

Stand Information & Construction Regulations

These guidelines for Stand Information and Construction Regulations have been established by Smarter Shows (Tarsus) Ltd., to use as a resource for creating consistent and fair exhibiting standards across our exhibitions and events

These display rules and regulations provide exhibitors with all the information necessary to appropriately design, plan and build their exhibition stand.

The display rules and regulations are to ensure all exhibitors, regardless of exhibit size or location, have an environment conducive to successful interaction with their audiences.

Smarter Shows (Tarsus) Ltd. reserves the right to interpret these regulations as it deems appropriate to ensure the success of the exhibition.

ORGANISER SPECIFIC STAND REGULATIONS

Shell schemes & Stand Packages

The exhibition has been sold on the basis of 'Space Only'.

You **MUST** order a stand package or shell scheme from the official contractor Messe Stuttgart or build your own custom stand. Hard walls and flooring are compulsory for all booked exhibition space.

* Pop-up displays and standalone graphics are not considered as hard walls and will need to be accompanied by modular walls.

Stand category A – ordering a stand package through the official stand contractor:

1. Shell scheme - A shell scheme will typically include rear & dividing walls, carpet, fascia & name board with company name and stand number.

2. A shell scheme package - A shell scheme package stand will typically include rear & dividing walls, carpet, fascia & name board with company name and stand number, as well as:

- Spotlights
- Table & chairs
- Literature rack
- Waste basket

Please note that NO electrical supply is included with shell schemes. Furniture packages and quantities are included but vary depending on the stand package.

Additional fittings, printed graphics & accessories can also be ordered. For more information on all the options available to you, please contact **Messe Stuttgart** via the **Exhibitor Portal**.

Your **Exhibitor Stand Information form** must be submitted for approval, prior to deadline of **Friday 20th October 2023**.

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Stand category B – Building your own stand:

Exhibitors are permitted to build their own stands, so long as they are compliant to the display and build rules, and they have gained approval from the Organiser.

* Pop-up displays and standalone graphics are not considered as hard walls and will need to be accompanied by modular walls.

The backs of all walls of any structure must have clean and neutral surfaces, finished to a high standard and clear of wires. This applies to the entire back surface, whether bordered by a neighbour, a wall in the venue, or exposed.

Designs, risk assessments and other documentation must be submitted along with your **Exhibitor Stand Information form** for approval, prior to the deadline of **Friday 20th October 2023**.

Stand Category C – Having a custom-built stand by an External Contractor:

Custom-build stands by an externally appointed Contractor are allowed, permitted that they comply with the Stand Construction Regulations, complex structure and technical guidelines, and have gained permission from the Organiser. The backs of all walls of any structure must have clean and neutral surfaces, finished to a high standard and clear of wires. This applies to the entire back surface, whether bordered by a neighbour, a wall in the venue, or exposed. Technical plans are available on request.

Designs, risk assessments and other documentation must be submitted along with your **Exhibitor Stand Information form** for approval, prior to the deadline of **Friday 20th October 2023**.

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Types of Stands

Linear “In-Line” Stands – Linear stands are arranged in a straight line and will have a neighbouring stand on both the left and right side, sometimes backing onto another inline row. The standard height of 2.5m (8ft) is allowed along the back wall and each side.

You may display hanging signs, logos and graphics if they are set back 1.0 meters from any side, and you have gained permission from the Organiser. No advertising or logos should directly overlook any neighbouring stand.

Corner Stands – These are the end stand in a row of linear stands. They will have two open sides. The same guidelines apply as above however we would suggest the side next to the aisle should remain open to allow for maximum exposure. The standard height of 2.5m (8ft) is allowed along the back wall and each side

