



Space only stands

A **Space Only stand** is a floor space only stand which does not include the construction of a modular stand or any other extras. Space Only exhibitors need to mandate their own stand constructor to build their stand.



Compulsory forms to be submitted by each Space Only stand

The following documents are mandatory and should be returned to EWEA Exhibition Operations Team, or provider indicated on the form, within the given deadline:

- Stand plans for approval (deadline: 6 September 2013)
- Risk assessment (deadline: 6 September 2013)
- Health and Safety Declaration (deadline: 6 September 2013)
- Structural calculations for stands over 4m in height & complex structures (deadline: 6 September 2013)
- Free catalogue entry (deadline 26 September 2013, online entry)
- Waste removal form (deadline 6 September 2013)
- Stand activities (deadline 25 October 2013)

All exhibitors are invited to read and abide to all exhibition and venue rules. It is the responsibility of each exhibitor to make sure that all safety and fire regulations are being respected by its staff and contractors.



[FIRE PROTECTION & SAFETY REGULATIONS](#)

Risk assessment

All space only exhibitors are required to fill in a risk assessment form by 6 September 2013.



[RISK ASSESSMENT & METHOD STATEMENT EXAMPLE](#)



[RISK ASSESSMENT FORM](#)

(for exhibitors who do not have yet a risk assessment for the exhibition)



Deadline: 6 September 2013

Health & Safety Declaration

It is important for all exhibitors to read and comply with EWEA Regulations & Fire and Safety Regulations. Therefore it is mandatory for all exhibitors to complete and return the Health & Safety Declaration confirming that they have read and received the manual.

All exhibitors are required to fill in a Health and Safety Declaration form by 6 September 2013

EWEA Exhibition Operations Team will ask for this Health & Safety Declaration form on the first build up day if missing. Please make sure you complete it in order to avoid any delays during build up.



[HEALTH AND SAFETY DECLARATION](#)



Deadline: 6 September 2013



[WORKING WITH WOOD & PLASTERBOARD](#)



[LEAFLET ON THE PREVENTION OF LEGIONNAIRES' DISEASE](#)

Waste removal

All space only exhibitors are obliged to manage their waste during build up and breakdown, as well as during the exhibition opening days.

Build up and breakdown

During build up and breakdown, exhibitors or contractors must order waste containers according to the type and amount of waste generated. The delivery of waste containers can be ordered on site at the Messe Frankfurt Exhibitor Services Desk.

If your stand contractor is going to remove the waste on their own and you will not need the waste containers, please notify us by filling in the form below by 6 September 2013.

Event opening days

Please note that during the event 2€ per sqm will be charged to all space only stands covering the removal of paper, boxes and general waste.

Stand cleaning prices only include vacuum cleaning (no waste removal) and needs to be ordered separately if required.

Messe Frankfurt is to be entrusted with the proper disposal of recyclable materials. The exhibitor and/or contractor are responsible for sorting their waste into recyclable materials and refuse.

If the rented exhibition space is not returned in proper condition, Messe Frankfurt will have it cleaned and restored at the exhibitor's expense; a minimum of €500 + VAT will be charged to the exhibitor.



[WASTE REMOVAL FORM](#)



Contact

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Deadline: 6 September 2013

Stand plans submission



All Space Only exhibitors must submit stand drawings, including:

- Plan views
- Dimensions
- Elevations

All plans must be accompanied by **risk assessment and method statement**.

Approval will be forwarded to all non-complex stands as soon as possible.

- Structural calculations may be required for some stands, clarification of which is listed in the section below.

Once stand plans, risk assessment and method statement, accompanied by structural calculations, have been received, they will be forwarded to the venue and structural engineer for approval.



Complex stands (requiring structural engineer sign off) will receive final approval when the venue has completed plan checks and an on-site inspection during build up. There is an additional cost to the exhibitor for this service which will be confirmed by the structural engineer. Messe Frankfurt reserve the right to insist on having any modifications it considers useful or necessary in accordance with their safety regulations.



