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, by the given deadline:

- **Stand plans for approval** (deadline: 23 January 2015)
- **Risk assessment** (deadline: 23 January 2015)
- **Health and Safety Declaration** (deadline: 23 January 2015)
- **Structural calculations for stands over 4m in height & complex structures** (deadline: 23 January 2015)
- **Exhibitor profile entry** (deadline 23 January 2015, online entry)
- **Waste removal form** (deadline 23 January 2015)
- **Stand activities** (deadline 28 February 2015)

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.

**Risk assessment**

All space only exhibitors are required to fill in a risk assessment form by 23 January 2015.

**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 23 January 2015.
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: 23 January 2015

Waste removal

Compulsory for Space Only exhibitors
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 removal from the Bella Center web shop. The charge for handling the waste is 125 EUR / cubic meter of waste. It will also be possible to order the waste removal service onsite from the Bella Center team.

WASTE REMOVAL SERVICES – BUILD UP / BREAK DOWN – ORDER FORM
(*You can check the prices of services provided by the venue by using this login details:
Username: WebproWEB
Password: anh!03#2bs
Please note that you will not be able to order any of the services. That will be possible from the exhibitor’s account, as from 7th December)

Contact
Technical Exhibitor Service - Bella Center
Karina Bay
Technical Sales Coordinator
Email: karina.bay@bellacenter.dk
Tel: +45 324 723 37

Deadline: 10 February 2015

If your stand contractor is going to remove the waste on their own and you do not need the waste containers, please notify us by marking the appropriate field in the form: WASTE REMOVAL – EVENT DAYS – ORDER FORM

Event opening days
Please note that during the event, 2€ per sqm will be charged to all space only stands, to cover the removal of paper, boxes and general waste.
It is a compulsory flat rate, which will be charged to all space only exhibitors.
Stand cleaning prices include vacuum cleaning only (no waste removal) and should be ordered separately if required.

The Bella Center is responsible for the proper disposal of recyclable materials.

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

**WASTE REMOVAL – FLAT RATE EVENT DAYS FORM**

**Contact**

Jasmine Goldstein
Event Assistant - Logistics
Email: Jasmine.Goldstein@ewea.org
Tel: +32 2 213 18 02

**Deadline:** 23 January 2015

**Stand plans submission**

- **All Space Only exhibitors must submit stand drawings, including:**
  - Plan views
  - Dimensions
  - Elevations

All plans must be accompanied by a **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. This is explained in the section below.

Once the stand plans, the risk assessment and method statement, and the structural calculations have been received, they will be forwarded to the venue and to the structural engineer for approval.
Complex stands (requiring sign-off by a structural engineer) 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. The Bella Center reserves 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
Email: exhibitionoperations@eweaevents.org
Tel: +44 247 651 0015

Deadline: 23 January 2015

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
- All stands with an accessible/platform level higher than 20cm above hall floor level

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 23 January 2015.

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 and any indicated height restrictions,
- Lighting rigs are permitted up to 8m (depending on the hall height) 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 only, down to a height of 2.5m, no branding is permitted on the back of the shared wall,
- 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 more, facing onto an aisle must be stepped back by a minimum of 1m into the stand, single-storey over 4m - £255+ VAT, two – storey stands - £370 + VAT. These fees are payable
directly to the structural engineer Campbell Reith, further details upon receipt of structural calculations.

- Stands over 4m in height will need to provide structural calculations 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 40% per each sqm of the roofed area is covered. Sprinkler-compatible fabrics must be used.
- No full ceilings are permitted unless fireproof, water permeable textile is used or sprinklers are fitted.
- All double-decker stands must be fitted with a sprinkler system. The Bella Center can provide a quote to connect to main sprinkler pipes.
- 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.
- Meeting rooms for more than 10 pax on your stand should have 2 doors located on opposite walls.
- **Hall A is already carpeted.** If you wish to have a different carpet or any other type of flooring, this must be laid onto protective floor flats or a platform. Floor coverings fitted directly on top of the venue carpet are not permitted. Please contact GES for advice on hiring floor flats or raised platforms.

**IMPORTANT NOTE:** All space only exhibitors must supply the EWEA Operations Team, no later than 23 January 2015, 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 are only permitted up to a maximum height 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 which is above 6m.