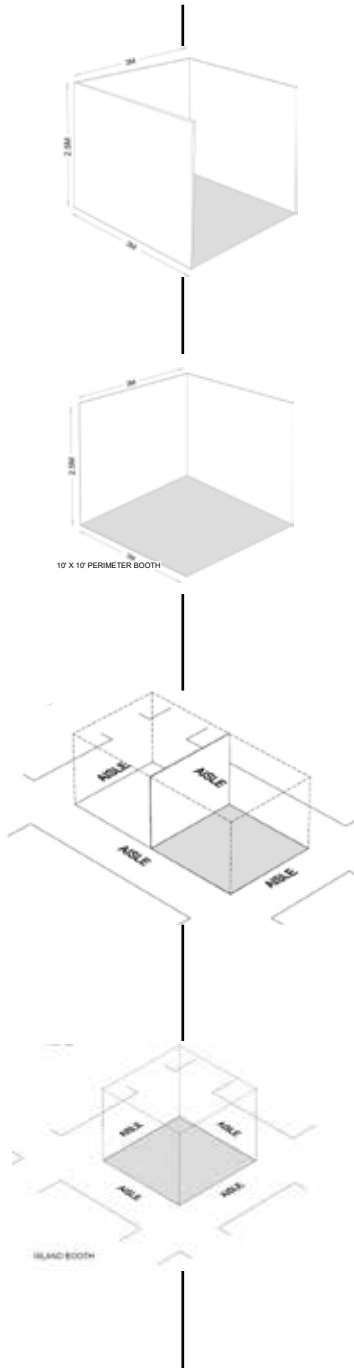
You may display hanging signs, logos and graphics if they are set back 1.0 meters from any side, and you have gained permission from the Organiser. No advertising or logos should directly overlook any neighbouring stand.

Peninsula Stands – These are stands which are open on three sides with one full back wall, and back on to either another peninsula stand, or two lines of stands. The standard height of 2.5m (8ft) is allowed along the back wall and each side (if applicable – please see 3.3 OPEN FRONTAGES/SOLID WALLS). Enclosing walls (i.e. directly onto the aisle) are restricted to up to 50% of the length of the side of the stand and should be made to look interesting from the aisle and neighbouring stands.

You may display hanging signs, logos and graphics if they are set back 1.0 meters from any side, and you have gained permission from the Organiser. No advertising or logos should directly overlook any neighbouring stand.

Island Stands – An Island stand is exposed on all four sides. Any walls must comply with the 50% rule (if applicable – please see 3.3 OPEN FRONTAGES/SOLID WALLS). Enclosing walls (i.e. directly onto the aisle) are restricted to up to 50% of the length of the side of the stand and should be made to look interesting from the aisle and neighbouring stands.

*** You may display double-sided signs, logos and graphics if you have gained permission from Organiser.**



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CONSTRUCTION REGULATIONS

1. GENERAL

1.1 INTRODUCTION

All work must be carried out in conformity with the requirements of the Rules and Regulations of the Organisers and Messe Stuttgart. Here follows a summary of these regulations while full details can be obtained from Messe Stuttgart. 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.

1.2 NOTIFICATION OF CONTRACTORS

Exhibitors must notify the Organisers as soon as possible of the names of their stand contractors via the **Exhibitor Stand Information form**. This form should be submitted no later than **Friday 20th October 2023**. – this form can be found in the **Exhibitor Portal**. We will again be issuing contractor wrist bands for ALL contractors to Foam Expo Europe and Adhesives & Bonding Expo Europe therefore it is imperative that you complete the contractor information so we know who will be building your stand.

2. PLAN PRESENTATION & SUBMISSION FOR APPROVAL

2.1 GENERAL

All space only exhibitors are required to submit full dimensional stand design drawings and Risk Assessments (and Method Statements) by uploading the documents via the **Exhibitor Stand Information form** in the **Exhibitor Portal**. Plans must be in English, to a recognised scale not less than 1:50 and be submitted by **Friday 20th October 2023**. If you have any questions, please contact Emily Hewitt - emily.hewitt@smartershows.com.

2.2 CUSTOM BUILT STANDS

Permission to build needs to be granted by both Messe Stuttgart and the Organisers. The following documents must be enclosed with the application for stand construction approval:

- 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, raised platforms and proposed banner constructions;
- d) Details of all walling, platforms, demonstration areas, exhibits, graphics, etc;
- e) Details of materials and fire protection.
- f) Structural calculations proving the structural stability of the stand.
- g) A method statement detailing the process by which the stand will be built.

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2.3 COMPLEX STRUCTURES

Complex structures are defined as any form of construction of any height that would normally be designed by an engineer and / or has been found to provide significant risk via a risk assessment.