Contact

EWEA Exhibition Operations Team



Dianne Wright, Gina Walls, Kathy Bryant

Email: exhibitionoperations@eweaevents.org

Tel: +44 247 651 0015



Deadline: 6 September 2013

Structural calculations for stands

The following list is a brief description of Exhibition stands requiring Structural Engineer Approval:

- Walls over 4 m in height
- Two-Storey Stands
- Closed ceilings
- Glass constructions
- Moving components
- All stands with an accessible/platform level higher than 20cm above hall floor level
- Outside exhibition stands/tent/marquee
- Show trucks with awning

For all the stands exceeding 4m in height and double decker stands exhibitors are required to forward stand plans and structural calculations to the Exhibition Operations team by 6 September 2013.

Final approval and structural inspection is charged for by the Messe Frankfurt:

- Stand walls exceeding 4m structural inspection and approval fee is €340.00 + VAT
- Two- Storey structural inspection and approval fee is €1,250.00 +VAT



[STRUCTURAL INSPECTION FEES - COMPLETE LIST](#)



[RULES FOR TWO-STOREY STANDS](#)



[CLOSED CEILINGS GUIDELINES](#)

Stand design

Stand design rules

- The maximum build height is 6m. This may be less in certain areas of the Halls. Please check your stand location,

- Lighting rigs are permitted up to 8m as long as they have no build elements, ceiling or branding, height permitting,
- Non-island stands must provide walling for the full length of their side / back walls to at least a height of 2.5m,
- Shared walling must be clad and finished in plain white down to a height of 2.5m,
- At least 50% of each stand side facing onto an aisle must remain open or fitted with transparent material,
- Extensive walling facing an aisle must be dressed with graphics, screens etc.,
- Long walling of 4m or over facing onto an aisle must be stepped back by a minimum of 1m into the stand,
- Stands over 4m in height will need to provide structural calculations by 6 September 2013, and be checked on site, at an additional cost to the exhibitor,
- The effectiveness of the sprinkler system (in the exhibition hall) must not be reduced by covered or multi-storey exhibition stands. Ceilings are considered to be open: - if no more than 50% per each sqm of the roofed area is covered - if sprinkler-compatible fabrics with a minimum mesh width of 2 mm x 4 mm or 3 mm x 3 mm are used (no Smoke Out),
- Closed ceiling areas that are larger than 400 sqm require a sprinkler system for the area beneath the closed ceiling,
- All platforms over 38mm in height must include a ramp for wheelchair access.
- When placing items which require water, drainage, compressed air or power outlets, it is important to take into consideration the service ducts in the floor



IMPORTANT NOTE: All space only exhibitors must supply EWEA Operations Team, no later than 6 September 2013, with drawings showing the proposed layout of their stand and all dimensions in both plan and elevation together with the relevant forms (Risk assessment & Method Statement form, Health and Safety Declaration,) and structural calculations for stands over 4m height.

Structure



Maximum stand build height must not exceed 6m; this includes any banners or logos. Lighting rigs only are permissible at a maximum of 8m, providing this is structurally possible and has been agreed with the Organisers in writing. No branding, build or ceiling is permitted on a lighting truss.

Stands exceeding 4m in height: must supply structural calculations by 6 September 2013 to be checked by a structural engineer prior to build up. The stand will also be checked by the engineer during the build. **For stand walls exceeding 4m, structural inspection and approval fee is €340.00 + VAT.**

Please submit drawings (pdf) and calculations as it is necessary to assess structure with all details of build. Drawings should contain enough detail to show exactly how the stand will be constructed, including base fixing details, bracing and connection details. Structural calculations are required to prove that the stand is stable and capable of supporting loads of anything which will be supported i.e. lights, speakers, plasma screens etc.

A technical floor plan showing the position of any service duct on your stand can be requested from the EWEA Exhibition Operations Team.

Shared Walling

Walls marked on the plan between two stands must be constructed to the full width to a height of at least 2.5m. Both exhibitors are responsible for cladding and decorating both sides of their stand wall above a height of 2.5m. The



section of walling facing your neighbour's stand must be clad and plain white. The tops of stands must be finished tidily where they are visible from any gallery or atrium areas. Exhibitors on space only stands must NOT use the back of another stand as walls without the consent of the exhibitor concerned. However, the joint construction of a dividing wall is acceptable.

Two-Level Stands

Two-storey construction and the construction of closed ceilings are only permitted subject to the consent of EWEA Operations Team and Messe Frankfurt Venue GmbH, Technical Event Management.

