or other pictorial matter.

5. Partitions

- a. Partitions separating stands may be erected up to 4m (13'0") high, but where a wall abuts an adjoining stand and projects above the partition, it must be clad and decorated.
- b. It is the responsibility of Exhibitors who have taken "SPACE ONLY" sites to supply, erect and decorate freestanding single clad partitioning to the periphery of their sites where they adjoin an adjacent stand.
- c. The minimum height of the partitioning must be 2.50m (8'3") with the maximum height of 4m (13'0) of which the area above 2.50m (8'3") must be of double sided cladding and decorated to the choice of colour and material as agreed by the adjacent exhibitor.

6. Multi-storey Stands and Standfitting exceeding 4.0m in height

- a. Multi-storey stands; elevated gangways and stairways and standfitting exceeding 4.0m in height must be submitted to the show organiser with complete constructional details or structural calculations by the date specified.
- b. Ceilings, other than to the topmost storey, shall be of solid construction. Fabric may be permitted for single storey portions of stands where not exposed to the risk of articles dropped from above.
- c. Cupboards formed beneath staircases shall be lined with non-combustible material.
- d. Adequate means of escape must be provided from the upper storeys of any stand. Guidance for the design and construction of stairways is detailed on a separate sheet.
- e. Staircases shall discharge to the ground floor at a point where unimpeded access to a public gangway is achieved. If the occupants of the upper storey have no choice but to exit by way of a single escape stair, the travel distance from any part of the storey to that stair must not exceed 12m.

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- f. In all cases, calculations proving the strength and stability of structures will be required. In this context, the word “structure” means either a multi-storey stand or any part of a stand higher than 4m.
 - i. A loading analysis assuming an imposed load on upper floors of 5 kN per sq.m. Dead loads should be individually assessed for each floor. In certain circumstances when an upper area is not freely accessible to general exhibition visitors and the number of persons shall not exceed 1.5 sq m per person, a minimum imposed load of 3.5 kNm² may be acceptable. On such occasions the stand-holder will be required to demonstrate a robust system of controlling access to avoid exceeding the stipulated number of persons.
 - ii. A stability check assuming a lateral load equal to 2.5% of the total vertical load applied at upper deck level.
 - iii. Stress and deflection checks for all structural members.
 - iv. Details of connections, bracing members and floor carcasing.
 - v. In all cases a wind load of 0.15 kNm² shall be accommodated.
- g. Base plates must be designed to limit the compressive stress on the floor of the building to a maximum 20t (200kN) per sq m unless the total load on a base plate is 5t (50kN) or less, in which case a minimum size 300mm square plate may be used; bolts are not acceptable as a means of preventing uplift of bases.

7. Exits from stands

- a. The exit from any stand (or if there is more than one exit, each exit) shall discharge to a gangway.
- b. The maximum travel distance from any part of a stand to a gangway shall not exceed 12.0m. Guidance for close seated audience is detailed on a separate sheet.
- c. No floor shall be constructed having a slope in excess of 1 in 12.
- d. Each exit shall be indicated by an exit notice as follows:
 - i. All exit notices shall be sited in conspicuous positions above or adjacent to all exit doors and openings and directional signs and notices shall be provided and sited to indicate the route of escape.
 - ii. The size of letters of exit notices shall not be less than 125mm.
 - iii. In any part of the centre or on any stand where the normal lighting may be dimmed or extinguished while the public are present, exit notices shall be illuminated internally and conform to the relevant British Standard.
- e. Doors and gates forming part of an escape route shall be provided with a vision panel of clear glazing at sight level and must be hung to open in the direction of escape, clear of any steps, landings or gangways. Where necessary doors must be recessed so as not to open onto or obstruct the required width of any gangway or other escape route. Such doors shall be free from fastenings other than panic bolts in accordance with BS EN 1125.

8. Night Sheets

The use of night sheets made of netting or transparent material is recommended. These must be flameproofed to BS 476 Class 1. Arrangements must be made for the storage of the night sheets within the area of the stand during the hours the show is open. They may not be left in any position where they will cause an obstruction or interrupt line of sight.

9. Rubbish Removal

The exhibitor or it's contractor must remove any packing material or other litter brought into the site and all debris arising from the construction or dismantling of standfittings, etc, from the premises.

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Further information: www.consultmartin.co.uk