As outlined in section 2.2, all structures deemed as complex also require plans to be submitted, together with structural calculations, a method statement, etc.

Examples include:

- Stands over 3.5m in height
- Viewing / service platforms
- Suspended items
- Raised walkways
- Ramps
- Sound / lighting towers
- Temporary tiered seating

Exhibitors wishing to construct two-storey structures are required to receive written approval from the Organiser in advance. Additional stand approval costs may be charged by the venue for reviewing and approving two-storey stand plans. Any additional build up time required outside of published times might also incur some fees payable by the Exhibitor. If you have any questions, please contact Emily Hewitt - emily.hewitt@smartershows.com

3. DESIGN OF STAND

3.1 GENERAL

The design of the stand must be such that the stand can be erected and dismantled within the time given. All stands with aisle facing edges must be open to allow visibility from all directions. **All stand plans for island sites (4 open sides) MUST be approved by the Organiser.**

3.2 HEIGHT LIMITS & PARTITION WALLS

Exhibitors are required to construct freestanding partition walls between their own & adjoining stands. These must be to a minimum height of 2.5m and maximum height of 5.0m. Note: Where partitioning walls are constructed over 2.5m in height, it is the responsibility of the exhibitor constructing the wall to dress the entire rear of the partition wall in white. **All Space Only stands MUST be approved for construction by the Organiser.**

The **maximum build height** for structures is **5.0 meters with a hanging banner up to 8.0m**

Please note that some areas of the hall will have build height restrictions. You will have been informed of this at point of booking, and your stand representative will have received an email. To determine whether your stand space is height restricted, please see the [Technical Floorplan](#).

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Height Limits:

WITHIN THE RED LINE ZONE - Maximum build height 3.5m. Hanging banners not permitted* (*unless it can be hung at least 1.5m away from the balcony - Select stands only - Approval MUST be requested/granted)

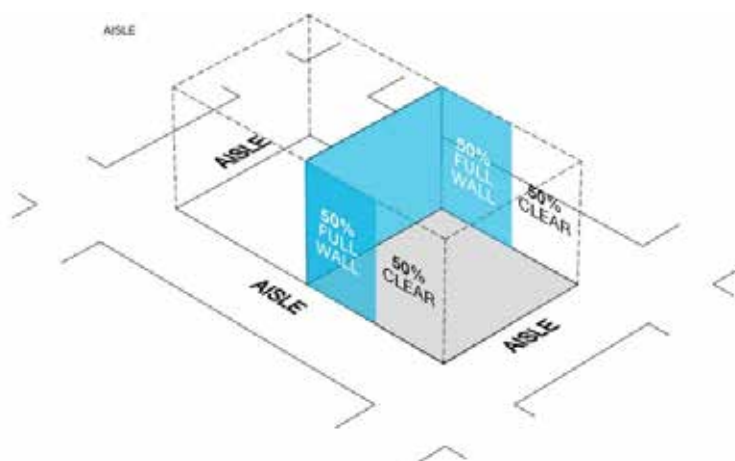
NO COLOUR ZONE - Maximum build height 5.0m + hanging banner possible up to 8.0m

Please note that the backs of all walls of any structure must have clean and neutral surfaces, finished to a high standard and clear of wires. This applies to the entire back surface, whether bordered by a neighbour, a wall in the venue or exposed. Logos and branding are not permitted on the rear face of partition walls when these walls overlook neighbouring stands.

Any exceptions must be in writing from the Organiser. If you have any questions, please contact Emily Hewitt - emily.hewitt@smartershows.com

3.3 OPEN FRONTAGES/SOLID WALLS

Enclosing walls (i.e. directly onto the aisle) are restricted to up to a maximum of 50% of the length of the side of the stand and should be made to look interesting from the aisle and neighbouring stands. Solid runs of walling along open perimeters are not permitted unless facing a venue wall. Under no circumstances are neighbouring stands to be visually blocked off from the rest of the exhibition. The outside finish must be the same as inside or equivalent in quality of build. The Organisers will not allow walls to be stepped back in order to overcome this ruling.



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3.4 SPACE ONLY STAND NUMBERING

All Exhibitors should display their company name and stand number prominently on their stand so that they can be viewed from each approaching gangway. This will assist visitors in locating their position within the hall and finding the stands they wish to visit.