**Stands exceeding 4m in height:** must supply structural calculations by 23 January 2015 to be checked by a structural engineer prior to build up. The stand will also be checked by the engineer during the build. There is an additional cost to the exhibitor for this service, £255 + VAT, payable directly to Campbell Reith (Structural Build Engineers.) The Bella Center reserve the right to insist on having any modifications it considers useful or necessary in accordance with their safety regulations.

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 relevant loads 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. No branding or logos can be added. The tops of stands must be finished tidily, especially if 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

Plans for two-level stands must be submitted to the EWEA Exhibition Operations Team by 23 January 2015. General stability of stands with two or more 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 of £370 + VAT payable directly to Campbell Reith (Structural Build Engineers).

No work can be carried out on two-level stands until the Organisers have provided written consent. Supplementary information on the design and choice of materials may be requested at any time. A copy of the inspection report must be available to the Organisers.

The free height on the bottom level must be a minimum of 2.3m. There must be 1m between the bottom step of the staircase and the edge of the stand, the area between the aisle and the steps must be kept clear at all times. The 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.

It is important to note that two-storey stands must always have two stairway exits.

Fire regulations and stand design

General rules

- Escape routes shall be kept clear at all times.
- Doorways along escape routes must be easy to open to their full width from inside, but should not block the hall aisles when open.
- Doors to 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 decorations, signs or lighting over gangways are not permitted.
- Bear in mind that these aisles represent escape routes in the event of an emergency!
Fire regulations and stand design

All halls are fitted with a sprinkler system, which is the reason why you are only permitted to build a completely covered stand when you use a fireproof, water permeable textile ceiling. When using solid materials, you may build your ceiling in a checkerboard fashion, provided that the total covered area does not exceed 40% of the total stand area.

All double-decker stands must be fitted with sprinklers. This also applies to stands with watertight ceilings and closed rooms, motor vehicles, containers etc, which are not actual sales objects. Exemptions to this rule may be applied to covered sales objects, on the condition that these do not exceed 9 sqm.

The Bella Center can install the sprinklers for you – please contact them for a quote. Connection to the main sprinkling pipe must be installed by the Bella Center – any authorised electrician following the guidelines laid down by SKAFOR can install the remaining part of the sprinkling procedure. If you intend to cover your stand, you must always apply for permission at the Technical Department.

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. If artificial flowers are used on a stand they must be made fireproof.

Wooden floors laid out as gratings with gaps and especially with cavities below are not allowed. If you intend to lay your own carpet or floor covering, the product must carry one of the following approvals:
A. Class G flooring as in DS-1063.2, in accordance with Danish Building Regulations '95, chapter 6.11.1 section 5.
B. Class D- s1 flooring after EN 13501 Fire classification of construction products and building elements
C. NT fire 007 (Scandinavian approval)

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.
The Bella Center reserves the right to reject the use of material that does not comply with the aforementioned requirements. 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 event, the Bella Center staff and the 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, 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*

EWEA Exhibition Operations Team
Dianne Wright, Gina Walls
Email: exhibitionoperations@eweaevents.org
Tel: +44 247 651 0015

**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 repairing, restoring or renewing any damages to the halls or site, for example, paint and adhesive tape marks, 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 in the hall aisle for a short period of time during the set-up and dismantling phases, as long as the required safety aisle widths are maintained and logistical concerns are sufficiently taken into consideration. A strip of under 0.9 m in width between the stand border and the hall aisle should be 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 adequate fire extinguisher.
- One additional fire extinguisher must be provided for every 200 m² further.
- 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.
- The use of coffee machines, electric kettles, photocopiers, printers, refrigerators and other heat-emitting machines is only permitted if a CO2 Carbon dioxide hand extinguisher is provided.

**FIRE PROTECTIONS**

**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
EWEA Exhibition Operations Team
Dianne Wright, Gina Walls
Email: exhibitionoperations@eweaevents.org
Tel: +44 247 651 0015
Important notes:

1. Any damage incurred to panels or other parts 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 23 January 2015.
   - 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 reserves the right to ban working demonstrations onsite if they disturb neighbouring stands or pose a threat to the public in any way.

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 exhibitors who fail to respect this rule.

   Please note that materials must not be attached to the fabric of the building. Any costs which result from the removal of this kind of materials would be charged to the exhibitor responsible.