Two-Storey structural inspection and approval fee is €1,250.00

In order to ensure that sprinkler protection is not impaired, stands in halls with sprinklers must always be open at the top. Ceilings are to be considered open when no more than 50% per each sqm of the roofed area is covered. Sprinkler-compatible ceilings with a mesh size of at least 2 x 4 mm or 3 x 3 mm are permissible (no smoke out)

A permit is required for closed ceilings larger than 30 sqm.

The installation of corresponding compensatory facilities (wall hydrant, fire alarm system, visual/ acoustic alarm, automated smoke extraction system, sprinkler system) is to be performed by companies authorised by Messe Frankfurt and entails a fee.

Stability of stands with two levels must be approved by a structural engineer. Structural calculations must be provided to be checked prior to build up and the stand will be inspected on site. There is a charge for this service.

Stairways

All stairways must comply with DIN 18065. The distance between any point in the stand and an exhibition hall aisle shall not exceed 20m walking distance.

- The number and clear width of stairs shall depend on the area of the top floor and the number of persons on the top floor
- Top floor area up to 100 sqm, fewer than 200 people: 1 flight of stairs, minimum width 0.90 m
- Top floor area between 100 sqm and 200 sqm, fewer than 200 people: 2 flights of stairs, minimum width 0.90 m each, arranged oppositely
- Top floor area between 100 sqm and 200 sqm, more than 200 people: 2 flights of stairs, minimum width 1.20 m each, arranged oppositely –
- Top floor area more than 200 sqm: 2 flights of stairs, minimum width 1.20 m each, arranged oppositely For each additional 100 people: an additional 0.60 m is added to the clear width of each flight of stairs for each additional 100 people
- Spiral and circular staircases are approved for use as auxiliary stairways.
- Stairways that are at least 1.20 m wide must have handrails on both sides.
- Steps that are wider than 2.40 m must have central handrails.



RULES FOR TWO-STOREY STANDS

Fire regulations and stand design

General rules

- Escape routes shall be kept clear at all times.
- Doorways along escape routes must be able to be opened easily over their full width from inside, but may not block the hall aisles when open.
- Doors on emergency exits, emergency escape hatches and their identifying signs or markings shall not be obstructed, obscured, have anything built over them, be blocked, have anything hung on them, or otherwise be rendered unrecognisable.
- Aisles and walkways in exhibition halls shall not be constricted by objects deposited therein or extending into them.
- Please remember to keep all your exhibits inside your stand area at all times.
- Building work or the putting up of decorations, signs or lighting over gangways is not permitted.
- Bear in mind that these aisles represent escape routes in the event of an emergency!

Fire regulations and stand design

Exhibition halls are equipped with sprinkler systems.

Exhibits and decorations must be situated at least 1.0 m from sprinkler heads. Distances between lamps/spotlights and sprinkler heads should be chosen so as to preclude false triggering of fire extinguishing devices through the heat generated by the lighting.

Sprinkler systems, fire alarms, fire extinguishers, smoke detectors, mechanisms for closing exhibition hall doors and other items of safety equipment, their signs or markings, and green emergency exit signs shall remain visible and accessible at all times, and shall not be obstructed or enclosed.

Displays

All demonstrations and displays that are designed to attract crowds must be set back 1m from the gangway to avoid congestion in the aisles.

Fabrics

Textile fabrics used for interior display purposes on the stand must be flame proofed or already treated with an approved chemical when purchased. Certain fabrics such as wool, twill, or felt need not be proofed. Textile fabrics used for interior decorative purposes within stands must be fixed taut and/or in tight pleats (not draped) to a solid backing, secured 8cm above floor level and not touching light fittings.

Materials

No stand or display material may be more flammable than wood. You are not permitted to use materials in your stand design such as paper, cardboard, plastic, artificial flowers, etc., which are easily ignitable or explosive, which can melt, drip, develop toxic gasses or produce excessive amounts of smoke. Materials must always be treated with a fireproofing agent, while closely following the guidelines laid down by the Fire Department and the manufacturer. The use of plastics or expanded plastic materials for stand decorations or lettering is conditional upon presentation of certification proving that the requirements of flammability standard B1, smoke emission standard Q1 and drop formation standard TR1 have been met.



Messe Frankfurt reserves the right to reject the use of material that does not comply with the above mentioned demands. Fire-retardant materials must be approved. Approval or certificates must be available at the stand if it is not clear whether the material is fire-retardant. Fabric ceilings and other decor must be impregnated against fire.



