SPACE ONLY STAND AND STRUCTURE INFORMATION

SPACE ONLY SITES - FOREWORD

The build for space only stands will commence at **0900 on Tuesday 3rd Feb 2026** Contractors should satisfy themselves that the positioning of the stand area is correct and, if necessary, conduct a site visit well in advance of the event. Any queries should be referred to the organisers as soon as possible **before commencing construction**.

VENUE ACCESS – BUILD SPACE ONLY

TUESDAY 3RD FEB 2026	0900-1800

PULL OUT

THURSDAY 5TH FEB 2026	1630-2200

Times are subject to change – please ensure any timings given as directed by the Organisers are adhered to.

Exhibitors and contractors attention is drawn to the tenancy build up and break down times, which are NOT flexible. All parties are required to ensure that all stands, regardless of design, are able to be completed within those times. You should therefore ensure that sufficient crew are allocated to the construction and dismantling, so as not to compromise safety, or the European Working Time Directive.

Bespoke rigging i.e wooden frames will be classed as a complex structure. All construction over 2.5m high must be dressed on both sides. All space only exhibitors are responsible for making good the back of their stand, which may not be left uncovered so as to conform with the rest of the floor. A shell scheme wall may be provided at a cost to the exhibitor. Any part of the wall above 2400mm must be suitably decorated and finished to a high standard. Branding is not allowed if overlooking an adjacent stand.

All space only bookings MUST provide a back wall up to a minimum height of 2.5m, UNLESS you have purchased an open 4 sides island site.

Where there are adjoining space only stands, each stand must have their own dividing wall or a single wall could be constructed and the cost split between the two companies: in this instance, please contact Phil Fellows for the adjoining stands contact name and phone number as we prefer for the companies to speak directly to each other. If a space only stand adjoins a shell scheme stand, the shell scheme dividing wall will not be finished off on the side of a space only stand. If you wish to use this wall please contact the Shell Scheme Contractor.

CDM 2015

PLEASE NOTE: SPACE ONLY CONTRACTORS MUST FAMILIARISE THEMSELVES WITH THE CONFINES OF THE CONSTRUCTION (DESIGN & MANAGEMENT) 2015 REGULATIONS WHICH NOW GOVERN THE ENTERTAINMENT INDUSTRY.

You ARE required, under CDM, to submit a FULL site safety plan and also ensure that this is brought to, and produced on site. You should already be aware of the regulations currently in force within the construction industry, and a similar mode of operation will come into force in the whole of the entertainment industry from the 6 April 2015.

The **Space Only Submission Form**, will need to be completed in the first instance and emailed directly to phil.fellows@dimeevents.com. This also contains information on what should be submitted under CDM. Your stand build Space will ultimately become your own CDM site, and should be controlled as such.

It is highly likely that ALL persons entering the main CDM site will need to be inducted. This may be done remotely, with a declaration that all your employees have undertaken that induction. Please remember that this is not something which can be 'addressed on the day', CDM 2015 is statute, in other words, Law and should be obeyed as such.

FOREIGN CONTRACTORS

The regulations for CDM 2015 are Pan-European, which is partly the reason for them being introduced to the UK Entertainments industry. Overseas contractors are equally required, under law, to comply with them. ANY contractors NOT complying with the regulations in advance/on site, WILL be refused access or removed.

SPACE ONLY SITES - GENERAL

All space only sites must submit for approval, fully dimensioned drawings showing all proposed construction and elevations, visuals, together with risk assessments and method statements and Public Liability insurance. These should be submitted NO LATER than the date set out in the online exhibitor portal, and sent to Dime Events Ltd. Please send to: phil.fellows@dimeevents.com

Exhibitors and contractors should note that:

Any part of the wall above 2400mm must be suitably decorated and finished to a high standard. Branding is not allowed if overlooking an adjacent stand.

Any and all rigging, of ANY kind, must be first approved by the organisers

Space only exhibitors should note that their stands must comply with the Equality Act 2010, which supersedes the Disability Discrimination Act 2005, insofar as:

1. Reasonable adjustments made to services or premises to enable disabled people to access them.
2. Delivery of services by a reasonable alternative means provided.
3. Where a stand requires a raised floor platform, consideration should be given to providing ramped access for wheelchair users.
4. Further advice can be found in the eguide, which may be viewed or downloaded via the following link: https://www.aev.org.uk/e-guide

Advertising or logos on the external walls of your stand is not permitted where they will interfere with another company's exhibit.

There are specific requirements for staircases and handrails on multi-storey stands – please refer to the regulations in the eGuide, or contact Phil Fellows of Dime Events Ltd.

Similarly, the larger stands which will be used to showcase services to an audience, may be required to have emergency exits, which, if opening outward, **must be recessed** so as not to open onto a gangway or thoroughfare, and must be fitted with Illuminated Exit Signs, in accordance with BS5499. All stand fittings must be constructed so as to present a clean appearance from gangways and adjoining stands.

ISLAND SITES

An Island sites is classed as a stand alone footprint, not attached to any other stands. In these instances, the stand should be accessible from all four sides, and any wall on an open side must not take up more than a third of the total length of that side, and should be set back from the edge of the stand by a minimum of 1.5m. Full length walls on any side are not permitted on an island site. All walls should be fully dressed on both sides, to floor level.