3.5 OBSTRUCTING GANGWAYS

No part of any stand or exhibit, including fascia, signs, lighting, corner posts, etc, shall project into or over the gangway or obscure any fire or exit signs and the Organisers reserve the right to remove any such item.

3.6 PLATFORMS/RAISED FLOORS

Platforms are not essential but where they are incorporated into the stand design the following regulations apply. The general height may not exceed 100 mm (4") but areas may be super-elevated for display purposes. Details of super platforms, above the height of 600 mm (24") to which people have access must be submitted to the Organiser for approval by the Authorities. Corners should be rounded off and platforms should incorporate a ramp into their design for disabled access to meet the requirements introduced under the recent Disability Discrimination Act.

The flooring must not be less than a nominal 25 mm (1") thick & be laid with close joints. Platforms must be of a strength and stability enough to carry and distribute the weight of the stand fitting, stand personnel, visitors and exhibits having regard to the loading limits of floors.

3.7 DOORS AND WINDOWS

To avoid accidents, all doors and windows along gangway edges must open inwards. Other doors and windows that open outwards should not exceed beyond the site boundaries.

3.8 COLUMNS

Where columns fall wholly or partially within the area of allocated space, they should be encased by the exhibitor on all four sides to a height of 2.5 m. The casing must be self-supporting and may not be fastened to the column.

3.9 SUSPENSION AND FIXING TO THE EXHIBITION PREMISES

Messe Stuttgart has the exclusive right to approve and supply suspensions and rigging from the roof and building structure. Please refer to the appropriate order form when visiting the Exhibitor Portal if you require this service.

You may display hanging signs, logos and graphics if they are set back 1.0 meters from any side, and you have gained permission from the Organiser. No advertising or logos should directly overlook any neighbouring stand.

Please note some restrictions do apply regarding rigging points in certain halls so please contact the technical department at Messe Stuttgart for more information - **technik@messe-stuttgart.de**

3.10 RIGGING OF LIGHTING

Any items hung overhead from a truss or rigging structure must also have a secondary steel wire rope to secure it to the truss or rigging. All suspensions must adhere to mandatory DGUV (Deutsche Gesetzliche Unfallversicherung) regulations.

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3.11 STRUCTURAL INTEGRITY

All exhibit displays should be designed and erected in a manner that will withstand normal contact or vibration caused by neighbouring exhibitors, hall laborers, or installation/dismantling equipment, such as forklifts. Displays should also be able to withstand moderate wind effects that may occur in the exhibit hall when freight doors are open. Refer to local building codes that regulate temporary structures.

Exhibitors should ensure that any display fixtures such as tables, racks, or shelves are designed and installed properly to support the product or marketing materials to be displayed.

3.12 DEMONSTRATIONS

As a matter of safety and courtesy to others, exhibitors should conduct sales presentations and product demonstrations in a manner which assures all exhibitor personnel and attendees are within the contracted exhibit space and not encroaching on the aisle or neighbouring exhibits. It is the responsibility of each exhibitor to arrange displays, product presentation, audio visual presentations, and demonstration areas to ensure compliance. Exhibitors should be aware of local regulations regarding fire/safety and environment which must be adhered to.

Special caution should be taken when demonstrating machinery or equipment that has moving parts, cooking equipment with an open flame, or any product that is otherwise potentially dangerous. Exhibitors should establish a minimum setback of 0.91m (3ft) and/or install hazard barriers as necessary to prevent accidental injury to spectators. Additionally, demonstrations should only be conducted by qualified personnel.

3.13 SOUND/MUSIC

In general, exhibitors may use sound equipment in their stands so long as the noise level does not disrupt the activities of neighbouring exhibitors. Speakers and other sound devices should be positioned so as to direct sound into the stand rather than into the aisle. Rule of thumb: Sound and noise should not exceed 60 decibels when measured from the aisle immediately in front of a stand.

Exhibitors should be aware that music played in their stands, whether live or recorded, may be subject to laws governing the use of copyrighted compositions. GEMA, ASCAP, BMI, and SESAC are four authorised licensing organisations that collect copyright fees on behalf of composers and publishers of music.