Before each our event, Messe Frankfurt staff and EWEA Floor Managers may conduct a fire inspection, which includes your choice of construction and decor materials.

Nothing containing inflammable or explosive liquids or gasses, may be brought into the halls, and for this reason, permission has to be applied for when motor vehicles form part of the stand design. The vehicle's fuel tank must be emptied, the fuel tank cap must be locked, the batteries disconnected and the vehicle's keys handed over to night security staff.

Painting

Products containing organic solvents may not be used in the hall. Examples of such solvents are contact glue, spray paint, paints with petroleum spirit or thinner as solvent. This applies before, during and after the exhibition. Special permission for spray painting must be obtained:



Contact

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Stand Dressing

Artificial plants and flowers are combustible and give off fumes and must not be used. Silk type flowers are acceptable providing they have been fireproofed to BS476-Part 7 and are marked as such. Cellulose paints are flammable and must not be used in stand dressing. Fabric ceilings and other decor must be impregnated against fire.

Venue Care

No attachment, fitting, fixture or defacement is to be made to the flooring, ceilings or the internal or external walls of the building, nor is any ladder or other device whatsoever to be fixed to, or suspended from, any overhead gantry. No nail, screw or other device is to be driven into, or holes to be made, in any part of the building.

Damages

Exhibitors will be charged for the cost of making good, restoring or renewing any damages to the halls or site, for example, marks by paint and adhesive tape; damage to the walls or the exhibition carpet.

Delivery of the materials to your stand during build-up and breakdown

The necessary fire-department entry routes and manoeuvring areas designated by "no-parking" signs must be kept clear at all times. Vehicles or objects parked/deposited in rescue routes or on safety areas shall be removed at their owners' expense and risk.

Materials required for constructing stands or exhibits delivered for immediate installation at the stand area may be deposited during the set-up and dismantling phases for a short period of time in the hall aisle as long as the required aisle widths are maintained for safety reasons and logistical concerns are sufficiently taken into consideration. This will be considered to be fulfilled if a strip of no more than 0.9 m in width between the stand border and the hall aisle is used to deposit items.

Regardless of the width of the hall aisle and the items deposited there, it is mandatory to maintain an unblocked passageway of no less than 1.2 m in width. Areas in front of emergency exits and areas where hall aisles intersect are the exception; their entire width must always be kept clear.

Hall aisles may not be used for assembly or to set up machines (e.g. woodworking equipment, workbenches).

Hall Managers may request the immediate clearing of the hall aisle for logistical reasons. Any expenses incurred will be invoiced to those who caused them.

Fire Extinguishers

- Every level of an exhibition stand must be equipped with at least one fire extinguisher appropriate to the existing fire risk.
- One additional fire extinguisher must be provided for each further 200 m².
- An additional fire extinguisher must be provided at the top of each flight of stairs within a stand.
- The fire extinguishers must have an extinguishing capacity of at least 27 A for fire classification A or 144 B for fire classification B and should not weigh more than 12 kg.
- Suitable fire extinguishers must be provided if stands have kitchens.



[FIRE PROTECTION & SAFETY REGULATIONS](#)

Questions?

For questions related to the stand plans/Risk assessment/Health and safety declaration and structural calculations for stands over 4m height, please contact:



Contact

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Important notes:

1. Any damage incurred to panels or other part of the stand will be charged to the exhibitor directly.
2. **Demonstrations**
 - Any exhibitors planning a working demonstration on their stand must inform the EWEA Exhibition Operations Team by **6 September 2013**.

- Demonstration areas must be indicated on your stand plans and, where necessary, must include soundproofing within the construction of this area.
- Plans must also show any proposed queuing and viewing areas within the stands. EWEA reserve the right to ban working demonstrations onsite if they, in any way, disturb neighbouring stands or pose a threat to the public.

3. Distribution of Promotional Material

Please bear in mind that all business including the dispensing of literature and promotional material must be conducted from your stand.



Your staff will not be permitted to hand out leaflets etc., at the entrance to the event, in the gangways or any other part of the exhibition hall unless you have written consent from EWEA - the European Wind Energy Association. At the discretion of the organiser, a penalty fee will be charged to exhibitor not adhering to this rule.

Please note that material must not be attached to the fabric of the building. Any costs which could occur to remove this kind of materials would be charged to the responsible exhibitor.