COMPLEX STRUCTURES

If you are building a complex structure, you must also supply structural calculations and written confirmation from a structural engineer that the stand is fit for its purpose. A complex structure is defined as any form of construction of any height, which would normally be designed by an engineer and/or has, through a risk assessment, been found to present a significant risk. The following are always treated as complex structures:

- Double deck stands, regardless
- Suspended items of 400kg or over in weight
- Bespoke Rigging
- Platforms and stages for public use and all platforms and stages over 0.6 metres in height
- Tiered seating structures
- Freebuild ceilings
- **Any of the above items, will require a structural sign off, for which there will be additional charges!**

All space only stands will be inspected and certified by an independent structural engineer on site. They will only be allowed to trade once the engineer is satisfied that the structure is safe and has provided certification.

PLEASE NOTE: Stand approval is based on design only. We take no responsibility for incorrect stand size to footprint or height.

It is the exhibitors / contractors responsibility to examine the site allocated in order to avoid adjustments to stand structure or displays, and to ensure that the footprint/height is correct! Although we give stand dimensions on the plan, if precise measurements are required we strongly advise a site survey, please contact Roar TechMedia or Phil Fellows to arrange this.

Work on Space Only Stands must be complete by 1800HRS on the 3rd February 2026 _____. Where appropriate, flooring ply or a platform must be used. All stand construction and displays must conform to the fire regulations, and be installed to the satisfaction of the venue owner and local authority. Exhibitors should note that stands deemed to be complex will require specific Local Authority approval, and must be agreed a minimum of 28 days before the event. Any structural engineering fees incurred in acquiring Local Authority approval must be borne by the exhibitor. If you have any queries on what are deemed complex structures, please contact Phil Fellows. *Please note that sign off approval is given for stand plans/designs ONLY and are not a technical or structural sign off. No responsibility whatsoever will be accepted by the organisers or their representatives for the failure of exhibitors or their contractors to obtain the necessary information.*

CONSTRUCTION HEIGHTS

The maximum permitted build height on any show, unless otherwise stated, is 4m from the venue floor, therefore including any platforms.

WORKING AT HEIGHT REGULATIONS

A person is working 'at height' if there is a possibility of their being injured from falling, even if they are working at or below ground level.
The Working at Height Regulations refers to 'duty holders': employers, self-employed and employees. This includes all contractors and exhibitors (for example, when accessing areas above floor level to dress stands).
Duty holders' responsibilities are to ensure that:

- no work is done at height if it is safe and reasonably practicable to do it other than at height.
- ensure that the work is properly planned and organised, appropriately supervised and carried out in as safe a way as is reasonably practicable.
- plans are in place for emergencies and rescue.
- a suitable and sufficient risk assessment is carried out and the significant findings recorded and acted upon.
- they do all that is reasonably practicable to prevent anyone falling.
- all work at height takes account of conditions that could endanger health and safety.
- those involved in work at height are trained and competent.
- the place where work at height is done is safe.
- equipment for work at height is appropriately inspected.
- the risks from fragile surfaces are properly controlled.
- the risks from falling objects are properly controlled.

Equipment used for work at height must be suitable for the task. All equipment must be industrial quality (including ladders; domestic quality ladders are not permitted).

To conform to the Regulatory Reform (Fire Safety) Order 2005, all space only stands with store rooms **MUST** have clear vision panels in them, frosted glass is **NOT** permitted.

Doors on stands must not open into gangways, with the exception of emergency exit doors which must be recessed into the stand. ANY glass or clear vision doors on stands MUST have decals or logos on them to prevent them from being hazards.

NOTE: ALL your stand flooring, INCLUDING any sloped edging, must fit into your stand footprint completely and must not encroach into a gangway

INSURANCE

ALL contractors and space only stand holders **MUST** hold valid **Public & Products Liability Insurance**, which covers them and indemnifies for all activity involving stand construction, operation and deconstruction, at the event and in the country to which this information pertains.

The liability is a compulsory minimum of £5m Sterling or the equivalent in another currency. If you are in doubt as to what your cover is, please contact your underwriter or broker for clarification. Please note that we do NOT require your Employers Liability Insurance.

All contractors and exhibitors are required to provide the following information:

- The Space Only Stand Check Sheet in the first instance
- CDM Project Safety File, which must contain, but is not limited to:-
    - Full technical stand plans, incorporating all dimensions, elevations and weight loadings. Please note that all height dimensions MUST include the floor platform.
    - Stand visuals where possible.
    - Non generic risk assessment.
    - Non generic method statement.
    - Copy of your Public Liability Insurance, in date at the time of the event.
    - Your Companies' Health & Safety Policy Document and Statement.
    - Any other relevant information regarding any aspect of the design/construction phases.

We are here to help, and whilst stringent venue and H&S regulations and legislation has to be followed, we will do our best to assist with any queries you may have. Please just ask.

Health & Safety Helpline 01799 551950

Please direct all information and documentation, queries and questions to:

Phil Fellows at Dime Events Ltd – phil.fellows@dimeevents.com ONLY - do NOT send to the Organisers in the first instance

All documents should be sent electronically. We no longer accept Fax or postal submissions.