4. TECHNICAL GUIDELINES

The Stuttgart Messe's Technical Guidelines provide detailed information on the following and more, to assist with the design and building of your exhibition Stand.

- Building materials
- Flooring and carpet tape
- Lighting, power supply and voltage
- Compressed air, electricity and water supplies
- Exits, escape routes and doors

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- Exhibiting of motor vehicles
- Hazardous substances
- Flammable and toxic materials
- Welding and cutting
- Storage

Ensure that your exhibition stand meets the Messe Stuttgart Technical Guidelines, you can download the pdf from the **IMPORTANT INFORMATION / Display Rules & Construction Regulations** section of the exhibitor portal or for more information or contact technik@messe-stuttgart.de

Health & Safety Guidelines and Risk Assessment

Exhibitors responsibility

Smarter Shows (Tarsus) Ltd. and Foam Expo Europe, Adhesives & Bonding Expo Europe and Thermal Management Expo Europe take their Health and Safety responsibilities very seriously and it is vital that Exhibitors and their contractors do likewise.

As an exhibitor, you must ensure the health, safety and welfare of your employees, contractors and attendees as far as is reasonably practicable throughout the exhibition. You should ensure that your actions (or in-actions) do not give rise to accidents, injuries or unsafe working environments, provide proper information, instruction and training and supervise all parties throughout the show. You should also check that any contractors, suppliers, agents, etc that you may be using have a Health & Safety Policy, suitable to the exhibition environment.

Among the statutory duties owed under Health & Safety legislation the following are particularly relevant, although this list is by no means exhaustive:

1. Each exhibitor should have a copy of their Company Health and Safety Policy available for inspection on their stand.
2. A "suitable and sufficient" risk assessment should exist in respect to all the significant risks in the business.
3. Every employer has a duty to co-operate with other employers (e.g. Exhibition Organisers) when sharing a workplace, whether temporarily or permanently.
4. Maintain emergency gangways through and to the centre of the halls in build-up and breakdown situations - i.e. do not leave items in the gangway.
5. All operatives must wear suitable protective clothing relevant to their job, which includes eye, ear, foot and hand protection.
6. All operatives must wear hard hats when working beneath or near overhead working or if this is impracticable, restricting access in such areas.
7. Ensure safe use and storage of flammable liquids and substances and segregation from waste and other risk areas.
8. Ensure that portable electric tools are used with the minimum length of trailing leads and that such equipment is not left unattended with a live power supply to it.

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9. Stacker trucks are not used by anyone other than fully trained personnel.
10. Disused fluorescent lights are placed in the trash bins in and around the halls, for safe and proper disposal.
11. Chemicals and flammable liquids are removed from the exhibition venue after use by the user or, in exceptional circumstances, brought to the attention of the venue-cleaning department for safe and proper disposal. Such products must not be placed in general trash bins or tips. **NO SMOKING** is permitted inside the exhibition halls.
12. Any work area is maintained free from general waste materials that could hazard operatives.
13. Only scaffolding incorporating standard safety features may be used and that any tower scaffold in use is properly stabilized and propped.
14. The Organisers' nominated contractor, Messe Stuttgart, will carry out all electrical work within the halls.
15. All materials used for construction or display be approved to Local Authority Standards.

Key requirements for Exhibitors

Exhibitors must appoint a Safety Planning Supervisor to manage your on-site Health & Safety in conjunction with your stand (stand) planning and construction. This Supervisor will have specific responsibility for managing Health & Safety (including the provision of proper information & instruction, training, guarding & supervision of all parties concerned through the show) and be responsible for the undertaking of the steps below.

1) HEALTH & SAFETY DECLARATION

All exhibitors **MUST** complete and return **Exhibitor Stand Information form**, this form can be found in the **Exhibitor Portal**, by the deadline given to indicate their commitment to Health & Safety at the exhibition.

2) RISK ASSESSMENT

Exhibitors who are NOT ordering a stand package via the official contractor **Messe Stuttgart** (such as own builds, external contractor builds) **MUST** undertake a Risk Assessment prior to the exhibition, identifying the hazards present on-site and ways in which you will minimize and control these risks. You must also obtain copies of risk assessments from all your appointed contractors who undertake work on your stand.